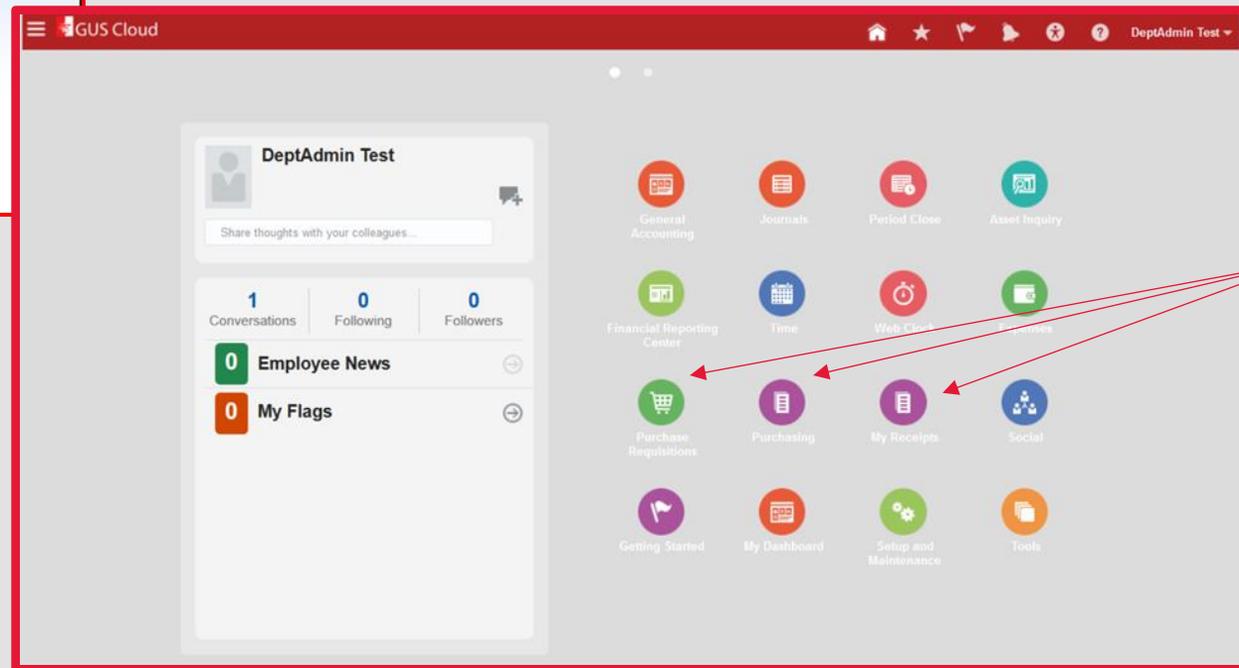
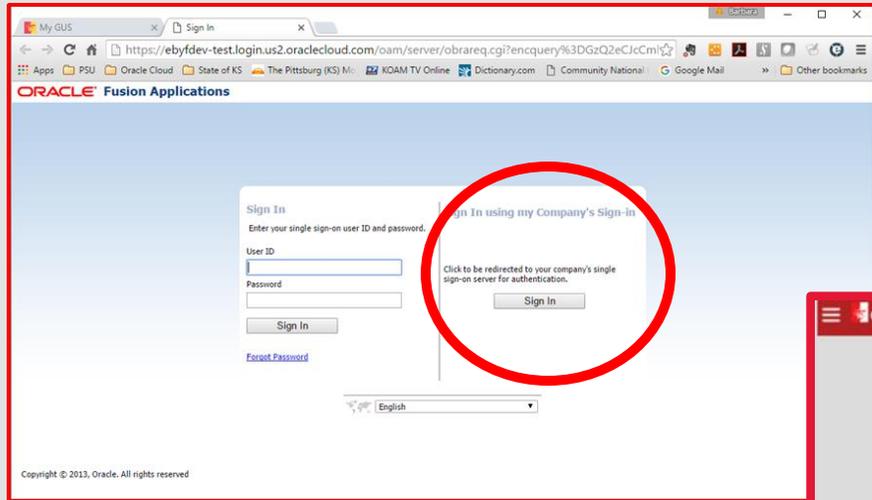


