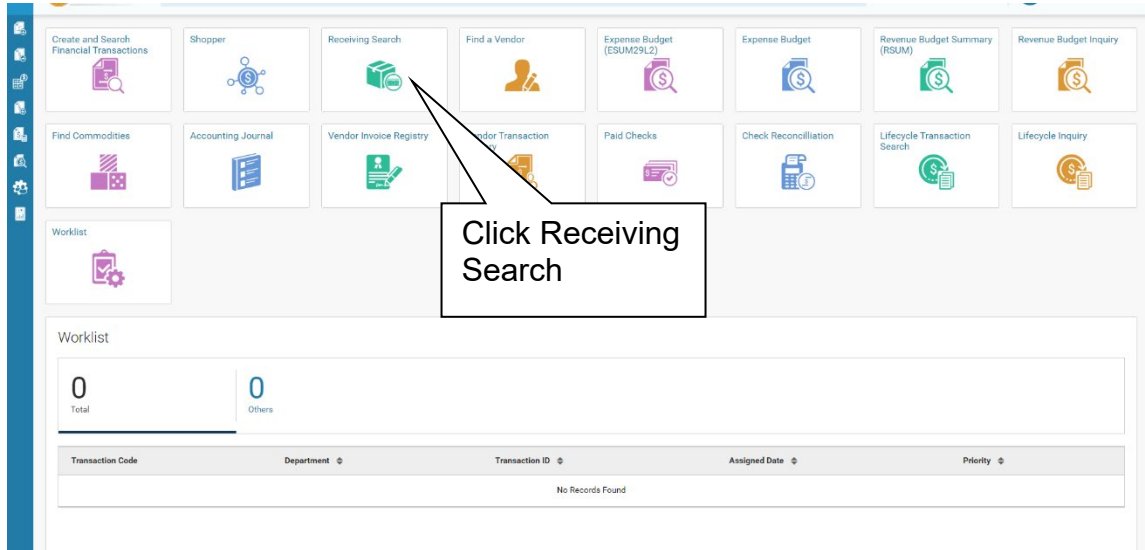
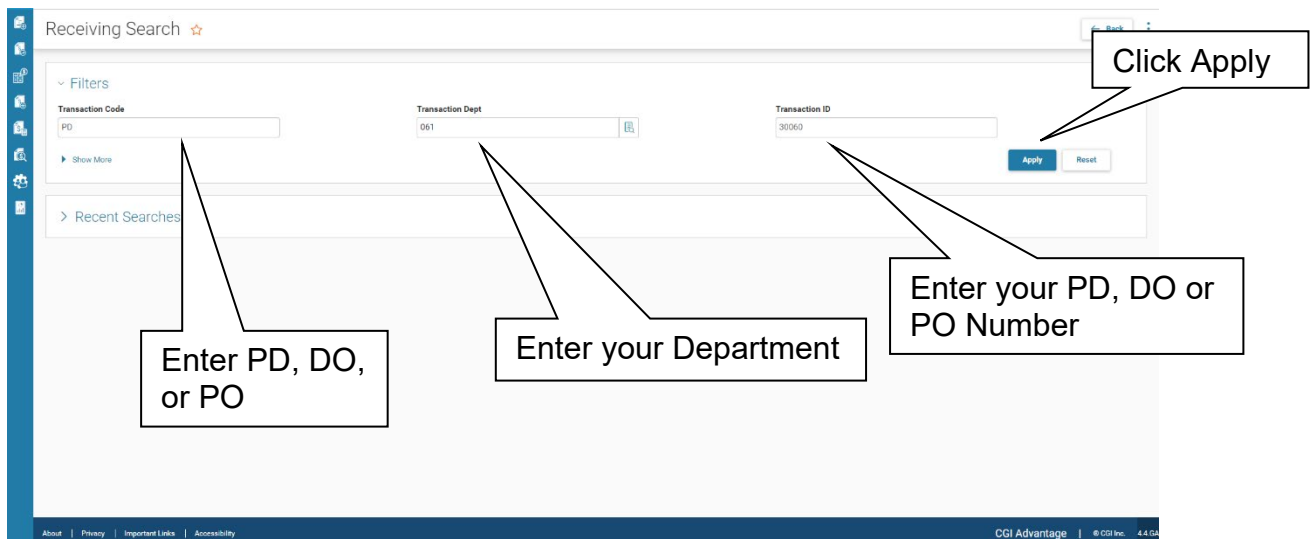


# Receiver (RC)

1. Click **Receiving Search**.



2. Enter **Transaction Code**, **Transaction Dept**, and **Transaction ID**. If entering a DO or PO number, use the wildcard (\*) before the numbers. Click **Apply**.



