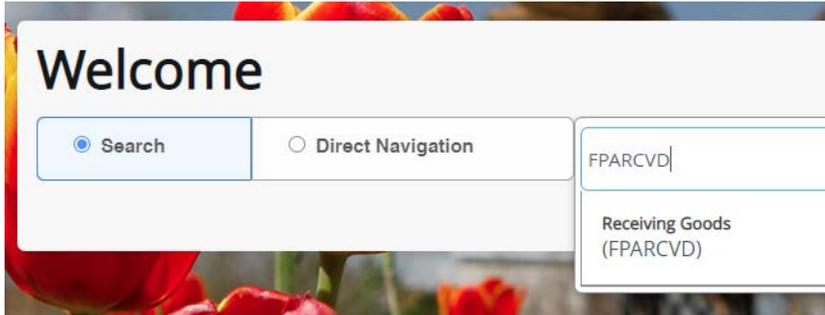


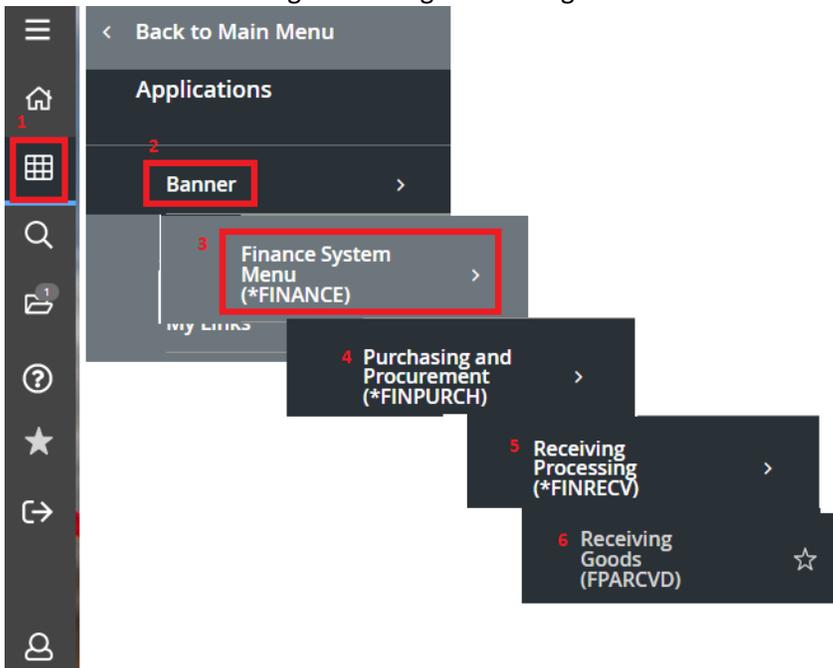
How to Receive a Purchase Order

Last Updated: KW 8.31.22

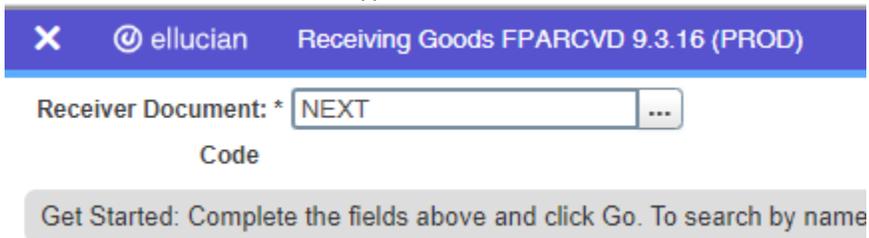
1. Log in to Banner, and go to screen FPARCVD – Below are paths on how to access the screen.
 - a. Type FPARCVD in the Search box; or



- b. Click the Applications icon (9 squares, on top-left of the screen), and move through Purchasing and Procurement > Receiving Processing > Receiving Goods



2. In the Receiver Document Code box, type “NEXT”, then click Go



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3. Populate following fields. Click down arrow  (bottom-left of the screen) to move between sections.

Receiving Header Section:

- Receiving Method: Choose appropriate or "none" if no physical items received.
- Receiving Date: Today's date

Packing Slip Section:

- Packing Slip: Cannot be blank. Either type in your packing slip number or the Bill of Lading number. If do not receive actual slip, can use PO Number, Invoice #, Date, etc.