# **GUS Procurement**

**Send PO to Supplier**



# GUS Procurement - Log In

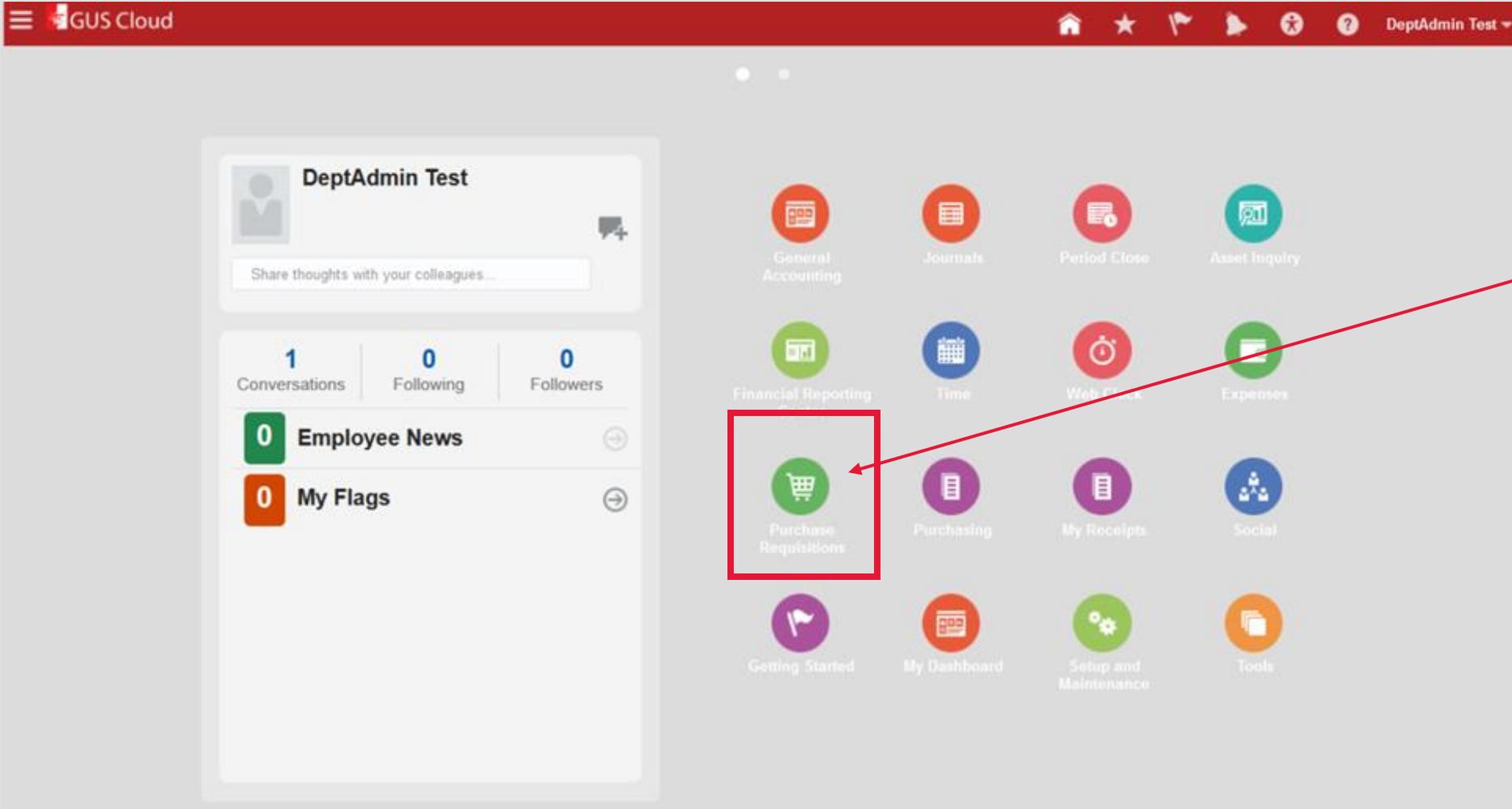


## Procurement Task Icons

- **Purchase Requisitions:** Shopping Pages: Punchouts. Send PO to Supplier
- **My Receipts** Manage Receipts
- **Purchasing**

Review Log In & Home Page

# GUS Procurement



*Purchase Requisitions Icon*

- Shopping Pages: Punchouts.
- **Send PO to Supplier**

# GUS Procurement- Send PO to Supplier



Send PO to Supplier is a **Smart Form**

The screenshot shows the GUS Cloud interface with a navigation bar at the top containing icons for Procurement Dashboard, Purchase Requisitions, Purchasing, My Receipts, Negotiations, Catalogs, and Suppliers. The main content area is divided into several sections:

- Shop:** Includes a search bar and a grid of supplier logos such as Apple, Dell, Hon, B&H, Fastenal, SHI, CDW-G, Grainger, and Staples.
- My Requisitions:** A table listing requisitions with columns for Requisition, Description, Creation Date, Approval Amount, Status, Funds Status, and Order.
- Quick Links:** A sidebar menu with 'Smart Forms' highlighted by a red oval.
- Requisition Preferences:** A section for configuring requisition settings.

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ206	Post-it Super Sticky Notes, 3" x 3", Canary Yellow, 12/Pk	6/9/16	185.72 USD	Incomplete	Not reserved	
REQ200	Testing Supplier loads with site assignments.	6/7/16	100.00 USD	Approved	Reserved	
REQ199	Staples Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 1 Case, 10 Reams, 5,000 sheets	6/7/16	31.74 USD	Approved	Liquidated	PON140
REQ198	Lenovo USB Sound Bar	6/7/16	28.15 USD	Approved	Liquidated	PON139
REQ197	01.00 Latitude 15 (e5570) 5000 - Great value and in-stock for fast shipping; Dell Latitude E5570;Dell Latitude E5570, BTX	6/7/16	747.03 USD	Approved	Liquidated	PON138

# GUS Procurement- Send PO to Supplier



Populate fields to complete form:

## Item Description:

Provide as much information here as needed in order that it is clearly understood what the purchase is and what purpose it serves.

