

Purchasing 101 and Requisition Training Manual

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What is Procurement & Contract Services?

Procurement & Contract Services provides service and support of the procurement needs of the educational, research and administrative mission of the university while adhering to state and federal statutes and university policy. We manage the procurement process from the purchase request through the receiving of goods, processing of vendor payments and cataloging of inventory. In addition to the procurement process, we also manage university travel and contracted services (i.e. university contracts for Eagle Dining and Barnes and Noble).

- We handle the purchasing of goods and services by faculty and staff of the University of Southern Mississippi.
- We process requisitions submitted by faculty and staff.
- We create and send the purchase orders to the vendors.
- We receive the invoices from vendors.
- We pay the vendors for good and services rendered.

Who do I contact if I have questions?

Go to <https://www.usm.edu/procurement-contract-services/staff-directory-0.php> for up to date contact information. The main Department of Procurement and Contract Services phone number is 601-266-4131.

Useful Websites

Department of Procurement and Contract Services: <https://www.usm.edu/procurement-contract-services/>

Office of the Controller: <https://www.usm.edu/controller/index.php>

Purchasing

When preparing to make a purchase remember it is your duty to spend the university's funds responsibly by following purchasing laws, university policies and by obtaining competitive pricing and value.

What would you do if you were buying the item with your own money?

Purchases from external vendors using university funds can be made with three different purchasing processes: procurement card, purchase order or remittance voucher.

When preparing to make a purchase, first determine which process is appropriate:

1. Can I use a procurement card? Is the purchase allowable and will vendor accept it?
2. If cannot use the procurement card, then a purchase order must be obtained BEFORE making the purchase.
3. Remittance vouchers should be used only when other payment methods are not more appropriate. Please contact Accounts Payable or visit the Accounts Payable website for more information about remittance vouchers.

Definitions

- Quote: a document from the vendor that specifies the pricing for specific goods or services.
- Requisition: a request from faculty or staff for the purchase of goods or services.
- Purchase Order (PO): the official approved order from the Department of Procurement & Contract Services for the purchase of goods or services.
- Invoice: a document from the vendor specifying the prices for the goods and services that have been received.
- Payment: the payment by the Accounts Payable for goods and services after they have been received.

How Do I Make a Purchase?

- Procurement Card – can be used wherever VISA is accepted.
- Requisition/Purchase Order – must be approved by the Department of Procurement and Contract Services *before* purchasing.
- Remittance Voucher – only used for a few select purchases.

Procurement Cards

Procurement cards (pcards) have replaced purchase orders for almost all small dollar purchases. They provide a more rapid turnaround on small dollar purchases. Pcards also reduce the number of forms, invoices and checks to be processed, so the cost and processing time of each purchase is greatly reduced.

Procurement cards can be used for the following:

- Office supplies (items on the mandatory state contract must be purchased from the state contract vendor)
- Subscriptions to scholarly journals and publications
- Memberships in professional organizations that promote advancement of the university's mission
- Instructional supplies (i.e. books, music, classroom materials)
- Laboratory and classroom supplies
- Software (excluding multi-user licenses)
- Services (i.e. equipment repair, uniform mending)



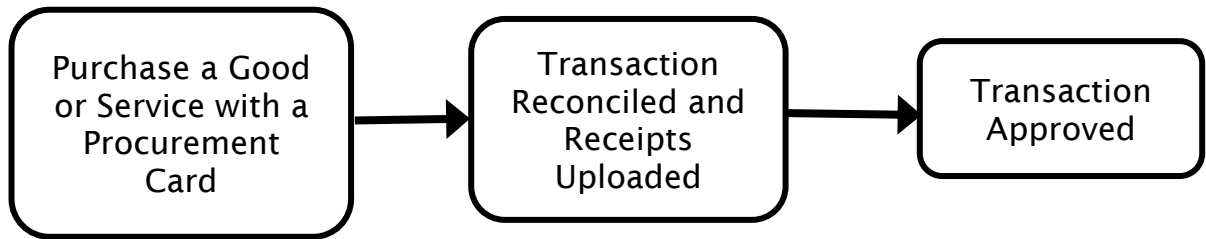
Procurement cards CANNOT be used for the following:

- Purchases totaling more than \$5,000 (NO splitting to avoid the transaction limit)
- Equipment or inventory items (see listing on next page)
- Fuel
- Printing or novelty items with custom logos
- Back ordered items (items must be readily available at the time of order)
- Travel related expenses, including conference registration fees - the only exception is vehicle rental through the state contract agency (please see Travel website)

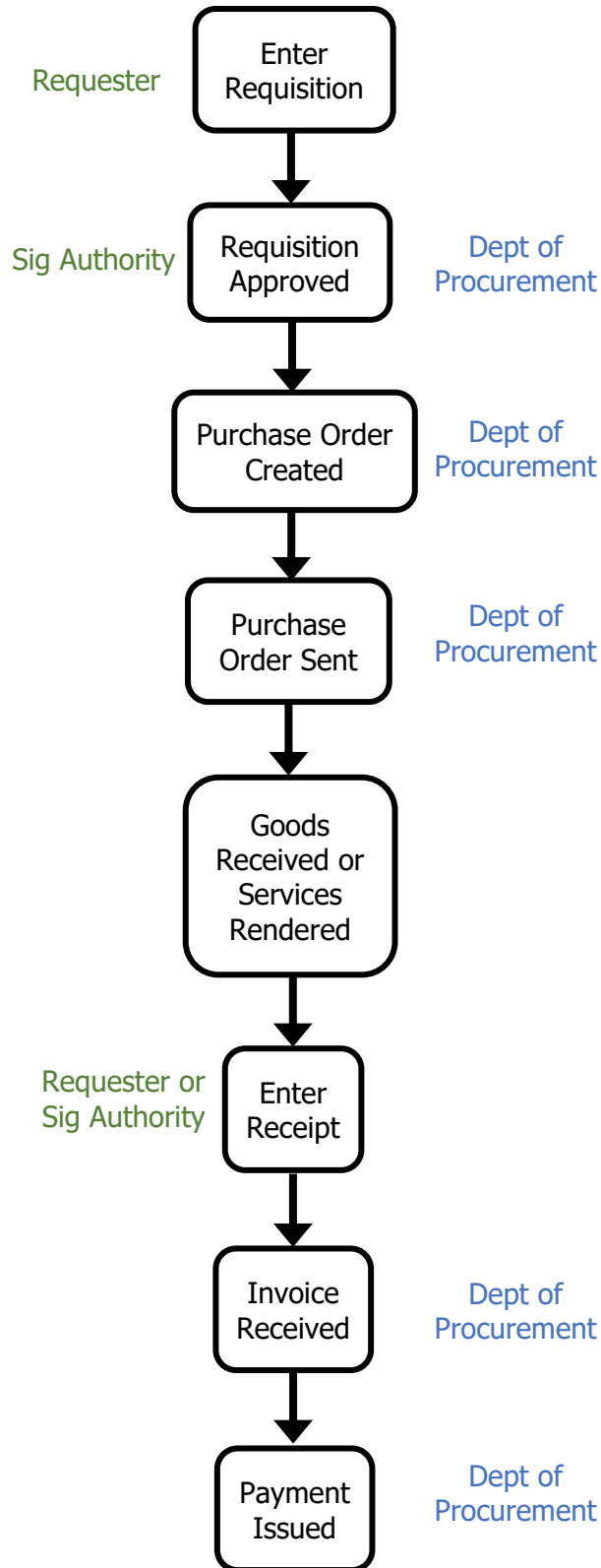
Please see the Procurement Card Policies and Procedures Manual for more information on pcards.



