



ST. JOHN'S UNIVERSITY

On-line Purchase Requisition User Reference Manual

Updated: November 06, 2019

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Introduction

This reference manual has been created to assist the user with the processing of Purchase Requisitions using the on-line Purchase Requisitioning System, via the University Information System (UIS) and the Banner Receiving process, which eliminates the need for golden rods. The process was developed to improve customer service by reducing processing time and simplifying the Purchase Requisitioning and Receiving Payment Approval System for user departments.

This process does not change existing purchasing policies or policies concerning the approval of payments to vendors by authorized budget administrators.

Questions concerning the on-line Purchase Requisition process and Banner Receiving Process should be directed to:

Purchasing Department -

Lorraine Schender x6196
Jeffrey Weiss x6357

schendel@stjohns.edu
weissj@stjohns.edu

Accounts Payable Department -

Elionora Ustaev x5801

ustaeve@stjohns.edu

Information Technology -

IT Service Desk x5000

Log into the University Information System UIS

ACCESS the following web address from your web browser - www.stjohns.edu/UIS


- ❖ Tip: Bookmark this page for future use
- ❖ First time users should follow directions presented on University Information System logon page
- ❖ User ID will be your University issued Xid number and includes the capital X
- ❖ Enter your PIN of 10 characters or more with at least 1 number and 1 letter, then Login



User Login

St. John's Information System

You can set up a tuition payment plan safely and securely online via your UIS account. You can make an individual payment online as well or by calling 718 990 2000.

 Please remember your User ID is your X ID number (including the capital "X")

For new Freshmen or Transfers, the X ID number is located on your acceptance letter.

If this is your first time logging in, your initial PIN is **Sj** followed by **all digits from your X ID number without the X.**

If you have forgotten your pin, please type in your User Id, then click the "Forgot PIN?" button.

To protect your security and privacy, please remember to Exit and close your browser when done using UIS.

User ID:
PIN:

Login

Forgot PIN?

RELEASE: 8.8.3

- ❖ Should you receive an authentication error message similar to below screenshot, please verify you are using your correct Xid number and PIN, then try again. If the error persists, call the IT Service Desk at x5000.
- ❖ Successful login may prompt you to answer personal security questions which should be answered prior to accessing UIS.



User Login

St. John's Information System

You can set up a tuition payment plan safely and securely online via your UIS account. You can make an individual payment online as well or by calling 718 990 2000.

Please remember your User ID is your X ID number (including the capital "X")

For new Freshmen or Transfers, the X ID number is located on your acceptance letter.

If this is your first time logging in, your initial PIN is **Sj** followed by **all digits from your X ID number without the X.**

If you have forgotten your pin, please type in your User Id, then click the "Forgot PIN?" button.

To protect your security and privacy, please remember to Exit and close your browser when done using UIS.

Authorization Failure - Invalid User ID or PIN. PINs are alphanumeric and must be at least 10 characters in length with no spaces.

User ID:

PIN:

Login

Forgot PIN?

RELEASE: 8.8.3

- ❖ Your page will have tabs along the top for you to access your assigned services and be similar to:



Personal Information Employee

Search Go

Welcome to the St. John's Information System! Last web access on Sep 12, 2019 at 06:19 pm

**** Please complete the New Emergency Notification Form under Personal Information Menu**

Personal Information

View/update emergency notification information, View/update your address(es), phone number(s), e-mail address(es), emergency contact information; Biographical Data; Change your PIN or security question/answer

Employee

Employee web profile, benefits and deductions, pay information, tax forms, time off balances and history, and IT service request.

RELEASE: 8.8.3

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Creating a Purchase Requisition

Main Menu - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

Address http://devapollo.stjohns.edu:8070/tban7/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome+to+the+5JU+Information+System!<%2Fb>5t Go Links >>

Personal Information **Finance**

Search Go SITE MAP HELP EXIT

Main Menu

Welcome to the SJU Information System! Last web access on Sep 07, 2007 at 01:47 pm

Personal Information
Update addresses, contact information or marital status; review name or
Finance
Create or review financial documents, budget information, approvals.

Click on the "Finance" section.

RELEASE: 7.4 Powered by: VeriSign

Internet

SCT WWW Information System - Microsoft Internet Explorer provided by St. John's University

https://apollo.stjohns.edu/sjisis/twbkwbis.P_GenMenu?name=bmenu.P_FinanceMnu

Channels Best of the Web Channel Guide Customize Links Free AOL & Unlimited Internet Free Hotmail Internet Start Microsoft

File Edit View Favorites Tools Help

SCT WWW Information System

Personal Information Student Financial Aid Employee **Finance**

Search Go MENU SITE MAP HELP EXIT

Budget Queries
Encumbrance Query
Approve Documents
View Document
Budget Transfer
Budget Development
Accounts Payable Check Requisition
Purchase Requisition

Click on the "Purchase Requisition" Section

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Budget Development | Accounts Payable Check Requisition | Purchase Requisition]

