

## Job Aid: How to Receive Items in COMMBUYS

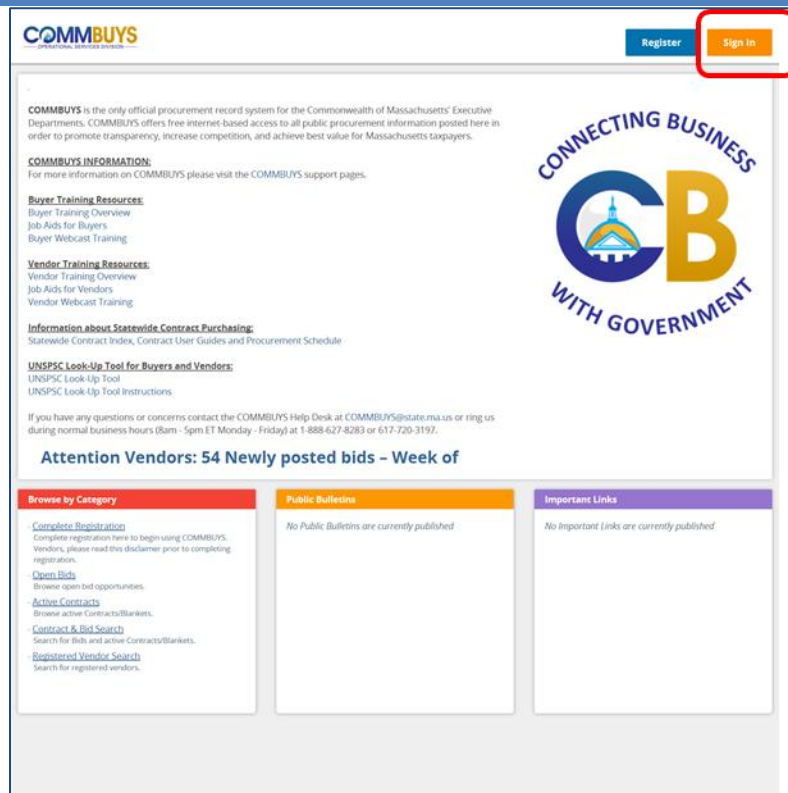
### This Job Aid Shows How To:

- Receive items in COMMBUYS

### Of Special Note:

Before a receipt can be processed, there must be a purchase order (PO) in Sent status. The receiving of goods and services may be either complete receipt or partial receipt. Items that are being returned must be received and then returned. The receipt of items can also be cancelled without first receiving them. This Job Aid shows how to receive all items on a PO and the completed receipt with a Receipt Number assigned in an updated status of Approved for Invoice. Individuals within an agency or department who receive and/or create requests for payments will find this document useful. These users **MUST** process receiving within the Basic Purchaser role or within the Department Access role with permission given to receive.

### Screenshot



### Directions

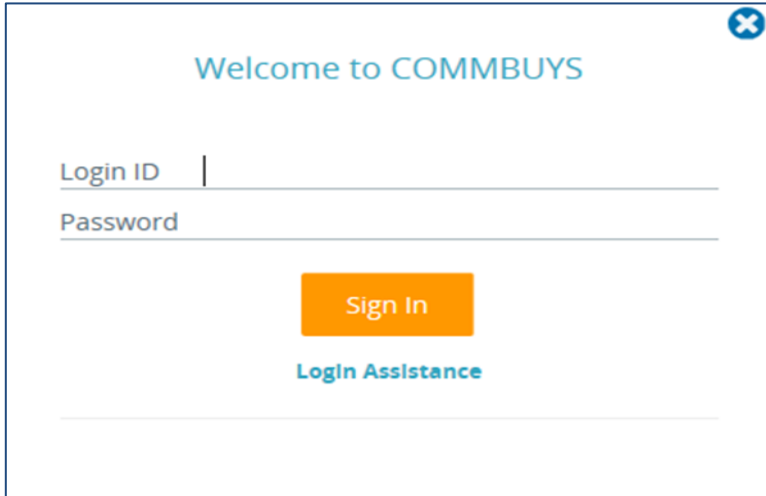
#### Step 1: Log-in to COMMBUYS

1. Launch the COMMBUYS website by entering the URL (<https://www.commbuys.com>) in the browser or by clicking the hyperlink [COMMBUYS](#).
2. Click on the orange **Sign In** button in the upper right hand corner.