### 3. Click 3 Dots (Related Actions).

Receiving Search ☆

Filters

Transaction Code: PD Transaction Dept: 061 Transaction ID: 30060

Show More Apply Reset

Grid Actions

1 - 1 of 1 Records View per Page: 25 50 100 Page 1 of 1

Transaction Code	Transaction Dept	Transaction ID	Phase	Description	Vendor/Customer
PD	061	30060	Final	-	0023004

Click 3 Dots

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### 4. Click Related Pages.

Receiving Search ☆

Filters

Transaction Code: PD Transaction Dept: 061 Transaction ID: 30060

Show More Apply Reset

Grid Actions

1 - 1 of 1 Records View per Page: 25 50 100 Page 1 of 1

Transaction Code	Transaction Dept	Transaction ID	Phase	Description	Vendor/Customer
PD	061	30060	Final	-	0023004

Click Related Pages

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## 5. Click **Select Lines To Receive**.

Receiving Search

Filters

Transaction Code: PD, Transaction Dept: 061, Transaction ID: 30060

Grid Actions

1 - 1 of 1 Records

Transaction Code	Transaction Dept	Transaction ID	Phase	Description	Vendor/Customer
PD	061	30060	Final		0023004

Click Select Lines To Receive

## 6. Check the box of the line(s) you want to receive. Click **Receive**.

Receiving Search - Select Lines

Receive All Lines, Receive All Unselected Lines

Filters

Commodity Line

Grid Actions

1 - 1 of 1 Records

Transaction ID	Commodity Line	Commodity	Commodity Description	Received Quantity	Received Contract Amount	Rec Final
30060	1	03110	HVAC Air Purifiers, Accessories And Supplies	0.00000	\$0.00	No

Click Receive

Check the box of the line(s) you want to receive.

You will now be in the Header component of the RC.

7. Click the **Commodity** tab.

The screenshot shows the 'Receiver (RC)' form with the 'Commodity (1)' tab selected. A callout box points to the 'Commodity' tab with the text 'Click Commodity'. The form includes fields for 'Transaction Name', 'Referenced Transaction Code', 'Receiving Location', 'Name', 'Allow Part', 'Referenced Transaction Department', 'Received Date', 'Return Items to Vendor', 'Referenced Transaction ID', and 'Receiver'. The 'Commodity' tab shows 'Name: W W GRAINGER INC' and 'Item ID: 63110'.

8. Enter **Received Quantity**.

For a line type of service, do not enter a received quantity. Enter **Received Service Contract Amount**.

To view the original ordered quantity, click the ► to expand the section.

The screenshot shows the 'Receiver (RC)' form with the 'Commodity (1)' tab selected. A callout box points to the 'Received Quantity' field with the text 'Enter Received Quantity'. Another callout box points to the expand icon (►) with the text 'Click the ► to expand'. A third callout box points to the 'Received Service Contract Amount' field with the text 'For line type of service, enter Received Service Contract Amount'. The table below shows the commodity line details.

Commodity Line	Referenced Commodity Line	*Line Type	Commodity	Received Quantity	Received Service Contract Amount	Attachments
1	1	Item	63110	1	\$0.00	

Repeat Step 8 for each commodity line received.

If the shipment is a partial shipment or an over shipment, a reason and condition are required. Follow these additional steps, if necessary, otherwise skip to Step 13.

9. Click the ► to expand the section.

Receiver (RC) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000498514 | Version: 1

Vendor: W W GRAINGER INC

Commodity (1): 63110

Commodity Line	Referenced Commodity Line	*Line Type	Commodity	Received Quantity	Received Service Contract Amount	Attachments
1		Item	63110	1	\$0.00	

Click the ► to expand

10. Click **Show More**.

Receiver (RC) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000498514 | Version: 1

Commodity Line Description: HVAC: Air Purifiers, Accessories And Supplies

Commodity Description: HVAC: Air Purifiers, Accessories And Supplies

\* Shipment Indicator: Partial

Commodity Match Type: 3

Unit: EA

Ordered Service Contract Amount: \$0.00

Ordered Quantity: 1.00000

Rejected Quantity: 0.00000

Total Quantity Received: 0.00000

Stock Item Suffix: -

Inventory Location:

Location Structure:

Location Priority:

Show More

Click Show More

11. Scroll down to the Condition and Reason fields. Verify the **Shipment Indicator** shows Partial.
12. Enter **Condition**, using the pick list.
13. Enter **Reason** (free-form typing).

