

e-Mall Receiving

July 2015, Version 2



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RECEIVING OVERVIEW

Receiving allows you to track the receipt of item. The functionality provides the ability to partially or completely accept goods and/or services, or reject items/services. The receiver of the goods/services is also the 'approver' of the receipt. The approval is automatic when the receipt is processed. (Ad hoc approvers can be added to the receipt, if desired.)

There are two types of receiving: **Desktop** Receiving and **Central** Receiving. The type of receiving used is determined by the setup of the BuysenseOrg (BSO) to which your user profile is assigned.*

RCC eVA Pros Approves Approves CNLY the requester can receive against the order. This means that if the their own own orders Desktop Receiving, the requester of the requisition has the authority to receive the goods or services directly from the vendor when it is delivered. Approves ONLY the requester can receive against the order. This means that if the preparer is NOT the requester (the preparer name does not appear in the `on behalf of' field on the requisition), the preparer will <u>not</u> be able to receive against the order they initiated.

In Central Receiving, a designated user (such as an employee at a central warehouse) receives the goods or services on behalf of the requester. The requester of the requisition cannot do receiving if the receiving role is assigned to the applicable requester's BSO (Buysense Org)*.

When a requisition is fully approved and is in ordered status, the system creates a receipt 'shell' in anticipation that receiving will be recorded on order(s) created as a result of the approved requisition. This receipt shell can be seen in the Receipts tab of the requisition. The approver on the receipt is <u>set</u> at the time the order/RC is created.

*NOTE: Refer to the Important Notes section at end of this guide for BSO information as well as other informational points.

Receiving phrases/terms/descriptions:

- Reopen Closed Order A 'Reopen Order' button is provided for situations where changes must be made on requisitions and the order has been fully received.
- Rejected Items A 'Reject' field is provided for situations where an item is received but <u>not</u> yet recorded as having been received, and must be returned to the vendor for some reason (defective/not ordered, etc.). This field should <u>NOT</u> be used for items that need to be returned after the item(s) has been recorded as having been received.
- Negative Receiving The "Accept/Return' field is used for situations where item(s) are accepted but is also used to back out items previously received. Backing out items may be necessary to: 1) return item(s) to the vendor *or*, 2) position the requisition to allow for a change to Quantity or Unit price.

PROCESSING RECEIPTS

1. After finding the order number*, click the Receive link on the eVA eMall 'My Home' page.

Ariba Spend Management					🚹 • 🗟 · 🖻 🖶 •	Page + Safety + Tools + 🌘
61/4						Home Help * Logout
My Home My Orde	ers/My UPs My Approvals My	Quick Quote Req's				Welcome Kemper, Gail
Create Search - Manage	Recent Preferences					
Return to Portal					Configure Tab	os 👌 Refresh Content
Common Actions	ii To Do					Θ
A	ID	Date ↓	From	Status	Title	Required Action
Create	BUYS600140	3/2/2012	Denny, Frank	Submitted	A215MWC - Delete Ist Dollar Apprver	Approve
Requisition	PR601579	2/28/2012	Kemper, Gail	Ordered	CSPL-3902	Watch
	BUYS600134	2/28/2012	Kemper, Gail	Submitted	CSPL-3902	Approve
Manage	PR601055	1/18/2012	test, d	Submitted	Becky's Test - PO Ad Hoc Edit Removed	Approve
Receive	00:00012088 AWD	935 1/10/2012	Caudill7, Shane	Submitted	Copy of 400 test	Approve
	₩ 00.00012077 AWE	031 10/00/0011	Caudilla Shana	Submitted	Tert	Approve
						<u>View List</u> (12)
Recently Viewed	Requisitions - Compos	ng				
PR602340 CSP Bill To test	ID Date Created	4 Status T	itle			Total
UP531710 Use Kemper, Gail	PR600972 1/6/2012	Composing T	est 2 for non-catalog E	DITED items on	у	\$50.00000 USD 🔷
PR601579 CSPL-3902	PR600974 1/6/2012	Composing N	ion-catalog test - mass	editing items		\$90.00000 USD
BUXSE00020 A reste now has	PR600963 1/5/2012	Composing C	Conv of Conv of Logi A	d Hoc Vendor Te	st-Script 2438	\$7.400.00000 USD

NOTE: <u>If you are a desktop receiver</u>, *and the requester on the requisition*, you can access receiving by clicking the RECEIVE button when you open the requisition.