Procurement Card Process



Purchase Order Process



Equipment Items – Tagging and Inventorizing

All donated and purchased equipment is property of The University of Southern Mississippi.

Equipment that must be tagged and inventoried:

- Equipment with a cost of \$1,000 or more
- Equipment costing \$250 or more
 - Cameras and camera equipment
 - Televisions
 - Printers and multi-purpose machines
- Regardless of cost
 - Weapons
 - Two-way radio equipment
 - Lawn maintenance equipment
 - Cellular telephones
 - Major computer components:
 - Hard drives
 - CPUs
 - Chain saws
 - Air compressors
 - Welding machines
 - Generators
 - Motorized vehicles

Requisitions and Purchase Orders

If a procurement card cannot be used, then a purchase order must be obtained *before* making the purchase. The purchase order process begins with a requisition.

A requisition is simply an authorized request for the purchase of goods or services. This request is submitted to Procurement & Contract Services to be processed into a purchase order. A purchase order is the official university document that represents an obligation to the vendor for the purchase of the specific goods or services detailed in the purchase order.

A purchase order must be obtained before the purchase is made. Requisitions submitted after the purchase has been made will require VP approval.

Quote and Bid Requirements

- \$5,000.00 and under: one quote is required.
- \$5,000.01 to \$75,000.00: two formal, written quotes are required.
- \$75,000.01 and over: the formal bid process is required.

Purchases of commodities and/or equipment totaling between \$5,000.01 and \$75,000.00 require two written quotes. These quotes must be submitted to the Department of Procurement and Contract Services when the requisition is entered in SOARFIN.

Purchases of commodities and/or equipment totaling \$75,000.01 or more must be sent out for bid. Bids are advertised for at least two consecutive weeks and a bid opening is scheduled for no less than 7 working days after the last advertisement.

In general, one-time services, such as equipment repair, do not require two quotes or bids. This only applies when we are strictly paying only for a service and no goods are exchanged (for example, labor only contracts). However, Procurement & Contract Services reserves the right to require the bid process for services performed over a period of time or for high dollar amounts. Some specific services, such as

waste management and technology related services, are not exempt from the quote and bid requirements. If there are questions about requirements for a particular service, please contact Procurement & Contract Services.

Other than services, the only exceptions to the quote and bid requirements are state contract purchases and state approved sole source purchases.

State Contract Purchases

State contracts are competitively bid or negotiated at the state level with the goal of taking maximum advantage of the state's buying power.

If a commodity is on a competitive bid state contract, that commodity must be purchased from the contract vendor unless we have received prior approval from the state Office of Purchasing, Travel and Fleet Management (OPTFM).

Purchases of state contract items totaling less than \$100 can be purchased from a non-contract vendor without prior approval.

If a commodity is on a negotiated state contract, the commodity may be purchased from any of the contract vendors. Negotiated state contract items may also be purchased from non-contract vendors provided all purchasing laws and procedures are followed and the price paid does not exceed the negotiated contract price.

Purchases of state contract items that total over \$5,000.00 are exempt from the quote and bid requirements if no single item has a net cost of over \$25,000.00.

A list of state contracts can be found on the OPTFM website. A link to the OPTFM state contract site is provided on the Procurement & Contract Services website.

Sole Source Purchases

Purchases of commodities and equipment totaling over \$5,000.00 when only one vendor can provide the needed items can be processed as a sole source purchase. These purchases require approval from OPTFM. In order to submit a sole source request, the department must compose a justification memo explaining why the product is unique and only available from a single vendor. The memo must answer the following questions:

- Is this item available from other distributors? **Important!**
- Do other companies make similar commodities that will do the same job or meet the same goals?
- How is this item unique from all others?
- What can this item do that the others can't?
- Is there a copyright or patent on the commodity?

If the item is used for research, consider the additional questions:

- What does the item do?
- How will this purchase or failure to make this purchase have an impact on the research?

The potential vendor is required to register with the state before the request can be submitted. Please contact Procurement & Contract Services for instructions for the vendor registration process or if you have any questions about making a sole source purchase.

Tax Exemption



The university is exempt from paying sales tax in the State of Mississippi and has been waived from paying sales tax in several other states. Sales Tax Exemption certificates are located on the Office of the Controller's website under Tax Compliance. If you have any questions about tax exemption, please contact the Tax Compliance Officer at 601.266.4102.

Standing Orders

Standing orders are zero dollar purchase orders that can be used to make multiple similar purchases throughout the fiscal year. For example, Fuelman services or the rental and refills of cylinders for scientific gases. Most repetitive, small dollar purchases can now be made on the procurement card, so standing orders should be reserved for vendors who do not accept Visa payments and/or purchases such as fuel that require a purchase order.

Standing orders can only be issued for one fiscal year at a time. All standing orders will be canceled on June 30 each year and will have to be renewed for the next fiscal year. Procurement & Contract Services will notify the campus community each spring when it is time to begin requisition entry for renewing standing orders for the next fiscal year.

Computer Purchases

iTech has standardized computer purchases for the campus. Requisitions are no longer required to make computer purchases. Standard computers/laptops are required to be purchased directly from iTech. The purchase will be processed similar to an Interdepartmental Invoice. If you require a computer different from the standard configuration, you can submit a quote and an explanation for the variation from the standard configuration to computer.orders@usm.edu.

Please visit the iTech website for more information on departmental computer purchases.

Contract Signature Authority

A budget signature authority is *not* equivalent to a contract signature authority.

Typically, it is the Department of Procurement & Contract Services' role to execute both purchase orders and contracts. Only senior administrators who have been formally and explicitly delegated "Contract Signature Authority" by the university President may sign contracts on behalf of the university. Proposed contracts should be forwarded to Procurement & Contract Services in conjunction with a requisition.

Soarfin Chartfields

Chartfield is a PeopleSoft SOARFIN term used to define the data elements that will constitute the university's chart of accounts. The combination of the Fund, Department, Program, and Project/Grant (if applicable) chartfields comprise the budget string. The account chartfield is also required for transactions to classify the expenditure, so the minimum requirements for every transaction are Account-Fund-Department-Program and Project/Grant (if applicable).

Sample budget string:

Fund 10H10
Department 130001
Program 06000

For a listing of the chartfields, visit this page on the Office of Controller's website:
<https://www.usm.edu/controller/chart-accounts.php>.



Requisitions & Purchase Orders

- The requisition is only a formal request.
- The requisition must be approved by the budget authority and the Department of Procurement and Contract Services.
- The purchase order must be obtained before the purchase is made.