Note: If this is a Standing Order with multiple payments, you may want add a payment count number after it (E.g., P00xxxxx-01)

Purchase Order Section:

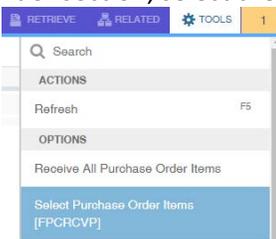
- Purchase Order: Type P00xxxxx number.

Note: Validate current year PO Number. ULM's Purchasing Dept supplies PO Number, and vendor does not always have most recent PO Number.

- Receive or Adjust Items: Only do adjust when making corrections of completed receiving items.



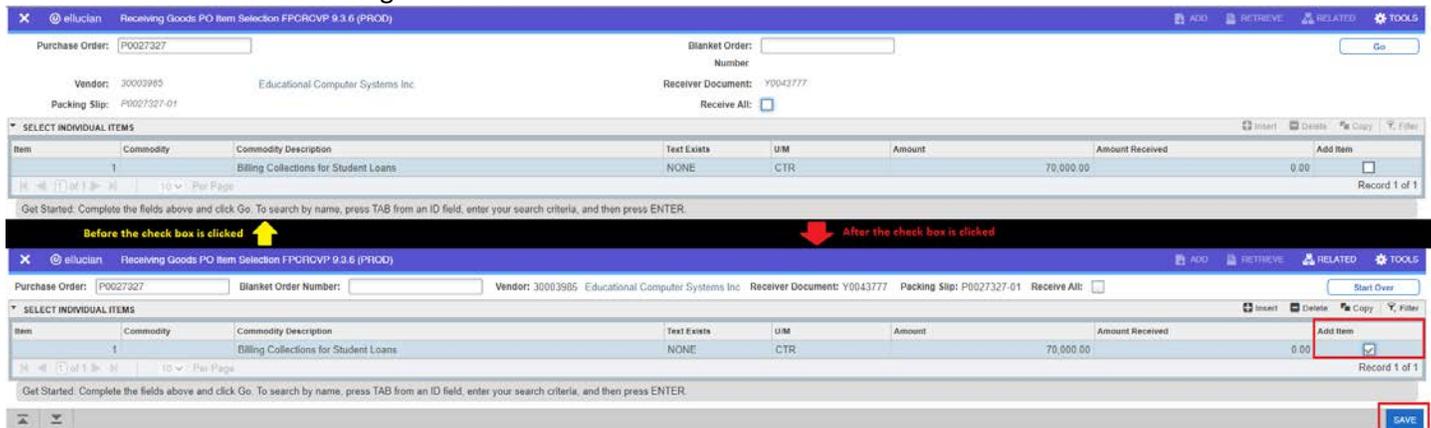
4. With cursor in Purchase Order section, select the Tools (top-right) > Options > Select Purchase Order items



Partial Receiving:

Receiving All: See Appendix (last page)

5. Select the items you are receiving by clicking the check box(es) next to the appropriate item(s). Click the Save button at the bottom-right of screen



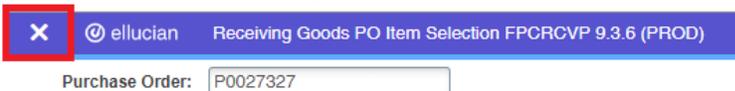
How to Receive a Purchase Order

Last Updated: KW 8.31.22

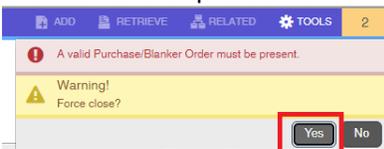
6. After you click save, should receive green notes.



