

## Receipting an order

All requisitioners are also set up as goods receivers in the portal and are responsible for receipting. When goods or services are received, this must be recorded in e-proc to allow the supplier invoice to be paid.

Where goods have been receipted and there are no issues, then the invoice is automatically marked as complete and ready for payment in accordance with supplier payment terms.

Where goods have not been receipted or there are differences between what was ordered and what was received, invoices **will be held and not paid** – this can ultimately result in the Council being placed on stop.

Anyone can receipt orders, so if someone is off sick or on holiday, colleagues can receipt on their behalf from the delivery note.

If an order is never going to be fulfilled, the P2P team will complete the line or the whole order for you, please email [purchasetopay@cumbria.gov.uk](mailto:purchasetopay@cumbria.gov.uk) for any orders like this.

## Receipting an order

1. Log in to the e-procurement portal and select the e-receiver tab. The e-receiver workbench is based on Location, not the individual, so all orders delivered to that location will appear.

Portal | Receipts | Enquiries | Help

Enter order ref. Go! Search For Order...

Jane Allen 's Receiver Workbench

Your workbench Summary <<

Current Delivery Location is HWAY SKIRSGILL STORE Change Delivery Location to : HSKIRS HWAY SKIRSGILL STORE

Order Lines Due		Future Order Lines Due	
Today	0	Due within 7 days	0
Overdue	2853	Due within 8-30 days	0
Total Order Lines Due	2853	Total Future Order Lines Due	0

Search for ..

Orders requiring Receipt

2. To view orders for a different location, input the location name or postcode and select from the dropdown menu.

Your workbench Summary <<

Current Delivery Location is SC/ROCKCLIFFE CE SCHOOL Change Delivery Location to : CA064 SC/ROCKCLIFFE CE SCHOOL

Order Lines Due		Future Order Lines Due	
Today	0	Due within 7 days	0
Overdue	0	Due within 8-30 days	0
Total Order Lines Due	0	Total Future Order Lines	0

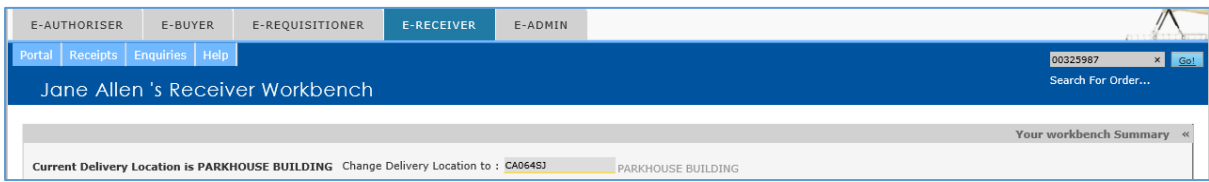
Search for ..

Receipt

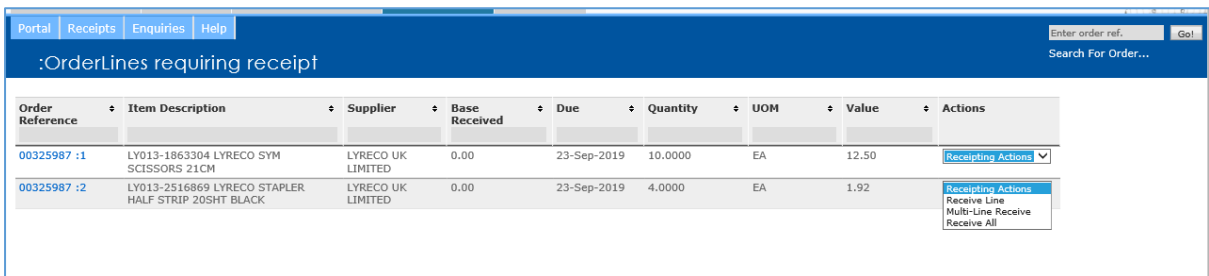
CA064 SC/ROCKCLIFFE CE SCHOOL  
LA064ES1 SC/BLACKFORD CE PRIMARY SCHOOL  
CA064N1 SC/IRTHINGTON VILLAGE SCHOOL  
CA064S1 PARKHOUSE BUILDING

3. The easiest way to find a particular order to be receipted is to use the **Search for Order** in the top right field of the screen.

