

# RECEIVING CHEAT SHEET

(Note: SERVICES ARE NOT RECEIVED)

## PAGE: FPARCVD

### TWO METHODS TO RECEIVING:

#### 1<sup>st</sup> Method

#### SELECT ITEMS

1. RECEIVER DOCUMENT CODE..... type the word.....**NEXT**

Receiver Document: \*  ...

Code

Go

Get Started! Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

2. **CLICK GO**

3. **RECEIVER METHOD:**

- CLICK SEARCH . . .
- SELECT ONE OF THE THREE CHOICES

4. **CARRIER:** Note a requirement

5. **PACKING SLIP:**

Type number that is on paperwork from vendor that is received with merchandise

Note: If number not available create unique number. ex. JDS021419

Note: Packing slip number should never be same number.

6. **BILL OF LADING** – See on paperwork received from vendor.

Note: not a requirement)

7. **TYPE PURCHASE ORDER NUMBER**

## 8. ENTER - See example below

Receiver Document Code: Y0016016

**RECEIVING HEADER**

Receiving Method: GRD Ground  Text Exists  
Carrier:   
Date Received: 02/13/2019  
Received By: SCALES

**PACKING SLIP**

Packing Slip: JDS1234  Text Exists  
Bill of Lading:

**PURCHASE ORDER**

Purchase Order: P0021200  
Buyer: Paschelle Mitchell-Palmer  
Receive or Adjust Items:  Receive Items  Adjust Items  
Vendor: 940072575 Barnes & Nobles Education, Inc dba Barnes & Nobles College

Record 1 of 1

## 9. TOOLS: Located at top on the right side of page

- Scroll down until you see Options
- Select Purchase Order Items

## 10. Note: CHECK QUANTITIES ACCEPTED TO VERIFY ITEM(S) HAVE NOT BEEN RECEIVED BEFORE YOU CHECK THE 'ADD ITEM' BOX.

Purchase Order: P0021200  
Blanket Order:  Go  
Vendor: 940080139 EBSCO  
Receiving Document: Y0016016  
Packing Slip: JDS1234  
Receive All:

**SELECT INDIVIDUAL ITEMS**

Item	Commodity	Commodity Description	Text Exists	UIM	Quantity	Quantity Accepted	Add Item
1		Business Collection-Renewal of Business electronic	NONE	EA	1	0	<input type="checkbox"/>
2		education collection-Renewal of Education electron	NONE	EA	1	0	<input type="checkbox"/>
3		academic collection-Renewal of Academic electronic	NONE	EA	1	0	<input type="checkbox"/>

Record 1 of 3

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

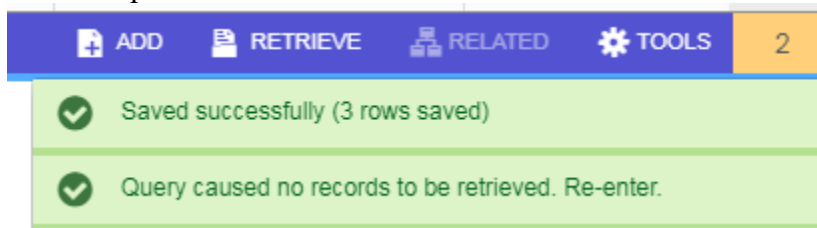
11. For each item that you would like to receive

**DOUBLE CLICK IN ADD ITEM BOX**

Item	Commodity	Commodity Description	Text Exists	UIM	Quantity	Quantity Accepted	Add Item
1		Business Collection-Renewal of Business electronic	NONE	EA	1	0	<input checked="" type="checkbox"/>
2		education collection-Renewal of Education electron	NONE	EA	1	0	<input checked="" type="checkbox"/>
3		academic collection-Renewal of Academic electronic	NONE	EA	1	0	<input checked="" type="checkbox"/>

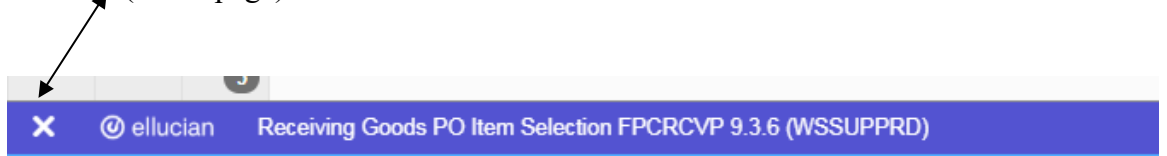
12. SAVE (F10)

13. Message line will appear at top to let you know how many items you selected.  
See example:



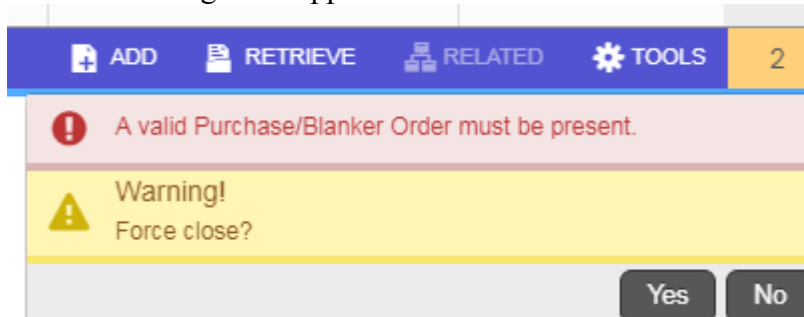
14. Click on Number to remove messages. In this example click on the 2.

15. Click X (Close page)



16.

17. Below message will appear: Select Yes



18. On header page, click NEXT BLOCK/SECTION



19. Under Details, you will see the items that you selected to receive.

20. If you are receiving the entire line of description one (1), click **Final Received** box.

21. This will take you to next section for description one (1) below:

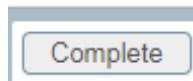
22. CURRENT – Type in Current total below:  
**(Note: The Ordered box will tell you qty ordered)**

23. TAB to U/M (it will automatically populate in field)

24. If more lines, REPEAT STEPS 20 through 22.

25. **Note: After all intended items have been received,**  
**Click NEXT BLOCK**

26. CLICK COMPLETE

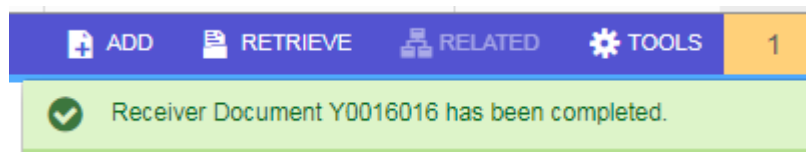


27.

## **RECEIVE ALL – 2<sup>ND</sup> Method**

1. RECEIVER DOCUMENT CODE.....NEXT
2. Next Block
3. RECEIVER METHOD..... CLICK SEARCH . . .
  - SELECT ONE OF THE THREE CHOICES
4. CARRIER – Not required
5. PACKING SLIP INFORMATION – GET OFF RECEIVING SLIP – if not available create a unique one.
6. BILL OF LADING – GET OFF RECEIVING SLIP (not required)
7. TYPE PO NUMBER – ENTER
8. TOOLS
9. RECEIVE ALL PURCHASE ORDER ITEMS
10. NEXT BLOCK
11. NEXT BLOCK – CLICK COMPLETE

12.



Revised: 2/14/19