RELEASE: 7.3 Powered by: VeriSign

start SCT WWW Informati... On line manual purch... Internet 100%

Purchase Requisition Main Menu - Microsoft Internet Explorer provided by St. John's University

https://apollo.stjohns.edu/sjisis/twbkwbis.P_GenMenu?name=xpurreq.MainMnu

Personal Information Student Financial Aid Employee **Finance**

Search Go SITE MAP HELP EXIT

Purchase Requisition Main Menu

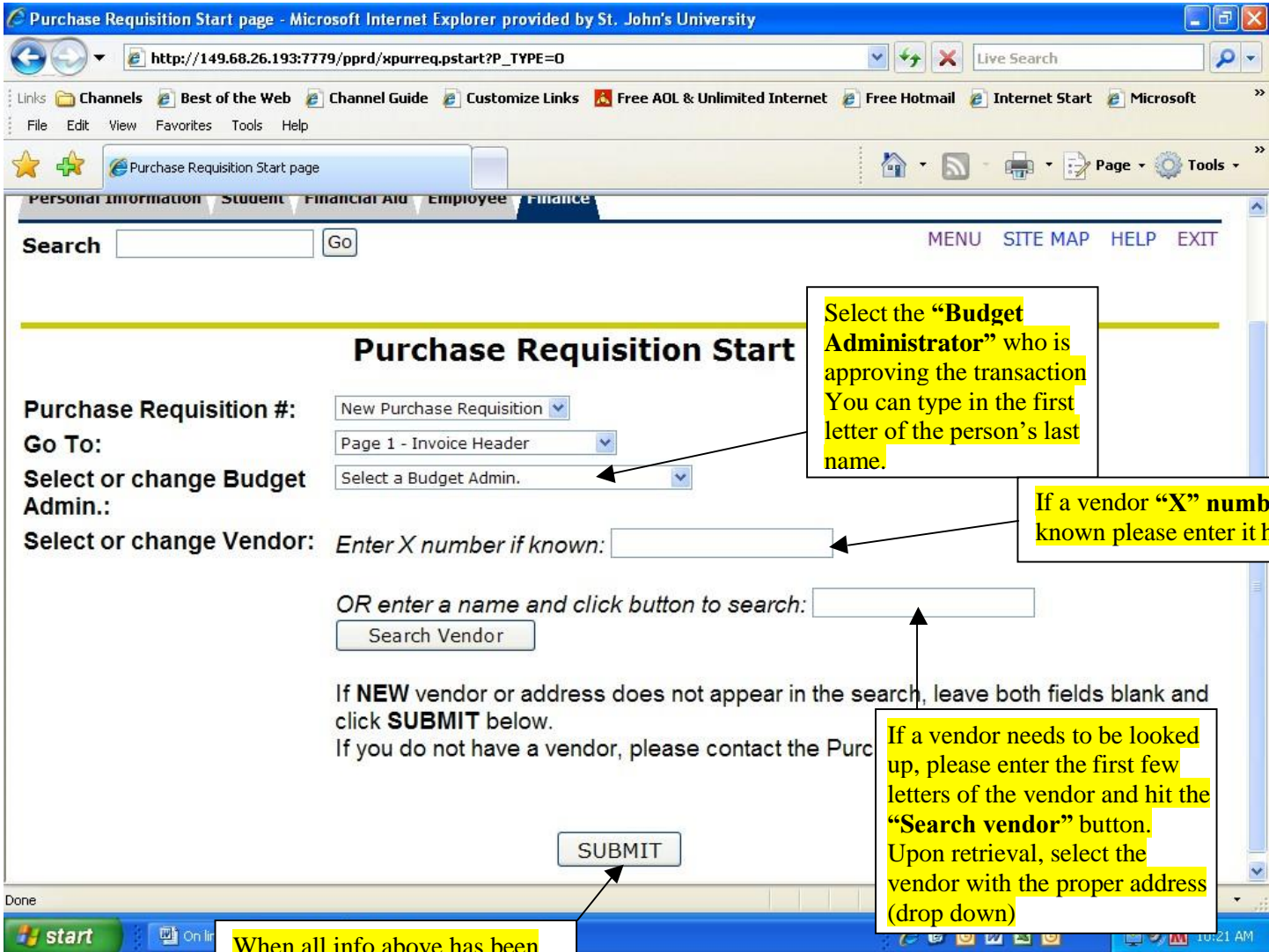
- [New Purchase Requisition for Operating](#)
- [View Purchase Requisitions](#)
- [Approve Purchase Requisitions](#)
- [New Purchase Requisition for Capital](#)
- [New Purchase Requisition for Other Department](#)
*** For IT, Facilities Services users only*
- [Reports for Purchase Department](#)
- [Print Purchase Requisition Cover Sheet](#)
- [Print Purchase Order Cover Sheet](#)

Click on - "New Purchase Requisition for Operating"
or
"New Purchase Requisition for Capital"

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Budget Development](#) | [Accounts Payable Check Requisition](#) | [Purchase Requisition](#)]

RELEASE: 7.3 Powered by: VeriSign

start Purchase Requisition ... On line manual purch... 3:40 PM



Purchase Requisition Header Page - Microsoft Internet Explorer provided by St. John's University

http://149.68.26.193:7779/pprd/xpurreq.p1?p_preq_no=R1000110&p_type=0

Personal Information Student Financial Aid Employee Finance

Search Go

Page 1 - Purchase Requisition Header
All fields marked with * are required.