**Amount:** Enter the total amount of order

**Supplier:** Start typing and allow system to autofill, or use the search icon to lookup your vendor.

**Add attachments:** Add all backup and supporting documents

## Add to Requisition

Which will push info over into the document builder area.

**Create Request: Send PO to Supplier (Cost)**

Request Type: Send PO to Supplier (Cost)

This form is to be used to send a PO to a Supplier based on a Cost of goods or services.

Line Type: Description of Purchase

\* Item Description: Testing Send PO to Supplier

\* Category Name: Goods/Services

\* Amount: 50.00

\* Currency: USD

Supplier: ANKTER INC 0000028093

Supplier Site: CHECK3

Supplier Contact: [dropdown]

Phone: [input]

Supplier Item: [input]

Requisition: REQ257

You added 1 line to the requisition.

Recently added lines

testing visibility	50.00 USD	✕
<b>Total</b>	<b>50.00 USD</b>	

Edit and Submit

Requisition Preferences

Attachments

Type	Category	File Name or URL	Attached By	Attached Date
No data to display.				

Supplier Site will contain abbreviated info to clarify what address you are using for this vendor.

Use "New Supplier" if your Supplier name is not in the file. Attach W9 along with other information such as contact name and number or email address for PO's. Use "To Be Bid" for Bids, attaching documentation to support your purchase. Quotes, W9's etc.

# GUS Procurement- Send PO to Supplier



The screenshot shows the GUS Cloud interface. At the top, there is a navigation bar with icons for Procurement Dashboard, Purchase Requisitions, Purchasing, My Receipts, Negotiations, Catalogs, and Suppliers. Below this is a 'Shop' section with a search catalog and a browse catalog featuring logos for Apple, Dell, Hon, B&H, Fastenal, Shi, CDWG, Grainger, and Staples. The main area displays 'My Requisitions' as a table with columns for Requisition, Description, Creation Date, Approval Amount, Status, Funds Status, and Order.

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ206	Post-it Super Sticky Notes, 3" x 3", Canary Yellow, 12/Pk	6/9/16	185.72 USD	Incomplete	Not reserved	
REQ200	Testing Supplier loads with site assignments.	6/7/16	100.00 USD	Approved	Reserved	
REQ199	Staples Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 1 Case, 10 Reams, 5,000 sheets	6/7/16	31.74 USD	Approved	Liquidated	PON140
REQ198	Lenovo USB Sound Bar	6/7/16	28.15 USD	Approved	Liquidated	PON139
REQ197	01:00 Latitude 15 (e5570) 5000 - Great value and in-stock for fast shipping; Dell Latitude E5570;Dell Latitude E5570, BTX	6/7/16	747.03 USD	Approved	Liquidated	PON138

Below the table, there is a 'Purchasing News' section with the text: 'Use preferred suppliers for all your business requirements.'

On the right side, a detailed view of 'Requisition: REQ206' is shown. It includes a summary of recently added lines:

- HP 950XL High Yield BL... 92.14 USD
- HP 61XL 2-pack High YL... 52.24 USD
- Staples Copy Paper, LE... 31.74 USD
- Post-it Super Sticky N... 9.60 USD
- Total 185.72 USD

An 'Edit and Submit' button is highlighted in a red box within this detailed view.

The document builder area shows what has been put into your cart. Use the **Edit and Submit** link to open the full requisition and add your funding, description and other information.



# GUS Procurement- Send PO to Supplier



My GUS Shop - Purchase Requisition...

https://ebyfdev-test.prc.us2.oraclecloud.com/procurement/faces/FndOverview?fnd=%3B%3B%3B%3Bfalse%3B256%3B%3B%3B&fnd...

Actions View Format Freeze Detach Wrap

Line	Line Type	Item	Revision	Description	Category Name	* Quantity	UOM	Price	Price (USD)	Amount	Amount (USD)	Conversion Rate	Conversion Type	Conversion Date
1	Goods	Post-it Super Stick		Goods/Services		1	EA	9.60 USD	9.60	9.60 USD	9.60			
2	Goods	Staples Copy Paper		Goods/Services		1	EA	31.74 USD	31.74	31.74 USD	31.74			
3	Goods	HP 61XL 2-pack H		Goods/Services		1	EA	52.24 USD	52.24	52.24 USD	52.24			
4	Goods	HP 950XL High Yield		Goods/Services		1	EA	92.14 USD	92.14	92.14 USD	92.14			
<b>Total</b>											<b>185.72</b>			

Rows Selected 1

Line 1: Details

Delivery

\* Requester Jemison, Barbara

Urgent No

Deliver-to Location Type Internal

\* Deliver-to Location Pittsburg Campus

Deliver-to Address 1701 S Broadway, Russ Hall, Pittsburg, KS, Crawford66762, UNITED STATES

Billing

Actions View Format Freeze Detach Wrap

Distribution	Charge Account Nickname	* Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)	Funds Status	Delete
1	Office Suppl	1105.4210300.537100.0.0.0.0		100	1	9.60	Not reserved	
<b>Total</b>						<b>9.60</b>		

Columns Hidden Food/Foundation Office Supplies Tools

Notes and Attachments

Search the web and Windows

PURCH 10:00 PM 6/12/2016

Add your funding for each line in your requisition. \*Important to note that *each line* will be assigned your "Primary Key" default funding. If that is not the funding you want to use, you will need to change the funding for each line.

