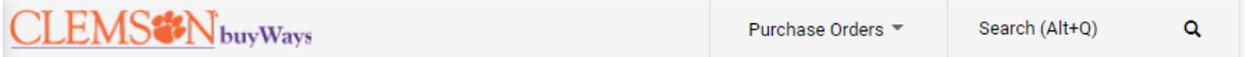


## Entering a Receipt in BuyWays:

To verify the receipt of goods or services, you will need to login to [BuyWays](#) and enter a receipt.

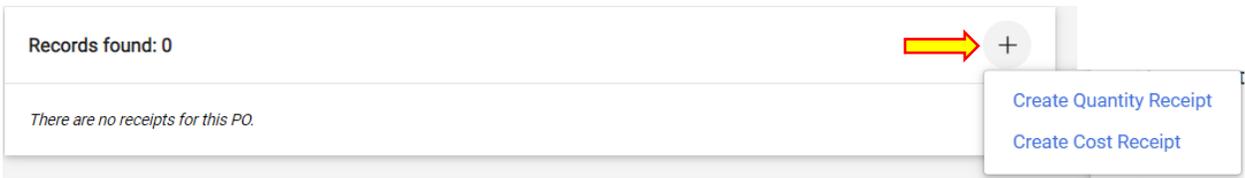
- Enter the purchase order (PO) number you wish to access and click the magnifying glass to search and then select the correct PO from the results list.



- Next, go to the “Receipts” tab



- Click the “+” and choose “Create Quantity Receipt” or “Create Cost Receipt”



- The receipt will automatically populate with the PO information, you can edit this information based on the quantity or amount
- You will need to enter the packing slip number
  - Note – If you do not have a packing slip, you may use the invoice number or any reference number you choose
- Review all lines for quantity or cost accuracy
- Select “Complete” at the top or bottom of the page