S Back					Copy Change Receive Print
Summary	Approval Flow	Orders	Receipts	History	1

2. Enter the <u>order</u> number* in the Search field, as shown:

GVA		Reg ID	Home Help * Logout
Му Но	me My Orders/My UPs My Approvals My Quick Quote Rec	Order ID	Welcome Kemper, Gail
Create Sea	arch Manage Recent Preferences	Reg ID	
leceiving Steps			Exit
- Calast	Search for and then select requests for which to receive or ver	rify items. To search, select a request type and then enter an ID to find a sp	ecific request, or leave the field \dots \Rightarrow
1 Request			
Select Receipt	Order ID PCO600095 Search	Req ID V PR600728 Search	Advanced
3 Receive	Search Results		
Additional Info	Enter search criteria above		
5 Summary			
			Exit

* If the order number is unknown, a Requisition number (ReqID) or Receipt number (Receipt ID) can be entered by accessing the drop-down menu to select an alternate search type.

- 3. When below screen appears, take the appropriate action:
 - a) To receive all items on the order, click the 'Accept All' button.
 - b) To record partial receiving, enter the quantity in the Accept/Return field.

NOTE:	If the it	tem/se	rvice	was	received	prior	to	the	current	date,	enter	the
correct	date re	ceived,	as s	howr	ו below.							

GVA										н	lome	Help	* Lo	gout
My Home	My Orders/My	UPs My Approvals My Quick	Quote Req's								W	elcome	Kemper	, Gail
🔚 Create Seard	:h Manage R	lecent Preferences												_
leceiving Steps	Receipt RC600334:	PCO600095 - TEST for email Approv	ver Access						Prev	Next		iubmit	Exit	
1 Select Request	For a receipt, indi	cate the amount or quantity to accep	ot or reject for eac	line item, and	the date received.	. If yo	ou reject receipt lin	e items, you i	must pi	rovide	comm	nents		*
2 Select Receipt				Acce	pt All	-	If all items are received, clicl	tobe the Acce	pt					
3 Receive	Order ID: PCO	500095	Date:	Fri, 6	Apr, 2012, 3:58 Pf	м	All button							
4 Additional Info	Supplier: VBUS	SE NAME CHANGE	Header Cross Ref	erence:	/ing									
5 Summary	Contact: <u>VBUS</u> My Labels: 🕄 Ar	SE pply Label						If items to curre date ca	were ent da n be	rece iy, a enter	eived previ red	prio ous	r	
	Line Items - Qua	ntity Receiving Needed												
	No. ↑ Quantity	Description	Un	t Prev. Tot	al Accept/Re	turn	Reject	Date Rece	eived	/				
	1 15	Vita contract categories mandvita	a ea	:h O	9		0	Fri, 6 Apr	, 2012					
									3 Sun	() Mon	Ap Tue V	or 12 /ed Ti	D 10 Fri	Sat
	Close Order: 🔋	🔿 Yes 💿 No							1	2	з	4	5 6	7
	COMME	NTS - ENTIRE RECEIPT							8 15	9 16	10 17	11 18	12 13 19 20	14 21
	conne								22	23	24	25	26 27	28
]				~				29	30				
	Comments:													
					~									

REJECTING ITEMS

If an item has been received damaged, or should not have been sent by the vendor, the receiver should always, <u>upon immediate receipt of</u> <u>item(s)</u>, denote the quantity to be rejected in the REJECT field, as shown below. <u>This field should NEVER be used to record a 'return' after</u> <u>the product or service has been received on a prior receipt</u>. *If this was mistakenly done, back out the erroneous quantity in the Reject field (e.g.-5)*