Enter the order number and click **Go!** This will bring back the lines of the order available to be receipted.



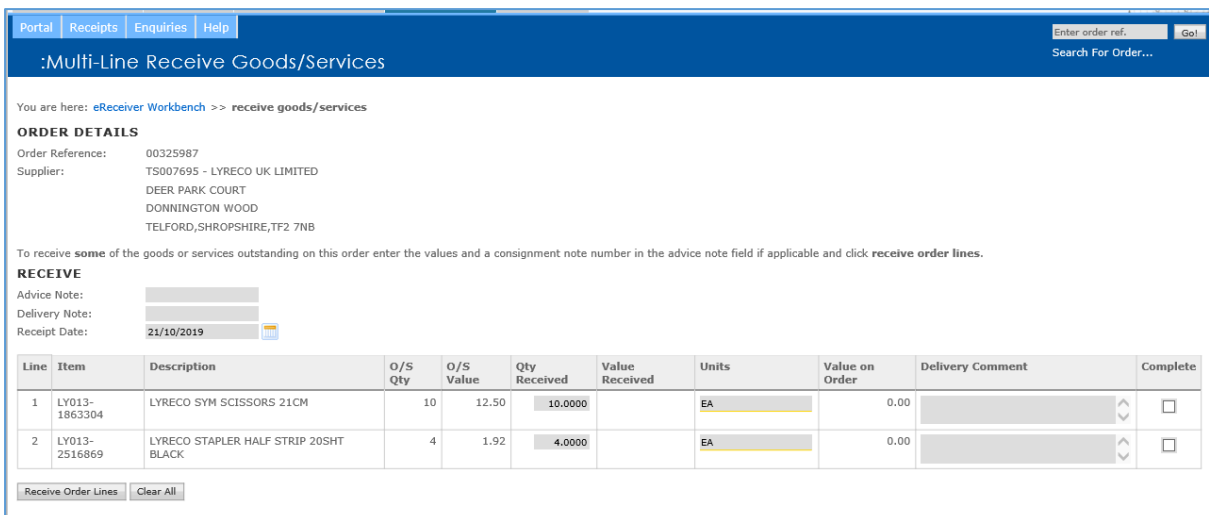
4. To view receipting options, click on the dropdown arrow on the line.



If you select Receive Line, you will only be able to receipt 1 line at a time and the system will lock as it processes the receipt – meaning that it can take a while to receipt a whole order.

If you select Receive All, you will only be able to receipt in full all outstanding lines of the order. **There is no opportunity to alter receipt details such as quantity or unit of measure etc.** For this reason, do not use Receipt All.

To receive all lines on the order at once and have the opportunity to amend receipt details, select **Multi-Line Receive**. This will take you to the Multi Line Receiving screen.



On this screen you can see the order reference and supplier details.

5. As above, the quantities ordered will default into the quantities received. This will not always be correct, so before you do anything else, click **Clear All**.

Portal | Receipts | Enquiries | Help Enter order ref.  Go! Search For Order...

**:Multi-Line Receive Goods/Services**

You are here: [eReceiver Workbench](#) >> [receive goods/services](#)

**ORDER DETAILS**  
 Order Reference: 00325987  
 Supplier: TS007695 - LYRECO UK LIMITED  
 DEER PARK COURT  
 DONNINGTON WOOD  
 TELFORD,SHROPSHIRE,TF2 7NB

To receive **some** of the goods or services outstanding on this order enter the values and a consignment note number in the advice note field if applicable and click **receive order lines**.

