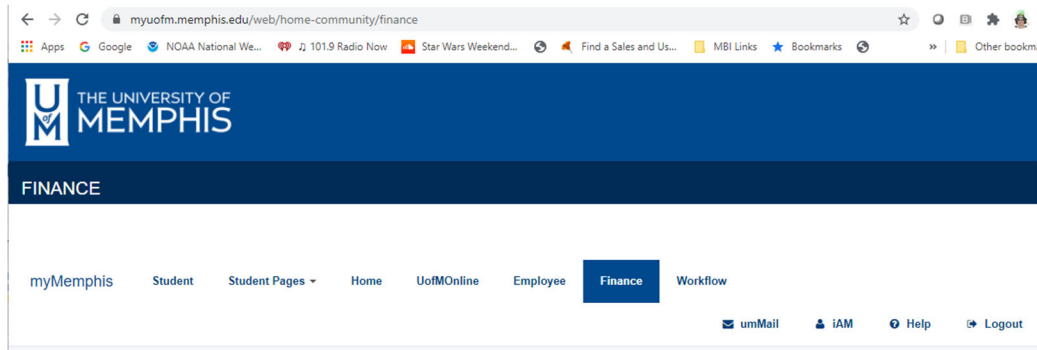
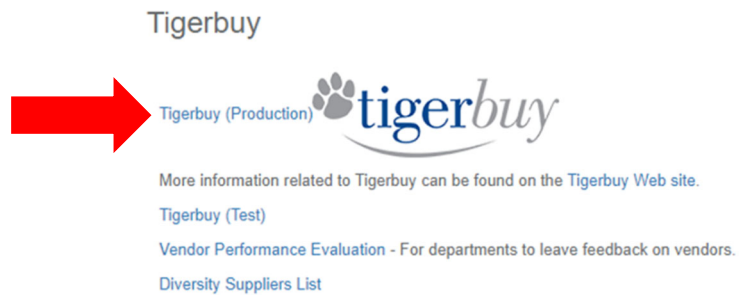


# How to - Tigerbuy Receipting

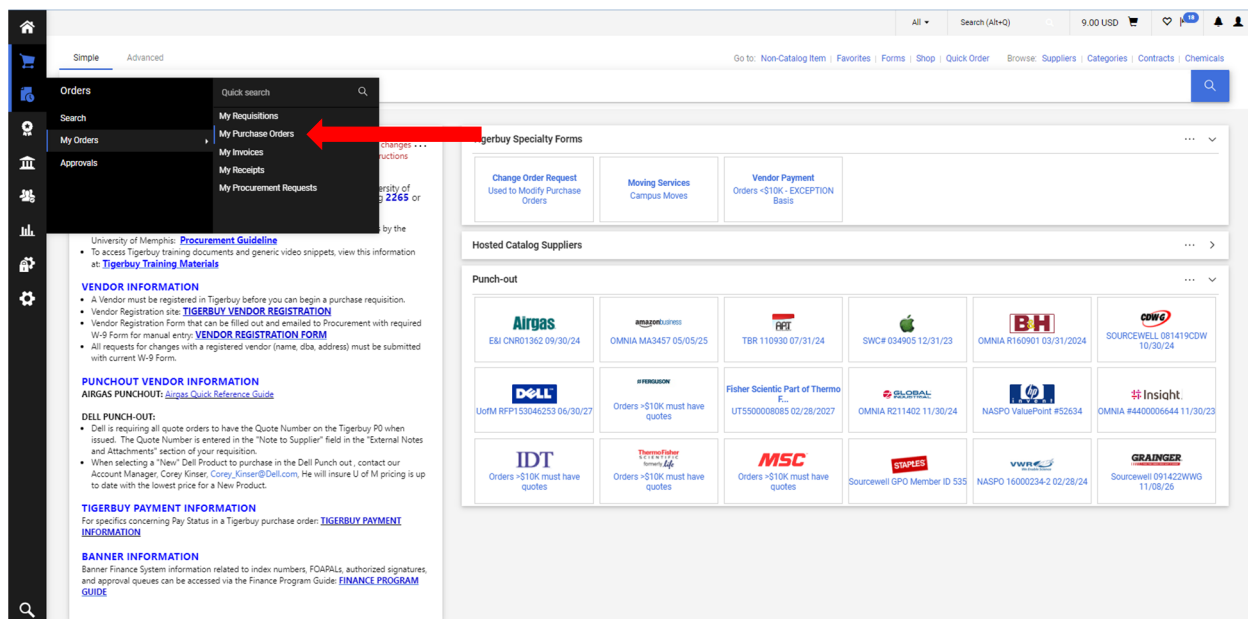
Log into My Memphis & go to the **Finance** tab:



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 PO number you want to receipt.

