

# Shipment Receival Reporting Procedures

Please direct any questions on this process to Shipping & Receiving or Purchasing

## Helpful terms to know during this presentation.

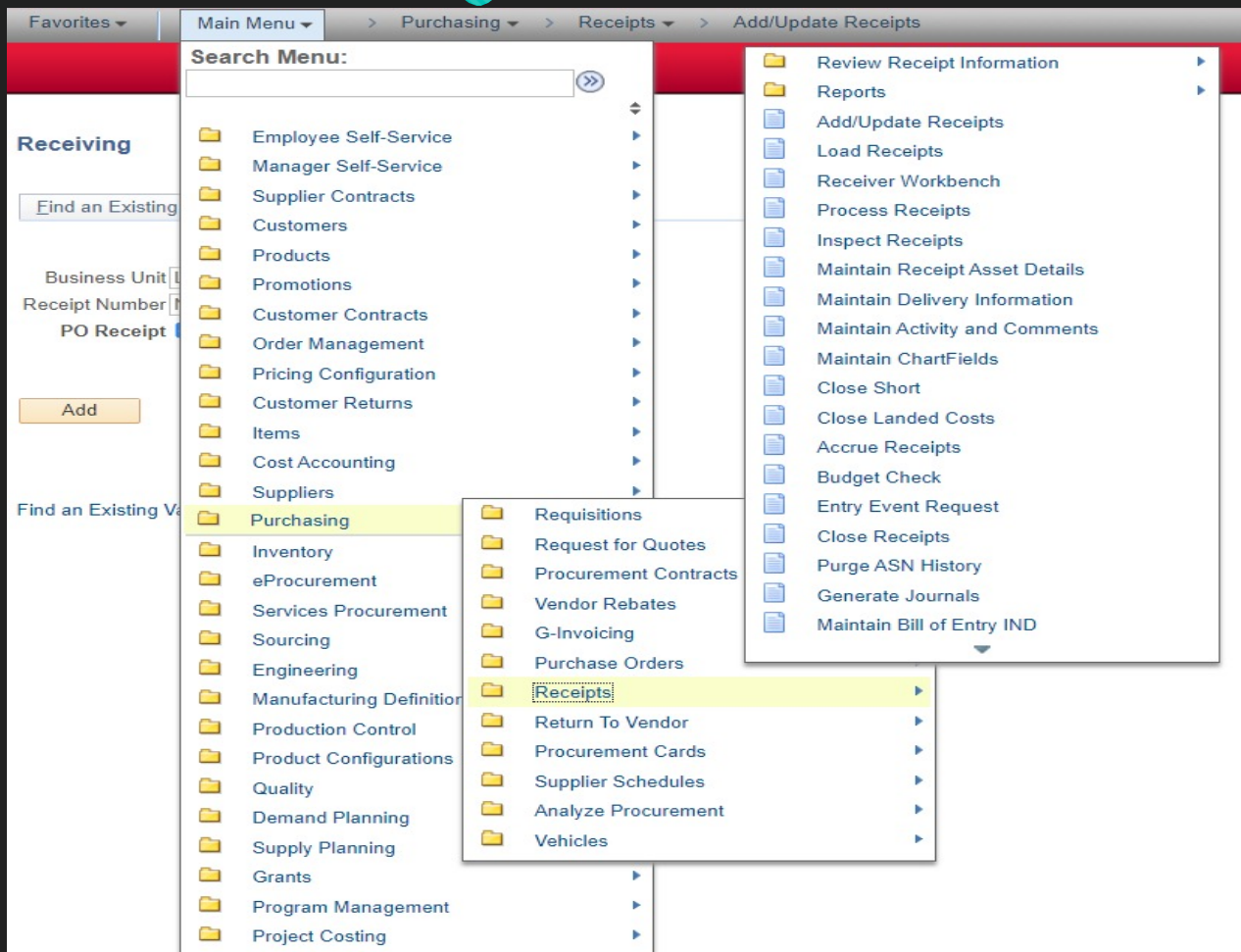
- S&R: Shipping and Receiving
- End user: employee who placed the item order and/or received the package
- Inventory: accurate count of the items in the received package
- Packing slip: paper included in box that details what items should be included in package
- Bill of lading: document that acknowledges delivery
- PO: Purchase order

# Step One.

- An employee of S&R will deliver the package to the end user. It will not be opened.
- Proceed to carefully open the package and locate the packing slip inside.
- Take inventory of the items in the package and match with the packing slip.
- If all items on the packing slip are included in the package, proceed to step two.\*

\*note that one order may be delivered in multiple shipments.

