



VIRGINIA TECH[®]

HokieMart Receiver
User Guide



HokieMart Receiver User Guide

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Introduction

Virginia Tech entered into partnership with Jaggaer to provide an effective and efficient e-procurement (purchasing) system for the university. This system, HokieMart, allows Virginia Tech to:

- To secure better pricing of commonly-used products
- To provide one-stop shopping
- To reduce time and effort in the purchasing process
- To select goods from online suppliers
- To produce cost savings through the use of HokieMart contract suppliers
- To improve business practices with the introduction of initial purchase approval
- To increase efficiency with the use of central invoicing and electronic receiving
- To produce, in conjunction with Banner, accurate and more timely financial information
- To increase the flow of purchase orders to eVA

User Roles

Roles in HokieMart are assigned to a particular user based on information received from departments and levels of responsibilities within individual departments and are controlled within the HokieMart application.

Requestor

The Requestor is the individual (user) who initiates the electronic purchase of goods and services by shopping and creating a “cart.” The Requestor has numerous sources to search for commodities and services and place the chosen items in a “shopping cart.” After placing these items in the “shopping cart” the Requestor will “check out.” After “check-out” is complete, a Purchase Requisition (PR) is created.

On-Behalf-of-Requestor

An On Behalf-of- Requestor is an individual who initiates the electronic purchase of goods and services “on behalf of” the Requestor who is authorized to use HokieMart.

Approver

An Approver is an individual designated to electronically review/edit and approve purchase requisitions within the delegated purchasing authority. The Approver electronically receives the PR for approval. After verification, the Approver may approve the PR or reject part/all of the PR. Approval of the PR creates a Purchase Order (PO) that is electronically delivered to the vendor.

Receiver

The Receiver verifies receipt of goods/services. All or part of the order may be received depending on delivery (backorders, damaged goods, etc.). The Receiver enters HokieMart and electronically “receives” the goods/services.

Overview of HokieMart Process

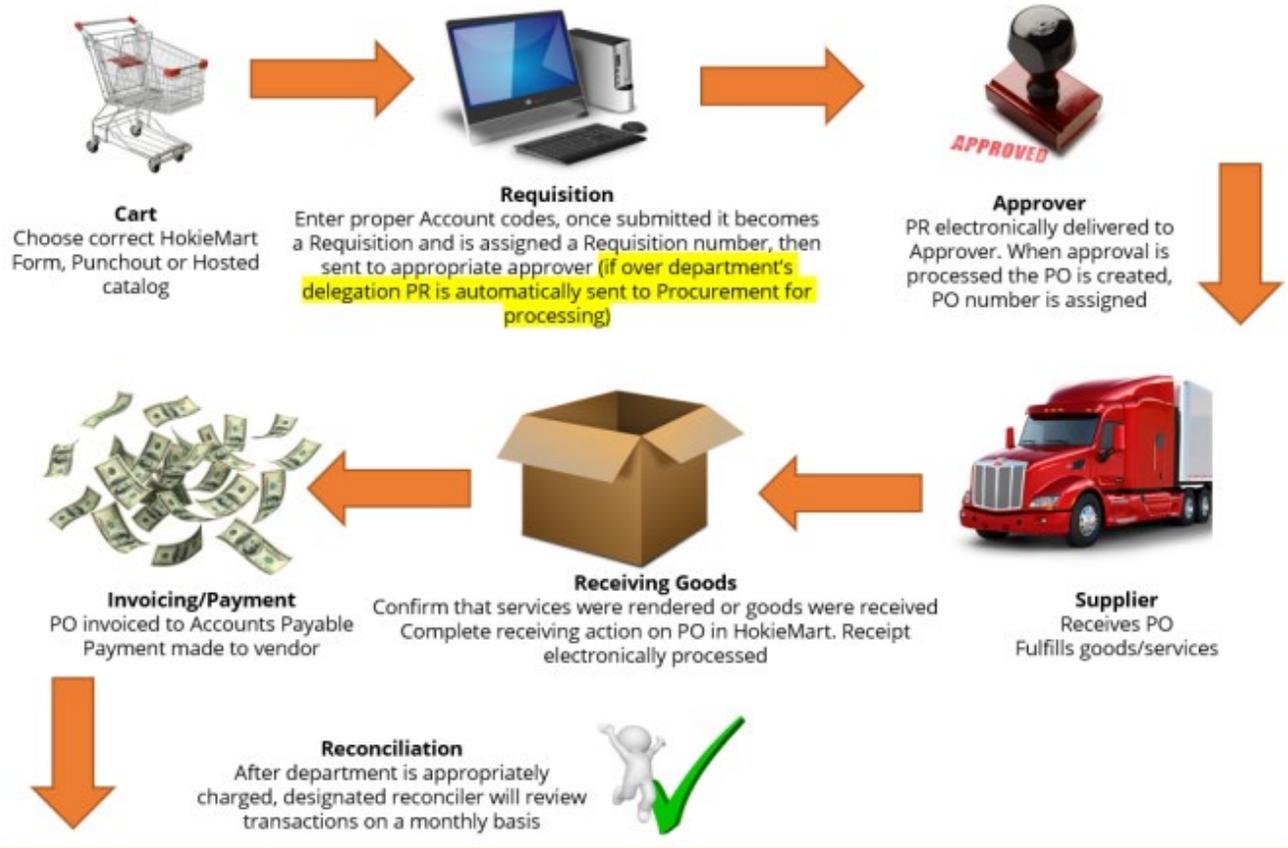
After the requisition is submitted and approved in HokieMart, a Purchase Order number is created.

