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The Receiving function must be completed for every requisition you enter into the e-Procurement system, a Purchase Order (PO) is created for that requisition and the vendor has delivered items or performed services. Anyone with access to the Receive tab can create receipts against any Purchase Order. Receiving indicates to Accounts Payable that goods and/or services have been received and it is okay to pay the invoice. Failure to receive will delay payment to the vendor.

**Opening up the RECEIVE TAB and working with receive.**

Once you click on the Receive tab the following page will appear. There are three links under the RECEIVE tab: receive, reports, transaction status. We will look at “receive” first.

![Receive Purchase Order](https://example.com/receive-purchase-order)

### Retrieve the Purchase Order

There are several filter options available for retrieving a Purchase Order so it can be received. You must use one of the following:

a. Enter the Purchase Order Number  
b. Enter the Requisition Number  
c. Select the Vendor Name from the drop down list  
d. Select the Ship To Location from the drop down list  
(You can use the Ship To Location in combination with the Vendor Name)
A Purchase Order can be retrieved by any of the above fields as long as it still has items left to be received. If the Purchase Order has been fully received, it can ONLY be retrieved by the Purchase Order Number. It cannot be retrieved by any other filter option.

a. Retrieve by Purchase Order Number
If you enter the Purchase Order Number, you will be taken directly to the Receive screen.

b. Retrieve by Requisition Number
If you enter the Requisition Number, you will be taken directly to the Receive screen for the Purchase Order that was created from that requisition.

c. Retrieve by Vendor Name
Use this method to retrieve a Purchase Order or several Purchase Orders sent to a particular vendor. You will see all the open Purchase Orders that have yet to be fully received for the vendor selected. Only
vendors who have opened (not fully received) Purchase Orders will be displayed in the Vendor Name list. The list of vendors presented are all open receiving documents for the entire College.

1. Click the Vendor Name drop down arrow.
2. Select the vendor of interest.
3. If there is more than one Purchase Order open for the vendor selected, the list will be displayed. Choose the correct Purchase Order from that list by clicking on the Select radio button and then click Submit.

Process as needed.
Note: If there is only one open Purchase Order for a vendor, you will be brought to the Receive screen without having to make a Purchase Order selection.

d. Retrieve by Location
Use this method to retrieve a purchase order or several purchase orders that are destined for a certain Ship To Location. You will see all the open purchase orders that have yet to be fully received for the Ship To Location that was selected. Only Locations with open (not fully received) purchase orders will display in the Ship To Location list. Use the same method as defined for Retrieve by Vendor Name.

Receiving the Purchase Order

Overview of Receive Purchase Order Screen
Below depicts a receiving document for a purchase order. The first line is fully received and the other line items are waiting to be received. The numbers in red show all the elements of the receiving document which will be explained in the chart below.

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Receive all Open Items</td>
<td>Check this box to indicate that all items on a Purchase Order have been received. This will automatically update the “Received Qty” with the amount ordered on the Purchase Order, date stamp and apply the login of the person creating the online receipt as well as the name of the person in the “Received By” field.</td>
</tr>
<tr>
<td>2 Close All Line Items</td>
<td>Check this box to indicate that any or all of the remaining open items will NEVER be received from the vendor. This will close out a line item in the ESM e-Procurement system without documenting any receipt activity. Follow the additional steps required in the section called Closing a Purchase Order – see Section XXX below.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>3</td>
<td>Update All Rec’d By</td>
</tr>
<tr>
<td>4</td>
<td>Sort Option</td>
</tr>
<tr>
<td>5</td>
<td>PO Qty</td>
</tr>
<tr>
<td>6</td>
<td>Received Qty</td>
</tr>
<tr>
<td>7</td>
<td>Requestor / Deliver To</td>
</tr>
<tr>
<td>8</td>
<td>Received By</td>
</tr>
<tr>
<td>9</td>
<td>Notes</td>
</tr>
<tr>
<td>10</td>
<td>Remove</td>
</tr>
<tr>
<td>11</td>
<td>Close Item</td>
</tr>
</tbody>
</table>

**Detail of a Line Item Receipt**

The image below represents the quantity received for each receipt activity.

```
5 - 9/25/2013 - bmmormand / Mormando, Barbara
7 - 9/25/2013 - bmmormand / Mormando, Barbara
```

a. The example above shows a quantity of five of an item was received.
b. This is the date of the receipt activity. Five items were received on 9/25/2013.
c. The entry to the left of the “/” line is the login name of the person who was logged in to the system and documented the receipt. This shows that user “bmormand” logged into the system and documented that a quantity of five was received on 9/25/2013.
d. The entry to the right of the “/” is the name of the person who physically received the quantity. This would default to the actual name of the person logged in unless it was changed. This shows that Barbara Mormando received a quantity of five items and it was documented by “bmormand” on 9/25/2013.
e. The second line shows that later in the day on 9/25/2013 an additional seven items were received.

