Receipting and Returning

You must receipt all items/services ordered. The responsibility of the receipting will vary within departments as it maybe the requisitioner, the approver, stores department or another colleague.
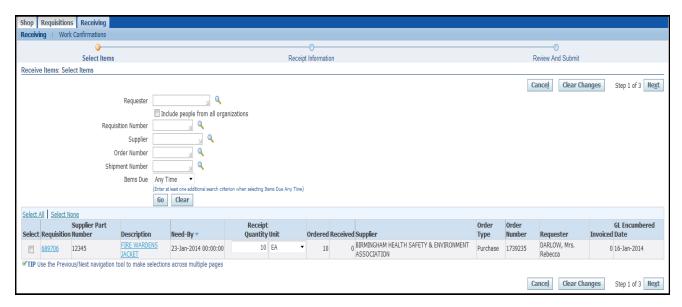
Once an item or service is receipted by an individual other than the requisitioner an e-mail notification will be sent to the requestor advising them that their goods/services have been received.

1. Click on the **Receiving** tab. *Requisitions to Receive* and *My Receipts at a Glance* will display.

2. If an item was missed from the requisition and added to the purchase order once it had been created e.g. delivery charge, then it will not display alongside the requisition lines to receive. To ensure all lines are receipted, complete the **Search Value** field with the **Order Number** and click **Go.**
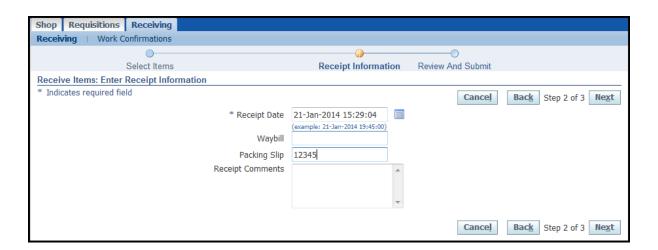

3. All lines will display ready for receipting.

4. **Select** the line/s you are receiving.

5. Update the **Receipt Quantity** field if you are receipting a different quantity to that which you ordered.

6. The person who requested the item will be displayed on the far right hand side of the screen.

7. Click **Next** to display the following screen.

   If you have a **delivery note number** enter it in the **Packing Slip** field and any relevant receipt comments.

8. Click **Next**.

9. You may get a warning message and this only relates to items you are receipting on CUFS that you have received before your specified Need-By Date. If this message displays click **Yes**.

10. The review and submit screen will display. To complete the receipt process, click **Submit**.

11. A confirmation message with your receipt number will display.

12. Click **Return to Receiving** and the item will be listed in *My Receipts at a Glance*. To view the receipt information you can click on the glasses icon for the relevant line.

What if I need to correct the receipt?

1. From the **Receiving tab**, **Receiving Process** box, click on **Correct Receipts**

2. Items will display that have been receipted within the last 7 days from the date the requisition was raised. Amend and search if applicable.

3. Input the **Correct Quantity** for the relevant item and click **Continue.**

4. Correct Receipts: *Review and Submit* screen displays. Click on **Submit**.

5. Confirmation message displayed confirming the adjustment.

Returning on CUFS

Please contact the supplier to arrange for the return of the item, a returns authorisation number may be given to you.

1. From the **Receiving tab**, **Receiving Process** box, click on **Return Items.**

2. Items will display that have been receipted within the last 7 days from the date the requisition was raised. Amend and search if applicable.

3. Input the **Return Quantity** for the relevant item and click **Next** and the Return Items: Enter Return Information screen displays.

4. In the **Reason** field click on the **Magnifying Glass, Go**.

5. Click **Quick Select** for the relevant reason.

6. Enter the returns authorization code if relevant.

7. Input any comments if applicable and click **Next.**

8. The Review and Submit screen displays, click **Submit**.

9. No returns number is given.