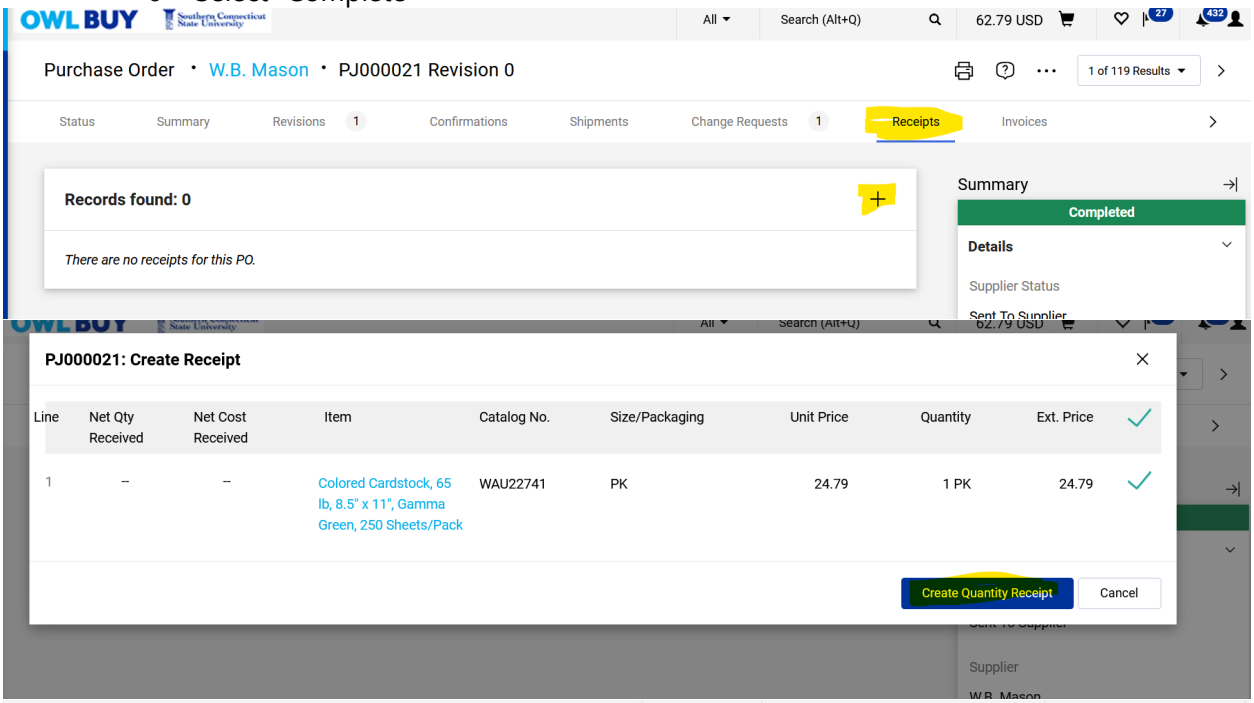
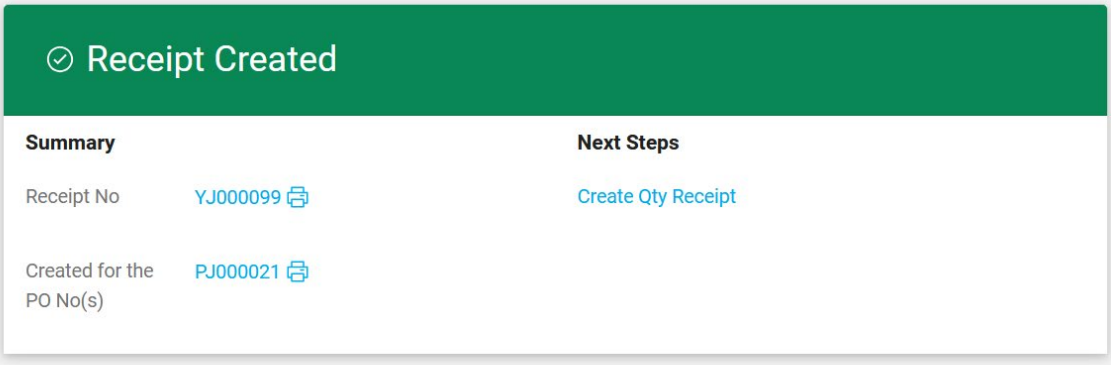
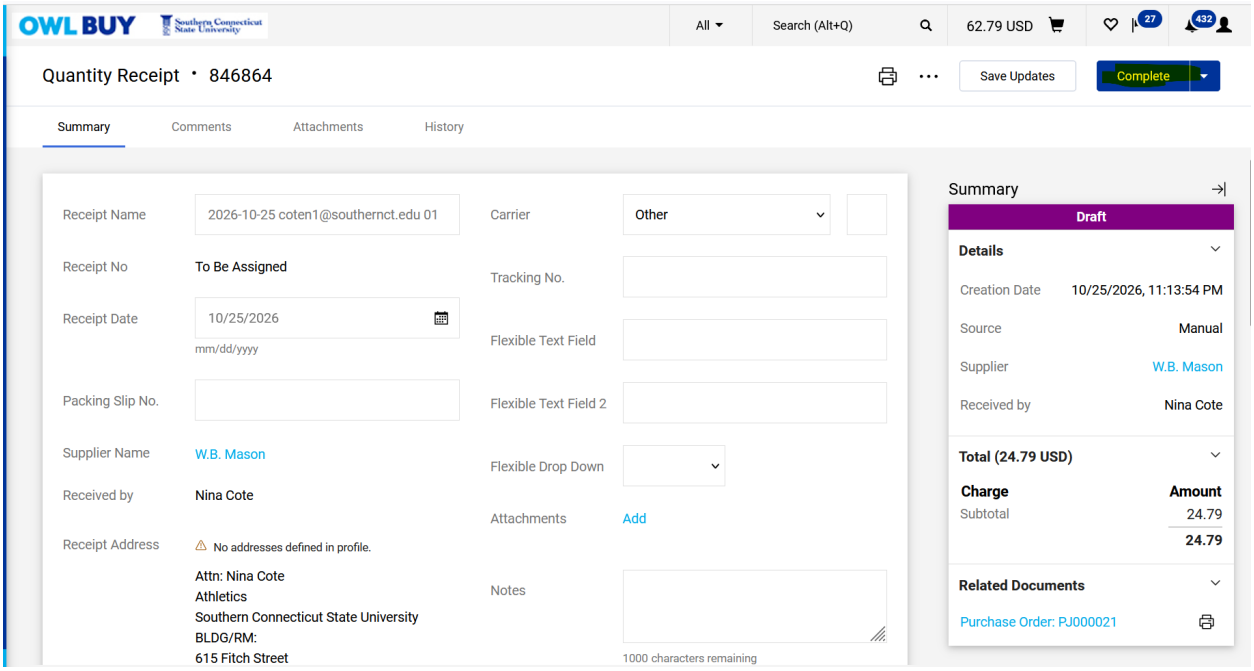
Creating a Receipt

