Using Express Receiving

Step	Action
1.	From your Home page, navigate to the Find Expected Receipts screen.
	UVA PO Purchaser > Purchasing > Receiving, click the Receipts link.

UVA ODS Specialist-OLM	^	Worklist				
UVA ODS Specialist-Restricted					Fu	II List (10)
UVA OLM Specialist		X 2 🕞	🔅 🗕 💷			
UVA PO Purchaser			Туре 🛆	Subject 🛆	Sent 💌	$Due \bigtriangleup$
UVA Marketplace		Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	06-Apr-2016	
Payment Voucher		Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	06-Apr-2016	
Account Payable Account Payable		Jensen, Jack	PO Approval	Standard Purchase Order 1699301 has been approved	06-Apr-2016	
Notifications Summary		Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
Requisitions Purchase Orders		Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
A Receiving			UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
Receipts		SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
Potents		SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
Receiving		SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
Corrections			UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	
Match Unordered Receipts Receiving Transactions Summary Transaction Status	~					

Step	Action
2.	The Find Expected Receipts screen displays.
	Choose the source type of Supplier . Click the Source Type list.



Elle Edit View Epilar Tools Window Help	ORACLE
© Receipts (CMS) ∠ ⊐ X	6
Find Expected Receipts (CMS) Supplier and Internal Customer Operating Unit All Purchase Order Line Shipment Requisition Line Shipment Supplier Ste Purchase Incelosed POS Perceiption Location	
Item Date Ranges Shipments Destination Item, Rev	

Step	Action
3.	Click the Supplier list item.

🚳 Oracle Applications - UVA isg01 : QA Test - Refreshed from Production 2/13/2011 backup	
Elle Edit Yiew Folder Tools Window Help	ORACLE
(単ひOIO) 徐密 (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)	
	<u> </u>
Find Expected Receipts (CMS) Supplier and Internal Operating Ut Source Type Ai Purchase Order Line Shipment Release Line Supplier Supplier Supplier Supplier Supplier Vinclude Closed POs	
Receiving Location	
Unordered Clear Find	
Record: 1/1 List of Valu <08C>	ر

Step	Action
4.	To narrow your search, enter search criteria in other fields as desired, including Purchase Order number, Supplier name, and Receiving Location .
	You can use the ellipsis () in any field to select from the LOV.
	Enter the desired information. Once done, click the Find button.



eipts (CMS)	×⊼⊻
Find Expected Receipts (CMS) University Contents and Internal	
	Supplier and Internal
Operating Unit A1000 Rector/Board of \	• Customer
Source Type Supplier	
Purchase Order 1699301	Release
Line	Shipment
Requisition Line	Shipment
Supplier	Supplier Site
	✓Include Closed POs
Receiving Location	
Item Date Ranges Shipments Destinat	tion
Item, Rev	
Category	
Description	
Supplier Item	Heager
Linordered	Clase
Guordered	

Step	Action
5.	 The Receipt Header screen displays. Enter receiving information in any of the following fields: Packing Slip (optional) - Enter a packing slip name or number Freight Carrier (optional) - Select from the LOV Receipt Date - Defaults to the current date, which you can change Shipped Data (mondatory). Use the colorador to enter the data the goods on convices
	• Simpled Date (inalidatory) - Use the calendar to enter the date the goods of services were shipped





Edit View Selder Toole 1	Mindow Holp		OBACU
a Fair Aisen Holdet Tools /	window Help		
<u>ା ୬ ଦା 🖓 ରେ ଏ</u>	● V I X II		
Receipts (CMS)		2 // X	
Receipt Header (CMS) 24		× ⊼ ≥ 20000000000000000000000000000000000	
	Gulaw Descint	Add To Depairt	
Dessi	New Receipt	Descript Data 06 APP 2016 14:14	
Shipmon	+	Shinpad Data	
Docking Nir		Waybill/Airbill	
Ereight Carrie	r	Bill of Lading	
Containers		Received By Jensen Jack S	
Supplie	BESKMAN COULTER INC		
Comments			
[
* -	N		
Operating Unit	A1000 Rector/Board of Visitors	Order Type Standard	
Supplier		Order 1699301	
Item Description	RDBBOD Janson Jack S	Due Date 02-APR-2016 00.00	
Header Pocoiver Nete	DDDROD-Jensen, Jack 3		
Shinment Receiver Note		Routing Direct Delivery	
Ompinent Necelver Note		Sheet Delivery	
	Lot - Serial	Gascade Express Heager	
	Unordered	Clear Find	

Step	Action
6.	This is where you enter the date that the goods or services were shipped from the vendor.
	Click in the Shipped Date field.



