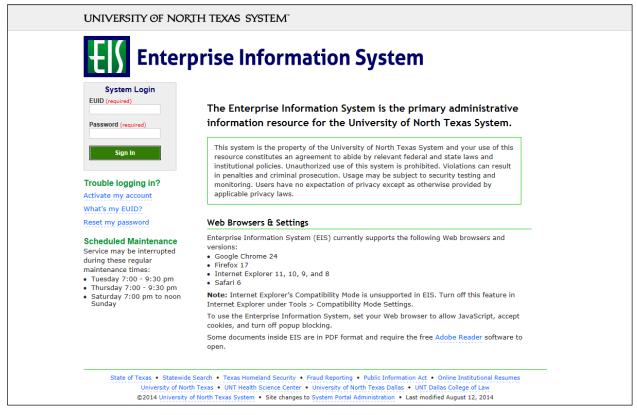
SOP #: 4.2.3.6	Area: Purchasing
Title: Managing Desktop Receiving	Effective Date: 03-01-2016
Version #: 1.0	Revision Date: N/A
Approval Date: 02-24-2016	Review Date: N/A

Title: Managing Desktop Receiving

The Desktop Receiving feature allows you to input receipt of items directly at your desktop. **Note:** Desktop Receiving should be used for receiving such things as services, while goods should be delivered directly to the University's Central Receiving office.

To receive an item, follow the steps below:

- 1. Enter EUID and Password.
- 2. Click Sign In.



3. Click Main Menu.

Favorites - Main Menu -				
ENTERPRISE INFORMATION test_POeProEntry on FSTSTU (easapp12) - 12	2/03/2015 09:27:18	 All 👻 Search	1	>
Top Menu Features Description	0 •			
Our menu has changed!				
The menu is now located across the top of the page. Click on Main Menu to ge	t started.			
Highlights				
Recently Used pages now appear under the Favorites menu, located at the top left.	CRACLE Negro: Sea Ren > Pappara Factory Block Commission Commi			
Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.	ORACLE sign. benefities auto- and auto- and auto- and auto- and auto- aut			
Menu Search , located under the Main Menu, now supports type ahead which makes finding pages much faster.				

4. Navigate to **Manage Requisitions** by clicking on Employee Self-Service>Procurement> Manage Requisitions.

Favorites -	Main Menu 👻			
	Search Menu:			
ENTERPRIS	()	01/20/2016 08:39:20	All - Search	Advanced Search
	Employee Self-Service Procureme	nt Requisition		
Top Menu Feat	Manager Self-Service Employee	Project Cente Manage Requisitions		
	Purchasing Travel and	Expense Ce		
The menu is no		in Menu to get started.		
	Services Procurement	in menu to get started.		
Highlights	Commitment Control	•		
Recently Used Favorites menu		ORACLE		
T avontes ment	- Set Op Financiais/Supply Chain	Technik Kishia		
		Happi hepolerin Conservation Madar Hepoleteren Si Alto Familia		
	Worklist Reporting Tools	State in testing		
Breadcrumbs	PeopleTools			
path and give	Change My Password			
subfolders.	My Personalizations	in a training in a state of the		
	My System Profile	Results for games denote		
	My Dictionary			
Menu Search,	My Feeds	ORACLE		
supports type a much faster.	nead which makes linding pages	high _ head _ head _ head		
indon idotoi:		Puncip Hanay Care - Puncip Hanay Care - Hanay Hanay Hana		
		in the second se		

- 5. Select **PO(s) Dispatched** from the **Request State** dropdown menu.
- 6. Enter the appropriate search date range into the **Date From** and **Date To** fields. **Note:** Leave the **Date From** and/or **Date To** fields blank to expand your search.
- 7. Click Search.