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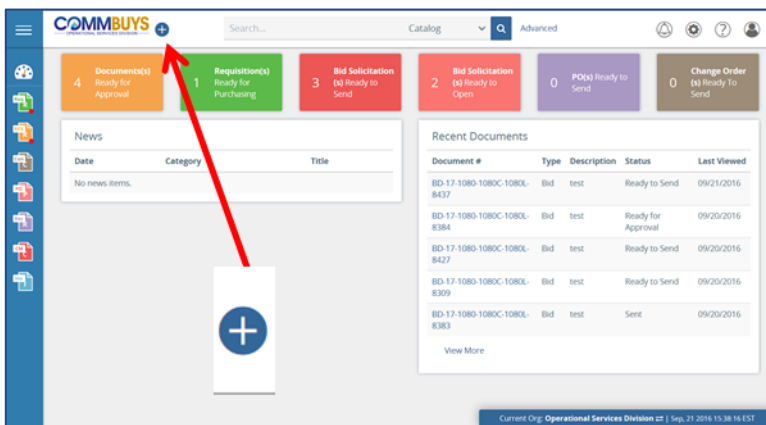
### Screenshot

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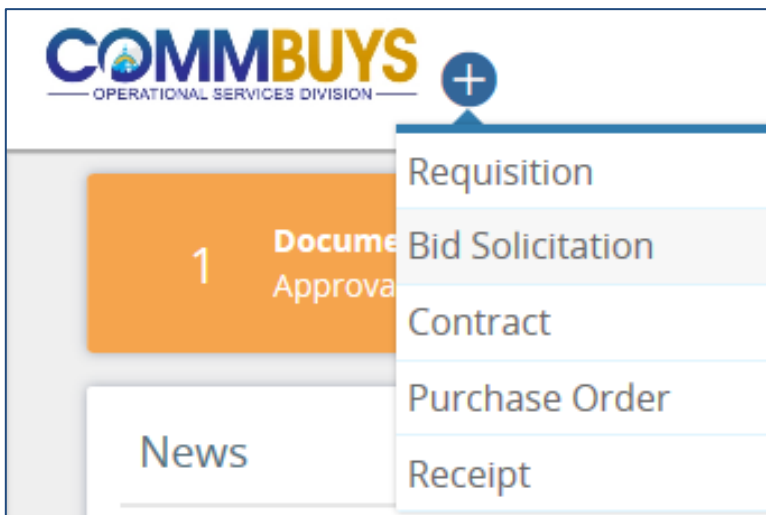
#### Step 2: Logging In

1. Enter your Login ID and Password.
2. Click on the **Sign In** button.



#### Step 3: Clicking the Add Documents Icon

Click on the **Add Documents** (plus sign) icon.



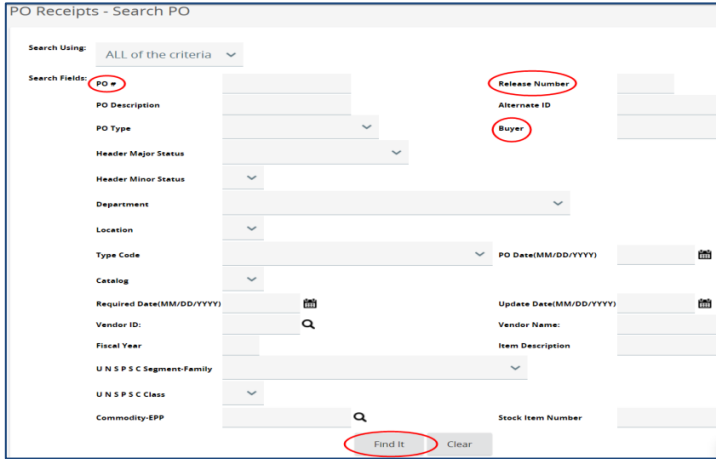
#### Step 4: Selecting Receipt

Select Receipt from the dropdown menu.

