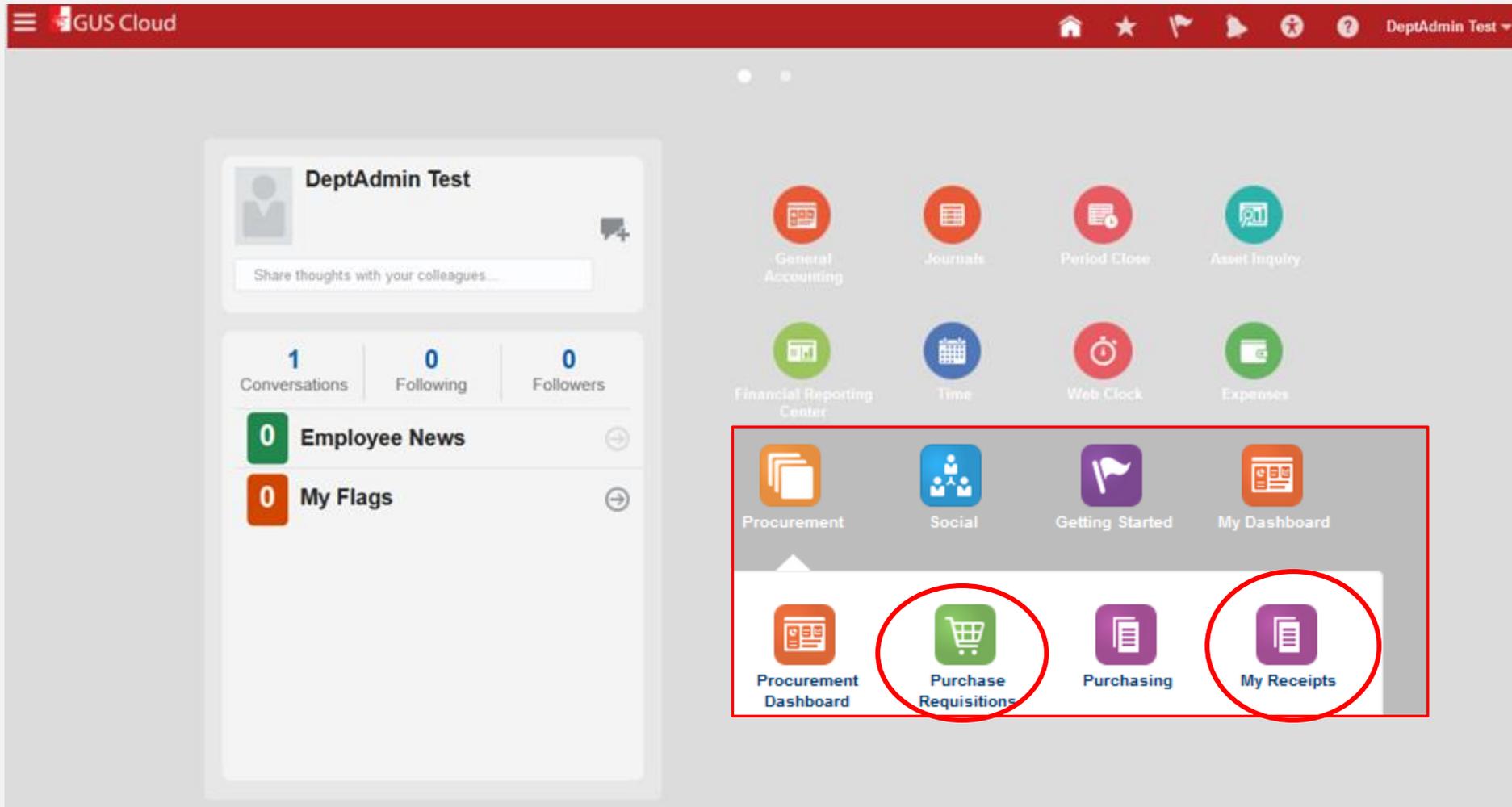


GUS Procurement

Manage Orders & Receipts



GUS Procurement- Purchasing- Manage Orders



Managing Your Orders is done from the Manage Requisitions tab on the Purchase Requisitions Page.

Managing your Receipts is accessed from the Manage Receipts on the from the My Receipts page.

