

RECEIVER OVERVIEW

When a Panther Mart purchase or service is completed, it is important to mark it as received. Georgia State University will not pay the supplier until the item or service has been received in Panther Mart and the invoice is obtained in Disbursements.

LOCATE A PURCHASE ORDER USING QUICK LINK

Note you can also use Document Search to find the Purchase Order

- From the Home/Shop tab find the Action Item box (left side) and select Purchase Orders Recently Completed.

Action Items

My Orders

Requisitions

- Returned (1)
- Pending (3)
- Recently Completed (4)

Purchase Orders

- Recently Completed (4)

- This will bring up a list of Purchase Orders you recently completed.

Showing 1 - 4 of 4 results Last 90 days (1/29/2012 - 4/27/2012) **Create Quantity Receipt** Go

PO No.	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
✓ PHT0001026	STAPLES INCORPORATED -042896127	4/27/2012 2:25 PM	765276	Christina Stark	Sent	No Matches	5.55 USD

- Select the box next to the Purchase Order
- Select Create Quantity Receipt or Cost Receipt and then Go. This will bring up a new page. Scroll down to the Receipt Lines.

Note: Quantity and Cost Receipts are completed the same way, but Quantity Receipts are used to receive items and Cost Receipts are used to receive services.

RECEIVING A PURCHASE ORDER

A. Fully Receiving a Purchase Order

This example will show how to receive a Purchase Order if all items have arrived. In this example 3 boxes were ordered and 3 arrived.

- Review to make sure quantity listed matches the current amount of items received. In this example three items were ordered and three items received. (see picture)
- If the quantity matches then select the drop down under line status and select "Received"
- Then select the complete button on the bottom right of the page.
- A new page will appear with the receipt number listed.

Receipt Lines

Line Details

Show Receipt Details For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
PHT0001028	1	YELLOW PENCILS 72CT	323610-CORE	3 BX		3		Received	Remove Line Receive & Return

Delete Add PO Save Updates **Complete**

B. Partially Receiving a Purchase Order

This example will show how to receive a partial Purchase Order. In this example 3 boxes of pencils and 2 boxes of pens were purchased. On 4/1/2012 only 1 box of pens arrived with no pencils. On 4/6/2012 the other boxes of pens arrive and the 3 boxes of pencils arrived.

- Change the quantity to reflect the number of items received then select complete. In this example 1 box pens and 0 pencils.

Show Receipt Details For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
PHT0001030	1	PEN BALL PT SOFT STIC RD BK	412452-CORE	2 DZ		1		Received	Remove Line Receive & Return
PHT0001030	2	YELLOW PENCILS 72CT	323610-CORE	3 BX		0		Received	Remove Line Receive & Return

Delete Add PO Save Updates **Complete**

- When the other items arrive, open the Purchase Order again and create another receipt.
- Enter the quantity of items received in this shipment and select complete. In this example, there were 1 box of pens and 3 boxes of pencils.
- If not all items are received continue step 3 and 4 until all items have arrived.

C. Returning Some Item from the Purchase Order

This example shows how to receive and return items from a Purchase Order. In this example 3 staplers were purchased and 3 arrived, but one was broken and needed to be returned.

Note: All items must be received before being returned.

- Select the Receive and Return line by the item that has items to be returned. This will create two lines for the item.

Show Receipt Details For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
PHT0001031	1	STAPLER ELECTRIC B8 BK	364408-CORE	3 EA		3		Received	Remove Line Receive & Return

- On the line status of "Received" enter the total number of items delivered in this shipment. In this example all three items were received.
- On the line status of "Return" enter the total number items to be returned. In this example one item will be returned.

Show Receipt Details For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
PHT0001031	1	STAPLER ELECTRIC B8 BK	364408-CORE	3 EA		3		Received	Remove Line Receive & Return
PHT0001031	1	STAPLER ELECTRIC B8 BK	364408-CORE	3 EA		1		Returned	Remove Line Receive & Return

Delete Add PO Save Updates **Complete**

- Select Complete
- If the item will be exchanged, enter another receipt when the item returns from the supplier. If the item will not be replaced then complete a Change Order Form to release encumbered funds.