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#### Step 5: Locating a Purchase Order

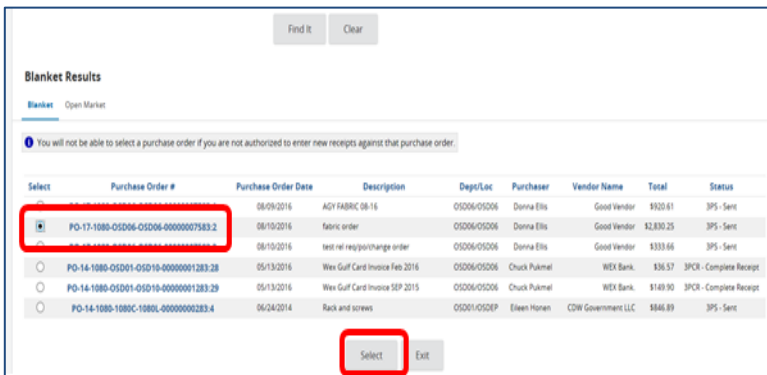
The PO Receipts – Search PO page displays.

1. Locate the PO using any of these search fields:
  - PO#
  - Release Number
  - Buyer
2. Press **Enter** on your keyboard or scroll to the bottom of the screen and click on the **Find It** button.

#### Step 6: Selecting a Purchase Order

The search results display at the bottom of your screen in the Blanket Results section.

1. In the **Select** column, click on the radio button next to the PO you want to receive.
2. Click on the **Select** button at the bottom of the screen.



Select	Purchase Order #	Purchase Order Date	Description	Dept/Loc	Purchaser	Vendor Name	Total	Status
<input checked="" type="radio"/>	PO-17-1080-OSD06-OSD06-00000007583.2	08/09/2016	ADY FABRIC 08-16	OS006-OS006	Dianna Ellis	Good Vendor	\$920.61	SPS - Sent
<input type="radio"/>		08/10/2016	fabric order	OS006-OS006	Dianna Ellis	Good Vendor	\$2,830.25	SPS - Sent
<input type="radio"/>		08/10/2016	test:rel req/porchange order	OS006-OS006	Dianna Ellis	Good Vendor	\$333.66	SPS - Sent
<input type="radio"/>	PO-14-1080-OSD01-OSD10-00000001283.28	05/13/2016	Wex Golf Card Invoice Feb 2016	OS006-OS006	Chuck Pakmel	WEX Bank	\$36.57	3PCR - Complete Receipt
<input type="radio"/>	PO-14-1080-OSD01-OSD10-00000001283.29	05/13/2016	Wex Golf Card Invoice SEP 2015	OS006-OS006	Chuck Pakmel	WEX Bank	\$149.90	3PCR - Complete Receipt
<input type="radio"/>	PO-14-1080-1080C-1080C-00000000283.4	06/24/2014	Rack and screws	OS001-OS00P	Eileen Honen	CDW Government LLC	\$846.89	SPS - Sent