# GUS Procurement-Send PO to Supplier



My GUS Shop - Purchase Requisition

https://ebyfdev-test.prc.us2.oraclecloud.com/procurement/faces/FndOverview?fnd=%3B%3B%3B%3Bfalse%3B256%3B%3B%3B&fnd

Actions View Format Freeze Detach Wrap

Line	Line Type	Item	Revision	Description	Category Name	* Quantity	UOM	Price	Price (USD)	Amount	Amount (USD)	Conversion Rate	Type	Conve Date
1	Goods	Post-it Super Stick		Goods/Services	Goods/Services	1	EA	9.60 USD	9.60	9.60 USD	9.60			
2	Goods	Staples Copy Paper		Goods/Services	Goods/Services	1	EA	31.74 USD	31.74	31.74 USD	31.74			
3	Goods	HP 61XL 2-pack H		Goods/Services	Goods/Services	1	EA	52.24 USD	52.24	52.24 USD	52.24			
4	Goods	HP 950XL High Yie		Goods/Services	Goods/Services	1	EA	92.14 USD	92.14	92.14 USD	92.14			
<b>Total</b>											<b>185.72</b>			

Rows Selected 1

Line 1: Details

Rows Selected 1

Line 1: Details

Delivery

\* Requester: Jemison, Barbara

Urgent: No

Deliver-to Location Type: Internal

\* Deliver-to Location: Pittsburg Campus

Deliver-to Address: 1701 S Broadway, Russ Hall, Pittsburg, KS, Crawford66762, UNITED STATES

Billing

Actions View Format Freeze Detach Wrap

Delete Charge Account Nickname Split

* Charge Account	* Budget Date	* Percentage	Amount (USD)	Funds Status	Delete
1241.4210300.537100.0.0.0.0		66.6666666	50.00	Not reserved	X
2 Office Supplies 1105.4210300.537100.0.0.0.0	6/13/16	33.3333333	25.00	Not reserved	X
<b>Total</b>			<b>100</b>	<b>75.00</b>	

Windows Search the web and Windows PURCH 10:00 PM 6/12/2016

Split funding is done at the line level of billing distribution.  
\* Note that you must change each line of the requisition (by dollar amount) you want split.



# GUS Procurement- Send PO to Supplier

1 testing visibility Goods/Services 50.00 US 50.00 Not reserved

**Total** 50.00

Rows Selected 1 Columns Hidden 7

**Line 1: Details**

**Delivery**

Requester Test, DeptAdmin

Urgent No

Deliver-to Location Type Internal

\* Deliver-to Location Pittsburg Campus

Deliver-to Address 1701 S Broadway, Russ Hall, Pittsburg, KS, Crawford66762, UNITED STATES

**Billing**

Actions View Format Freeze Detach Wrap

Charge Account Nickname	* Charge Account	* Budget Date	* Percentage	Amount (USD)	Funds Status	Delete
Classroom Si	1105.1110600.536900.0.0.0.0.0	6/14/16	100	50.00	Not reserved	
<b>Total</b>				<b>100</b>	<b>50.00</b>	

Columns Hidden 1

**Notes and Attachments**

Note to Supplier

Attachments None

**Source**

Agreement Type

Supplier ANXTER INC 0000028093

Agreement — Negotiated

**Notes and Attachments**  
Add quotes or notes to supplier. You can check the mailing address for your supplier by clicking the blue link of the supplier name



# GUS Procurement- Send PO to Supplier



**Shop**

Search Catalog

Browse Catalog

Apple, Dell, Hon, B&H, FASTENAL, SHI, CDW-G, GRAINGER, STAPLES

**My Requisitions**

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ206	Post-it Super Sticky Notes, 3" x 3", Canary Yellow, 12/Pk	6/9/16	185.72 USD	Incomplete	Not reserved	
REQ200	Testing Supplier loads with site assignments.	6/7/16	100.00 USD	Approved	Reserved	
REQ199	Staples Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 1 Case, 10 Reams, 5,000 sheets	6/7/16	31.74 USD	Approved	Liquidated	PON140
REQ198	Lenovo USB Sound Bar	6/7/16	28.15 USD	Approved	Liquidated	PON139
REQ197	01:00 Latitude 15 (e5570) 5000 - Great value and in-stock for fast shipping; Dell Latitude E5570;Dell Latitude E5570, BTX	6/7/16	747.03 USD	Approved	Liquidated	PON138

**Requisition: REQ206**

You added 4 lines to the requisition.

