RECEIVING CHEAT SHEET (Note: SERVICES ARE NOT RECEIVED)

PAGE: FPARCVD

TWO METHODS TO RECEIVING:

1st Method

SELECT ITEMS

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

X @ellucian Receiving Goods FPARCVD 9.3.9 (NSSUPPRD)	🖁 AOD 📲 RETRIEVE 🛔 RELATED 👹 TOOLS 👖
 Code	Ga
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

X @ellucian Receiving Goods FPARCVD 9.3.9 (WSSUPPRD)		ADD	RETRIEV	E 🖁 REL	ated 🙀 tools
Receiver Document Code: Y0016016				(Start Over
* RECEIVING HEADER			🚦 Insert	Delete	Pa Copy 9, Filter
Receiving Method GRD Ground		Text Exists			
Carrier	Received By	SCALESJ			
Date Received * (02/13/2019					
* PACKING SLIP			🕻 Insert	Delete	🖥 Copy 🛛 🕄 Filter
Packing Sip JDS1234	Bill of Lading				
Text Exists					
* PURCHASE ORDER			C Insert	Delete	🖥 Copy 🖣 Filter
Purchase Order P0021200	Buyer	Paschelle Mitchell-Palmer			
Receive or Adjust	Vendor	940072575 Barnes & Nobles Education, Inc dba Barnes & Nobles College			
Items					
K ◀ (1) of 1 ▶) 1 ▼ Per Page					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.

X @ ellucian	Receiving Goods PO Ite	em Selection FPCRCVP 9.3.6 (WSSUPPRD)				🔒 ADD	📱 retrieve 🛔	RELATED 🛛 🔆 TOOL
Purchase Order:	P0021200		Blanket Order:					Go
			Number					
Vendor:	940080139	EBSCO	Receiver Document: Y0016016					
Packing Slip:	(DS1234		Receive All:		\sim			
* SELECT INDIVIDUAL I	TEMS					\searrow	🕻 Insert 📮 De	iete 🖣 Copy 🖣 Fib
Item	Commodity	Commodity Description	Text Exists	UM	Quantity	Quantity Accepted	Add	í ltem
							0	
	1	Business Collection-Renewal of Business electronic	NONE	EA		1	U	
	1 2	Business Collection-Renewal of Business electronic education collection-Renewal of Education electron	NONE	EA EA		1	0	
	1 2 3	Business Collection-Renewal of Business electronic education collection-Renewal of Education electron academic collection-Renewal of Academic electronic	NONE NONE NONE	EA EA EA		1 1 1	0	

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

X @ elluci	an Receiving Goods PO Ite	em Selection FPCRCVP 9.3.6 (WSSUPPRD)					ADD	RETRIEVE	A RELATE	a) 🗱 T	ous
Purchase Order:	P0021200	Blanket Order Number:	Vendor: 940080139 EBSCO Rec	eiver Document: Y0016016 Packing Slip: JDS	1234 Receive All:				C	Start Over	F
* SELECT INDIVID	UAL ITEMS							🕻 Insert	Delete	Сору	Filter
Item	Commodity	Commodity Description		Text Exists	UIM	Quantity	Quantity Accepted		Add Item	1	
	1	Business Collection-Renewal of B	usiness electronic	NONE	EA		1	0		v	
	2	education collection-Renewal of E	ducation electron	NONE	EA		1	0		1	
	3	academic collection-Renewal of A	cademic electronic	NONE	EA		1	0			
{ ◀ [] of 1	N 10 V Per Pa	ge								Record	3 of 3
California Ca	and the fields also in and all			ENTED							

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.



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.

× @ ellucian	Receiving Goods FPARCV	D 9.3.9 (WSSUPPRD)							📑 ADO 🚔 RETRIEVE 🚔 RELATED 🔅 TOOLS
Receiver Document Co	ode: Y0016016								Start Over
COMMODITY									🖬 Insert 🛄 Dalete 🦷 Copy 👻 Filler
Receiver Document	Y0016016			Purchase Order	P0021200				
Code									
Packing Slip	ID51234			Vendor	EBSCO				
DETAILS									🖸 Insert 🖨 Delete 🤷 Copy Ϋ, Filter
Item	¥			Commodity Record		3			
				Count					
Commodity Code		Description			Stock Item		U/M	FOB Code	Final Received
		Business Collection-Renewal of Business	electronic				EA		
		education collection-Renewal of Education	electron				EA		
		academic collection-Renewal of Academic	electronic				EA		
4 ≪ [1] of 1 > 1	H 10 * Per Page								Record 1 of 3
Quantity		To Date	Current						
Received		0				U/M			
Rejected		0				U/M			
Returned		0				Primary Lo	cation		
Accepted		0				Sub Loc	ation		
Ordered		1							
	Item Suspense		Tolerance Suspense					Tolerance Override	
* COMPLETION									🖸 Insert 🗖 Delete 🦄 Copy 📉 Filter
Complete In P	rocess								

- 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)

(< 1 of 1 >) 10 •	Per Page			Record 1 of
Quantity	To Date	Current		
Received	0		UM	
Rejected	0		UM	
Returned	0		Primary Location	
Accepted	0		Sub Location	
- Ordered	1			
Item Suspen	ise	Tolerance Suspense	Toler	ance Override
OMPLETION				🚦 insert 📮 Delete 📲 Copy 🔍 F
omplete In Process				

- 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



RECEIVE ALL – 2ND 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



Revised: 2/14/19