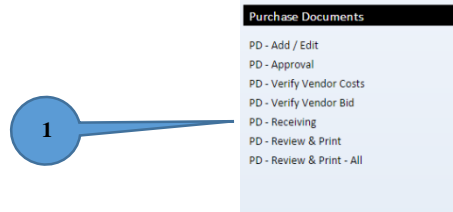


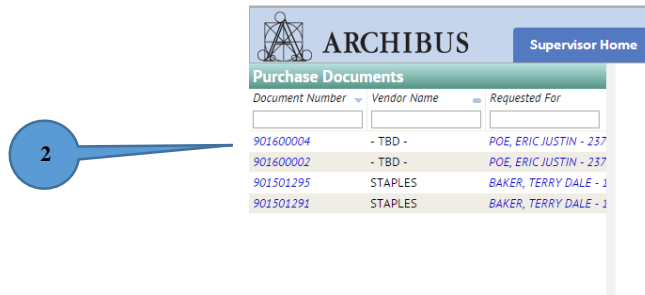
RECEIVING A PURCHASE DOCUMENT

(PD-Receiving on the employee's Archibus home screen)

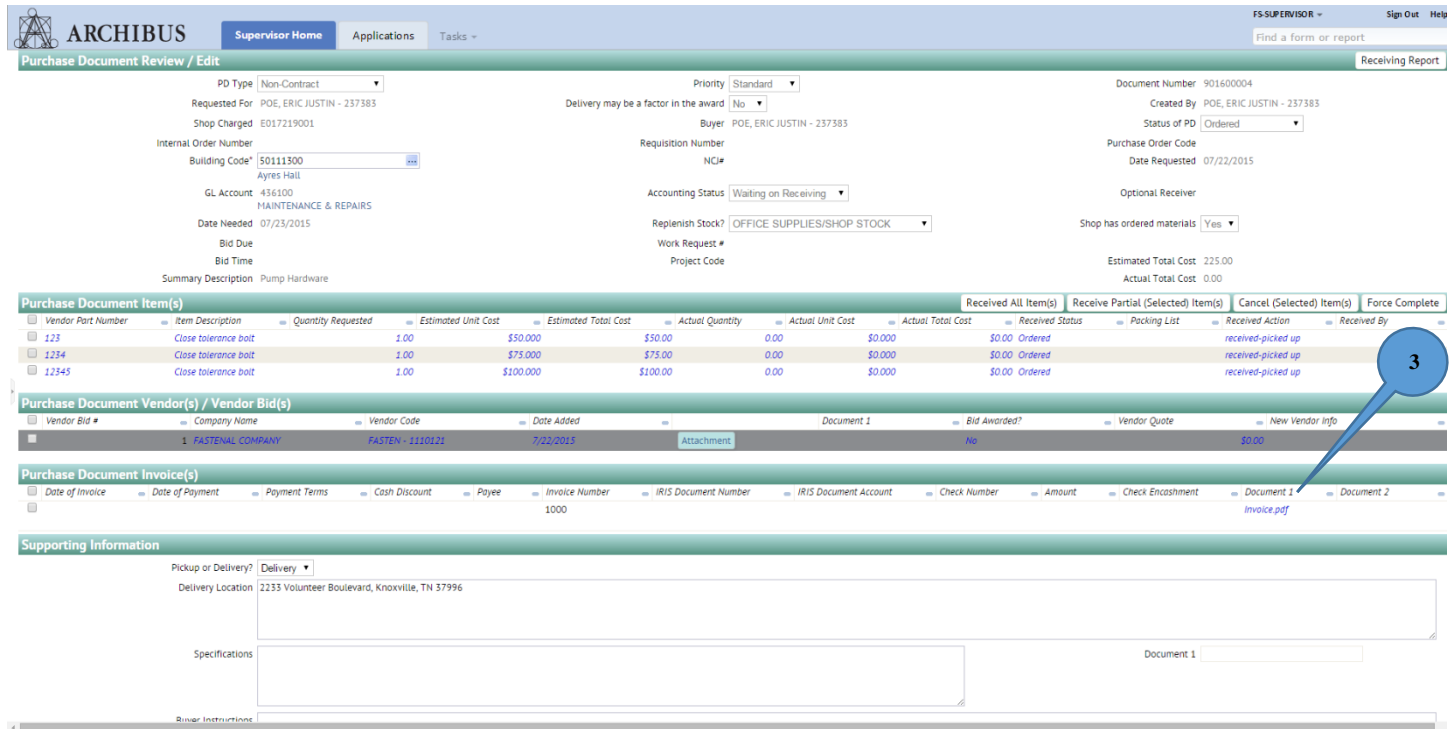
The employee will get an e-mail from Archibus stating he/she has a Purchase Document (PD) awaiting receiving. By this point, the PD should now have an invoice attached to it.



1. Click "PD-Receiving" under Purchase Documents on the employee home screen.



2. On the left side of the screen, select the PD number requiring receiving.



3. Open the invoice attached to the PD. For demonstration purposes, we will show the invoice open on the screen with the PD. You will also need to print the invoice (it should be signed and returned to Admin Services after you complete the receiver, but this may change as deemed by Admin Services to paperless or by using the Receiving Report instead in the future). The important point is to be able to visually compare the price and quantity on the invoice with what is on the PD.

