

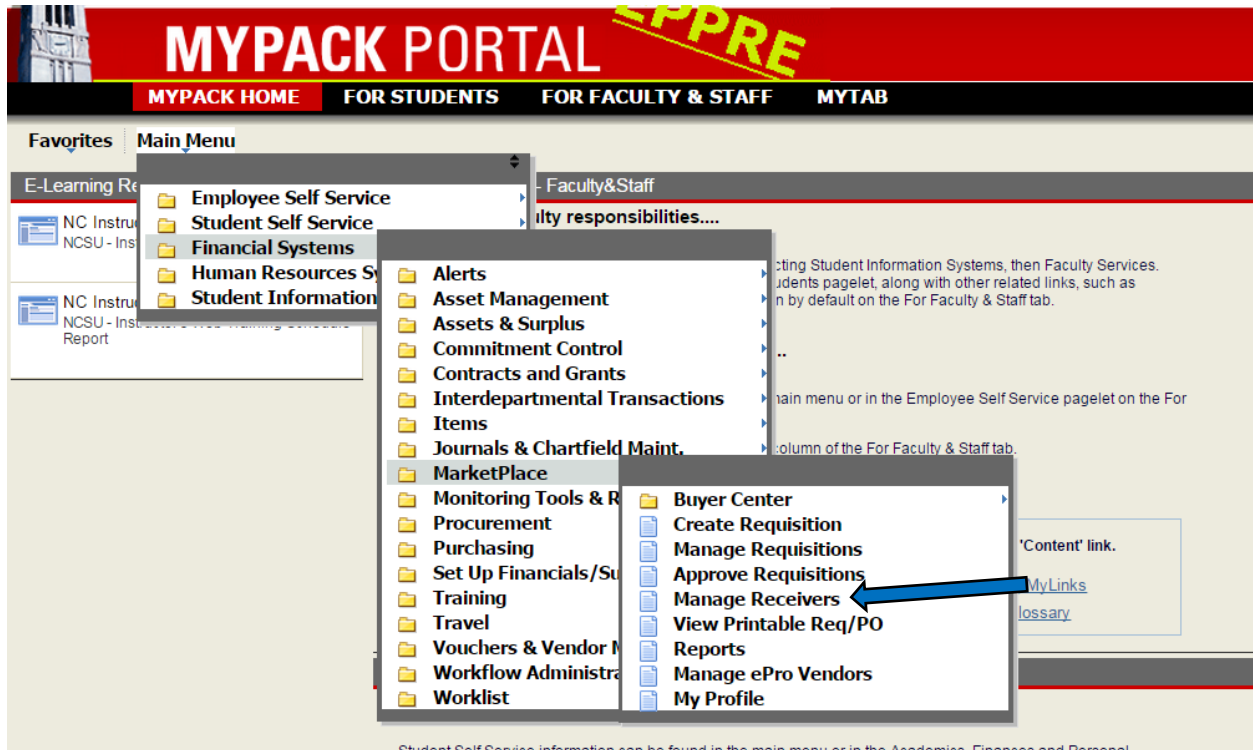
Below are instructions on how to navigate to the new receiver page, how to mark lines received, reject a line and how to cancel a receiver.

### **NAVIGATION FROM THE MYPACK PORTAL**

\*Log in to the MyPack Portal.

\*Make sure you are on the MyPack Home tab.

\*Click on Main Menu > Financial Systems > MarketPlace > Manage Receivers.



\*Continued below.

## NAVIGATION FROM MANAGE REQUISITIONS

\*From the Manage Requisitions page, choose the order that you want to mark received.

\*Click on the drop down box at the far right of the order line.

\*Click on the Manage Receiver option and click the Go button.

Favorites | Main Menu > Financial Systems > Marketplace > Manage Requisitions

### Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:  Requisition Name:

Requisition ID:  Request Status:

Date From:  Date To:  Dept Begins With:

Requester:  PO ID:  Project ID:

#### Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.


Req ID	Requisition Name	Purchase Order	PO Type	Date	Status	Total		
0000326643	McMaster Carr Supply Co	NCSU1 0000365356	MP	01/15/2015	Partially Received	80.89	<input type="button" value="Expand"/>	<Select Action> <input type="button" value="Go"/>
0000326594	Machine & Welding Suppl...	NCSU1 0000365321	MP	01/15/2015	Received	357.60	<input type="button" value="Expand"/>	<Select Action> <input type="button" value="Go"/>
0000326591	Machine & Welding Suppl...	NCSU1 0000365320	MP	01/15/2015	Partially Received	715.20	<input type="button" value="Expand"/>	<Select Action> <input type="button" value="Go"/>
0000325375	McMaster Carr Supply Co	NCSU1 0000364202	MP	01/08/2015	Partially Received	19.23	<input type="button" value="Expand"/>	<Select Action> <input type="button" value="Go"/>
0000325371	McMaster Carr Supply Co	NCSU1 0000364201	MP	01/08/2015	PO(s) Dispatched	179.00	<input type="button" value="Expand"/>	<Select Action> <input type="button" value="Go"/>

#### Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	Purchase Order	PO Type	Date	Status	Total		
0000326643	McMaster Carr Supply Co	NCSU1 0000365356	MP	01/15/2015	Partially Received	80.89	<input type="button" value="Expand"/>	<Select Action> <input type="button" value="Go"/>
0000326594	Machine & Welding Suppl...	NCSU1 0000365321	MP	01/15/2015	Received	357.60	<input type="button" value="Expand"/>	<Select Action> <input type="button" value="Go"/>
0000326591	Machine & Welding Suppl...	NCSU1 0000365320	MP	01/15/2015	Partially Received	715.20	<input type="button" value="Expand"/>	<Select Action> <input type="button" value="Go"/>
0000325375	McMaster Carr Supply Co	NCSU1 0000364202	MP	01/08/2015	Partially Received	19.23	<input type="button" value="Expand"/>	<Select Action> <input type="button" value="Go"/>
0000325371	McMaster Carr Supply Co	NCSU1 0000364201	MP	01/08/2015	PO(s) Dispatched	179.00	<input type="button" value="Expand"/>	Manage Receivers <input type="button" value="Go"/>



\*Continued below.

## CREATE RECEIVER

\*When you arrive at the Manage Receivers page, all orders that require receiving will be listed.

\*At the Manage Receivers page, you will find search fields if you need to search for a specific order or subset of orders.

\*Find the order that you want to mark received and click on the triangle to the left of the order. All lines that require a receiver will open.

\*Choose the date for the receiver, and enter the quantity that was accepted for each line. Only enter quantities or line items that were in the shipment. Do not mark items that were not shipped.

\*Click the Save & Create Receipt button. You will receive a pop up window with your receiver number.

Favorites | Main Menu > Financial Systems > Marketplace > Manage Receivers

Manage Receivers

### Manage Receivers

Receiver Search Page

Business Unit:  Requisition Name:  6 Digit Dept From:  6 Digit Dept To:   
Requisition ID:  Project ID:  2 Digit Dept ID:   
PO ID:  Requester:  Marketplace Vendor ID:   
Receipt ID:  PO Receipt Status:  PO Date From:  PO Date to:

[New Receiver Instructions](#)

To view the PO lines that need to be received, click the Expand triangle icon: Received Date:    [Expand All](#) [Collapse All](#)

Req ID	Requisition Name	Vendor Name	Purchase Order	PO Type	Date	PO Receipt Status	Total
0000225137	Testing Staples Janitorial	STAPLESINC-001	0000266461	MP	02/28/2013	Partial	48.28
0000225574	Test National Welders #2	NATIONALWE-001	0000266916	MP	03/04/2013	Not Recvd	2.39

[New Receiver Instructions](#)

To view the PO lines that need to be received, click the Expand triangle icon: Received Date:    [Expand All](#) [Collapse All](#)


Req ID	Requisition Name	Vendor Name	Purchase Order	PO Type	Date	PO Receipt Status	Total
0000225137	Testing Staples Janitorial	STAPLESINC-001	0000266461	MP	02/28/2013	Partial	48.28

Receiver: MLOBRIEN

PO Line Information							
Line Number	Vendor Item ID	Description	Qty PO	Qty Received	Qty Rejected	Qty Accept	Qty Reject
2	889393	Ambitex® Latex Disposable Powd	1.0000			<input type="text"/>	<input type="text"/>

\*Continued below.

Search [New Receiver Instructions](#)

To view the PO lines that need to be received, click the Expand triangle icon: Received Date:   Save & Create Receipt Download to Excel Expand All Collapse All

Req ID	Requisition Name	Vendor Name	Purchase Order	PO Type	Total
0000225137	Testing Staples Janitorial	STAPLESINC-001	0000266461	MP	48.28

Receiver: MLOBRIEN

**PO Line Information**


Line Number	Vendor Item ID	Description	Qty PO	Qty R
2	889393	Ambitex® Latex Disposable Powd	1.0000	

June 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Current Date

Search [New Receiver Instructions](#)

To view the PO lines that need to be received, click the Expand triangle icon: Received Date:   Save & Create Receipt Download to Excel Expand All Collapse All


Req ID	Requisition Name	Vendor Name	Purchase Order	PO Type	Date	PO Receipt Status	Total
0000225137	Testing Staples Janitorial	STAPLESINC-001	0000266461	MP	02/28/2013	Partial	48.28

Receiver: MLOBRIEN

**PO Line Information**

Line Number	Vendor Item ID	Description	Qty PO	Qty Received	Qty Rejected	Qty Accept	Qty R
2	889393	Ambitex® Latex Disposable Powd	1.0000			1	

Search [New Receiver Instructions](#)

To view the PO lines that need to be received, click the Expand triangle icon: Received Date:   Save & Create Receipt Download to Excel Expand All Collapse All

Req ID	Requisition Name	Vendor Name	Purchase Order	PO Type	Date	PO Receipt Status	Total
0000225137	Testing Staples Janitorial	STAPLESINC-001	0000266461	MP	02/28/2013	Partial	48.28

Receiver: MLOBRIEN

**PO Line Information**

Line Number	Vendor Item ID	Description	Qty PO	Qty Received	Qty Rejected	Qty Accept	Qty Reject
2	889393	Ambitex® Latex Disposable Powd	1.0000			1	

\*Continued below.