Getting Started with Requisitions

To enter requisitions, faculty and staff must attend a training session to gain access to SOARFIN. Training sessions are offered once a month and are available for registration through the Procurement website form. Administrators and faculty who do not enter requisitions but need access to approve requisitions can gain access by watching online tutorials instead of attending a requisition entry class.

The approver tutorial can be found at the LEC website - www.usm.edu/lec/training/soardocs/soarfindocs.php.


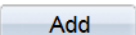
Because requisitions and approval are entered online, it is not necessary to send a paper copy of the requisition to Procurement & Contract Services. The only instance where a paper copy of the requisition would be required is if two or more signature authorities are required to approve the requisition.

Logging into SOARFIN

1. Go to soarfin.usm.edu in your web browser.
2. Type in *User ID*. It will be your emplid with the “W”.
3. Type in your *Password*.
4. Click *Sign In*.

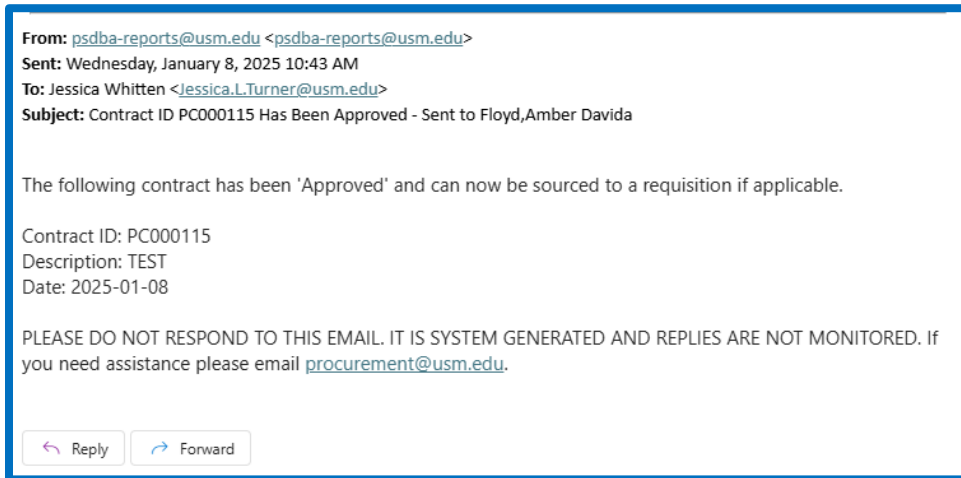
Instructions for Creating a Requisition

1. Go to *Nav Bar (Compass Icon) > Navigator > Purchasing > Requisitions > Add/Update Requisitions*.

2. On the Add a New Value tab, enter the proper Business Unit.
3. Click the  button to see a list of choices. Click on the one you want to use.
4. Leave *Requisition ID* as “NEXT”.
5. Click the  button.



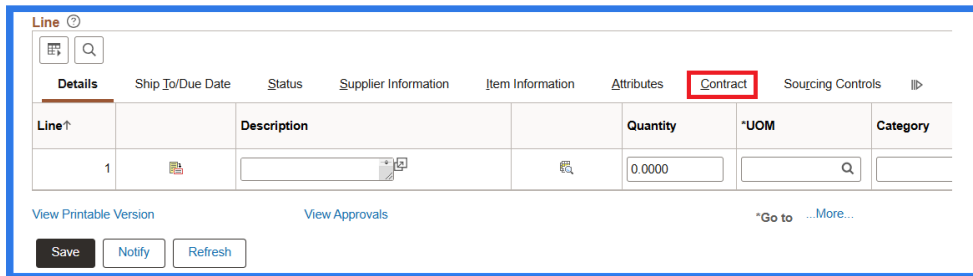
Note: If you have a Contract associated with the purchase, you must add the Contract ID at this point. Contract ID will be emailed to the department contact once the contract has been reviewed and signed.



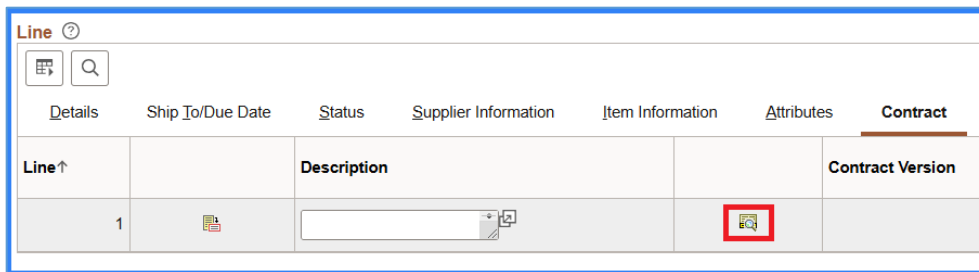
Note: Once contract information is entered (steps below) information will auto-populate from the contract, so once you verify all the information is correct, you can skip to step 39 to complete the requisition.

Note: If no Contract is involved, skip to step 11 to enter requisition information.

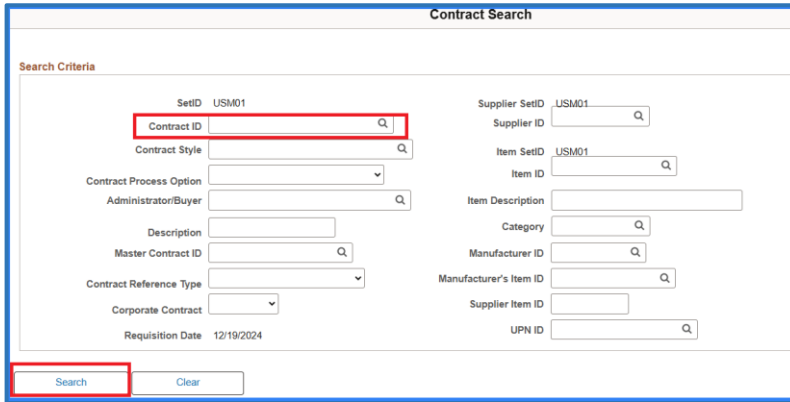
6. On the main requisition page, Click Contract



