# 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



- 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 LEETX Receipt Number NEXT PO Receipt	Q
Add	
Find an Existing Value   Ac	ld a New Value

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

#### Step four.

elect Purchase Order			
Search Criteria			
PO Unit LEETX	Days +/- Today		
ID 0000080757	Start Date	31	
Line Schedule	End Date	<b>B</b>	
Release	Supplier Name	Supplier Lookup	
Item ID	Supplier Item ID	Q	
Ship To MAIN	Manufacturer ID		Q
Ship Via	Manufacturer's Item ID		Q
Retrieve Open PO Schedules	UPN ID	Q	
Search	Receipt Qty Options		
	O No Order Qty Ordered Qty	O PO Remaining Qty	

Retrieve	d Rows						P	ersonalize	Find   View All	🖉   🔣 🛛 F	irst 🕢 1-3 o	f 3 💿 Last
Selected	Rows	Shipping Related	More	Details 💷								
Sel	PO Unit	POID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description		
	LEETX	0000080757	1	1		06/06/2023	10.0000			PM 200 0 EG E	XTRA B20W12	2651-5-
	LEETX	0000080757	2	1		06/06/2023	5.0000			PM 200 0 EG 0	EEP B20W02	653-5 G
	LEETX	0000080757	3	1		06/06/2023	3.0000			9" HEAVY DUT	Y 5-WIRE 099	07689
		-										

Select All

• Enter the PO number into ID. PO number will be included on packing slip.

• Click search.

 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.

OK Cancel Refresh

#### Step five.

Selected Rows       Shipping Related       More Datals       The         Selected Rows       Shipping Related       More Datals       The       Decoupt       PO Gy       Proceeding       Description         Image: LeETX       0000000757       1       1       0606/2023       5.000       PM 200 0 EG DEEP B20W02653-5 G         Image: LeETX       0000000757       2       1       0606/2023       5.000       PM 200 0 EG DEEP B20W02653-5 G         Image: LeETX       0000000757       3       1       0606/2023       3.000       PM 200 0 EG DEEP B20W02653-5 G         Image: LeETX       0000000757       3       1       0606/2023       3.000       PM 200 0 EG DEEP B20W02653-5 G         Image: LeETX       0000000757       3       1       0606/2023       3.000       PM 200 0 EG DEEP B20W02653-5 G         Salect All       Clear All       Clear All       Clear All       Clear All       0.00       0.00       10.00       0.00         SALES NER       SIZE       PRODUCT / MPG NER       DESCRIPTION       SHIP PEUVOUS       ORDER       BK ORDR         Color:       SALES NER       SIZE       PRODUCT / MPG NER       DESCRIPTION       QTY       SHIP PEUVOUS       OLO       0.00       0.00       0.00	Retriev	ed Rows							Pe	ersonalize	Find   View	All 🛛 🗐	💽 🛛 First 🔞	) 1-3 of 3 🜘	Last
Set         PO Unit         Posciption           Image: LEETX         0000080757         1         1         0606/2023         50000         PM 200 0 EG EEXTRA B20W12651-5         Image: Comparison of the posciption           Image: LEETX         0000080757         3         1         0606/2023         50000         PM 200 0 EG EEXTRA B20W12651-5         Image: Comparison of the posciption           Select All         Image: Comparison of the posciption         0500 FG EXTRA         0606/2023         30000         9" HEAVY DUTY 5-WIRE 05907659         Image: Comparison of the posciption           Saleds NBR         SIZE         PRODUCT / MPG NBR         DESCRIPTION         SHIP         PREVIOUS         ORDER         BK ORDR           Saleds NBR         SIZE         PRODUCT / MPG NBR         DESCRIPTION         QTY         SHIP         QTY         QTY         QTY           Color:         SW1532         URBAN PUTTY         Location: 225-C3         CCr <color< td="">         Cast         60         5         00         0</color<>	Selecte	d Rows	Shipping Relate	ed <u>M</u> or	e Detai	ls 💷									
LEETX       0000000757       1       1       06062023       10000       PM 200 0 EG EXTRA B20W12651-5         LEETX       0000000757       2       1       06062023       50000       PM 200 0 EG EEPB B20W02653-5         LEETX       0000000757       3       1       06062023       30000       9" HEAVY DUTY 5-WIRE 05907689         Salect All       Clear All       Clear All       Clear All         OK       Clear All       Clear All       Ship PREVIOUS       ORDER       BK ORDR         Salect All       Clear All       PH 200 0 EG EXTRA       10.00       0.00       10.00       0.00         Salect All       Clear All       PH 200 0 EG EXTRA       10.00       0.00       10.00       0.00       0.00         Color:       SW7532 UEBAN PUTTY       ENCODOR EG EXTRA       10.00       0.00       10.00       0.00       0.00         Color:       SW75132 WEBAN PUTTY       ECoalon: 285-C3       PM 200 0 EG DEEP       5.00       0.00       5.00       0.00         Color:       SW7513 SAIDERLING       ECoalon: 248-C5       EXCOLOR       9.00       5.00       0.00       0.00         Location:       248-C5       CPCOLOR       02 32 64 128       1.2       1.2       1.2<	Sel	PO Unit	PO ID	Line	Sch	ed	Release	Due Date	PO Qty	Prior Receipt	Item	Descr	iption		
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	180	-1497	9 INCH	990768	90		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)
- O Click OK.

