



## Important Information

### What is receipting and why is it done?

- Receipting your purchase order means you are effectively confirming your ordered goods/services have been received in the correct quantity, condition and at the agreed price. This 'unlocks' the purchase order for payment when the supplier's invoice arrives.
- A supplier's invoice will only be paid when the invoice pdf is in T1 **and** has been matched with a valid purchase order **and** an approved goods receipt – this is called three-way matching.
- Failure to receipt correctly will trigger a T1 email warning you the supplier's invoice cannot be processed. This email must be actioned immediately or supplier payment could be delayed which risks the University being placed on stop supply.
- You are responsible for ensuring the receipting process is completed for all your purchase orders and any queries from Accounts Payable are responded to in a timely manner. This will help ensure your supplier is paid on time.

### Process overview

Receipting has three stages:

1. **Create the receipt** – done by purchase order owner or Stores team (for items collected from Stores)
2. **Approve the receipt** – done by purchase order owner
3. **T1 attempts to match the receipt** to the invoice

If the receipt and invoice match correctly, the invoice can then be seen within the purchase order and T1 will arrange payment of the supplier, usually for 30 days after the invoice date.

If the receipt and invoice **don't** match, the purchase order owner will be sent an invoice processing failure email from T1 which must be resolved immediately– [see pg 6 if you receive this email](#).

### Common receipting issues

- The receipt is created **but not approved** – this is the most common cause of invoice payment delays – [see pg 3 to resolve this](#).
- The purchase order does not match the invoice e.g. delivery cost missed off the order, VAT incorrect, multiple items bundled together as single item – see [Amend a Purchase Order](#) to correct this.
- A single receipt is created for every item on the purchase order in one go, but the supplier sends multiple invoices for parts of the order meaning T1 cannot automatically match up the invoices and your receipting. Instead, create partial receipts to match each separate delivery.

### To receipt orders sent direct to you

Follow the [step-by-step instructions on pg 2-4](#) to create then approve the receipt.

### To receipt orders collected from Stores

Follow the [step-by-step instructions on pg 5](#) to approve the receipt created for you by the Stores team.

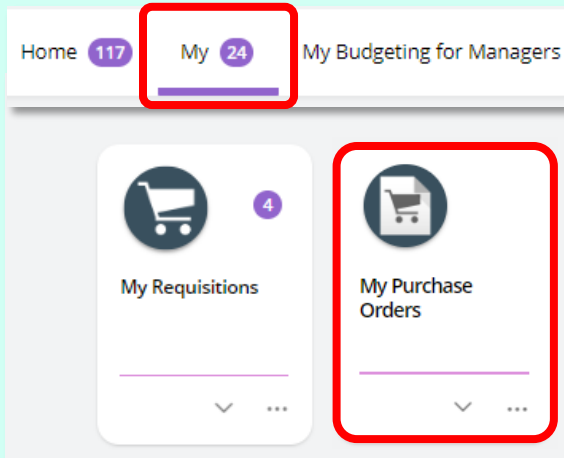


# RECEIPT A T1 PURCHASE ORDER

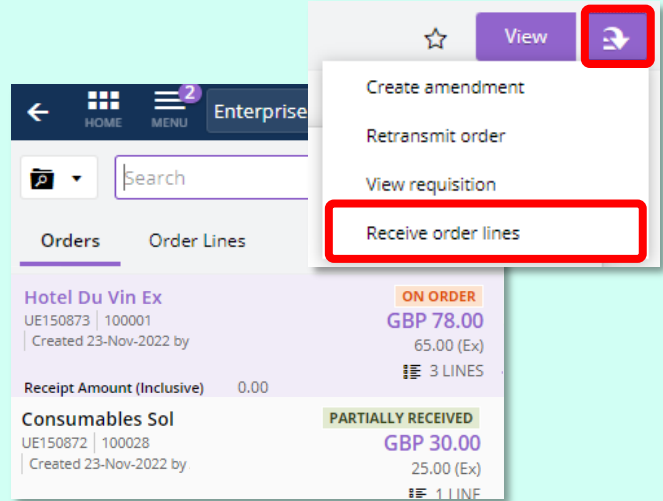
## Step-by-Step Instructions – Orders Sent to You

### 1 Login to T1 <https://exe.t1cloud.com/>.

Open the 'My Purchase Orders' function on the 'My' page:



### 2 Locate the purchase order to be receipted and select 'Receive order lines' in the top right drop-down menu:

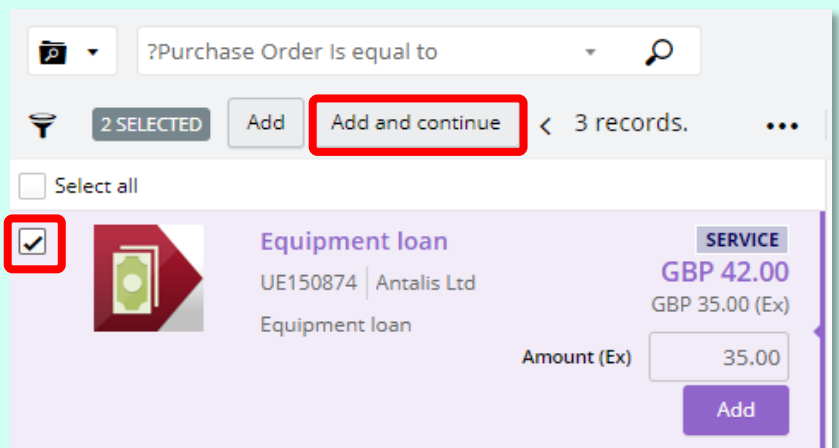


### 3 Create the receipt

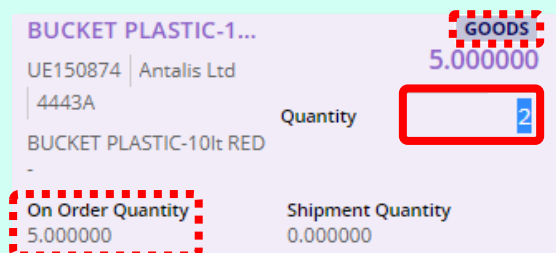
Tick the order line(s) to be receipted and select 'Add and continue'.

Multiple items on this **same** order can be receipted at the same time if they have arrived together.

Items from the same order arriving in batches should be receipted **separately** as and when they arrive.



If only part of the order has arrived so far, amend the 'Quantity' field (goods orders) or 'Amount Ex' field (service orders) to reflect what has been received:



Once they arrive, receipt the remaining items on a separate receipt in the same way as above.



# RECEIPT A T1 PURCHASE ORDER

## 4 Approve the receipt

Check the correct items and quantities are showing on the receipt and click 'Submit':

**Warning:**  
'Unapproved' status means receipt process has **not** yet been completed and supplier invoice cannot be processed for payment

Goods Receipt (180785)  
2 items, Total (Exclusive) GBP 37.26

Goods Receipt Entered

Received Items  
2 items

Dissection Summary  
2 dissections

Settings

Description	Quantity	Unit	Unit Price (Exclusive)	Line Amount (Exclusive)
Equipment loan UE150874 - Antalis Ltd	-	only	35.00	GBP 35.00
BUCKET PLASTIC-10lt RED - UE150874 - 4443A - Antalis Ltd	2.00	1	1.13	GBP 2.26

Goods Receipt 180785

Reference Issued 25-Nov-2022  
Received on 25-Nov-2022  
Receipt Total GBP 37.26

## 5 Check the receipt status is 'Approved'

Check the receipt status has changed to green 'APPROVED'. T1 will now attempt to automatically process the invoice against this receipt and purchase order, once it arrives:

Create a blank goods receipt Workflow complete

Goods Receipt (180785)  
2 items, Total (Exclusive) GBP 37.26

Goods Receipt Entered

Received Items  
2 items

Dissection Summary  
2 dissections

GOODS RECEIPT

Goods Receipt 180785

Reference Issued 25-Nov-2022  
Received on 25-Nov-2022  
Receipt Total GBP 37.26

Description	Quantity	Unit	Unit Price (Exclusive)	Line Amount (Exclusive)
Equipment loan UE150874 - Antalis Ltd	-	only	35.00	GBP 35.00

This is the end of the receipt creation/approval process.

Your purchase order status will now be either:

'Fully Received' – all items on this order have been received

'Partially Received' – some items on this order have not yet been received. Continue to partially receipt your order as and when the remaining items on this order are received.

The final step is to ensure that the supplier's invoice arrives in T1 within the next 14 days and is processed by T1 for payment – see step 6.