avorites 🔻	Main Menu 👻 > Emple	oyee Self-Ser	rvice 🔻 🕥 Pro	curement 🗸						
ENTERPRISE										
ENTERPRISE INFORMATION SYSTEM	mmt0110 on FST	STU (easa	app12) - 01/	20/2016 08:43	:53		All - Search		>	Advan
lanage Red	nuisitions									
Search Req	uisitions									
To locate requisi	tions, edit the criteria below a	nd click the S	Search button.							
Busine	ss Unit SY769	Q	Requisitio	n Name						
Requis	ition ID	Q	Reque	st State PO(s) Dis	patched		✓ Budget	Status		
Dat	e From	31		Date To 01/20/201	6	31				
Rec	quester	Q	Ent	ered By		Q		PO ID		
	an and line items for a requisi			e icon.						
Rea ID	another action on a requisition Requisition Name	on, make a si BU	Date	Request State	Budget		Total			
0000000131				PO(s) Dispatched	Valid		1,150.00 USD [Sele	ct Action]	\mathbf{v}	Go
000000121	test WF names	SY769		PO(s) Dispatched	Valid		10.00 USD [Sele		~	Go
0000000120	computer for professor	SY769	01/06/2016	PO(s) Dispatched	Valid		8,500.00 USD [Sele		~	Go
0000000119	Computer for Professor	SY769	01/06/2016	PO(s) Dispatched	Valid		950.00 USD [Sele	ct Action]	~	Go
000000093	Test Comments	SY769	11/16/2015	PO(s) Dispatched	Valid		515.00 USD [Sele	ct Action]	~	Go
0000000056	000000056	SY769	10/15/2015	PO(s) Dispatched	Valid		5,000.00 USD [Sele	ct Action]	~	Go
reate New Requi	sition Review C	Change Requ	lest	Review Change 1	Tracking		Manage Receipts	Requisition Report		

- 8. Review the list of requisitions to locate the appropriate record.
- 9. Select **Receive** from the requisition's associated dropdown menu.
- 10. Click Go.

Re	equisitions 🕐							
		n and line items for a requisition another action on a requisition,				and click Go		
	Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
Þ	000000131	Computer for Professor	SY769	01/19/2016	PO(s) Dispatched	Valid	1,150.00 USD Receive	Go
Þ	000000121	test WF names	SY769	01/06/2016	PO(s) Dispatched	Valid	10.00 USD [Select Action]	Go
Þ	000000120	computer for professor	SY769	01/06/2016	PO(s) Dispatched	Valid	8,500.00 USD [Select Action]	Go
▶	0000000119	Computer for Professor	SY769	01/06/2016	PO(s) Dispatched	Valid	950.00 USD [Select Action]	Go
Þ	000000093	Test Comments	SY769	11/16/2015	PO(s) Dispatched	Valid	515.00 USD [Select Action]	Go
▶	000000056	000000056	SY769	10/15/2015	PO(s) Dispatched	Valid	5,000.00 USD [Select Action]	Go
Cre	ate New Requisi	tion Review Cha	nge Reque	st	Review Change Tr	acking	Manage Receipts Requisition Report	

11. Check the appropriate boxes for the items you have received. **NOTE:** To select the boxes of all of the listed items, click **Check All**.

Favorites -	Main Menu 👻 >	Employee Self-Service ->	Procur	rement v							
	RISE mmt0110 on	FSTSTU (easapp12)	- 01/20	/2016 08	:43:53			All 👻 Sea	ırch	>> Advanced Searc	n
eceive Iten	ns										
		or requisition Computer for I	Professo	r Roberts							
	Lines to Receive	eceive Form.							Personal	ize Find View All 💷 🌉	First 🕚 1-2 of 2 🕑 Last
		chase Order Details									
Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID Number
SY769	Computer for Professor Roberts	Dell Desktop Computer		1	0	EA	BSCA 400		Business Services-Gen	SUMMUSINDU-001	
SY769	Computer for Professor Roberts	Dell Keyboard		1	0	EA	BSCA 400		Business Services-Gen	SUMMUSINDU-001	
Check All	Clear All										

