

## Receiving Guide

This guide will review steps to indicate the goods and services are approved to pay, mark items as returned or closed if they are not expected to be delivered

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### Contents

<b>Receiving Guide</b> .....	1
Logging In .....	2
Receiving .....	2
Receive All Actions .....	5
Line Item Receive Actions .....	5
Receiving Date .....	6
Note .....	6
Undo Receiving .....	6
Returns .....	8
Viewing Receiving History.....	10

## CTW OneSource Receiving

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### Logging In

1. Open your web browser
2. Log into WesPortal and find the link to **OneSource** in the Finance Folder  
**OR**
3. In the address field, type <https://wesleyan.unimarket.com>
4. Enter your Wesleyan username and login

If you experience any issues logging in, please contact [purchasing@wesleyan.edu](mailto:purchasing@wesleyan.edu).

### Receiving

The receiving action in **OneSource** acts as the approval for the invoice matching when the invoice is submitted against the purchase order. The receiving action can be done before or after the invoice is submitted (*ideally after the invoice has been submitted so you can review the invoice first*).

Once the products or services have been delivered, you as the buyer or the initiator of the order will be tasked to mark the order as received to acknowledge the receipt on the goods or services. By marking the orders with the receipt status you approve payment of any invoice(s) for that item quantity received.

1. On your user dashboard, you will have a dashboard window with the most recent orders that are still open and not marked as received. You can click on the order in the window to open the view order screen and take action to mark the order as received. The link in the bottom right of the dashboard will show you all open orders.

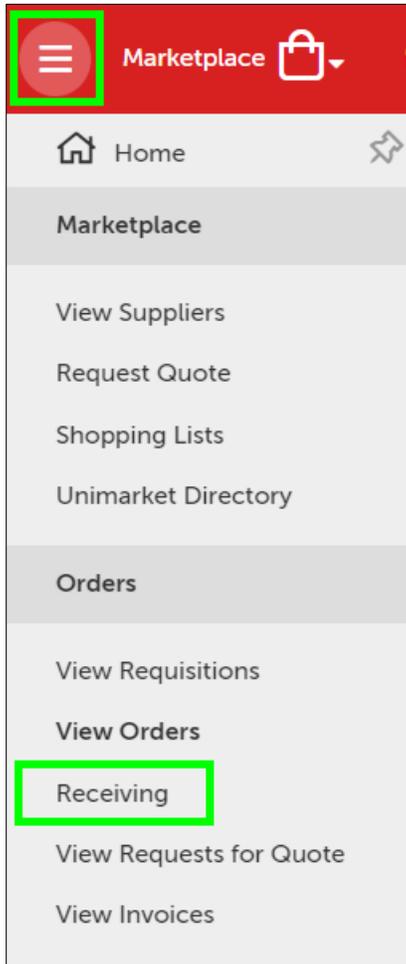
Open Receiving			
Grainger	OSP0000192	5/31/2019 3:13 PM	\$30.83
Carolina Biolog...	OSP0000191	5/31/2019 2:53 PM	\$797.70
Grainger	OSP0000190	5/31/2019 2:40 PM	\$124.80
Carolina Biolog...	OSP0000188	5/31/2019 2:24 PM	\$55.52

[View open orders](#)

2. Another way to view the orders with items not yet received is to click on the main menu and select Receiving, to be taken to the Receiving page that displays all orders that still need to be marked as received, closed or returned.

## CTW OneSource Receiving

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3. Click the Receive All button to receive all of the line items or the Receive button next to each line to mark the individual lines as received.



4. The receiving window will appear differently for the Receive All and line Receive actions.
5. The Receive All action opens the receiving window **with all line items with the ordered or remaining quantity prefilled for all line items on the PO.**

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**Receive Order OSP0000191** ✕

Action \*  ▾

Receiving Date \*  🕒  :   ▾

Note

Item	Outstanding	Received Quantity
# 10 Soil Sieve *test	1	<input type="text" value="1"/>
0.8% Melt-n-Pour Agarose, 400 mL	3	<input type="text" value="3"/>
"The Science Of", Poster Set	2	<input type="text" value="2"/>
1 Column Grattell Trolley Storage Cart (15x17x34")	2	<input type="text" value="2"/>
0.1 M Phosphate Buffer Solution	8	<input type="text" value="8"/>

6. The Line Item Receiving window will open with only the selected line item information and ordered quantity prefilled for the ordered or remaining quantity.

