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 PO number you want to receipt.

Your PO opens. Click on the ellipses on the right and choose **Create Receipt**.

This will open the **Create Receipt** screen. Here you will choose which lines to work with and what kind of receipt to create: cost or quantity.
The screen contains a list of your PO line items. It defaults to all lines checked.

- To receive all lines, leave the checks and choose your receipt type at the bottom.
- To receive partially, uncheck any lines you don’t want to receive or use the top check box to uncheck all lines and only check the ones you need. Best practice is NOT to include 0 quantity lines on your return. Then choose your receipt type at the bottom.

When you click to create the receipt type you need, your receipt will come up with only the lines that were checked.

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”.

You still have the ability to remove the lines you aren't receiving on this screen. Use the trash can on the line or select multiple lines and use the trash can above to remove the lines from the receipt you are working on. (This has no effect on the order or PO)

When all lines are correct, click Complete in the top right.

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 the returned line(s) on it. (see separate Return instructions)