Purchase Requisition No: R1000110 Status: Need Vendor ID

*Budget Admin: Weiss, Jeffrey I. *Orgn Code: 320

Transaction Date: 19-OCT-09

Purchase Requisition Date: 19-OCT-09

*Delivery Date: 02-NOV-09

*Buyer: DMD- Donna Maria Deans

*Ship To: Receiving Dept.-Queens Campus-8000 Utopia Parkway-ROTC Building

Attention To: Receiving Dept./MailRoom -(718)99

*Attachment Type: Quote

Document Text

Delivery Comment:

Additional Information/Special Instruction/Bidding Information:(max. of 400 characters)

Requestor Name: Donna Maria Deans Requestor ID: X00725611

Requestor Email: Requestor Phone: 718-666-0070

Please input Org Code (drop down)

Enter Delivery Date if Default Date is not acceptable.

Choose a Buyer (drop down)

Please check the University Ship To address (drop down)

See page 12 Document Text MANDATORY

Enter Attachment Type (drop down)

Purchase Requisition Header Page - Microsoft Internet Explorer provided by St. John's University

http://149.68.26.193:7779/pprd/xpurreq.p1?p_preq_no=R1000110&p_type=0

Links Channels Best of the Web Channel Guide Customize Links Free AOL & Unlimited Internet Free Hotmail Internet Start Microsoft

File Edit View Favorites Tools Help

Purchase Requisition Header Page

Delivery Date: 02-NOV-09

***Buyer:** DMD- Donna Maria Deans

***Ship To:** Receiving Dept.-Queens Campus-8000 Utopia Parkway-ROTC Building-

Attention To: Receiving Dept./MailRoom -(718)99 **Delivery Comment:**

***Attachment Type:** Quote

Additional Information/Special Instruction/Bidding Information:(max. of 400 characters) If warranted please type in

Requestor Name: Donna Maria Deans **Requestor ID:** X00725611

Requestor Email: deansd@stjohns.edu **Requestor Phone:** 718-9906372

Vendor Name: Ideal Business Machines **Vendor ID:** X00637842

Vendor Contact: **Vendor Email:** none

Vendor Phone: ***Vendor Fax:** 212 674 1000 Enter the fax telephone number for the Vendor. MANDATORY If not known enter 111-111-1111

Address Type: FI **Sequence:** 2

Address Line 1: 444 Park Avenue South

Address Line 2: Suite 604

Address Line 3:

City: New York **State:** NY **Zip Code:** Click on Next Page

PREVIOUS PAGE NEXT PAGE SAVE/EXIT EXIT w/out SAVE

Internet 100%

start Purchase Requisition ... On line manual purch... 10:43 AM

http://149.68.26.193:7779/pprd/xpurreq.ptext?p_preq_no=R1000110&p_dtyp_seq=1 - Microsoft Internet Explorer provided by St. John

http://149.68.26.193:7779/pprd/xpurreq.ptext?p_preq_no=R1000110&p_dtyp_seq=1

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http://149.68.26.193:7779/pprd/xpurreq.ptext?p_pr...

Home RSS Print Page Tools

Enter Document Text for R1000110

(Please do not enter information on both fields)

Enter Text (Max. of 50 characters) OR Select a Clause Number

Requisitioner – Jeff Weiss	select one
Purchasing – Newman Hall 204	select one
Account # 1110-320-7601	select one
	Faxed
	Delivery Hours

Save and Exit this window

Please enter the Requisitioner, Dept, Building, Account Number, and Clauses (drop down menu - e.g., FAXED – Order faxed no duplication and Delivery Hours). Clause must be inserted in the Right Column, below the last line typed on the Left Column, (1 line down).

Click on “Save and Exit This Window”

Return to Purchase Requisition Header Page and Click – Next Page

Done Internet 100%

start On line manual purch... Purchase Requisition ... http://149.68.26.193... 10:25 AM

Purchase Requisition Commodity Page - Microsoft Internet Explorer provided by St. John's University

http://149.68.26.193:7779/pprd/xpurreq.p2?p_preq_no=R1000145&p_type=0

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File Edit View Favorites Tools Help

Purchase Requisition Commodity Page

Personal Information Student Financial Aid Employee Finance

Search Go MENU SITE MAP HELP EXIT

Page 2 - Purchase Requisition Commodity Page

All fields marked with * are required.

Purchase Requisition#: R1000145 Activity Date: 30-OCT-09 Requestor Name: Donna Deans
 Vendor ID: AB0375354 Vendor Name: EvensonBest, LLC

Item	Quantity*	U/M*	Description(Max. of 50 characters)*	Unit Price*	Total Price	
1	<input type="text" value="1"/>	<input type="text" value="Each"/>	<input type="text" value="Fax Machine"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	Add/update additional item text
2	<input type="text"/>	<input type="text" value="-Select an unit code"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add/update additional item text
3	<input type="text"/>	<input type="text" value="-Select an unit code"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add/update additional item text
4	<input type="text"/>	<input type="text" value="-Select an unit code"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add/update additional item text
5	<input type="text"/>	<input type="text" value="-Select an unit code"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add/update additional item text

Grand Total

Please enter the Quantity, Unit Measure (drop down) Description, Unit Price-.MUST USE TAB KEY

To add additional text on Description line Click SAVE, then Click ADD/UPDATE additional item text type in text, Click Save & Exit this window, Block Next

Purchase Requisition Accounting Page - Microsoft Internet Explorer provided by St. John's University

http://149.68.26.193:7779/pprd/xpurreq.p3?p_preq_no=R1000110&p_type=0

Page 3 - Purchase Requisition Accounting Page

All fields marked with * are required.

