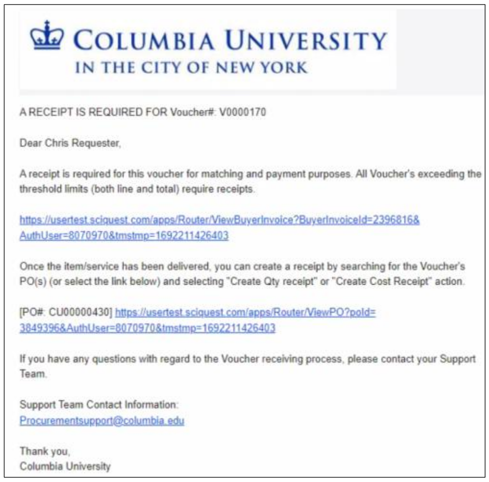
Receiving for CU Marketplace for Catalog orders is required when a line amount is equal to or greater than $5000. It is recommended that you place line items of $5000 or more in their own Cart/Requisition/Purchase Order, although this is not required.

Receiving for Line Items over $5000

Once your Purchase Order has been electronically invoiced, you will receive an e-mail to alert you when a Catalog item you ordered requires a receipt.



COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

A RECEIPT IS REQUIRED FOR Voucher#: V0000170

Dear Chris Requester,

A receipt is required for this voucher for matching and payment purposes. All Voucher's exceeding the threshold limits (both line and total) require receipts.

https://usertest.sciquest.com/apps/Router/ViewBuyerInvoice?BuyerInvoiceId=2396816&AuthUser=8070970&tmstmp=1692211426403

Once the item/service has been delivered, you can create a receipt by searching for the Voucher's PO(s) (or select the link below) and selecting "Create Qty receipt" or "Create Cost Receipt" action.

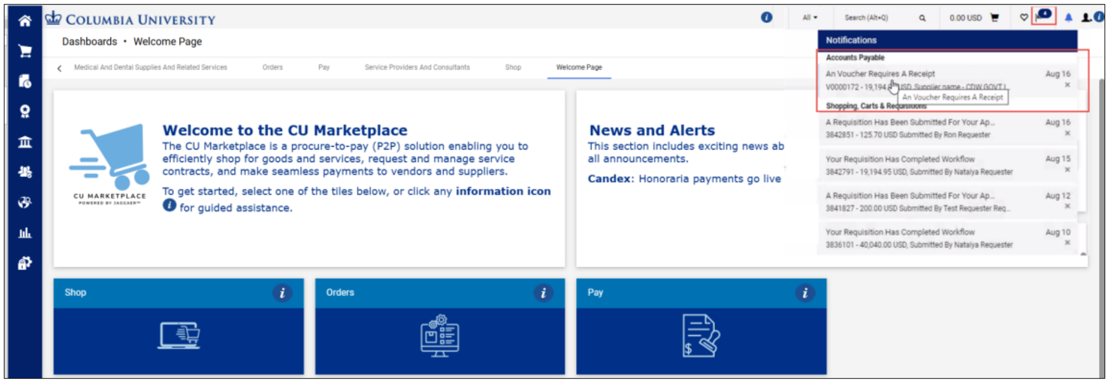
[PO#: CU00000430] https://usertest.sciquest.com/apps/Router/ViewPO?poId=3849396&AuthUser=8070970&tmstmp=1692211426403

If you have any questions with regard to the Voucher receiving process, please contact your Support Team.

Support Team Contact Information:
Procurementsupport@columbia.edu

Thank you,
Columbia University

You will also receive a notification within the CU Marketplace to alert you when a receipt is required.



1. Open the Purchase Order that requires receiving:
   You can click the Purchase Order from the email alert or from the notification in the CU Marketplace.
   Or,
   You can select the Purchase Order by navigating to **Orders** tab.

   The Purchase Order Summary screen appears.

   My Purchase Orders

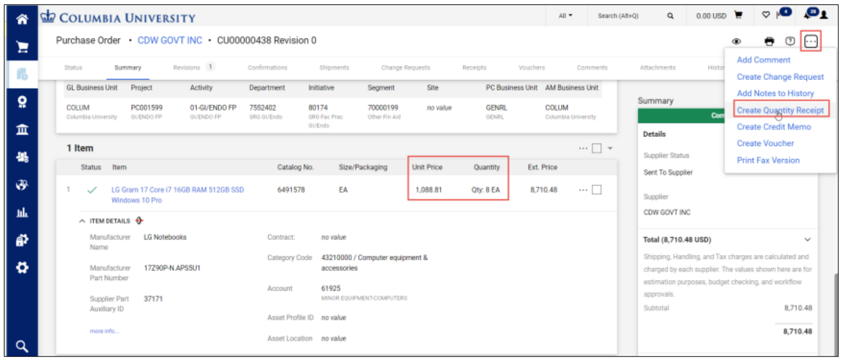
   Total Purchase Orders: 809 — Approx. Total Amount: 143,125,868.54 USD

