

Virginia Tech Electronic Business System



Receiver User Guide

March 12, 2014

Table of Contents

	<u>Page</u>
Introduction	3
Contact Information	5
Cost Versus Quantity Receipt	6
Create a Receipt	7
Receipt Actions	9
Attachments	13
Search for Purchase Order Number	14
Important Points for Receiving	16

Introduction

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

- 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

The basic users in HokieMart are:

1. **Requestor** – individual who initiates the **electronic** purchase of goods and services by shopping and creating a “cart.”
 - **On-Behalf-of-Requestor** – individual who initiates the **electronic** purchase of goods and services “on behalf of” the **Requestor** who is authorized to use HokieMart.
2. **Approver** – individual designated to **electronically** review/edit and approve purchase requisitions within their delegated purchasing authority.
3. **Receiver** – individual who will **electronically** receive the goods and services.

HokieMart Process:

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 user will “Check-out.” After “Check-out” is complete, a purchase requisition (PR) will be created.

The **Approver** electronically receives the PR for approval. After verification, the Approver may either reject part/all of the PR or approve the PR. Approval of the PR will create a PO that is electronically delivered to the vendor.

After HokieMart interfaces with Banner, a Banner PO number is created by the system.

The **Receiver** verifies receipt of goods/services. All or part of the order may be received depending on delivery (backorders, damaged goods, etc.). After the electronic receipt process is completed, the Controller’s Office will complete the payment process.

Typically, a single user may also serve as both a **Requestor** and **Receiver**.

HokieMart enables a central receiving process for the entire university. All invoices created in HokieMart are sent directly to the Controller's Office. Departments may receive invoices for direct payments and university contracts.

HokieMart is open to the entire university; there should be virtually no paper processing. The responsibility of each user is described in one of three guides: **Requestor**, **Approver**, and **Receiver**.

QUICK REFERENCE

- Step 1: A HokieMart shopping cart is created by a Requestor. A PR # is assigned.
- Step 2: The PR is either approved (in part or total) or declined (in part or total) by an Approver. A PO # is created and the order delivered to the vendor.
- Step 3: The order is electronically received (in part or total) by the Receiver. The invoice is processed by the Controller's Office and is electronically matched to the receiving report in HokieMart. The payment will not be made to vendor unless receiving is complete.

Contact Information

HokieMart	Questions concerning HokieMart functions (rejected/pending PRs/POs), appropriate form usage and procedures, vendor receipt of orders, etc. HokieMart@vt.edu , 540-231-2020
Accounts Payable	Questions concerning the payment of invoices, encumbrances, or credit memos: Rodney Ratliff at rodney1@vt.edu , 540-231-2544
Receiving Invoice Imaging	Questions concerning electronic receiving and invoice images: Brandon Webb at bwebb13@vt.edu , 540-231-9308
Banner Reports	Questions concerning Banner Finance reports: Penny Falck at plfalck@vt.edu , 540-231-9260
Direct Pay	Questions concerning the use of Direct Pay Form and payment categories: Bettina Simerly at bbsimer@vt.edu , 540-231-8616
HokieMart Roles	Questions concerning updating/adding HokieMart roles (Requestor, Receiver, Approver): Penny Falck at plfalck@vt.edu , 540-231-9260
International Tax Payments	(US Non-Resident): Janet Kunz, jakunz@vt.edu , 540-231-3754
Wire Transfers	Questions concerning wire transfers: April Everhart, aprilee@vt.edu , 540-231-8608

HokieMart Information

Issues of the HokieMart Newsletter, The Cart, may be found at:
<http://www.purch.vt.edu/HokieMart/cart/cart.html>.

Issues of the Hokie Bulletin Upgrade may be found at: <http://www.purch.vt.edu/>
under the tab labeled Announcements to the left.

Current HokieMart User Guides may be found at: <http://www.purch.vt.edu/HokieMart/ug.html>.

