

Receipting orders (using PO Receiver responsibility)

Responsibility: U.F.S xx PO Receiver Navigate: Receipts

Step 1: Find the items that you wish to locate

The quickest way is to enter the *Purchase Order* number if you know it and then click Find.

Find Expected Receipts (0	1)	
Supplier and Internal	Customer	
Operating Unit	Cambridge Universi	rsity
Source Type	Supplier -]
Purchase Order	2300690	Release
Line		Shipment
Requisition		Line Shipment
Supplier	FIRST INTUITION	Supplier Site
		□ Include Closed POs
Receiving Location		
Item Date Ra	nges Shipments	Destination
Requester PA	RSONS, Ms Ber	Project
Kanban Card		Task
Deliver-To		Job
	Unordered	Clear

Alternatively, use a combination of the other fields to find the order that relates to the goods or services that you wish to receipt. Suggested useful fields include the *Supplier* and the *Requester* (hopefully yourself).

Step 2: Receipt the items received

- a) The *Receipt Header* form will automatically pop up, click on the *Receipts* page beneath it where the undelivered items from your search will be displayed.
- b) Tick the box to the left of each item 'expense' row you wish to receive (the row will turn yellow).

c) If the quantity received is less than the total ordered change the value in the *Quantity* box to match that which has been delivered.

ceipt	ts (01)										-
Lines Details		Currency Order Infor		Order Inform	mation Outside Services S		s Shi	hipment Information			
	Quantity		Secondary	,	Destir	nation	Itom		Rov	Description I	[]
	Quantity	EA	Quantity		Exper	ise	nem	rtev		CIMA E3 classroon A	
Ĩ	1	EA			Exper	ise				CIMA E3 revision c A	
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						Î					
	* -				•					Þ	
Operating Unit Cambridge University							Order Type Standard			Standard	
Supplier FIRST INTUITION CA			CAMBRI	MBRIDGE LTD			Order	r 2300690			
Item Description CIMA E3 revision course				Due Date 09-AUG-2016 00:0			09-AUG-2016 00:0				
Destination AG1-PARSONS, Ms Be			Ms Bernad	dette	Hazard						
Header Receiver Note						UN N	umber				
Shipment Receiver Note					R	outing	Direct Delivery				
				Lo	ot - <u>S</u> erial		ascad	le	Expres	ss Hea	ader

Note: If the item has been charged to more than one account/project code the destination type of 'Multiple' will be displayed. Click on the blue cross to display the related 'expense' lines and then tick these to receipt the item(s).

Secondary				Destination					
	Quantity U	OM	Quantity L	JOM		Туре	Item	Rev	Description
	1 EA	۹ [Expense			CIMA P1 weekday
	1 EA	۹			+	Multiple			CIMA P3 weekday
	1 EA	۹ 🗌			-	Multiple			CIMA P3 revision c
	.5 EA	A				Expense			CIMA P3 revision c
	.5 EA	4				Expense			CIMA P3 revision c
	1 []	<u>^</u>				Evpapaa			CIMA D1 stondard

- d) Click on the Header button.
- e) Enter any comments eg. joining instructions received, services performed, goods received number ...

Receipt Header (01)					_ 0 ×
	• <u>N</u> ew Receipt			OAdd To Receipt	
Receipt			Receipt Date	02-AUG-2016 10:4	
Shipment			Shipped Date		
Packing Slip			Waybill/Airbill		
Freight Carrier			Bill of Lading		
Containers			Received By	SHELDON, Ms. Kar	ren
Supplier	FIRST INTUITION O	CAMBRIDGE			
Comments	joining instructions	received			[]

f) Save your receipt by clicking on the yellow floppy disk icon 🧳 and close the screen.