7. Click on the Contract Search button



8. Enter in the Contract ID. If ID is not known, contact Procurement. Click Search.



Contract Search

Search Criteria

SetID USM01

Contract ID

Contract Style

Contract Process Option

Administrator/Buyer

Description

Master Contract ID

Contract Reference Type

Corporate Contract

Requisition Date 12/19/2024

Supplier SetID USM01

Supplier ID

Item SetID USM01

Item ID

Item Description

Category

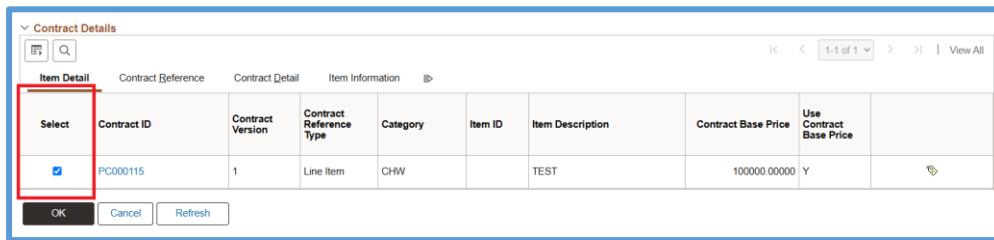
Manufacturer ID

Manufacturer's Item ID

Supplier Item ID

UPN ID

9. Select the contract.

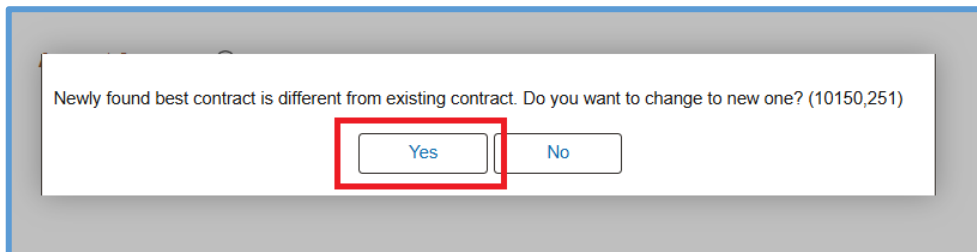


Contract Details

Item Detail | Contract Reference | Contract Detail | Item Information

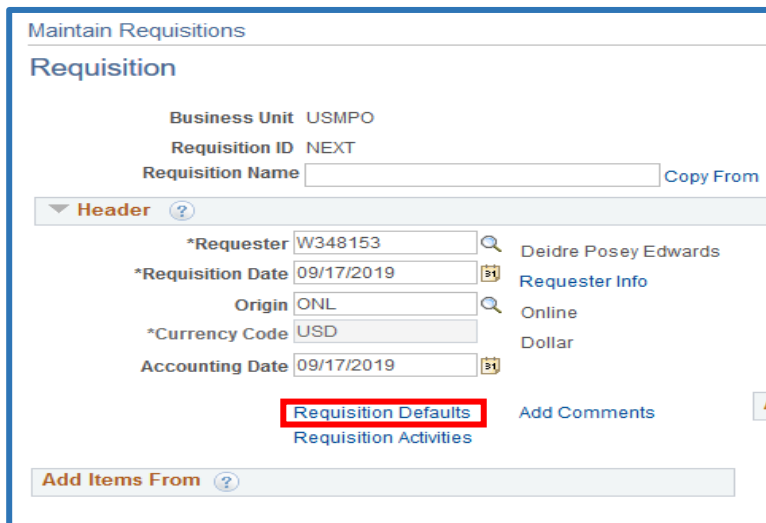
Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price	Use Contract Base Price
<input checked="" type="checkbox"/>	PC000115	1	Line Item	CHW		TEST	100000.00000	Y

10. Click to return to the main requisition page. If there is a popup regarding New Contract, click Yes. If you receive another error, contact Procurement.



Newly found best contract is different from existing contract. Do you want to change to new one? (10150,251)

11. Click *Requisition Defaults*.



Maintain Requisitions

Requisition

Business Unit USMPO

Requisition ID NEXT

Requisition Name

▼ Header ?

*Requester W348153 Deidre Posey Edwards

*Requisition Date 09/17/2019 [Requester Info](#)

Origin ONL Online

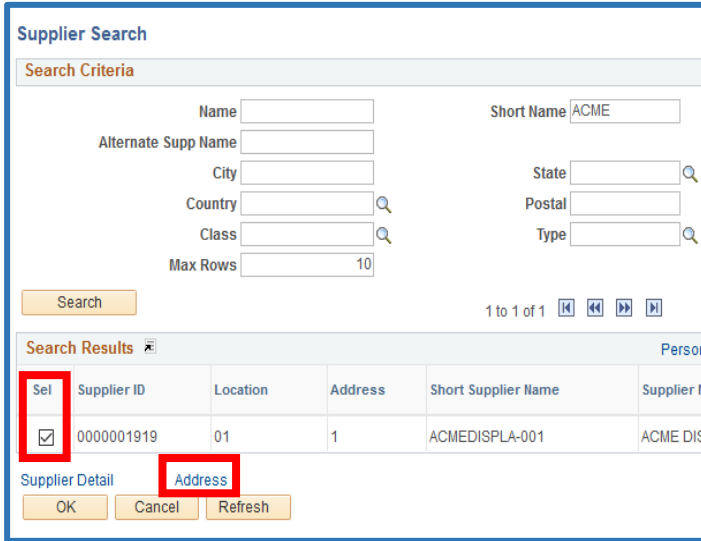
*Currency Code USD Dollar

Accounting Date 09/17/2019

Requisition Activities

?

15. Click and put a checkmark in the Sel box next to the vendor you want to use. Click Address.



Supplier Search

Search Criteria

Name: Short Name: ACME

Alternate Supp Name:

City: State:

Country: Postal:

Class: Type:

Max Rows: 10

Search

1 to 1 of 1

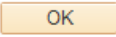
Search Results

Sel	Supplier ID	Location	Address	Short Supplier Name	Supplier N
<input checked="" type="checkbox"/>	0000001919	01	1	ACMEDISPLA-001	ACME DIS

Supplier Detail Address


OK Cancel Refresh

16. Verify the address.

- a. If the address is correct, then click the  button to return to the vendor search screen.
- b. If the address is incorrect, select another vendor and verify the address until you find the vendor with the correct address. If you cannot find one with the correct address, then contact the Department of Procurement.

17. Back on the Vendor Search screen click the  button to return to the Requisition Defaults page.

18. *Ship To* defaults to 900. Change it if it going to different campus location.

19. Enter the *Account* directly or click the  button to see the choices.

20. Enter the *Fund*.

21. Enter the *Sch/Disc/DeptID*.

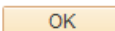
22. Enter the *Program*.

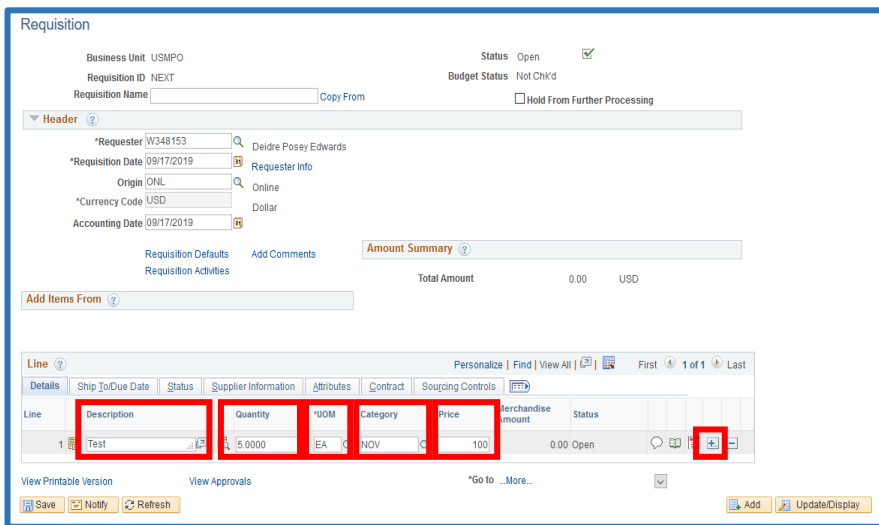
23. For PC Bus Unit:

- c. If it not a Grant, WP, DE, then leave blank.
- d. If it is a Grant, then enter USM01.
- e. If it is a WP or DE, then enter USMPC.