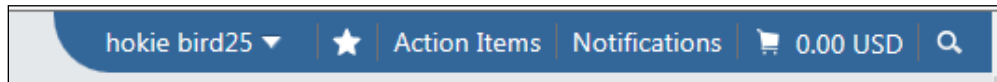
Cost Versus Quantity Receipt

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. If you have questions, please contact Brandon Webb, bwebb13@vt.edu, 231-9308.

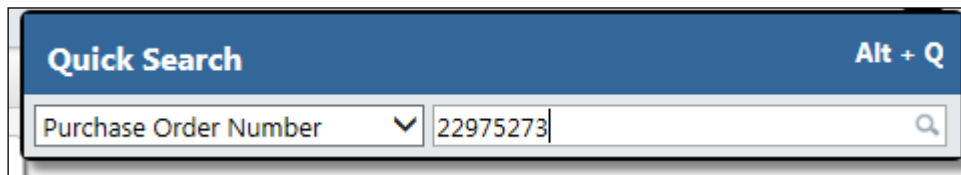
Punchout/Hosted Catalog Forms	Receiving Needed	Cancellation Needed
Non-Catalog Form	Receiving Needed	Cancellation Needed
Direct Pay	Receiving Needed	Cancellation Needed
Prepayments on any HokieMart Form	Receiving Not Needed	Cancellation Needed
IPRs and ISRs	Receiving Not Needed	Cancellation Needed
Reimbursement Request	Receiving Not Needed	Cancellation Needed
Travel Agency Authorization	Receiving Not Needed	Cancellation Needed

Create a Receipt

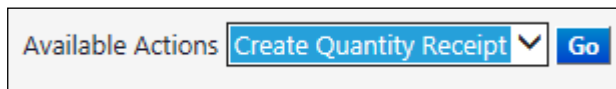
1. Click the magnifying glass in the upper right hand corner of the HokieMart screen:



2. Search for the Purchase Order Number or search for the Requisition Number (also located on the drop down menu below PO Number, by clicking the down arrow).



- Click on the magnifying glass or hit enter.
3. From the Available Actions drop-down menu:
 - Choose “Create Quantity Receipt” **OR** “Create Cost Receipt.”



- Click “Go.”

4. The receipt can now be viewed. (continued on next page)

The screenshot shows the receipt view form. The 'Receipt Date' field is highlighted with a red arrow and the text 'Enter actual receipt date of goods'. The 'Notes' field is also highlighted with a red arrow and the text 'For desired notes. MUST be completed when a cancellation is done.' The form includes fields for Receipt Name, Receipt Create Date, Receipt No, Receipt Date, Packing Slip No., Supplier Name, Received by, Location, Receipt Address, Carrier, Tracking No., Flexible Text Fields, Flexible Drop Down, Attachments, and Notes.

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	2/12/2014 <small>mm/dd/yyyy</small>		Bio-Rad Laboratories	hokie bird25

RECEIPT ADDRESS

Location: Purchasing

DELIVERY

Carrier: Other

Tracking No.:

Flexible Text Field:

Flexible Text Field 2:

Flexible Drop Down:

Attachments: Attach/Link

Notes (1,000 Chars. Max):

5. Type in the number of items received in the quantity box if different from quantity ordered.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
22975273	1	Micro Test Tubes	2239501	20 EA		1		Received	Remove Line Receive & Return	<input type="checkbox"/>

6. Choose the desired action from the drop-down menu.

Line Status	Actions
Received	Remove Line Receive & Return

Line Status	Actions
Returned	Remove Line Receive & Return

Line Status	Actions
Cancelled	Remove Line Receive & Return

7. If you have entered notes,

- Click “Save Updates.”

Delete Add PO Save Updates Complete

8. To finalize the receipt, click “Complete.”

The user will be provided with a Receipt No for the PO.

Receipt No . 7070451 has been created for the following PO No(s):

- PO/Reference No. 22975273

User may click on the Receipt Number to view the receipt or click on the PO number to view the entire PO. By clicking on the Receipts tab, the history of the receipt will be available.

Status	Purchase Order	PO Approvals	Shipments	Receipts	Comments	Attachments	History
--------	----------------	--------------	-----------	-----------------	----------	-------------	---------

Header Information ?