Receiver (RC) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000498514 | Version: 1

Commodity Line	Referenced Commodity Line	*Line Type	Commodity	Received Quantity	Received Service Contract Amount	Attachments
1		Item	HVAC: Air Purifiers, Accessories And Supplies	1.00000	\$0.00	

\* Shipment Indicator: Partial

Unit: EA

Total Quantity Received: 1.00000

Stock Item Suffix:

Location Priority:

Material Safety Data Sheet Required: No

Condition: 25

Reason: item on backorder

Buttons: Validate, Submit, Save, Save & Close

14. Click **Validate**.

Receiver (RC) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000498514 | Version: 1

Commodity Line	Referenced Commodity Line	*Line Type	Commodity	Received Quantity	Received Service Contract Amount	Attachments
1		Item	HVAC: Air Purifiers, Accessories And Supplies	1.00000	\$0.00	

\* Shipment Indicator: Partial

Unit: EA

Total Quantity Received: 1.00000

Stock Item Suffix:

Location Priority:

Material Safety Data Sheet Required: No

Condition: 25

Reason: item on backorder

Buttons: Validate, Submit, Save, Save & Close

15. When the transaction validates successfully, click **Submit**.

The screenshot shows the 'Receiver (RC)' form in a 'Draft' state. A blue banner at the top displays the message '1 of 1: Transaction validated successfully'. The form includes sections for 'Header', 'Vendor' (Name: W W GRAINGER INC), 'Commodity (1)' (Commodity: 63110), and 'Commodity Detail' (Item ID: 63110). A table below shows one record with columns: Commodity Line, Referenced Commodity Line, \*Line Type, Commodity, Received Quantity, Received Service Contract Amount, and Attachments. The first row shows Commodity Line 1, Referenced Commodity Line 1, Line Type Item, Commodity 63110, Received Quantity 1.00000, and Received Service Contract Amount \$0.00. A callout box with an arrow points to the 'Submit' button in the top right corner, with the text 'Click Submit'.

Receiver (RC) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000498514 | Version: 1

1 of 1: Transaction validated successfully

Header Vendor Commodity (1) Commodity Detail

Name W W GRAINGER INC Commodity 63110 Item ID 63110

Vendor

Grid Actions

1 of 1 Records

Commodity Line	Referenced Commodity Line	*Line Type	Commodity	Received Quantity	Received Service Contract Amount	Attachments
1	1	Item	63110	1.00000	\$0.00	

Click Submit

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This message will appear when your transaction is submitted successfully.

The screenshot shows the 'Receiver (RC)' form in a 'Final' state. A blue banner at the top displays the message '1 of 1: Transaction submitted successfully'. The form includes sections for 'Header', 'Vendor' (Name: W W GRAINGER INC), 'Commodity (1)' (Commodity: 63110), and 'Commodity Detail' (Item ID: 63110). A table below shows one record with columns: Commodity Line, Referenced Commodity Line, \*Line Type, Commodity, Received Quantity, Received Service Contract Amount, and Attachments. The first row shows Commodity Line 1, Referenced Commodity Line 1, Line Type Item, Commodity 63110, Received Quantity 1.00000, and Received Service Contract Amount \$0.00. A callout box with an arrow points to the 'Close' button in the top right corner, with the text 'This message will appear when your transaction is submitted successfully'.

Receiver (RC) ☆ Final

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000498514 | Version: 1

1 of 1: Transaction submitted successfully

Header Vendor Commodity (1) Commodity Detail

Name W W GRAINGER INC Commodity 63110 Item ID 63110

Vendor

Grid Actions

1 of 1 Records

Commodity Line	Referenced Commodity Line	*Line Type	Commodity	Received Quantity	Received Service Contract Amount	Attachments
1	1	Item	63110	1.00000	\$0.00	