Create S	tome My Orders/My UPs My Approvals My Quick Que earch Manage Recent Preferences	ote Req's		Welcome Kemper, Gail					
Receiving Steps	Receipt RC600347: PCO600099 - Copy of Logi Ad Hoc Ver	ndor Test-Script 2438		Prev Next Submit Exit					
1 Select Request	For a receipt, indicate the amount or quantity to accept of	or reject for each line item, an	d the date received. If you reject rec	ceipt line items, you must provide comments to \dots $ $ $>$					
2 Select Receipt		Ac	cept All						
3 Receive	Order ID: <u>PCO600099</u> Order Title: Copy of Logi Ad Hoc Vendor Test-Script 243	Date: 38 Processing Status:	Tue, 3 Apr, 2012, 1:33 PM Receiving						
Additional Info	Supplier: New Ad Hoc Vendor	Header Cross Reference:	Ad hoc vendor						
5 Summary	Contact: <u>New Ad Hoc V</u> My Labels: 1 <u>Apply Label</u>								
	Line Items - Quantity Receiving Needed	Line Items - Quantity Receiving Needed							
	No. † Quantity Description	Unit Prev. Total	Accept/Return Reject	Date Received					
	1 10 Social Director Banquet	each 0	0 5	Tue, 3 Apr, 2012					
	2 10 Socialites for Banquet	each 0	0	Tue, 3 Apr, 2012					
	Close Order: 1 OYes ONo								

If submitting an RC with rejected item(s), a 'Rejection reason' must be entered, as shown:

My Home	My Orders/My UPs	My Approvals My Quick Quote Req	s					Welcom	e Kemper, Gail
🖬 Create Search	Manage Recent	Preferences							
Receiving Steps	Receipt RC601800: I	PCO600095 - TEST for email Approver Ac	cess				■ Pre	ev Submit	Exit
1 Select Request	Review the receipt,	, make changes as necessary, and then :	submit it for ap	proval.					
2 Select Receipt	Summary Appro	oval Flow							
3 Receive	Order ID: <u>PCO6</u> Order Title: TEST f	00095 for email Approver Access			Date: Processing Status:	Tue, 28 J Receiving	ul, 2015, 11:42 AM		
4 Additional Info	Supplier: <u>VBUSE</u> Location: <u>VBUSE</u>	NAME CHANGE			Header Cross Refere	nce:			
5 Summary	My Labels: 🚦 App	bly Label							
	Line Items - Quanti	ity Receiving Needed							
	No. † Quantity	Description	Unit	Prev. Total	Accept/Return	Reject	Date Received		
	1 15	Vita contract categories mandvita	each	9	0	3	Tue, 28 Jul, 2015		
	Email:	Send email to Purchasing							
		Items received damaged; being sent l	back.						
	Rejection Reason:								
	L								
1									

- 4. Additional information (Step 4) can be added or the Submit button may be chosen.
- 5. Take the necessary action, as noted below. NOTE: Do not select the 'yes' button on the Close Order field. (See Important Receiving Information section.)

61/4	Home Help * Logou
My Hom	e My Orders/My UPs My Approvals My Quick Quote Req's Welcome Kemper, Ga
🖬 Create Sear	Anage Recent Preferences
ceiving Steps	Receipt RC600334: PC0600095 - TEST for email Approver Access Submit
	Review the receipt, make changes as necessary, and then submit it for approval.
Select Select Select	Summary Approval Flow Approvers can be added to the receipt
2 Receipt	Order ID: PC0600095 Date: Fri, 6 Apr, 2012, 3:58 PM
3 Receive	Order Title: TEST for email Approver Access Processing Status: Receiving
4 Additional Info	Supplier: VBUSE NAME CHANGE Header Cross Reference: Contact: VBUSE
5 Summary	My Labels: 1 Apply Label
	Line Items - Quantity Receiving Needed
	No. † Quantity Description Unit Prev. Total Accept/Return Reject Date Received
	1 15 Vita contract categories mandvita each 0 9 0 Fri, 6 Apr, 2012
	Close Order: 🕄 🔿 Yes 💿 No
	COMMENTS - ENTIRE RECEIPT Comments or attachments can be
	Comments:
	ATTACHMENTS - ENTIRE RECEIPT

