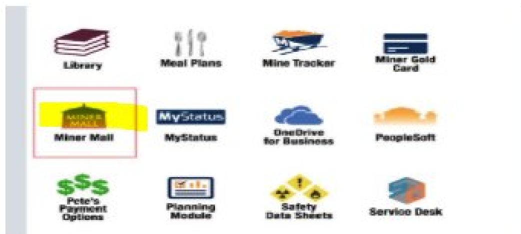
REFERENCE GUIDE: HOW TO CREATE A QUANTITY RECEIPT

Purpose: This document provides instructions for UTEP users on creating a Quantity Receipt for POs/invoices with desktop shipping in Miner Mall. Desktop shipping is defined as any items ordered through Miner Mall which are shipped to a location other than Central Receiving. Quantity Receipts serve as the receiving report for orders of items which can be physically counted, and the accurate quantity is represented on the PO. Quantity Receipts are required for vouchers to be final approved and processed for payment.

1. Log in to my.utep.edu using your UTEP credentials.

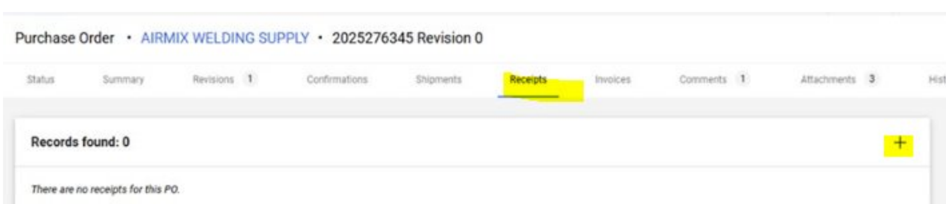
2. Select the Miner Mall Sign In tile and login with your UTEP credentials/DUO authentication.



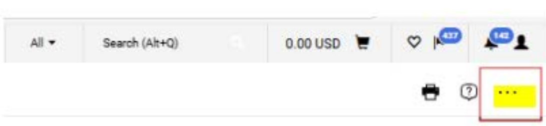
3. Select "Purchase Orders" (PO) from the Miner Mall drop down menu located at the top right portion of the home screen. Enter the PO number associated with the receipt(s) you need to create.

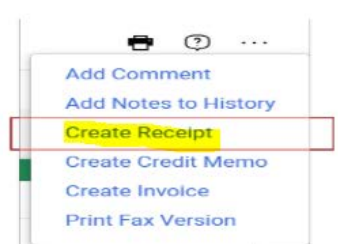
4. Once PO is opened, there are two ways to access the receipts section (option A & B):

   (A) Select "Receipts" form the tabs above the PO and click the plus (+) sign on the top right to create a new receipt.



   (B) Click the three dots icon on the top right of the screen and select the Create Receipt option.





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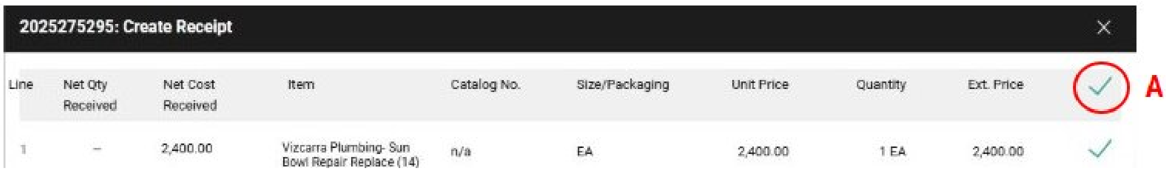
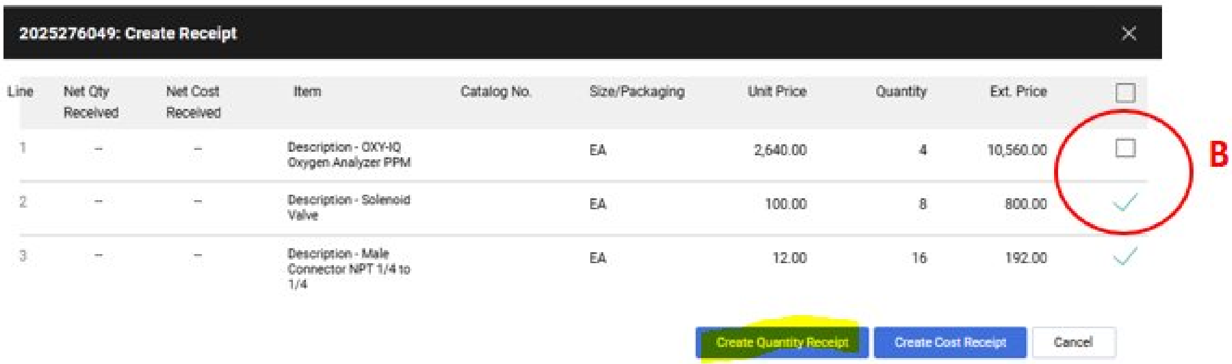
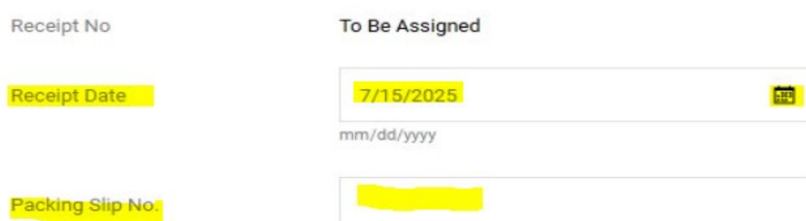
5. Receipt Lines available on the PO will appear. Miner Mall defaults to <u>select all</u> (**A**). Review each Receipt Line to verify line-item details to “select” and/or “unselect” the boxes (**B**) that have or haven’t been received. <u>Only those that have been physically received should have the check mark</u>.



