

Ordering Process for PO's with Receiving – Overview

(See “How to Escape” and “How to Receive” for detailed instructions)

Purchase Requisition is entered into Escape by Site – see “How to Escape” instructions

PO is printed and order is placed by Purchasing

Copies are printed and mailed as follows:

Green/Receiving – to shipping location

Pink/Accounting – to Fiscal

Goldenrod/Originator – to Requisitioner

Yellow – kept by Purchasing

ORDERS SHIPPED TO A SITE

Upon Receipt - Inspect order for damage & accuracy right away

*If there are any problems with the order, contact the vendor ASAP and notify Purchasing.

*Circle item # of each item received on the Green/Receiving copy and date

*Receive items in Escape – see “How to Receive” instructions

*Attach packing slips, etc., to your Goldenrod/Originator copy and keep for your records. **Do not send to Fiscal or Purchasing. (Recommended: Attach to PO in Escape)**

ORDERS SHIPPED TO THE WAREHOUSE

Upon Receipt – Warehouse inspects order for damage & accuracy right away

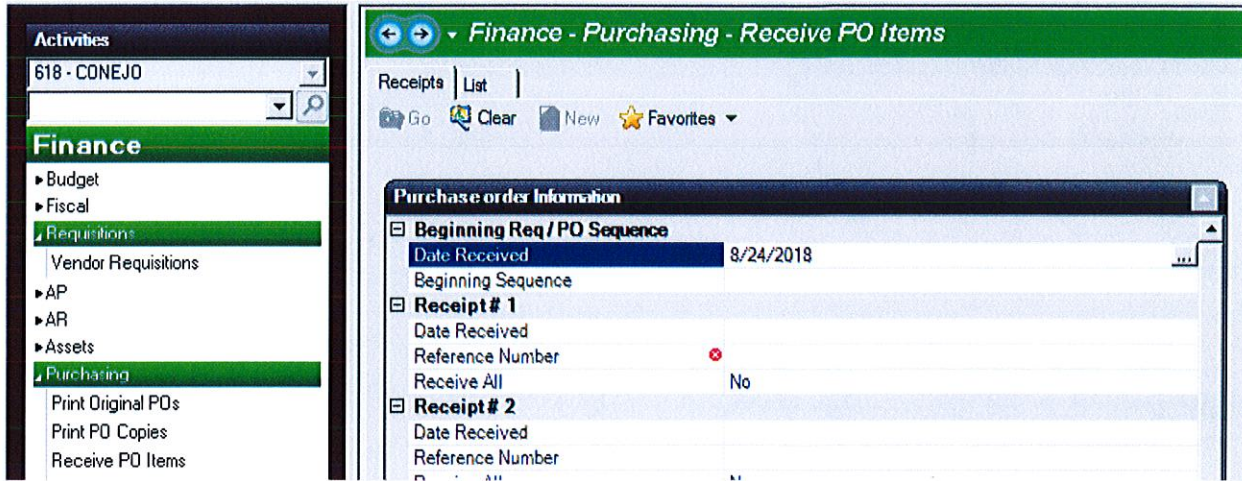
*If there are any problems with the order, Warehouse contacts the vendor ASAP and notifies Purchasing.

*Warehouse gets Green/Receiving copy, receives & delivers order and keeps packing slips

*Site gets Goldenrod/Originator copy – do not send to Fiscal or Purchasing

HOW TO RECEIVE PO ITEMS IN ESCAPE

Activities – Finance – Purchasing – Receive PO Items



Enter Date Received

Reference Number: Enter PR or PO Number

Receive All: Yes or No

Click Go

The List tab will open with the list of item or items to receive.

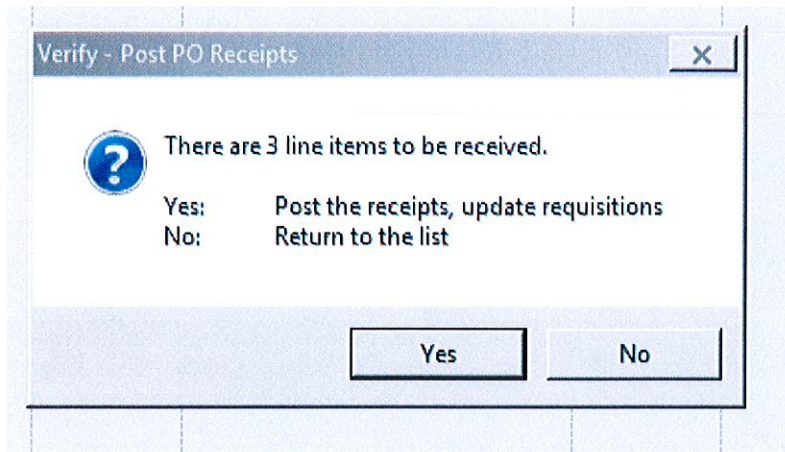
Req Numbe	PO Number	Vendor Name	Item	Ordered	Received	Rcv Now	Date Rcvd	Result	Description	Create Ass
R19-01232	P19-00159	AMAZON CAPIT	1	1	0	1	8/15/2018		WALI Universal Speaker Wall Moun	No
R19-01232	P19-00159	AMAZON CAPIT	2	2	0	2	8/15/2018		Amazon Basics 16-Gauge Speaker	No
R19-01232	P19-00159	AMAZON CAPIT	3	2	0	2	8/15/2018		Kensington Combination Cable Loc	No

If you have multiple line items to receive it is best to enter Yes. Escape will fill in all of the outstanding quantities in the Rcv Now column. If you enter No, you will need to enter each line item quantity in the column Rcv Now. In most cases it is best to enter Yes. If you have not received all of the quantity ordered for a particular line item, you can modify the quantity for that item in the Rcv Now column.

Verify quantities to receive now

Click Tasks and Post.

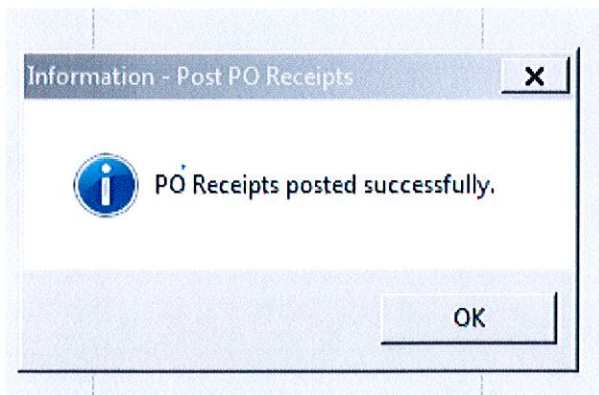
This box will appear . . .



Click Yes

You will get a message that states: "All items received successfully".

This box will appear . . .



Click OK and you are done!

You can Unreceive PO item the same way, by putting negative quantity.

Any questions, please contact Purchasing! 😊