

GATEWAY RECEIVING GUIDE

WHY do we need to receive?

- It is your department's way of indicating the status of all of your goods and/or services for that particular order.
 - Remember indication of appropriate receipt of materials may be part of audit documentation, especially on contracts and grants.
- In many cases, your receipt is the key for releasing payment on your purchase orders' invoices.

WHO should receive?

- Your Department Purchasing Administrator (DPA) has selected specific employees to have the role in Gateway of "Receiver".
- In some departments there are many Receivers that have the ability to receive for their individual orders, while other departments have set up a few Receivers for centralized receiving. Please check in with your department for clarification regarding receiving practices in your department.
- The role of Receiver is the **only** role with the option to create receipts in the system.

WHEN do we need to receive?

- Best practice is to receive on every single purchase order, for which you have direct knowledge of receipt, in order to indicate that your goods and/or services have been received.
- However, on orders \$2,500 and below, a receipt is not needed for the invoice to pay if the invoice and purchase order match.
 - **Please note:** Bypassing the Receiving step may, however, raise audit issues.
- Receipts are **always** required to release the invoice to pay on any order over \$2,500.
- Receipts are **always** required to release the invoice to pay Vendor Blankets and Walk-In Forms.
 - Please note that receipts are not necessary to release payment on Arrowhead Water Vendor Blankets. However, it is still best practice to continue creating receipts to maintain audit standards.
- For further details on Gateway's receiving tolerance's please visit: <http://info.gateway.procurement.ucsb.edu/files/tolerances.pdf>

WHAT kind of receipt should I create?

- **Quantity** Receipts are typically used for simple receiving on purchase orders.
 - They are used to reflect the quantity of items ordered on the purchase order and received.
 - Quantity receipts are most often seen with supply orders, like OfficeMax or Fisher Scientific.
- **Cost** Receipts are typically used for receiving the actual amount reflected on an invoice against your purchase order.
 - They are **always** to be used with Vendor Blankets, Walk-In Forms and Confirming Forms as they need to match the exact amount of the invoice for payment against your purchase order.

WHERE do I create receipts in Gateway?

- You will always create receipts from the Purchase Order, not the Requisition.
- If you have the Receiver role in Gateway, options to create receipts will be in your “Available Actions” drop down menu on the right hand side of the purchase order.

PO/Reference No. **GW0000014274 Revision 0** Available Actions

Supplier **OFFICEMAX**

Status Purchase Order Revisions PO Approvals Shipments Receipts Invoices Comments Attachments History

General Information ? **Document Status**

PO/Reference No.	GW0000014274	A/P status	Open
Revision No.	0	Distribution	The system distributed the purchase order using the method(s) indicated below the label
Purchase Order Date	7/16/2013	Distribution Date/Time	7/16/2013 8:32 AM
Owner Name	Hannah Morand	Supplier	Sent To Supplier
Owner Phone	+893 8025		

Available Actions: Add Comment, Add Comment, Add Notes to History, Cancel PO, Finalize Revision, **Create Quantity Receipt**, Create Cost Receipt, Create Invoice, Create Credit Memo, Print Fax Version, Close PO

Quantity Receipts

- From your “Available Actions” drop down menu, select “Create Quantity Receipt” and hit “Go”.
- When you select this option, the receipt will populate as if you have received all line items for your order. If you received everything perfectly for your order, then leave it as is!
 - Partial Shipment - If you did not receive all of your shipment, change the quantity to reflect what you did receive. That will leave the line open for you to receive at a later time on a new receipt. If you are waiting to receive a full line of your order, you can delete the entire line off of your receipt, leaving it open to receive at a later time when your goods arrive.
 - Returns – If you received an item and need to return it, select the “Receive & Return” button. It will duplicate your line, showing that you’ve received that quantity of goods and also returning the same. This leaves the line open for receiving again at a later date.
 - Cancellation – If you are not going to receive the goods (the supplier does not carry the item anymore, etc), change the “received” drop down to “cancelled”. This ensures that that line item closes as you do not expect a future shipment.
 - For more guidance on partial receiving and cancellations please visit: <http://info.gateway.procurement.ucsb.edu/files/receiving.pdf>

Receipt Lines ?

Line Details ?

