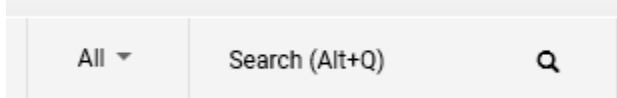


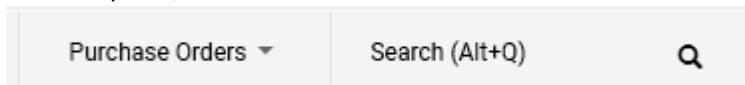
The purpose of this document is to guide UTRGV users on how to create a Quantity Receipt for invoices.

Quantity Receipts are required for goods and services being received for purchase orders over \$500. Departments must indicate if the order has been fully or partially received.

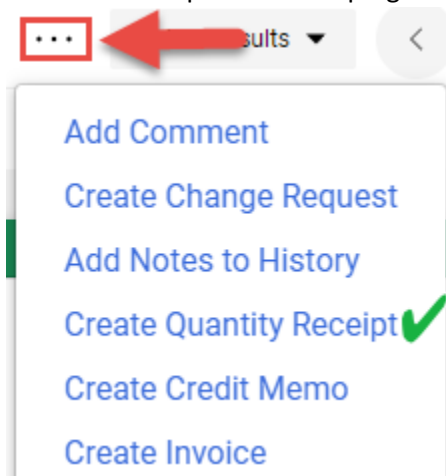
1. Log in to **my.utrgv.edu** using your UTRGV credentials.
2. Select the **PeopleSoft** application icon.
3. Select the **Jaggaer iShop Sign In** tile.
4. Locate the Purchase Order (PO) using the Search bar located at the top right of the screen.



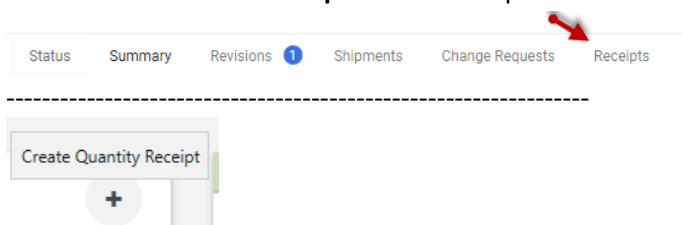
Enter the PO number on the Search bar or use the drop-down menu from the **All** to select the Purchase Orders option, then enter the PO number and Enter.



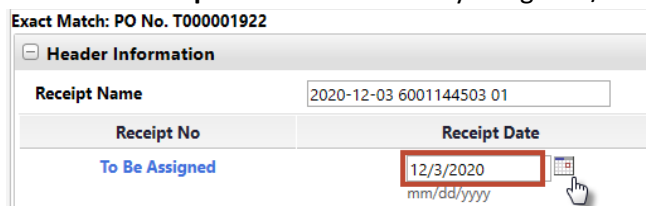
5. Click on the ellipsis on the top right of the screen to select [Create Quantity Receipt](#).



6. Users can also select **Receipts** from the top bar then click on the **+** sign on the right.



7. Insert the **Receipt Date**. This is the day the goods/services were received by the department.



8. Scroll to the **Receipt Lines** at the bottom of the page to verify line item details. The **Quantity** field may be adjusted to reflect the items received.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity
T000001922 	1	Golf Cart - 4 seater	555555	10 /EA	00000594 	<input type="text" value="5"/>

Use the **Line Status** options to identify line items if were returned or cancelled if applicable.

Line Status	Actions
<div> <div>Received</div> <div>Returned</div> <div>Cancelled</div> </div>	<div>Remove Line</div> <div>Receive & Return</div>

Line items not received can be deleted using the **Remove Line** option under Actions. (Removing lines does not cancel the items as they will appear when a new quantity receipt is created for the remaining items.)

Line Status	Actions
<div> <div>Received</div> </div>	<div>Remove Line</div> <div>Receive & Return</div>

9. Click on **Complete** at the bottom of the screen to create the Quantity Receipt.

Delete

Add PO

Save Updates

Complete

10. iShop will confirm by providing a **Receipt No.**

Create Qty Receipt

Receipt No. 00000625  has been created for the following PO No(s):

PO/Reference No. T000001922 