# PROCESSING RECEIPTS IN MCGILL MARKETPLACE

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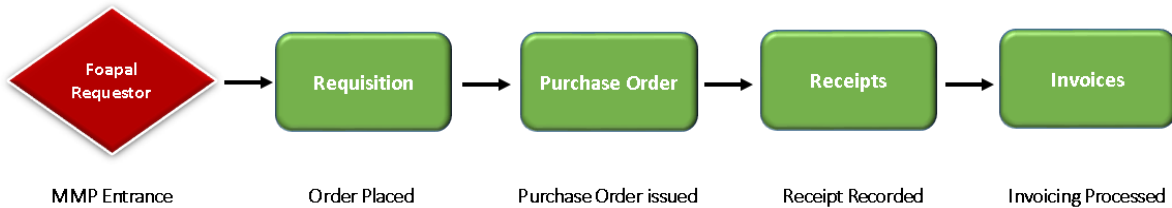
# Table of Contents

## Processing Receipts in McGill MarketPlace

# Order Receiving

The University has implemented the receiving of goods or services for every purchase order issued in the McGill MarketPlace. This process ensures that the Procurement Cycle is complete for all order types.

| Foapal Requestor | → | Requisition | → | Purchase Order | → | Receipts | → | Invoices |
|:---:|:---:|:---:|:---:|:---:|:---:|:---:|:---:|:---:|
| MMP Entrance | | Order Placed | | Purchase Order issued | | Receipt Recorded | | Invoicing Processed |

<u>Requisition Order Type</u>

| Punchout ◆ | Hosted Catalog 📖 | Self-Managed Catalog | Non-Catalog | Internal Stores |
|:---:|:---:|:---:|:---:|:---:|

Once a purchase order is issued, the following steps must be followed in order to confirm reception of goods/services **prior** to payment being released to the supplier.

All invoices received and recorded in our Financial Information System without a matching receipt in MMP will remain pending.

In addition, an email notification will be sent to the foapal requestor asking them to complete this step in order to issue the payment. Notifications will be sent daily until receipt is recorded in MMP.

<u>Receiving Types</u>

There are two types of order receiving that can be selected.

- Quantity Receiving
- Cost Receiving

**Quantity Receiving** is selected when a purchase order displays either a single or multiple quantity line item(s) for a predetermined amount regardless of it being a good or a service.    Eg. Staples, Fisher, Translation Services

**Cost Receiving** is selected when a purchase order is issued for an undetermined dollar amount whether it is for goods or services that will be rendered in phases - such as in Long Term Purchase Orders.   Eg. Consulting Service, Cleaning Services, Equipment

**\*Combined Receiving:** On occasion, some orders may contain both quantity <u>and</u> cost receiving items.

## Selecting a Receiving Type

Users must determine at the beginning of the ordering process whether a requisition will be quantity based or cost based.

To select the appropriate receiving type when placing your requisition order

Step 1.             Go to the **General** tab section of the draft requisition



Step 2.             Select the **Edit** icon  ![edit]

Step 3.             Go to **Cost Based Line Item**
Step 4.             Select either **Yes** or **No** from the drop-down menu

*Refer to the selection chart below.*



Step 5.             Save
Step 6.             Complete and place your order per usual process.

### Order Receiving Reference Chart

| Receiving  Order Type | Cost Based Line Item |
|-----------------------|----------------------|
| Quantity | No |
| Cost | Yes |
| Combined | No |

The following examples are provided as a reference to assist with determining the appropriate receiving order type.

## Quantity Receiving

### Punchout

| | Product Description | Catalog No | Size / Packaging | Unit Price | Qty/UOM | Ext. Price |
|---|---|---|---|---|---|---|
| | **Staples Advantage Canada** | | | | | |
| 1 | ✓ Pad, Post-it, 3x3, Canary Yellow, 24/bx  more info... | MMM65424CPC | BX | 12.77 | 1 BX | 12.77 CAD |
| 2 | ✓ Pad, Post-it, 3x3, ValuePack, Cape Town, 24/pack  more info... | MMM654CYP24C | PK | 69.09 | 1 PK | 69.09 CAD |