24. Enter the *Project*, only if it is a grant or project (GR, WP, DE).

25. Enter 00000 (five zeroes) for *Activity*, only if it is grant or project (GR, WP, DE).

26. Click  to return to the main requisition page.



Requisition

Business Unit USMPO Status Open

Requisition ID NEXT Budget Status Not Chk'd

Requisition Name Copy From Hold From Further Processing

Header

*Requester W348153 Deidre Posey Edwards

*Requisition Date 09/17/2019 Requirer Info

Origin ONL Online

*Currency Code USD Dollar

Accounting Date 09/17/2019

Requisition Defaults Add Comments Amount Summary

Requisition Activities

Total Amount 0.00 USD

Add Items From


Line

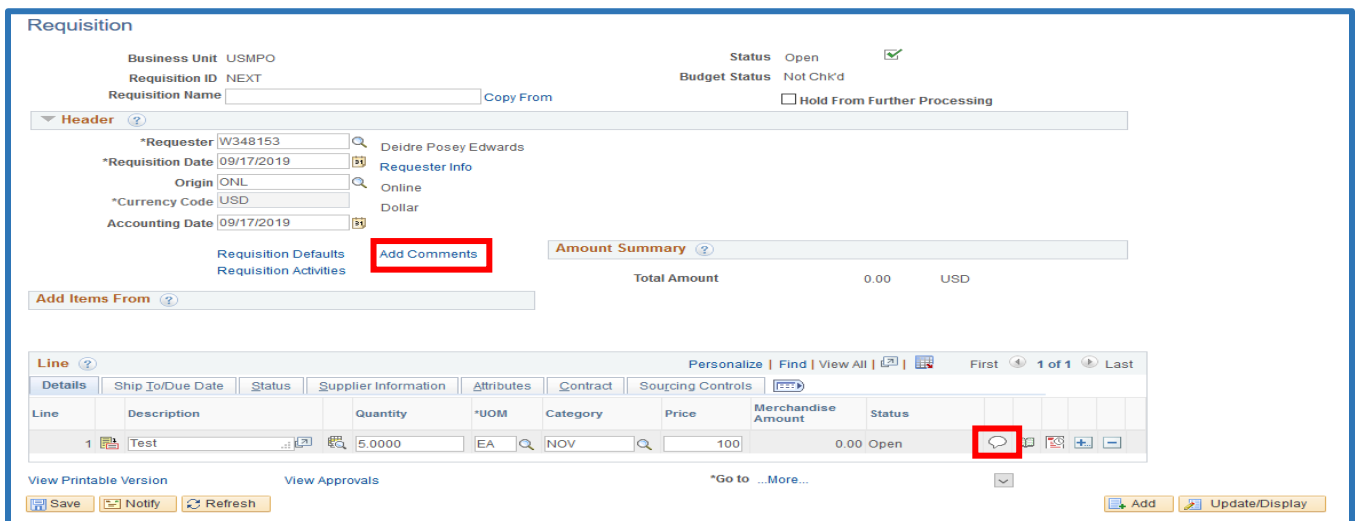
Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	Test	5.0000	EA	NOV	100	0.00	Open

View Printable Version View Approvals *Go to ...More...

Save Notify Refresh Add Update/Display

33. Click *Add Comments* to enter any information about the request (quote/invoice number, confirmation of goods received/services rendered, email address to send Purchase Order, etc.)

34. If you want to add a comment for a specific line, then click the  icon on the appropriate line.



Requisition

Business Unit USMPO Status Open

Requisition ID NEXT Budget Status Not Chk'd

Requisition Name Copy From Hold From Further Processing

Header

*Requester W348153 Deidre Posey Edwards

*Requisition Date 09/17/2019 Requirer Info

Origin ONL Online

*Currency Code USD Dollar

Accounting Date 09/17/2019

Requisition Defaults Add Comments Amount Summary

Requisition Activities

Total Amount 0.00 USD

Add Items From

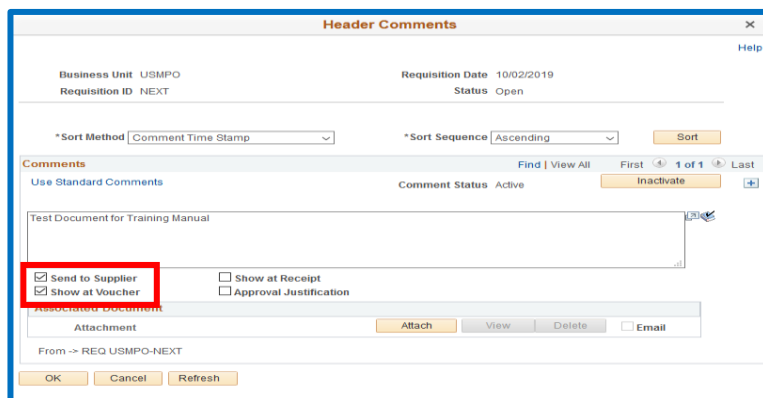
Line

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	Test	5.0000	EA	NOV	100	0.00	Open

View Printable Version View Approvals *Go to ...More...

Save Notify Refresh Add Update/Display

35. Enter desired comments. Check the *Send to Supplier* and *Show at Voucher* buttons.



Header Comments

Business Unit USMPO Requisition Date 10/02/2019

Requisition ID NEXT Status Open

*Sort Method Comment Time Stamp *Sort Sequence Ascending Sort

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status Active Inactivate

Test Document for Training Manual

Send to Supplier Show at Receipt

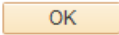
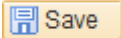
Show at Voucher Approval Justification

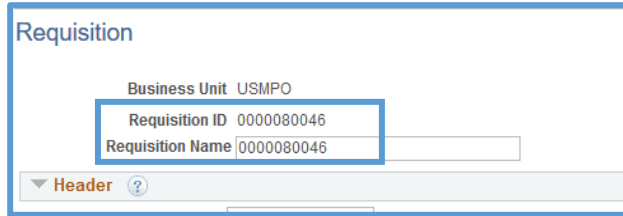
Associated Document

Attachment Attach View Delete Email

From -> REQ USMPO-NEXT

OK Cancel Refresh

36. Click  to return to the main requisition page.
37. You have now completed the input portion of the requisition process.
38. Click  and record your Requisition ID number.



Requisition

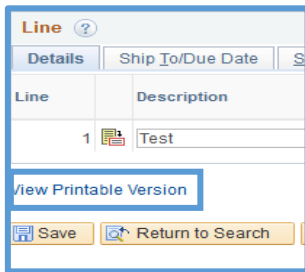
Business Unit USMPO

Requisition ID 0000080046

Requisition Name 0000080046

▼ Header ?

39. If you want to print a copy of the requisition, this is the point where you will need to do so. If not, skip to Step 45.
40. To print the requisition, click *View Printable Version*. This will bring up a new screen (you will need to allow popups for these steps)


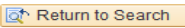



Line ?

