Receiving Goods & Services

Last Update: 09/04/2014

GEARS
General Enterprise and Resource Support

Goods or Services have been received from your Vendor
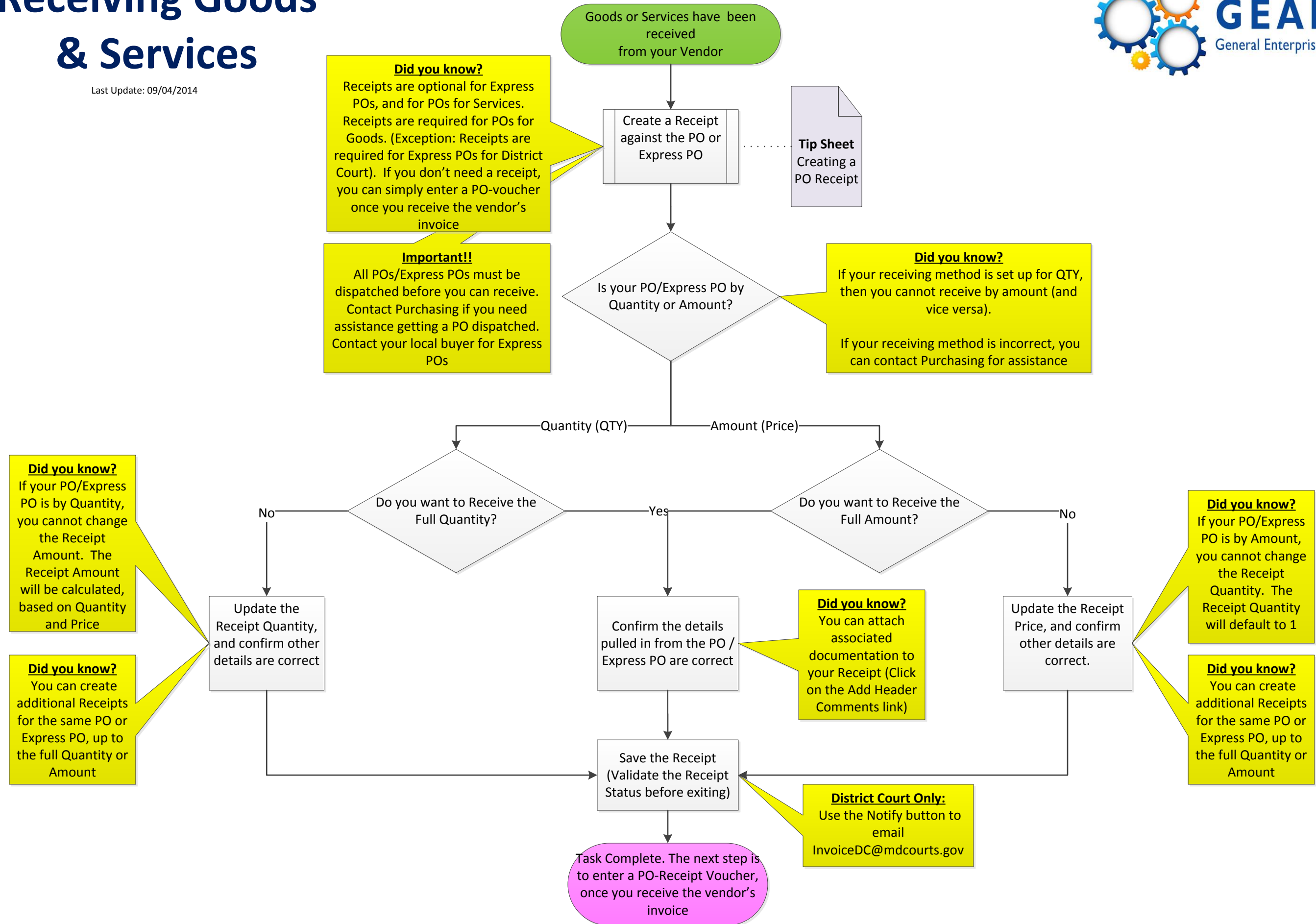
Did you know?
Receipts are optional for Express POs, and for POs for Services. Receipts are required for POs for Goods. (Exception: Receipts are required for Express POs for District Court). If you don't need a receipt, you can simply enter a PO-voucher once you receive the vendor's invoice

Create a Receipt against the PO or Express PO

Tip Sheet
Creating a PO Receipt

Important!!
All POs/Express POs must be dispatched before you can receive. Contact Purchasing if you need assistance getting a PO dispatched. Contact your local buyer for Express POs

Is your PO/Express PO by Quantity or Amount?

Did you know?
If your receiving method is set up for QTY, then you cannot receive by amount (and vice versa).

If your receiving method is incorrect, you can contact Purchasing for assistance

Quantity (QTY) — Amount (Price)

Did you know?
If your PO/Express PO is by Quantity, you cannot change the Receipt Amount. The Receipt Amount will be calculated, based on Quantity and Price

Do you want to Receive the Full Quantity?

No — Yes

Do you want to Receive the Full Amount?

No

Did you know?
If your PO/Express PO is by Amount, you cannot change the Receipt Quantity. The Receipt Quantity will default to 1

Did you know?
You can create additional Receipts for the same PO or Express PO, up to the full Quantity or Amount

Update the Receipt Quantity, and confirm other details are correct

Confirm the details pulled in from the PO / Express PO are correct

Did you know?
You can attach associated documentation to your Receipt (Click on the Add Header Comments link)

Update the Receipt Price, and confirm other details are correct.

Did you know?
You can create additional Receipts for the same PO or Express PO, up to the full Quantity or Amount

Save the Receipt (Validate the Receipt Status before exiting)

District Court Only:
Use the Notify button to email InvoiceDC@mdcourts.gov

Task Complete. The next step is to enter a PO-Receipt Voucher, once you receive the vendor's invoice