Receiving
Quick Reference Guide
11/20/2019

❖ Receiving must be completed for all purchases as acknowledgement that a good has been physically received or a service has been completed.

❖ Open Orders require receiving for each invoice received.

Central Receiving / Taggable Items

All Taggable items (any single item cost >= $1000) will be shipped to Central Receiving*. Central Receiving will receive the item in AggieMart and enter it into inventory. Once received, the Department Contact person will be called to schedule the pick up or delivery.

*Exceptions may be made if the item is extremely large, or requires set up and configuration by the vendor at the department's location. **Note:** In this case, the Department will be responsible for receiving the item in AggieMart.*

Central Receiving Shipping Address Selection:

During the AggieMart checkout process, Shoppers and/or Purchasers must select Central Receiving as the Ship To address for taggable items:

1) In the Draft Requisition → **Shipping** section → Click the **Edit** icon.
2) In the **Search additional** field → Enter **Central**. A list will begin to appear as you type.
3) Click on the address that begins with **Central Receiving**. It will be added to the Ship To section.
4) In the Ship To section → Click the **radio button** next to **Central Receiving** to select it.
5) Click **Save Changes**.

Exceptions Shipping Address & Internal Notes

During the AggieMart checkout process, follow these steps for taggable item shipping exceptions:

1) In the Draft Requisition → **Shipping** section → Check that the **Shipping Address** is where the item needs to be delivered.
2) Scroll to the **Internal Notes and Attachments** section → Click the **Edit** icon.
3) In the Internal Note → Enter a detailed explanation why the item must be shipped directly to the Department → Click **Save Changes**.
4) Complete the Requisition and place the order.

Quantity Receiving

1) In AggieMart → Open the PO to receive on.
2) With the PO open → Click on the words **<u>Purchase Order</u>** to view a drop-down menu.
3) Select **Create Quantity Receive**.
4) Scroll down to the **Receive Lines** section of the screen.

<u>Important Note about Receive Lines</u>

If you are not receiving on a PO Line No., you must remove the line from receiving. This does not affect the PO, it is only for receiving. For example, if you have received items in line #2 but have not received items from line #1, then line #1 must be removed.

5) On lines to receive → Enter the quantity you received in the **Quantity** box. Example: if you ordered 5 but only received 3, then enter 3 for the quantity.
6) For lines where 0 (zero) are being received → Click the **Remove Line** button for those lines.
7) Click **Complete**.

Cost Receiving

Invoices

View the invoice prior to Cost Receiving to ensure that the cost is accurate for the services delivered by the vendor. AggieMart sends an email to the Requisitioner when an invoice has been created and receiving is required. Alternatively, invoices can be viewed from the PO as described below.

Invoice look up by PO Number

1) In AggieMart → Open the PO
2) Click on **Related Documents** on the right side of the screen → Click on the **Invoice** you want to open.
3) Perform review and note the total amount being invoiced.

Proceed with Receiving

1) Go back to the PO to receive on.
2) Click on the words **<u>Purchase Order</u>** to view a drop-down menu.
3) Select **Create Cost Receive**.
4) Scroll down to the **Receive Lines** section of the screen.

<u>Important Note about Receive Lines</u>

If you are not going to receive on a PO Line No., you must remove the line from receiving as shown below. This does not affect the PO, it is only for receiving. For example, if you have been invoiced for line #1 but have not been invoiced for line #2, then line #2 must be removed.

5) On lines to receive → Enter the Cost received in the **Cost** box. For example, if you have an Open Order line in the amount of $900 and need to process a Cost Received in the amount of $200, then enter 200 for the cost.
6) For lines where 0 (*zero*) is received → Click the **Remove Line** button for those lines.
7) Click **Complete**.

Correcting Receiving

If the quantity or cost is over-received, you will have to correct it by doing another receive with a negative value. For example: If $400 on an open order was received but the invoice was only $300, then another receive has to be done in the amount of –$100. The same principle applies to quantity receives.

1) In AggieMart → Open the PO.
2) Click on the words **<u>Purchase Order</u>** to view a drop-down menu.
3) Click the appropriate receive type: **Create Quantity Receive** or **Create Cost Receive**.
4) Enter the negative value in the **Cost** field (or **Quantity** field if for a quantity receive).
5) You may want to add a comment in the **Notes** to describe why a correction was necessary.
6) Click **Complete**.