Receipt Name	2014-02-18 requestor25 01	Receipt Create Date	2/18/2014 2:58:47 PM	Complete Date	2/18/2014 2:59:39 PM	Source: Manual
---------------------	------------------------------	----------------------------	----------------------	----------------------	----------------------	-----------------------

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
7101410	1/2/2014 12:00:00 AM		Bio-Rad Laboratories	hokie bird25

RECEIPT ADDRESS	DELIVERY
Location Purchasing	Carrier Tracking No. Flexible Text Field Flexible Text Field 2 Flexible Drop Down Attachments Notes (1,000 Chars. Max)

Receipt Actions

There are **FOUR** receipt actions.

- Received Action**– All items that were ordered are received.

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

Receipt Lines ?

Line Details ?

Show Receipt Details For Selected Lines: Remove Selected Items

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
22975273 	1	Micro Test Tubes	2239501	20 EA		20 <input type="text" value="x"/>		Received <input type="button" value="v"/>	Remove Line Receive & Return	<input type="checkbox"/>

Follow above instructions for “Create a Receipt.”

2. **Returned Action**- All items ordered arrive and a receipt action is performed. It is later determined that part/all of the items need to be returned (damaged, wrong item, etc.)
Example: 20 test tubes are ordered and 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.

First receipt **received** all 20 test tubes.

The screenshot shows the 'Receipt Lines' window with a table containing one row of data:

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
22975273	1	Micro Test Tubes	2239501	20 EA		20	x	Received	Remove Line, Receive & Return

Items must be received before they can be returned.

Partial Receipt

Second receipt **returned** 5 of the test tubes.

The screenshot shows the 'Receipt Lines' window with a table containing one row of data:

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
22975273	1	Micro Test Tubes	2239501	20 EA		5	x	Returned	Remove Line, Receive & Return

Be sure that the quantity of items is adjusted to the total that user is returning.

Follow instructions for “Create a Receipt.”

If the 5 test tubes **will not be replaced on the current PO**, perform a cancelled receipt.

IMPORTANT: A note must be placed in the Notes section whenever a PO is cancelled.

3. **Received/Returned Action** –All Items That Were Delivered and Returned on the Same Date
Example: 20 test tubes were ordered; 20 test tubes were delivered but were broken.
 Receive/return the 20 test tubes. In the “Notes” section, please notify the Controller’s Office of the status of the order.

Show Receipt Details										For Selected Lines: Remove Selected Items <input type="button" value="Go"/>	
PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	<input type="checkbox"/>	
22975273	1	Micro Test Tubes	2239501	20 EA Net Received -2@29.00 (-58.00)		20		Received <input type="button" value="Remove Line"/> <input type="button" value="Receive & Return"/>	<input type="checkbox"/>		
22975273	1	Micro Test Tubes	2239501	20 EA		20 <input type="button" value="x"/>		Returned <input type="button" value="Remove Line"/> <input type="button" value="Receive & Return"/>	<input type="checkbox"/>		

- **IMPORTANT:** When receiving and returning the 20 test tubes, the line status must be set to “Received” **then** click “Receive & Return” button.

If the 20 damaged test tubes **will not be replaced**, perform a cancelled receipt:

Show Receipt Details										For Selected Lines: Remove Selected Items <input type="button" value="Go"/>	
PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	<input type="checkbox"/>	
22975273	1	Micro Test Tubes	2239501	20 EA		20		Cancelled <input type="button" value="Remove Line"/> <input type="button" value="Receive & Return"/>	<input type="checkbox"/>		

IMPORTANT: A note must be placed in the Notes section whenever a PO is cancelled.

Notes (1,000 Chars. Max)	All 20 test tubes where broken and will not be replaced on this PO.	<input type="button" value="↑"/> <input type="button" value="↓"/>
-----------------------------	---	--

Complete the receipt following instruction on previous pages.

4. **Cancelled Action**- Perform a “cancelled” receipt action when item will not be replaced on the current PO.
Example: 1 computer was received but monitor was broken and the computer/monitor **will not be replaced**.