Typically, a single user may serve as both a Requestor and Receiver. Usually, an Approver has only that single role.

HokieMart provides a central receiving process for the entire university. All invoices created in HokieMart are sent directly to the Controller’s Office. Departments continue to receive invoices for direct payments and university contract transactions.

HokieMart is open to the entire university; there should be virtually no paper processing.

HokieMart Workflow



Excerpts from Procedure 20305: Receiving Reports

“The employee who receives the goods and verifies the quantity and condition must then complete a receipt in HokieMart and record the date the goods or services were received with his/her HokieMart User ID.

This receipt will be reviewed by the Controller’s Office when the invoice is received for payments. Departments should keep in their files packing slips and/or, bills of lading. The receiving reports are stored electronically and do not need to be printed and sent to the Controller’s Office for payment.”

If the individual creating the received receipt in HokieMart is not the individual who physically received the goods, the Controller’s Office recommends that the individual creating the receipt in HokieMart attach the signed (signed by the individual who physically received the goods) packing slip in HokieMart.

Quantity Versus Cost Receipts

Ninety-nine percent of the time, Receivers will process a Quantity Receipt for goods. A Cost Receipt is used for contractual services which are invoiced in incremental payments (consulting, etc.) in which payments are made at the end of each period that the service is completed.

Punchout/Hosted Catalog Forms	Receiving Needed	Cancellation Needed
Non-Catalog Form	Receiving Needed	Cancellation Needed
Prepayments on any HokieMart Form	Receiving Not Needed	Cancellation Needed
ISRs	Receiving Not Needed	Cancellation Needed
Travel Agency Authorization	Receiving Not Needed	Cancellation Needed
Payment Request Forms	Receiving Not Needed	N/A

Receipt Actions

There are three main types of receiving actions that can be entered in HokieMart. These actions (Receiving, Returning, and Canceling) will be reviewed in this section. It is important to remember that some transactions will require multiple types of receipts to be entered to accurately reflect the transfer of goods and services.

A step-by-step guide on entering receipts in HokieMart will be included in subsequent sections of this guide.

Receiving Action

A receiving action is taken when either all items on an order are received or when a portion of an order is received.

Example 1: 20 tubes ordered; 20 tubes are received. Perform a receipt action in HokieMart for the 20 tubes.

Example 2: 20 tubes ordered; 10 tubes are received. Perform a receipt action in HokieMart for the 10 tubes.

Note: If more items were received than ordered and the department decides to keep the over-shipment, the total number of items received should be entered on the receiving form. Enter a note on the receiving form, "Supplier over shipped and department wants to keep over-shipment."

Returning Action

A receiving action is taken when either all items on an order are returned or when a portion of items in an order are returned. Items are typically returned due to damage, wrong item being provided, etc.

Example 1: 20 test tubes are ordered and a receipt action is performed in HokieMart. It is later determined that 5 were broken and need to be returned. Perform a second receipt to return the 5 broken items.