RECEIVING A PURCHASE DOCUMENT CONTINUED

The screenshot shows the ARCHIBUS web application interface. On the left, the 'Purchase Document Review / Edit' screen displays various fields for a purchase document, including PD Type, Requested For, Shop Charged, Internal Order Number, Building Code, GL Account, Date Needed, Bid Due, Bid Time, and Summary Description. Below these fields is a table of 'Purchase Document item(s)' with columns for Vendor Part Number, Item Description, Quantity Requested, Estimated Unit Cost, Estimated Total Cost, Actual Quantity, Actual Unit Cost, Actual Total Cost, Received Status, Packing List, and Received Action. A blue callout with the number '5' points to the 'Actual Total Cost' column in this table. Below the items table is the 'Purchase Document Vendor(s) / Vendor Bid(s)' section, showing a vendor bid for 'FASTENAL COMPANY'. A blue callout with the number '4' points to the 'Attachment' link for this vendor bid. On the right, an 'Invoice.pdf' window is open, displaying the invoice details for 'Fastenal Company' and a table of invoice items. A blue callout with the number '4' points to the 'Price' column in the invoice items table.

4. Compare the invoice price to the original PD price. Do this for each line item on the PD.

5. Click on the blue numbers for price under “Actual Total Cost”. The window shown below will appear. Use this window to input actual invoice quantity, price per unit and received by.

The screenshot shows a detailed item entry window for Part ID 123, 'Close tolerance bolt'. The window contains the following fields: Item Description, Received Status (Ordered), Received Action (received-picked up), Packing List (Upload a document), Unit (each), Quantity Requested (1.00), Estimated Unit Cost (50.00), Estimated Total Cost (50.00), Quantity Actual (0.00), Actual Unit Cost (0.00), Actual Cost (0.00), and Received By (with an ellipsis button). Three blue callouts with the number '6' point to the 'Quantity Actual', 'Actual Unit Cost', and 'Received By' fields respectively. At the bottom right of the window are 'Close' and 'Save' buttons.

6. Enter actual quantity and actual unit cost. You will also need to use the ellipses button to select who received the item. Click “Save”

RECEIVING A PURCHASE DOCUMENT CONTINUED

ARCHIBUS Supervisor Home Applications Tasks

FS SUPERVISOR Sign Out Help

Find a form or report

Receiving Report

Document Number: 901600004
 Created By: POE, ERIC JUSTIN - 237383
 Status of PD: Ordered
 Purchase Order Code: [blank]
 Date Requested: 07/22/2015

Shop has ordered materials: Yes

Estimated Total Cost: 225.00
 Actual Total Cost: 0.00

Vendor Part Number	Item Description	Quantity Requested	Estimated Unit Cost	Estimated Total Cost	Actual Quantity	Actual Unit Cost	Actual Total Cost	Received Status	Packing List	Received Action	Received By
123	Close tolerance bolt	1.00	\$50.000	\$50.000	\$50.00	0.00	\$0.000	\$0.00	Ordered	received-picked up	
1234	Close tolerance bolt	1.00	\$75.000	\$75.000	0.00	\$0.000	\$0.000	Ordered		received-picked up	
12345	Close tolerance bolt	1.00	\$100.000	\$100.000	0.00	\$0.000	\$0.000	Ordered		received-picked up	

Purchase Document Vendor(s) / Vendor Bid(s)

Vendor Bid #	Company Name	Vendor Code	Date Added	Document 1	Bid Awarded?	Vendor Quote	New Vendor Info
1	FASTENAL COMPANY	FASTEN - 1110121	7/22/2015	Attachment	No	\$0.00	

Purchase Document Invoice(s)

Date of Invoice	Date of Payment	Payment Terms	Cash Discount	Payee	Invoice Number	IRIS Document Number	IRIS Document Account	Check Number	Amount	Check Encashment	Document 1	Document 2
					1000						Document 1	Document 2

Supporting Information

Pickup or Delivery? Delivery

Delivery Location: 2233 Volunteer Boulevard, Knoxville, TN 37996

Specifications: [text area]

Document 1: [text area]

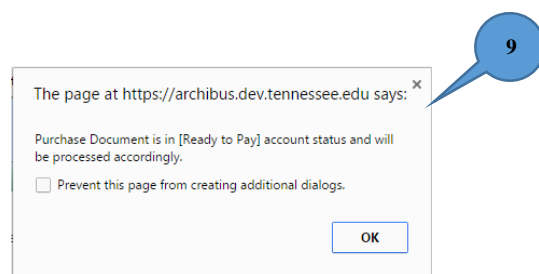
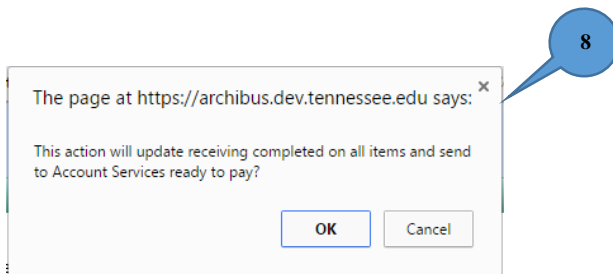
7. Click “Received All Items”

Note 1: If doing a Partial Receiver, select the line items to receive and click the Receive Partial button. For example, three items are ordered, but only two ship and are delivered. Clicking the Receive Partial button will keep the PD open until the remaining item can be received.

Note 2: Items no longer needed can be cancelled by selecting the line item to be cancelled and then clicking the Cancel button.

Note 3: Clicking the Force Complete button will allow you to close the PD, even when all items are not received. For example, three items are ordered, but one is broken and needs repair by the vendor. While waiting on repairs, you need to go ahead and close the PD. Clicking Force Complete allows you to complete the PD and still show the broken item technically not received.

Note 4: The “Receiving Report” button allows you to open and print a report of the received items (currently not required, but may change). It has space for quantity and price changes and also has a signature block.



8 & 9. After receiving the items on the PD, you will see the above messages. Simply click “OK”.