**Receive Item 1 on Order OSP0000191** ✕

Name # 10 Soil Sieve \*test

Action \*  ▾

Receiving Date \*  🕒  :   ▾

Received Quantity \*

Note

	Quantity
Ordered	1
Delivered	1
Received	0
Returned	1
Invoiced	0

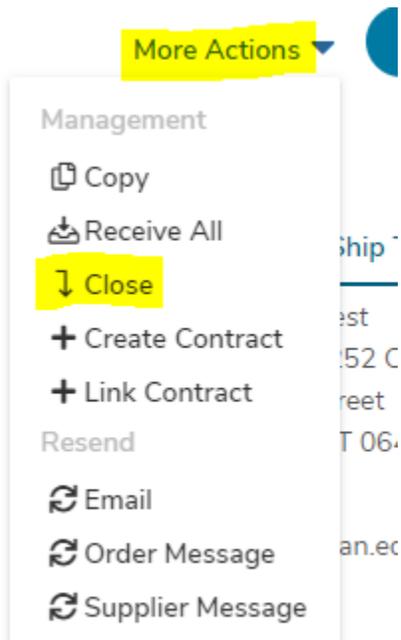
## CTW OneSource Receiving

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7. Select and enter the below information

### Receive All Actions

- i. **Receive** - marks the products or services as being received in good standing and approve the matching of any invoice to be paid for those item quantities received
- ii. **Manually Close** - marks items as NOT being received and holds the invoice from being paid. If Manual Close is selected, a note explaining the reason is required and can be visible by the AP department for visibility of why the invoice may be rejected and held.
  1. Reasons for Manually Closing receiving items are for damaged items, returned items or items that were canceled **and are not expected to be received.**
  2. If an item is on backorder and is being shipped in a later delivery, you can choose not to receive the item by entering a 0 quantity in the line item field or mark it as Closed and then Reopen the item when it is physically received.
  3. In order to release the WFS Encumbrance, first make sure the entire rest of the order has been received. Then, under “More Actions” in the upper right corner of the Purchase Order click “Close”



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### Line Item Receive Actions – Receive, Manual Close, Return

- iii. **Receive** - marks the products as being received in good standing and approves the matching of any invoice to be paid for those item quantities received
- iv. **Manually Close** - marks items as **NOT** being received and **holds the invoice from being paid**. If Manual Close is selected, a note explaining the reason is required and can be visible by the AP department for visibility of why the invoice may be rejected and held.
  - 1. Reasons for Manually Closing receiving items are when you are notified by the supplier that an item will not be shipped since it is no longer available, have been canceled by the supplier and **are not expected to be received**.
  - 2. If an item is on "backorder" and will be shipped in a later delivery, the best practice is to leave the line item "open" until received.
- v. **Return** - Recording the return allows you to indicate if the item was already received and needs to be returned and recording the reason it was returned. You will also be able to select the Return Action from **Credit, Replace, or Return Only**. We recommend adding in the RMA number into the notes fields for tracking and auditing purposes. A credit memo from the supplier can only be processed if the return has been completed prior to the receipt of the return.

**Receiving Date** – The receiving date will default to the date and time that the receiving window is opened. You can select a different date in the past to record the actual date (and time) the goods/services were received.

**Note** – You can enter a note describing the goods/services when you mark them as received that will be recorded with the order information. If you Manually Close an item, you are required to enter a note.

### Undo Receiving

Once an order or line item is marked as received in full, the item and order receiving status will be "Closed" indicating that the total amount ordered has been received. If there is a return or mistake in the initial receipt of the item(s), you are able to Reopen the order or line item receiving and Undo the previous receiving action.

At the top of a Purchase Order, in the Actions menu, you will see the button to  , to reopen the receiving for all line items. At the line level of items, you will also see a "Reopen" button to reopen the line item receiving. If you choose the reopen the receiving, you will be asked to provide a reason that will be recorded for auditing purposes.

## CTW OneSource Receiving

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	0.1 M Phosphate Buffer Solution (746864) Replacement solutions for AP Lab #4. 80 mL	1	\$9.22 / Each	\$9.22	
<a href="#">Receiving</a>	Closed	1	\$9.22 / Each	\$9.22	<a href="#">Reopen</a>
Invoices	894346513	1	\$9.22 / Each	\$9.22	<a href="#">Details</a>
Account	1001133111-82100-100-1133 100.00%				<a href="#">Pricing</a>

**Reopen item 3 on order OSP0000167** ✕

Name 0.1 M Phosphate Buffer Solution

Description Replacement solutions for AP Lab #4. 80 mL

Note \*

[OK](#) [Cancel](#)

Once reopened you can choose to undo the receiving history by clicking the Receiving link in the line item. Once you open the receiving history on the reopened line item you will see the Undo button at the far right of the receiving action line.