Show Receipt Details For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
GW0000014274	1	Plantronics - CS540 Wireless Headset -	L8CS540HL10	1 EA		1		Received	Remove Line Receive & Return	<input type="checkbox"/>

Delete Add PO Save Updates Complete

Cost Receipts

- From your “Available Actions” drop down menu, select “Create Cost Receipt” and hit “Go”.
- When you select this option, the receipt will populate filling in the **entire** amount of your purchase order.
 - This is good to remember especially for Vendor Blankets, so you do not cost receive the entire amount of your order if your intent is to just receive for a specific invoice!
- When cost receiving for Vendor Blankets, Walk-In and Confirming Forms where you would like to alter the amount of the cost receipt first, all you need to do is edit the amount in the “Cost” field by deleting the pre-populated amount and typing in your desired amount.

PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
1	Plantronics - CS540 Wireless Headset -	L8CS540HL10	294.87		55.00	Cost Received	<input type="button" value="Remove Line"/> <input type="button" value="Receive/Cancel"/>

For Selected Lines:

Finishing Your Receipt:

- The last part of the receipt requiring attention is the top portion. Filling out these fields is up to your department’s best practice.
 - Fields to consider are:
 - Packing Slip No.
 - Carrier
 - Notes
 - Attachments/Link (Some departments utilize this field to actually scan and attach the actual packing slip(s))
- When you are finished, click “complete” at the bottom, right corner of the receipt and your receipt is created!

Receipt Name: 2013-08-09_h_morand 01		Receipt Create Date: 8/9/2013 11:01:00 AM		Source: Manual	
Receipt No:	Receipt Date:	Packing Slip No.:	Supplier Name:	Received by:	
To Be Assigned	8/9/2013 <small>mm/dd/yyyy</small>		OFFICEMAX	Hannah Morand	
RECEIPT ADDRESS Location: <input type="text"/> ATTN: Hannah Morand Room No. Purchasing 3203 SAASB University of California, Santa Barbara Santa Barbara, CA 93106-1150 United States		DELIVERY Carrier: <input type="text"/> Tracking No.: <input type="text"/> Flexible Text Field: <input type="text"/> Flexible Text Field 2: <input type="text"/> Flexible Drop Down: <input type="text"/> Attachments: <input type="text"/> Notes (1,000 Chars. Max): <input type="text"/>			

RECEIVING FAQ

- **Q:** What do I do if I make a mistake on a receipt and I cannot re-open the receipt to delete it or make edits?
 - **A:** If your receipt has already closed because an invoice hit workflow on your purchase order, you should create another receipt for the same amount, using a negative amount. This will essentially cancel out the incorrect receipt, bringing your PO back into balance.
 - For example: If you accidentally created a cost receipt for \$40, just create another cost receipt for -\$40.
- **Q:** If I have several cost receipts to create for one Vendor Blanket, can I just create one cost receipt reflecting the total balance of all of the cost receipts needed instead of having to create several individual receipts?
 - **A:** Yes! The system will accept that as well as several individual cost receipts.
- **Q:** I received a notification from the system that my order needs a receipt, but I do not see the options to “Create Quantity Receipt” or to “Create Cost Receipt”, what should I do?
 - **A:** If you do not see either of the two options to create receipts from your “Available Actions” drop down menu while you are on your purchase order, then you do not have the role of Receiver.
 - When the system notices that an order needs receiving, it will send a notification to the purchase order’s owner to let them know that receiving needs to take place. If you are not the Receiver, please forward the notification on to the correct person in your department. If you feel you should have this role, contact your Department Purchasing Administrator (DPA).
- **Q:** How do I become a Receiver?
 - **A:** Your Department’s Purchasing Administrator has assigned roles in Gateway using the Gateway Management Console. If you feel that you need further roles in the system, please contact your DPA and ask about the addition of roles to your profile.
 - You can check your current roles by going to:
 - Classic Interface:
 - Profile > User Settings > Roles
 - Phoenix Interface
 - Your Name > View My Profile > Assigned Roles (Under User Access and Security)
- **Q:** What should I do if I have further questions about receiving?
 - **A:** Come to our weekly drop in hours currently being held every Monday, Tuesday and Friday at 8:30am in the Purchasing Conference Room (3203G SAASB).
 - Reach out to our Helpdesk! We are here to help! Please email us at Help@gateway.procurement.ucsb.edu or call x8025.