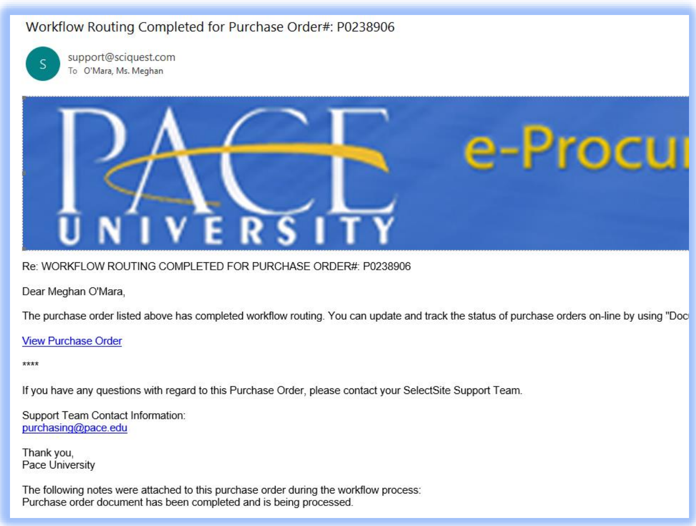
PO Receipt Process for Goods/Services Greater than $1000

A three-way PO match is established by (1) Creation of your Purchase Order (2) Receipt of goods, and a receipt created on a purchase order (3) Receipt is matched against the vendor invoice to generate payment for the amount received.

Step 1: Access the PO. Requisitioners can access their PO in one of two ways:

Option 1-Email:

Requisitioners are notified via email when a payment is pending receipt. A link to the Invoice/Payment and PO is provided in this notification. **Click on the Invoice link to view the payment details**. Sample notification:


Workflow Routing Completed for Purchase Order#: P0238906

support@sciquest.com
To O'Mara, Ms. Meghan

Re: WORKFLOW ROUTING COMPLETED FOR PURCHASE ORDER#: P0238906

Dear Meghan O'Mara,

The purchase order listed above has completed workflow routing. You can update and track the status of purchase orders on-line by using "Doc

View Purchase Order

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If you have any questions with regard to this Purchase Order, please contact your SelectSite Support Team.

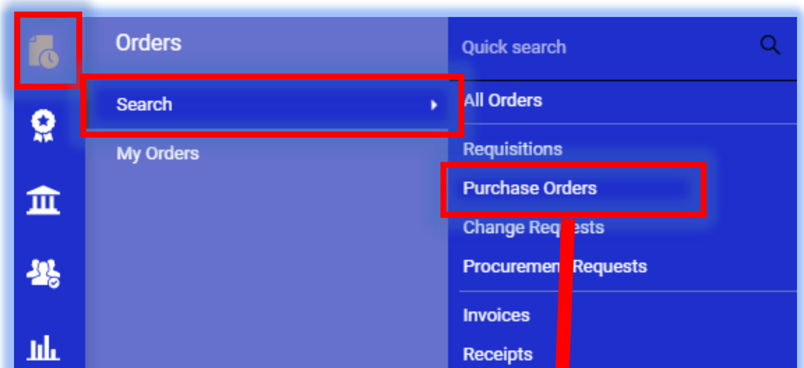
Support Team Contact Information:
purchasing@pace.edu

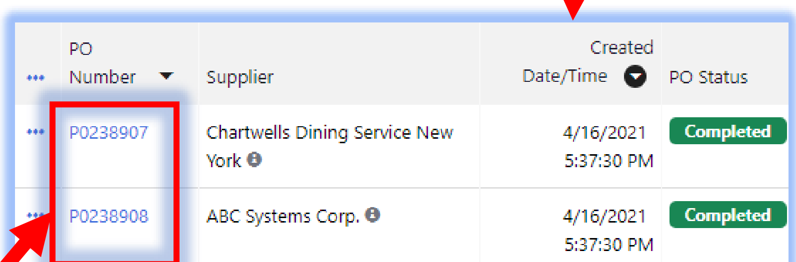
Thank you,
Pace University

The following notes were attached to this purchase order during the workflow process:
Purchase order document has been completed and is being processed.