If the computer was actually received on premises it must be cancelled:

Perform a received receipt.

Perform a returned receipt.

Perform a cancelled receipt.

If the computer was **not** actually received on premises:

Perform a cancelled receipt.

Follow instructions for “Create a Receipt.”

IMPORTANT: A note must be placed in the Notes section whenever a PO is cancelled.

The department is not required to perform a receiving action on an Interdepartmental Service Request (ISR), an Interdepartmental Printing Request (IPR), Travel Agency Authorization (TAA), and Prepayments. **But, when an encumbrance needs to be removed in Banner, a cancellation must be performed for POs created on these forms.**

Attachments

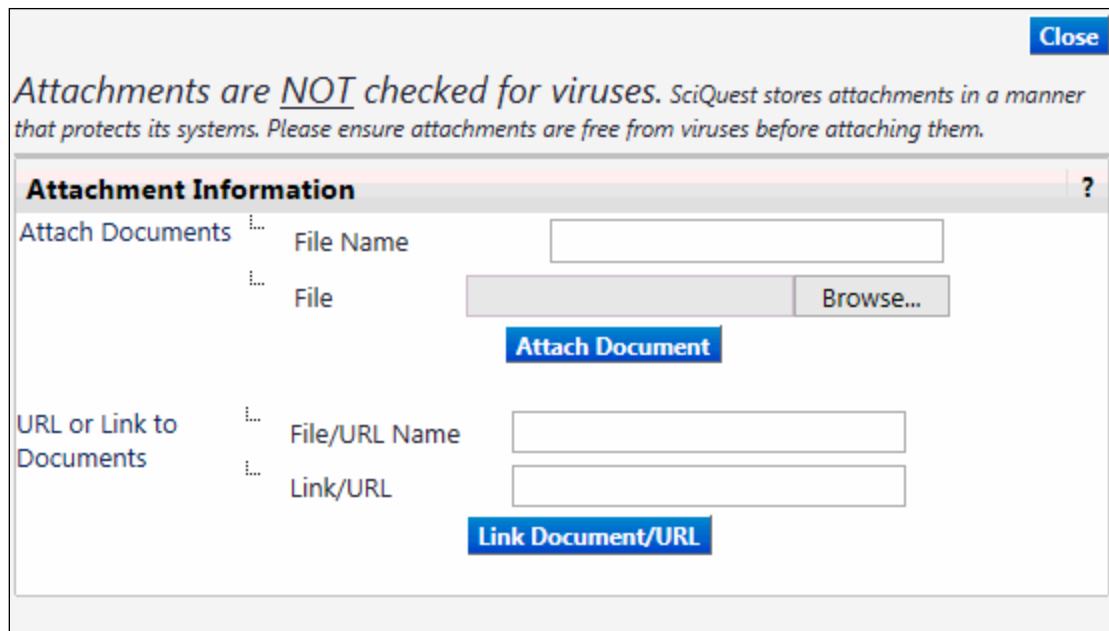
When creating a receipt an attachment can be added such as delivery slips or packing slips.

- Follow the above instructions for “Create a Receipt”. In the “Header Information” box, there is an option to “Attach/Link” a document.



The screenshot shows a form with two main sections. The top section is labeled "Attachments" and contains a button labeled "Attach/Link". Below this is a section labeled "Notes (1,000 Chars. Max)" which contains a text input field with up and down arrow icons on the right side.

- To find a file to attach, click the “browse” button. Once the file is located click “Attach Document”.
- A URL or link to a document can also be used when attaching a document. After typing in the URL or link click “Link Document/URL” to attach.



The screenshot shows a dialog box titled "Attachment Information" with a "Close" button in the top right corner. A warning message at the top reads: "Attachments are NOT checked for viruses. SciQuest stores attachments in a manner that protects its systems. Please ensure attachments are free from viruses before attaching them." Below the warning, there are two sections: "Attach Documents" and "URL or Link to Documents". The "Attach Documents" section has a "File Name" input field, a "File" input field with a "Browse..." button, and an "Attach Document" button. The "URL or Link to Documents" section has a "File/URL Name" input field, a "Link/URL" input field, and a "Link Document/URL" button.

