PROCESSING RECEIPTS IN MCGILL MARKETPLACE

NADIA ORSINI
SUPERVISOR, SYSTEMS AND CLIENT SUPPORT
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.

Receipts of goods and services are required when the purchase order with a pre-tax amount is equal or greater than $2,500 CDN. Any 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.

It is especially important whenever a long-term PO is created (where you receive regular deliveries or services and must setup the PO as a quantity of 1 and a total cost). In this situation, you must always create a COST receipt for the pre-tax value of the goods or services received.

Should this not be correctly identified, when the invoices come into MMP, the system will detect a discrepancy between both the quantity on the PO and the total quantity of the invoices being processed. As a result, the Purchase Order will close.

In the event this happens, please contact Helpdesk Support to have the PO reopened and correct the receiving type for future receipts.

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

Step 3. Go to Cost Based Line Item and click on the arrow

Step 4. Select either Yes or No from the Organization Values menu

Step 5. Save

Step 6. Complete and place your order per usual process.
Order Receiving Reference Chart

<table>
<thead>
<tr>
<th>Receiving Order Type</th>
<th>Cost Based Line Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>No</td>
</tr>
<tr>
<td>Cost</td>
<td>Yes</td>
</tr>
<tr>
<td>Combined</td>
<td>No</td>
</tr>
</tbody>
</table>

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

**Quantity Receiving**

**Punchout**

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staples Advantage Canada</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Pen, Pilot Jr. 3il, Canary Yellow, 24/box.</td>
<td></td>
<td>PC</td>
<td>12.77</td>
<td>1 PK</td>
<td>12.77 CAD</td>
</tr>
<tr>
<td>2. Pencil, Dixon, 12/strip, Hopper, 24/box.</td>
<td></td>
<td>PC</td>
<td>64.09</td>
<td>1 PK</td>
<td>64.09 CAD</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>QRX Technology Group</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. HP 915 ink cartridge, black</td>
<td>Q6456A</td>
<td>EA</td>
<td>70.86</td>
<td>1 EA</td>
<td>70.86 CAD</td>
</tr>
<tr>
<td>2. HP 915 ink cartridge, color</td>
<td>T21135</td>
<td>EA</td>
<td>25.66</td>
<td>2 EA</td>
<td>51.32 CAD</td>
</tr>
</tbody>
</table>

**Non-Catalog**

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apples and more Apples</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Apple pie</td>
<td></td>
<td>EA</td>
<td>1.92</td>
<td>100 EA</td>
<td>192.00 CAD</td>
</tr>
</tbody>
</table>
# Cost Receiving

## Oracle Canada ULC

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Qty/UOM</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software License &amp; Support, May 01, 2016 to April 30, 2017</td>
<td>Contract 1234567</td>
<td>SA</td>
<td>10,000.00</td>
<td>1 EA</td>
<td>10,000.00 CAD</td>
</tr>
<tr>
<td>Software License &amp; Support, May 01, 2017 to April 30, 2018</td>
<td>Contract 1234567</td>
<td>EA</td>
<td>10,000.00</td>
<td>1 EA</td>
<td>10,000.00 CAD</td>
</tr>
</tbody>
</table>

## Gartner Canada

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Qty/UOM</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>GFO Caster</td>
<td></td>
<td>EA</td>
<td>24000.00</td>
<td>1 EA</td>
<td>24000.00 CAD</td>
</tr>
</tbody>
</table>

## Gilbert Nettoyeur Inc

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Qty/UOM</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning Services from May 1-2020 to April 30, 2021 per quote 1345</td>
<td></td>
<td>EA</td>
<td>5000.00</td>
<td>1 EA</td>
<td>5000.00 CAD</td>
</tr>
</tbody>
</table>
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 the purchase order number P0979XXX Revision 0 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
Receiving 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. Under Line Details Tab, select Show Receipt Details
Step 5. Indicate the quantity you want to return
Step 6. Select Returned
Step 7. Remove all other PO Line No.(s) that do not apply to the return
Step 8. Indicate the reason for the return in the Returned For drop-down menu
Step 9. Indicate the RMA no.
Step 10. Select Complete at the bottom corner of the receipt page.
Entry Errors
If a quantity receipt is created in error, there are two options that can be used to correct the entry depending on the purchase order status.

Receipt created without pending invoices
If a receipt has been completed and there are no invoices pending against the purchase order, you can reopen the receipt and edit the information again prior to completion.

Step 1. On the Home page, search for the Purchase Order number in the Search Engine
Step 2. Go to the Receipts tab and select the receipt that needs editing
Step 3. At the top right-hand corner, select Reopen Receipt
Step 4. If applicable, first remove all PO Line No.(s) that do not need to be actioned on by selecting the Remove Line icon located in the Actions column.
Step 5. Go to the remaining PO line No., then to the corresponding quantity.
Step 6. Override the existing quantity to reflect the correct quantity received.
Step 7. Select Complete at the bottom corner of the receipt page.

