

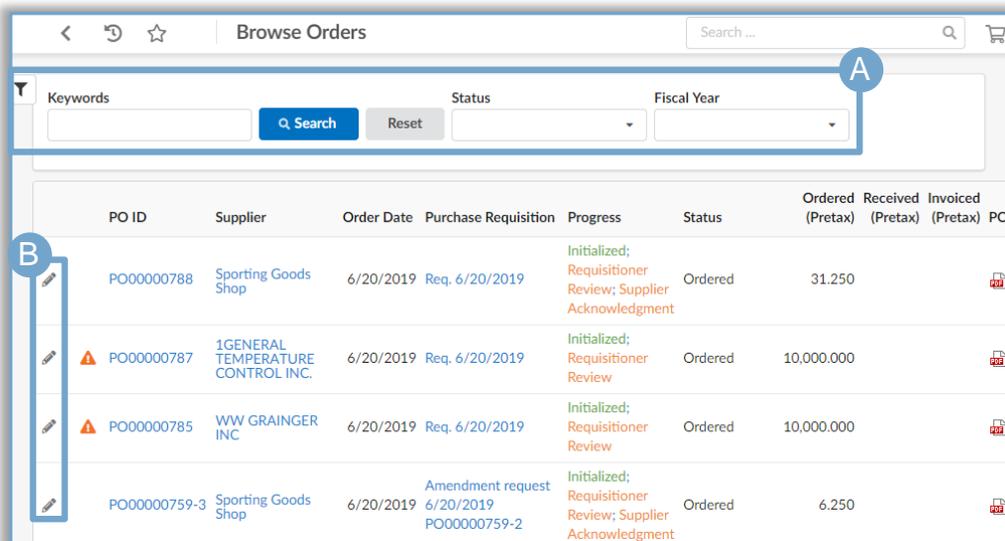
Step-by-Step Instructions for Creating a Receipt

1

Log in to Ohio Buys. From the Main Menu Navigation Bar, click **Procurement** and then select **Browse Orders** from the drop-down menu.

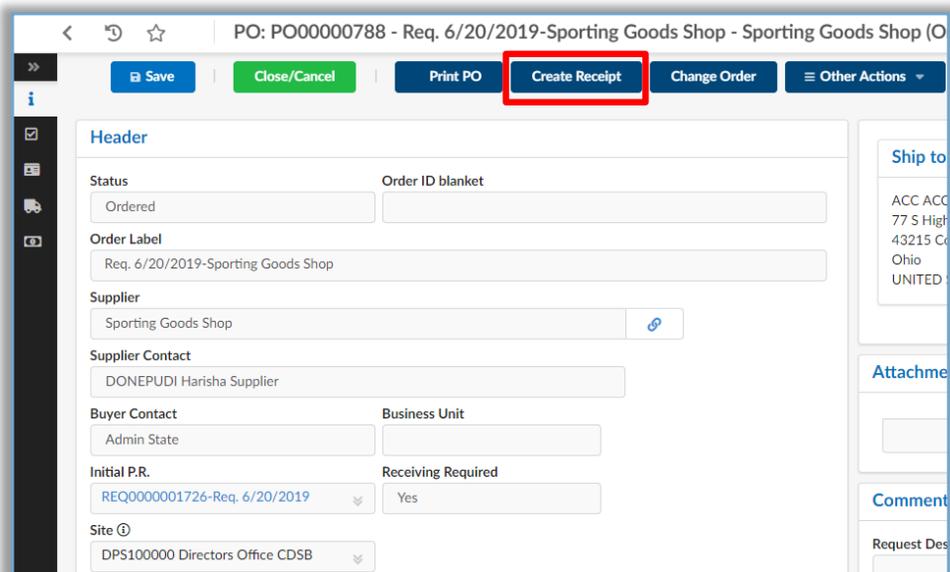
2

- On the Browse Orders Page, scroll through the list of purchase orders to find the relevant one. Alternatively, use the available search functionalities to narrow your results (e.g., search by PO number, fiscal year, status, organization, Supplier)
- Click the **Pencil** (✎) icon next to the applicable purchase order to open it.



3

On the Purchase Order page, click **Create Receipt**.



Step-by-Step Instructions for Creating a Receipt

- 4
- Review the pre-populated fields (i.e., Label, Delivery Date, Supplier, Order) for accuracy and edit them as necessary. These fields are automatically populated based on information from the associated purchase order and the day the receipt was created.
 - Populate the mandatory **Delivery Reference ID** and **Receiver's Site Location** fields:
 - Delivery Reference ID: The packing slip number and/or bill of lading.
 - Receiver's Site Location: The location the goods were received.
 - Click **Save**.