GUS Procurement- Purchasing- Manage Orders

The screenshot displays the GUS Cloud Finance Test interface. At the top, there is a navigation bar with icons for Procurement Dashboard, Purchase Requisitions, Purchasing, My Receipts, Negotiations, Catalogs, and Suppliers. The main content area is divided into a 'Shop' section on the left and a 'My Requisitions' section on the right. The 'Shop' section includes a search catalog and a browse catalog with logos for Apple, B&H, CDWG, Dell, FASTENAL, Fisher Scientific, Grainger, SHI, STAPLES, and The HON Company. The 'My Requisitions' section features a table with columns for Requisition, Description, Approval Amount, Status, Order, Creation Date, Order Status, Funds Status, Requisitioning BU, and Entered By. A red box highlights the 'Manage Requisitions' link in the right sidebar, with an arrow pointing to a 'Task Page icon opens your pages' text box. Another red box highlights the requisition table, with a text box stating 'Manage Requisitions allows you to see all your purchase orders, and the status of each of them.'

Task Page icon opens your pages

Manage Requisitions allows you to see all your purchase orders, and the status of each of them.

Requisition	Description	Approval Amount	Status	Order	Creation Date	Order Status	Funds Status	Requisitioning BU	Entered By
REQ370	Snap On Tools Carts	450.00 USD	Approved		8/18/16		Reserved	PSU Business Unit	Jemison, Barbara
REQ360	500W 120V T3 R7s Base 9500 Lum...	155.22 USD	Approved	PON170	8/17/16	Open	Liquidated	PSU Business Unit	Jemison, Barbara
REQ354	Body Guard[REG] White SMOOTHD...	87.01 USD	Approved	PON171	8/17/16	Closed for Receiving	Liquidated	PSU Business Unit	Jemison, Barbara
REQ353	PV-7451M Tripod Monopod with 3-W...	67.46 USD	Incomplete		8/16/16		Not reserved	PSU Business Unit	Jemison, Barbara
REQ337	Snap on Carts (4)	450.00 USD	Approved		8/16/16		Not applicable	PSU Business Unit	Jemison, Barbara

GUS Procurement- Purchasing- Manage Orders

Manage Requisitions

Search

Requisitioning BU

** Entered By

** Requisition

Description

Advanced Manage Watchlist Saved Search

Status

Requester

Order

Requisitions Requiring Attention

Requisitions I Entered
My Requisitions Requiring Attention
My Requisitions with Canceled Lines
Requisitions I Entered
Personalize...

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

For more search results- use the Advanced Search and save your preferred searches. Or use REQ in Requisition for ALL orders.

Advanced Manage Watchlist Saved

Status

Requester

Order

Requiring Attention

Sort by Status:

GUS Procurement- Purchasing- Manage Orders

Description Requisitions Requiring Attention

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Requisition	Description	Approval Amount	Status	Order	Creation Date	Order Status	Funds Status	Requisitioning BU	Entered By	Emergency Purchase Order
REQ370	Snap On Tools Carts	450.00 USD	Approved		8/18/16	Reserved	Reserved	PSU Business Unit	Jemison, Barbara	
REQ360	500W 120V T3 R7s Base 9500 Lumens Clear Halogen Lamp	155.22 USD	Approved	PON170	8/17/16	Open	Liquidated	PSU Business Unit	Jemison, Barbara	
REQ354	Body Guard[REG] White SMOOTHDOME Fas-Trac Ratchet Hard Hat Cap	87.01 USD	Approved	PON171	8/17/16	Closed for Receiving	Liquidated	PSU Business Unit	Jemison, Barbara	
REQ337	Snap on Carts (4)	450.00 USD	Approved		8/16/16		Not applicable	PSU Business Unit	Jemison, Barbara	
REQ304	Snap On carts for Tech labs	300.00 USD	Incomplete		8/16/16		Not reserved	PSU Business Unit	Jemison, Barbara	
REQ275	Snap On Carts (5)	500.00 USD	Approved	PON159	8/15/16	Closed for Receiving		PSU Business Unit	Jemison, Barbara	
REQ216	Office supplies for Brads new desk	99.13 USD	Approved	PON128	8/5/16	Closed for Receiving		PSU Business Unit	Jemison, Barbara	
REQ211	Staples Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 ...	343.90 USD	Approved	PON127	8/5/16	Closed for Receiving		PSU Business Unit	Jemison, Barbara	
REQ184	TEST h vIETS	100.00 USD	Incomplete		8/4/16			PSU Business Unit	Jemison, Barbara	
REQ173	Parking Lot Improvements #123	199.46 USD	Approved	PON95	8/4/16	Closed for Receiving		PSU Business Unit	Jemison, Barbara	
REQ156	Office supplies for new guy and cleaning supplies for office.	29.64 USD	Approved	PON75	8/3/16	Closed for Receiving		PSU Business Unit	Jemison, Barbara	
REQ139	Safety vest for workers in construction	29.61 USD	Approved	PON72	8/2/16	Closed for Receiving		PSU Business Unit	Jemison, Barbara	
REQ118	new guys printer	251.00 USD	Approved	PON57	8/2/16	Closed for Receiving		PSU Business Unit	Jemison, Barbara	
REQ97	17W 1-2 Lamp 120/277V Centium[REG] ICN2P32N35I Instant Start Electr...	572.60 USD	Approved	PON50	8/2/16	Open		PSU Business Unit	Jemison, Barbara	
REQ93	testing	100.00 USD	Approved	PON106	8/1/16	Closed for Receiving		PSU Business Unit	Jemison, Barbara	
REQ92	Items for cleaning up construction site	294.75 USD	Approved	PON31	8/1/16	Closed for Receiving		PSU Business Unit	Jemison, Barbara	
REQ80	paper products for classrooms	106.08 USD	Approved	PON27	7/29/16	Closed for Receiving		PSU Business Unit	Jemison, Barbara	
REQ53	Staples Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 ...	31.74 USD	Incomplete		7/28/16			PSU Business Unit	Jemison, Barbara	
REQ24	Stainless Steel table per attached quote	0.00	Canceled		7/27/16			PSU Business Unit	Jemison, Barbara	
REQ14	Staples	74.40 USD	Approved	PON9	7/27/16	Closed for Receiving		PSU Business Unit	Jemison, Barbara	

Columns Hidden 1

Order Status:
States where the last action has taken place.

Narrow your search or viewable columns by the **View** dropdown

Export list to Excel

Click on the REQ number for more information

GUS Procurement- Purchasing- Manage Orders

Click on the REQ number for more information.

Requisition Life Cycle: REQ354

Requisition Line

View Format Freeze Detach Wrap

Line	Item	Description
1		Body Guard[REG] White SMOOTHDOME Fas-Trac Ratchet Hard Hat Cap

Order

Procurement BU PSU Business Unit
 Requisitioning BU PSU Business Unit
 Purchase Order PON171
 Description
 Open Date 8/17/16
 Total 87.01 USD

Shipments

View Format Freeze Detach Wrap

Shipment	Shipped Date	Expected Receipt Date	Ship-to Location	Carrier	Tracking Number
No data to display.					

Receipts

View Format Freeze Detach Wrap

Receipt	Receipt Date	Received By	Shipment	Packing Slip	Waybill	Bill of Lading	Notes
116	8/18/16	Jemison, Barbara					
117	8/18/16	Jemison, Barbara					

Invoices

View Format Freeze Detach Wrap

Invoice	Description
No data to display.	

Click on the REQ number for more information.
View Life Cycle

Creation Date 8/17/16 Requisition Amount 87.01 USD
 Status Approved Approval Amount 87.01 USD
 Funds Status Liquidated Attachments None

White SMOOTHDOME Fas-Trac Ratchet Hard Hat Cap Justification

Requester Barbara Jemison Buyer Barbara Jemison
 Delivery Date 8/24/16 Suggested Supplier FASTENAL COMPANY 0000032712
 Location Type Internal Supplier Item 1018296
 Location Location Pittsburg Campus Agreement PA2 (PSU Business Unit)
 Location Type Expense Agreement Line