### Hosted, Self-Managed or Internal Store Catalog Orders

| | Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price |
|---|---|---|---|---|---|---|
| | **QRX Technology Group** ✳ ⟳ 🔳 🍁 | | | | | |
| 1 | HP LJ 1160/1320 Q5949A CARTOUCHE ENCRE NOIRE F08501  more info... | Q5949A | EA | 79.86 | 1 EA | 79.86 CAD |
| 2 | CARTOUCHE RÉUSINÉE HP CB436A BLK FHPLT436A1  more info... | T21535 | EA | 25.66 | 2 EA | 51.32 CAD |

### Non-Catalog

| | Product Description | Catalog No | Size / Packaging | Unit Price | Qty/UOM | Ext. Price |
|---|---|---|---|---|---|---|
| | **Apples and more Apples** | | | | | |
| 1 | ✓ apple pie  more info... | | EA | 3.50 | 100 EA | 350.00 CAD |

## Cost Receiving

### Non-Catalog

| | Product Description | Catalog No | Size / Packaging | Unit Price | Qty/UOM | Ext. Price |
|---|---|---|---|---|---|---|
| | **Oracle Canada ULC** | | | | | |
| 1 | ✓ Software License & Support, May 01, 2016 to April 30, 2017  more info... | Contract 1234567 | EA | 10,000.00 | 1 EA | 10,000.00 CAD |
| 2 | ✓ Software License & Support, May 01, 2017 to April 30, 2018  more info... | Contract 1234567 | EA | 10,000.00 | 1 EA | 10,000.00 CAD |

| | Product Description | Catalog No | Size / Packaging | Unit Price | Qty/UOM | Ext. Price |
|---|---|---|---|---|---|---|
| | **Gartner Canada** | | | | | |
| 1 | ✓ GITL Conseiller  more info... | | EA | 30,000.00 | 1 EA | 30,000.00 CAD |

| | Product Description | Catalog No | Size / Packaging | Unit Price | Qty/UOM | Ext. Price |
|---|---|---|---|---|---|---|
| | **Gilbert Nettoyeur Inc** | | | | | |
| 1 | ✓ Cleaning Services from May 1- 2020 to April 30, 2021 per quote 1234  more info... | | EA | 5,000.00 | 1 EA | 5,000.00 CAD |

# Receiving a Quantity Order

Step 1.      Log into the McGill Marketplace

Step 2.      On the Home page, search for the Purchase Order number in the Search Engine
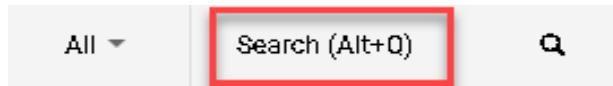


Step 3.      Go to Available Actions and select **Create Quantity Receipt** from the
             drop-down menu then select **Go**
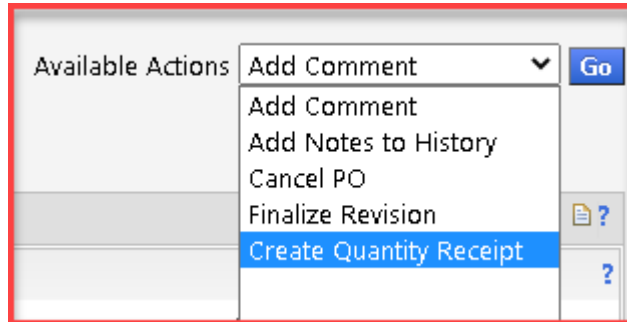


## Header Information Section

Step 1.      Go to **Packing Slip No**. and enter the packing slip number provided
             by the supplier, if applicable.

Step 2.      Go to **Attach/Link** and upload a copy of the packing slip, if applicable.

## Receipt Lines Section

All Items

If all items have been received correctly.

Step 1.      Select **Complete** at the bottom corner of the receipt page.

Partial Orders

If you receive a partial order.

Step 1.      If applicable, first remove all **PO Line No.(s)** that have not been received by
             selecting **Remove Line** icon located in the **Actions** column.

Step 2.      Go to the remaining PO line No.(s), then to the corresponding quantity.

Step 3.      Override the existing quantity to reflect what has been received.

Step 4.      Select **Complete** at the bottom corner of the receipt page.