Oracle Applications - isq01		
ile Edit View Folder Tools V	_indow Help	ORACL
🛤 🏷 👀 l 🧳 🎄 🍇 🍰	🔞 📈 👘 👘 🖉 🥪 🖉 🕼	③ Ø % I ?
Receipts (CMS)		¥∃X
Receipt Header (CMS) 😳	****************************	× R ≥ 30000000000000000000000000000000000
	O New Receipt	
Receipt		Receipt Date De APR-2016 TANA
Shipment		
Packing Slip		Rill of Lating
Freight Carrier		Paceived By Jansan Jack S
[Supplier	BECKMAN COULTER INC	
[Comments		
	<u> </u>	
Operating Unit	A1000 Rector/Board of Visitors	Order Type Standard
Supplier	BECKMAN COULTER INC	Order 1699301
Item Description	Ti 15 rotor	Due Date 02-APR-2016 00:00
Destination	BDBROD-Jensen, Jack S	Hazard
Header Receiver Note	· · · · · · · · · · · · · · · · · · ·	UN Number
Shipment Receiver Note		Routing Direct Delivery
	Lot - Serial	<u>Cascade</u> Express Heager
	Unordered Clea	ar Find

Step	Action
7.	Choose the date from the calendar.
	Click the Shipped Date button.



Orada Azaliantiana ina01		
S Oracle Applications - Isdo1		
Eile Edit View Folder Tools V	/indow Help	ORACLE
1 2 0 1 6 8 8 9		<u> </u>
Receipts (CMS)		ビネン
Receipt Header (CMS)		× x x x x x x x x x x x x x x x x x x x
	O New Receipt	
Receipt		
Shipment		
Packing Slip		
Freight Carrier		Deceived By Janson Jack S
Supplier	BECKMAN COLILITER INC	Received by Joinsell, Jack S
Commente	BEOKINAL COOLIEK INC	
Operating Unit	A1000 Rector/Board of Visitors	Order Type Standard
Supplier	BECKMAN COULTER INC	Order 1699301
Item Description	Ti 15 rotor	Due Date 02-APR-2016 00:00
Destination	BDBROD-Jensen, Jack S	Hazard
Header Receiver Note		UN Number
Shipment Receiver Note		Routing Direct Delivery
	Lot - Serial	Gascade Express Header
	Unordered	ar Find
	🗠 🍙 🔥 Microsoft	Lung (The labor info@er (Oracle Application) In 6th Http:// 2:15 PM
Oracle E-Busines		Lync (Indox - Jsjob wes Joracie Applicatio A Pr C L (4/6/2016

Step	Action
8.	Choose the appropriate date and click the OK button.

Gracle Applications - isq01	
Eile Edit View Folder Tools Window Help	ORACLE
(🛤 📎 🛇 I 🖉 🎘 🖏 🎒 🔇 I X 🛈 🗇 🖉 🥪 I.	Ø @ @ @ & I ?
Receipts (CMS)	≤ ⊼ ×
Receipt Header (CMS)	Z RX
O New Receint	Add To Receipt
Calendar 000000000000000000 ×	Receipt Date 06-APR-2016 14:14
🖡 🚹 April 2016 🖡 👔	Shipped Date
SMTWTES	Waybill/Airbill
27 28 29 30 31 1 2	Bill of Lading
3 4 5 6 7 8 9 10 11 12 13 14 15 16 INC	
17 18 19 20 21 22 23	
01-APR-2016	
12: V 00 V OAM OPM	Order Type Standard
	Order 1699301
Cancel	Due Date 02-APR-2016 00:00
Header Receiver Note	
Shipment Receiver Note	Routing Direct Delivery
Lot - Serial	Cascade Express Header
	Supration College
Unordered	<u>Clear</u> Find
👌 🥲 Oracle E-Busines 🚞 🕹 🛂	ficrosoft Lync (🛛 🖓 Inbox - jsjób@es 🤹 🕼 Oracle Applicatio 🔺 📭 🛱 💭 2:15 PM 4/6/2016

Step	Action
9.	Enter any other information as desired, including optional text in the Comments field.
	Next, click anywhere on the Receipt form (which opens behind the Receipt Header) to navigate to the appropriate receipt.