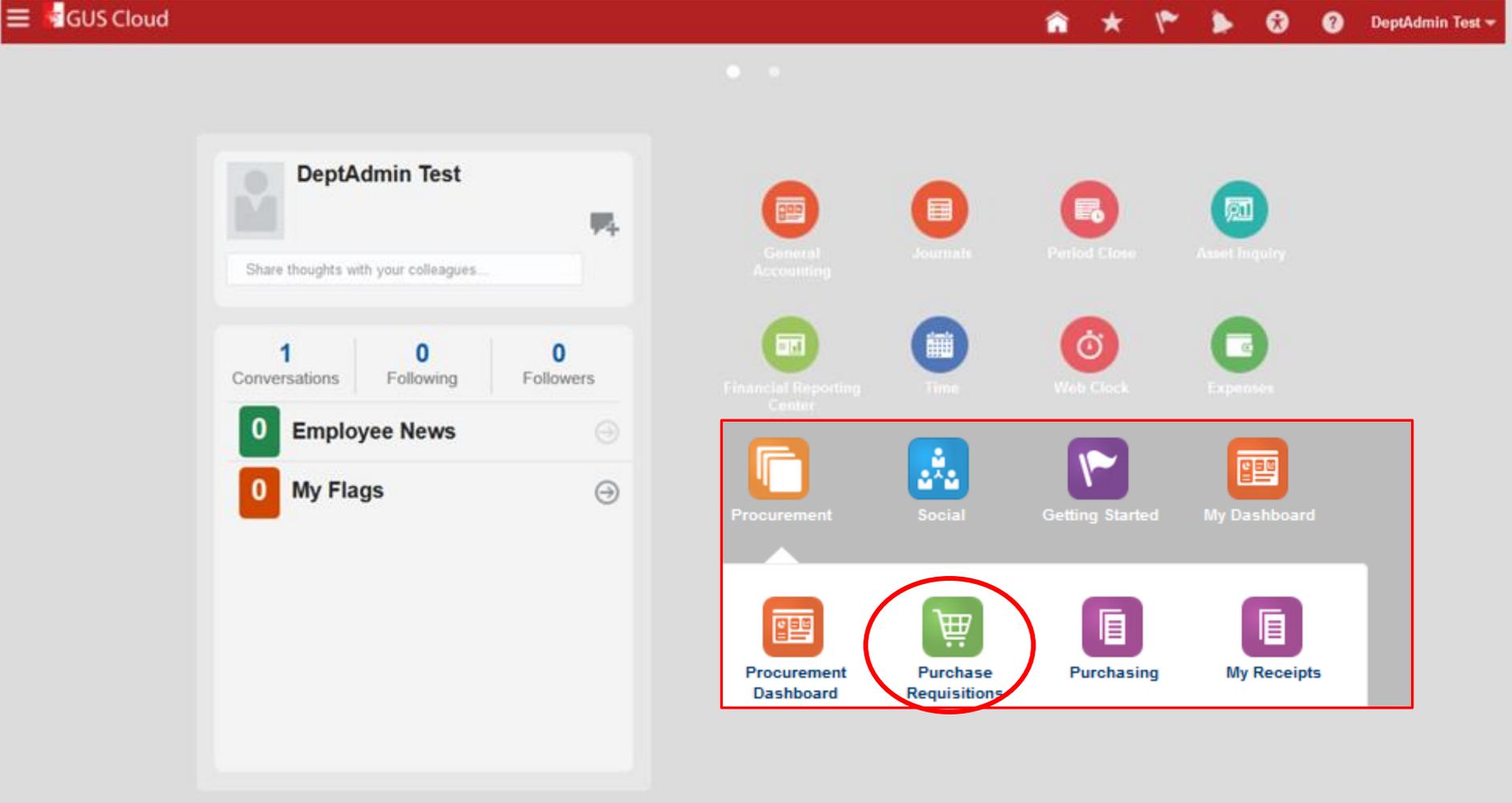
Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order	Line Life Cycle
Goods/Services	10	EA	8.7008USD	87.01	Approved	Liquidated	PON171	

Budget Date 8/17/16 Percentage 100 Quantity 10 Amount (USD) 87.01 Funds Status Liquidated

Actions Done

- Duplicate
- Cancel Requisition
- Reassign
- View Document History
- View PDF
- Edit Order

GUS Procurement- Purchasing- Manage Orders



Hands On-
Practice

Manage
Orders.