Recently added lines

- HP 950XL High Yield BL... 92.14 USD
- HP 61XL 2-pack High YL... 52.24 USD
- Staples Copy Paper, LE... 31.74 USD
- Post-it Super Sticky N... 9.60 USD

Total 185.72 USD

Edit and Submit

Quick Links

- Shopping Lists
- Smart Forms

Requisition Preferences

Requisitioning BU PSU Business Unit

Requester Barbara Jemison

Deliver-to Location Pittsburg Campus

Edit

Your new Send PO to Supplier order should appear here in the **My Requisitions** area.

# GUS Procurement- Send PO to Supplier

Shop Manage Approvals View PDF Save Submit

Requisition Amount 10.00 USD  
 Approval Amount 10.00 USD  
 Funds Status Not reserved  
 Attachments None +

UOM	Price	Price (USD)	* Amount	Amount (USD)	Conversion Rate Type	Conversion Date
			10.00	10.00	USD	
				10.00		

Deliver-to Location Type Internal  
 \* Deliver-to Location Pittsburg Campus  
 Deliver-to Address 1701 S Broadway, Russ Hall, Pittsburg, KS, Crawford67672, UNITED STATES

* Budget Date	Percentage	Amount (USD)	Funds Status	Delete
	100	10.00	Not reserved	
<b>Total</b>	<b>100</b>	<b>10.00</b>		

Requisition: REQ206

You added 4 lines to the requisition.

Recently added lines

HP #10L High Yield	92.14 USD	X
HP #10L 2-pack High Yield	92.24 USD	X
Staples Copy Paper, L.E., Post-it Super Sticky N...	31.74 USD	X
Post-it Super Sticky N...	9.60 USD	X
<b>Total</b>	<b>195.72 USD</b>	

Quick Links  
 • Shopping Lists  
 • Smart Forms

Requisition Preferences

Requesting BU PSU Business Unit  
 Requester Barbara Jemison  
 Deliver-to Location Pittsburg Campus

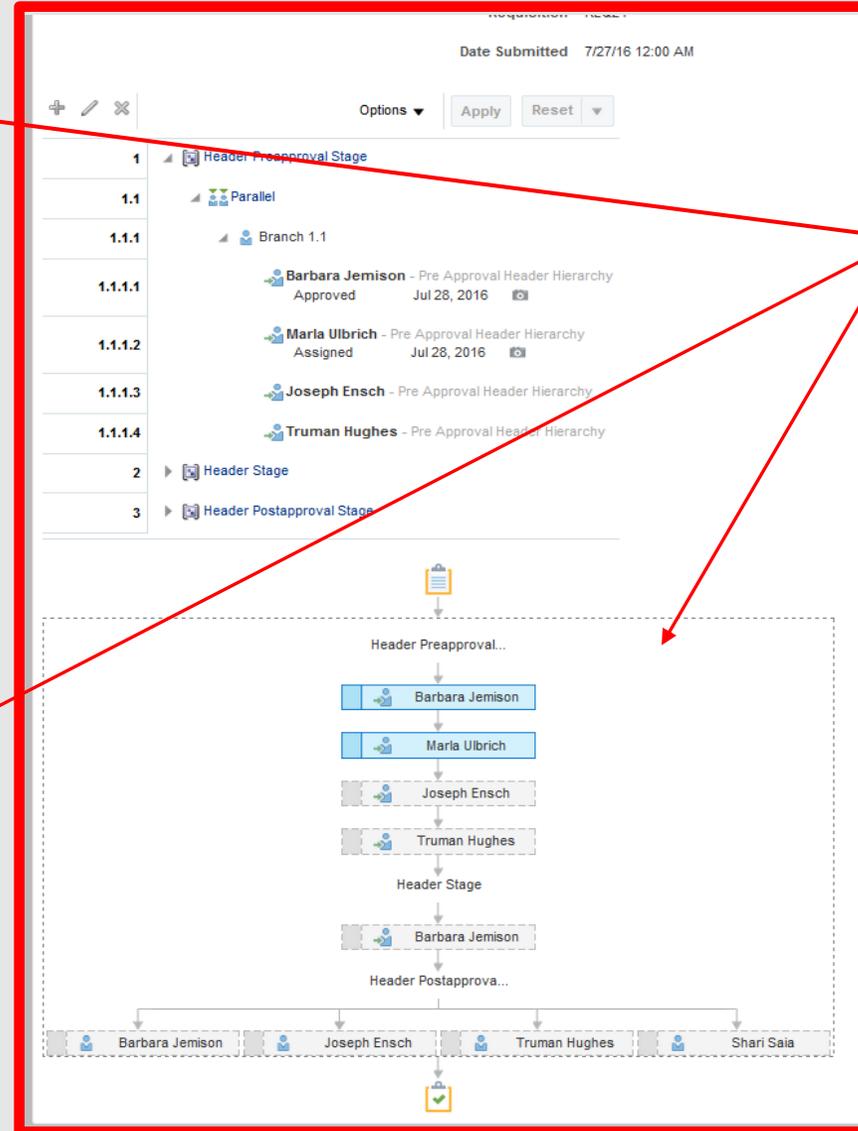
CDWG CDW-G GRAINGER Grainger STAPLES Staples

