C Receiving in UGAmart Quick Reference Guide										
Receiving and Returning Items in UGAmart										
This docume purchased th	ent provides a quick l prough UGAmart.	ook at procedure	es for docu	ument	ing rec	eipt ar	nd ret	urn o	f good	ls
	Lo	ocating the P	urchas	e Oro	ler					
From the UClick the loc	GAmart homepage, e okup magnifying glas	enter the PO No. ss.	in the sea	rch bo	ox at th	ie top o	of the	menu	l .	
UNIVERSITY OF GEORGIA							All 🔻	Search	(Alt+Q)	۹
Search result	lts listed under				All	Ŧ	E1143	738		٩
description; "Purchase C	look for Orders."	Quick Search (Alt+Q)								
• Click to sele looking for.	ct the PO you are	Document								
		E1143733 - Purchase Orders								
A copy of thOpen the AvClick the	e PO is displayed as vailable Actions drop button once sele	seen below. down menu and ected.	select Cre	eate Qu	uantity	v Recei	pt.			
UNIVERSITY OF GEC Orders > Search > Search Docu < Back to Results PO/Reference No. E11433	DRGIA iments > Status - PO E1143738 1 of 3 Results - 738 Revision 0		All 👻	Search (Alt-	FQ) (Q 4,07 Availa	6.80 USD	s Add Cor	♥ 崎	▲ ⊥
Vendor DELL					Add Co	mment				
Status Purchase Order Re	visions PO Approvals Shipments Rec	eipts Invoices Comments Atta	chments History					Add No Create (Quantity Rec	ceipt ?
General Information		?	Document Statu	IS				Create (Cost Receip	t ?
PO/Reference No.	E1143738		A/P status		Open			Print Fax	Version	
Revision No. Vendor Name Purchase Order Date	0 DELL MARKETING LP 💽 🕥 more int 4/30/2020	io	Workflow Distribution	Workflow ✓ Completed (4/30/2020 4:58 PM) Distribution The system distributed indicated below the las			e purchase order using the method(s) viev ime it was distributed:			
Total Name of Cart Initiator Owner Phone	1,105.27 Wayne Harvester +1 770-228-7284		Distribution Date/ Vendor	Time	cXML (Electronic Integration) 4/30/2020 4:58 PM Sent To Vendor					view
Requisition Number	print									
Line Item Status										?
Product Description 1 Dell Wireless Keyboa	1 ard and Mouse - KM636 �- more info.	Catalog No S 580-ADTY	i ize / Packaging EA	Unit Price 36.99	Quantity 1 EA	Ext. Price	• Vendor Sent To Vendor	Receiving Fully Received	Fully Invoiced	Matching Fully Matched
2 Base;Latitude 5300 B	TX Base 🔶 more info	210-ARYC	EA	1,068.28	1 EA	1,068.28 USE	Sent To Vendor	Fully Received	Fully Invoiced	Fully Matched
Shipping and Handling char workflow approvals. If the v the standard ground service special handling requirement	rges are calculated and charged by each endor quoted shipping and handling, th e level and this does not include things li nts require additional charges.	vendor. The values shown here a en the invoice cannot exceed the ke: dry ice, hazmat, overnight, or	are for estimation p quote. Vendors that other express shipp	urposes, buo t offer free s ping options	dget checking hipping do s . These and o	g, and Subt a io at Shipp other Hand Total	otal ing ling		1,105 0 0 1,105	.27 .00 .00 .27 USD
		P Ve	age 1 of 3 er6.1.2020							

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Updating Header Information											
 The header information will need updating with delivery and packing slip information. The Receipt Date needs to be updated to reflect the date the goods were physically received. Exact Match: PO No. E1143738 											
Header Information ?											
Receipt	Receipt Name 2020-05-28 RREQ_UGAMART 01 Beceipt No. Receipt Date Packing Slip No. Vendor Name Received by										
Т	To Be Assigned 5/28/2020 Solution DELL MARKETING LP Regina Requisitioner										
Location	Location Carrier DELIVERY					Other	~				
		Attı Dopt : H1	000211 CAES Food	Safety Center	Tracking No.						
		Room: 19	2 2	Salety Center	Flexible Text Field		~				
		1109 EXP	ERIMENT ST		Attachments		Attach/Link				
				Recei	ved Goods						
 The Quantity received defaults to the items not yet received and needs updating to reflect the number of items received. Enter the actual number of items received even if this does not fulfill the ordered amount. Note: A 0 quantity line item is not allowed and should be removed. 											
Line Detail	s.										
Line Details Pror Selected Lines: Remove Selected Items V Go											
PO No.	PO Line No.	Product Name	Catalog Qty No. ord	/UOM Previous dered Receipts	Quantity		Add to Inventory	Status Actions			
E1143738	1 De an	ll Wireless Keyboard d Mouse - KM636 🗘	580-ADTY 1 EA	R1164639 🖨	O Zero quantity is not allow remove the line if you did n items	wed, please lot receive any	Receiv	/ed ~ Remove Line Receive & Return			
 Once all line item quantities are updated, click the Save Updates button in the upper right corner. Click the Complete button in the upper right corner once all the need information is entered. 											
			Receive	e & Retur	n and Cance	led Goo	ods				
 Items not received and retained by UGA need to be documented. Such items are: Received and returned at the time of delivery Canceled prior to delivery PO lines for unreceived items should be removed from the receipt using the Remove Line button. 											
PO No	PO o. Line No.	Product Catalo Name No.	g Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions			
E11437	/12 1	GN82 41343 MIC Cards	9 5 BX	R1164575 🖨	5		Received ~	Remove Line Receive & Return]		
• Once all line item quantities are updated, click the Save Updates button in the upper right corner.											
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Receiving in UGAmart Quick Reference Guide

Returned Items

Returned goods arrive and are received in UGAmart. It is later determined that all or part of the items need to be returned. To return items received in UGAmart:

- Create a second Quantity Receipt as per instructions in the Locating the Purchase Order section.
- Enter a negative amount in the **Quantity** field of the PO line(s) for items being returned.
- Remove any additional PO line(s) not containing items marked for return.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity			
E1143712	1	GN82 MIC Cards	413439	5 BX	R1164575 🖨	-5			
• Click the Save Updates & Complete buttons.									
Additional Information									
 Things to remember: Changes are not included to the Quantity Receipt until you click the Save Updates button. You can use the Save Updates button after any change. The Quantity Receipt is not submitted until you click the Complete button. 									

• If you have questions, please contact the OneSource Service Desk at 706-542-0202 (option 2) or at <u>onesource@uga.edu</u>.