Option 2-Access the PO via E-Procurement:

Access the E-Procurement link from the MyPace portal **Staff or Faculty** tab →**Staff Resources & Technology** section. From the left navigation menu, click the **Orders icon**, →Search→Purchase Orders.





NOTE: Enter the PO# to search OR click on Search without a value entered to view a list of all PO's entered.

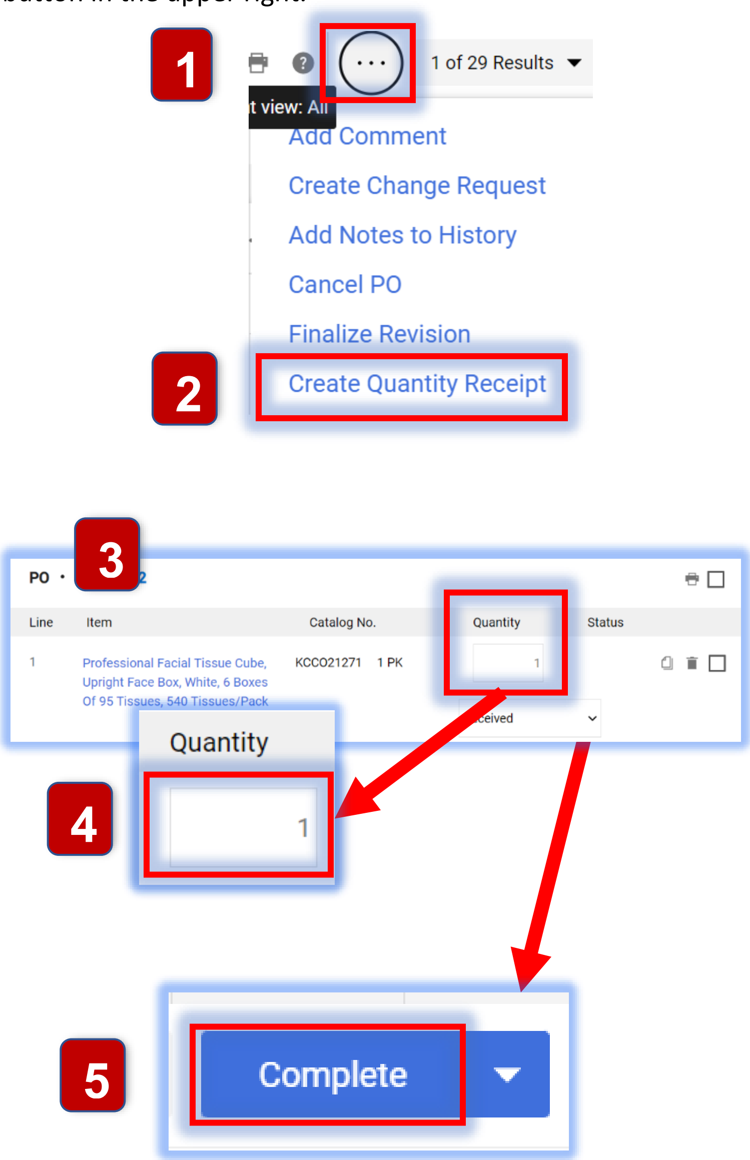
Once the PO is located, click on the PO#

Step 2: Receipts can be completed as a Quantity Receipt OR Cost Receipt based on how the PO line(s) were created.

Quantity Receipt:

This option should be selected when the order contains multiples of a specific item. For example, WB Mason orders would be a Quantity Receipt.

From the (1) menu (• • •) in the upper right of the screen, select (2) **Create Quantity Receipt** and click the. Scroll to the (3) **Receipt Lines** section at the bottom of the screen and update the (4) **Quantity received/invoiced** and click the (5) **Complete** button in the upper right.



Cost Receipt:

This option should be selected when it's one good or service being purchased.

From the (1) menu (• • •) in the upper right of the screen, select (2) **Create Cost Receipt.** Scroll to the (3) **Receipt Lines** section at the bottom of the screen and update the (4) **Cost invoiced** and click the (5) **Complete** button in the upper right.