Canceling Action

A “cancelled” receipt action is taken when it is discovered that an item will not be received or when an item that is returned will not be replaced on the current PO. It is important to include notes regarding the cancellation so that the encumbrance can be removed by the Purchasing department.

Example 1: 1 computer was received but the monitor was broken and the computer/monitor will not be replaced.

- If the computer was actually received on premises
 - Perform a received receipt.
 - Perform a returned receipt.
 - Perform a cancelled receipt.

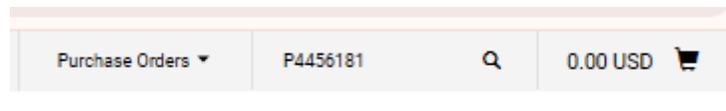
Example 2: 1 computer was ordered but the supplier is unable to fulfill the order

- If the computer was not actually received on premises:
Perform a cancelled receipt.

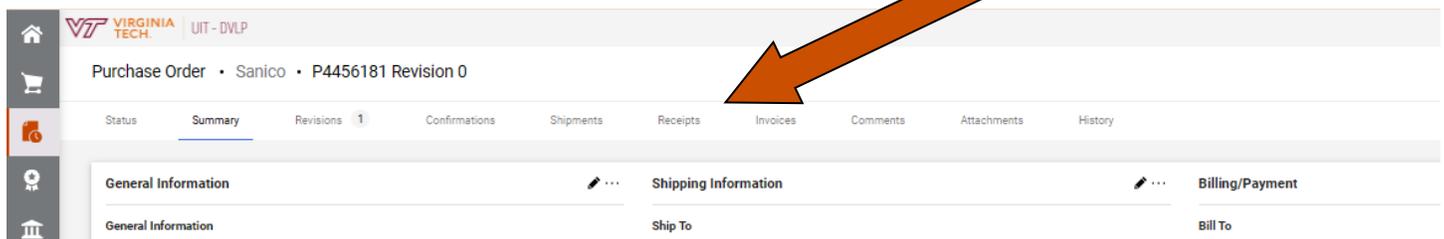
Performing a cancelled receipt is an important step of the process to get your purchase order’s encumbrance released. When a cancelled receipt exports over to Banner at 9AM or 3PM each day, Banner will automatically release the encumbrance on the associated purchase order. If for any reason an encumbrance cannot be released on a cancelled item(s), a member of the Procurement Department Operations team will reach out to you with more information.

Create a Receipt

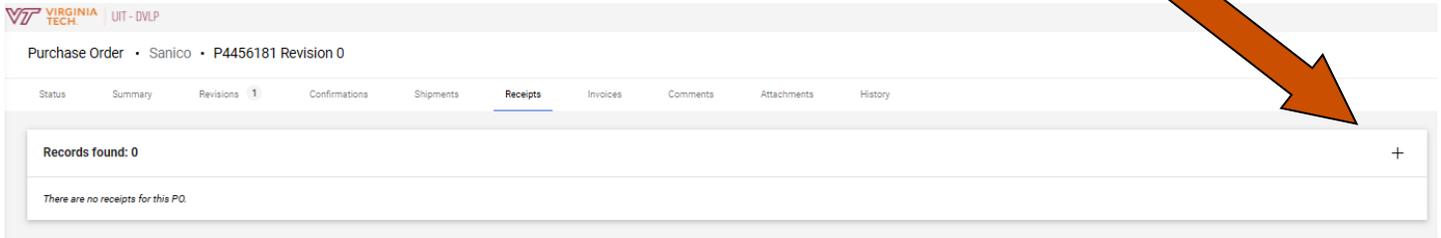
1. Search for the Purchase Order Number in the upper right corner of HokieMart. Select the magnifying glass or select enter.