12. Click **Receive Selected**.

Favorite	es 🔻	Main Menu 👻 >	Employee Self-Service ->	Procur	rement -							
	FORMATI STEM	mmt0110 on	FSTSTU (easapp12)	- 01/20	/2016 08	:43:53			All 👻 Sea	arch	Advanced Sear	ch
eceive	Items	;										
			or requisition Computer for I	Professor	Roberts							
	eive Sele		eceive Form.								.	
		ines to Receive	chase Order Details							Personali	ize Find View All 🖓 🧱	First 🕚 1-2 of 2 🕑 Last
Req E	BU R	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID Number
✓ SY76		Computer for Professor Roberts	Dell Desktop Computer		1	0	EA	BSCA 400		Business Services-Gen	SUMMUSINDU-001	
SY76	69 (Computer for Professor Roberts	Dell Keyboard		1	0	EA	BSCA 400		Business Services-Gen	SUMMUSINDU-001	
Che	eck All	Clear All										

- 13. Enter the **Received Date** by clicking the calendar icon and selecting the items received date.
- 14. Enter the quantity of items received in **Received Quantity**.
- 15. Click the **Comment** icon O located under **Receipt**.

ENTERPI INFORM SYSTEM	ATTON mmt0110 on F	STSTU (easa)	pp12)	- 01/	/20/201	6 08:43:53			All 👻	Search				» A	Advanced Search	
Receive I	tems															
lew Receipt																
Bus	iness Unit SY769															
Recei	nt Status Open															
	pt Status Open															
	pt Status Open eived Date 11/20/2016															
						Add He	eader Con	nments		Header	Custom Field	ls	Re	eject S	hipment	
	eived Date 01/20/2016)				Add He	eader Con	nments				ds nd View All			hipment First 🕚 1-2	of 2 🛞 Last
*Rece	eived Date 01/20/2016	Received		*UOM	Acce	pt paterio	eader Con		Procurement Group ID	Pen	sonalize Fi					of 2 🕑 Last Cancel Line
*Rece Receipt Li	eived Date 01/20/2016	Received	Ē		Acce Quar	pt Details		Asset	Group in	Per	sonalize Fi Unit Allocation	nd View All Unit Allocation			First 🕚 1-2	Cancel Line

16. Select **Good**, **Fair**, or **Damaged** next to **Condition** based on the condition of the item received. **Note:** Contact the vendor if you have issues with the condition of the item.

- 17. Enter comments in the Use Standard Comments field, as needed.
- 18. Click **Attach** to attach associated documentation, such as a copy of the packing slip.

Favorites - M	ain Menu 🔹 > Employee Self-Service 🔹 > Procurement 👻			
ENTERPRISE INFORMATION SYSTEM	mmt0110 on FSTSTU (easapp12) - 01/20/2016 08:43:53	4	All 👻 Search	h Advanced Search
Receipt Line Com	iments			
Receipt Receipt St	Unit SY769 Line 1 atus Open ition ●Good ○Fair ○Damaged			
Comments		Find First 🕚 1	of 1 🕑 Last	
Use Standard (Comments Enter	red On: 01/20/2016 8:49	9:19AM	
Show at Vo	ucher			
Associated	Document			
	Attachment Attach User/Date Time	View D	Delete	
OK Car	ncel			

19. Click **Browse** in the **File Attachment** box.

Comments	Find First 🕚 1 of 1 🕭 Las	st
Use Standard Comments	Entered On: 01/20/2016 8:49:19AM	
1	<u>[</u>]	Č.
Show at Voucher		
Associated Document		File Attachment
Attachment User/Date Time	Attach View Delete	Heip
OK Cancel		Upload Cancel

