

RECEIPTING A T1 PURCHASE ORDER

WHO CAN DO THIS?

All goods and services orders must be receipted by the staff member or student who created the order in T1.

WHY IS IT DONE?

Receipting is done to verify receipt of goods/services, quantity, cost and condition. The suppliers invoice will **not** get paid until receipting has been carried out.

WHERE IS IT DONE?

In 'My Purchase Orders' in T1.

WHEN IS IT DONE?

For Goods: when the item is received and **will not be returned**. Split deliveries should be partially receipted as each item is received.

For Services: when the service has been carried out. If in stages, then partially receipt as each stage is received.

WHEN IS IT NOT DONE?

This process does **not** need to be done for purchases using a **University Purchase Card**, or when personal funds being claimed back via **Expenses** or a **University Advance**.

HOW IS IT DONE?

The receipt has to be both **created and approved** at the same time within T1 by the person who created the T1 purchase order.

HELP & SUPPORT

Detailed Guide:

[Receipt a Purchase Order in T1](#)

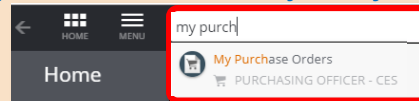
Finance Helpdesk:

FinanceHelpdesk@exeter.ac.uk

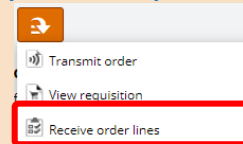
01392 726981

T1 RECEIPTING - <https://exe.t1cloud.com/>

1 Use the 'Enterprise search' field to find your 'My Purchase Orders' function:



2 Find then 'View' the PO to be receipted. Once opened, click top-left orange drop-down menu and select 'Receive order lines':

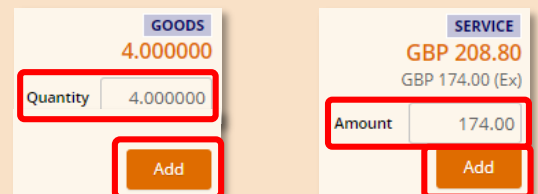


3 A single receipt and receipt number is now created.

Multiple items on the same purchase order can be receipted together. Items on separate purchase orders must not be receipted together.

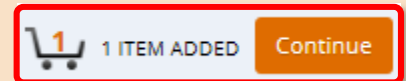
4 If receiving only part of the order, amend the quantity (Goods orders) or value exc VAT (Service orders) to reflect what was received.

Select 'Add' to confirm the number/value of items for this receipt:

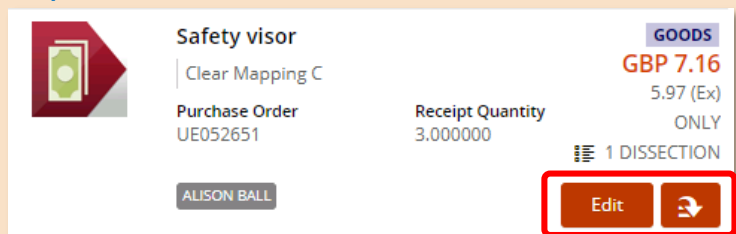


5 The number of items added to this single receipt is shown in the cart at the top right of the screen.

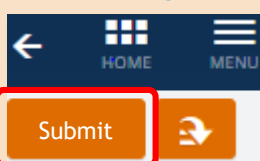
Click 'Continue' when ready to finalise this receipt:



6 If needed, items can be edited or deleted using the 'Edit' and orange drop-down buttons on each line:



7 Once all the information is correct, select 'Submit' at the top left to finish creating this receipt:



Finally, check the receipt status has changed to 'Approved':

