

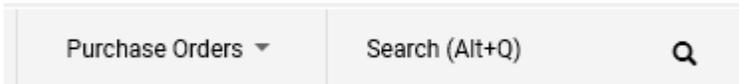
The purpose of this document is to guide UTRGV users on how to create a Quantity Receipt for invoices.

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.

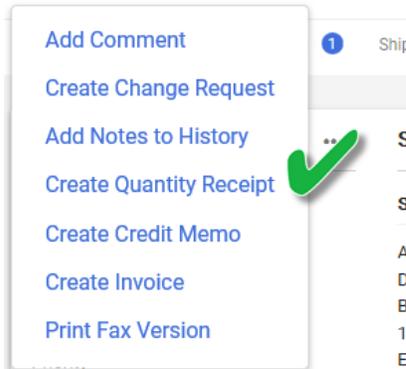


Enter the PO number on the Search bar or use the drop-down menu from the **All** to select the Purchase Orders option, then enter the PO number and Enter.

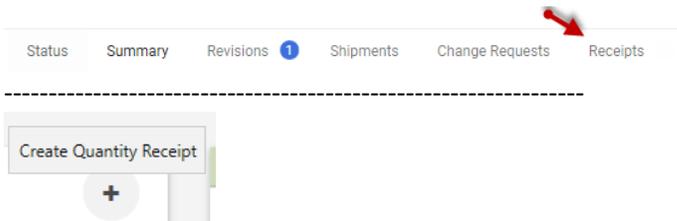


5. Using the drop-down menu from the **Purchase Order** on the top left, select **Create Quantity Receipt**.

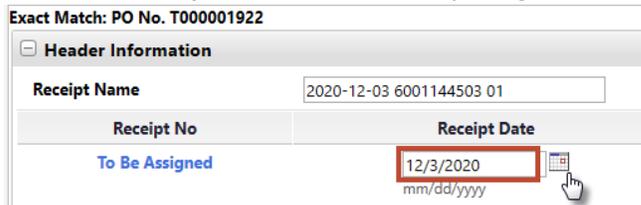
**Purchase Order** ▾ : T000001922



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



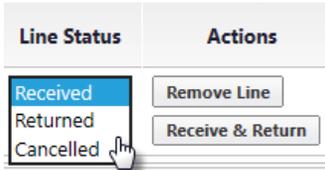
6. Insert the **Receipt Date**. This is the day the goods/services were received by the department.



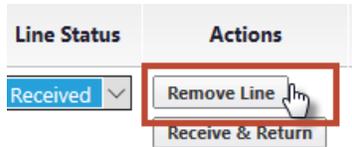
7. Scroll to the **Receipt Lines** at the bottom of the page to verify line item details. The **Quantity** field may be adjusted to reflect the items received.

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 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.)



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



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

