



## PURCHASE ORDERS

RECEIVING GOODS AND SERVICES

PURCHASING 701.5.3

### 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 Datatel/Colleague

See Section 402 or 403 for login instructions. If you do not have a Datatel account, please contact the Office of Institutional Research and Computer Applications (783-2009).

### GETTING AROUND

- ▶ See Section 501 for assistance in Getting Around the system.

## PURCHASE ORDER RECEIVING

PURCHASING 701.5.3

### MENU SELECTION

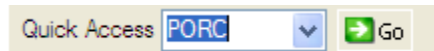
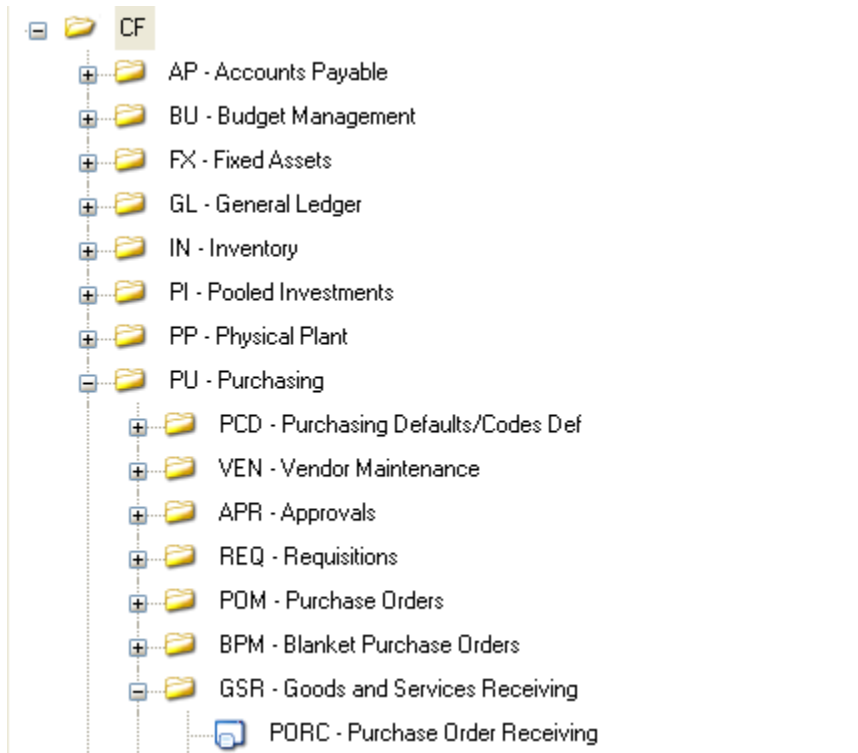
- ▶ Choose **CF** under the Colleague **Apps** Menu
- ▶ Click **+** to expand the **Purchasing** Menu
- ▶ Click **+** to expand the **Goods and Services Receiving** Menu
- ▶ Select **PORC – Purchase Order Receiving**

OR

- ▶ Enter **PORC** in the Quick Access Button
- ▶ Click **GO**

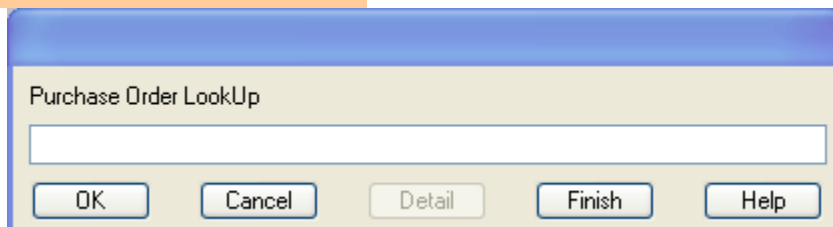
## RECEIVING GOODS AND SERVICES

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### PURCHASE ORDER SELECTION

- ▶ Enter the Purchase Order Number. See Purchase Order Lookup Process, Section Number 701.5.5
- ▶ Select



### PURCHASE ORDER RECEIVING

- ▶ Date Received populated with today's date. Can and should be changed to reflect actual date items were received.

- ▶ Packing Slip No is optional
- ▶ Arrived Via is optional
- ▶ Enter the **quantity** of units received in the **Accepted** column for each line item

(NOTE: If partial shipment is received when PO is opened in PORC next time, only those items that were backordered or not previously received will be shown. If backordered items will not be received, contact the Office of Support Services.)

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

PORC-Purchase Order Receiving

PO Number: P0000126						PO Date: 05/05/06		Buyer:	
Vendor...: Cardinal Office Systems						Buyer Phone:			
Initiator: Datatel									
Date Received		01/02/07							
Packing Slip No									
Arrived Via									
				Quantity					
		Description	Vendor Part	Ordered	Unit	Accepted			
1		superuser test		1.000		1.000			
2		test1		1.000	EA	1.000			
3		computers		70.000	EA	60.000			
4		mouse		43.000	EA				
5		MS Office software bundle		15.000	EA				
6		monitor		275.000	EA				
7		Naval oranges		5.990	BG				
8		Pencil		185.000	EA				
9		Speakers - Altec Lansing		295.000	EA				
10		RJ-45 cable		20.000	EA				

## RECEIVING GOODS AND SERVICES

### COMMENTS/POOM SCREEN (OPTIONAL)

- ▶ Select the Drill Down Button next each line item
- ▶ **POOM** Screen opens
- ▶ Enter Comments in Receiving Comments or Comments Section

PORC-Purchase Order Receiving    POOM-PO Item Order Maintenance

PO Number: P0000126    PO Date: 05/05/06    Buyer:  
Vendor...: Cardinal Office Systems    Buyer Phone:

Description 1 superuser test    Vendor Part  
2    Stock No

Item Status Outstanding

Packing Slip    MSDS Required  
Quantity Ordered 1.000    MSDS Received  
Quantity Received    Comments 1  
Quantity Accepted 1.000

Change Reason  
Change Initiator

Accepted Item Condition 1  
2

Quantity Rejected  
Return Date  
Return Via

Rejected Item Condition 1  
Receiving Comments 1

### SAVE AND UPDATE (EXIT POOM)

- ▶ Click 
- ▶ Click  in Alert Box

### PORC REMAINING SECTION

▶ **Received by** populated with name of person logged into Datatel session. This name is permanently recorded as the employee that approved payment for these goods/services.

▶ **Accept All Items** is a feature that has been disabled. No action required for this field

Received By **Ladonna Purcell**

Accept All Items

### EXIT PORC

▶ Click 

▶ Click  in Alert Box

▶ Click  in Purchase Order Lookup Box

### MAIN MENU

▶ Returned to Main Menu

### LOGOUT

▶ See Section 402 or 403 for logout procedures.



Last Revision: 12/3/08