Single Receipt

Header

Status

Label
Delivery of 6/20/2019

Delivery Reference ID # ①

Delivery date
6/20/2019

Receiver's Site Location * ①

Comments

Supplier *
Sporting Goods Shop

Save Exit

5

Now, the Header information for your receipt populates and the individual line items associated with your purchase order are visible. Click the **Pencil** (✎) icon next to the applicable line item to validate receiving the item(s).

Single Receipt : REC0000221 - Delivery of 6/20/2019

Save Exit Cancel Submit Create return View PO

Add lines from Orders Delete the selection

0 Selected

	Name	Qty	UOM	Unit price	Total	Order	Delivery date
<input type="checkbox"/>	Pajama Bottoms, Elastic Waist,...	5.00	EA	6.25	31.25	PO00000788 - Pajama Bottoms, Elastic Waist, size 2XL-3XL, Navy	6/20/2019
		5.00					

Step-by-Step Instructions for Creating a Receipt

In the Edit Delivery Item pop-up box, complete the following:

- a) Review the pre-populated fields (i.e., the Name of the line item, the type of Commodity, and the Order number) for accuracy and edit them as necessary.
- b) Review the **Quantity Received** or **Amount Received** (i.e., the automatically populated amount associated with the original purchase order).
 - If you only received a part of the original purchase order quantity, change this quantity as applicable and then click **Save & Close**.
 - If you received the total purchase order quantity, click **Save & Close**.
- ▲ Receiving is done by quantity or dollar amount, depending on how the PR was created. *If receiving by dollar amount, the receipt will need to be entered in OAKS.*
- ▲ Line items are automatically populated to receive the total amount of the PO.
- c) If there are multiple line items, complete this process for each line item.

6

The screenshot shows the 'Edit delivery item' window. At the top, there are three buttons: 'Save', 'Save & Close', and 'Save & New'. The 'Save' and 'Save & Close' buttons are highlighted with a red box. Below the buttons, the form contains the following fields:

- Name:** Pajama Bottoms, Elastic Waist, size... en Pajama Bottoms, Elastic Waist, size 2XL-3XL, Navy.
- Commodity:** 53100000 - Clothing
- Order:** PO00000788 - Req. 6/20/2019-Sporting Goods Shop
- Quantity Received:** 5.00 EA (This field is highlighted with a red box).
- Price:** 6.25 USD (This field is also highlighted with a red box).

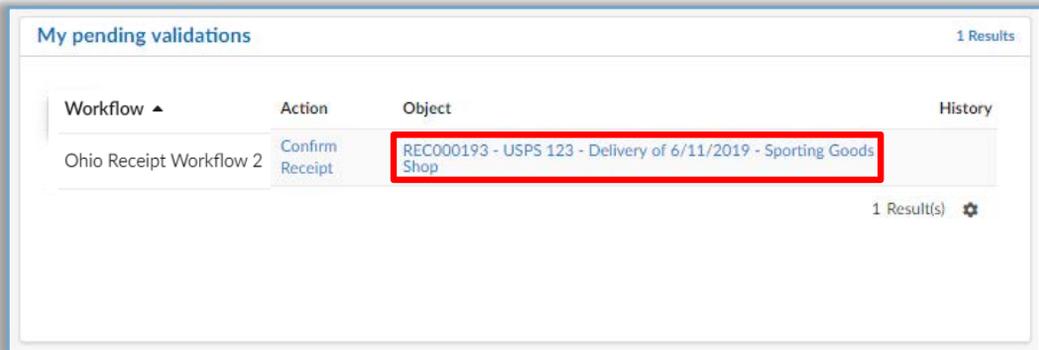
- a) Click **Submit** to create the receipt.
 - ▲ If a Requester creates the receipt, the receipt is automatically saved and approved.
 - ▲ If a Central Receiver creates the receipt, the receipt is sent to the Requester to validate and approve.
- b) Click **Exit** to close the receipt.
 - ▲ Once you close a receipt, you are directed to the Browse Receipts page with a listing of your created receipts.
 - ▲ If you want to view a receipt's status or make any necessary changes, click the **Pencil** (✎) icon next to the associated receipt.
 - ▲ If you want to delete a created receipt, click the **Trash Can** (🗑️) icon next to the receipt.

7

Step-by-Step Instructions for Confirming a Receipt

Once logged in to Ohio Buys, navigate to the My Pending Validations box. The **Action** column will have a value of **Confirm Receipt**. To confirm or reject a Supplier's advanced shipping notice or a receipt created by a Central Receiver, click on the title of the receipt under **Object** to open the receipt.