My Requisitions

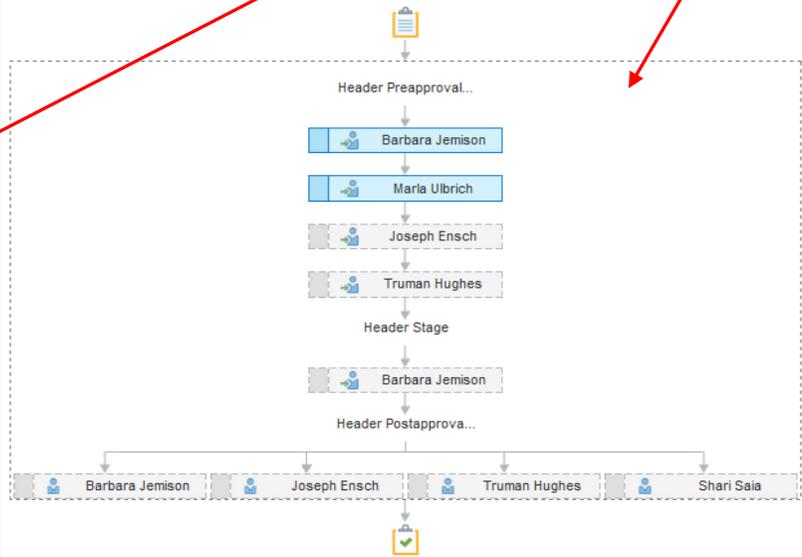
Requisition	Description	Creation Date	Approval	Status	Funds Status	Order
REQ206	Post-it Super Sticky Notes, 3" x 3", Canary Yellow, 12PK	6/9/16	195.72 USD	Incomplete	Not reserved	
REQ200	Testing Supplier loads with site assignments.	6/7/16	100.00 USD	Approved	Reserved	
REQ199	Staples Copy Paper, LETTER-Size, 50/104 USEuro Brightness, 20... 11 1/2" x 11", 1 Case, 10 Reams, 5,000 sheets	6/7/16	31.74 USD	Approved	Liquidated	PON140
REQ198	Lenovo USB Sound Bar	6/7/16	28.15 USD	Approved	Liquidated	PON139
REQ197	01.00 Latitude 15 (e5570) 5000 - Great value and in-stock for fast shipping; Dell Latitude E5570/Dell Latitude E5570, BTX	6/7/16	747.93 USD	Approved	Liquidated	PON138

Columns Hidden: 5

Purchasing News  
 Use preferred suppliers for all your business requirements.



Approvals can be viewed from Manage Approvals or from the My Requisitions area of your shopping home page for status Pending Approval.



# GUS Procurement- Approvals

## Approval Matrix for the Procurement Module –

Rule	Job Level	Amount From	Amount To	FY 15			
				Count	%	Amount	%
Auto Approve	10	-	1,000.00	27,761	87.38%	\$ 5,086,148	7.93%
Director/Chair	20	1,001.00	100,000.00	3,912	12.31%	28,583,746	44.55%
Dean/Associate VP	30	100,001.00	500,000.00	85	0.27%	15,303,212	23.85%
Vice President	40	500,001.00	1,000,000.00	10	0.03%	7,615,474	11.87%
President	50	1,000,001.00	-	4	0.01%	7,577,787	11.81%
				<b>31,772</b>	<b>100.00%</b>	<b>\$ 64,166,367</b>	<b>100.00%</b>

### Example:

Kevin Elrod submits a Send PO to Supplier to Campbell Mattress Co for \$125,000.00.

Employee (Requester)	Kevin Elrod (Job level 10)
Supervisor	Jason Kermashek (Job Level 10)
Director/ Chair Approval	Jim Hughes (Job Level 20) Up to \$100,000.00
Dean/ Associate VP	John Patterson (Job level 30) Up to \$500,000.00

