WHERE do I create receipts in Gateway?

- You will always create receipts from the Purchase Order, not the Requisition.
- If you have the Receiver role in Gateway, options to create receipts will be in your “Available Actions” drop down menu on the right hand side of the purchase order.

Quantity Receipts

- From your “Available Actions” drop down menu, select “Create Quantity Receipt” and hit “Go”.
- When you select this option, the receipt will populate as if you have received all line items for your order. If you received everything perfectly for your order, then leave it as is!
  - **Partial Shipment** - If you did not receive all of your shipment, change the quantity to reflect what you did receive. That will leave the line open for you to receive at a later time on a new receipt. If you are waiting to receive a full line of your order, you can delete the entire line off of your receipt, leaving it open to receive at a later time when your goods arrive.
  - **Returns** – If you received an item and need to return it, select the “Receive & Return” button. It will duplicate your line, showing that you’ve received that quantity of goods and also returning the same. This leaves the line open for receiving again at a later date.
  - **Cancellation** – If you are not going to receive the goods (the supplier does not carry the item anymore, etc), change the “received” drop down to “cancelled”. This ensures that that line item closes as you do not expect a future shipment.
- For more guidance on partial receiving and cancellations please visit: [http://info.gateway.procurement.ucsb.edu/files/receiving.pdf](http://info.gateway.procurement.ucsb.edu/files/receiving.pdf)