



PURCHASE ORDERS

RECEIVING GOODS AND SERVICES - WebAdvisor

PURCHASING 701.5.10

OVERVIEW

- ▶ **RECEIVING FUNCTION:** Goods and services must be accepted (received) in their entirety; i.e. completed before any processing of a payment can occur. Multiple people can receive goods/services on one Purchase Order.
- ▶ **CONTACT:** The contact for “Receiving Goods and Services” is the Office of Support Services (606) 783-2018.

LOGIN

- ▶ Login to WebAdvisor

See Section 404 for login instructions. If you do not have a WebAdvisor account, please contact the Office of Administrative Computer Applications (783-2009).

PURCHASE ORDER RECEIVING

PURCHASING 701.5.10

MENU SELECTION

- ▶ From the **Employees** menu, click **Receive Goods and Services**.

Financial Information

[Budget selection](#)
[Budget summary](#)
[Requisitions for Goods and Services](#)
[Requisition status](#)
[Bank Information \(Direct Deposit\)](#)
[Receive Goods and Services](#)

PURCHASE ORDER SELECTION

- ▶ Filter Purchase Orders by Vendor Name (optional)

OR

- ▶ Filter Purchase Orders by Purchase Order Number (optional)

RECEIVING GOODS AND SERVICES

Receive Goods and Services

Choose a Vendor and/or PO to filter lines shown

Vendor

Purchase Order Number

OR

- ▶ Locate appropriate Purchase Order from comprehensive listing.

| Vendor | PO Number | Vendor Item | Item Description | Qty Ordered | Unit of Issue | Qty Accepted | Qty Rejected |
|---|--------------------------|-------------|-------------------------|-------------|---------------|----------------------|----------------------|
| Pine Grove Framing & Gallery of Fin. 10964385 | P0011562 | | Framing of office print | 1,000 | EA | <input type="text"/> | <input type="text"/> |

- ▶ Accept All is not activated.
- ▶ Packing Slip and Arrived via are optional.

REVIEW PURCHASE ORDER

- ▶ Review Purchase Order by clicking on the PO Number

(NOTE: Verify quantity ordered and unit price match invoice exactly and that any shipping charges are shown on the purchase order. Contact the Office of Support Services if *any* discrepancies exist).

PO
Number

[P0011562](#)

- ▶ Purchase Order opens in new window for review.

Purchase Order

Purchase Order Number P0011662 Purchase Order Status Outstanding
 Requestor Name Initiator Name Ms. Ladonna M. Purcell
 Confirmation E-Mail Address
 Purchase Order Date 12/01/08
 Maintenance Date 12/01/08
 Vendor ID and/or Name 0984395 Pine Grove Framing & Gallery of Fine Art
 AP Type VP Vendor Payables
 Purchase Order Total \$30.00
 Ship to MC Morehead State University

Created from Requisitions

0004754

Vouchers Created

| Item Description | Status | Commodity Code | Vendor Item | Quantity | Unit of Issue | Price | Extended Price | GL Account Number | Project ID | Tax Code |
|-------------------------|-------------|----------------|-------------|----------|---------------|---------|----------------|---|------------|----------|
| Framing of office print | Outstanding | | | 1.000 | EA Each | 30.0000 | 30.00 | 10-64001000-5100100 Support Services : Supplies | | |

CLOSE WINDOW

- ▶ After reviewing purchase order, click
- ▶ Enter **quantity** of units received in the **Qty Accepted** column for each line item.

(NOTE: If partial shipment is received when PO is opened in Receive Goods and Services next time, only those items that were backordered or not previously received will be shown.)


(NOTE: The maximum quantity you can “receive” is the quantity “ordered”. If the quantity received differs from quantity ordered, please contact the Office of Support Services prior to performing receiving function.)

| Vendor | PO Number | Vendor Item | Item Description | Qty Ordered | Unit of Issue | Qty Accepted | Qty Rejected |
|---|-----------|-------------|-------------------------|-------------|---------------|--------------|--------------|
| Pine Grove Framing & Gallery of Fin (0984395) | P0011662 | | Framing of office print | 1.000 | EA | 1 | |

- ▶ **Qty Rejected and MSDS Rcvd** are not being used.

RECEIVING GOODS AND SERVICES

SUBMIT RECEIVING

▶ Click 

VIEW RECEIVING CONFIRMATION

▶ Review Receiving Confirmation.

View Receiving Confirmation

Packing Slip
Arrived Via

The following items were accepted:

| Vendor | PO Number | Item Description | Qty Ordered | Qty Accepted | MSDS Rcvd |
|---|-----------|-------------------------|-------------|--------------|-----------|
| Pine Grove Framing & Gallery of Fin (0984395) | P0011562 | Framing of office print | 1.000 | 1.000 | |

The following items were rejected:

| Vendor | PO Number | Item Description | Qty Ordered | Qty Rejected | Return Date | Return Via | Rtn Auth No | Return Reason | Reordered | Return Comments |
|--------|-----------|------------------|-------------|--------------|-------------|------------|-------------|---------------|-----------|-----------------|
|--------|-----------|------------------|-------------|--------------|-------------|------------|-------------|---------------|-----------|-----------------|

▶ Click 

MAIN MENU

▶ Returned to Main Menu.

LOGOUT

▶ See Section 404 for Logout procedures for WebAdvisor.



Last Revision: 12/3/08