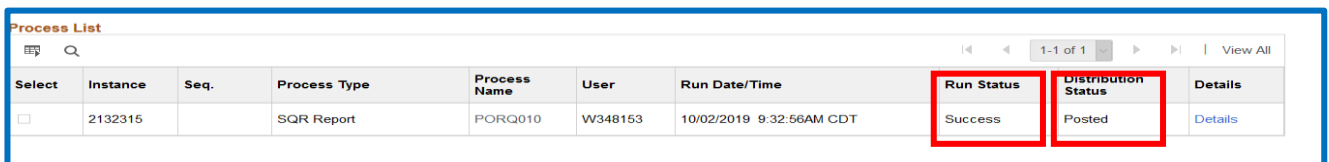
Details Ship To/Due Date S

Line	Description
1	Test

[View Printable Version](#)

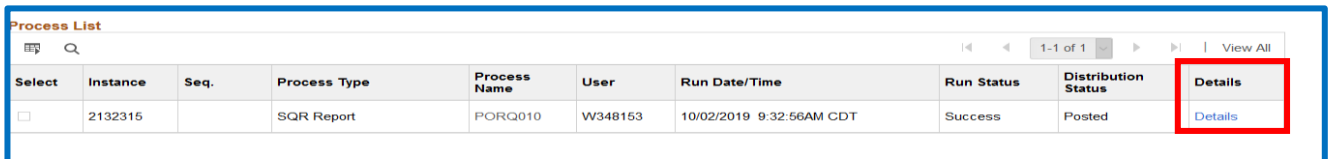
 

41. On the new Process Monitor screen, you will need to click  until Run Status says Success and Distribution Status says Posted



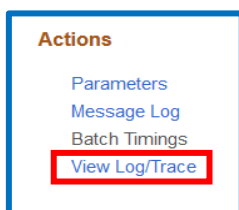
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2132315		SQR Report	PORQ010	W348153	10/02/2019 9:32:56AM CDT	Success	Posted	Details

42. Click on the *Details* link.



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2132315		SQR Report	PORQ010	W348153	10/02/2019 9:32:56AM CDT	Success	Posted	Details

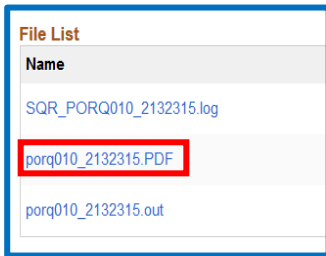
43. Click *View Log/Trace* on the window that pops up





Actions

- Parameters
- Message Log
- Batch Timings
- [View Log/Trace](#)



44. Click the PDF option on the View Log/Trace screen. This will bring up a PDF version of your requisition that you can now print or save for your records. (pop-ups must be enabled)




45. Once you have saved your requisition and recorded the requisition number, the requisition must be budget checked. Click  beside Budget Status. This will check the validity of the budget string being used.
 - f. If you receive an error, double check the budget string being used and correct if needed.
 - g. You may have to refresh the screen a few times if the budget check does not run the first time. Do not click the button to run the check a second time!
46. One budget status is Valid, click the green check mark  to change the Status to Pending. Click yes if asked do you wish to save.

Requisition

Business Unit USMPO
 Requisition ID 0000095362
 Requisition Name

Status Open  

Budget Status Not Chk'd 




Hold From Further Processing

47. Your requisition has now been created. Next the requisition will be automatically sent to signature authorities for the budget strings used. After a signature authority approves it, then it will be automatically sent to a buyer to approve and turn into a purchase order.

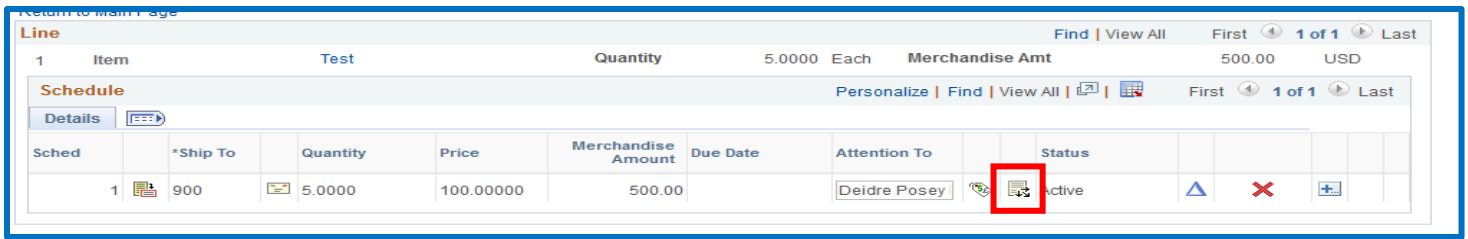
How to Split a Distribution on a Requisition AKA How to Have a Line Paid by Two Different Budget Strings


Sometimes a product or service will be paid for by two different budget strings. Here are the steps to split a distribution on a requisition.

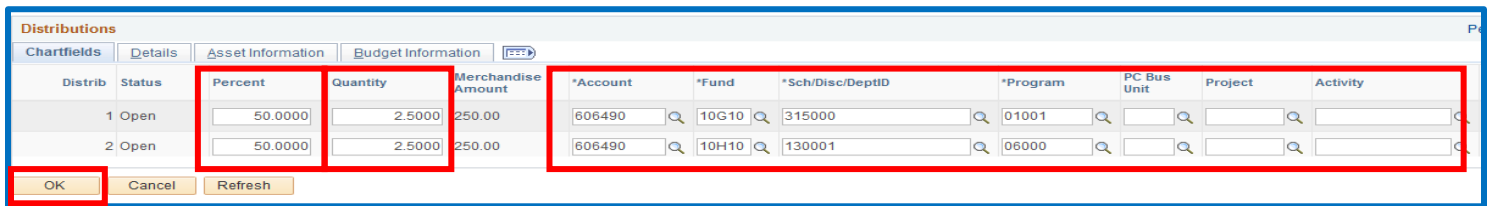
1. Follow the standard steps for entering a requisition, but after you have entered the details for a line, click the schedule button.

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status			
1	Test	5.0000	EA	NOV	100.00000	500.00	Approved			

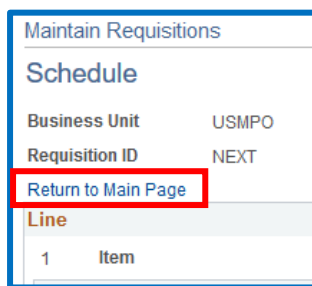
2. Click the Distribution button.



3. Click the add row  button until you have the desired amount of rows.
4. Change the Percent on the Distrib 1 row to whatever is appropriate. 50 is used for this example.
5. It will automatically change your Quantity
6. Check that the budget string on Distrib 1 row is correct.
7. On Distrib 2 row, type in 50 for the *Percent*.
8. Change the Account, Fund, Dept, Program, PC Bus Unit, and Activity as appropriate.
9. Click OK.