- 6. When the receipt is complete, click the Submit button.
- 7. Based on your default Preference setup, after clicking Submit button, you will see this screen,

e	My My	Home Help * Log Home My Orders/My UPS My Approvalar My Quick Quote Regis Welcome Kempar	gout ; Gail
E	Create	Search Manage Recent Preferences	
Recei	iving Steps	Ext)
	Colorit	Search for and then select requests for which to receive or verify items. To search, select a request type and then enter an ID to find a specific request, or leave the field	×
1	Request		
2	Select Receipt	Grder ID M Search	<u>:ed</u>
3	Receive	Search Results	
4	Additional Info	Enter seerch criteria above	

... or you will see this screen.



Let's look at the receipt audit trail!

The requisition will be in one of two statuses: If partial receiving was done, the requisition will be in *Receiving* status. If all items were received, the requisition status will be in *Received*.

		No tema			_
ii My	Documents				Ξ
Sec	ID	Title	Date ↓	Status	
1	PR561004-V3	New test for Refresh Content - Jan 5 12	4/6/2012	Receiving	^
1	PR600797-V2	The Supply Room Co	4/6/2012	Receiving	
1	PR602755	CSPL-4049-Test #2	4/5/2012	Composing	
	BUYS600164	CSPL-3167	4/3/2012	Approved	
1	PR602340	CSPL-3595-on behalf of Bill To test	3/28/2012	Ordered	
	BUVG600138	Destore CSDI-3002 channer (default valuer were removed)	2/28/2012	View More (1	✓

When reviewing the receipt tab for this example, the newly processed receipt appears, as well as a NEW receipt in composing status.

NOTE: For partially received orders, the system creates a new composing receipt in preparation for additional receiving.

GV/A					Home Help * Logou				
M	y Home My Orders/My UPs My Appr	ovals My Quick Quote Red	q's		Welcome Kemper, Gai				
🕞 Create	Search Manage Recent Prefer	ences							
PCO600098-V2 - The Supply Room Co									
These are the detail	s of the request you selected. Depending on	its status, you can edit, chan	ge, copy, cancel, or submit the re	equest for approval. You may also print the details of the	e request 🗴				
G Back			Receive Print						
Summary Appro	val Flow Receipts Charges Histor	Ý							
Receipt ID ↑	Title	Order ID	Order Title	Date	Status				
<u>RC600346</u>	Receipt for PCO600098	PCO600098-V2	The Supply Room Co	Mon, 13 Feb, 2012	Approved				
RC600631	Receipt for PCO600098	PCO600098-V2	The Supply Room Co	Mon, 13 Feb, 2012	Approved				
RC600819	Receipt for PCO600098-V2	PCO600098-V2	The Supply Room Co	Thu, 23 Feb, 2012	Approved				
RC601388	Receipt for PCO600098-V2	PCO600098-V2	The Supply Room Co	Wed, 28 Mar, 2012, 11:51 AM	Approved				
RC601389	Receipt for PCO600098-V2	PCO600098-V2	The Supply Room Co		Composing				

REOPENING CLOSED ORDERS

Once closed, it will be necessary to REOPEN an order so change(s) can be processed for the associated eVA requisition.