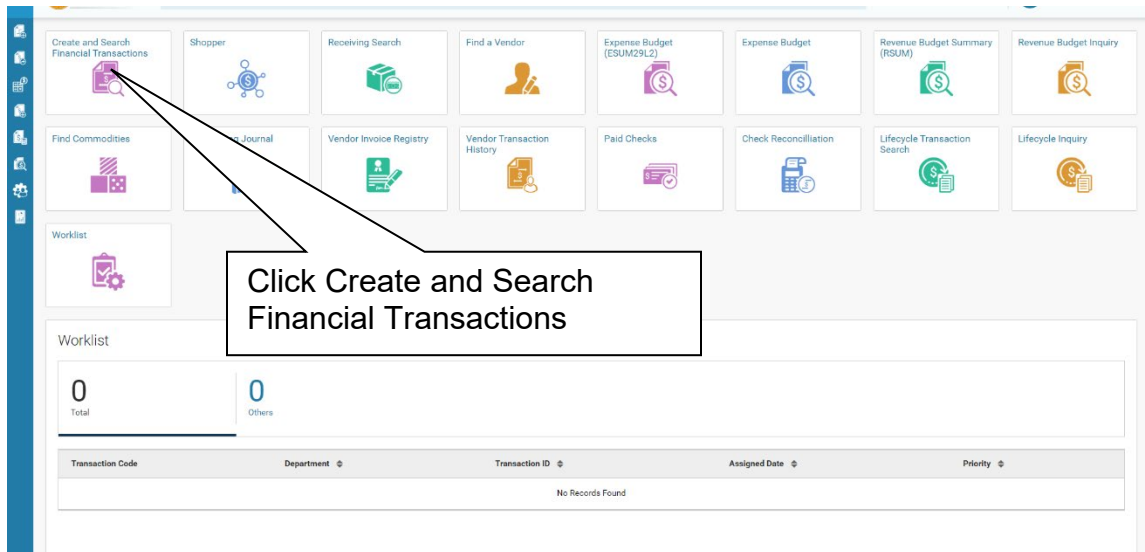
This message will appear when your transaction is submitted successfully

Close

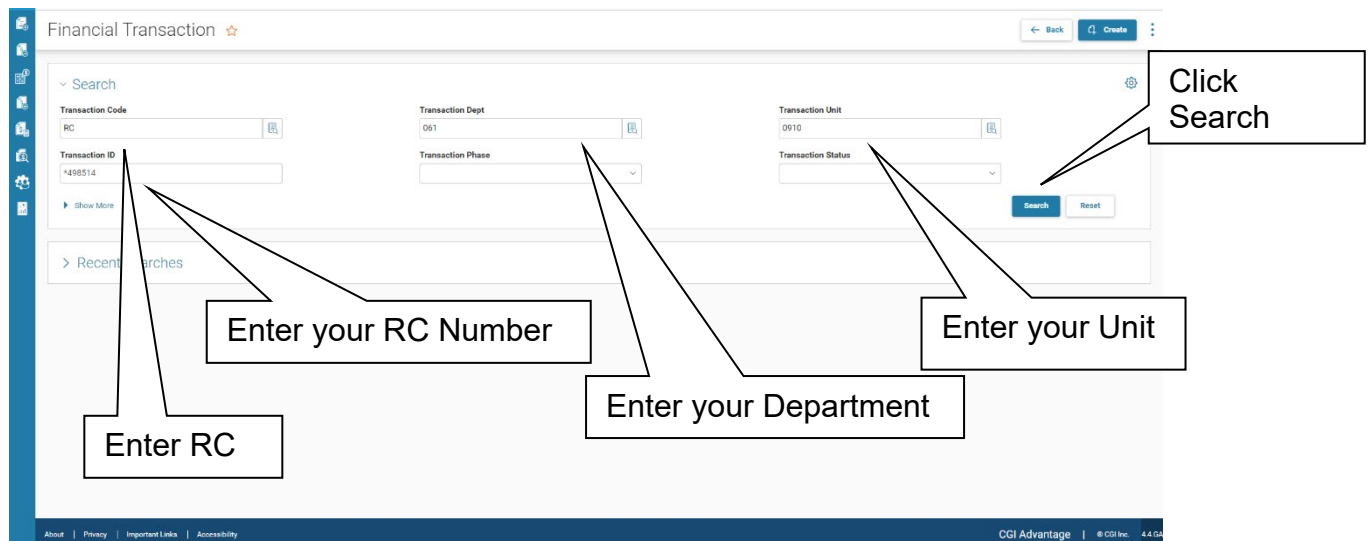
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# Receiver Cancellation

1. Click **Create and Search Financial Transactions**.



2. Enter **Transaction Code**, **Transaction Dept**, **Transaction Unit**, and **Transaction ID**. Click **Search**.





3. Click on the highlighted RC number to open the transaction.

Financial Transaction

Search

Transaction Code: RC Transaction Dept: 061 Transaction Unit: 0910

Transaction ID: 498514 Transaction Phase: Transaction Status:

Show More

Grid Actions

1 - 1 of 1 Records View per Page: 50 100

Transaction Code	Transaction Dept	Transaction Unit	Transaction ID	Transaction Phase	Transaction Status	Transaction Function
RC	061	0910	0121220000000498514	Final	Submitted	New

Click RC Number to open

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4. Click 3 Dots (Related Actions).