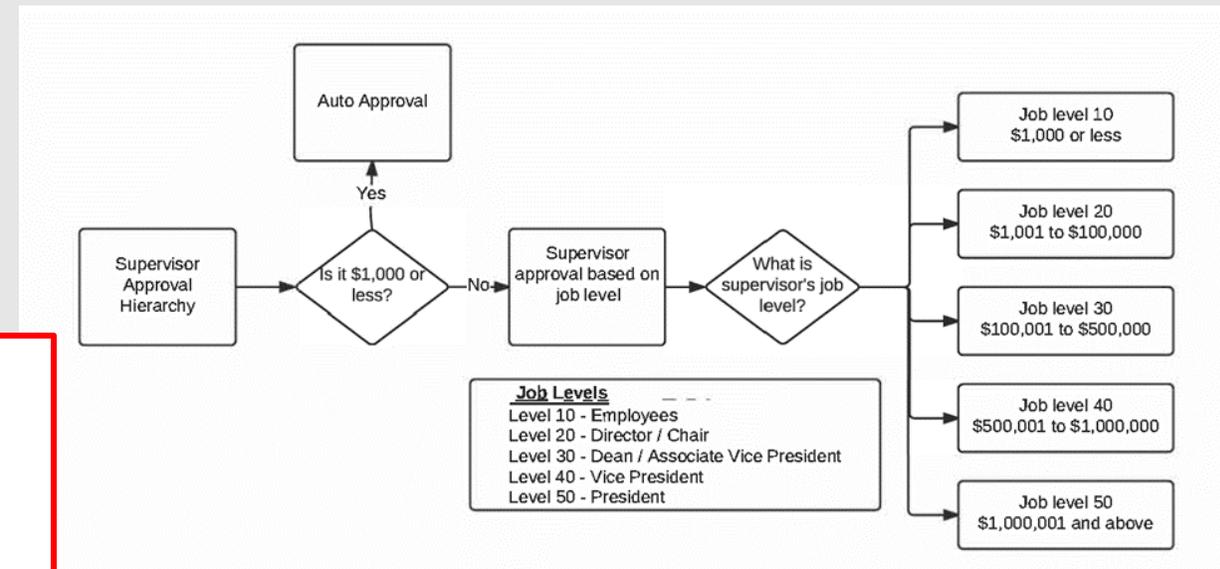
### If:

Professional Development funding                      Pawan Kahol

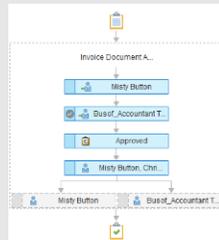
Foundation funding    Marla Ulbrich

### Last: /

Purchasing Department for fianl review and send on to Supplier.



# GUS Procurement- Lifecycle of Send PO to Supplier

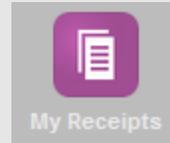


Submit Send PO to Supplier Order

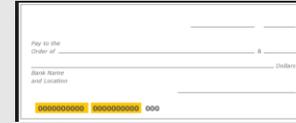
Approvals: Supervisor Hierarchy, PD Funds, Foundation, and Purchasing Office "Pending Approval"



Transaction is approved through Workflow and PO is sent. "Approved"



Product is delivered and need to be Received in. "Closed for Receiving"



Invoice is sent over to AP from the punchout supplier "Closed for Invoicing" and payment is made. "Closed"



# GUS Procurement- Send PO to Supplier



Let's try a Send PO to Supplier order!

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ206	Post-it Super Sticky Notes, 3" x 3", Canary Yellow, 12/Pk	6/9/16	185.72 USD	Incomplete	Not reserved	
REQ200	Testing Supplier loads with site assignments.	6/7/16	100.00 USD	Approved	Reserved	
REQ199	Staples Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 1 Case, 10 Reams, 5,000 sheets	6/7/16	31.74 USD	Approved	Liquidated	PON140
REQ198	Lenovo USB Sound Bar	6/7/16	28.15 USD	Approved	Liquidated	PON139
REQ197	01.00 Latitude 15 (e5570) 5000 - Great value and in-stock for fast shipping: Dell Latitude E5570;Dell Latitude E5570, BTX	6/7/16	747.03 USD	Approved	Liquidated	PON138

Live Demo of Send PO to Supplier.

# **GUS Procurement**

## **Receipting**



# GUS Procurement- Receipting



**All Purchase Orders will require receipting.**

## *My Receipts Icon*

When ordered products come in, they will need to be receipted. This allows the Business Office to pull the PO, match it to an invoice and make the appropriate payments.

# GUS Procurement- Receipting



GUS Cloud Barbara Jemison

Procurement Dashboard | Purchase Requisitions | Purchasing | **My Receipts** | Negotiations | Catalogs | Suppliers

Receive Items

Search

**\*\* Requester** Jemison, Barbara

**\*\* Entered By**

Requisition

Advanced | Saved Search | Basic Search

**Items Due** Any time

**Requisitioning BU** PSU Business Unit

**Purchase Order**

Search | Reset | Save...

Search Results

View | Receive

Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered			Purchase Order	Charge Account	Shipment
						Quantity	UOM	Currency			
No search conducted.											

## My Receipts

Requestor should always be yourself.

Requisitioning BU should always be PSU Business Unit.

Items Due is a time frame for expected delivery.

Search by various methods.

Save your searches by name for easy access.