# Step two. Entering the items into PeopleSoft.



- Log in to PeopleSoft Financials
- Main Menu > Purchasing > Receipts > Add/Update Receipts

# Step three.

**Receiving**

Find an Existing Value | Add a New Value

Business Unit

Receipt Number

PO Receipt

←

Find an Existing Value | Add a New Value

- This will default to the Add a New Value Tab
- Click add

# Step four.

Select Purchase Order

Search Criteria

PO Unit

ID

Line  Schedule

Release

Item ID

Ship To

Ship Via

Retrieve Open PO Schedules

Days +/- Today

Start Date

End Date

Supplier Name   Supplier Lookup

Supplier Item ID

Manufacturer ID

Manufacturer's Item ID

UPN ID

Search

Receipt Qty Options

No Order Qty  Ordered Qty  PO Remaining Qty

- Enter the PO number into ID. PO number will be included on packing slip.
- Click search.

Retrieved Rows

Personalize | Find | View All |  |  | First 1-3 of 3 Last

Selected Rows	Shipping Related	More Details								
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	LEETX	0000080757	1	1		06/06/2023	10.0000			PM 200 0 EG EXTRA B20W12651-5-
<input type="checkbox"/>	LEETX	0000080757	2	1		06/06/2023	5.0000			PM 200 0 EG DEEP B20W02653-5 G
<input type="checkbox"/>	LEETX	0000080757	3	1		06/06/2023	3.0000			9" HEAVY DUTY 5-WIRE 09907689

Select All  Clear All

OK Cancel Refresh

- Once you click search, then the itemized lines of the PO will appear. Verify the items are correct and that you have selected the correct PO.

# Step five.

Retrieved Rows Personalize | Find | View All | First 1-3 of 3 Last

Selected Rows Shipping Related More Details

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	LEETX	0000080757	1	1		06/06/2023	10.0000			PM 200 0 EG EXTRA B20W12651-5-
<input type="checkbox"/>	LEETX	0000080757	2	1		06/06/2023	5.0000			PM 200 0 EG DEEP B20W02653-5 G
<input type="checkbox"/>	LEETX	0000080757	3	1		06/06/2023	3.0000			9" HEAVY DUTY 5-WIRE 09907689

Select All  Clear All

OK Refresh

SALES NBR	SIZE	PRODUCT / MFG NBR	DESCRIPTION	SHIP QTY	PREVIOUS SHIPPED	ORDER QTY	BK ORDR QTY
6508-65033	5 GAL	B20W12651	PM 200 0 EG EXTRA	10.00	0.00	10.00	0.00
Color: SW7532 URBAN PUTTY							
Location: 285-C3							
CE*Color Cast OZ 32 64 128							
B1 Black - 60 - -							
R2 Maroon - 10 - -							
Y3 Deep Gold 4 5 1 1							
Sher-Color Formula							
6501-86943	5 GAL	B20W02653	PM 200 0 EG DEEP	5.00	0.00	5.00	0.00
Color: SW7513 SANDERLING							
Location: 248-C5							
CE*Color Cast OZ 32 64 128							
W1 White 14 24 1 -							
B1 Black 4 43 - 1							
R2 Maroon - 42 1 -							
Y3 Deep Gold 8 17 1 1							
Sher-Color Formula							
180-1497	9 INCH	99076890	9" HEAVY DUTY 5-WIRE	3.00	0.00	3.00	0.00

- The top picture is what you see in PeopleSoft. The bottom is the packing slip. Verify the packing slip with the PO in PeopleSoft.
- Confirm that the PO matches the packing slip.
- Select the corresponding line item in PeopleSoft of the item that has been received with the highlighted box to the top left. (Arrows are color coordinated to show how to match up the packing slip to the PO)
- Click OK.