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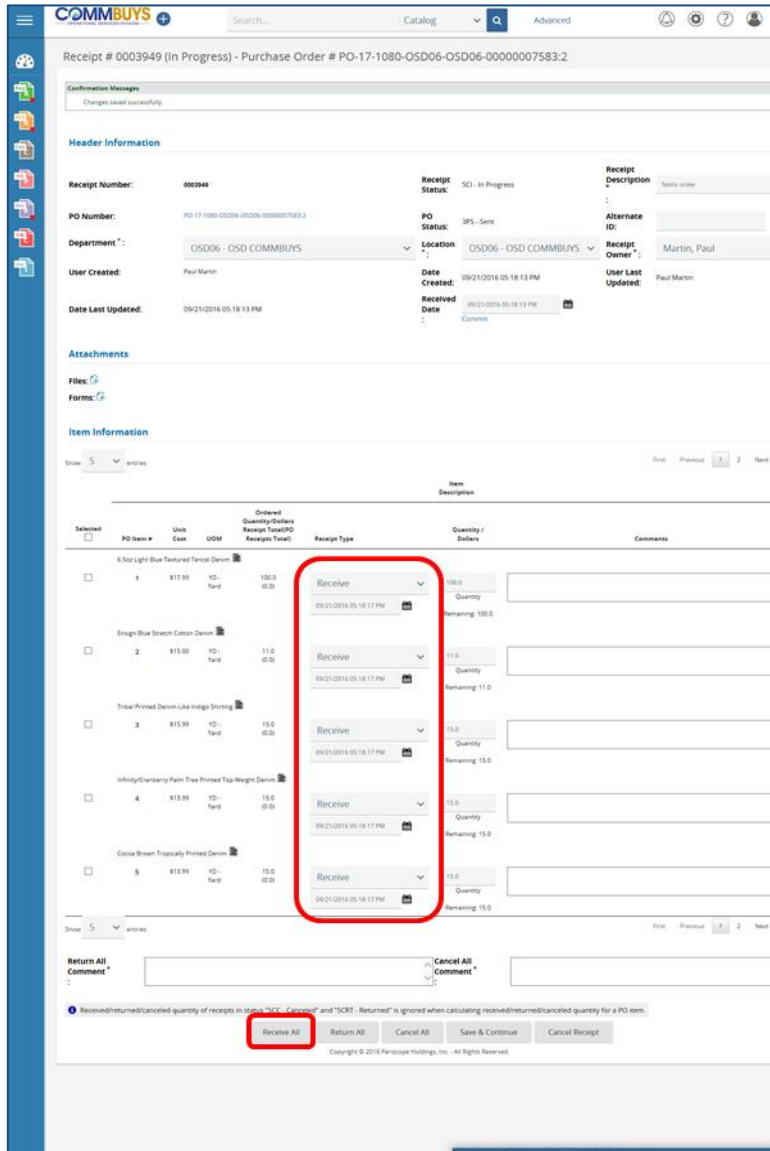
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#### Step 7: Receiving

The Receipt page displays. The Receipt column defaults to Receive.

1. Ensure that each line item's receipt status is marked as **Receive**.
2. Scroll to the bottom of the page and click on the **Receive All** button.



Receipt # 0003949 (In Progress) - Purchase Order # PO-17-1080-OSD06-OSD06-0000007583:2

Header Information

Receipt Number: 0003949  
 PO Number: PO-17-1080-OSD06-OSD06-0000007583:2  
 Department: OSD06 - OSD COMMBUYS  
 User Created: Paul Martin  
 Date Last Updated: 09/21/2016 05:18:13 PM

Receipt Status: 50 - In Progress  
 PO Status: 3P5 - Sent  
 Location: OSD06 - OSD COMMBUYS  
 Date Created: 09/21/2016 05:18:13 PM  
 Received Date: 09/21/2016 05:18:13 PM  
 Receipt Description: None enter  
 Alternate ID:  
 Receipt Owner: Martin, Paul  
 User Last Updated: Paul Martin

Attachments

Files:  
 Forms:

Item Information

Selected	PO Item #	Unit Case	UOM	Ordered Quantity/Dollars Receipt Total/PO	Receipt Type	Quantity / Dollars	Comments
<input type="checkbox"/>	1	8.5oz Light Blue Textured Fencil Dexam	YD	100.0 0.00	Receive	100.0 Quantity Remaining: 100.0	
<input type="checkbox"/>	2	Erwegh Blue Screen Cotton Dexam	YD	11.0 0.00	Receive	11.0 Quantity Remaining: 11.0	
<input type="checkbox"/>	3	Triax Printed Dexam Like Indigo Shirts	YD	15.0 0.00	Receive	15.0 Quantity Remaining: 15.0	
<input type="checkbox"/>	4	Infinity/Cariberry Palm Tree Printed Top-Weight Dexam	YD	15.0 0.00	Receive	15.0 Quantity Remaining: 15.0	
<input type="checkbox"/>	5	Cocoa Brown Triaxually Printed Dexam	YD	15.0 0.00	Receive	15.0 Quantity Remaining: 15.0	