# RECEIPT A T1 PURCHASE ORDER

## 6 Check supplier's invoice arrives in T1 and is processed within 14 days

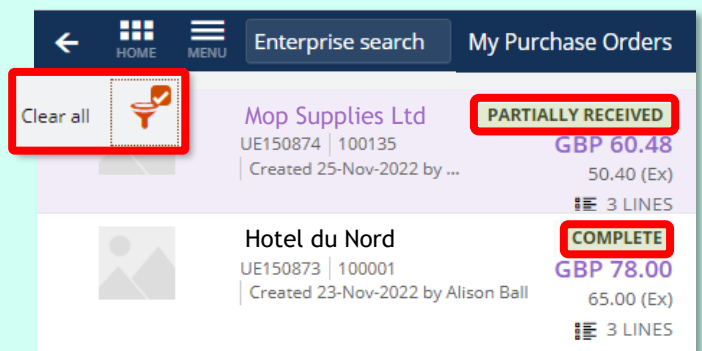
Your purchase order status will change to 'Complete' once the supplier's invoice has been received and processed for payment. This will usually occur within 14 days of delivery.

If the purchase order is being paid in stages via multiple invoices, the status will be 'Partially Invoiced' until the full value of the purchase order has been invoiced when it will change to 'Complete'.

You are responsible for ensuring all your purchase orders achieve a 'Complete' status and any queries from Accounts Payable are responded to quickly to ensure that suppliers are paid on time.

### To check your purchase order status:

- [Login to T1](#)
- Open 'My Purchase Orders'
- Click the filter icon and select 'Clear all'
- Click to filter icon again to close it.
- All your purchase orders will now be displayed, along with their statuses.



Enterprise search My Purchase Orders

Clear all	Mop Supplies Ltd UE150874   100135 Created 25-Nov-2022 by ...	<b>PARTIALLY RECEIVED</b> GBP 60.48 50.40 (Ex) 3 LINES
	Hotel du Nord UE150873   100001 Created 23-Nov-2022 by Alison Ball	<b>COMPLETE</b> GBP 78.00 65.00 (Ex) 3 LINES

### To view an invoice and check when it will be paid:

- [Login to T1](#)
- Open 'My Purchase Orders'
- 'View' the relevant purchase order to open it in full.
- If using a small screen – click the 'Invoice' tab. If using a wide screen – click on the invoice icon bottom right corner of the screen.
- The invoice summary is now displayed:

To view or download invoice pdf - click this link and go to 'Attachments' tab in screen that opens

Date when supplier can expect to receive payment - usually 30 days after invoice date



Purchase Order  
Order Total (Inclusive)  
Currency GBP  
Complete

**Invoice**  
1 invoice

Requested Items  
1 item  
COMPLETE

Hotel du Nord (100234)  
15 The Street  
Anytown AB1 1CD

**View invoice**

CREDITORS INVOICES  
POSTED

Total	142.19
Invoice No.	6954782/A/2022
Date	29-Oct-2022
Period	3
<b>Due Date</b>	<b>28-Nov-2022</b>

Requisition Purchase Order Goods Receipt **Invoice**



# RECEIPT A T1 PURCHASE ORDER

## Step-by-Step Instructions – Stores Collections

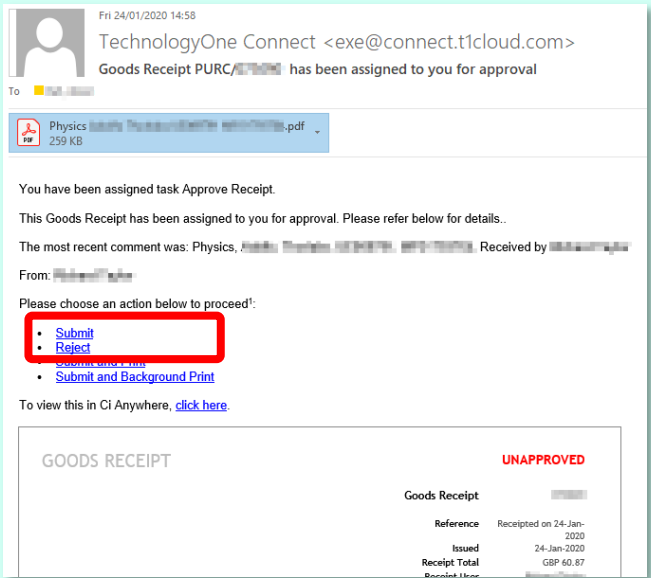
### 1 Approve Receipt Created by Stores Team

Once you have collected and checked your order, locate the Stores team email in your University mailbox:

Click 'Submit' to approve this receipt to confirm you have the correct item, it's in good working order and the information and price on the email are correct.

Click 'Reject' if any of the information on the receipt email is incorrect. Then contact the [Finance Helpdesk](#) for advice on how to resolve this.