2. Select the Receipts tab on the Purchase Order



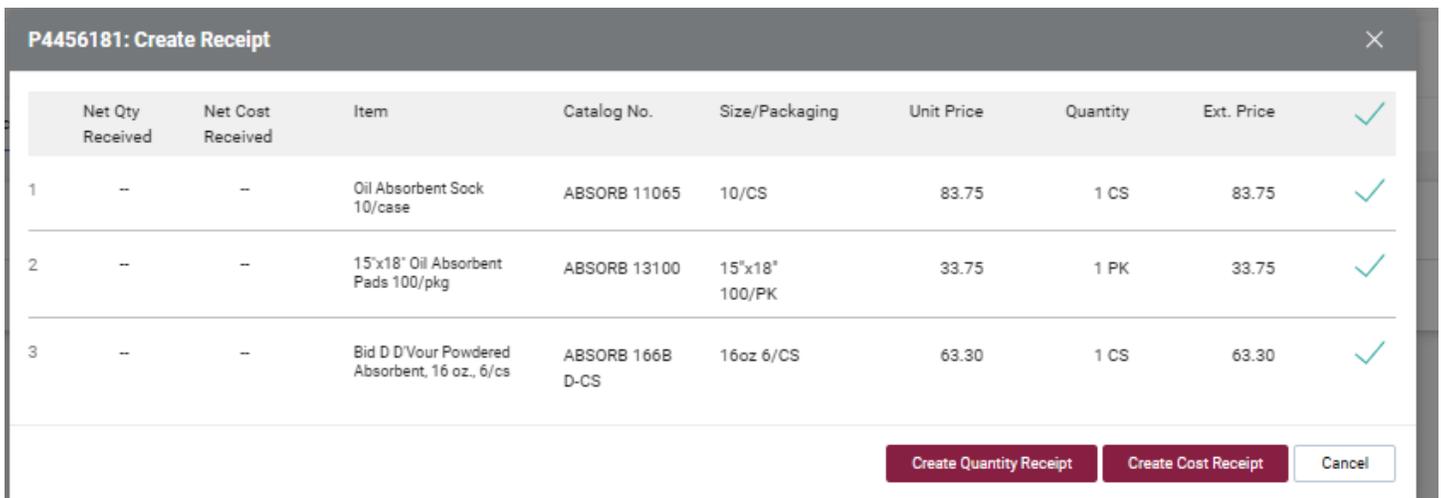
3. Select the plus (+) icon to create a receipt.



The screenshot shows the top navigation bar with the Virginia Tech logo and 'UIT - DVLP'. Below it, the purchase order details are displayed: 'Purchase Order • Sanico • P4456181 Revision 0'. A horizontal menu contains tabs for 'Status', 'Summary', 'Revisions 1', 'Confirmations', 'Shipments', 'Receipts', 'Invoices', 'Comments', 'Attachments', and 'History'. The 'Receipts' tab is active. Below the menu, a box indicates 'Records found: 0' with a plus sign icon on the right. A message below reads 'There are no receipts for this PO.' A large orange arrow points to the plus sign icon.

4. A green check mark will appear next to all line items on the purchase order. Make sure that a green check mark only appears next to the line items that you want to create a receiving action for. Clicking on the green check mark will deselect and remove this indicator as needed.

5. Select the “Create Quantity Receipt” or “Create Cost Receipt” button.



The screenshot shows a dialog box titled 'P4456181: Create Receipt' with a close button (X) in the top right corner. It contains a table with the following columns: 'Net Qty Received', 'Net Cost Received', 'Item', 'Catalog No.', 'Size/Packaging', 'Unit Price', 'Quantity', 'Ext. Price', and a green checkmark icon. The table lists three items:

Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	✓
--	--	Oil Absorbent Sock 10/case	ABSORB 11065	10/CS	83.75	1 CS	83.75	✓
--	--	15"x18" Oil Absorbent Pads 100/pkg	ABSORB 13100	15"x18" 100/PK	33.75	1 PK	33.75	✓
--	--	Bid D D'Vour Powdered Absorbent, 16 oz., 6/cs	ABSORB 166B D-CS	16oz 6/CS	63.30	1 CS	63.30	✓

At the bottom right of the dialog box, there are three buttons: 'Create Quantity Receipt', 'Create Cost Receipt', and 'Cancel'.

Entering a Quantity or Cost Receipt

1. The quantity or cost receipt will be viewable based on the button selected. Enter the date the goods or services were actually received. Please note that the HokieMart receiving date defaults to the current date. To accurately enter the correct receiving date, the Receiver must actively change the default date.
2. The user should enter notes related to the receiving action. It is important that notes be entered any time a cancel receipt is entered. Additionally, when processing a cost receipt, departments must enter the supplier invoice number in the packing slip number field. Accounts Payable can match the cost receipt to the appropriate vendor invoice creating efficiencies in processing invoices and paying vendors timely.

