



BWC – Viewing receipts

Viewing **receipts** raised to a purchase order can be done through the Buyers Work Centre. Follow the steps below to access the list of receipts.

Viewing receipts

1. From the **Orders** tab of the Buyers Work Centre you will need to enter search criteria to find the order you wish to investigate.

Search Saved Searches

Match All Any

Order is

Supplier is

Buyer is

Approval Status is

Select Order: Update

Select OU	Order	Rev	Description	Supplier	Site	Creation Date	Order Date	Total Currency	Status	Buyer	Closure Status	Matched Amount
<input checked="" type="radio"/> Cambridge University	3581235	0		ONECALL	ZMARKETPLACE	29-Mar-2022	29-Mar-2022 10:49:47	24.96 GBP	Approved	SMITH, Mr Max	Open	0.00

2. Select the hyperlinked purchase order number to open the order details.

Awards > Orders > **Standard Purchase Order 3581235** Actions Manage Order Notes

TIP To change tax go to Actions > Change amount > Go then Manage Tax > Go

Search

Header | Lines | Shipments | Distributions

Operating Unit	Cambridge University	Creation Date	29-Mar-2022 10:49:47
Status	Approved, Reserved	Total	24.96 GBP
Supplier	ONECALL	Buyer	SMITH, Mr Max
Supplier Site	ZMARKETPLACE	Description	
Supplier Contact		Confirming Order	No
Communication Method	XML		

Terms

Bill-To Location	PD	Default Ship-To Location	PD
Payment Terms	30 days (see our terms)	Transportation Arranger	

Attachments

Notes

Note to Supplier Note to Receiver

3. From the **Actions** dropdown choose the **View Receipts** option. Then select **Go**.

Actions

4. A list of items and their receipts will be displayed showing the numbers ordered and the numbers received.

Receipts for Standard Purchase Order 3581235 Export

Receipt	PO Number	Line	Shipment	Description	UOM	Ordered	Returned	Net Received	Accepted	Defects	Location	Receipt Date	Promised Date	Need-By Date	Performance
2375448	3581235	1	1	CD/DVD PEN PACK	Each	3		1	0.0	PD	29-Mar-2022 10:53:48		05-Apr-2022 00:00:00	Early	
2375448	3581235	2	1	HOLE PUNCH, 2HOLE, MEDIUM	Each	2		2	0.0	PD	29-Mar-2022 10:53:48		05-Apr-2022 00:00:00	Early	
2375448	3581235	3	1	MARKER TWIN TIP 4 COLOURS	Each	4		2	0.0	PD	29-Mar-2022 10:53:48		05-Apr-2022 00:00:00	Early	