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 purchase orders” tab.

- Click the down arrow beside your name in the upper right hand corner
- Click on “My Completed Purchase Orders”

A complete listing of purchase orders will be displayed.

Workflow Status	PO No	Supplier	Creation Date/Time	PO Total	Requisition No.	Requisitioner	Supplier Status	Settlement Status	Select
✓	P2058402	Virginia Association of Governmental Purchasing Inc	11/8/2010 4:20 PM	280.00 USD	19102595	Crunkilton, Sherry			<input type="checkbox"/>
✓	P2058265	VT Digital Print Center II	11/8/2010 3:17 PM	225.00 USD	19089411	Crunkilton, Sherry	Sent		<input type="checkbox"/>
✓	P2058263	VT Digital Print Center II	11/8/2010 3:17 PM	325.00 USD	19096378	Crunkilton, Sherry	Sent		<input type="checkbox"/>
✓	P2054033	National Association of Educational Procurement	10/28/2010 4:57 PM	1,190.00 USD	18857051	Crunkilton, Sherry			<input type="checkbox"/>
✓	P2050490	Electronic Systems Inc	10/21/2010 10:39 AM	282.00 USD	18800078	Crunkilton, Sherry	Sent		<input type="checkbox"/>
✓	P2049086	VT Software Distribution	10/19/2010 9:35 AM	50.00 USD	18571735	Crunkilton, Sherry	Sent		<input type="checkbox"/>
✓	P2047510	Guy Brown Products	10/14/2010 3:28 PM	524.11 USD	18688592	Crunkilton, Sherry	Sent	Fully Received Fully Invoiced	<input type="checkbox"/>

- Click on the desired PO number to view complete details of the PO.

General Information		Document Status	
PO/Reference No.	P2058402	A/P status	Open
Revision No.	0	Workflow	✓ Completed (11/8/2010 4:29 PM)
Purchase Order Date	11/8/2010	Distribution	The system will distribute purchase orders using the method(s) indicated below: Fax: +1 (540) 231-1177
Supplier Name	Virginia Association of Governmental Purchasing Inc more info...	Supplier	New Order view
Total	280.00		
Owner Name	Sherry Crunkilton		
Owner Phone	+1 (540) 231-3988		
Owner Email	scrunkil@vt.edu		
Requisition Number	19102595 view print		

Line Item Status									
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	
1 ✓ Yearly membership subscription more info...	DP	YR	280.00	1 YR	280.00 USD	New Order	none	none	
Total									280.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation

Special Feature

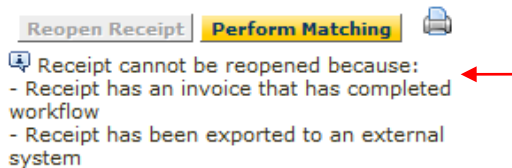
Reopen or Delete a Receipt

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

Reopen 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 **exactly** at 10:00 AM and 3:00 PM.)



IMPORTANT: This means that a receipt that is entered after 3 PM must be edited or deleted prior to 10AM the following morning. Also, for a receipt entered after 10 AM, it must be edited or deleted prior to 3 PM the same day.

IMPORTANT POINTS FOR RECEIVING

The accurate received date must be entered in HokieMart. Please note that HokieMart receiving date defaults to the current date. To accurately enter the correct receiving date, the Receiver must actively change the default date.

Prepayments/Reimbursements do not need a receiving action. However, **paperwork must be sent to the Controller's Office. This will prompt the Controller's Office to process the payment.**

Prepayments, Interdepartmental Service Requests (ISRs), Interdepartmental Print Requests (IPRs), and Travel Agency Authorizations (TAAs), do not require a receiving action. The service provider processes the charge electronically in Banner or forwards electronic charge file to the Controller's Office.

Payments to individuals other than reimbursement (including honoraria, scholarships, fellowship services, human subjects) should have the Banner ID# written on it. Please do not put SS# in the description field.

Before performing a receiving action, check the PO History to verify that the PO has not been received already.

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."