1. Locate the order number*, then click the Receive link on the eVA eMall 'My Home' page.

Ariba Spend Management					🏠 • 🔊 - 🖻 🖶 •	Page 🔹 Safety 👻 Tools 👻 🔞	
61/4						Home Help * Logout	
My Home My Orde	ers/My UPs My Approvals My Quic	k Quote Req's				Welcome Kemper, Gail	
Create Search∗ Manage	Recent Preferences						
Return to Portal					Configure Tabs	👌 Refresh Content	
Common Actions	ii To Do					Θ	
1	ID	Date ↓	From	Status	Title	Required Action	
Create	BUYS600140	3/2/2012	Denny, Frank	Submitted	A215MWC - Delete Ist Dollar Apprver	Approve	
Requisition	PR601579	2/28/2012	Kemper, Gail	Ordered	CSPL-3902	Watch	
	BUYS600134	2/28/2012	Kemper, Gail	Submitted	CSPL-3902	Approve	
Manage	PR601055	1/18/2012	test, d	Submitted	Becky's Test - PO Ad Hoc Edit Removed	Approve	
Receive	QQ:QQ012088 AWD935	1/10/2012	Caudill7, Shane	Submitted	Copy of 400 test	Approve	
- B		10/00/0011	Caudille Shana	Submitted	Tert	Approve	
						<u>View List</u> (12)	
Recently Viewed	Requisitions - Composing						
PR602340 CSP Bill To test	ID Date Created ↓	Status Title	:			Total	
UP531710 Use Kemper, Gail	PR600972 1/6/2012	Composing Tes	t 2 for non-catalog E	DITED items onl	у	\$50.00000 USD	
PR601579 CSPL-3902	PR600974 1/6/2012	Composing Non	-catalog test - mass		\$90.00000 USD		
BUXS600029 A reste new boo	PR600963 1/5/2012	Composina Cor	v of Copy of Logi Ad	Hoc Vendor Te	st-Script 2438	\$7,400,00000 USD	

2. When the below screen appears, enter the order number in the Search field, as shown. If the order number is unknown, a Requisition number (ReqID) or Receipt number (Receipt ID) can be entered by accessing the drop- down menu to select an alternate search type. (Ignore Contract ID)

(eVA)	Reg ID Home Help *	Logout
My Home	My Orders/My UPs My Approvals My Quick Qu Order ID Welcome Ker	mper, Gail
🕞 Create Searc	ch Manage Recent Preferences Reg ID	
Receiving Steps	(Receipt ID Contract ID	Exit
Select	Search for and then selectroquests for which to receive or verify items. To search, select a request type and then enter an ID to find a specific request, or leave the field	×
1 Request		
2 Select Receipt	Order ID V PC0600098-V2 (Search)	<u>lvanced</u>
3 Receive	Search Results	
4 Additional Info	Enter search criteria above	
5 Summary		
	(Exit

3. When the applicable screen appears, click the 'Reopen Order' button.

	My Home My Orders/My UPs My Approvals My Quick Quote Regis													
ſ	E Create		h Manage	Recent	Preferences									
Rece	iving Steps		Purchase Car	d Order PCO60	0098-V2: The Supply Room	Co		Prev Next Exit						
1) Select Request	ect quest This order is currently closed for receiving.												
2	Select Receipt		f you need to receive additional items, reopen the order. Click the Reopen Order Button Reopen Order											
3	Receive		RECEIPTS - NO APPROVAL NEEDED											
4) Additional Info													
5) Summary		Receipt	ID †	Order ID	Title	Date	Status						
			RC6003	<u>46</u>	PCO600098-V2	The Supply Room Co	Mon, 13 Feb, 2012	Approved						
			RC6006	<u>31</u>	PCO600098-V2	The Supply Room Co	Mon, 13 Feb, 2012	Approved						
			RC6008	19	PCO600098-V2	The Supply Room Co	Thu, 23 Feb, 2012	Approved						
			RC6013	<u>38</u>	PC0600098-V2	The Supply Room Co	Wed, 28 Mar, 2012	Approved						
			RC6013	39	PCO600098-V2	The Supply Room Co	Fri, 6 Apr, 2012, 10:27 AM	Approved						
			Order ID: Version: Title: Supplier:	PCO600098 2 The Supply The Supply	-V2 Room Co Room Co									

- 4. Make the necessary changes:
 - a. If there is a need to decrease the quantity or change the Unit Price on a line item, negatively receive (e.g.-4) the applicable quantity, then click Submit button.