The screenshot shows a web form titled 'Quantity Receipt • 645285'. The form has tabs for 'Summary', 'Comments', 'Attachments', and 'History'. The 'Summary' tab is active. The form contains several fields: 'Receipt Name' (2024-06-27 ammori2 01), 'Receipt No' (To Be Assigned), 'Receipt Date' (6/27/2024), 'Packing Slip No.' (empty), 'Supplier Name' (Sanico), 'Received by' (Amy Burchett), and 'Receipt Address' (a dropdown menu). To the right of these fields are 'Tracking No.', 'Flexible Text Field', 'Flexible Text Field 2', 'Flexible Drop Down', and 'Notes'. Three orange arrows point to the 'Receipt Date', 'Supplier Name', and 'Notes' fields. The 'Notes' field has a '1000 characters remaining' indicator.

3. The user will receive either a quantity of goods or a cost of a good or service for each line item on the receipt.
 - a. Quantity Receipt: Enter the number of items received in the quantity box if different from the quantity ordered. The user may also include an attachment for delivery or packing slips.

Qty/UOM Ordered	Quantity	Status
1 10/CS	1	Received

b. Cost Receipt: Enter the cost of items received in the cost box if different from the cost ordered. The user may also include an attachment for delivery or packing slips.

Cost Ordered	Cost	Status
83.75	<input type="text" value="50"/>	Cost Received

2 15'x18" Oil Absorbent Pads 100/plg ABSORB 13100 1100/PK Received

ITEM DETAILS

Contract No. no value

Line Item Type no value

Flex Field 2

Attachments Add

Notes

1000 characters remaining

4. Choose the desired action from the drop-down menu (Received, Returned, or Canceled).
5. The user has an opportunity to remove any line items not being received, returned, or canceled by selecting the trash can icon () next to the line item on the actual receipt.
6. To finalize the receipt, click Complete in the upper right corner.



Save Updates

Complete



- The user will be provided with a Receipt Number for the Purchase Order. The receipt number and/or purchase order number are links that can be selected to direct the user to these documents in HokieMart.

✔ **Receipt Created**

Summary		Next Steps
Receipt No	645285	Create Qty Receipt
Created for the PO No(s)	P4456181	Create Cost Receipt

- The Receipts tab on the Purchase Order will contain a history of all receiving actions that have been entered. Before performing a receiving action, check the PO History to verify that the PO has not been received already.

UIT - DVLP

Purchase Order • Sanico • P4456181 Revision 0

Status
Summary
Revisions 1
Confirmations
Shipments
Receipts 1
Invoices
Comments
Attachments
History

Records found: 1 +

No.	Receipt Date	Receipt Type	Cost Amount	Received by
645285	6/27/2024	Quantity	-	Burchett, Amy

Line Details

No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price
1	Oil Absorbent Sock 10/case	ABSORB 11065	83.75 USD	1 CS	83.75 USD
		Qty / Cost (In)	Qty / Cost (Out)	Status	
		Open			
2	15"x18" Oil Absorbent Pads 100/pkg	ABSORB 13100	33.75 USD	1 PK	33.75 USD
		Qty / Cost (In)	Qty / Cost (Out)	Status	
		1		Net Received	
3	Bid D O'Vour Powdered Absorbent, 16 oz., 6/cs	ABSORB 166BD-CS	63.30 USD	1 CS	63.30 USD
		Qty / Cost (In)	Qty / Cost (Out)	Status	
		Open			

Search for Purchase Order Number

If the PO Number is not known and the goods or services have been received, a search for the PO can be performed by using the “My Recently Completed Purchase Orders” functionality.

1. Select the silhouette icon  in the upper right corner
2. Select “My Recently Completed Purchase Orders” to retrieve a complete listing of purchase orders for your organization.

