



## Quick Guide Creating Receipts

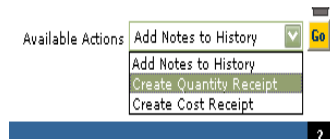
From Main Screen of HokieMart

Search for the PO/PR No.

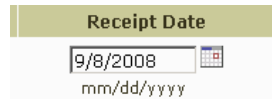
Click “Go.”

From the drop-down menu; click either “Create Quantity Receipt” or “Create Cost Receipt.”

Click “Go.”



**Receipt Date** - by default, the current date will display in this field. This date should be updated to reflect the date that the goods were actually received. Click on the calendar icon to choose the date. **The accurate received date must be entered.**



### RECEIVED ACTION

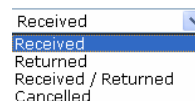
**Received** - All Items That Were Ordered are Received

Example: 6 items ordered, 6 items are received.

1. Create a Quantity Receipt as per above instructions

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Action
P0869882	1	TAPE,FLAG,ASST,SIGN HERE	A2684-SH	6 PK		6		Received Receive & Return

2. From the drop-down menu select “Received”



3. Click “Save Updates.”



4. Click “Complete.”

## RETURNED ACTION

**Returned:** All items ordered arrive and are received in HokieMart. It is later determined that part/all of the items need to be returned.

Example: 6 items were ordered and 6 were received in HokieMart.

1. Create a Quantity Receipt as per above instructions.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Action	Select
P0869882	1	TAPE, FLAG, ASST, SIGN HERE	A2684-SH	6 PK		6		Received Receive & Return	<input type="checkbox"/>

2. From the drop-down menu, select Received.

Received	▼
Received	
Returned	
Received / Returned	
Cancelled	

It was later determined that 3 items were damaged and needed to be returned.

3. Create a second Quantity Receipt as per above instructions to return the 3 damaged items.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Action
P0869882	1	TAPE, FLAG, ASST, SIGN HERE	A2684-SH	6 PK		3		Returned Receive & Return

**IMPORTANT :** enter a note in the Delivery section with the reason for the return.

Notes (1,000 Chars. Max)	Wrong items were delivered for Chemistry Lab
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4. Click “Save Updates.”

Add PO	Save Updates	Complete


5. Click “Complete.”

## RECEIVED & RETURNED ACTION



**Received/Returned:** All Items That Were Delivered Need to be Returned at the Time of Delivery

Example: 10 items were ordered; 10 items were delivered with water damage.

1. Create a Quantity Receipt as per above instructions.
2. Perform a “Receive & Return” action.
3. Click “Receive & Return.”

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Action
P0869854 	1	Solvent A3, 2L	402232	10 1/EA		<input type="text" value="10"/>		Received Receive & Ret

A second box will open to allow the Receiver to perform a HokieMart Receive and Return action.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Action	Select
P0869854 	1	Solvent A3, 2L	402232	10 1/EA		<input type="text" value="10"/>		Received Receive & Return	<input type="checkbox"/>
P0869854 	1	Solvent A3, 2L	402232	10 1/EA		<input type="text" value="10"/>		Returned Receive & Return	<input type="checkbox"/>

4. When correct item(s) arrive, process a second HokieMart receipt as per above instructions.

The item to be received will be displayed. By default, the option will be “Received” for the item listed.

5. Click “Save Updates.”



6. Click “Complete.”

## **CANCELLED ACTION**

**Cancelled:** If an item(s) **will not be replaced**, item(s) need to be **cancelled** in HokieMart.

Example: 1 computer was received but monitor was broken.

1. Create a “Quantity Receipt” as per above instructions.
2. From the drop-down menu, select “Cancelled.”

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Action	Select
P9026389 	1	Printing of Receiver Guide	IPR	1		<input type="text" value="1"/>		Cancelled <small>Receive &amp; Return</small>	<input type="checkbox"/>

**IMPORTANT:** Enter a note in the Delivery section with the reason for the cancellation.

Notes (1,000 Chars. Max)	<input type="text" value="Items were damaged and will be not replaced on this PO."/>
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3. Click “Save Updates.”



4. Click “Complete.”