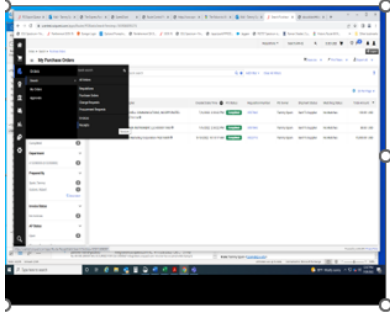# Georgia State PantherMart Receiver Guide

RECEIVING OVERVIEW

When a PantherMart purchase or service is completed, it is important to mark it received. Georgia State University will not pay the supplier until the item or service has been received in Panther Mart and the invoice is obtained in Disbursements.

LOCATE A PURCHASE ORDER USING DOCUMENT SEARCH

1. From the Home/Shop click on Search Documents as shown below

2. .
3. Select Purchase Orders.
4. Click on the Purchase Order requiring receiving.
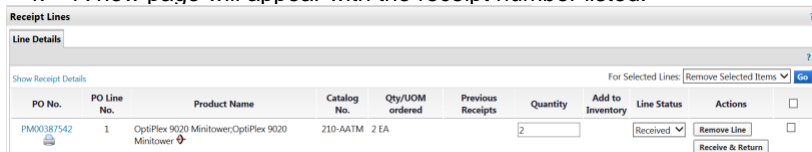5. Select **Create Quantity Receipt** in the dropdown box.

Note: Quantity and Cost Receipts are completed the same way, but Quantity Receipts are used to receive items and Cost Receipts are used to receive services.

RECEIVING A PURCHASE ORDER

A. Fully Receiving a Purchase Order

This example will show how to receive a Purchase Order if all items have arrived. In this example 2 items were ordered and 2 arrived.
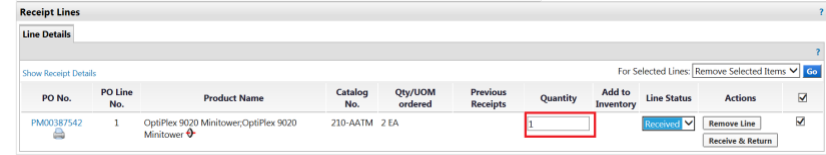
1. Review to make sure quantity listed matches the current amount of items received.
2. If the quantity matches then select the drop down under line status and select "Received"
3. Then Click **Save Updates** and if no errors or warnings are issued, click **Complete** .
4. A new page will appear with the receipt number listed.

B. Partially Receiving a Purchase Order

This example will show how to partially receive a PO. In this example 2 items were ordered. But only one was received. Change the quantity to reflect the number of items received then click save updates and if no errors or warnings are issued, select complete.
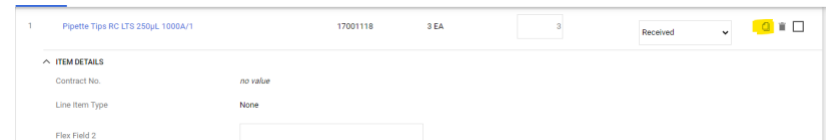

1. When the other items arrive, open the PO again and create another receipt.
2. Enter the quantity of items received in this shipment and select save updates and if no errors or warnings are issued, then click complete.
3. If not all items are received continue steps 1 and 2 until all items have been received.

C. Returning an Item from the Purchase Order

This example shows how to receive and return items from a PO. In this example both items arrived but one was not working and needed to be returned.
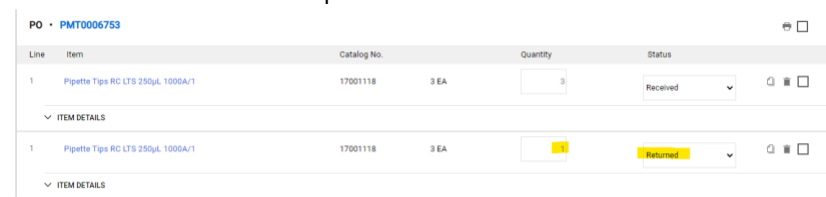
Note: All items must be received before being returned.

1. Select the Copy for Receive and Return button next to the item to be returned. This will create two lines for the item.

2. On the line status of "Received" enter the total number of items delivered in this shipment. In this example all 3 items were received.
3. On the line status of "Returned" enter the total number items to be returned. In this example one item will be returned.

4. Select Save Updates and if no errors or warnings are issued, then click Complete.
5. If the item will be exchanged, enter another receipt when the item returns from the supplier. If the item will not be replaced then complete a Change Order Form to release encumbered funds.