Click 'Reject' if the item is damaged or faulty and contact the supplier to discuss a refund or replacement. Then email [Accounts Payable](#) to inform them what has been agreed with the supplier.



### 2 Check Supplier's Invoice Arrives in T1 and is Processed Within 14 Days

You are responsible for checking your purchase order status changes from 'Fully Received' to 'Complete' – this confirms the invoice has been processed and the purchasing process has completed.

If the supplier is being paid in stages via multiple invoices, the order status will update from 'Partially Received' to 'Partially Invoiced' until the full value of the purchase order has been covered off, when it will change to 'Complete'.

Once processed, you can view and/or download the supplier invoice(s) from within your purchase order via the 'My Purchase Orders' function:

DOCUMENT FILE: 460801

**CREDITORS INVOICES**

GROUP: Default  
POSTED

Total 142.19

Invoice No.	6954782/A/2022
Date	29-Oct-2022
Period	3
<b>Due Date</b>	<b>28-Nov-2022</b>

[View invoice](#)

Due Date = when the payment will be issued to the supplier's bank via the University's weekly payment run - usually 30 days after invoice date

Click on the 'Invoice' icon to view the invoice summary if using a wide screen. Or click the 'Invoice' tab if using a small screen.

Click to view or download the original supplier invoice pdf

Navigation: Requisition | Purchase Order | Goods Receipt | **Invoice**



# RECEIPT A T1 PURCHASE ORDER

## What if?

### I receive an invoice processing failure email

T1 will send this email when the supplier's invoice has been received but it cannot automatically match your purchase order and/or goods receipt to it.

You must correct this issue immediately as failure to do so can result in the supplier not receiving their payment on time and they may refuse to continue supplying the University.

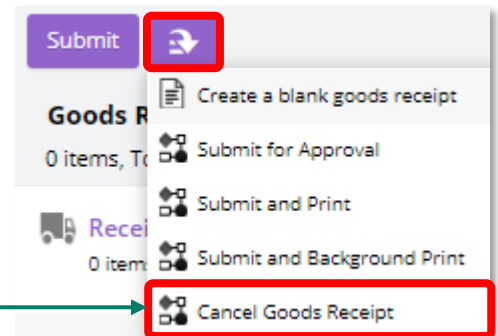
**To resolve the issue – open and check the invoice pdf using the link in the email, then**

**If the invoice is correct and you have already receipted your purchase order, double check your receipt –**

- Login to '[My Goods Receipts](#)' – find the relevant receipt for this purchase order and 'View' it.
- Check the receipt has a green 'Approved' status – if it is red 'Unapproved' follow [steps 4-5](#).
- If the receipt has already been approved, contact the [Finance Helpdesk](#) for advice.

**If the invoice is correct but your purchase order has the wrong price –**

- Cancel any existing receipt for the wrong value –
  - Locate the relevant receipt via '[My Goods Receipts](#)' (you may need to remove the filter to see it).
  - 'View' the receipt to open it in full.
  - Then use the 'Cancel Goods Receipt' option within the top left drop-down menu.



- Orders for **services** can be over/under receipted within a tolerance of 10% more or less than the invoice value, up to a max of £100 difference:
  - If the invoice is within this tolerance, re-receipt the order and enter the new value in the 'Amount Ex' field as per the steps above.
  - If the invoice is over this tolerance, follow [Amend Your Purchase Order](#) then re-receipt it.
- Orders for **goods** cannot have their item values changed when receipting, so follow [Amend Your Purchase Order](#) then re-receipt it as per the steps above.

**If the invoice is correct but your purchase order is missing a cost such as a delivery charge or VAT needs to be added or removed –**

- [Amend your purchase order](#) to add the additional cost and/or amend the VAT rate. Once the amendment is approved, re-receipt as per the steps above.

**If the invoice is wrong** – contact [Accounts Payable](#) for advice.

**T1 will automatically attempt to re-process the invoice as soon as a receipt is created and approved – follow [pg 4/step 6](#) to check this has been done.**



## What if ?

### **I receive multiple deliveries for different purchase orders, can I receipt them all together on the same receipt?**

No, each purchase order must be receipted individually – multiple purchase orders must not be receipted together on the same goods receipt as this causes issues when processing their invoices.

### **The purchase order cannot be receipted as its owner has left the University or is absent long-term**

Contact the [Finance Helpdesk](#) – the purchase order can be transferred to another colleague to receipt or the Helpdesk can receipt in absentia.

### **I need further help**

Find all our PO training guides on the [Requisitions, Purchase Orders & Receipts Training](#) page.

Attend a training course – [see upcoming dates](#).