## REJECT RECEIVER

\*If an item was canceled by you or the vendor or if a shipment was refused, you can mark the line or quantity as rejected.

\*Navigate to the Manage Receivers page.

\*Find the order that you want to mark as rejected and click on the triangle to the left of the order.

\*Choose the date for the receiver and enter the quantity that you want to mark as rejected.

\*Click the Save & Create Receipt button. You will receive a pop up window with your receiver number.

Favorites | Main Menu > Financial Systems > MarketPlace > Manage Receivers

Manage Receivers

### Manage Receivers

Receiver Search Page

Business Unit:  Requisition Name:  6 Digit Dept From:  6 Digit Dept To:   
Requisition ID:  Project ID:  2 Digit Dept ID:   
PO ID:  Requester:  MarketPlace Vendor ID:   
Receipt ID:  PO Receipt Status:  PO Date From:  PO Date to:

[New Receiver Instructions](#)

To view the PO lines that need to be received, click the Expand triangle icon: Received Date:    [Expand All](#) [Collapse All](#)

Req ID	Requisition Name	Vendor Name	Purchase Order	PO Type	Date	PO Receipt Status	Total
0000225137	Testing Staples Janitorial	STAPLESINC-001	0000266461	MP	02/28/2013	Partial	48.28
0000225574	Test National Welders #2	NATIONALWE-001	0000266916	MP	03/04/2013	Not Recvd	2.39

[New Receiver Instructions](#)

To view the PO lines that need to be received, click the Expand triangle icon: Received Date:    [Expand All](#) [Collapse All](#)

Req ID	Requisition Name	Vendor Name	Purchase Order	PO Type	Date	PO Receipt Status	Total
0000225137	Testing Staples Janitorial	STAPLESINC-001	0000266461	MP	02/28/2013	Partial	48.28

Receiver: MLOBRIEN

PO Line Information

Line Number	Vendor Item ID	Description	Qty PO	Qty Received	Qty Rejected	Qty Accept	Qty Reject
2	889393	Ambitex® Latex Disposable Powd	1.0000			<input type="text"/>	<input type="text" value="1"/>

[New Receiver Instructions](#)

To view the PO lines that need to be received, click the Expand triangle icon: Received Date:    [Expand All](#) [Collapse All](#)

Req ID	Requisition Name	Vendor Name	Purchase Order	PO Type	Date	PO Receipt Status	Total
0000225137	Testing Staples Janitorial	STAPLESINC-001	0000266461	MP	02/28/2013	Partial	48.28

Receiver: MLOBRIEN

PO Line Information

Line Number	Vendor Item ID	Description	Qty PO	Qty Received	Qty Rejected	Qty Accept	Qty Reject
2	889393	Ambitex® Latex Disposable Powd	1.0000			<input type="text"/>	<input type="text" value="1"/>

## CANCEL RECEIVER

\*If you mark an item or quantity as received by mistake, you can cancel that receiver and start over.

\*First find either the PO number, Requisition ID or the Receipt number then navigate to the Manage Receivers page.

\*Enter the number in the specific field and click the search button.

\*You will see the receivers that have been made on that order listed with a red X to the right of each line item that was on the order.

\*Click the red X to cancel that receiver. That item will now show up as an item that needs to be received.

The screenshot displays the 'Manage Receivers' interface. At the top, there is a red header with the text 'Manage Receivers'. Below this is the 'Receiver Search Page' section, which contains several search fields: Business Unit (NCSU1), Requisition Name, Dept From, Dept To, Requisition ID, PO ID (0000364244), Requester (MLOBRIEN), Vendor ID, PO Date From (06/16/2015), and PO Date to (06/23/2015). A blue arrow points to the PO ID field. Below the search fields is a 'Search' button. The 'Receiver Details' section below shows a table with columns for Receiver ID, Received Date, User ID, and a status column. The status column contains 'Received' and a red 'X' mark. A blue arrow points to the red 'X' mark in the status column of the first row.

Receiver ID	Received Date	User ID	Status
0000492894	02/02/2015	Monica Lynn O'Brien	Received X
0000492895	02/02/2015	Monica Lynn O'Brien	Received X
0000492896	02/02/2015	Monica Lynn O'Brien	Received X