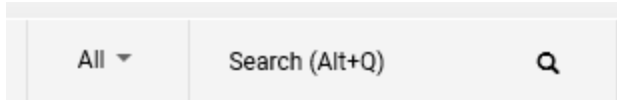
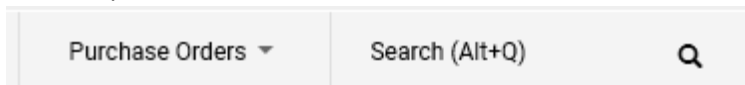


Purpose: This document provides instructions for UTRGV users on creating a Quantity Receipt for invoices. Quantity Receipts are mandatory for goods and services received for purchase orders equal to or exceeding \$5,000. Departments must specify whether the order has been fully or partially received.

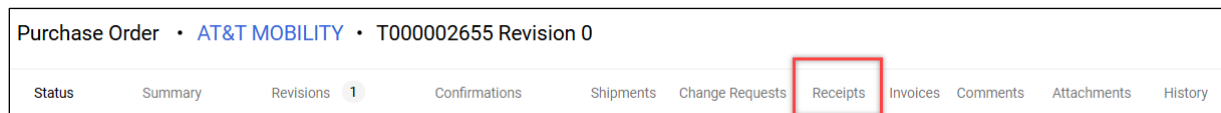
1. Log in to my.utrgv.edu using your UTRGV credentials.
2. Select the **PeopleSoft** application icon.
3. Select the **Jaggaer iShop Sign In** tile.
4. Locate the Purchase Order (PO) using the Search bar located at the top right of the screen.



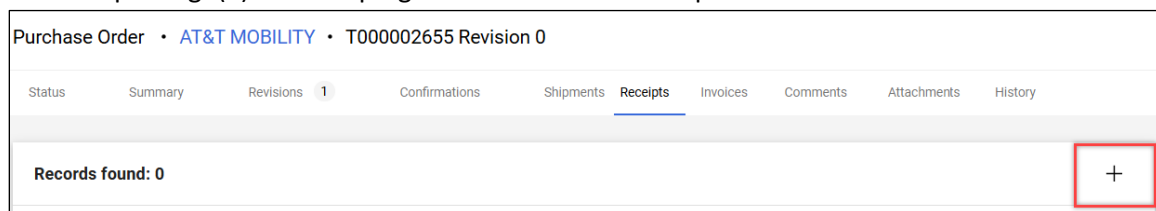
Enter the PO number on the Search bar or use the drop-down menu from the **All** to select the Purchase Orders option, then enter the PO number and Enter.



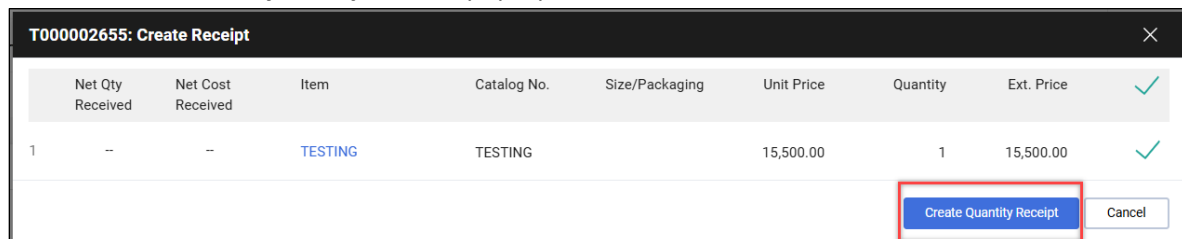
5. Select Receipts from the top bar selections.



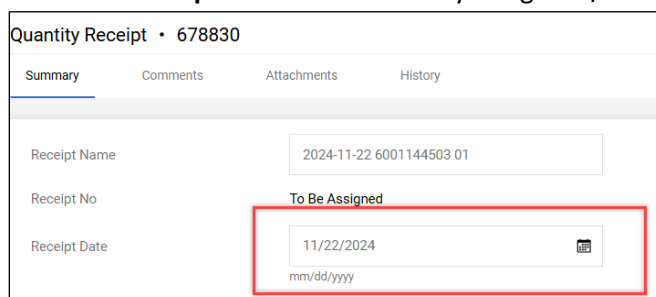
6. Click the plus sign(+) on the top right to create a new receipt.



7. Select Create **Quantity Receipt** on the pop-up window.



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



9. 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.

Line	Item	Catalog No.	Qty/UOM Ordered	Quantity	Status
1	TESTING	TESTING	1	<input type="text" value="1"/>	Received ⌵

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

Status

Received ⌵

Received

Returned

Cancelled

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.)

⊗
↶
🗑️
□

10. Click on Save Updates at the top right of the page. If there are any issues, the incorrect fields will be indicated in red.

🖨️
Save Updates
Complete
⌵

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

✓
Receipt Created

Summary	Next Steps
Receipt No	00000773 🖨️ Create Qty Receipt
Created for the PO No(s)	T000002655 🖨️