GUS Procurement- Purchasing- Manage Receipts

The screenshot displays the GUS Cloud user interface. At the top, a red navigation bar contains the 'GUS Cloud' logo and user information 'DeptAdmin Test'. Below this, a central dashboard area features a grid of application icons. A red box highlights a secondary row of icons: Procurement, Social, Getting Started, My Dashboard, Procurement Dashboard, Purchase Requisitions, Purchasing, and My Receipts. The 'My Receipts' icon is circled in red. To the right, a sidebar menu includes 'Negotiations', 'Catalogs', and 'Suppliers', with a 'Manage Receipts' option circled in red. Below the dashboard, a search results section is visible, showing a table with columns for Requisitioning BU, Requisition, Line, Purchase Order, Item Description, Supplier, Need-by Date, Ordered (Quantity, UOM, Currency), and Shipment. The table currently displays 'No search conducted.'

GUS Procurement- Manage Receipts

The screenshot shows the 'Manage Receipts' interface in GUS Procurement. A red box highlights the top navigation area, including the 'Manage Receipts' link and search options like 'Advanced', 'Saved Search', and 'Basic Search'. Another red box highlights the search filters, including 'Requester' (Jemison, Barbara), 'Entered By', 'Requisition', 'Items Due' (Any time), 'Requisitioning BU' (PSU Business Unit), and 'Purchase Order'. A third red box highlights the 'Search Results' section, which currently shows 'No search conducted.' and a table with columns: Requisitioning BU, Requisition, Line, Purchase Order, Item Description, Supplier, Need-by Date, Ordered (Quantity, UOM, Currency), and Shipment. A fourth red box highlights the 'Receipt' and 'Requisition' input fields. A fifth red box highlights the 'Items Received' dropdown menu, which is set to 'Any time'. A sixth red box highlights the 'Requisitioning BU' dropdown menu, which is set to 'PSU Business Unit', and the 'Purchase Order' input field.

Requisitioning BU is always **PSU Business Unit**.
To see all receipts, use **Any Time** as time frame for items received.