S Oracle Applications - isq01				- 0 - X -
File Edit View Folder Tools	Window Help			ORACLE
🖬 🗞 🕲 l 🏈 🍇 🍇) 🖗 i 🗶 🗅 🐴 🖄 🖉 🖉 🖉) <i>(i)</i> (ii)	?	
Receipts (CMS)			⊻ ת צ	
Receipt Header (CMS)			× R ≥ 20000000000000000000000000000000000	
	© <u>N</u> ew Receipt		Add To Receipt	
Receip	bt	Receipt Date	06-APR-2016 14:14	
Shipmer	nt	Shipped Date	01-APR-2016 00:00	
Packing Sli	P	Waybill/Airbill		
Freight Carrie		Bill of Lading		
Container		Received By	Jensen, Jack S	
Commont				
Comment				
		_	D	
		1		
Operating Unit	A1000 Rector/Board of Visitors		Order Type Standard	
Supplier	BECKMAN COULTER INC		Order 1699301	
Item Description	II 15 rotor		Due Date 02-APR-2016 00:00	
Destination	BDBROD-Jensen, Jack S			
Shipmont Docoivor Note			Politing Direct Delivery	
			Noticing Direct Dentery	
	Lot - Serial	Cascade	Express Header	
L				
	Unordered Cle	ar)	Find	
L				
Oracle E-Busines.	🚞 🕹 🔽 Microsoft	Lync (0	Inbox - jsj6b@es 🤹 Oracle Applicatio 🔺 📭 😭	2:15 PM 4/6/2016

Step	Action
10.	The items listed in the PO display.
	Click the horizontal scrollbar.



Oracle Applications - isq01 Eile Edit View Polder Tools V	Window Help		
- F4 V V V V 49 49 49 49 49 49 49 49 49 49 49 49 49	3 🔰 I X II II 😰 🛒 I 🕭 😒		ooooooooooooo 🗶 🛪 🗙
Lines Deta	aile Currency Order Inform	ation Outside Services Shi	inment Information
Quantity UOM	Secondary Destination Quantity UOM Type Expense	Item Rev	Description L L
* -		\subset	
	A1000 Rector/Board of Visitors		Standard
	BECKMAN COULTER INC		1699301
	Ti 15 rotor	Due Date	02-APR-2016 00:00
Destination	BDBROD-Jensen, Jack S		
Shipmont Receiver Note		UN NUMBER	Direct Delivery
	Lot - Serial	Cascade Expres	Header
			- 61 m - 216 PM

Step	Action
11.	If blank, enter a delivery location code in the Location field (select from the LOV).
	If blank, enter a name in the Requester field. This required field is not free form and is case-sensitive.
	(1) Enter the last name, comma, and then the first initial of the first name.
	receiving line
	(3) Use [Shift] + F5 to copy the name to other lines if you are receiving against a multi- line PO.

ORACLE
USER PRODUCTIVITY KIT

Lines	Det	ails Cu	тепсу	Order Information	n Outside	Services Ship	pment Information	n			
Quar	- tity UOM	Secondary-	Loca	in a state		Subinventory	Locator	Cat. [1		
	1 Each	addinity boin	BDBF	ROD Jense	en, Jack S	5	Loodio	Misc	A		
			_						- 8		
⇒											
	1					5.5. E)				
]										
		A1000 Rector/B	oard of Visito	rs			Standard				
		BECKMAN COU	JLTER INC				1699301				
		Ti 15 rotor				Due Date	02-APR-2016 0	00:00			
	Destination	BDBROD-Jense	n, Jack S			Hazard					
	Receiver Note					UN Number	Direct Delivery				
Snipment	Receiver Note		_			Routing	Direct Delivery				
			Lot - Serial	Case	sade	Expres	ss	Heage	r)		
										J	
		Unordered) (Clear		Fig	id)				
			,								

Step	Action
12.	When you have finished reviewing/editing the fields, click the Express button.



Step	Action
13.	Important Note: Do not change the Destination Type.
	Click the OK button.



Step	Action
14.	If you selected the Express button and realize you did not receive all the goods, you can click the UnExpress button to undo express receiving.

			US	ORACLE ER PRODUCTIVITY KIT
Dracle Applications - isq01		_		
Edit View Folder Tools	Window Help			ORACLE [.]
🏷 🐼 l 🏈 🎄 🍇 🎸) 🖉 i 🗶 🗊 🝈 🖉 🥪 i 🥔 🧯	a 🌒 🖉 🎭 E ?		
Receipts (CMS) CONSIDER				×
Lines Det:	ails Currency Order Info	rmation Outside Services SI	ipment Information	
			• Lines	
	Secondary—— Quantity UOM Location	Subinventory	Details	
1 Each	BDBROD	Jensen, Jack S	Order Information	
			Outside Services	
			Shipment Information	
	A1000 Rector/Board of Visitors	Order Typ	e Standard	
	BECKMAN COULTER INC	Orde	r 1699301	
	Ti 15 rotor	Due Dat	e 02-APR-2016 00:00	
Destination	BDBROD-Jensen, Jack S	Hazar	d	
Header Receiver Note		UN Numbe	n Direct Delivery	
Shipment Kecelver Note		Koulin		
	Lot - Serial	Gascade UnEx	press Header	
	Unordered C	;lear F	ind	
·				

