



## **Creating Inspections**

**BUSINESS OBJECTIVE:** Receipts are required for all goods and services. Some goods and services may require an additional inspection (Information Technology, Facilities/Furniture, Hazardous Materials, and others as designated by the University).

**STEP#1:** Navigate to Purchasing>Receipts>Inspect Receipts.



**STEP#2:** Enter as much information to select the Receipt to be inspected. Make sure the Correct PO Unit **and** Receipt Unit are displayed. **If you do not know the Receipt Number, you may search by Purchase Order Number as well.** Click on **Search**.

Select Receipt										
Search Sriteria										
	PO Unit:	MEC55 Q		Receipt Unit:	MEC55					
	ID:		]	Receipt ID:	000000002					
	Line/Sched Num:									
	Release:			Vendor Name:		Q Vendor Lookup				
	Item ID:		Q	Vendor Item ID:		Q				
	Ship To:	Q		Manufacturer ID:						
	Ship Via:	Q		Manufacturer's Item ID:						
	Inspection Status:	Incomplete 🗸								
Se	earch									





STEP#3: Purchase Order displays all applicable lines. Check the box to the left of PO Unit to select the line and

## click OK

Selected Rows		Shipping Related		More Details		(TTT)				
1	10 Unit	BOTE	Line	Sched	Release	Due Date	PO.9ty	Prior Receipt	Hem	Description
1	MEC55	000000003	1	1		05/02/2019	2.0000		1	FY19 - Computers for Office St
12		0000								
13	Select All	Clear	A.							
0	Select All	Cancel F	Refresh							
C	Select All	Cancel F	Refresh							

**STEP#4:** Purchase Order is for a quantity of 2 computers. Enter "2" in the Insp Qty. If the quantity inspected is less than the number on the purchase order, enter the correct number inspected in the Insp Qty box and click on **Save**.

Favorites Main Menu > Purchasing > Receipts > Inspect Receipts													
_													
Inspection													
	Ship To Location:	A1-L190	Business Unit:	IEC55		<b>₽ ₽</b>							
	Receipt Lines			<u>Pe</u>	rsonalize   Fin	d View All	Ø 📓	First 🚺 1 of	1 💵 Last				
	Receipt Lines	<u>M</u> ore Line Data								_			
	Item	Description		Insp Qty	Recv UOM	<u>Status</u>	Recv Qty	Reject Qty	<u>Return Qty</u>	<u>Sample%</u>			
		FY19 - Computers for Office St		2.0000	EA	Complete	2.0000			100.00			
	Select Receipt	Select Receipt Inspect Instructions Inspection			rmation	n Transfer							
	View Derbil	RTV Setup	Transfer	to Quality									
	Save Notify												

**NOTE**: If the goods fail inspection or if a portion of the goods fail inspection the inspection receipt should indicate only the quantity of goods that passed inspection. In either case, contact purchasing who will contact the vendor for resolution/replacement.