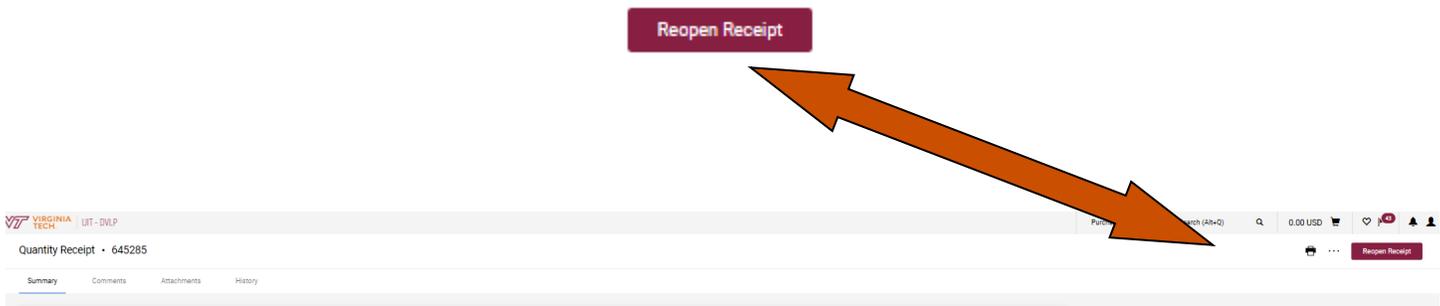
1-10 of 10 Results 20 Per Page

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
P4387339	Lee Hartman & Sons Inc	4/24/2024 1:17:18 PM	Completed	4008515	Amy Burchett	Sent To Supplier	No Matches	1,352.63 USD
P4387336	Admiral Leasing	4/18/2024 5:24:02 PM	Completed	3945203	Amy Burchett	No Shipments	No Matches	35.00 USD
P4387332	Produce Source Partners	4/11/2024 4:33:17 PM	Completed	3999169	Amy Burchett	No Shipments	No Matches	1,029.95 USD

3. Select the desired PO number to view complete details of the PO.

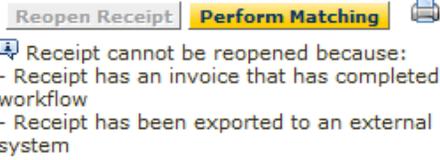
Reopen or Delete a Receipt

At times users may make a mistake on a Receipt by keying the wrong quantity or the wrong dollar amount. Users may now reopen a receipt to make edits or delete the receipt. A “reopen” button will now appear on the Receipt.



When reopening the Receipt, the user will be forced to enter a comment regarding the reason why they are reopening the Receipt. This comment will be recorded in the Receipt history. After entering the comment, the Receipt will be in draft mode and will allow the user to make edits or delete the receipt completely.

In some instances, the Receipt may not be reopened if the Receipt has an invoice that has been completed against the PO or the Receipt has been exported into Banner (occurs each day at 9:00 AM and 3:00 PM.)



This means that a receipt that is entered after 3 PM must be edited or deleted prior to 9AM the following morning. Also, for a receipt entered after 9 AM, it must be edited or deleted prior to 3 PM the same day.

Contact Information

HokieMart	Questions concerning HokieMart functions (rejected/pending PRs/POs), appropriate form usage and procedures, vendor receipt of orders: HokieMart@vt.edu
Accounts Payable	Questions concerning the payment of invoices, encumbrances, or credit memos: acctpay@vt.edu or Jason McGraw at jamcgraw@vt.edu , 540-231-2544
Invoice Imaging	Questions concerning invoice images: Jason McGraw at jamcgraw@vt.edu , 540-231-2544
Receiving	Questions concerning electronic receiving: Rebecca Goad at rg91acct@vt.edu , 540-231-9308
Banner Reports	Questions concerning Banner Finance reports: General Accounting genactg@vt.edu
HokieMart Access	Questions concerning updating or adding roles (Receiver, Requestor, Approver) or access to funding: General Accounting genactg@vt.edu
International Tax Payments	US Non-Resident Payments: Kimberly Myers, kiharve1@vt.edu , 540-231-7586
Wire Transfers	Wires are processed for international payments only. Allow 10 business days from when the request is received in the Controller's Office for processing. Janice Chumbley, cjan@vt.edu , 540-231-0036

Additional Resources

Additional HokieMart material and HokieMart User Quick Guides may be found on the Procurement website: <https://www.procurement.vt.edu/hokiemart.html>

Issues of the HokieMart Newsletter, The Cart, may be found on the Procurement website: <http://www.procurement.vt.edu/hokiemart/cart.html>