

Creating a Goods Receipt

UNMC ONLY: Forward email notices to <u>shipandreceiving@unmc.edu</u> indicating if any/all of the items listed have been received. General Supply will enter receipts into eSHOP for you.

A goods receipt is an indication that the items you have ordered have been satisfactorily received and the invoice can be paid. You can create a partial receipt if only part of the order has been received. Goods receipts are required for: **1.** Any purchase order (not shopping cart) total over \$5,000; **2.** All orders from a Science Catalog supplier (indicated by); or **3.** All non-catalog orders (indicated by).

Searching for a Purchase Order

1. Click the **Orders & Documents menu** and click on Search Documents.

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Ì	Crders & Documents /	Document Search / Search Documents 🗢 / Document Search
•	0	Search Purchase Order V All Dates Go 2 Enter search terms such as document numbers, suppliers, and product information.
ш Ш		Go to: advanced search my requisitions my purchase orders my invoices

- 2. If you know the PO number, choose Purchase Order from the Search dropdown box and enter the PO number in the number field.
- 3. If you don't know the PO number and it belongs to you, click "my purchase orders".
- 4. If you don't know the PO number and it doesn't belong to you, you can use the Advanced Search options to search for it.
- 5. Click on the Document Number to open the PO.

Creating a Quantity Receipt



1. Choose Create Quantity Receipt from the Available Options drop-down and click Go.

e Details									
ow Receipt Details						For Sel	ected Lines: Rei	move Selected Items	· 🗸 🕻
PO No. PO Lin No.	e Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
1 (000059910 (1)	BLUE STUFF	Direct Pay	12		12		Received ¥	Remove Line Receive & Return	

- 2. In the Receipt Lines section, if necessary, enter the Quantity received if it is different from the quantity ordered. If not all of the items were received, see below.
- 3. Click Complete

Creating a Partial Receipt

Receipt Lines										?
Line Details										
										?
Show Receipt Details For Selected Lines: Remove Selected Items Go										
PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
E000059910	1	BLUE STUFF	Direct Pay	12		12		Received ¥	Remove Line Receive & Return	
								Delete Add	PO Save Updates	Complete

- 1. Check the box beside the lines that have not been received.
- 2. Choose "Remove Selected Items" from the drop-down and click .
- 3. Click Complete

Creating a Receipt for Returned/Cancelled Items

Receipt Lines										?
Line Details										
										?
Show Receipt Deta	iils						For Se	lected Lines: Re	move Selected Item	s 💙 😡
PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
E000059910	1	BLUE STUFF	Direct Pay	12		12		Received ¥	Remove Line Receive & Return	
								Delete Add	PO Save Updates	Complete

- 1. Change the Quantity to match the quantity received.
- 2. Click Receive & Return
- 3. Click Complete
- 4. If you plan to receive the remaining quantity, then do another quantity receipt for the remainder after it's received.
- 5. If you don't plan to receive the remaining quantity (item is backordered or you don't want to wait), then complete a "Change Order Request" form to have the quantity on the original PO changed.