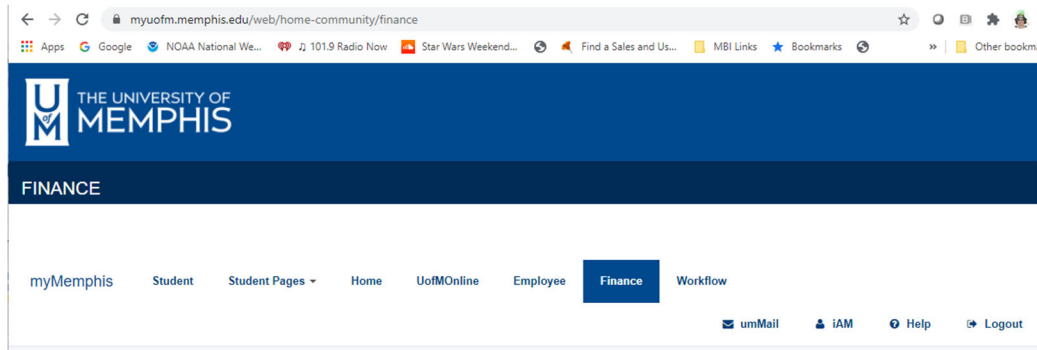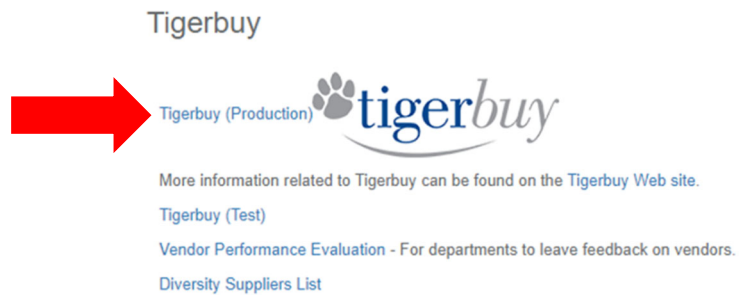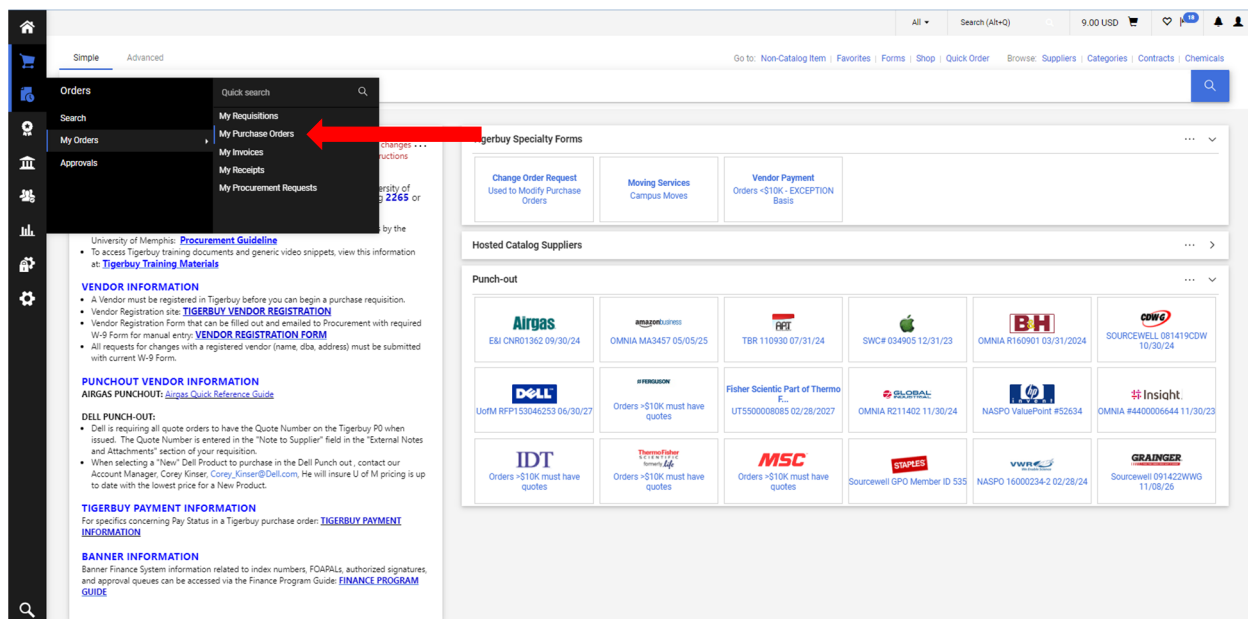# How to - Tigerbuy Receipting

