

Receiving

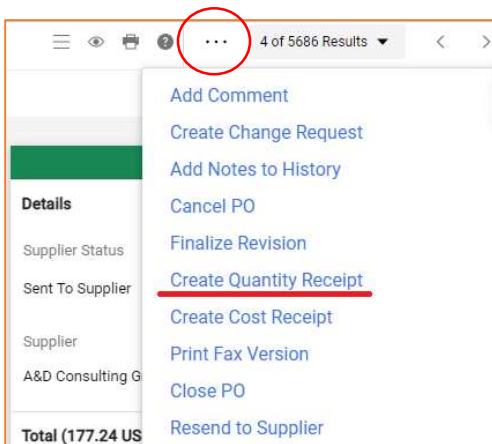
Log in to myBGSU. Click on the Employees tab > Purchasing. Click on the BGSU Falcons Purch logo.



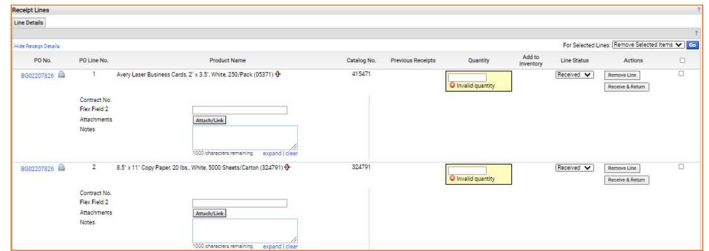
Creating Receipts

Receipts are required for all purchase orders (PO) that are greater than \$999. You should not enter a receipt until after the goods/services have been received. You will receive a weekly notification to enter a receipt, please disregard the notice until all goods/services have been received. Multiple receipts can be entered. For example, if you receive part of the order, you can receive for those items.

Creating a Quantity Receipt – used when the Unit of Measure is not USD. Open the PO. Select Create Quantity Receipt from the drop down menu.



Scroll down to the Receipt Lines. If you are only receiving against one PO line, you must first delete the lines you WILL NOT be receiving against. To delete a line click on Remove Line.

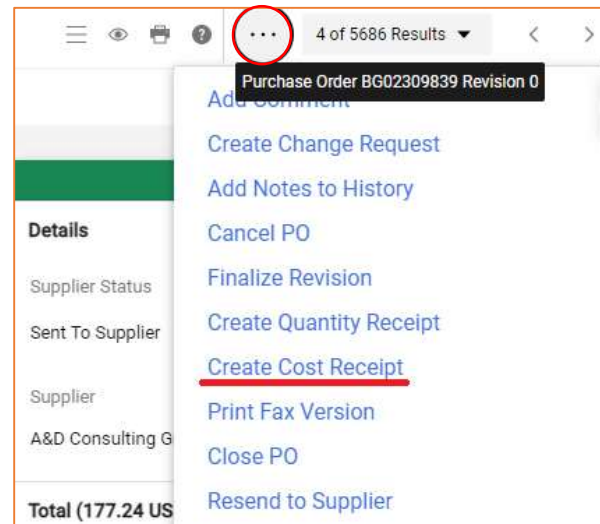


Enter the amount of items you have received for each line. Click on Save Update and then click Complete.

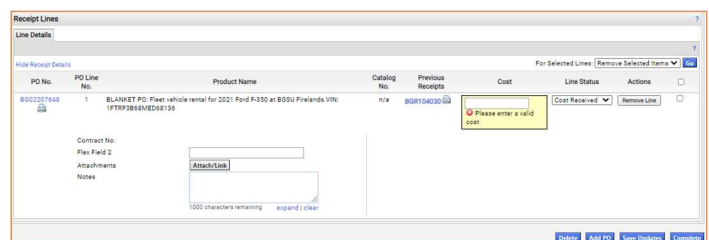


Creating a Cost Receipt – is used when the UOM is USD.

Open the PO. Select Create Cost Receipt from the drop down menu.



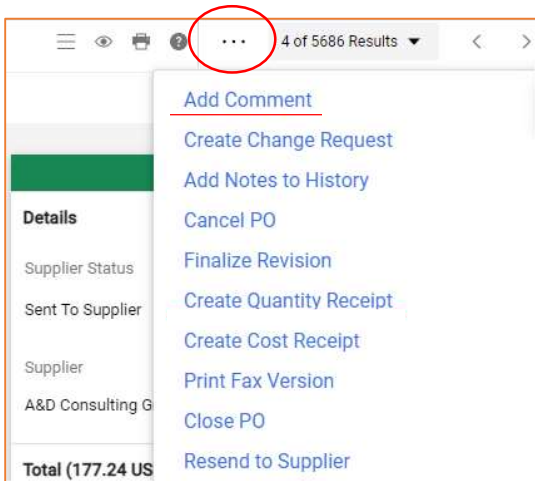
Scroll down to Receipt Lines. Enter the dollar amount of the items that have been received. Click on Save Updates and then Complete.



