

How to Create a Quantity Receipt in Jaggaer



This guide explains the workflow for generating a quantity receipt for material invoices within the Jaggaer platform. Follow these steps to correctly navigate the matching process and ensure your invoice documentation is updated accurately.

1 Navigate to Bullybuy.msstate.edu

The screenshot displays the Jaggaer platform interface for an invoice from Amazon.com, Inc. The invoice number is IN141271. The vendor invoice number is 1QVK-4FG9-W9Q7. The invoice date is 6/26/2026, and the due date is 8/10/2026. The terms are 0, Net 45. The total amount is 45.49 USD. The invoice is currently in the 'Pending' status.

General	Addresses	Note/Attachments
Invoice Type Invoice	Remit To Corporate Credit Dept.30-2100015680 P.O. Box 9020 Des Moines, Iowa 50368-9020 United States Phone 1-000-0000000- Fax 1-000-0000000- Address Id VR1 3rd Party Address ID bed5612a-e182-40df-b07d-88928c8ae16a	External Note Extrinsic: carrierName=Amazon Logistics Show more
Pay Status In Process	Bill To Accounts Payable PO Box 5307 Mississippi State, MS 39762 United States	Prints on no value Check Stub
Invoice Number IN141271		External Attachments Add
Vendor Invoice No. 1QVK-4FG9-W9Q7		Internal Attachments Add
Vendor Name Amazon.com, Inc.		
Invoice Date 6/26/2026		
Discount Date no value		
Due Date 8/10/2026		
Terms 0, Net 45		
Terms Discount 0.00 USD		
Invoice Name no value		
Work Order no value		
Phase no value		

Summary

Pending

Amazon.com, Inc.

Vendor Invoice No. 1QVK-4FG9-W9Q7
[View Vendor cXML](#)

Total (45.49 USD)

Subtotal 4
Terms Discount
Discount
Tax1
Tax2
Shipping
Handling 4

Related Documents

[Purchase Order: 25619681](#)
[Requisition: 217694011](#)

What's next?

Workflow

☐ Show skipped steps

[Submitted](#)

2 Select Matching tab

The screenshot shows the 'Amazon.com, Inc. • IN141271' invoice page. The 'Matching' tab is highlighted with an orange circle. The page displays various invoice details in a tabular format, including General, Addresses, and Note/Attachments. A sidebar on the right shows a 'Summary' section with a 'Pending' status, 'Amazon.com, Inc.' details, and a 'Total (45.49 USD)'.

General	Addresses	Note/Attachments
Invoice Type Invoice	Remit To Corporate Credit Dept. 30-2100015680 P.O. Box 9020 Des Moines, Iowa 50368-9020	External Note Extrinsic: carrierName=Amazon Logistics Show more
Pay Status In Process	United States Phone 1-000-0000000- Fax 1-000-0000000- Address id VR1 3rd Party Address ID bed5612a-e182-40df-b07d-88928c8ae16a	Prints on no value Check Stub
Invoice Number IN141271	Bill To Accounts Payable PO Box 5307 Mississippi State, MS 39762 United States	External Attachments Add
Vendor Invoice No. 1QVK-4FG9-W9Q7		Internal Attachments Add
Vendor Name Amazon.com, Inc.		
Values vary by line.		
Invoice Date 6/26/2026		
Discount Date no value		
Due Date 8/10/2026		
Terms 0, Net 45		
Terms Discount 0.00 USD		
Invoice Name no value		

Summary

Pending

Amazon.com, Inc.

Vendor Invoice No. 10
[View Vendor cXML](#)

Total (45.49 USD)

Subtotal
Terms Discount
Discount
Tax1
Tax2
Shipping
Handling

Related Documents

[Purchase Order: 25619681](#)
[Requisition: 217694011](#)

What's next?

Workflow

3 Click create receipt

The screenshot shows the 'Amazon.com, Inc. • IN141271' invoice page. The 'Matching' tab is selected, and the 'create receipt' button is highlighted with an orange circle. The page displays a table of matching exceptions and a matching summary. A sidebar on the right shows a 'Summary' section with a 'Pending' status, 'Amazon.com, Inc.' details, and a 'Total (45.49 USD)'.

Match Status	Matching Method	Invoice Line No.	PO Line No.	Catalog No.	Description	Size/Packaging	Unit Price
Unmatched	3 Way	1	1	B0CBPNWCVS	Logitech MK540 Advanced Wireless Keyboard and Mouse Combo for Windows, 2.4 GHz Unifying USB-Receiver, Multimedia Hotkeys, 3-Year Battery Life, for PC, Laptop	EA	45.49 USD

MATCHING EXCEPTIONS

⚠ No receipt has been entered

RESOLUTION ACTIONS

[create receipt](#)

MATCHING SUMMARY

	Ordered	Received	Net Invoiced	Exception Reason
Quantity	1	--	1	
Unit Price	45.49 USD	--	45.49 USD	
Ext. Price	45.49 USD	--	45.49 USD	
Document DTS&H	0.00 USD	--	0.00 USD	

Summary

Pending

Amazon.com, Inc.

Vendor Invoice No. 10
[View Vendor cXML](#)

Total (45.49 USD)

Subtotal
Terms Discount
Discount
Tax1
Tax2
Shipping
Handling

Related Documents

[Purchase Order: 25619681](#)
[Requisition: 217694011](#)

What's next?

Workflow

☐ Show skipped steps

Submitted
6/26/2026 5:46 PM

INVOICES 0 / CREDITS 0 / RECEIPTS 0

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4 Check only the items you want to receive then.

Click "Create Quantity Receipt"

The screenshot displays a software interface for managing receipts. A modal window is open, showing a list of items to be received. The items are listed in a table with columns for quantity, unit price, and total price. The 'Receipt' button is circled in orange.

Item	Quantity	Unit Price	Total Price
Logitech MK540 Advanced Wireless Keyboard and Mouse Combo for Windows, 2.4 GHz Unifying USB-Receiver, Multimedia Hotkeys, 3-Year Battery Life, for PC, Laptop	1 EA	45.49	45.49
SIHOO M59AS Ergonomic Office Chair, Desk Chair with 3D Flip-up Armrests, Computer Chair with Dual Back Design and Adaptive Dynamic Lumbar Support Grey	1 EA	189.99	189.99

Buttons: **Create Quantity Receipt** (circled in orange), **Cancel**

Resolution Actions: **Create Receipt**

INVOICES 0 / CREDITS 0 / RECEIPTS 0

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