

# Red Dragon Depot Receiving Guide

Updated 1/28/2025

Receiving against your PO is your permission to make a payment for the goods/services you have requested and lets Accounts Payable know those goods/services have been satisfactorily delivered to your office/department.

This allows Accounts Payable to match the invoice to the receiving report generated from Red Dragon Depot which is required by New York State.

# **TYPES OF PURCHASES**

# 1. Commodities (tangible goods)

When you physically receive goods, this is the time to receive the order in Red Dragon Depot. Receive either the dollar amount or by quantity in Red Dragon Depot.

2. Services (legal, medical, speakers, inspection, maintenance, etc.) When the service has been performed satisfactorily, this is the time to receive the order in Red Dragon Depot. Receive the dollar amount or by quantity in Red Dragon Depot.

### 3. Standing orders

When you receive an invoice/receipt to be paid against the standing order, you will receive the dollar amount on the invoice in Red Dragon Depot. The order will show a running total of how much has been charged against that standing order.

### 4. Invoices (see campus NOR policy)

If you are putting an order in Red Dragon Depot with the invoice attached, you will receive an email from the system stating "Your order has been submitted to the supplier.", at this time receive the dollar amount of the order in Red Dragon Depot ASAP.

#### 5. P-Card

When goods are received, you should receive the order in Red Dragon Depot. You will attach your invoice and packing slip to your P-Card Log submitted to the Campus P-Card Administrator. (These do not need to be submitted to Accounts Payable.)

**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 PO on the Receive Tab. PO's may be either partially received or fully received, but should not be closed without any receiving against it. \*Expand order by clicking anywhere on the order being received. 10/29/2019 14:59-:Room... Total Line Items: 1 Total Value: 84.99 USD Create Date: 10/29/2019 Submitted to Supplier Supplier: Staples Business Requester: Transaction #: Interest PO #: Advantage Select "Line Item Details" tab to open to the receiving section of the PO. Receive Payment Form: Credit Card Need By Date: Release Method: Electronic User Group: Unassigned Commodity Code: Order Type: Standard Purchase Order #: 329490 Fiscal Date: 10/29/2019

Enter either "Dollars Received" or "Quantity Received" and click "Update" for each line item. For Standing Orders, only use Dollars Received" and receive the amount on the current invoice.

tem Details		Quantity	Contrac Price	t Subtotal	Tax	S & H	Item Total (USD)	
%	Xerox 106R03473 Cyan Toner Cartridge, Standard	1	84.99 / EA	84.99	0.00	0.00	84.99	<u>more</u>
		Qty Receiv	ved	Total Qty Received	Dollar	s Received	Total Doll	ars Receive
				<u>0</u>		84.99	<u>0</u>	<u>.00</u>
		Notes and Attachments:						
				Internal Campu	s Note 🖹	S Exter	nal Vendor No	ote 🖹 🕥

Location : Central Receiving

Aux Field 1: 860657

Attn : Brenda Hammond :Room 110

Attn : Accounts.Payable@Cortland.edu Location : Attn:Accounts Payable

Delivery Details

Billing Details

Line Item Details (Total: 1)

You may receive **less than** the ordered quantity (for a partial receipt). You will be able to receive again on the same line when more arrives.

You can also receive a **negative number** in the case of returns where you have already received the items or if there was an error to be adjusted.

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

**\*DO NOT** click Close Order without receiving anything against the order. If you did so by mistake, contact Purchasing at x2305 and the order can be "Opened" for you to receive against and then close

<b>N D i</b> 1	Contract					Item Total		
Item Details		Quantity	Price	Subtotal	lax	S&H	(USD)	
1	Xerox 106R03473 Cyan Toner Cartridge, Standard	1	84.99 / EA	84.99	0.00	0.00	84.99	
		Qty Recei	ved To	otal Qty Received	Dollar	s Received	Total Dollars	
				<u>0</u>		84.99 Ipdate	<u>0.00</u>	
			Notes and Attachments:					
				Internal Campus	Note	Exter	rnal Vendor Note	
View Workflow De	tails							
Close Order								
Close Order								
Close Order				×				
Close Order ". ransaction will mark all recei	line items as closed. A ving for this order?	re you sure you	u wish to cl	× lose				
	1   ✓   View Workflow De	1   Xerox     106R03473   Cyan Toner     Cartridge,   Standard     Standard   View Workflow Details	1   Xerox   1     106R03473   Cyan Toner     Cartridge,   Standard     Qty Received   Comparison     View Workflow Details   View Workflow Details	1   Xerox   1   84.99     106R03473   / EA     Cyan Toner   Cartridge,     Standard   Qty Received   To     View Workflow Details   View Workflow Details	1   Xerox   1   84.99   84.99     106R03473   /EA   /EA     Cyan Toner   Cartridge,   Standard     Qty Received   Total Qty Received   0     Notes and Attace   Internal Campus     View Workflow Details   View Workflow Details	1   Xerox   1   84.99   84.99   0.00     106R03473   / EA   / EA   / EA     Cyan Toner   Cartridge,   Standard   Qty Received   Total Qty Received   Dollar:     Q   <	1   Xerox 106R03473 Cyan Toner Cartridge, Standard   1   84.99   0.00   0.00     Qty Received Qty Received Q   Total Qty Received B4.99   Dollars Received B4.99     0   84.99   Update     Notes and Attachments: Internal Campus Note Image State     View Workflow Details	

The order is now closed, but can still be viewed upon searching "Order Summary" or under All Close on the selection drop down.

Shop	Approve (	9) - Receive	
		Search Keyword(s), Iter	n Numbers, etc.
		Go to: All Transactions   No	on-Catalog Items
ceive Tra	Insactions (To	tal 5829)	
howing: A	l Closed	✓ Sort By: Creat	e Date 🗸
10/28/2019	15:48-:Room	Total Line Items: 2	Total Value: 27.76 USD
	#• 17808/10	PO #: 329479	Supplier FM Office Products