# Step six.

Maintain Receipts

## Receiving

Business Unit LEETX      Receipt Status Open

Receipt ID NEXT      Header Comments/Attachments      Activities

Header Details ←

Select Purchase Order      Close Short All Lines      Print Delivery Report      Run PO Receipt Accrual

### Receipt Lines

Personalize | Find | View All | First 1-3 of 3 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track	
1		PM 200 0 EG EXTRA B20W12651-5-	10.0000	GAL	17.15000	10.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GAL	Device Track	✘
2		PM 200 0 EG DEEP B20W02653-5 G	5.0000	GAL	16.86000	5.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GAL	Device Track	✘
3		9" HEAVY DUTY 5-WIRE 09907689	3.0000	EA	4.75000	3.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	✘

Interface Receipt       Run Close Short      Interface Asset Information

Save    Notify    Refresh      Add    Update/Display

- If the total quantity shipped does not equal the total number ordered, enter the amount that was received.
- Do not click save yet!
- Click on header details to take you to the next step.



# Step seven.

Header Details Help

Business Unit LEETX \*Receipt Date 06/07/2023 Receipt Time 9:45AM  
Receipt ID NEXT User ID ALLGARCIA  
Receive Source On-line Receipt Status Open  
Supplier 0000001136 Supplier Name Sherwin Williams Company\*  
Location 1411 ALEXA \*Ship To MAIN  
Supplier ID Number Ship To GLN  
Last Change Date Last User to Modify

**Shipping Information**

Ship Date  Container ID   
Carrier ID  **1** Number of Cartons 4  
Vehicle ID  Pallets In   
Driver ID  Pallets Out   
**2** Bill of Lading 06072023-1669 Port Of Unloading   
Pack Slip OE0277697A707702 **3** Ship From Country USA  
**4** Shipment Number 06072023 Ship From Location   
Pro Number

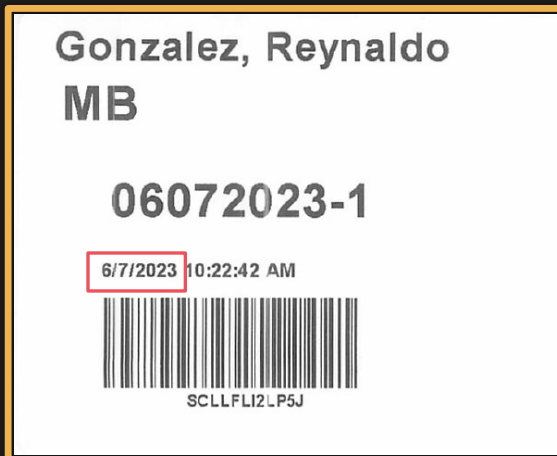
**Match Options**

Invoice   Allow ERS  
Invoice Dt Option Match Status To Match  
Freight Terms  Match Rule THREE\_WAY

**Receipt Hold Options** **Receipt Processing Options**

Hold Receipt  Process Manufacturing  
 Hold Inventory  Process Inventory  
 Hold Assets  Process Assets

OK Refresh



1. # of packages delivered for single order
2. MMDDYYYY-last 4 of bill of lading, if applicable
3. Pack slip is the full invoice number on packing slip
4. Shipment number is the date marked on the label (pictured above) that will be on the package delivered by S&R in MMDDYYYY format

○ Click OK

# Step eight.

Maintain Receipts

## Receiving

Business Unit LEETX      Receipt Status Open ✖

Receipt ID NEXT      Header Comments/Attachments      Activities

[Header Details](#)

▶ **Header**

Select Purchase Order      [Close Short All Lines](#)      [Print Delivery Report](#)      [Run PO Receipt Accrual](#)

**Receipt Lines**      Personalize | Find | View All |      First 1-3 of 3 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information									
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track		
1		PM 200 0 EG EXTRA B20W12651-5-	10.0000	GAL	17.15000	10.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GAL	Device Track	<span style="color: red;">✖</span>	
2		PM 200 0 EG DEEP B20W02653-5 G	5.0000	GAL	16.86000	5.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GAL	Device Track	<span style="color: red;">✖</span>	
3		9" HEAVY DUTY 5-WIRE 09907689	3.0000	EA	4.75000	3.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	<span style="color: red;">✖</span>	

Interface Receipt       Run Close Short      Interface Asset Information

[Save](#) [Add](#) [Update/Display](#)

○ You will be directed to the previous page.