**RECEIVE**  
 Advice Note:   
 Delivery Note:   
 Receipt Date: 21/10/2019

Line	Item	Description	O/S Qty	O/S Value	Qty Received	Value Received	Units	Value on Order	Delivery Comment	Complete
1	LY013-1863304	LYRECO SYM SCISSORS 21CM	10	12.50	<input type="text" value="0"/>		EA <input type="text"/>	0.00	<input type="text"/>	<input type="checkbox"/>
2	LY013-2516869	LYRECO STAPLER HALF STRIP 20SHT BLACK	4	1.92	<input type="text" value="0"/>		EA <input type="text"/>	0.00	<input type="text"/>	<input type="checkbox"/>

You can now input the quantities you wish to receipt. In the example, we will receipt 5 pairs of scissors and 4 staplers. You can enter an Advice or Deliver note reference or comment is you wish but this is not mandatory.

Once the quantities are entered and you are satisfied that they are correct, click on **Receive Order Lines**

- 6. You will be taken back to your e-Receiver workbench where a message in green is displayed stating that a Goods Received Note, GRN, has been created and giving the GRN number created by the system.

E-AUTHORISER | E-BUYER | E-REQUISITIONER | **E-RECEIVER** | E-ADMIN

Portal | Receipts | Enquiries | Help Enter order ref.  Go! Search For Order...

**Jane Allen 's Receiver Workbench**

i PLE39: Order Text is available  
i PLE23: GRNs 01022341 - 01022342 will be created in Background

Your workbench Summary <<

Current Delivery Location is **PARKHOUSE BUILDING** Change Delivery Location to :  **PARKHOUSE BUILDING**

If you search for the order again, the receipts will be shown against the lines. Where the line has been only part-receipted, the status will be **Awaiting delivery** as there are still 5 pairs of scissors to be received. Where the line has been fully receipted, the status is **Awaiting invoice**.

Requisitions																											
Line Summary																											
Receipts>Returns																											
Invoices																											
SplitAnalysis																											
<b>1</b> 10 X LYRECO SYM SCISSORS 21CM (LY013-1863304) - EA @ 1.25 EA											AWAITING DELIVERY <																
Type	Receipt	Advice Note	Date Entered	Last Updated By	Qty	QUOM	Location	Return Reason	Disposed By	Last Updated	Status																
RECEIPT	01022341		21-Oct-2019 15:48:54 PM	ALLENJ	5	EA	PARKHOUSE BUILDING			21-Oct-2019 15:48:59 PM	OUTSTANDING	Cancel															
<table border="1"> <thead> <tr> <th>Ordered</th> <th>Received</th> <th>Returned</th> <th>Credited</th> <th>Outstanding</th> </tr> </thead> <tbody> <tr> <td>Quantity</td> <td>10</td> <td>5</td> <td>0</td> <td>0</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>5</td> </tr> </tbody> </table>													Ordered	Received	Returned	Credited	Outstanding	Quantity	10	5	0	0					5
Ordered	Received	Returned	Credited	Outstanding																							
Quantity	10	5	0	0																							
				5																							
<b>2</b> 4 X LYRECO STAPLER HALF STRIP 20SHT BLACK (LY013-2516869) - EA @ 0.48 EA											AWAITING INVOICE <																
Type	Receipt	Advice Note	Date Entered	Last Updated By	Qty	QUOM	Location	Return Reason	Disposed By	Last Updated	Status																
RECEIPT	01022342		21-Oct-2019 15:48:54 PM	ALLENJ	4	EA	PARKHOUSE BUILDING			21-Oct-2019 15:49:00 PM	OUTSTANDING	Cancel															
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Ordered	Received	Returned	Credited	Outstanding																							
Quantity	4	4	0	0																							
				0																							
<input type="button" value="Refresh Order"/> <input type="button" value="Receive Goods/Services"/> <input type="button" value="Amend"/> <input type="button" value="Revise"/> <input type="button" value="Linked Enquiry"/>																											