**Fully Receive Purchase Order**

In this example, you will see how the entire purchase order is received. This means all items on the purchase order have been physically received. You can use this same method for completing a partial receipt – for example, items were partially received at an earlier point in time and the balance is waiting to be received. The purchase order, with the quantities ordered, is displayed on the screen.

1. Check the Receive All Open Items checkbox as shown. Nothing on the screen will change until the Submit button has been selected.

   ![Image of Receive All Open Items checkbox]

   **Receive All Open Items:** ☑️

2. Click Submit.
3. If you were the person physically receiving the products, you can leave the default “Received By” field as it is. The assumption is that the person logged into the system is the one who physically has received the product. If not, enter the name of the person who did receive the items in either the header level (Update All Rec’d By) or at the line item level.

   Note: By default, your name (the name of the person logged in to the application) will be displayed in the Received By field for ALL line items in the purchase order. The name in the Received By field will be applied only to the items for which there are receipts being logged. When the Receive All Open Items is used, the name is applied to all open items.

4. When you enter the name of a different person, using the Update All Rec’d By field in the Receive header, the Received By field at the line item level will not be updated until you click Submit.
5. As soon as all appropriate information is entered, click Submit.
6. All line items will reflect the quantity (in full) received for the current date.
7. The system automatically placed a check mark in the Close Item box for each line item.

Retrieve Closed/Fully Received Purchase Order

Once a purchase order is closed (whether manually or because all items have been fully received) it may only be retrieved by entering the Purchase Order number in the Purchase Order Number field - in the Required Input screen. No other filter criteria can be used. There are reports that may be available to you in the Reports screen that can provide additional information on open and/or closed purchase orders.
Receive Purchase Order

Instructions:
* Enter the PO Number from the shipping documentation or enter a requisition number or select a vendor and/or a shipping location.
* Click the Submit button to proceed.

Required Input

- Purchase Order Number: 16
- Cart/Requisition Number:
- Vendor Name:
- Ship To Location:

Submit

1. Enter the Purchase Order Number.
2. Click Submit.
3. The purchase order will display on the Receive Purchase Order screen.

Partially Receive Purchase Order

1. Retrieve the purchase order by the method of choice.
2. Enter the quantities actually received in the “Received Qty” field, but do not enter a number in this field that exceeds the “PO Qty” number. If the vendor shipped more items than ordered DO NOT receive the additional items. The receiving information entered funnels into Colleague. Over receiving (receiving more items than what was actually ordered on the Purchase Order) is not accepted by Colleague and will result in an error message in e-Procurement (see Transaction Status section below).
3. Update the Received By fields if necessary.
4. Click Submit to update the fields.
5. E-Procurement will update the Received Qty with the date and quantity received (see screenshot below). Notice the items not fully received have an unchecked Close Item Box. Those items that are fully received will automatically close with the date of the closure (or in this case, the date the quantity was fulfilled.)

6. You can continue to receive as items arrive in the same manner as explained here. As the quantity is fully received, the line item will automatically close out, indicating to the accounts payable office that the purchase order line item is received and can be paid.
7. This purchase order will remain open from the Receive tab by the various filter methods (Vendor Name, Ship To Location, Purchase Order Number or Requisition Number) until fully received or manually closed. At that point, a Purchase Order can only be retrieved from the Receive screen by the Purchase Order number alone.

**Documenting Subsequent Receipts**
The following explanation covers how to log a receipt of item(s) on a purchase order that already has had some receipts documented. The example to be used is a purchase order that has had two other Receipts against it. The first item shows 5 items received on 11/20/2013, the third item shows 8 items received on 11/20/2013 and the fourth item shows 3 items received on 11/20/2013.
There are two options for completing the above order:

1. Enter the individual quantity received in the Received Qty field of the open items and click Update. If the quantity entered equals the balance remaining to receive the item in full, the item will automatically be closed (“Close Item” check box will be automatically populated by the system).

2. Use the Receive All Open Items check box in the Receive header.

**Receive All Open Items**

Use this method when the remaining items on a purchase order are delivered all at once.

1. Check the Receive All Open Items check box in the header and enter the name of the person who physically received the items (if different from you) in the “Update All Rec’d By” field in the header.
2. Click Submit. Remaining items are fully received, closed and the last receipt transaction shows the items were received by John Smith.