## Step six.

First 🕢 1-3 c	
First ④ 1-3 c	
First ④ 1-3 d	
First ④ 1-3 d	
First 🕚 1-3 d	
	of 3 🕑
Device Track	
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	Track Device Trac Device Trac Device Trac Device Trac

- 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	
<ul> <li>Shipping Information</li> </ul>			
Ship Date	31	Container ID	
Carrier ID	Q	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 Q	
Shipment Number	06072023	Ship From Location	
Pro Number			
<ul> <li>Match Options</li> </ul>			
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 Refres	h		

Gonzalez, Reynaldo MB	
06072023-1	
6/7/2023 10:22:42 AM	

- 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.

ece	iving															
		Business Unit	.EETX			Red	ceipt Sta	itus Open	×							
		Receipt ID	NEXT eader Details	Header Co	omments/Att	achm	ents	Activities								
Hea	der	L														
lect P	urchas	e Order			Clo	ose S	hort All L	ines	Print Del	ivery Report		Run PO R	eceipt Accrua	al		
ceip	t Line:	5									Personal	ize   Find   V	iew All   🗾	Fi	irst 🕚 1-3 of 3	
ceip	t Lines	More Details	Links and Status	ltem / Mfg Dat	ta <u>O</u> ption	al Inp	out S	ource Information								
		Item	Description	R	Receipt Qty		*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track	
			PM 200 0 EG EXTRA B20W12651-5-		10.0000	È	GAL	2 17.15000	10.0000	Open				GAL	Device Track	×
			DEUTITEOUTO													
			PM 200 0 EG DEEP B2 5 G	0W02653-	5.0000	Þ	GAL	16.86000	5.0000	Open				GAL	Device Track	×

- You will be directed to the previous page.
- O Click Save



	Ì					Å	SHERWIN-WILLIAMS
06/06/23 5	:11 PM				CONFIRMATION OF DELIVERY TICKET		Page:
CUST#: 71	60-4169-5				STORE 707702 SHERWIN-WILLIAMS	TYPE	STORE
.708:	I LEE JR	COLLS	EGE		1411 ALEXANDER DRIVE	CUST PO#	LEFTY-0000080757
BILL TO: LE	S JR COLLE	TE			BAYTOWN TX 77520 5395	CONTROLS	0277697
AT	TH ACCOUNT	S PATA	ABLE		PHONE: (281)422-8175	ORDER#	OE0277697A707702
PO	30X 818				FAX: (281)427-3482	ENTRY DATE	06/06/23
BA	YTOKEN		TX 77	522 081		REOUTRED DATE	06/06/23
						APPROVED DATE	
						CANCEL DATE	
						EMPLOYEE	Moore Mules
GHTR-TVD, LED	2 .72 COLLE	15				and boards.	noose, ny see
51	1 C INFTIM	7 877				STATUS	TH DECOURSE
2.4.	. 5 0011110	5 51				DEL TIPDY	VEO
						DELL VERT	165
	1170 March 1		mw 111			DEMONSTRATION	NO
Bri.	T TONNY		18 //	540		DEPONSIEATION	NO.
SUNTACT (S) :						CUST ORDER JUB	
					SHIP PREVIOUS	ORDER BA ORDR	
IALES MBR	SIZE P	RODUCT	7 / MPG	NBR	DESCRIPTION QTY SHIPPED	grr grr	
1508-65033	5 GAL M	20122	351		DM 200 0 EG EXTRA	20.00 0.00	
Solor: SW	7532 URBAN	PUTTY	1				
location: 28.	S - C3				·		
CE*Colo.	er Case	02	32 64	128			
B1 Bla	ci k	-	60 -	-	/		
R2 Mazy	noon	-	10 -	-			
13 Deep	p Gold	4	5 1	1	-		
S	her-Color .	Formul	ia		( )		
5501-86943	5 GAL B	209026	553		PM 200 0 EG DEEP 5.00 0.00	5.00 0.00	
Color: SW	7513 SANDE	RLING					
Socation: 24	8 - C5						
CE*Colo.	c Cast	oz	32 64	128			
W2 White	te.	14	24 2				
B1 Bla	ck	4	43 -	z			
R2 Mars	0.0M	-	42 3	-			
Y3 Deep	p Gold	8	17 7	1			
3	her-Color	Formul	1a				
180-1497	9 INCH 9	907685	90		9" HEAVY DUTY 5-WIRE 3.00 0.00	3.00 0.00	
					C		

CONFIRMATION OF DESIVERY
* CUSTOMER'S signature above indicates Customer's acknowledgement that (i) all products set forth above were delivered to and
received by Customer in new, undamaged condition, (ii) all services set forth above were performed in a timely manner, and
(iii) all products and services meet all applicable specifications and all requirements set forth in the application ordering document (s) submitted by Customer. Customer hereby accepts all such products and services.
10 5 JUN 07 2023
It 656 abut
A GUIL



- 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