How to - Tigerbuy Receipting

Log into My Memphis & go to the Finance tab:

Scroll down on the right-hand side to Tigerbuy and click on Tigerbuy (Production)

Tigerbuy opens on the Home screen. Click on Orders / My Orders / My Purchase Orders on the left menu.
This brings up a list of your Purchase Orders in progress. The left menu contains filters that can help you narrow your search. Click on the P0 number you want to receipt.

Your P0 opens. Click on the pull-down menu next to Purchase Order and Choose one of the Receipt options.

You don’t need to enter anything on the top.
Scroll down to the Line Details. Enter the quantity of each item that you are receiving. The Line Status defaults to “Received”. When all are correct Click Complete.

If everything is good and you are keeping the items, your Receipt is complete. If you only received part of the order, you will create another receipt when the rest arrives. When the Invoice arrives, Accounting will match the Invoice to your PO and pay it if it matches. If there are any discrepancies, Accounting will contact you.

When all lines are correct, click Complete

You will get a message that your Receipt has been created.

Now your PO lines show which lines are received and if there are any returns. Accounting will not pay any invoice until the credit is received.
If you discover later that you need to return something, you will go in and create a receipt with only a returned line on it.

This completes the system process for a return. You will still need to communicate with the vendor regarding the credit and physically return the item if required.

If you know you need to return something as you are receiving, you can indicate that during receiving, however this method is somewhat confusing and creates receipts that aren’t as clear as separate receiving and returning.

For a line with returns, click **Receive and Return** to add a line. Enter the quantity you received on the received line and the quantity you want to return on the Returned line.

To return a line with one item, the Quantity is 1 on both lines.