**Manually Close a Purchase Order**

If you have a purchase order that has been partially received, or none of the items have been received and you know the order is **never** going to be completed, you can manually close the order.

1. Open the purchase order by whichever method you prefer.
2. In the example below, the first two line items are fully received and closed. You can see the total of the receipts in the Received Qty column equals the PO Qty. You have received word that the third and fourth items will not be shipped and therefore you need to close the line items to finish out this order.

3. Close the rest of the purchase order by either clicking on the Close All Line Items check box or clicking the Close Item Check box at the line item level.

   **Close All Line Items:**

4. The Notes can also be used to indicate why the order/line is being closed. This is helpful for the requisitioner to see.
5. Click Submit to update the changes.

This purchase order is fully closed and can only be retrieved in the future using the method described in the **Retrieve Closed Purchase Order** section.

The steps just taken will fully close the Purchase Order in the e-Procurement system. The next step is to fully close the Purchase Order in Colleague. Send an email to the Director of Purchasing with the information so that the Purchase Order can be closed in Colleague and release the encumbered funds back into your account.
NOTE: Once a PO is fully closed in Colleague it can NEVER be reopened. Therefore, if you erroneously request a PO to be closed in Colleague you will need to create a new Requisition so that the vendor can be paid.

Undo Receipt
In the event an error is made in the documentation of the receipt, you can undo using the following instructions provided you do this prior to payment being scheduled to the vendor.

1. Retrieve the purchase order. If the Purchase Order is completely closed, use the Retrieve Closed Purchase Order instructions.
2. Once the purchase order is open, uncheck the Close Item check box adjacent to the line(s) to be re-opened.
3. Click Submit.
4. After the Close Item box is updated, a Remove checkbox will appear in the Remove column for those receipts to be edited/removed.
5. Check the Remove check box for the receipts that are to be undone.
6. Click Submit. The items are now available for receipt again.

Reports
There are numerous reports that you can access from the various tabs. The report requests will be delivered to your online account or can be emailed as attachments. Reports are available in some or all of the following types:

1. Click the radio button next to the report of interest and click Submit.
2. Complete the Selection and Advanced Criteria information for the report. The criteria will vary depending upon the report selected. Instructions for the individual reports are included on the left in this page. When complete, click Next.
3. Select the preferred delivery option and the format. Each report is different and may have one or a combination of the file formats listed. The following is a description of the types of report formats that may be available for request:
   - Adobe Acrobat Document (*.pdf) will open with Acrobat Reader
   - Rich Text File (*.rtf) will open with most word processing software like WordPad, Notepad, and Microsoft Word
   - Microsoft Excel File (*.xls) will allow you to manipulate the data returned by the report request
4. Select the delivery method.
   - **Email** will send the report as an email attachment
   - **Online** will generate the report and make it available online. A message will be sent to the email listed when the report has been successfully completed. To view online reports, click the Status button on the main Reports screen. To open, click the blue diskette in the Report Output column next to the report listing

5. Select compression method:
   - **None** the report is delivered as the file selected (default)
   - **Compress** will "zip" the file and must be opened with software that can open a *.zip file. Typically compression delivery is needed only with reports that are returning a large volume of information.
   - **Compress and Encrypt with Password** the report requested will be inside a *.zip file. This file cannot be opened without a password. The password to open this file is the same password used to log into the system

6. Click Next to generate the report request.

Note: The average report request typically takes 2 to 3 minutes to complete. The larger volume of information that you request will increase the time it takes to complete, but should not take more than 15 to 20 minutes to complete. Click the Status button in the main reports screen to check the status.

7. When the report request is complete, the user will receive an email with the report as an attachment or an email notice that the report is available online. To open online delivery requests, click the Status button, and then click the blue diskette next to the report.

**Find My Open Orders**

The Requisition Receiving Activity Report is specific to the requisitions that you have created and that can be found on the Requisition tab. This report number 332 is available on the Requisition tab. It can be run for any 180 day period and is available in PDF or EXCEL and will only contain Purchase orders that resulted from Requisitions that you created. It provides a complete log of all the receipt activity, if any, for your orders.

**Transaction Status**

The transaction status tab will indicate any errors made when receiving.
To view the error, choose the correct PO from that list by clicking on the Select radio button and then click Submit. The messages you see are coming from Colleague, not ESM.

The most common error made is over receiving – receiving more items then ordered on the PO. DO NOT over receive.

Currently, the ability to clear the error messages is under construction with ESM Solutions. A fix is estimated to be available in the first quarter of 2014. Once the fix is functioning, this manual will be updated with further instructions.