Receiver (RC) Final

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000498514 | Version: 1

Header

Vendor	Commodity (1)	Commodity Detail
Name: W W GRAINGER INC	Commodity: 63110	Item ID: -

Created By: sbrice | Created On: 01/21/2022 | Modified By: sbrice | Modified On: 01/21/2022

General Information

Transaction Name: Allow Partial Receipts: Yes Return Items to Vendor: No

Referenced Transaction Code: PD Referenced Transaction Department: 061 Referenced Transaction ID: 30060

Receiving Location: PUR Received Date: 01/21/2022 Receiver: sbrice

Name: Stephanie Brice

Extended Description

Click 3 Dots

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5. Click Cancel.

Receiver (RC) Final

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000498514 | Version: 1

Header

Vendor	Commodity (1)	Commodity Detail
Name: W W GRAINGER INC	Commodity: 63110	Item ID: -

Created By: sbrice | Created On: 01/21/2022 | Modified By: sbrice | Modified On: 01/21/2022

General Information

Transaction Name: Allow Partial Receipts: Yes Return Items to Vendor: No

Referenced Transaction Code: PD Referenced Transaction Department: 061 Referenced Transaction ID: 30060

Receiving Location: PUR Received Date: 01/21/2022 Receiver: sbrice

Name: Stephanie Brice

Primary Actions

- Modify
- Cancel
- Collaborate
- Comments
- Copy

Other Actions

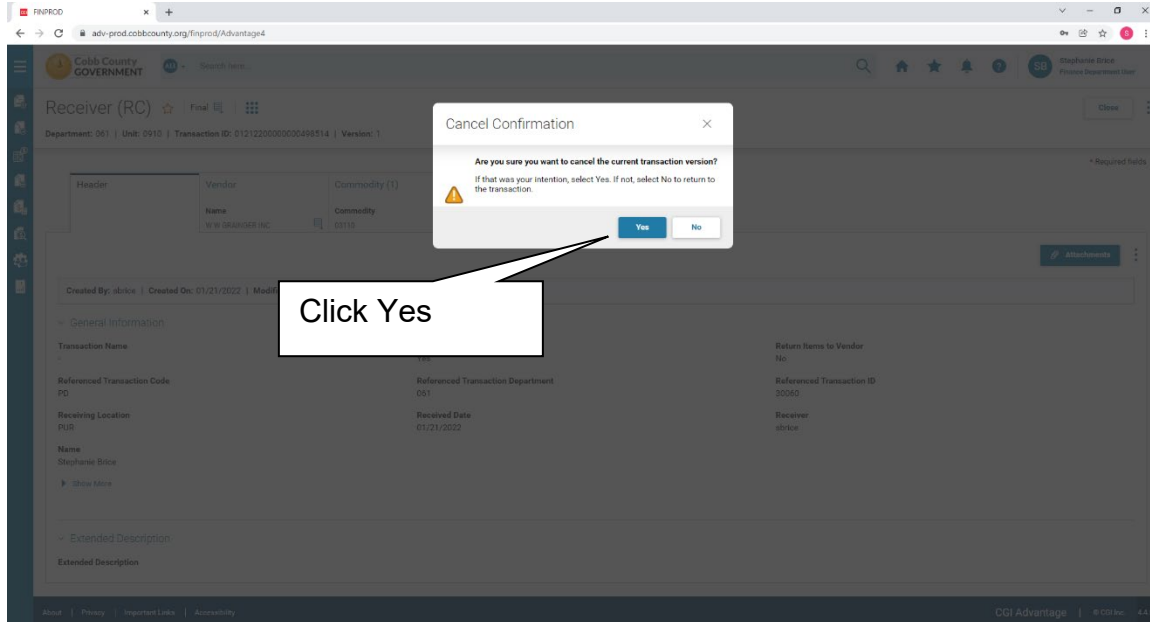
- Additional Transaction Information
- Future Transaction Triggering
- Schedule
- Send Page
- Print
- View PDF
- Download Transaction
- Activate
- Deactivate
- Archive