7. Close the screen by clicking the X at the top-left of the screen.



8. Click Yes to the question of 'Force Close?' This will return you to Receiving Goods screen.



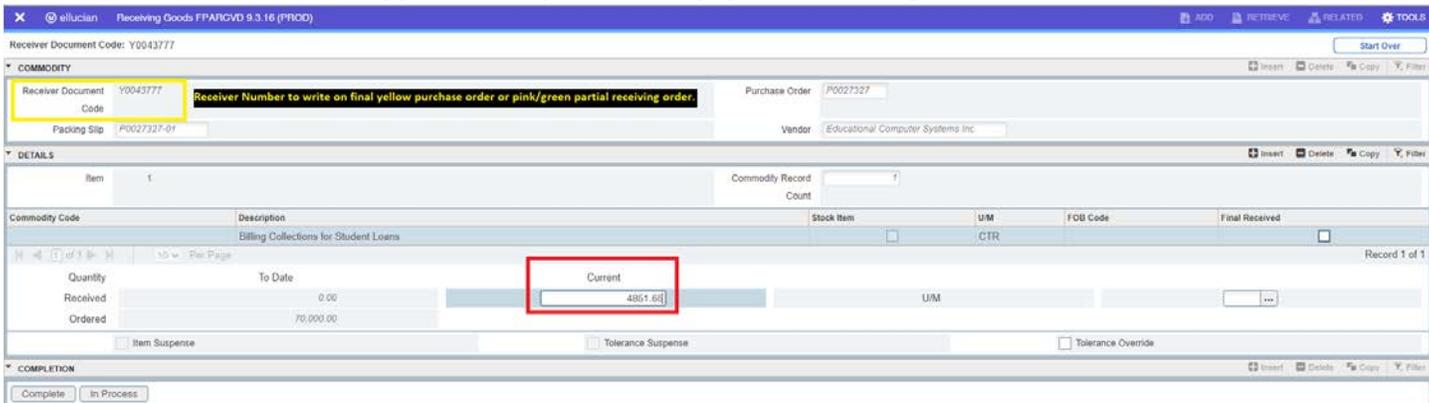
9. Go to the Description page by clicking the down arrow (bottom-left of the screen)



10. Enter the dollar amount or quantity of items being received under current column on received row.

- a. Write down the Receiver Number (Y#####) on the pink/green partial receiving or final yellow copy of receiving purchase order. Receiver Number is auto generated by Banner.

Note: Yellow copy should only be for final payment/receiving.



How to Receive a Purchase Order

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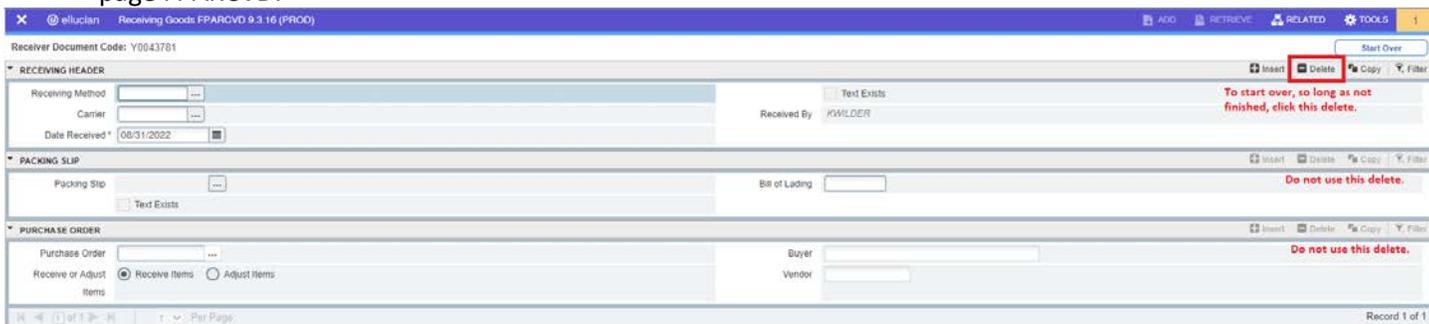
11. Click the down arrow (bottom-left of screen) until "In Process" is highlighted in Completion section.
 - a. If need to pause, click "In Process".
 - b. If finished, click "Complete".



12. Sign the Receiving Report of the Purchase Order (green/pink for partial or yellow for final) with the Receiver Number written on it and send to the Controller's Office / Accounts Payable.

Additional Notes:

- Once receiving is complete, it cannot be deleted. If in process, can delete from Receiving Header section on page FPARCVD.



APPENDIX:

If receiving all of the PO, step 4 alternative is to click "Receive All Purchase Orders."