- A receipt must be created in OWL Buy to confirm that goods or services have been received. Receipt creation supports invoice processing and payment to the supplier. If an order is received in multiple shipments, a separate partial receipt should be created for each delivery. Creating a receipt:
    - Locate the Purchase Order
    - Select the Receipts tab on the Purchase Order
    - Add "+" a Receipt
    - Create quantity receipt
    - All fields are optionable – fill in as applicable
    - Select "Complete"



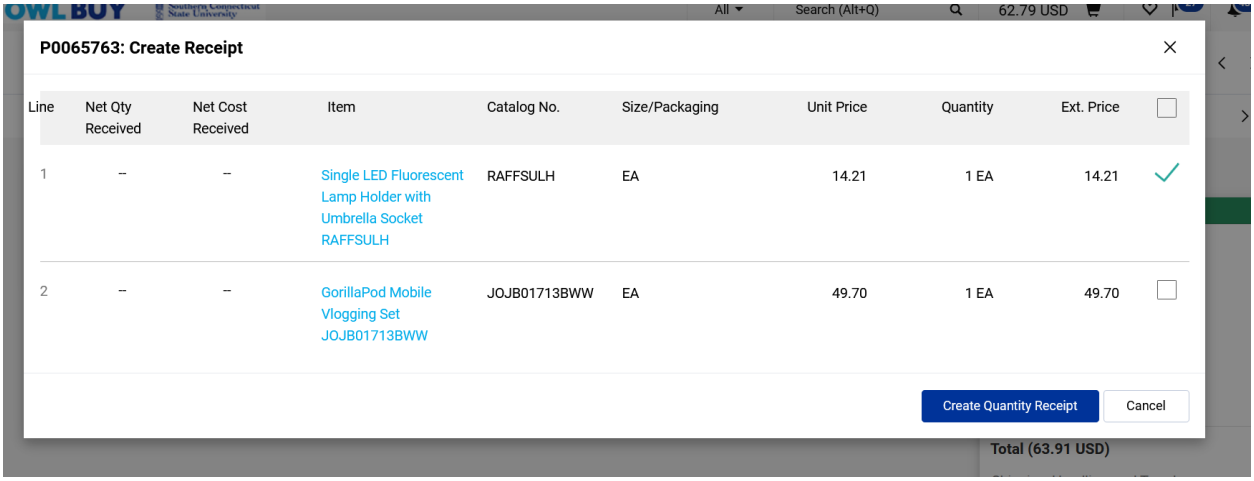




Partial Receiving

A receipt must be created in OWL Buy to confirm that goods or services have been received. Receipt creation supports invoice processing and supplier payment. If an order is received in multiple shipments or stages, a separate partial receipt should be created for each delivery received. To create a partial receipt:

a. Locate the Purchase Order
b. Select the Receipts tab on the Purchase Order
c. Add "+" a Receipt
d. Uncheck any items not received by selecting the check mark
e. Create quantity receipt
f. All fields are optionable – fill in as applicable
g. Select "Complete"


OWL BUY
All
Search (Alt+Q)
62.79 USD
P0065763: Create Receipt
Line
Net Qty Received
Net Cost Received
Item
Catalog No.
Size/Packaging
Unit Price
Quantity
Ext. Price
1
--
--
Single LED Fluorescent Lamp Holder with Umbrella Socket RAFFSULH
RAFFSULH
EA
14.21
1 EA
14.21
2
--
--
GorillaPod Mobile Vlogging Set JOJB01713BWW
JOJB01713BWW
EA
49.70
1 EA
49.70
Create Quantity Receipt
Cancel
Total (63.91 USD)