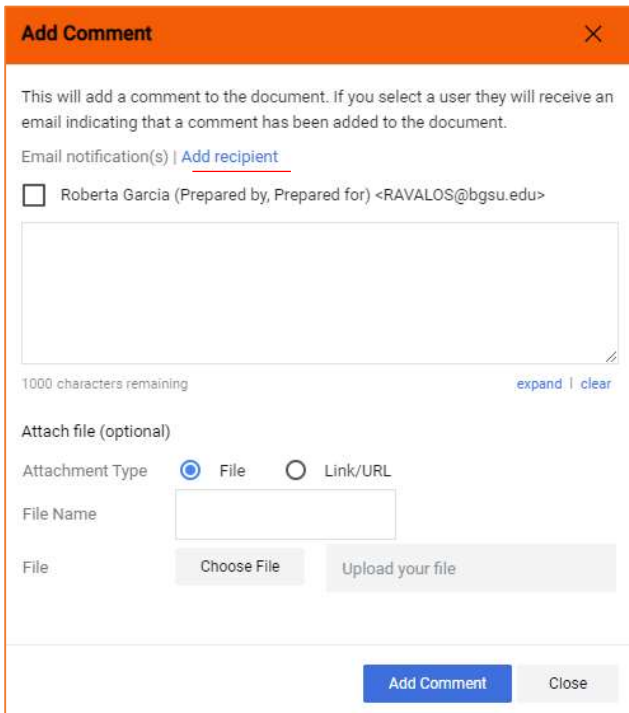
Attaching Invoices

If an invoice has been received for a specific PO, it will need to be attached to the purchase order and Accounts Payable will need to be notified, so that the invoice can be paid off. **The next step is necessary for payment to be processed.**

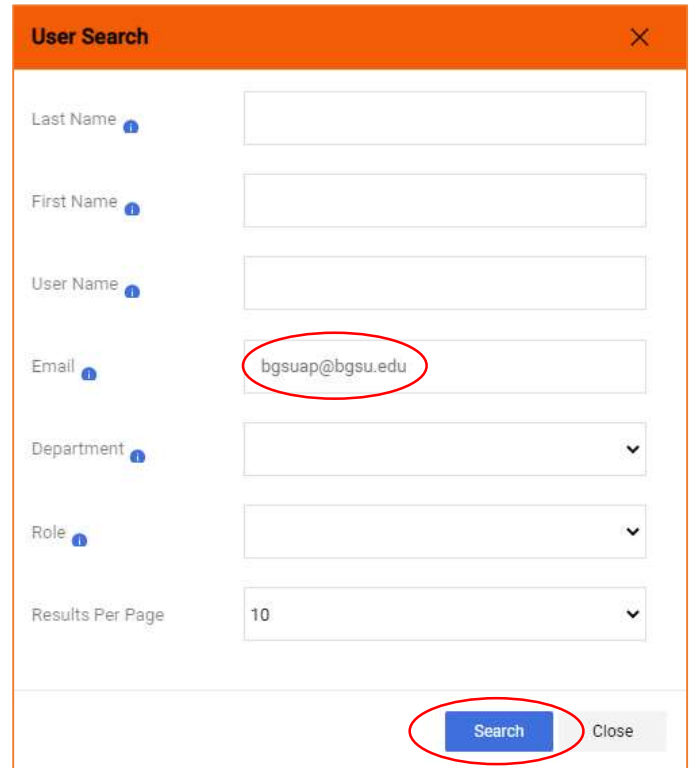
Open the PO. Select Add Comment from the drop down menu.



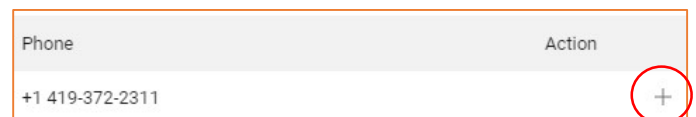
Usually, the Accounts Payable email will not appear as a selectable option. To add them, click on Add Recipient.



From the User Search screen, search for Accounts Payable by typing "bgsuap@bgsu.edu" in the Email box, and then click Search



Select Accounts Payable by using the "+" on the right side of the screen



In the text box, indicate that you are attaching an invoice, and attach the invoice using the Choose File button near the bottom of the box. When both of these have been completed, click Add Comment.

Add Comment ✕

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) | [Add recipient](#)

Roberta Garcia (Prepared by, Prepared for) <RAVALOS@bgsu.edu>

BGSU, Accounts Payable <bgsuap@bgsu.edu>

Invoice #1234 attached

977 characters remaining [expand](#) | [clear](#)

Attach file (optional)

Attachment Type File Link/URL

File Name

File 2022-04-09_I-US46419.pdf