

# Receiving an Order: Goods Receipt

## Creating a Goods Receipt

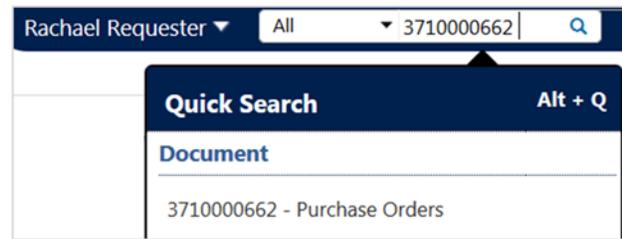
After you physically receive your order, you need to create a Goods Receipt in uSOURCE. Without the Goods Receipt, the Supplier will not be paid. To create a Goods Receipt you will need the Purchase Order number provided on the Supplier's Packing Slip. If the Packing Slip is missing, ask the Supplier to send you a PDF copy.



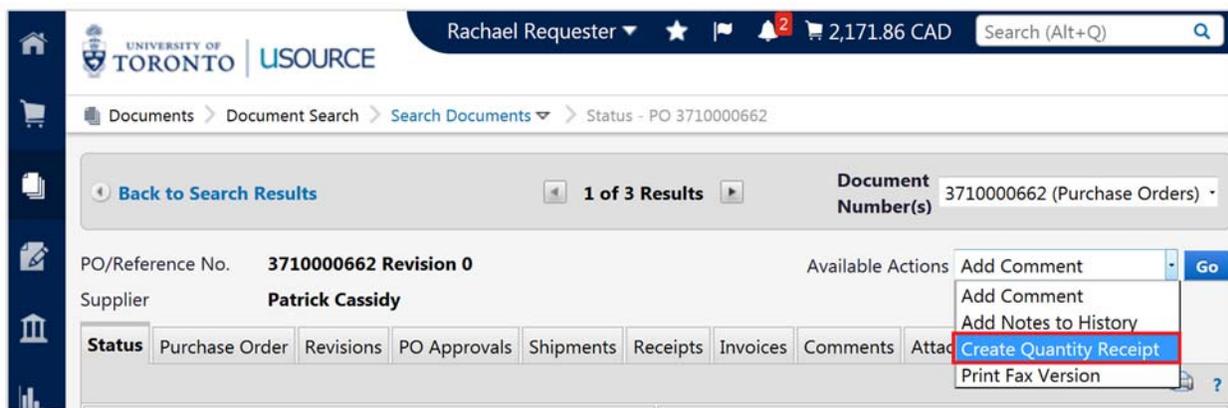
[Watch a video tutorial](#)

To create a Goods Receipt:

1. Scan the Packing Slip and save it to your computer (you'll need to attach it in Step 5).
2. Open the Purchase Order: in the **Quick Search** field, enter the PO number found on the Packing Slip, and press Enter on your keyboard.



3. From the **Available Actions** drop-down (top right, under the Quick Search field), select **Create Quantity Receipt** and press **Go**.



- Enter the Packing Slip number. Sometimes this is referred to as the 'Order' or 'Reference' number.

**Header Information** ?

Receipt Name: 2015-11-18 shopper11 01      Posting Date: 18/11/2015 9:57:20 AM      Source: Manual

Receipt No	Document Date	Packing Slip No. / RMA (Required)	Supplier Name	Received by
To Be Assigned	18/11/2015 <small>dd/mm/yyyy</small>	902889-00	UofT Press	Sammy Shopper

**RECEIPT ADDRESS**      **DELIVERY**

Location: \_\_\_\_\_      Carrier: \_\_\_\_\_      Other: \_\_\_\_\_

- Attach a scan of the Packing Slip and any other documentation by using the [Attach/Link](#) button.

**DELIVERY**

Carrier: Other ▼

Tracking No. \_\_\_\_\_

Attachments: Attach/Link

Notes (1,000 Chars. Max) \_\_\_\_\_

- In the **Receipt Lines – Line Details** section, review the line item details and quantities. Check this information against the Packing Slip and confirm the values are correct.

If any items were not included in the delivery (i.e. a partial delivery), remove the line item(s) by clicking the [Remove Line](#) button, or remove several line items at once by selecting the items and then choosing [Remove Selected Items](#) from the top menu and pressing [Go](#).

**Line Details** ?

Show Receipt Details      For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
3710000417	1	FULLY UPHOLSTERED SIDE CHAIR NO ARMS STACKABLE GRADE 2 FABRIC	79054-NA-SIL-F2	10 EACH		10		Received	<span style="border: 2px solid red; padding: 2px;">Remove Line</span> Receive & Return
3710000417	2	FULLY UPHOLSTERED SIDE CHAIR NO ARMS STACKABLE GRADE 3	79054-NA-SIL-F3	5 EACH		5		Received	<span style="border: 2px solid red; padding: 2px;">Remove Line</span> Receive & Return

7. When you have finished entering all the necessary information, click the **Complete** button.

The screenshot shows a procurement system interface. At the top, there is a header 'FABRIC' with a green upward arrow. Below it, a line item is displayed with the following details: PO Number '3710000417', Quantity '3', Description 'FULLY UPHOLSTERED SIDE CHAIR NO ARMS, CASTERS GR 1 FABRIC', Item Code '79054-NA-SIL-CA-F1', and Unit '3 EACH'. A quantity input field contains the number '3'. To the right of the input field are buttons for 'Received', 'Remove Line', and 'Receive & Return'. At the bottom of the interface, there are four buttons: 'Delete', 'Add PO', 'Save Updates', and 'Complete'. The 'Complete' button is highlighted with a red rectangular border.

8. Write the Goods Receipt number on the packing slip and retain for your records.

The screenshot shows the uSOURCE system interface. The header includes the University of Toronto logo and 'uSOURCE' branding, along with the user name 'Rachael Requester'. The breadcrumb trail is 'Documents > Document Search > Search Documents > Receipt No.R0000722'. A blue button labeled 'Create Qty Receipt' is visible. Below it, a confirmation message states: 'Receipt No. R0000722 has been created for the following PO No(s):'. The receipt number 'R0000722' is highlighted with a red rectangular border. Below the message, a list item shows 'PO/Reference No. 3710000662'.