Purchase Requisition Name: Donna Deans

Orgn/Fund/Grant: 320

Vendor ID: Vendor

Total Commodity Total

Seq.	Fund*	Orgn*	Acct*	Percent*	Amount	NSF
1	1110-General Current Fund	320	7601-Expendable Furn	100	1.00	<input type="checkbox"/>
2	-Select a fund code	-Select an orgn code	-Select an acct code			<input type="checkbox"/>
3	-Select a fund code	-Select an orgn code	-Select an acct code			<input type="checkbox"/>
4	-Select a fund code	-Select an orgn code	-Select an acct code			<input type="checkbox"/>
5	-Select a fund code	-Select an orgn code	-Select an acct code			<input type="checkbox"/>
6	-Select a fund code	-Select an orgn code	-Select an acct code			<input type="checkbox"/>

\$ 1.00

PREVIOUS PAGE SAVE/EXIT EXIT w/out SAVE FINALIZE

Fund, Orgn, and Acct must be entered - (use drop downs) Percent must have value (ex. 100%) MUST USE TAB KEY

Click on Finalize to complete. (Purchase Req. is electronically sent to Budget Administrator for approval.)

The account # must BE THE SAME AS USED IN THE DOCUMENT TEXT and must reflect the product being purchased ie-7601 Expendable Furniture & Equipment-buying a desk etc. Do not use i.e. 6701 Office Supplies. If incorrect account number is used-Purchasing will reject and return to Department.

% If using more than 1 org. - % must total 100%.
 320-7601 40%
 302-7601 60%

Approval Process of Purchase Requisition

Purchase Requisition Status Page - Microsoft Internet Explorer provided by St. John's University

http://149.68.26.193:7779/pprd/xpurreq.psummary?p_link=VIEW

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Search Go SITE MAP HELP EXIT

- select a status -
- select a vendor - Search

Purchase Requisitions Status

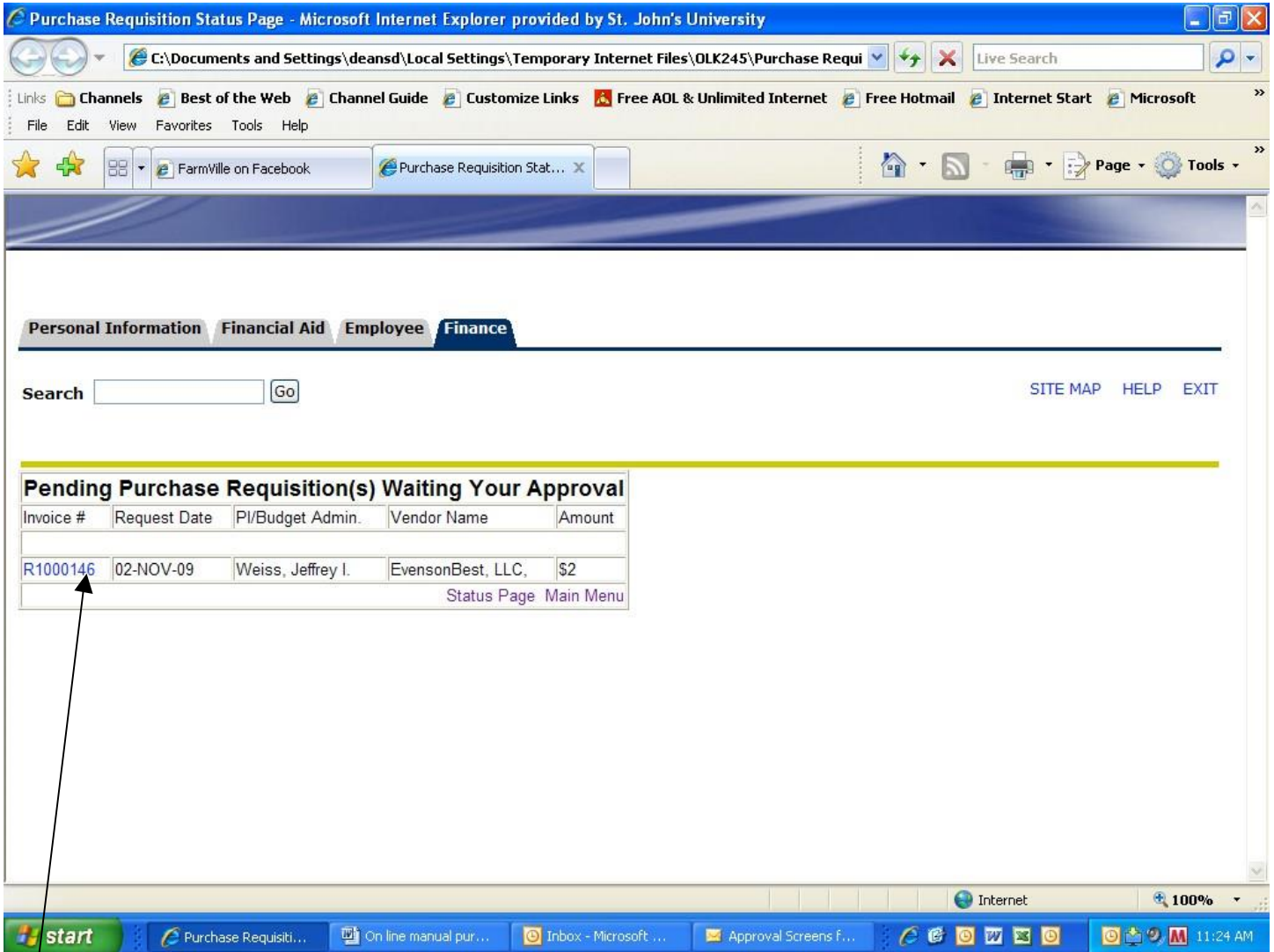
PR#	Transaction Date	Requestor Name	Budget Admin. Name	Click Vendor Name to View History in Banner	Total	Status	Action	Approver Note	Data
R1000110	19-OCT-09	Donna Deans	Weiss, Jeffrey I.	Ideal Business Machines,	\$1	Awaiting Approval	View/Print		N
R1000026	15-OCT-09	Donna Deans	Macaluso, Anthony	CDW Government,	\$229.02	Awaiting Approval	View/Print		N
R1000076	01-OCT-09	Donna		Graybar,	\$2	SUSPENSE	Update Delete		N

