



PROCESSING RECEIPTS IN MCGILL MARKETPLACE

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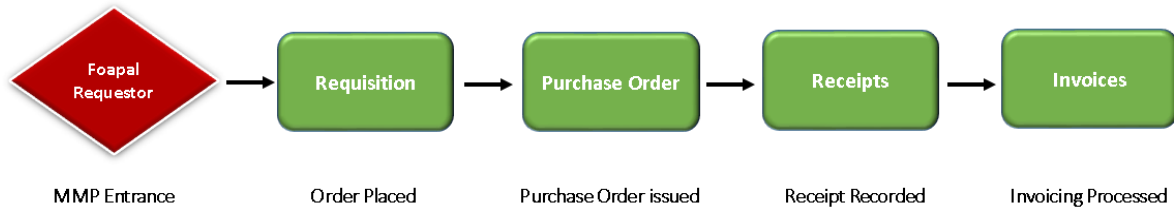
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Order Receiving

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.



Requisition Order Type



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.

Receiving Types

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 and 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

The screenshot shows the 'General' tab of a requisition form. The 'Cost Based Line Item' field is highlighted in yellow and contains the text 'no value' with a red error icon and the text 'Required field'. An 'edit' button is visible next to the 'Cart / Requisition Name' field.

Step 2. Select the **Edit** icon 

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.

The screenshot shows the 'Cost Based Line Item' drop-down menu. The menu is open, showing options: 'no value', 'Hide McGill values', 'Required field', 'No', and 'Yes'. The 'Required field' option is highlighted in blue. 'Save' and 'Cancel' buttons are at the bottom.

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

Staples Advantage Canada						
	Product Description	Catalog No	Size / Packaging	Unit Price	Qty/UOM	Ext. Price
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

QRX Technology Group 						
	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	HP LJ 1160/1320 Q5 949A CARTOUCHE ENCRE NOIRE F08501 more info...	Q5-949A	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

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

Cost Receiving

Non-Catalog

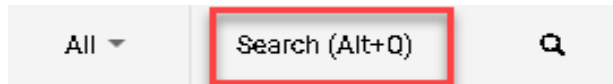
Oracle Canada ULC						
	Product Description	Catalog No	Size / Packaging	Unit Price	Qty/UOM	Ext. Price
1	✓ Software License & Support, May 01, 2016 to April 30, 2017 more info...	Contract 1234567	EA	10,000.00	1 EA	10,000.00 CAD
2	✓ Software License & Support, May 01, 2017 to April 30, 2018 more info...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

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

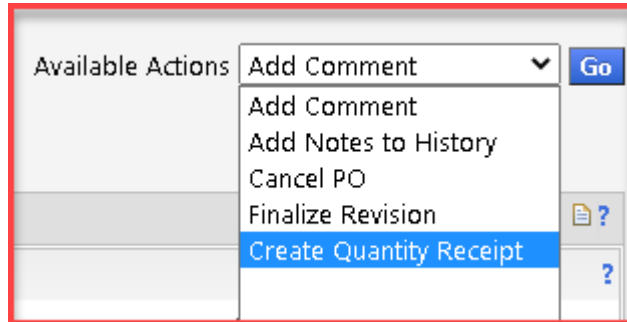
Gilbert Nettoyeur Inc						
	Product Description	Catalog No	Size / Packaging	Unit Price	Qty/UOM	Ext. Price
1	✓ Cleaning Services from May 1- 2020 to April 30, 2021 per quote 1234 more info...		EA	5,000.00	1 EA	5,000.00 CAD

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.

Receipt Lines									
Line Details									
Show Receipt Details									
PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
P0885499	1	Tape Cartridge, P-touch, 12mm, Black on White	BRTTZE231	10 EA		10		Received	Remove Line Receive & Return
P0885499	2	Tape, All Purpose, AP1, 100m, Clear, 6/1pk	CN556351	5 PK		5		Received	Remove Line Receive & Return

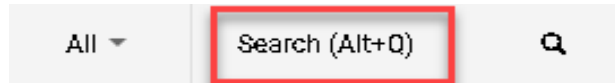
Returns

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.

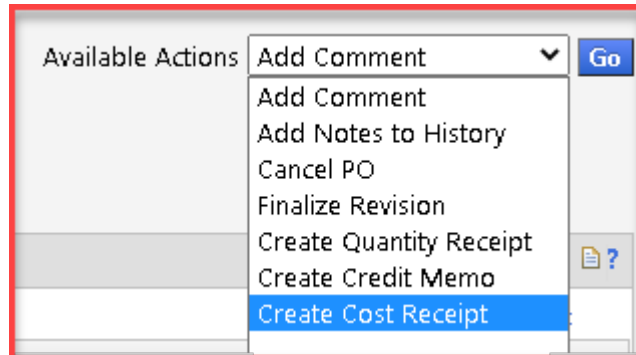
- Step 1. Contact the supplier to request a **Return Merchandise Authorization Number (RMA)**
- Step 2. Once the RMA number has been provided, create a new quantity receipt as indicated in the above section of [Receiving a Quantity Order](#).
- Step 3. Go to the **PO Line No.** you want to return
- Step 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 Purchase Order number in the Search Engine



- Step 3. Go to Available Actions and select **Create Cost 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.
- Step 2. Go to **Attach/Link** and upload a copy of the work order summary if applicable

Receipt Lines Section

Cost Orders

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



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.