1



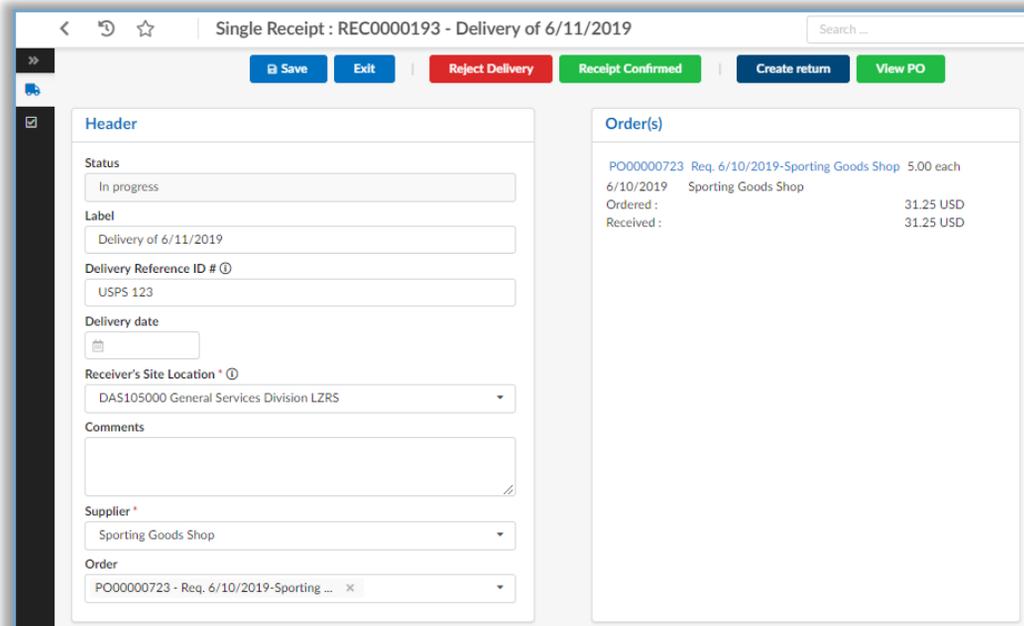
The screenshot shows a table titled "My pending validations" with 1 result. The table has four columns: Workflow, Action, Object, and History. The first row contains the following data:

Workflow	Action	Object	History
Ohio Receipt Workflow 2	Confirm Receipt	REC000193 - USPS 123 - Delivery of 6/11/2019 - Sporting Goods Shop	

At the bottom right of the table, it says "1 Result(s)" with a gear icon.

Review the automatically pre-populated fields (e.g., Receiver's Site Location) for accuracy and complete the non-mandatory fields (e.g., Delivery Date, Comments) as necessary.

2



The screenshot shows the "Single Receipt" form for REC0000193 - Delivery of 6/11/2019. The form is divided into two main sections: "Header" and "Order(s)".

Header Section:

- Status: In progress
- Label: Delivery of 6/11/2019
- Delivery Reference ID #: USPS 123
- Delivery date: [Calendar icon]
- Receiver's Site Location: DAS105000 General Services Division LZRS
- Comments: [Text area]
- Supplier: Sporting Goods Shop
- Order: PO00000723 - Req. 6/10/2019-Sporting ...

Order(s) Section:

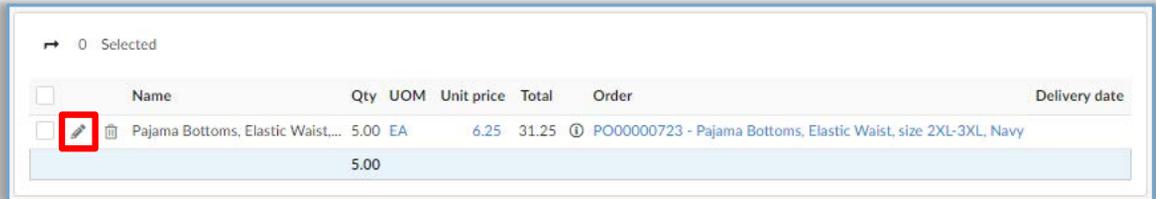
PO00000723	Req. 6/10/2019-Sporting Goods Shop	5.00 each
6/10/2019	Sporting Goods Shop	
Ordered :		31.25 USD
Received :		31.25 USD

At the top of the form, there are buttons for "Save", "Exit", "Reject Delivery", "Receipt Confirmed", "Create return", and "View PO".