	Hy Hor	My Orders/	/My UPs	My Approvals	My Quick Qu	ote Req	S							Welcome I	Cemper, Gail
E Cre	ate Sea	rch Manage	Recent	Preferences											
Receiving Ste	eps	Receipt RC6017	791: PCO60	0098-V2 - The \$	upply Room Co	_						• Prev	Next	Submit	Ext
1 Select Reques	st	For a receipt,	indicate the	e amount or qua	ntity to accept	or rejec	t for each line iter	n, and the date	e received. I	f you reject re	ceipt line i	tems, you must	provide co	mments	¥
G Select		Alert: This	Alert: This receipt, when submitted, will close the order for receiving as the Close Order option is set to Yes.												
C Receipt	Receipt All														
3 Receiv	e	Order ID: 1	000000000			Dates		Eri 6 Apr. 2	012 10:53						
4 Additio Info 5 Summa	any	Order ID: <u>PC_DR00055-YZ</u> Order Title: The Supplier: Supplier: The Super Room Co Contact: Richm end-Terry Gibson My Labels: Apoly Label				Process Header	Processing Status: Receiving Header Cross Reference:								
		Line Items -	Quantity F	ully Received											
Click t Summ	he ary link	No. † Quanti	ity D	escription		Unit	Prev. Total	Accept/Re	turn.	Reject	Date	Received			
		1 11	A	d hoc vendor tes	t	each	11			0	Fri, I	5 Apr, 2012	m		
		Close Order:	0 ⊙ Y		r										

b. If the requisition needs to be adjusted for something OTHER than quantity or unit price, simply click the EXIT button.

When the below screen appears, click 'Save this request'. The requisition status changes to 'Receiving' so changes can now be made.

IMPORTANT RECEIVING INFORMATION



BSO is a term used to designate the unit/division from which the account was established. All receiving is based on the requester's BSO. If the BSO has the Central Receiving role assigned, anyone assigned to that role can receive against orders initiated by requesters within that BSO. It's important to note that receipts are created <u>at the time the order is created</u>. This means that if the applicable BSO has a Central Receiver assigned at time of order, and the BSO is changed to remove this role, any orders not yet received up until this action must still be received the individual(s) in the Central Receiving role. *After the date of the BSO change*, the requester will be able to process their receipts as a desktop receiver. (If above situation happens, an option might be to temporarily place the requester in the Central Receiving role so they can complete receiving.)

All quantities that must be backed out on a receipt should be entered as a negative number in the <u>Accept/Return</u> field. (e.g. -10).

COMMON MISTAKE! Do NOT enter a quantity in the REJECT field if that item has already been recorded as RECEIVED.

- Processed receipts will show the new/adjusted quantity in the "Prev. Total" field.
- A PR can be cancelled <u>if</u> ALL items previously received on the PR have been completely backed out.

CAUTION: If multiple orders to different vendors exist on the same requisition, canceling the requisition will cancel ALL orders associated with the requisition. Instead, create a change to decrease the quantity on the applicable line item(s) to zero (0).

To accurately process a change to a requisition, the order associated with the change <u>must first be reopened</u>, if applicable, and then the receiving BACKED out. There are EXCEPTIONS, however, to what changes can be done to a requisition <u>even if ALL Receiving was backed out</u>, as noted:

- Supplier name and/or supplier location
- Method of payment (changing from a pcard to invoice OR vice versa)
- Billing address
- Order delivery (Print to Electronic or vice versa)

If a requisition must be changed for above scenario(s), it's advisable to back out all receiving so the original requisition can be Cancelled, and if appropriate, Re-Issued.*

* NOTE: As of the date of this guide, a request has been submitted to change this program logic to allow for these requisition changes.

- To process a PRICE change on a non-catalog item previously received, it will be necessary to back out quantities previously received by doing negative receiving on the item(s).
- Receivers are discouraged from closing an order *short*. An adjustment should be made to the requisition if the item(s) will not be delivered or replaced. If a change requisition is processed to reflect a quantity that equals the adjusted total received, the PR will automatically move to Received status, regardless whether the receiver chose the 'No' button in the Closed Order field on the RC.

- When all items on a requisition are backed out, the requisition remains in Receiving status and will not revert back to Ordered status.
- If applicable, re-receive items after a change requisition is fully approved. Referring to past receipts, denote the correct RECEIVE date for each item.
- There is no concept of `Delegating your Receiving Authority'. No one but the requester can receive against an order in a desktop BSO.
- Refer to the Report and Resource Center for helpful receiving reports. The 211 Order Receiving Details report can be especially helpful to Accounts Payable personnel for viewing what receipts have processed within a designated time period. A specific receipt can also be opened and printed from this report!