Requisition sent to Budget Administrator for approval, via email.

Budget Administrator returns to **Purchase Requisition Main Menu** and **Clicks Approve Purchase Requisitions** (see pages 16 through 18)



**Budget Administrator Clicks
“Approve Purchase
Requisition”**



Budget Administrator Clicks on Requisition number

Purchase Requisition Status Page - Microsoft Internet Explorer provided by St. John's University

C:\Documents and Settings\deansd\Local Settings\Temporary Internet Files\OLK245\Purchase Requi

Live Search

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File Edit View Favorites Tools Help

Purchase Requisition Status Page

Personal Information Financial Aid Employee **Finance**

Search Go SITE MAP HELP EXIT

Pending Purchase Requisition Summary for R1000146

Purchase Requisition Information

Purchase requisition No.: R1000146	Purchase Requisition Date: 02-NOV-09	Last Activity Date: 02-NOV-09	Requestor ID: X00725611
Budget Admin.: Weiss, Jeffrey I.	Home Dept:320	None	Purchase Status: Awaiting Approval

Vendor Information

Vendor ID: AB0375354	Vendor Name: EvensonBest, LLC,	Address Type:MA	Sequence:2
Vendor Address : 641 Avenue of the Americas 6th Floor New York, NY 10011			

Additional Information/Special Instructions/Bidding Information

Commodity Information: total is \$2

1 -- EA	test	\$2	\$2
---------	------	-----	-----

Accounting Distribution Information: total is \$2

1	1110-320-7103-41500	\$2
---	---------------------	-----

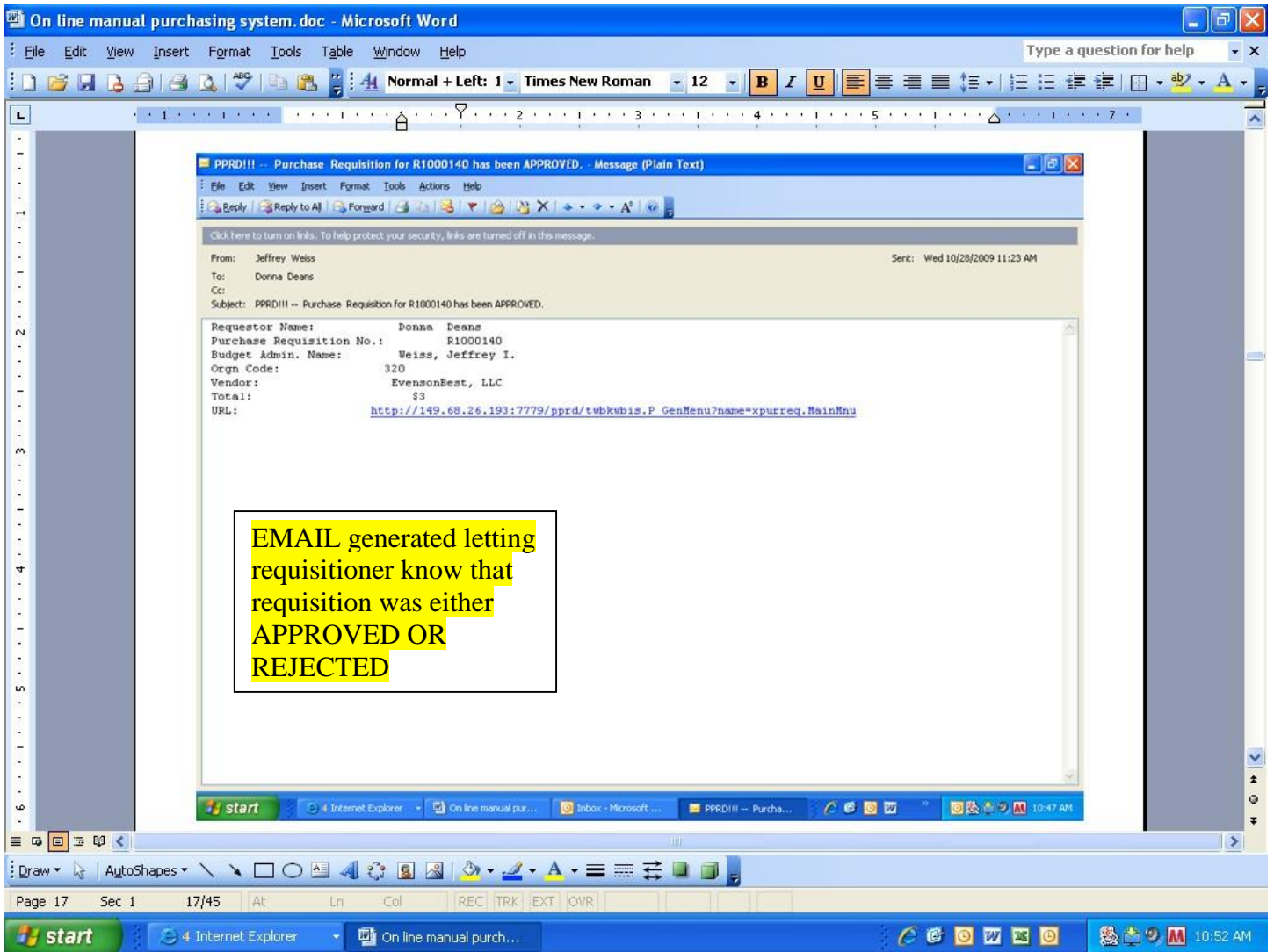
PREVIOUS PAGE EXIT w/out SAVE APPROVE REJECT Note:

Internet 100%

start On line manual pur... Inbox - Microsoft... Approval Screens f... Purchase Requisti... 11:25 AM

**Budget Administrator
APPROVES OR REJECTS**

- ❖ When the Purchase Requisition is Approved by the Budget Administrator, an Email is generated letting the Requisitioner know it is Approved.



Creating Databank Cover Sheet

- ❖ The next step is to go back to the Main Menu in UIS and click on “Print Purchase Requisition Cover Sheet”.
- ❖ Enter the Requisition Number and lick on Search.

Purchase Requisition Print Cover Page - Microsoft Internet Explorer provided by St. John's University

http://149.68.26.193:7779/pprd/xpurreq.pcover

Personal Information Student Financial Aid Employee Finance

Search Go SITE MAP HELP EXIT

To print the cover sheet, enter Purchase Requisition Number

Search

For Purchase Department use Only.
If you want to cancel/delete a purchase requisition in Banner, please enter the PR number here.

Cancel

start 5 Internet Explorer On line manual purch... Internet 100% 11:03 AM

TO PRINT COVER SHEET

Submission of Cover Sheet and Back-Up Documentation to Databank

❖ The next page shown is the Purchase Requisition Summary Page.

Purchase Requisition Summary for R1000519

Vendor ID: X01114827
Document Type: REQUISITION

Vendor Information		Header Information	
Name: Prasstek	Address: P.O. Box 712517	Requisition Date: 25-JAN-10	Prepared by: Sophia Hendricks
Cincinnati, OH 45271	Phone#: --	Home Dept: 225	Budget Admin.: AnnMarie Kiely-Cohen
Fax#: 888-425-9270	Contact:	Attn: Receiving Dept./MailRoom -(718)99	Delivery Location: Receiving Dept.-Queens Campus-8000 Utopia Parkway-ROTC Building
Email: none		Phone: 718-9906172	Contact: Receiving Dept./MailRoom
		Special Instruction:	Requisitioner: Stanley Jurgielewicz-IT Dept 1110-225-7157
			IT Dept - Newman Hall B-1
			Attachment: OTHERC
			Buyer Code: DMD

Additional Information/Special Instructions/Bidding Information

Renewal Maintenance Agreement

Commodity Information: Grand Total is \$1278.78

Item #	Quantity	Description/Specification#	Unit Price	Sub Total
1	1 EA	FORMAX SEALER	\$1278.78	\$1278.78

Accounting Distribution Information: Grand Total is \$1278.78

			\$1278.78
1	1110-225-7157-41500		\$1278.78

Approved by: Maura Woods Approved On: 25-JAN-10

back to previous screen back to main menu

App: B-F-DOCS(RO), Doc: 34675, Page: 1/1, Ver: 1 of 1; Subpage: 0/0; File Type is TIFF

Print Page and staple all relevant backup documentation i.e. Quotes Sole Source Justification, etc. – put into a special DATABANK ENVELOPE and send to Databank

Canceling a Purchase Requisition

Purchase Requisition Print Cover Page - Microsoft Internet Explorer provided by St. John's University

https://apollo.stjohns.edu/sjasis/xpurreq.pcover?p_cover_type=PR

Personal Information Student Financial Aid Employee **Finance**

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

To print the cover sheet, enter Purchase Requisition Number

Search

For Purchase Department use Only.
If you want to cancel/delete a purchase requisition in Banner,
please enter the PR number here.

Cancel

Type in requisition number and hit **Cancel**

Done Internet 100%

start Document1 - Microsof... On line manual purch... Purchase Requisition ... 11:37 AM

Purchase Requisition Print Cover Page - Microsoft Internet Explorer provided by St. John's University

http://149.68.26.193:7779/pprd/xpurreq.pcover

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Purchase Requisition Print Cover Page

Personal Information Student Financial Aid Employee **Finance**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

To print the cover sheet, enter Purchase Requisition Number

For Purchase Department use Only.
If you want to cancel/delete a purchase requisition in Banner, please enter the PR number here.