# GUS Procurement- Receipting



Receive Items

Advanced Search

Search Results

View

Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered			Purchase Order	Charge Account
						Quantity	UOM	Currency		
PSU Business...	REQ116	1	01:00 Dell 56 WHr 6-C...	DELL MARKE...	5/19/16	1	EA		PON77	1105.4210300.537100.0.0.0.0.0
PSU Business...	REQ117	1	01:00 Latitude 15 (e557...	DELL MARKE...	5/19/16	1	EA		PON78	1105.4210300.537100.0.0.0.0.0
PSU Business...	REQ117	2	01:01 Processor:IntelR...	DELL MARKE...	5/19/16	1	EA		PON78	1105.4210300.537100.0.0.0.0.0
PSU Business...	REQ117	3	01:02 Graphics:IntelRE...	DELL MARKE...	5/19/16	1	EA		PON78	1105.4210300.537100.0.0.0.0.0
PSU Business...	REQ117	4	01:03 Processor Brandi...	DELL MARKE...	5/19/16	1	EA		PON78	1105.4210300.537100.0.0.0.0.0
PSU Business...	REQ117	5	01:04 Operating Syste...	DELL MARKE...	5/19/16	1	EA		PON78	1105.4210300.537100.0.0.0.0.0
PSU Business...	REQ117	6	01:05 Office Productivit...	DELL MARKE...	5/19/16	1	EA		PON78	1105.4210300.537100.0.0.0.0.0
PSU Business...	REQ117	7	01:06 Non-Microsoft Ap...	DELL MARKE...	5/19/16	1	EA		PON78	1105.4210300.537100.0.0.0.0.0
PSU Business...	REQ117	8	01:07 Dell Data Protect...	DELL MARKE...	5/19/16	1	EA		PON78	1105.4210300.537100.0.0.0.0.0
PSU Business...	REQ117	9	01:08 Dell Threat Prote...	DELL MARKE...	5/19/16	1	EA		PON78	1105.4210300.537100.0.0.0.0.0
PSU Business...	REQ117	10	01:09 LCD:15.6" HD (1x...	DELL MARKE...	5/19/16	1	EA		PON78	1105.4210300.537100.0.0.0.0.0
PSU Business...	REQ117	11	01:10 Memory:4GB (1x...	DELL MARKE...	5/19/16	1	EA		PON78	1105.4210300.537100.0.0.0.0.0
PSU Business...	REQ117	12	01:11 Hard Drive:500G...	DELL MARKE...	5/19/16	1	EA		PON78	1105.4210300.537100.0.0.0.0.0
PSU Business...	REQ117	13	01:12 Hard Drive Softw...	DELL MARKE...	5/19/16	1	EA		PON78	1105.4210300.537100.0.0.0.0.0

Select the line(s) you want to receipt by clicking in the far left cell and highlighting the row.

Select multiple lines by using the control key while selecting lines.

Click the **Receive** Button

\*Note: all PO's appear by REQ# & by line item# for accurate receipting. You can receipt one or multiple lines at a time. Once a line has been fully receipted, it will no longer appear in this search.

# GUS Procurement- Receipting



Create Receipts

Actions View Remove Line Show Receipt Quantity

Requisition	Item Description	Receipt	*Transaction Date	Packing Slip	Note	Requisitioning BU	Purchase Order	Charge Account	Additional Information	Attachments
		*Quantity UOM								
REQ116	01:00 Dell 56 WHr 6-C...	1 EA				PSU Business...	PON77	1105.4210300.537		Staples Quotes for Office Furn +X

Notes can be used to relay info, such as "one item damaged. Expecting replacement"

You can either enter the Qty or click **Show Receipt Quantity** to view how many were ordered on that line.

\*Punchouts will ask you to receipt the Qty of items per line, while Send PO to Supplier will be a cost.

System will ask you to receipt items by Qty or by cost, depending on the type of PO.

Add attachments. Packing Slips, waybills, invoices, etc. as supporting documentation.

Click **Submit** when you are finished receipting the line item.

System will generate your receipt number in a popup window.

# GUS Procurement- Receipting



## Important notes for receipting:

3-way matching is required for payment on all PO's. (PO, Receipt & Invoice all must match up prior to payment being made)

There is a 10% tolerance warning. For anything over the 10% tolerance, a change order will be required.

All invoices must be sent to Invoice Imaging email address.

Invoices are required for payments by state policy.

Do Not call and make any payments with a PCard.

The screenshot shows the GUScloud interface with a navigation bar containing icons for Procurement Dashboard, Purchase Requisitions, Purchasing, My Receipts, and Negotiations. Below the navigation bar, there are buttons for 'Remove Line' and 'Show Receipt Quantity'. A table displays receipting data for an 'Eye wash center' with a quantity of 500.00 and a currency of USD. A warning dialog box is overlaid on the right side of the screen, containing the text: 'Warning', 'Amount 500 is greater than 440.', and an 'OK' button. A red arrow points from the text box on the left to the warning dialog box.

Item Description	* Quantity	UOM	Currency	* Transaction Date	Packing Slip	Purchase Order
Eye wash center	500.00		USD		PSU Business...	PON122

# GUS Procurement- Receipting



GUS Cloud Barbara Jemison

Procurement Dashboard Purchase Requisitions Purchasing My Receipts Negotiations Catalogs Suppliers

### Receive Items

Search Advanced Saved Search Basic Search \*\* At least one is required

**\*\* Requester** Jemison, Barbara  
**\*\* Entered By**  
Requisition

Items Due Any time  
Requisitioning BU PSU Business Unit  
Purchase Order

Search Reset Save...

### Search Results

View **Receive**

Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered			Purchase Order	Charge Account	Shipment
						Quantity	UOM	Currency			
No search conducted.											

**Live Demo of Receipting**

# **GUS Procurement**

Questions ?