Receipt created with pending invoices
If a receipt has been completed and there are invoices pending against the purchase order, you must create a new receipt.

Step 1. On the Home page, search for the Purchase Order number in the Search Engine
Step 2. Go to the purchase order number P0979XXX Revision 0 and select Create Quantity Receipt from the drop-down menu then select Go
Step 3. If applicable, first remove all PO Line No.(s) that do not need to be actioned on by selecting the Remove Line icon located in the Actions column.

Step 4. Go to the remaining PO line No. then to the corresponding quantity.

Step 5. Reverse the entry by placing a minus (-) in front of the quantity previously entered. E.g.: (original entry QTY 2, reversal entry QTY -2)

Step 6. Select Complete at the bottom corner of the receipt page.

Step 7. Create a new Quantity Receipt by repeating steps indicated in Receiving a Quantity Order as applicable.
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 the purchase order number P0979053 Revision 0 and select Create Cost Receipt from the drop-down menu then select Go

Header Information Section

Since Cost Receipts are customarily used to validate services rendered, the header information can be left blank. Users can go directly to the Receipt Line Section by filling in the appropriate information. However, if applicable, please follow the following steps.

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
Receiving a cost order.

Step 1. Go to the PO Line No. (s)
Step 2. If applicable, first remove all PO Line No.(s) that do not need to be actioned on by selecting the Remove Line icon located in the Actions column.
Step 3. Go to the remaining PO line No.(s), then to the corresponding cost
Step 4. Override the existing amount (as required) to reflect the pre-tax subtotal amount of the service received
Step 5. 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.
Entry Errors
If a cost receipt is created in error, there are two options that can be used to correct the entry depending on the purchase order status.

Receipt created in error without pending invoices
If a receipt has been completed and there are no invoices pending against the purchase order, you can reopen the receipt and edit the information again prior to completion.

**Step 1.** On the Home page, search for the Purchase Order number in the Search Engine
**Step 2.** Go to the Receipts tab and select the receipt that needs editing
**Step 3.** At the top right-hand corner, select Reopen Receipt
**Step 4.** If applicable, first remove all PO Line No.(s) that do not need to be actioned on by selecting the Remove Line icon located in the Actions column.
**Step 5.** Go to the remaining PO line No., then to the corresponding cost.
**Step 6.** Override the existing cost to reflect the correct pre-tax cost amount received.
**Step 7.** Select Complete at the bottom corner of the receipt page.

Receipt created with pending invoices
If a receipt has been completed and there are invoices pending against the purchase order, you must create a new receipt.

**Step 1.** On the Home page, search for the Purchase Order number in the Search Engine
**Step 2.** Go to the purchase order number P0979XXX Revision 0 and select Create Cost Receipt from the drop-down menu then select Go
Step 3. If applicable, first remove all **PO Line No.(s)** that do not need to be actioned on by selecting the **Remove Line** icon located in the **Actions** column.

Step 4. Go to the remaining PO line No. then to the corresponding cost.

Step 5. Reverse the entry by placing a minus (-) in front of the cost previously entered.
   
   **E.g.** (original entry $\ 2000$, reversal entry $\ -$2000)

Step 6. Select **Complete** at the bottom corner of the receipt page.

Step 7. Create a new Cost Receipt by repeating steps indicated in **Receiving a Cost Order**
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.

**Email Notification**
Below is a sample email reminder of what user can expect to receive

---

***ATTENTION REQUIRED*** MMP Receipt required for invoice processed against this PO

MP Marketplace Purchasing

To

---

**Invoiced Item(s) Requiring Attention**

Dear

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 #P0975509**

*Line #1* - iPhone 13 mini 512GB Starlight for Satya

Prakash

---

If you have any questions with regard to this message, please contact Procurement Services at feedback.purchasinv@mcgill.ca

---

Thank you,

McGill
Identifying invoice(s) requiring Receipts
When a user receives an email, it can be confusing to identify which invoice(s) needs receiving. If the email notification is unclear, go to the source.

Step 1. On the Home page, search for the Purchase Order number in the Search Engine
Step 2. Go to the Invoice tab and search for the invoice(s) status In Process then to the corresponding IV document (IV335988) to inquire on the receiving type
Step 3. Once receiving type has been identified, create the receipt per the Receiving a Quantity Order or Receiving a Cost Order instructions in this manual

Contact Us

Support
For assistance or inquiries, please contact our Helpdesk Support

Training
For MMP training on how to process receipts, register here