Purchase Requisition R1000146 can not be deleted or cancelled in Banner/UIS.
Please note that you can only delete a PR in Banner if it is not approved or completed.
An approved PR can only be cancelled in Banner before assigned a PO.

A purchase requisition can only be deleted in Banner if it is **NOT Approved or Completed**. An approved purchase requisition can only be cancelled in Banner before a **Purchase Order** number is assigned

start FarmVille on Faceboo... Purchase Requisition ... On line man 100% 11:3

Receiving Process

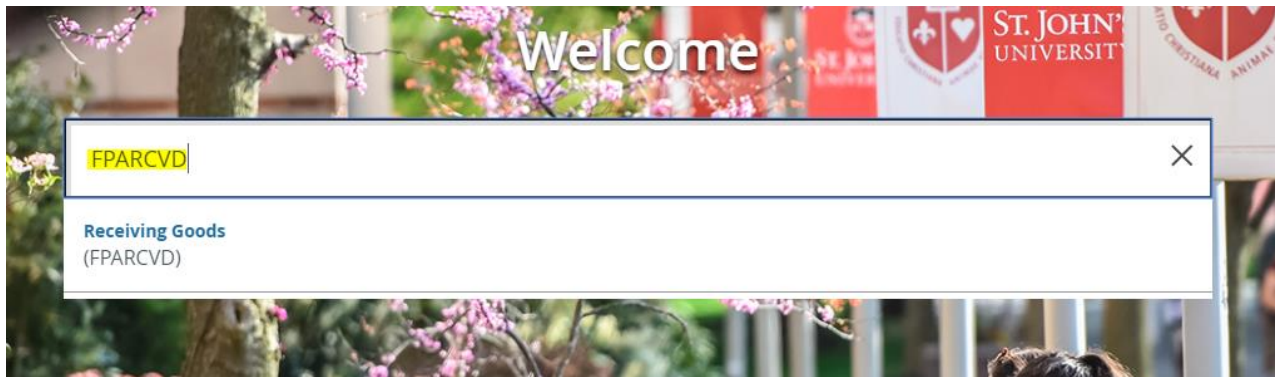
The electronic Receiving Process allows for full or partial electronic payment authorization from Departments to Accounts Payable for goods and services acquired and received via Purchase Order. As such, this new process eliminates the manual process of sending signed goldenrod copies of Purchase Orders to Accounts Payable authorizing payment.

It is the responsibility of the Department to electronically approve full or partial payment authorization in a timely manner in order for the University to meet vendor invoice payment due dates and to further take advantage of applicable payment discounts.

Login to Banner by accessing the following web address from your web browser:

<https://banneradmin.stjohns.edu/applicationNavigator>

❖ Type in **FPARCVD**



❖ Type **NEXT** into the box labeled receiver and click on 'Go'

2019

Application Navigator

ellucian Receiving Goods FPARCVD 9.3.9 (PROD) ADD RETRIEVE RELATED TOOLS

Receiver: *

Document Code

- ❖ The Date Received will self-populate as the current date
- ❖ Type the Invoice Number in the box labeled ‘Packing Slip’.
- ❖ Type the PO Number under in the box labeled ‘Purchase Order’
- ❖ Hit the Tab key until you see the Buyer and Vendor information.

9/24/2019

Application Navigator

ellucian Receiving Goods FPARCVD 9.3.9 (PROD) ADD RETRIEVE RELATED TOOLS

Receiver Document Code: Y0104697 Start Over

RECEIVING HEADER Insert Delete Copy Filter

Receiving Method ... Text Exists
 Carrier ... Received By SHENDRIC
 Date Received 09/24/2019

PACKING SLIP Insert Delete Copy Filter

Packing Slip 6452585351 ... Bill of Lading
 Text Exists

PURCHASE ORDER Insert Delete Copy Filter

Purchase Order P2001680 ... Buyer Mandy Zheng
 Receive or Adjust Receive Items Adjust Items Vendor X01603222 Lenovo Global Technology (United States) Inc.
 Items

1 of 1 Per Page Record 1 of 1

EDIT Record: 1/1 FPBRCDT.FPBRCDT_POHD_CODE [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian SAVE

- ❖ Next follow separate instructions for:
 - ❖ “Receiving All Goods” (p. 26)
 - ❖ “Receiving Partial Goods” (p. 28)

Receiving All Goods

- ❖ Go To **Tools** and select “**Receive all Purchase Order Items**”



Receiver Document Code: Y0104859

RECEIVING HEADER

Receiving Method: ...

Carrier: ...

Date Received*: 10/01/2019

Received By: BSI/CHDEV

Text Exists:

PACKING SLIP

Packing Slip: 114919081 ...

Bill of Lading:

Text Exists:

PURCHASE ORDER

Purchase Order: P2002176 ...

Buyer: Lorraine Schender

Vendor: X01438003 Global Equipment Co., Inc.