Log into My Memphis & go to the **Finance** tab:

Scroll down on the right-hand side to Tigerbuy and click on **Tigerbuy (Production)**

Tigerbuy opens on the Home screen. Click on **Orders / My Orders / My Purchase Orders** on the left menu.

This brings up a list of your Purchase Orders in progress. The left menu contains filters that can help you narrow your search. Click on the P0 number you want to receipt.

Your P0 opens. Click on the ellipses on the right and choose **Create Receipt**.

This will open the **Create Receipt** screen. Here you will choose which lines to work with and what kind of receipt to create: cost or quantity.

The screen contains a list of your PO line items. It defaults to all lines checked.

- To receive all lines, leave the checks and choose your receipt type at the bottom.
- To receive partially, uncheck any lines you don't want to receive or use the top check box to uncheck all lines and only check the ones you need. Best practice is NOT to include 0 quantity lines on your return. Then choose your receipt type at the bottom.

When you click to create the receipt type you need, your receipt will come up with only the lines that were checked.

You don't need to enter anything on the top.

Scroll down to the Line Details. Enter the quantity of each item that you are receiving. The Line Status defaults to "Received".

You still have the ability to remove the lines you aren't receiving on this screen. Use the trash can on the line or select multiple lines and use the trash can above to remove the lines from the receipt you are working on. (This has no effect on the order or PO)

When all lines are correct, click Complete in the top right.

You will get a message that your Receipt has been created.

Now your PO lines show which lines are received and if there are any returns. Accounting will not pay any invoice until the credit is received.

Purchase Order • P0288657 Revision 0 ▾

	Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	Staples File Folders, 3 Tabs, Letter Size, Manila, 50/Box (25775)	541077	PK	5.75	1 PK	5.75

∧ DETAILS ✦

	Supplier	Receiving	Invoicing	Matching
	Sent To Supplier	Fully Received With Returns	none	No Matches

	Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
2	✓	Sustainable Earth by Staples Desktop Stapler, Full-Strip Capacity, Black/Gray (40897)	327002	EA	6.48	1 EA	6.48

∧ DETAILS ✦

	Supplier	Receiving	Invoicing	Matching
	Sent To Supplier	Fully Received	none	No Matches

	Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
3	✓	Post-it Super Sticky Pop-Up Notes Dispenser for 3" x 3" Notes, Black, 12 Pads (DS330-SSVA)	653409	PK	17.09	1 PK	17.09

∧ DETAILS ✦

	Supplier	Receiving	Invoicing	Matching
	Sent To Supplier	Fully Received With Returns	none	No Matches

If you discover later that you need to return something, you will go in and create a receipt with only the returned line(s) on it. (see separate Return instructions)

Quantity Receipt • 469166   ☰ 🖨   Save Updates   **Complete** ▾

Summary   Comments   Attachments   History

Line Details

PO • **P0288657**					🖨 ☐

Line	Item	Catalog No.		Quantity	Status	
1	Staples File Folders, 3 Tabs, Letter Size, Manila, 50/Box (25775)	541077	1 PK	0	Received	🗐 🗑 ☐
					Returned	

∧ ITEM DETAILS ✦

Contract No.	no value		Previous Receipts	Y00001978 🖨

Draft	
Details	∨
Creation Date	11/9/2021 10:43:05 AM
Source	Manual
Supplier	Staples Contract and Commercial Inc
Received by	Kerri Reece