20. Select file to upload from browser window.

21. Click **Open**.

Choose File to Upload	A	contraction - Management				×	
🕞 🖉 🖉 🕨 Desktop R	eceiving			• 4 ₇	Search Desktop Receiving	P	Advanced Search
Organize 🔻 New folde	r				≣≕ ▼ 🔟	0	Auvanceu Search
★ Favorites	Name	Date modified	Туре	Size			
📃 Desktop	💼 2 Packing Slip	1/15/2016 2:10 PM	Microsoft Word D	12 KB			
\rm Downloads	🔊 Desktop Receiving 1	1/19/2016 2:22 PM	Windows Media P	42,555 KB			
🔚 Recent Places	🗃 Desktop Receiving Final - Copy	1/20/2016 9:10 AM	Windows Media P	34,348 KB			
	🔊 Desktop Receiving Final	1/20/2016 9:10 AM	Windows Media P	34,348 KB			
🥽 Libraries	💼 Packing Slip	1/15/2016 2:10 PM	Microsoft Word D	12 KB			
Documents							
🎝 Music 🗮							
Pictures							
Videos							
🖳 Computer							
Default (C:)							
mmt0110 (\\cas-							
BSC_Shared_Resc							
OPS (\\filestore.r							×
· · · · · · · · · · · · · · · · · · ·							Help
File na	me:			▼ A	All Files (*.*)	-	
					Open Cancel	5	Browse
					Current		
				_			
						_	

22. Click **Upload** in **File Attachment** box.

ENTERPRISE INFORMATION mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16	All Search Advanced Search
Line Comment Business Unit SY769 Requisition Date 02/06/2016 Status Open Line 1 Comments Find Use Standard Comments Entered On: 1 Send to Supplier Add Attachments Add Attachments Show at Receipt Show at Voucher Add Attachments	First (1) 1 of 1 (2) Last
OK Cancel	File Attachment

- 23. Confirm file was uploaded by verifying file is showing in the **Associated Document** section.
- 24. Click **OK**.

Favorites Main Menu Proc	romont -		
ravontes • Main Menu • / Employee Sen-Service • / 1100			
ENTERPRISE INFORMATION mmt0110 on FSTSTU (easapp12) - 01/2	0/2016 08:43:53	All 👻 Search	>>> Advanced Search
Receipt Line Comments			
Business Unit SY769 Receipt Line 1 Receipt Status Open			
Condition Good Fair Damaged			
Comments	Find First 🕚	1 of 1 🛞 Last	
Use Standard Comments	Entered On: 01/20/2016 8:		
1		2 %	
Show at Voucher			
Associated Document			
Attachment 1_Packing_Slip.docx User/Date Time mmt01102016-01-20-08.53.00.447	Attach View	Delete	
OK Cancel			

Note: Marks will appear on the Comment icon \bigcirc indicating either a note or file attachment has been added.

- 25. Repeat steps 14-24 for each line item.
- 26. Click Save Receipt.

ENTERPR INFORMA SYSTEM	mmt0110 on FS	ISIU (easa	pp12)	- 01/2	0/2016	08:43:53			All +	Search				> Ac	dvanced Search	
Receive It	ems															
New Receipt																
Busi	ness Unit SY769															
	t Status Open															
Receip	t Status Open ved Date 01/20/2016															
Receip						Add He	eader Con	nments		Header	Custom Fiel	lds	Re	eject Sh	nipment	
Receip	ved Date 01/20/2016					Add He	eader Con	nments		Per	sonalize F	ind View All			nipment First 🚯 1-2	of 2 🛞 Last
Receip *Recei	ved Date 01/20/2016	Received Quantity		*UOM	Accep		eader Con Receipt		Procurement Group ID	Per		ind View All		R		
Receip *Recei	es (2)		Ē		Accep Quant	by Details		Asset		Per	sonalize F	Ind View All Unit Allocation	@1	PO	First 🚯 1-2	Cancel Line

Note: The Receipt Saved Successfully screen will open.

Favorite	s	Service 🔻 > Procu	rement 🗸							
	reprise ORMATION mmt0110 on FSTSTU (ea STEM	sapp12) - 01/20	/2016 09:07:	44	All 👻 Search	>> Advanced Search				
You hav	Receipt Saved Successfully You have saved receipt # 000000025 containing the following items: Receipt Lines Personalize Find 🖉 🔀 First I and I a									
Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity						
1	Dell Desktop Computer	1.0000		1.0000						
2	Dell Keyboard	1.0000		1.0000						
Return to	Manage Requisitions Retu	rn to Receiving								