Receive or Adjust Items: Receive Items Adjust Items

Page: 1 of 1 | 1 Per Page

TOOLS

ACTIONS

- Refresh F5
- Export Shift+F1
- Print Screenshot Ctrl+Alt+P
- Clear Record Shift+F4
- Clear Data Shift+F5
- Item Properties
- Display ID Image
- Exit Quickflow
- About Banner

OPTIONS

- Receive All Purchase Order Items**
- Select Purchase Order Items [FPCRCPV]

BANNER DOCUMENT MANAGEMENT

- Retrieve Documents Alt+R
- Count Matched Documents
- Add Documents

PAGE LAYOUT

- Expanded
- Compact

- ❖ Use the Arrow down key on the bottom left side of the page until you see the Y-number appear at the top.

9/24/2019

Application Navigator

Receiver Document Code: **Y0104697** ADD RETRIEVE RELATED TOOLS

Start Over

COMMODITY Insert Delete Copy Filter

Receiver *Y0104697* Purchase Order
Document Code Packing Slip Vendor

DETAILS Insert Delete Copy Filter

Item 1 Commodity
Record Count

Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
	Lenovo thinkpad part# 20NQS08000	<input type="checkbox"/>	EA		<input checked="" type="checkbox"/>

1 of 1 | 10 Per Page | Record 1 of 1

Quantity	To Date	Current	U/M	FOB Code	
Received	40	<input type="text" value="40"/>	U/M	<input type="text" value="EA"/>	Each
Rejected	0	<input type="text"/>	U/M	<input type="text"/>	
Returned	0		Primary Location	<input type="text"/>	
Accepted	40		Sub Location	<input type="text"/>	
Ordered	40				

Item Suspense Tolerance Suspense Tolerance Override

COMPLETION Insert Delete Copy Filter

Complete In Process

- ❖ Click on the “Complete” button

Receiving Partial Goods

Go to tools on tool bar and "Select Purchase Order Items"

Receiving Goods FPARCVD 9.3.9 (PROD)

Receiver Document Code: Y0104934

RECEIVING HEADER

Receiving Method: [] Text Exists:

Carrier: [] Received By: SWEISS

Date Received: 10/03/2019

PACKING SLIP

Packing Slip: SW Text Exists:

Bill of Lading: []

PURCHASE ORDER

Purchase Order: P2000967 Buyer: Farheen Ahmed

Receive or Adjust: Receive Items Adjust Items Vendor: X01080868 Diversified Biotech

Tools Menu:

- Search
- ACTIONS
 - Refresh (F5)
 - Export (Shift+F1)
 - Print Screenshot (Ctrl+Alt+P)
 - Clear Record (Shift+F4)
 - Clear Data (Shift+F5)
 - Item Properties
 - Display ID Image
 - Exit Quickflow
 - About Banner
- OPTIONS
 - Receive All Purchase Order Items
 - Select Purchase Order Items [FPCRCVP]**

Check off the items received then enter save

Receiving Goods PO Item Selection FPCRCVP 9.3.6 (PROD)

Purchase Order: P2000967 Vendor: X01080868 Diversified Biotech Receiver Document: Y0104934

Packing Slip: SW Receive All:

SELECT INDIVIDUAL ITEMS

Item	Commodity	Commodity Description	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1		WPST-1000 Well Plate Stand	NONE	EA	1	1	<input type="checkbox"/>
2	SHIP	Shipping/Transport Charges	NONE	N/A	1	1	<input checked="" type="checkbox"/>

Record 2 of 2

Click on orange square in the top right corner of the screen

Receiving Goods PO Item Selection FPCRCVP 9.3.6 (PROD)

Purchase Order: P2000967 Vendor: X01080868 Diversified Biotech Receiver Document: Y0104934

Packing Slip: SW Receive All:

SELECT INDIVIDUAL ITEMS

Item	Commodity	Commodity Description	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1		WPST-1000 Well Plate Stand	NONE	EA	1	1	<input type="checkbox"/>

Record 1 of 1

Tools Menu: TOOLS 1

Notification: Saved successfully (1 rows saved)

Click on "GO" then "X" out of screen

Receiving Goods PO Item Selection FPCRCVP 9.3.6 (PROD)

Purchase Order: P2000967 Vendor: X01080868 Diversified Biotech Receiver Document: Y0104934

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1		WPST-1000 Well Plate Stand	NONE	EA	1	1	<input type="checkbox"/>

Record 1 of 1

Tools Menu: TOOLS 1

Go button highlighted in yellow

- ❖ This will generate a “Y” number
- ❖ Enter alt page down and enter amount received followed by complete

ellucian Receiving Goods FFWARV09.3.9 (P1400) ACK RETRIEVE RELATED

Receiver Document Code: Y0104934 Start C

COMMODITY Insert Delete Copy

Receiver Document Code: Y0104934 Purchase Order: P2000967
 Packing Slip: SW Vendor: Diversified Biotech

DETAILS Insert Delete Copy

Item: 2 Commodity Record:
 Count:

Commodity Code	Description	Stock Item	UM	FOB Code	Final Received
SHIP	Shipping/Transport Charges	<input type="checkbox"/>	N/A		<input type="checkbox"/>

1 of 1 | 10 Per Page Rec

Quantity	To Date	Current	UM	Final Received
Received	1	<input type="text" value=""/>	UM	<input type="text" value=""/>
Rejected	0	<input type="text" value=""/>	UM	<input type="text" value=""/>
Returned	0		Primary Location	<input type="text" value=""/>
Accepted	1		Sub Location	<input type="text" value=""/>
Ordered	1			

Item Suspense Tolerance Suspense Tolerance Override

COMPLETION Insert Delete Copy

Complete