

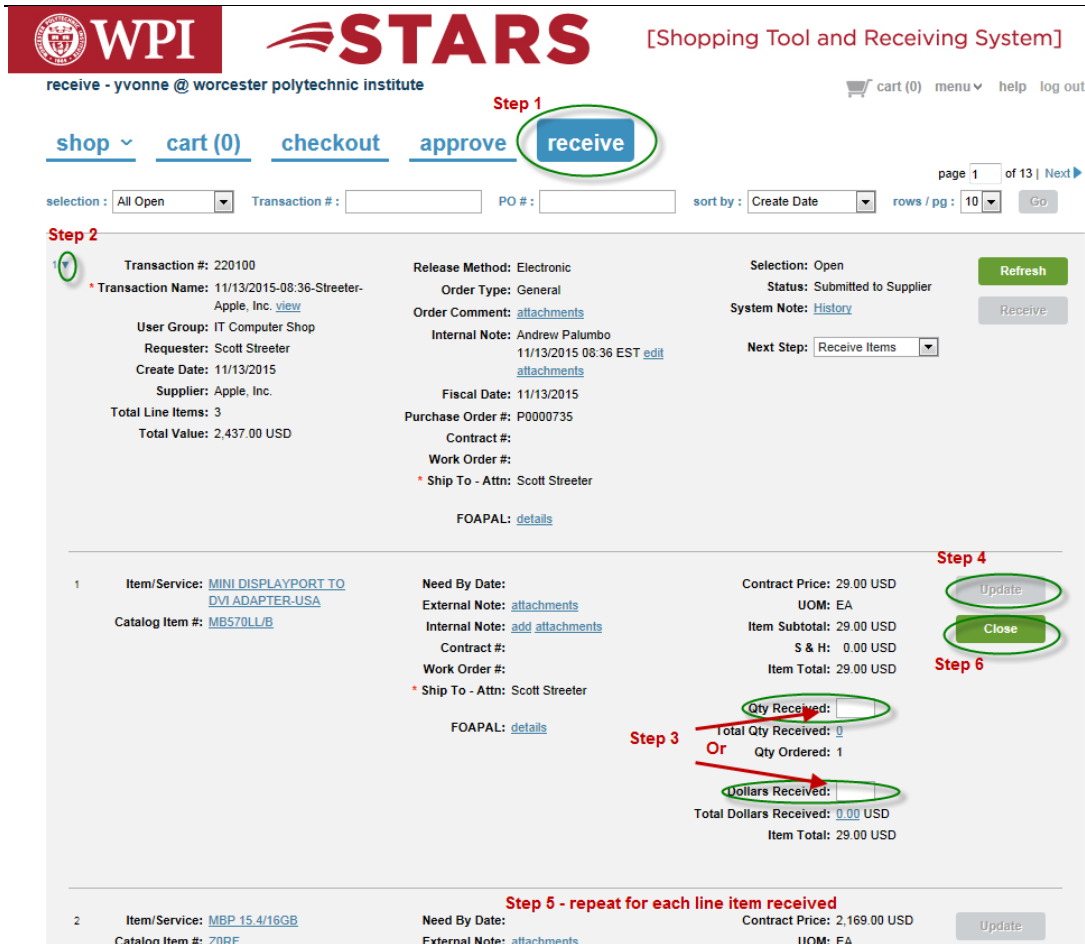
Receiving Instructions

STARS login: <http://www.wpi.edu/offices/finops/procurement.html>

Upon receipt of goods or services:

1. Click the RECEIVE tab
2. Click on triangle next to number in upper left corner for the appropriate PO
3. At line item level, for each item that has been received
 - Enter either the quantity or \$ received (NOTE: Receive blanket orders by \$, not quantity)
 - For high dollar or warranted items, scan and attach packing slip as internal note
4. Click UPDATE
5. Repeat step 3 for each line item that has been received. (NOTE: Do NOT Close the PO until all line items have been received)
6. Click CLOSE (NOTE: leave blanket order open until last invoice is received against the order)
 - You can either close each line item or close the order summary (top line)

Example:



receive - yvonne @ worcester polytechnic institute

Step 1

shop ~ cart (0) checkout approve **receive**

selection: All Open Transaction #: PO #: sort by: Create Date rows / pg: 10 Go

page 1 of 13 | Next

Step 2

Transaction #: 220100
 * Transaction Name: 11/13/2015-08:36-Streeter-Apple, Inc. [view](#)
 User Group: IT Computer Shop
 Requester: Scott Streeter
 Create Date: 11/13/2015
 Supplier: Apple, Inc.
 Total Line Items: 3
 Total Value: 2,437.00 USD

Release Method: Electronic
 Order Type: General
 Order Comment: [attachments](#)
 Internal Note: Andrew Palumbo 11/13/2015 08:36 EST [edit](#)
 Fiscal Date: 11/13/2015
 Purchase Order #: P0000735
 Contract #:
 Work Order #:
 * Ship To - Attn: Scott Streeter
 FOAPAL: [details](#)

Selection: Open
 Status: Submitted to Supplier
 System Note: [History](#)
 Next Step: Receive Items

Refresh
 Receive

Step 4

Update
 Close

Step 6

Step 3

Qty Received:
 Total Qty Received: 0
 Or Qty Ordered: 1
 Dollars Received:
 Total Dollars Received: 0.00 USD
 Item Total: 29.00 USD

Step 5 - repeat for each line item received

2 Item/Service: MBP 15.4/16GB
 Catalog Item #: Z0RF
 Need By Date:
 External Note: [attachments](#)
 Contract Price: 2,169.00 USD
 UOM: EA
 Update

Upon receipt of invoice:

1. Write PO number on invoice
2. Scan and email invoice to STARS-INVOICE@WPI.EDU
3. Accounts Payable will verify receipt of goods/services, make payment and attach the image of the invoice to the PO in STARS referencing the "I" document number from Banner.