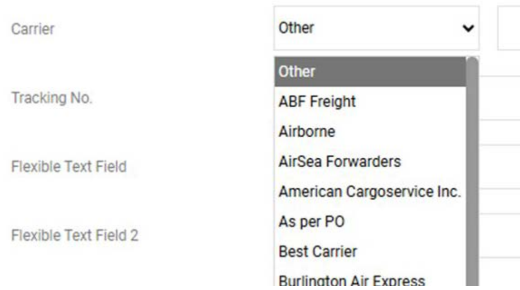
6. Select “Create Quantity Receipt: when all received items have been selected.



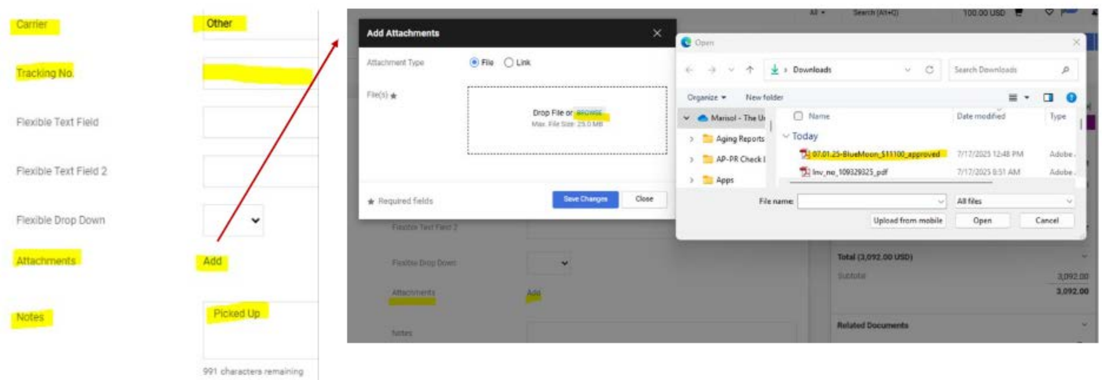
7. Select the “Receipt Date” (the day the items were received by the department) and enter a “Packing Slip No.”, if applicable for each of the items received.



8. Select the Carrier that delivered the items. **Note:** Select "Other" if items were picked up at the vendor's location or did not use a third party for delivery.

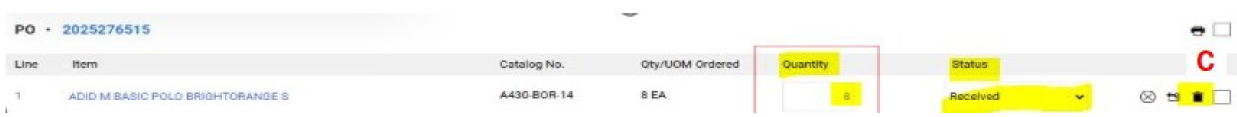


Enter "Tracking No.", if applicable, and attach all receiving documentation provided by the vendor. **Note:** If selecting "Other" type "Picked Up" on the Notes section.



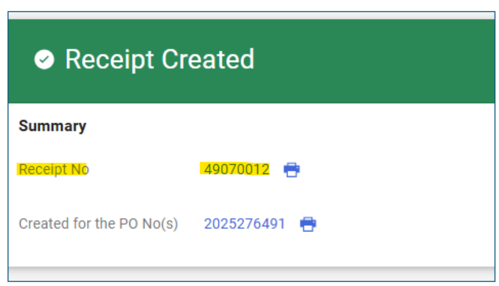
9. Scroll through each Receipt Line and update each field, if applicable.
   - “**Quantity**” Field – should reflect the <u>actual</u> items received. If the actual quantity received is different from the quantity shown in Miner Mall, the quantity should be adjusted.

   - “**Status**” Field – may be used to identify if line items were received, returned, or cancelled (if applicable). <u>Do not</u> use the “returned” or “cancelled” status. Select “received” <u>only</u>.
     - <u>Refer to Purchasing and/or Central Receiving for guidance on handling “returned” or “cancelled” items</u>



Verify all information is accurate/complete and reflects the actual quantities physically received. Click “Complete” when ready to create the receipt.

Upon completion, Miner Mall will display a “Receipt Created” notice with a receipt number that confirms the receipt was successfully created and the process is complete.



Notes:

- If creators select a Receipt Line in step 5 that should not have been included, they still have the option to remove it from the receipt process by clicking on the "Trash Bin" (**C**). This option does not cancel the items; the lines will appear once a new quantity receipt is created for the remaining items.

- Any action or updates must be saved by clicking on the “Save Updates” button on the top right of the page before completing receipt to avoid losing any updates made to the receipt.