GUS Procurement- Purchasing- Manage Receipts

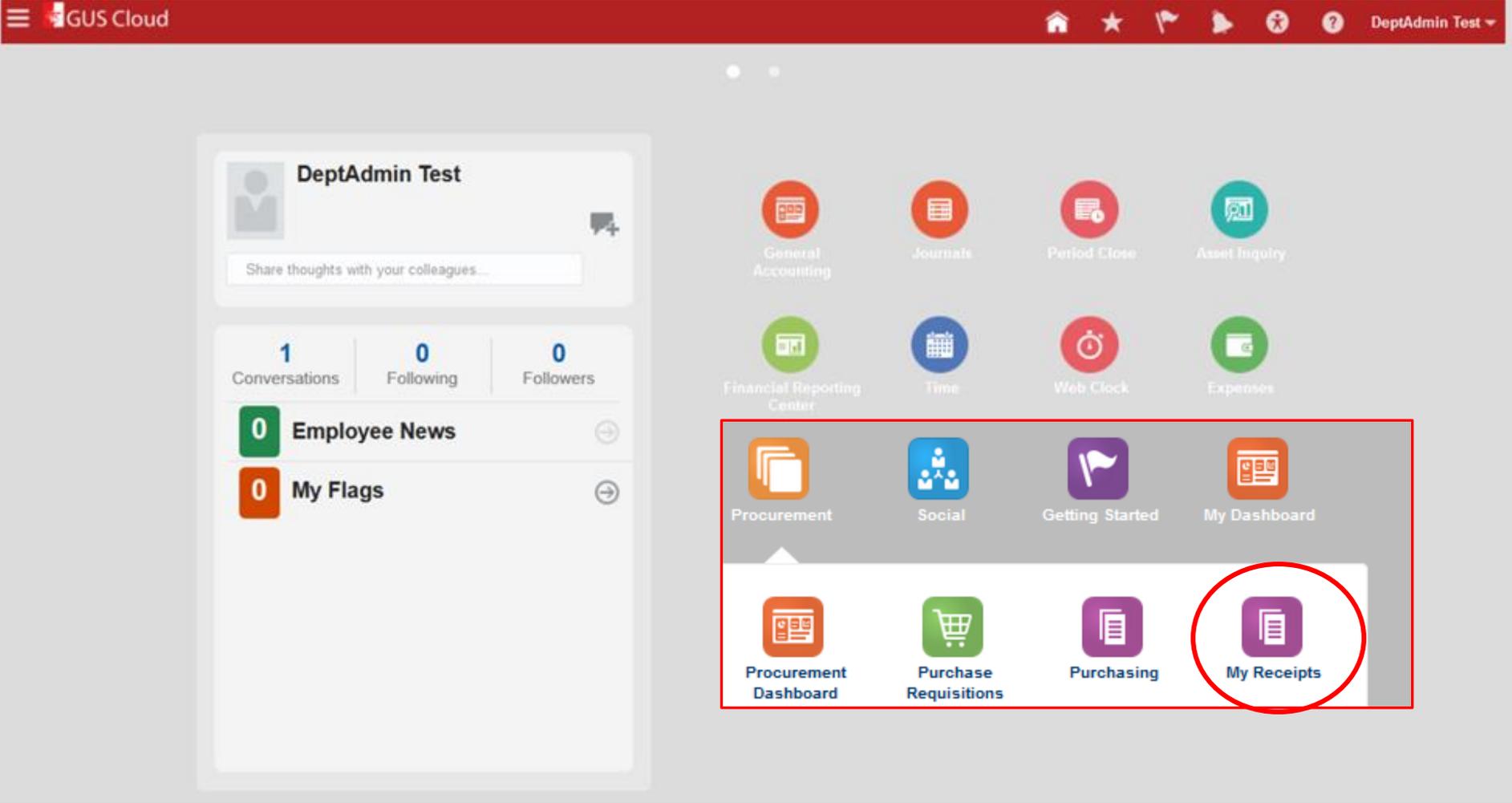
Search Results

Actions ▾ View ▾ 

Requisitioning BU	Receipt	Item Description	Supplier	Received		Receipt Date	Purchase Order	Charge Account	Shipment
				Quantity	UOM				
PSU Business ...	3	Sharpie Fine Point Perm...	STAPLES CONTRACT & ...	15	EA	7/28/16	PON9	1105.4210300.525180.0.0.0.0	
PSU Business ...	4	Testing Preferences set up	CAMPBELL MATTRESS 0...	100		7/28/16	PON2	1105.4210300.525180.0.0.0.0	
PSU Business ...	36	Staples Perforated Notep...	STAPLES CONTRACT & ...	1	EA	8/15/16	PON75	1105.4210100.537200.0.0.0.0	
PSU Business ...	36	Clorox Disinfecting Wipe...	STAPLES CONTRACT & ...	1	EA	8/15/16	PON75	1341.1170123.541390.0.0.0.0	
PSU Business ...	36	Wire Mesh Self-Stacking ...	STAPLES CONTRACT & ...	0.5	EA	8/15/16	PON75	1241.4210100.537100.0.0.0.0	
PSU Business ...	36	Wire Mesh Self-Stacking ...	STAPLES CONTRACT & ...	0.5	EA	8/15/16	PON75	1341.1170123.541390.0.0.0.0	
PSU Business ...	40	475358 Std 6.5-8" White ...	FASTENAL COMPANY 00...	10	EA	8/15/16	PON31	1105.4210300.525180.0.0.0.0	
PSU Business ...	40	XL 9" 4mil Blue Nitrile Te...	FASTENAL COMPANY 00...	10	EA	8/15/16	PON31	1105.4210300.525180.0.0.0.0	
PSU Business ...	49	Ricoh Magenta Toner Ca...	STAPLES CONTRACT & ...	0.54095	EA	8/15/16	PON128	1341.4210100.541390.0.0.0.0	
PSU Business ...	50	testing	ANIXTER INC 0000028093	100		8/15/16	PON106	1105.4210300.525180.0.0.0.0	
PSU Business ...	51	Staples Hype! Highlighte...	STAPLES CONTRACT & ...	1	EA	8/15/16	PON128	1241.4210100.537100.0.0.0.0	
PSU Business ...	51	Ricoh Magenta Toner Ca...	STAPLES CONTRACT & ...	0.45905	EA	8/15/16	PON128	1241.4210100.537200.0.0.0.0	
PSU Business ...	53	Toilet Paper CompactR ...	W W GRAINGER INC 00...	1	EA	8/15/16	PON27	1105.4210300.525180.0.0.0.0	
PSU Business ...	53	Toilet Paper CompactR ...	W W GRAINGER INC 00...	1	EA	8/15/16	PON27	1105.4210300.539200.0.0.0.0	

Export to an Excel spreadsheet, drill down into the individual documents, view Charge Accounts.

GUS Procurement- Purchasing- Manage Receipts



Hands On-
Practice

Manage
Receipts.