○ Click Save

# Step nine.

06/06/23 5:12 PM CONFIRMATION OF DELIVERY TICKET Page: 1

**SHERWIN-WILLIAMS**

CUSTOMER: 7162-4562-5 STORE: 707702 SHERWIN-WILLIAMS TYPE: STORE  
JOB: 1 LEE JR COLLEGE 1411 ALEXANDER DRIVE CUST POB: LKTX-000080757  
BILL TO: LEE JR COLLEGE DAYTON TX 7520 5385 CONTROL#: 0277697  
ATTN: ACCOUNTS PAYABLE PHONE: (281)422-8175 ORDER#: 08027697A707702  
PO BOX 818 FAX: (281)427-3482 ENTRY DATE: 06/06/23  
DAYTON TX 7522 0818 REQUIRED DATE: 06/06/23  
APPROVED DATE:  
CANCEL DATE:  
EMPLOYEE: Moore, MyLee

SHIP-TO: LEE JR COLLEGE STATUS: IN PROCESS  
811 S WHITING ST DELIVERY: YES  
DAYTON TX 77520 INSTALL: NO  
DEMONSTRATION: NO  
CUST ORDER JOB:

CONTACT(S):

SALES MBR	SIZE	PRODUCT / MPD NBR	DESCRIPTION	SHIP QTY	PREVIOUS QTY	ORDER QTY	BN QTY	ORDR QTY
6308-65033	5 GAL	820M12651	PM 200 0 EG EXTRA	10.00	0.00	10.00	0.00	
Color: SW7532 URBAN PUTTY Location: 285-C3								
CE*Color: Cast OE 32 64 128								
S1 Black - 60 - -								
S2 Maroon - 10 - -								
Y3 Deep Gold 4 5 1 1								
Sher-Color Formula								
6301-86943	5 GAL	820W02653	PM 200 0 EG DEEP	5.00	0.00	5.00	0.00	
Color: SW7513 SANDERLING Location: 248-C3								
CE*Color: Cast OE 32 64 128								
W1 White 14 24 1 -								
S1 Black 4 43 - 1								
S2 Maroon - 42 1 -								
Y3 Deep Gold 8 17 1 1								
Sher-Color Formula								
180-1497	3 INCH	99076890	9" HEAVY DUTY 5-WIRE	3.00	0.00	3.00	0.00	

\* CUSTOMER: \_\_\_\_\_ DATE: \_\_\_\_\_ DELIVERED BY: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

CONFIRMATION OF DELIVERY

\* CUSTOMER'S signature above indicates Customer's acknowledgement that (1) all products set forth above were delivered to and received by Customer in new, undamaged condition, (2) all services set forth above were performed in a timely manner, and (3) all products and services meet all applicable specifications and all requirements set forth in the applicable ordering document(s) submitted by Customer. Customer hereby accepts all such products and services.

# 65625  
A. GARCIA

RECEIVED  
JUN 07 2023  
BY: \_\_\_\_\_

Optional Input Source Information

Message

Receipt 0

10.0

5.0

3.0

Receipt, 0000065625 is saved and Job, RECV\_00, has been scheduled for process (Process Instance = 1112224) (10300,253)

This means the receipt is being updated by the receipt integration process. Any additional processing for this receipt will require reopening the receipt in Update / Display mode.

OK

Interface Asset Information

Add Update/Display

- A prompt box will appear once you save from the previous screen. Take the receipt number (highlighted above) and write this on the packing slip (pictured to the left)
- Scan the completed packing slip and send to lcpayables@lee.edu