Step-by-Step Instructions for Confirming a Receipt

3

Scroll down to the line items associated with the purchase order and click the **Pencil** (✎) icon to open a pop-up box and review the receiving details.

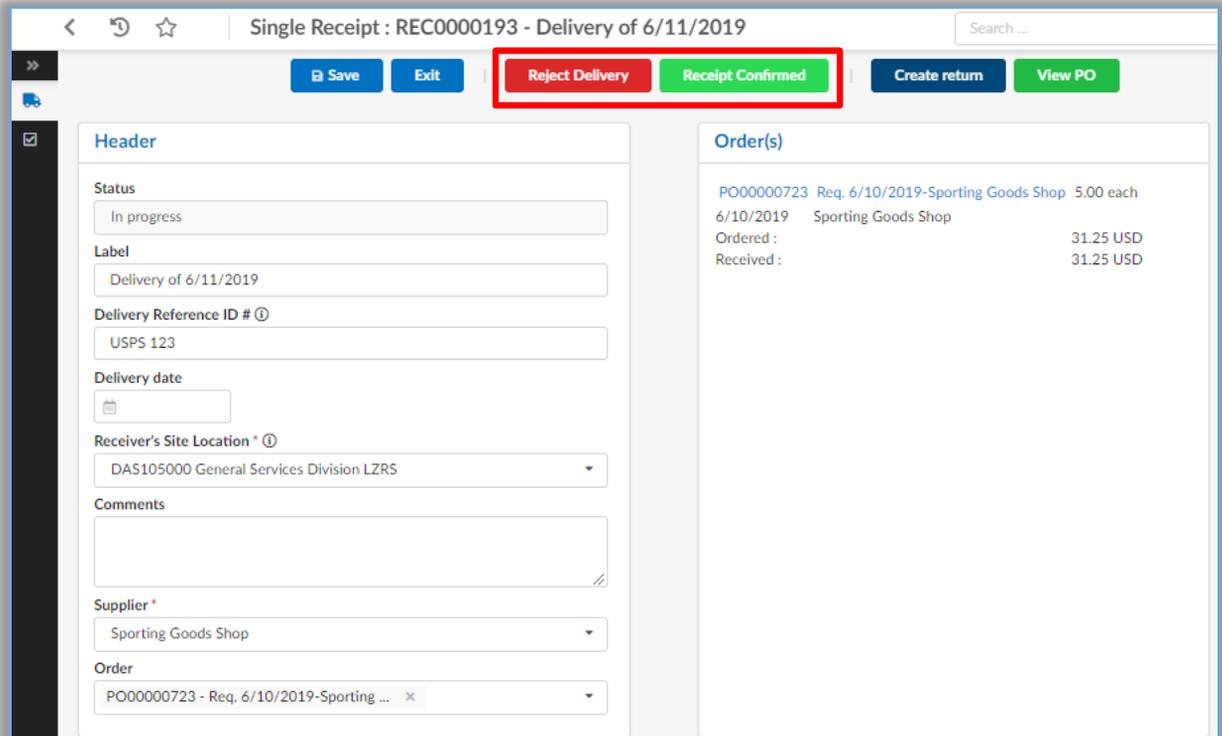


<input type="checkbox"/>	Name	Qty	UOM	Unit price	Total	Order	Delivery date
<input type="checkbox"/>	Pajama Bottoms, Elastic Waist,...	5.00	EA	6.25	31.25	PO00000723 - Pajama Bottoms, Elastic Waist, size 2XL-3XL, Navy	
		5.00					

a) Once you made applicable changes to the Header information and individual line item(s), click either **Reject Delivery** or **Receipt Confirmed**.

- ▲ If you click Reject Delivery, you are required to indicate why you are rejecting.
- ▲ If you click Receipt Confirmed, your receipt will be automatically validated and approved.

4



Single Receipt : REC0000193 - Delivery of 6/11/2019

Buttons: Save, Exit, **Reject Delivery**, **Receipt Confirmed**, Create return, View PO

Header

Status: In progress

Label: Delivery of 6/11/2019

Delivery Reference ID #: USPS 123

Delivery date: [Calendar icon]

Receiver's Site Location: DAS105000 General Services Division LZRS

Comments: [Text area]

Supplier: Sporting Goods Shop

Order: PO00000723 - Req. 6/10/2019-Sporting ...

Order(s)

PO00000723 Req. 6/10/2019-Sporting Goods Shop 5.00 each

6/10/2019 Sporting Goods Shop

Ordered : 31.25 USD

Received : 31.25 USD

b) Click **Exit** to close out of the receipt.

