



Red Dragon Depot
Receiving Guide

Receiving Instructions:

All orders must be received regardless of order type. This is your approval for Accounts Payable to pay the invoice.

To receive items find your order on the **Receive Tab**.

*Expand order using the triangle next to order number.

The screenshot shows the 'Receive' tab selected in a navigation bar. Below the navigation bar, there are search filters for 'selection' (All Open), 'Transaction #', and 'PO #'. The main content area displays details for Transaction # 640853. A yellow circle highlights a downward-pointing triangle next to the order number '211'. The details are organized into columns: Transaction Name (03/23/2017-12:35:-Room 309-Grainger), User Group (Unassigned), Cart Originator (Kristi Hughston), Requester (Kristi Hughston), Create Date (3/23/2017), Supplier (Grainger), Total Line Items (1), and Total Value (4.65 USD). Other columns include Payment Form (PO), Release Method (Electronic), Order Type (Standard), External Note (attachments), Internal Note (add attachments), Ship To - Attn (Kristi Hughston), Commodity Code, Fiscal Date (3/23/2017), Purchase Order # (16736), and Aux Fields. A 'Selection: Open' dropdown is set to 'Submitted to Supplier'. Buttons for 'Refresh' and 'Review' are visible on the right.

Enter "QTY Received" or "Dollars Received". Choose "Update".
"QTY" is used for items, "Dollars" is used for individual billings on standing orders.

This screenshot shows the item-level details for the same transaction. The item is 'TK6954881T E-Z Bellows Plunger Cup Dia. 7 In. Handle Length 12 In. Plunger Material Plastic Handle Material Plastic' with a catalog item # of STF30. The 'Qty Ordered' is 1. The 'Contract Price' is 4.65 USD. The 'Total Qty Received' is 0.00 USD. Two input fields are highlighted with yellow circles: 'Qty Received:' and 'Dollars Received:'. The 'Dollars Received' field shows '0.00 USD'. Buttons for 'Update' and 'Close' are visible on the right.

You can receive less than the ordered quantity. You will be able to receive again on the same line. You can also receive a negative number in the case of returns where you have already received the items.

Once you have received all items and the order is complete, "Close" the order.

Create Date: 3/23/2017
Supplier: Grainger
Total Line Items: 1
Total Value: 4.65 USD

* Ship To - Attn: Kristi Hughston :Room 309
Commodity Code:
Fiscal Date: 3/23/2017
Purchase Order #: 16736
Aux Field 1: 011417-00
Aux Field 2:

* Chart of Accounts: [details](#)
Index Code: [details](#)
GL Acct. Code: [details](#)

1 Item/Service: [TK6954881T E-Z Bellows Plunger](#)
Cup Dia. 7 In. Handle Length 12 In.
[Plunger Material Plastic Handle](#)
[Material Plastic](#)
Catalog Item #: [STF30](#)

* Ship To - Attn: Kristi Hughston :Room 309
Need By Date:
External Note: [attachments](#)
Internal Note: [add attachments](#)
Commodity Code:
Aux Field 1: 011417-00
Aux Field 2:

Contract Price: 4.65 USD
UOM: EA
Item Subtotal: 4.65 USD
Tax: 0.00 USD
S & H: 0.00 USD
Item Total: 4.65 USD

Qty Received:
Total Qty Received: 1
Qty Ordered: 1

Dollars Received:
Total Dollars Received: 0.00 USD
Item Total: 4.65 USD

[Update](#)
[Close](#)

Select "Yes".

Total Value: 4.65 USD

Aux Field 1: 011417-00
Aux Field 2:

* Chart of Accounts: [details](#)
Index Code: [details](#)
GL Acct. Code: [details](#)

1 Item/Service: [TK6954881T E-Z Bellows Plunger](#)
Cup Dia. 7 In. Handle Length 12 In.
[Plunger Material Plastic Handle](#)
[Material Plastic](#)
Catalog Item #: [STF30](#)

* Ship To - Attn: Kristi Hughston :Room 309
Need By Date:
External Note: [attachments](#)
Internal Note: [add attachments](#)
Commodity Code:
Aux Field 1: 011417-00
Aux Field 2:

Contract Price: 4.65 USD
UOM: EA
Item Subtotal: 4.65 USD
Tax: 0.00 USD
S & H: 0.00 USD
Item Total: 4.65 USD

Qty Received:
Total Qty Received: 1
Qty Ordered: 1

Dollars Received:
Total Dollars Received: 0.00 USD
Item Total: 4.65 USD

[Update](#)
[Close](#)

Close - ESM Purchase

Are you sure you wish to close receiving for this item?

[Yes](#) [No](#)

Transaction #: 640853 Ship To: Central Receiving Subtotal: 4.65 USD

The order is now closed but can still be viewed under All Closed on the selection drop down.

RED DRAGON DEPOT Hi Kristi Hughston **esm**

Shop Approve (0) Receive

selection: [All Closed](#) Transaction #: PO #: sort by: Create Date rows / pg: 10 page 1 of 15 | Next

1 ▶ Transaction #: 828872
* Transaction Name: 09/14/2017-12:41:-Room 301- Staples Bu... [view](#)
User Group: Unassigned
Cart Originator: Barbara Drake :Room 301
Requester: Barbara Drake :Room 301
Create Date: 9/14/2017
Supplier: Staples Business Advantage
Total Line Items: 3
Total Value: 109.60 USD

* Payment Form: Credit Card
Release Method: Electronic
Order Type: Standard
External Note: [attachments](#)
Internal Note: [attachments](#)
* Ship To - Attn: Barbara Drake :Room 301
Commodity Code:
Fiscal Date: 9/14/2017
Purchase Order #: 320917
Aux Field 1: 860775
Aux Field 2:

Selection: Closed
Status: Received and Closed
System Note: [History](#)
Next Step:

[Refresh](#)
[Open](#)

* Chart of Accounts: [details](#)
Index Code: [details](#)
GL Acct. Code: [details](#)