Step-by-Step Instructions for Submitting a Hosted Catalog Pcard Purchase

How to Create and Manage a Receipt

Step 1
Log in to Ohio Buys. From the Main Menu Navigation Bar, click **Procurement** and then select **Browse Orders** from the drop-down menu.

- **a)** On the Browse Orders Page, scroll through the list of purchase orders to find the relevant one. Alternatively, use the available search functionalities to narrow your results (e.g., search by PO number, fiscal year, status, organization, Supplier)

- **b)** Click the **Pencil ( )** icon next to the applicable purchase order to open it.

Step 2
On the Purchase Order page, click **Create Receipt**.

- **A** Keywords

- **A** PO ID: PO000000787, Supplier: 1GENERAL TEMPERATURE CONTROL INC., Order Date: 6/20/2019, Purchase Requisition: Req. 6/20/2019, Status: Ordered, Ordered (Pretax): 10,000.000

- **A** PO ID: PO000000785, Supplier: VW GRAINGER INC, Order Date: 6/20/2019, Purchase Requisition: Req. 6/20/2019, Status: Ordered, Ordered (Pretax): 10,000.000

- **A** PO ID: PO000000759-3, Supplier: Sporting Goods Shop, Order Date: 6/20/2019, Purchase Requisition: Amendment request Req. 6/20/2019, PO000000759-2, Status: Ordered, Ordered (Pretax): 6,250
a) Review the pre-populated fields (i.e., Label, Delivery Date, Supplier, Order) for accuracy and edit them as necessary. These fields are automatically populated based on information from the associated purchase order and the day the receipt was created.

b) Populate the mandatory **Delivery Reference ID** and **Receiver’s Site Location** fields:
   - **Delivery Reference ID**: The packing slip number and/or bill of lading.
   - **Receiver’s Site Location**: The location the goods were received.

c) Click **Save**.

Now, the Header information for your receipt populates and the individual line items associated with your purchase order are visible. Click the **Pencil** (📝) icon next to the applicable line item to validate receiving the item(s).
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In the Edit Delivery Item pop-up box, complete the following:

a) Review the pre-populated fields (i.e., the Name of the line item, the type of Commodity, and the Order number) for accuracy and edit them as necessary.

b) Review the **Quantity Received** or **Amount Received** (i.e., the automatically populated amount associated with the original purchase order).
   - If you only received a part of the original purchase order quantity, change this quantity as applicable and then click **Save & Close**.
   - If you received the total purchase order quantity, click **Save & Close**.

▲ Receiving is done by quantity or dollar amount, depending on how the PR was created. **If receiving by dollar amount, the receipt will need to be entered in OAKS.**

▲ Line items are automatically populated to receive the total amount of the PO.

c) If there are multiple line items, complete this process for each line item.

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a) Click **Submit** to create the receipt.
   - If a Requester creates the receipt, the receipt is automatically saved and approved.
   - If a Central Receiver creates the receipt, the receipt is sent to the Requester to validate and approve.

b) Click **Exit** to close the receipt.
   - Once you close a receipt, you are directed to the Browse Receipts page with a listing of your created receipts.
   - If you want to view a receipt’s status or make any necessary changes, click the **Pencil** (✏️) icon next to the associated receipt.
   - If you want to delete a created receipt, click the **Trash Can** (🗑️) icon next to the receipt.
Once logged in to Ohio Buys, navigate to the My Pending Validations box. The Action column will have a value of Confirm Receipt. To confirm or reject a Supplier’s advanced shipping notice or a receipt created by a Central Receiver, click on the title of the receipt under Object to open the receipt.

Review the automatically pre-populated fields (e.g., Receiver’s Site Location) for accuracy and complete the non-mandatory fields (e.g., Delivery Date, Comments) as necessary.
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Step 3

Scroll down to the line items associated with the purchase order and click the Pencil (✏️) icon to open a pop-up box and review the receiving details.

Step 4

a) Once you made applicable changes to the Header information and individual line item(s), click either Reject Delivery or Receipt Confirmed.

▲ If you click Reject Delivery, you are required to indicate why you are rejecting.

▲ If you click Receipt Confirmed, your receipt will be automatically validated and approved.

b) Click Exit to close out of the receipt.
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Step-by-Step Instructions for Identifying if Receiving is Required

1. Log in to Ohio Buys. From the Main Menu Navigation Bar, click **Procurement** and then select **Browse Orders** from the drop-down menu.

2. a) A complete list of your purchase orders appears. To search for those that require receiving, use the advanced search functionality by clicking the Filter (▼) icon.
   
b) Find the **Receiving Required** field at the bottom.
   
c) Select **Yes** from the drop-down menu to filter your search results to only display purchase orders that require receiving. Then, click **Search** at the top.

3. Now, the only purchase orders visible are those that require receiving. If you would like to create a receipt, click the Pencil (✏️) icon next to the applicable purchase order and follow the instructions described in this Job Aid for Creating a Receipt (Pages 1-3).

   ▲ For a purchase requisition, the Receiving Required field is indicated and visible at the Header level of the purchase requisition.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (OBM.SharedServices@OBM.ohio.gov) or phone (877-644-6771).