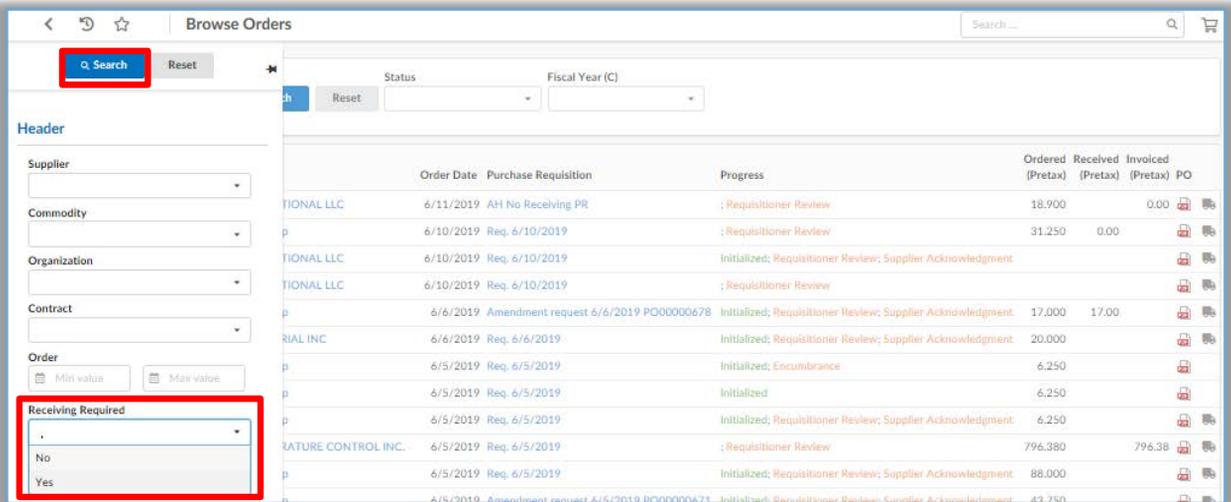
Step-by-Step Instructions for Identifying if Receiving is Required

1

Log in to Ohio Buys. From the Main Menu Navigation Bar, click **Procurement** and then select **Browse Orders** from the drop-down menu.

2

- A complete list of your purchase orders appears. To search for those that require receiving, use the advanced search functionality by clicking the **Filter** () icon.
- Find the **Receiving Required** field at the bottom.
- Select **Yes** from the drop-down menu to filter your search results to only display purchase orders that require receiving. Then, click **Search** at the top.



Supplier	Order Date	Purchase Requisition	Progress	Ordered (Pretax)	Received (Pretax)	Invoiced (Pretax)	PO
TIONAL LLC	6/11/2019	AH No Receiving PR	; Requisitioner Review	18,900		0.00	
p	6/10/2019	Req. 6/10/2019	; Requisitioner Review	31,250	0.00		
TIONAL LLC	6/10/2019	Req. 6/10/2019	Initialized; Requisitioner Review; Supplier Acknowledgment				
TIONAL LLC	6/10/2019	Req. 6/10/2019	; Requisitioner Review				
p	6/6/2019	Amendment request 6/6/2019 PO00000678	Initialized; Requisitioner Review; Supplier Acknowledgment	17,000	17,000		
RIAL INC	6/6/2019	Req. 6/6/2019	Initialized; Requisitioner Review; Supplier Acknowledgment	20,000			
p	6/5/2019	Req. 6/5/2019	Initialized; Encumbrance	6,250			
p	6/5/2019	Req. 6/5/2019	Initialized	6,250			
p	6/5/2019	Req. 6/5/2019	Initialized; Requisitioner Review; Supplier Acknowledgment	6,250			
ATURE CONTROL INC.	6/5/2019	Req. 6/5/2019	; Requisitioner Review	796,380		796.38	
p	6/5/2019	Req. 6/5/2019	Initialized; Requisitioner Review; Supplier Acknowledgment	88,000			
p	6/5/2019	Amendment request 6/5/2019 PO00000671	Initialized; Requisitioner Review; Supplier Acknowledgment	63,750			

3

Now, the only purchase orders visible are those that require receiving. If you would like to create a receipt, click the **Pencil** () icon next to the applicable purchase order and follow the instructions described in this Job Aid for Creating a Receipt (Pages 1-3).

- ▲ For a purchase requisition, the Receiving Required field is indicated and visible at the Header level of the purchase requisition.