## Yo-Mart Training Manual – Receivers Updated January 15, 2014

Login url: <u>https://solutions.sciquest.com/apps/Router/SAMLAuth/AppState</u> You may also access Yo-Mart on the Appleap website by clicking on System Access.

Enter your User Name in the UserID field. Enter your enterprise password, click Sign In.

Receiving must be done in Yo-mart for all purchase orders created in Yo-Mart. Pcard orders do not need to be received.

To receive your order, click on Document Search. Enter your purchase order number or use the search to find it. Click on the purchase order number to open it.

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(+)	https://solutions.sciquest.com/apps/	Router/Home?tmstmp=1389799688184		+ 1	ñ 🖸 -	<b>G</b>	-
🖲 Gett	ing Started 🔼 Appstate.edu 🔼 AppL	AP 📋 Yo-Mart Sys Adm 🔼 Yo-Mart Home Page 📋 YoMart Test 📋 Home/Sh	op 📋 Yomart Train 🛄 Enter Tech Support Inc 🤼 Support at Appalae	hian 🦲 M	ost Visited		»
ñ	Shop for		Vickie Young 🔻 🛛 ★ 🛛 Action Items 🗌 Notificat	ions	0.00 USD	୍ ୧	ŕ
)	È Shop > Shopping > Dashboard	Shopping Home ). Home/Shop			10	gout	
	Orders & Documents		Go				
4	Document Search	Document Search	Browse: suppliers   categories   contracts   chemicals				
	Approvals	Search Documents				?	
Ê		View Saved Searches Download Export Files		1			
<b>.</b>	SciQuest also offers other training interested in. They can be found a http://library.sciquest.com/training	t	INTERATORA.				Е

Click on the drop down box on the right hand corner of your screen to display "Available Actions."

PO/Reference No. P0017576 Revision 0							Available Action							s Create Quantity Receipt 💌		
Supplier         West Jefferson Office Equipment Inc           Status         Purchase Order         Revisions         PO Approvals         Shipments         Receipts						Invoices C	oices Comments Attachments (1) History								(	
-								7	_				and the second se	antity Rece	ipt ?	
General Information PO/Reference No. P0017576								Document Status				Print Fax V Close PO	nt Fax Version			
Revision No. 0 Supplier Name West Jefferson Office Equipment Inc more info Purchase Order Date 12/18/2013						Workflow	0	Complete								
			Into						stributed the purchase ord w the last time it was distri			view				
Total Request	tor Name	5,405.3 Mary I	36 Forrester								Fax: +1 (828 Manual	) 264-0972				
Request	torPhone	+1 (82	8) 262-6535						Distribution Date/T	ime	12/18/2013 4	:23 PM				
	tor Email tion Number		terma@appstat 911 view print						Supplier	1	Sent To Supp	olier			view	
Line Ite	em Status												1			
	Product Desc	iption				Ca	talog No		Size / Packaging	Unit Price	Quantity	Ext. Price Supplie	r Receiving	Invoicing	Matching	
1 🗸	72x36in Height	Adjust work ta	able 📴 🛛 more	info		ECI	I-7236-DC		EA	2,859.45	1 EA	2,859.45 USD Sent To Supplie		none	No Matches	
2 🗸	Pedestal Mobil	e B/B/F/2D Pai	int black 酔 👘	more info		UT	M2215B-Lk		EA	458.28	1 EA	458.28 USD Sent To Supplier	1000	none	No Matches	

Choose "Create Quantity Receipt" or "Create Cost Receipt" depending on how your purchase order was set up. Standing orders are always "cost receipt" orders. If you choose the wrong type of receipt you will get an error message and a link to create the correct receipt.

Click "Go." None of the header information is required but may be useful.

Header In	formation	É.								
Receipt Nam	ne	2014-01-15 youngvc 05	Re	eceipt Create Date	1/15/2014	10:44:30 AM			Source: Manual	
Receipt No         Receipt Date           To Be Assigned         1/15/2014           mm/dd/yyyy		Packing Slip No. Sup				Name	Rec	eived by		
				]	West	Jefferson Offic	e Equipmen	t Inc	Vick	ie Young
		RECEIPT ADDRESS					DELIVER	RY		-12
Location		Attn: Sandy Hoyle Phone +1 (828) 262-6535 Email forresterma@appstate.e			Text Field				•	
		ASU Belk Library and Informati 218 College Street	on Commons		Text Field 2 Drop Down					
		Boone, NC 28608 United States		Notes	achments tes 00 Chars. Max)		Attach/Link			
eceipt Lines ine Details										
how Receipt D	etails						For Se	lected Lines: Re	move Selected It	ems 🔻
PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
P0017576	1	72x36in Height Adjust work table	ECI-7236-DC	1 EA		1	]	Received •	Remove Line	1
									Receive & Retur	m
P0017576	2	Pedestal Mobile B/B/F/2D Paint black	UTM2215B-LK	1 EA		1	]	Received •	Remove Line	E
									Receive & Retur	m
P0017576	3	24x48 return table Wilsonart Wild Cherry	2824HCC-TE	1 EA		1		Received •	Remove Line	E
									Receive & Retur	m
P0017576	4	42X24 Height Adjustable table, single top	ECI-4242SC	1 EA		1	]	Received •	Remove Line	E
		Wilsonart Wild Cherry							Doroino & Dotu	1986

The ordered quantity or cost will default in. If previous receipts have been entered, the open quantity or cost left on the purchase order will default in. If you received more or less of the items on a line, change the quantity to the amount received. Do not over-receive unless you are approving payment for over-receipt.

If you have multiple lines on your purchase order and only want to receive some of the lines, remove the lines you do not want to receive by clicking on the "Remove line button" beside the item ordered or by selecting the lines by checking the box to the right of the line and clicking on the Go button beside "Remove Selected Lines."

Yo-Mart will not allow a zero receipt therefore you must remove any line with no (zero) quantity to be received.

After you have made any necessary changes to the draft receipt, click "Save Updates" and then "Complete." Clicking the "Complete" button when entering a partial receipt only completes that receipt. It does not complete (close) the purchase order. You can return and enter the remaining receipts as needed.

You should see a confirmation screen showing the receipt number.

ñ		YoMart I	Requestor1 🔻	*	Action Items	Notifications	🧎 0.00 USD	۹
)	Orders & Documents      Document Search      Search Documents      Receipt No.86183							
	Create Qty Receipt Create Cost Receipt							
	Receipt No . 86183 🚔 has been created for the following PO No(s):							
2	• PO/Reference No. 1362575 🚔							
Î								

If you receive an item you wish to return, select the "Receive & Return" button which allows you to receive the item and then return it. This might be used if you received a damaged item.