



ShopUW+

SHOPPERS
REQUESTERS
APPROVERS**Quick Reference Guide****Roles:** Shoppers & Requesters**Scenario:** Receipt for Services per requisition requirements**Navigation:** Accounts Payable, Receipts, or from email**Notifications:** Requester if no receipt entered within 3 days of invoice entry**Key Tips:** Receipt should be entered immediately by the individual accepting the goods or services.**Receiving Goods & Services**

1. The requester will receive an email for all purchases requiring a receipt if a receipt has not been entered within three (3) days of the invoice being entered. Even though the requester receives the email, the receipt should be completed immediately by the individual accepting the goods or services.

2. Once signed in, choose **Create Quantity Receipt** form the Purchase Order drop-down menu. (Cont'd)

ShopUW+

A RECEIPT IS REQUIRED FOR Invoice#: V0002435

Dear Rolando Requester,

A receipt is required for this invoice for matching and payment purposes. All Invoice's exceeding the threshold limits (both line and total) require receipts.

<https://usertest.sciquest.com/apps/Router/ViewBuyerInvoice?BuyerInvoiceId=1874009&AuthUser=6862987&tmstamp=1616700600147>

Once the item/service has been delivered, you can create a receipt by searching for the Invoice's PO(s) (or select the link below) and selecting "Create Qty receipt" or "Create Cost Receipt" action.

[PO#: TRN0000008] <https://usertest.sciquest.com/apps/Router/ViewPO?polid=3292255&AuthUser=6862987&tmstamp=1616700600147>

If you have any questions with regard to the Invoice receiving process, please contact your SelectSite Support Team.

Support Team Contact Information:
+1 608-497-4401 p2pautomation@bussvc.wisc.edu

Thank you,
University of Wisconsin_System

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Quick Reference Guide

Roles: Shoppers & Requesters

Scenario: Receipt for Services per requisition requirements

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Receiving Goods & Services (Con't)

3. As an option, you can navigate using the software without the link from the email. From the Accounts Payable menu, Receipts menu, choose **Create New Receipt**.

4. Choose between a quantity or cost receipt.

5. Enter the PO number

6. Choose **Create**.

The screenshot displays the ShopUW+ interface. At the top, a navigation bar contains icons for Menu, NAV, REQ, PO, INV, and a shopping cart. The main content area is titled 'RECEIVING GOODS & SERVICES'. On the left, a sidebar menu includes 'Accounts Payable', 'Invoices', and 'Receipts'. The 'Receipts' menu is expanded, showing options: 'View Draft Receipts', 'Search For Receipts', and 'Create New Receipt...'. A '3' badge is visible next to 'Create New Receipt...'. The main dashboard area has a 'Guided Buying' section with several category buttons: 'Lab Supplies', 'IT Supplies', 'Facility Supplies', 'Office Supplies', 'Help', and 'Legacy View'. A 'Create Receipt' modal window is overlaid on the dashboard, with the following fields: 'Type' (Quantity Receipt), 'From' (PO), and 'PO numbers' (MSN000065). The modal also has 'Create' and 'Close' buttons. A '4' badge is next to the 'Type' dropdown, a '5' badge is next to the 'From' dropdown, and a '6' badge is next to the 'PO numbers' input field.

RECEIVING GOODS & SERVICES



Summary - Receipt 437996

https://shopuwplus.wisc.edu

ShopUW+

Accounts Payable ▶ Receipts ▶ Search For Receipts ▶ Summary - Receipt 437996

Header Information

Receipt Name: 2021-04-06 Receipt of Ninjas for He

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	4/6/2021 mm/dd/yyyy		NINJAS FOR HEALTH	Rolando Requester (UW - Training)

RECEIPT ADDRESS

Location: [Dropdown]

Attn: Rolando Requester
Bldg/Rm: 11
1000 HIGHLAND AVE
NIELSEN TENNIS STADIUM
MADISON, WI 53705-2272
United States

CARRIER

Carrier: Other [Dropdown]

Tracking No. [Text Box]

Attachments [Text Box]

Notes (1,000 Chars. Max) [Text Area]

DELIVERY

Attach/Link [Text Box]

Receipt Lines

Line Details

Show Receipt Details

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
MSN0000658	1	Service	3178549	2 EA		2		Received	Remove Line Receive & Return

For Selected Lines: Remove Selected Items [Go]

Delete Add PO Save Updates Complete

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Scenario: Receipt for Services

Navigation: AP, Receipts, or from email

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Key Tips: Receipt should be entered immediately.

Receiving Goods & Services (Cont'd)

7. Enter a unique Receipt Name (optional).

8. Enter the Packing Slip No. (optional).

9. Verify the goods or services are accurately described.

10. Verify the Cost (service receipt) or Quantity (goods receipt) of each line and update as needed.

11. Verify the Status of each line as needed.

12. If items arrived from multiple POs but in one package, select Add PO.

13. Select **Complete**.