Receiving Goods & Services - PO

Receiving is an important function in the purchase to pay process, within PeopleSoft. When dealing with College suppliers, receipts are created for goods or services that been received from a supplier. The receipt validates that the Requestor is satisfied with the goods or services received, and payment should be initiated to the supplier. If the receipt is not created, payment will not be issued to the supplier.

No documents (i.e. supplier invoice) should be attached to the receipt. All supplier invoices are to be submitted to Accounts Payable via:

1. Inter-office Mail
2. E-mail: accounts.payable@senecacollege.ca

The Requestor must record the receipt number created in PeopleSoft and the PO #. This assists Accounts Payable staff with validating the transaction, within PeopleSoft.

Who is responsible for creating a Receipt?
Ideally the Requestor should be receiving the goods or services. Goods, depending on size, may be received at the office, or at a designated shipping area. Services are received by the department that requested the service.

The following table outlines receiving methods & tasks:

a. **Requestor of PO** will receive for all purchase orders for services.

b. **Requestor** will receive for all standing orders purchase orders, an example of this is bottled water services for a department/faculty, the supplier delivers products and provides an invoice to the department/faculty it is the responsibility of the Requisitioner to create a receipt for the bottle water and submit the invoice to Account Payable for payment.

c. **ITS Requestor** will receive purchases of computers or laptops, after central receiving has received bulk shipment, to confirm product received is accurate.

d. **Facilities** will receive furniture, after installation is complete.

Contact Procurement Services: ext. 77137, or procurement@senecacollege.ca. For system issue contact Service Desk: (servicedesk@senecacollege.ca) ext. 22129.
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Accessing i3

1. Log on to My Seneca
2. Select Employee Services and then select i3 Portal

How to Create a Receipt for Quantity Goods

Click on the “Procurement” tile.
Select “Add/Update Receipts” on the Left Quick Links list
A. Click the “Add a New Value” tab.
B. Click on the “Add” button.

A. Select your Purchase Order from the “ID” field. Note the Purchase Order must have the status of 1 “dispatched” to be selected from the drop down menu. If you are unable to locate your PO #, contact Procurement.
B. Click “Search”, the system will return all lines from your Purchase Order.

Note: To complete a search you only require the PO Unit (SEN01, should be pre-populated) and the PO # (ID field). If the system pre-populates other fields, delete this information.
Clear the default “MK” from the “Ship To” field. Please make sure that the “Ship To” field is always blank.
A. Select PO line(s) that need to be received. You can do so by checking the “Sel” box for each line item, or by checking the “Select All” box to receive all items.

B. To proceed, click “OK”.

The receiving page will open.

- If product is received – confirm units ordered have been received
- If services are rendered – confirm amount that is being approved to be paid. For services, ensure the amount entered is prior to taxes.

The suppliers packing slip should be attached as an electronic file for all receipts created for goods.

When the receipt is being created the packing slip should be added as an electronic file:

1. Click on the “Links and Status”

2. Click on the icon.
On the following screen you can provide a comment and attach your file by clicking the “attach” button to attach the electronic file of the supplier’s packing slip.

Choose your electronic file from your computer drive and upload to the receipt link.

Once receiving is completed, click on “Save” and a receipt will be created. The system will generate a receipt number in this format “REXXXXXXX”.

**How to Receive Based On an Invoice Dollar Amount**

Purchases of services and standing orders should be received based on the dollar amount of the supplier’s invoice. The decision to receive by the supplier’s invoice amount is determined at the time of creating the Purchase Requisition (PR).

The above Screenshot of the requisition “Attributes” tab on the PR, shows where you select the “Amount Only” box. The selection of this box will allow receipts to be created based on the supplier’s invoice amount. All requisitions are defaulted to be received by
a quantity. When this box is checked, this tells the system that the receipt will based on receiving by dollar amount.

A. The dollar amount shown on the receipt page, when it opens, is the original PO value; delete this amount and enter the dollar amount to be received based on the supplier invoice.

The dollar amount entered on the receipt page, to be received, should be the dollar amount, exclusive of delivery and VAT (HST).