Research

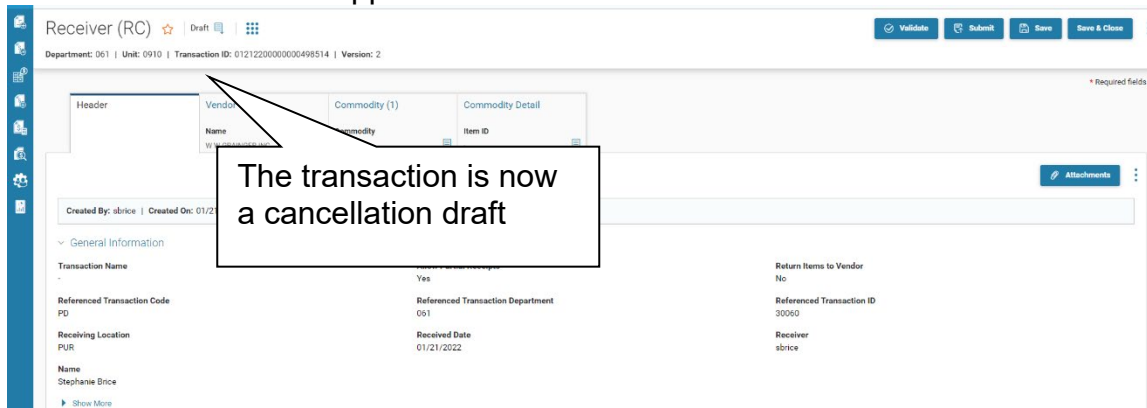
- Transaction References
- Track Work in Progress
- Transaction History
- Forms

Click Cancel

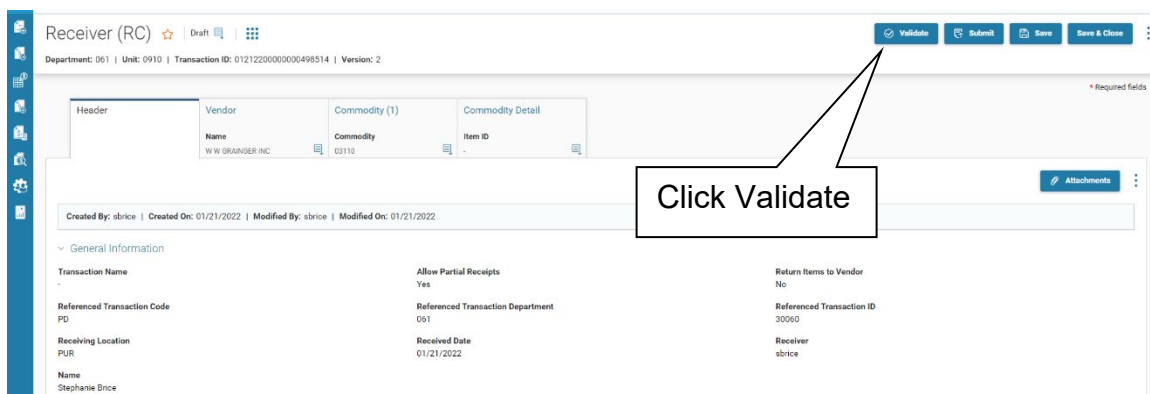
## 6. Click **Yes**.



A cancellation draft will appear.



## 7. Click **Validate**.



8. When the transaction validates successfully, click **Submit**.

The screenshot shows the 'Receiver (RC)' form in a 'Draft' state. At the top right, there are buttons for 'Validate', 'Submit', 'Save', and 'Save & Close'. A callout box with the text 'Click Submit' points to the 'Submit' button. Below the buttons, a status bar indicates '1 of 1: Transaction validated successfully'. The form contains several sections: 'Header' with fields for Name, Vendor, Commodity, and Commodity Detail; 'General Information' with fields for Transaction Name, Allow Partial Receipts, Return Items to Vendor, Referenced Transaction Code, Referenced Transaction Department, Referenced Transaction ID, Receiving Location, Received Date, and Receiver; and 'Extended Description'.

The screenshot shows the 'Receiver (RC)' form in a 'Final' state. At the top right, there is a 'Close' button. A callout box with the text 'This message will appear when your transaction is submitted successfully' points to the status bar, which indicates '1 of 1: Transaction submitted successfully'. The form content is identical to the previous screenshot, but the 'Submit' button is no longer visible, and the 'Final' state is indicated at the top.

The cancellation will then be routed through the same approvals as the original. Entries will not be reversed until the cancellation is in Final Phase.