Return All Comment \*  Cancel All Comment \*

**Receive All** Return All Cancel All Save & Continue Cancel Receipt

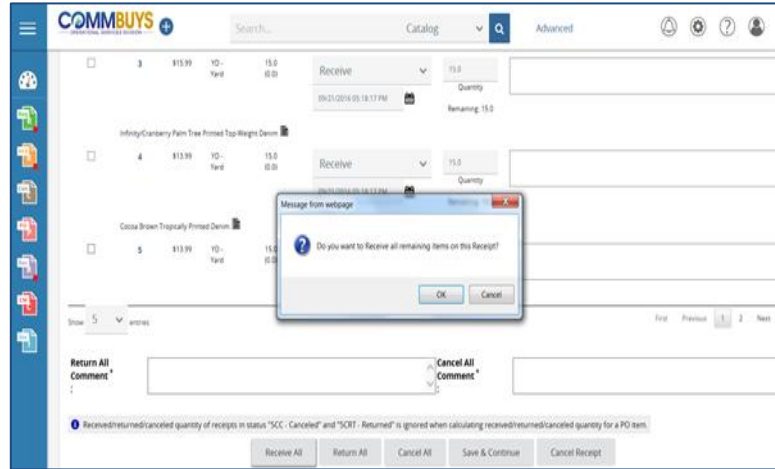
ReceivedReturnedQuantity of receipts in status "RC", "Cancel" and "RCRT - Returned" is ignored when calculating receivedReturnedQuantity for a PO item.

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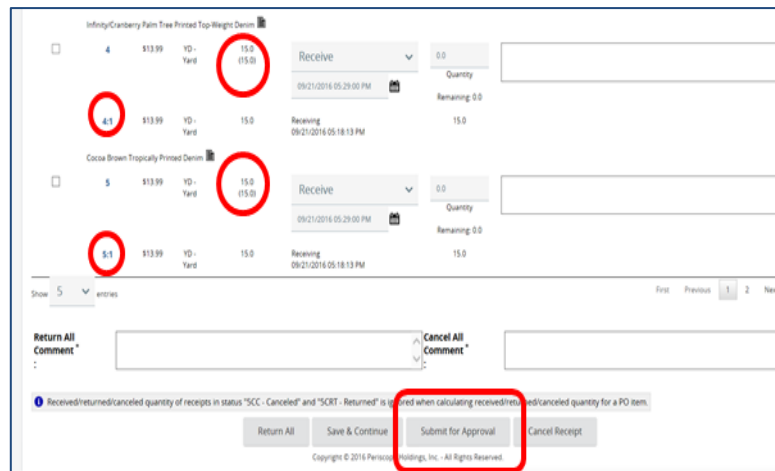
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#### Step 8: Confirming Receipt

A pop up box displays the message “Do you want to Receive all remaining items on this Receipt?”

Click on the **OK** button to confirm.



#### Step 9: Submitting for Approval

The Ordered Quantity/Dollars Receipt Total (PO Receipts Total) column is updated. The numbers in parentheses now reflect the amount received. A new row has been added to each line item as 1:1, 2:1, 3:1, etc.

Click on the **Submit for Approval** button at the bottom of the page.



#### Step 10: Saving Approval

Each agency sets up their specific approval path for receipts.

1. Select the appropriate approval choice.
2. Click on the **Save & Continue** button.

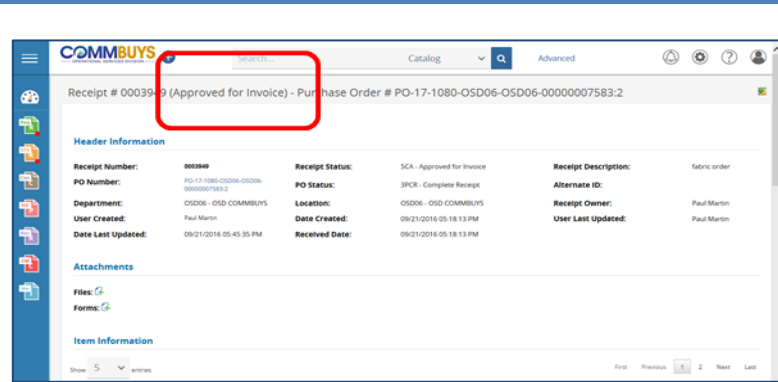
The receipt is now in Ready for Approval status until approved.

In our scenario, we do not have an approval path for receiving items, so we selected Automatic approval and clicked on Save & Continue.

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### Step 11: Verifying Approval

Once your receipt is approved, it will be placed in the Approved for Invoice status.