Orders > Search > Purchase Orders

**Search Purchase Orders** Save As Pin Filters Export All

Quick Filters My Searches

Created Date: Last 90 days Quick search ? Add Filter Clear All Filters 20 Per Page

Supplier	PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
...	PO280490	Staples Contract and Commercial Inc	1/14/2021 2:31:28 PM	Completed	3153481	Kerri Reece	Sent To Supplier	No Matches	342.62 USD
...	PO280489	Graybar Electric Co Inc	1/14/2021 2:30:11 PM	Completed	3153454	Kerri Reece	Sent To Supplier	No Matches	2,498.11 USD
...	3248303	W W Grainger Inc	1/14/2021 2:29:12 PM	Pending	3153434	Kerri Reece	No Shipments	No Matches	96.13 USD
...	PO280488	Staples Contract and Commercial Inc	1/14/2021 2:26:27 PM	Completed	3137281	Kerri Reece	Sent To Supplier	No Matches	149.43 USD
...	3248300	Staples Contract and Commercial Inc	1/14/2021 2:23:42 PM	Pending	3132986	Kerri Reece	No Shipments	No Matches	34.09 USD
...	PO280481	Staples Contract and Commercial Inc	12/3/2020 4:10:52 PM	Completed	3129961	Kerri Reece	Sent To Supplier	No Matches	70.43 USD

20 Per Page

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

Purchase Order • Staples Contract and Commer... • P0310460 Revision 0

Status Summary Revisions 1 Confirmations Shipments Receipts 3 Invoices Comments Attachments History

General Information

PO/Reference No. **P0310460**

Revision No. 0

Supplier Name **Staples Contract and Commercial Inc**

Purchase Order Date 10/25/2022

Total 229.22

Document Status

A/P status Open

Workflow **Completed**  
(10/27/2022 9:41 AM)

The system distributed the purchase order using the method(s) indicated below the last time it was distributed: [view](#)

cXML (Electronic Integration) no value

0.00

6 of 9 Results

[Add Comment](#)  
[Add Notes to History](#)  
[Cancel PO](#)  
[Finalize Revision](#)  
[Create Receipt](#)  
[Create Credit Memo](#)  
[Create Invoice](#)  
[Print Fax Version](#)  
[Send Test PO](#)



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.

**P0320928: Create Receipt**✕

	Item Type	Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	<input checked="" type="checkbox"/>
1	None	--	--	Canon 240XL/241XL Black and TriColor High Yield Ink Cartridge, 2/Pack with 4x6 photo paper (5206B005)	752960	PK	56.20	1 PK	56.20	<input checked="" type="checkbox"/>
2	None	2	--	Pilot G2 Retractable Gel Pens, Fine Point, Purple Ink, Dozen (31029)	462337	DZ	11.91	2 DZ	23.82	<input checked="" type="checkbox"/>
3	None	3	--	Post-it Super Sticky Notes, 3" x 3", Supernova Neons Collection, 70 Sheets/Pad, 24 Pads/Pack (654-24SSMIA-CP)	2095545	PK	24.48	3 PK	73.44	<input checked="" type="checkbox"/>
4	None	2	--	TRU RED 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 8 Reams/Carton (TR59702)	24472187	CT	36.71	2 CT	73.42	<input checked="" type="checkbox"/>



Create Quantity ReceiptCreate Cost ReceiptCancel

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.

Receipt Name	<input type="text" value="2023-11-06 kreece 04"/>	Carrier	<div>Other <span>▼</span></div> <input type="text"/>
Receipt No	To Be Assigned	Tracking No.	<input type="text"/>
Receipt Date	<div><input type="text" value="11/6/2023"/><span>📅</span></div> <small>mm/dd/yyyy</small>	Flexible Text Field	<input type="text"/>
Packing Slip No.	<input type="text"/>	Flexible Drop Down	<div><span>▼</span></div>
Supplier Name	Staples Contract And Commercial Inc	Attachments	<a href="#">Add</a>
Received by	Kerri Reece	Notes	<div><input type="text"/></div> <small>1000 characters remaining</small>
Receipt Address	<div><span>▼</span></div> <div>Contact Name Their name Phone +1 901-678-2265 Email kreece@memphis.edu 115 Admin Bldg 3720 Alumni Dr Memphis, TN 38152-3370 United States</div>		

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

Quantity Receipt • 598178 Save Updates Complete

Summary Comments Attachments History

PO • P0320928

Line	Item	Catalog No.	Quantity	Status
1	Canon 240XL/241XL Black and TriColor High Yield Ink Cartridge, 2/Pack with 4x6 photo paper (5206B005)	752960	1 PK	Received

ITEM DETAILS

Contract No. - Previous Receipts Y00002150 Y00002148

Line Item Type -

Attachments Add

Notes

1000 characters remaining

3

Post-it Super Sticky Notes, 3" x 3", Supernova Neons Collection, 70 Sheets/Pad, 24 Pads/Pack (654-24SSMIA-CP)

2095545

3 PK

0

Received

Summary

**Draft**

Details

Creation Date 11/6/2023 11:52:37 AM

Source Manual

Supplier Staples Contract and Commercial Inc

Received by Kerri Reece

Total (56.20 USD)

Related Documents

Purchase Order: P0320928

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)

PO • P0320928 Print

Line	Item	Catalog No.	Quantity	Status
1	Canon 240XL/241XL Black and TriColor High Yield Ink Cartridge, 2/Pack with 4x6 photo paper (5206B005)	752960	1 PK	Received

Print Trash Cancel

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

Quantity Receipt • 598178 Save Updates Complete

Summary Comments Attachments History

PO • P0320928 Print Summary

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

Receipt Created

Summary

Receipt No Y00002154

Created for the PO No(s) P0320928

Next Steps

Create Qty Receipt

Create Cost Receipt

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.

Status Summary Revisions 1 Confirmations Shipments Receipts 6 Invoices Comments Attachments History

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
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
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)

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
ITEM DETAILS				

Contract No. no value Previous Receipts Y00001978

Save Updates Complete

Draft

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