10. Click the *Return to Main Page* lin

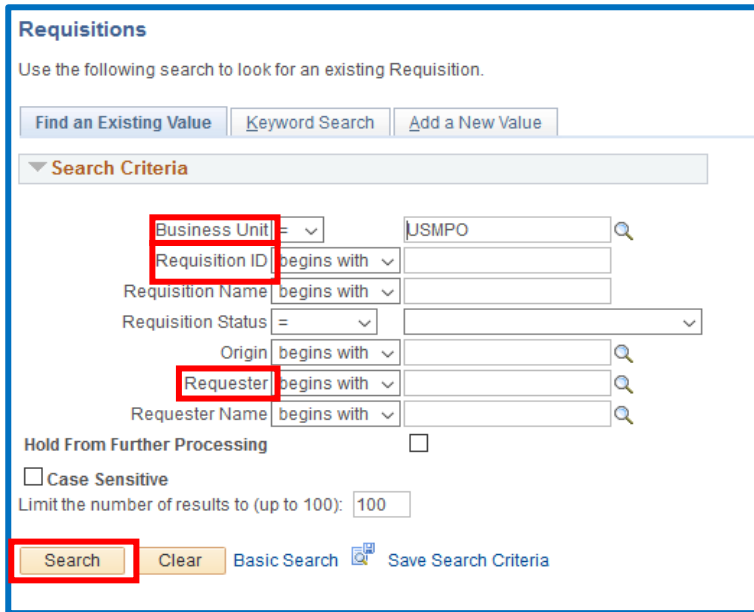


11. Go to Step 29 in the standard requisition instructions above to complete your requisition.

How to Print a Purchase Order

1. If you know the purchase order number already, then skip to Step 8. If you don't know your purchase order number, then complete the following steps.
2. Go to *Navigator > Purchasing > Requisitions > Add/Update Requisitions*.

3. Under the *Find an Existing Value* tab, enter your *Business Unit*.
4. Enter your *Requisition ID*. Click *Search*. If you don't know your *Requisition ID*, then enter your emplid for *Requester* and click *Search*. Then select your requisition.



Requisitions
Use the following search to look for an existing Requisition.

Find an Existing Value | Keyword Search | Add a New Value

▼ Search Criteria

Business Unit = [v] USMPO [m]

Requisition ID begins with [] [m]

Requisition Name begins with [] [m]

Requisition Status = [v] [v]

Origin begins with [] [m]

Requester begins with [] [m]

Requester Name begins with [] [m]

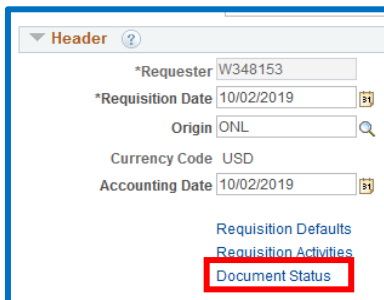
Hold From Further Processing

Case Sensitive

Limit the number of results to (up to 100): 100

Search | Clear | Basic Search [m] | Save Search Criteria

5. Click on *Document Status*. (If you searched by requester, you will need to choose the desired requisition before moving forward with this step.)



▼ Header [?]

*Requester W348153

*Requisition Date 10/02/2019 [b]

Origin ONL [m]

Currency Code USD

Accounting Date 10/02/2019 [b]

Requisition Defaults

Requisition Activities

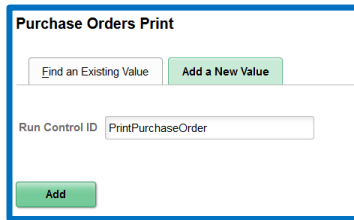
Document Status

6. Copy or note your Purchase Order ID (DOC ID). Don't click on the number.

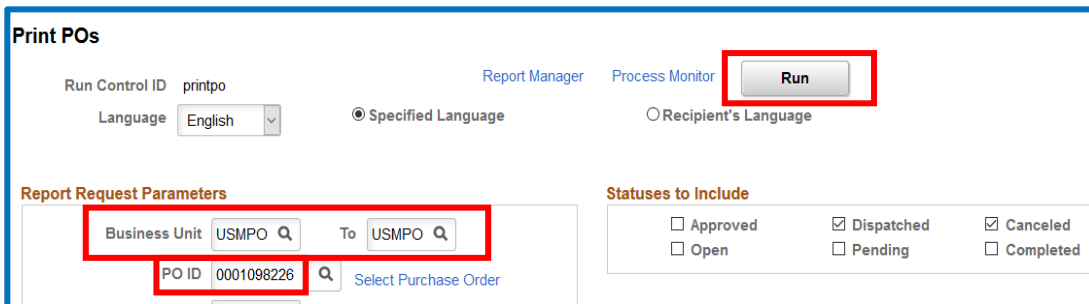
Documents		Related Info	>		
Actions	SetID	Business Unit	Document Type	DOC ID	Status
▼ Actions		USMPO	Purchase Order	0001098226	Dispatched

7. Click on *Navigator > Purchasing > Purchase Orders > Review PO Information > Print POs*.
8. If it the first time you are printing a purchase order then follow the instructions in Step 8, if not skip to step 9.
 - a. Click on the *Add a New Value* tab.

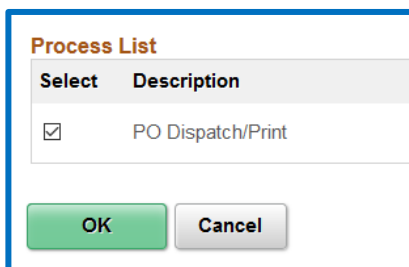
- b. Enter "PrintPurchaseOrder" without the quotes for *Run Control ID*.
- c. Click *Add*. You may now proceed to Step 10.



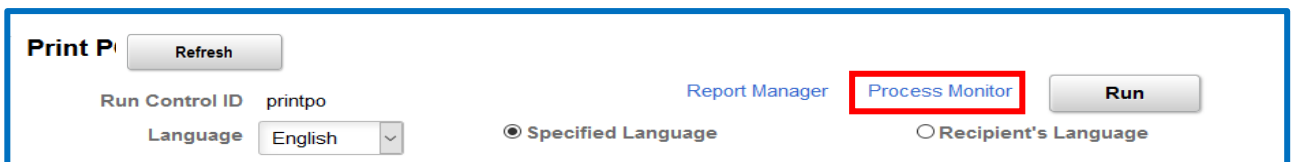
- 9. If you have printed a purchase order before click the *Find an Existing Value* tab and click *Search*. (Choose the run control you established the first time you printed a PO.)
- 10. Enter your *Business Unit*. The same Business Unit will go in both blanks.
- 11. Enter your *PO ID*.
- 12. Click *Run*.



- 13. Make sure PO Dispatch/Print is checked and Click *OK*.



- 14. Click *Process Monitor*.



