SUNY Cortland

Purchasing Office

Red Dragon Depot

Receiving Guide

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 <mark>Receive Tab</mark>.

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
Transaction #: ▓▓▓▓	**PO #:** ▓▓▓▓	**Supplier:** Staples Business Advantage	**Requester:** ▓▓▓▓	

Select "Line Item Details" tab to open to the receiving section of the PO.

Receive

General Details

Payment Form:	Credit Card	**Need By Date:**	
Release Method:	Electronic	**User Group:**	Unassigned
Order Type:	Standard	**Commodity Code:**	
Purchase Order #:	329490		
Fiscal Date:	10/29/2019		
Aux Field 1:	860657		
Aux Field 2:			

Delivery Details	Attn : Brenda Hammond :Room 110	Location : Central Receiving
Billing Details	Attn : Accounts.Payable@Cortland.edu	Location : Attn:Accounts Payable
GL Details		
Line Item Details (Total: 1)		

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.

Line Item Details (Total: 1)

Item Details		Quantity	Contract Price	Subtotal	Tax	S & H	Item Total (USD)	
1	Xerox 106R03473 Cyan Toner Cartridge, Standard	1	84.99 / EA	84.99	0.00	0.00	84.99	more...

Qty Received	**Total Qty Received**	**Dollars Received**	**Total Dollars Received**
	0	<mark>84.99</mark>	0.00
		<mark>Update</mark>	

Notes and Attachments:
Internal Campus Note 📄📎   External Vendor Note 📄📎

Close

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.

Select "Yes".

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