Returns

To process a return for one or more items, first ensure the appropriate quantity receipt(s) have been recorded against either the complete or partial order in MMP.
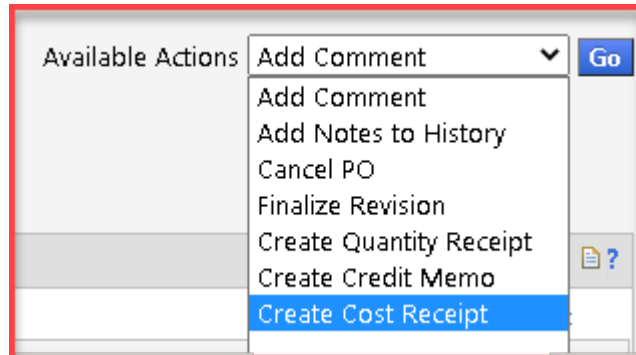
Step 1.    Contact the supplier to request a **Return Merchandise Authorization Number (RMA)**

Step 2.    Once the RMA number has been provided, create a new quantity receipt as indicated in the above section of Receiving a Quantity Order.

Step 3.    Go to the **PO Line No.** you want to return

Step 4.    Indicate the quantity you want to return

Step 5.    Select **Returned**

Step 6.    Remove all other PO Line No.(s) that do not apply to the return

Step 7.    Indicate the reason for the return in the **Returned For** drop-down menu

Step 8.    Indicate the RMA no.

Step 7.    Select **Complete** at the bottom corner of the receipt page.

Receiving a Cost Order

Step 1.        Log into the McGill Marketplace

Step 2.        On the Home page, search for the <u>Purchase Order</u> number in the
               Search Engine

| All ▼ | Search (Alt+Q) | 🔍 |
| --- | --- | --- |
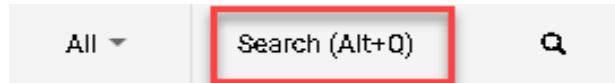
Step 3.        Go to Available Actions and select **Create Cost Receipt** from the
               drop-down menu then select **Go**

Available Actions [ Add Comment ▼ ] [ Go ]
- Add Comment
- Add Notes to History
- Cancel PO
- Finalize Revision
- Create Quantity Receipt
- Create Credit Memo
- Create Cost Receipt

## Header Information Section

Step 1.        Go to **Packing Slip No**. and enter the packing slip number provided
               by the supplier.

Step 2.        Go to **Attach/Link** and upload a copy of the work order summary if applicable

## Receipt  Lines  Section

<u>Cost Orders</u>
To record a cost order.

Step 1.        Go to the **PO Line No**. (s)

Step 2.        Then to the corresponding cost

Step 3.        Override the existing amount to reflect what has been received

Step 4.        Select **Complete** at the bottom corner of the receipt page.

*Since Cost Order receiving is recorded when project or service milestones have been attained,
multiple receipts will be necessary until the full cost on the purchase order has been depleted.*

# Invoicing

Once a purchase order is issued, the following steps must be followed in order to confirm reception of goods/services **prior** to payment being released to the supplier.

All invoices received and recorded in our Financial Information System without a matching receipt in MMP will remain pending.

In addition, an email notification will be sent to the foapal requestor asking them to complete this step in order to issue the payment. Notifications will be sent daily until receipt is recorded in MMP.

Notification Example

**From:** "marketplace.purchasing@mcgill.ca" <marketplace.purchasing@mcgill.ca>
**Date:** October 24, 2020 at 12:31:22 AM EDT
**To:** Suzanne Boyd <suzanne.boyd@mcgill.ca>
**Subject:** ***ATTENTION REQUIRED*** You have invoiced items to review
**Reply-To:** marketplace.purchasing@mcgill.ca

## McGill MarketPlace

### Invoiced Item(s) Requiring Attention

Dear Suzanne Boyd,

One or more invoices have been received for the line item(s) listed below, however a corresponding receipt has not been created in the application. Please create a receipt for each item once it has arrived to facilitate the invoice payment process. Thank you for your assistance.

### Purchase Order #P0885813

Click here to view purchase order

    Line # 1 - Test cost base

Click here to access Document Search>Purchase Order Advanced Search and create a receipt for the line(s) listed above.

If you have any questions with regard to this message, please contact your SelectSite Support Team.

Thank you,
McGill

Is this email difficult to read? You may choose to receive plain text emails instead by logging into your organization's site and updating your preferred email format on the user identification tab under User Settings in your profile.

# Assistance?

For assistance or inquiries, please contact feedback.purchasing@mcgill.ca or at (514) 398-2840.