15. Click until you see Run Status of Success and Distribution Status of Posted

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2132315		SQR Report	PORQ010	W348153	10/02/2019 9:32:56AM CDT	Success	Posted	Details

16. Click on *Details*.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2132315		SQR Report	PORQ010	W348153	10/02/2019 9:32:56AM CDT	Success	Posted	Details

17. Click *View Log/Trace*.

Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)

18. Click the PDF option on the View Log/Trace screen. This will bring up a PDF version of your PO that you can now print or save for your records. (pop-ups must be enabled)

Name
SQR_PORQ010_2132315.log
porq010_2132315.PDF
porq010_2132315.out

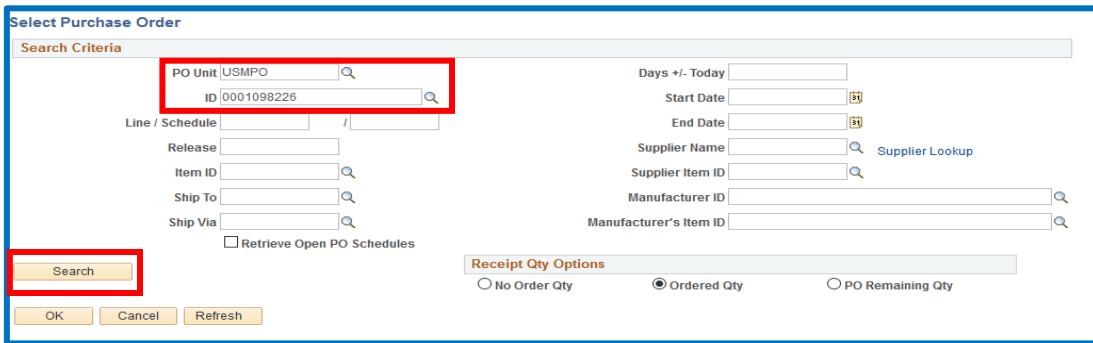
Releasing a PO for Payment

After the requisition is created, Procurement & Contract Services will create a purchase order and will send the PO to the vendor unless other instructions are noted on the requisition. After the goods have been received or services rendered, the department is required to enter a receipt in SOARFIN. This receipt lets Accounts Payable know that the items have been received or the services are complete and the invoice is approved for payment. The invoice cannot be paid until a receipt is entered in the system. The only exception to this rule would be for payments sent with the order, for example dues and subscriptions.

All invoices should be made out to The University of Southern Mississippi and be mailed directly to Accounts Payable by the vendor. If the department receives an invoice, it should be forwarded to Accounts Payable at box 5104. Please make sure the PO number is noted on the invoice before forwarding it to Accounts Payable.

1. From the Home screen select *Navigator > Purchasing > Receipts > Add/Update Receipts*
2. Make sure the correct business unit is entered and click *Add*.

3. Enter the correct PO Unit/Business Unit and the PO number in the field ID. Do not enter anything else as it will hinder results. Click *Search*.



Select Purchase Order

Search Criteria

PO Unit

ID

Days +/- Today

Start Date

End Date

Supplier Name

Supplier Item ID

Manufacturer ID

Manufacturer's Item ID

Line / Schedule /

Release

Item ID

Ship To

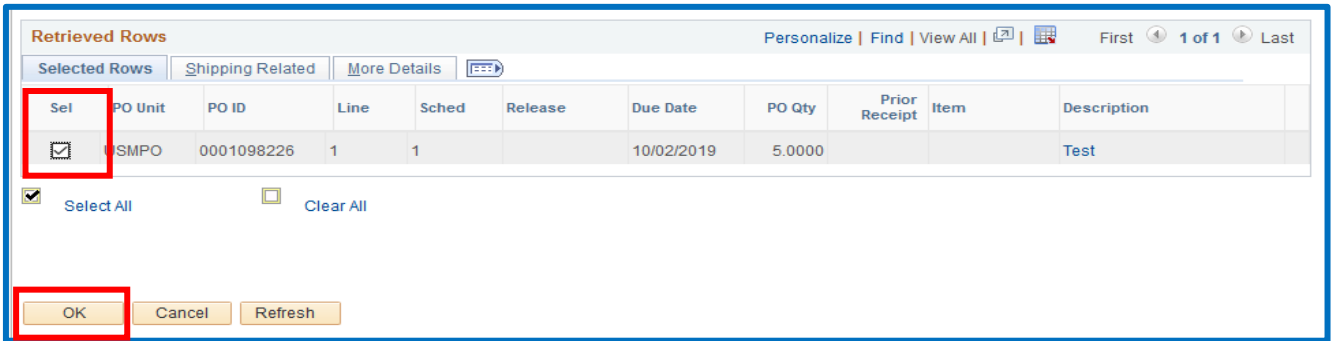
Ship Via

Retrieve Open PO Schedules

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

4. Check the boxes of the purchase order you want to receive or click Select All to view all lines of the purchase order. Click Ok.



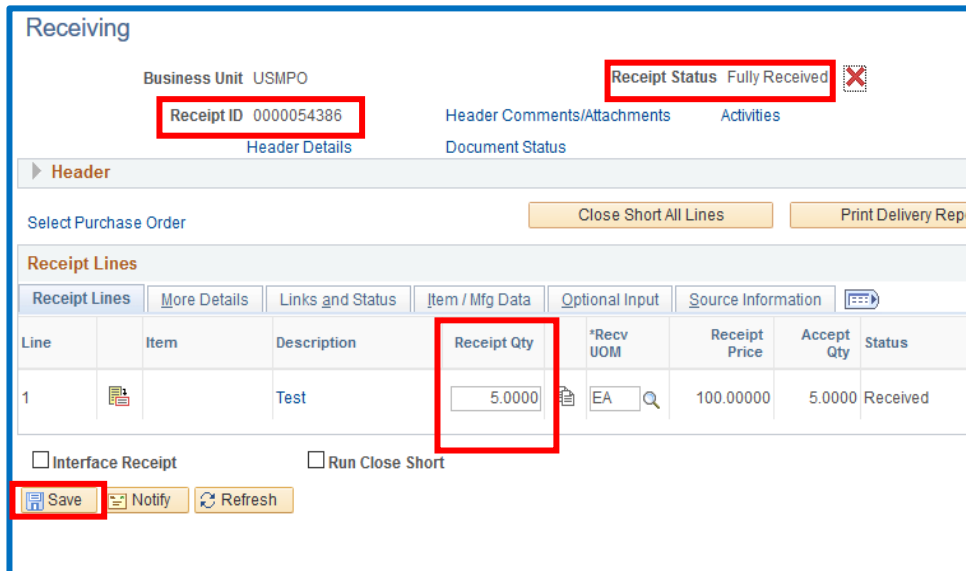
Retrieved Rows Personalize | Find | View All | First 1 of 1 Last

Selected Rows Shipping Related More Details

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	USMPO	0001098226	1	1		10/02/2019	5.0000			Test

Select All Clear All

5. Verify the quantities received are correct and click *Save*. The receipt ID will then populate at the top of the document and Receipt Status will be *Fully Received*.



Receiving

Business Unit USMPO

Receipt ID

Receipt Status Fully Received

Header Comments/Attachments Activities

Header Details Document Status

Header

Select Purchase Order

Receipt Lines

Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status
1		Test	<input type="text" value="5.0000"/>	EA <input type="button" value="Q"/>	100.00000	5.0000	Received

Interface Receipt Run Close Short