	0.1 M Phosphate Buffer Solution (746864) Replacement solutions for AP Lab #4. 80 mL	1	\$9.22 / Each	\$9.22	
<a href="#">Receiving</a>	Open	1	\$9.22 / Each	\$9.22	<a href="#">Receive</a>
Invoices	894346513	1	\$9.22 / Each	\$9.22	<a href="#">Details</a>
Account	1001133111-82100-100-1133 100.00%				<a href="#">Pricing</a>

**Receiving History for Item 3 - 0.1 M Phosphate Buffer Solution** ✕

User	Action	Created Date	Receiving Date	Number	Delivered	Received	Returned	
Ravindra Patil	Receive	5/31/2019 2:29 PM	5/31/2019 2:29 PM	611	1	1	0	<a href="#">Undo</a>

To undo the receiving action for the line item, you will be asked to provide a reason note then click OK.

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### Undo Receiving ✕

Are you sure you wish to undo this receiving?

Note \*

OK
Cancel

Once the receiving is reopened and undone you will be able to receive the correct amount as needed. You can also view the history of the receiving including the receiving, reopening and undo by clicking the Receiving button on the line item and check the box to Show Hidden Receiving History.

Receiving History for Item 4 - 0.2-6microm Replacement Filter for Pipet Contr... <span style="float: right;">✕</span>							
User	Action	Created Date	Receiving Date	Number	Delivered	Received	Returned
Denna Moore	Reopen	6/3/2019 12:09 PM	6/3/2019 12:09 PM	623			
<b>Note:</b> wrong item							
Ravindra Patil	Auto Close	5/31/2019 2:29 PM	5/31/2019 2:29 PM	614			
Ravindra Patil	Receive	5/31/2019 2:29 PM	5/31/2019 2:29 PM	613	1	1	0 <span style="float: right;">✕ Undo 🏷 Pricing</span>
<b>Total</b>					<b>1</b>	<b>1</b>	<b>0</b>

Show Hidden Receiving History

Close

## Returns

If you have an item that was ordered and needs to be returned, you "must" record the return in **OneSource** using the Returns features. Recording the return allows you to indicate if the item was already received and needs to be returned. You will also be able to select the Return Action from Credit, Replace, or Return Only. Once you have selected the Return Action, you can select the Return Code which is the high level reason for the return, such as **Damaged**, **Defective**, **No Longer Required**, **Supplier Notified Order Canceled**, **Order Changed with substituted item**, and more.

**NOTE:** You will also be asked to provide a specific reason for the return.

## CTW OneSource Receiving

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**NOTE:** RMA (Return Material Authorization) Forms for individual suppliers will still be handled directly with the supplier. The Return function in the system is for documentation only.

1	\$9.22 / Each	\$9.22	
1	\$9.22 / Each	\$9.22	 Receive
1	\$9.22 / Each	\$9.22	 Details

**Receive Item 3 on Order OSP0000167** ×

Name 0.1 M Phosphate Buffer Solution

Action \* Return ▾

Receiving Date \* 6/3/2019 🕒 12:13 PM ▾

Return Type \*  I am returning previously received items ?  
 I am returning items just delivered ?

Return Quantity \* 2

Return Action \* Replace × ▾

Return Code \* Damaged × ▾

Note RMA #123

	Qty.
Ordered	1
Delivered	2
Received	1
Returned	1
Invoiced	1

OK Cancel

## CTW OneSource Receiving

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### Viewing Receiving History

In the Receiving screen you can filter and search for past order that have been received, closed or are still pending receiving. The default search will show all pending/open requisitions. To find a past receiving records use the Supplier search field to search by individual suppliers, the date range to narrow the results, State to view all orders, Manually Closed, Open or Received orders.

The screenshot shows the 'Receiving' interface with the following elements:

- Filters:** Order Number, Supplier, Period (Last 90 Days), Connected Suppliers Only (checked), Customize Dates (unchecked), Buyer (Donna Moore), Organization Unit.
- Dropdown Menu:** Open (selected), All, Manually Closed, Open, Received.
- Table:**

Order Date	State	Subtotal	Ordered	Received	Outstanding
5/31/2019 3:13 PM	Open				
- Buttons:** Receive All

To look at the receiving history for a certain order, search and find the order then click on the order number to see the View Order page. The receiving history for each line is visible behind the Receiving link under each line. The Receiving History window will display the user that performed the receiving actions, as well as the date and time that the action was taken.

Product	Qty.	Price	Subtotal
<b>GRAINGER</b> TK970791T Antistatic Gloves Material NylonCarbon Fiber Yarns L...	1	\$30.83 / Each	\$30.83
CONDOR			
<a href="#">Receiving</a> Open	0	\$30.83 / Each	\$0.00
Account 1001044100-82450-100-1044 100.00%			

User	Action	Created Date	Receiving Date	Number	Delivered	Received	Returned
Donna Moore	Auto Close	6/3/2019 12:17 PM	6/3/2019 12:17 PM	625			<a href="#">Reopen</a>
Donna Moore	Receive	6/3/2019 12:17 PM	6/3/2019 12:17 PM	624	1	1	0
<b>Total</b>					<b>1</b>	<b>1</b>	<b>0</b>

Close