PO Number	Supplier	Created Date/Time	PO Owner	Total Amount
CUA0002148	CANDEX SOLUTIONS, INC.	1/21/2025 1:27:30 PM	Pete Payable 02	1,250.00 USD
CUA0002147	SPW INDUSTRIAL	1/21/2025 1:25:32 PM	Jamie Bonadonna-Van Beverhoudt	25,000.00 USD
CUA0002145	JAPAN PUB TRADING CO LTD	1/16/2025 4:24:49 PM	Terry Park	2,500.00 USD
CUA0002144	JAPAN PUB TRADING CO LTD	1/16/2025 1:44:10 PM	Ian Arthur	37,500.00 USD
CUA0002143	ACCREDITATION COUNCIL FOR	1/16/2025 1:33:10 PM	Ian Arthur	26,000.00 USD

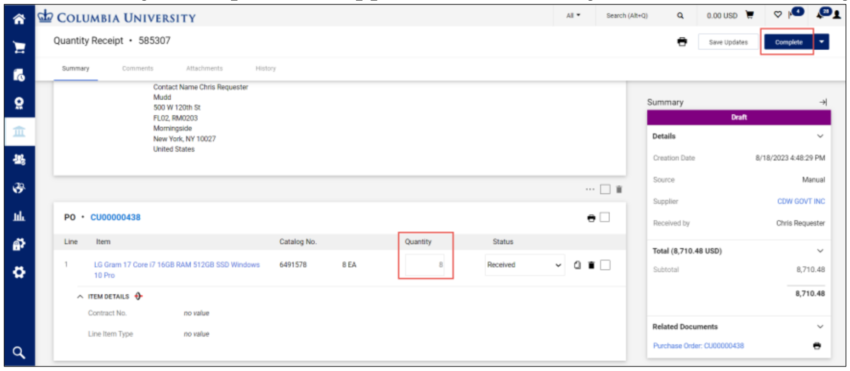
   Page 1 of 162 — 1-5 of 809 Results — 5 Per Page

   Click the Purchase Order that requires Receiving.

In the example below, a Catalog line item requires receiving because the total amount has a quantity of 8 items that totals over $5000. There are other line items on this Purchase Order that do not require receiving.

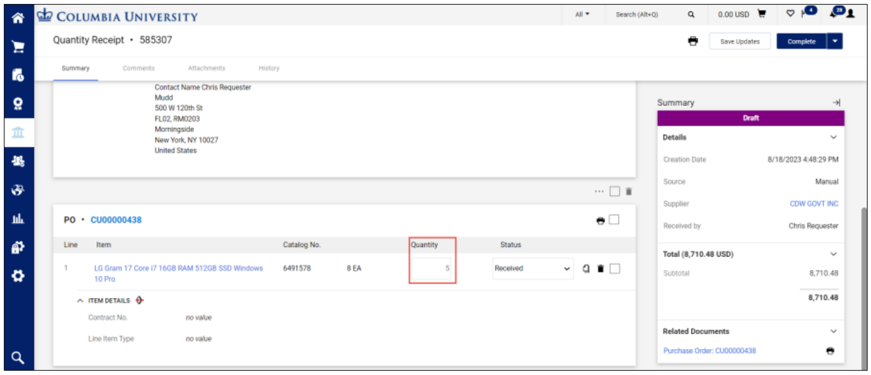


2. Click the **Actions** icon and click **Create Quantity Receipt**.
   The Quantity Receipt screen appears. The Quantity field is automatically populated with total quantity ordered.

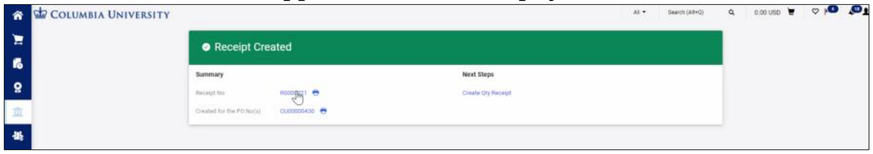


Note: If your Purchase Order and Receipt contains line items that do not require receiving, you can either fully receive those line items or click the Trash *icon to remove those items from the Receipt.*

3. If you **fully received** the total quantity of your line item, you can just click the **Complete** button.
   Or,
   If you **partially received** the total quantity, enter the number in the **Quantity** field for what you actually received and click the **Complete** button.



A confirmation screen appears for the Receipt you created.



The quantity indicated on the receipt(s) must match the quantity indicated on the electronic invoice in order for the invoice to be paid.
If you created a partial receipt, you will need to create a new receipt for the additional quantity when you receive it.

Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com