	🖗 🕜 Oracle E-Busines) 🚝 🧿 🚺 Microsoft Lync () 💽 Inbox - jsjób@es) 🔮 Oracle Applicatio 🔺 🍽 🗑 💭 🥠 2:18 PM 4/6/2016
Step	Action
15.	Save the express receiving.
	Click the Save button.

🛃 Or	acle Applications -	isq01			_					
Eile	Edit View Folds	er <u>T</u> ools (Window H	elp						ORACLE
=	🏷 🛇 (i 冷)	è & &) 🖗 (K () () H	# 🗟 🖌	🗐 🌒 🏉 🚑	?			
Re	eceipts (CMS)				*********			2000) 1		
	Lines	Deta	ails	Currency	Order In	formation Outsid	e Services Shi	pment	Information	
									• Lines	
	Quantity		Secondary Quantity		Location	Permeter	Subinventory	Loc	Details	
	Quantity	Each	Quantity		BDBROD	Jensen, Jack S		LUCI	Order Information	
					1		1		Outside Services	
	י 🗍				j				Shipment Information	
	י []					
]									
				2	∢					
	Oper	ating Unit	A1000 R	ector/Board o	f Visitors		Order Type	Sta	ndard	
		Supplier	BECKM	AN COULTER	INC	_	Order	169	9301	
			Ti 15 roto	or				02-/	APR-2016 00:00	
			BDBROD)-Jensen, Jac	k S					
	Header Rec									
	Shipment Rec							Dire	ct Delivery	
				Lot - S	Serial	Cascade	UnExr	ress	Header	
	_					Supplie	QUEX			
			Unorder	be		Clear	Ei	nd		
			Dinordon			giour				
	C Oracla	E-Busines	-		Micro	soft lync (Inhoy - isi6h@	<i></i>	Cracle Applicatio	2:18 PM
		e-busines					 upox - lslop@ 	S		4/6/2016

Step	Action
16.	A confirmation note displays.
	Click the OK button.





 Step
 Action

 17.
 Click the Header button.

Lines	. De	etails —Secondary	Currency	y Order In	formation Outside	Services Sh Subinventory	ipment	Information Lines Details
Quanti	ty UOM 1 Each	Quantity		BDBROD	Requester Jensen, Jack S		Loca	Currency Order Information Outside Services Shipment Information
-								
* -				(555 		
		it A1000 R	ector/Board	of Visitors			e Star	ndard
	Supplie Descriptio	n Ti 15 rot	AN COULTEI Dr	RINC	_	Orde Due <u>Dat</u>	1699 02-A	9301 APR-2016 00:00
		n BDBROI)-Jensen, Ja	ck S			d 📃	
Header R		e				UN Numbe	r	
Shipment R		e					g Dire	ect Delivery
			Lot -	Serial	Cascade	Expr	ess	Header
		Unandar	h		Clear		ind	

Step	Action
18.	The number now displays in the Receipt field.
	Document the receipt number on your packing slip.
	Important Note: You must ensure that receiving documentation has been signed and dated by the person who received the goods into the department.



Edit View Folder Tools V	Vindow Help		ORAC
8 (10) (3) (3) (10) (10) (10) (10) (10) (10) (10) (10	1 100 1 🔀 101 👘 🖉 🖂 1 🦽 1	a 🏽 🖉 🗞 [?	01040
eceipts (CMS)		X R N	
Receipt Header (CMS) 12		×	
	O New Receipt	Add To Receipt	
Receipt	304996	Receipt Date 06-APR-2016 14 ··· atu 1	
		Shipped Date 01-APR-2016 00:00	
Packing Slip		Waybill/Airbill	
Freight Carrier	·	Bill of Lading	
Containers		Received By Jensen, Jack S	
Supplier	BECKMAN COULTER INC		
Comments			
	A1000 Rector/Board of Visitors	Order Type Standard	
	BECKMAN COULTER INC	Order 1699301	
	Ti 15 rotor	Due Date 02-APR-2016 00:00	
	BDBROD-Jensen, Jack S	Hazard	
Header Receiver Note		UN Number	
Shipment Receiver Note		Routing Direct Delivery	
	Lot - Serial	Cascade Express Header	
	Unordered	Clear Find	