UCSB
Business & Financial Services
Procurement

Gateway Systems Receiving Overview

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Why should we receive?
– It is your department’s way of indicating the status of all of your goods and/or services for that particular order.
– In many cases your receipt is the key for releasing payment on your purchase orders’ invoices.

When should we receive?
– Best practice is to receive on every single purchase order, for which you have direct knowledge of receipt, in order to indicate that your goods and/or services have been received.
– However, on orders $2,500 and below, a receipt is not needed for the invoice to pay if the invoice and purchase order match.
– Please note: Bypassing the Receiving step may, however, raise audit issues.
– Receipts are always required to release the invoice to pay on any order over $2,500.
– Receipts are always required to release the invoice to pay Vendor Blankets and Walk-In Forms.
– Please note that receipts are not necessary to release payment on Arrowhead Water Vendor Blankets. However, it is still best practice to continue creating receipts to maintain audit standards.
How do we receive?

• Always create receipts from your Purchase Order (not the invoice or requisition!)
• A Receiver will be the only person with the option to “Create Quantity Receipt” or “Create Cost Receipt” from the available actions dropdown menu.

What kind of receipt should we create?

– **Quantity Receipts** are typically used for simple receiving on purchase orders.
  • They are used to reflect the quantity of items ordered on the purchase order and received.
  • Quantity receipts are most often seen with supply orders, like OfficeMax or Fisher Scientific.

– **Cost Receipts** are typically used for receiving the actual amount reflected on an invoice against your purchase order.
  • They are always to be used with Forms as they need to match the exact amount of the invoice for payment against your purchase order.

Quantity Receipt

• From your “Available Actions” drop down menu, select “Create Quantity Receipt” and hit “Go”.
• When you select this option, the receipt will populate as if you have received all line items for your order. If you received everything perfectly for your order, then leave it as is!
  – **Partial Shipment** - If you did not receive all of your shipment, change the quantity to reflect what you did receive. That will leave the line open for you to receive at a later time on a new receipt. If you are waiting to receive a full line of your order, you can delete the entire line off of your receipt, leaving it open to receive at a later time when your goods arrive.
  – **Returns** - If you received an item and need to return it, select the “Receive & Return” button. It will duplicate your line, showing that you’ve received that quantity of goods and also returning the same. This leaves the line open for receiving again at a later date.
  – **Cancellation** - If you are not going to receive the goods (the supplier does not carry the item anymore, etc.), change the “received” drop down to “cancelled”. This ensures that that line item closes as you do not expect a future shipment.
Cost Receipt

- From your “Available Actions” drop down menu, select “Create Cost Receipt” and hit “Go”.
- When you select this option, the receipt will populate filling in the entire amount of your purchase order.
  - This is good to remember especially for Vendor Blankets, so you do not cost receive the entire amount of your order
    if your intent is to just receive for a specific invoice!
- When cost receiving for Vendor Blankets, Walk-In and Confirming Forms where you would like to alter the
  amount of the cost receipt first, all you need to do is edit the amount in the “Cost” field by deleting the pre-
  populated amount and typing in your desired amount.

Finishing Your Receipt

- The last part of the receipt requiring attention is the top portion. Filling out these fields is up to your department’s best practice.
  - Fields to consider are:
    - Packing Slip No.
    - Carrier
    - Notes
    - Attachments/Link (Some departments utilize this field to actually scan and attach the actual packing slip)
- When you are finished, click “complete” and your receipt is created!
  - “Complete” will save and upload your receipt to your PO
  - “Save Updates” will only save a draft in order to allow you time to edit the receipt before uploading it completed to your PO.

Tips and Tricks!

- Q: What do I do if I make a mistake on a receipt and cannot re-open the receipt to delete or make edits?
  - A: If your receipt has already closed because an invoice workflow on your purchase order, you should create
    another receipt for the same amount, using a negative amount. This will essentially cancel out the incorrect receipt,
    bringing your PO back into balance.
    - For example: If you accidentally created a cost receipt for $50, just create another cost receipt for -$50.
- Q: If I have several cost receipts to create for one Vendor Blanket, can I just create one cost receipt
  reflecting the total balance of all of the cost receipts needed instead of having to create several individual
  cost receipts?
  - A: No! The system will accept that as well as several individual cost receipts.
- Q: I received a notification from the system that my order needs a receipt, but I do not see the options to
  “Create Quantity Receipt” or to “Create Cost Receipt”, what should I do?
  - A: If you do not see either of the two options to create receipts from your “Available Actions” drop down menu,
    please contact your Purchasing Administrator for further directions.
    - If you hit the system sends you to the wrong screen, it will send a notification to the purchase order’s owner in the
      Purchasing Department, letting them know what erroneous link was clicked. If you are not sure, please contact the
      Purchasing Department, or your Department’s Purchasing Administrator.
- Q: How do I become a Receiver?
  - A: Your Department’s Purchasing Administrator has assigned roles in Gateway using the Gateway Management
    Console. If you feel that you need further roles in the system, please contact your DPA and ask about the addition of
    roles to your profile.
    - You can check your current roles by going to:
      - Your Name > View My Roles > assigned Roles (under User Information and Security)