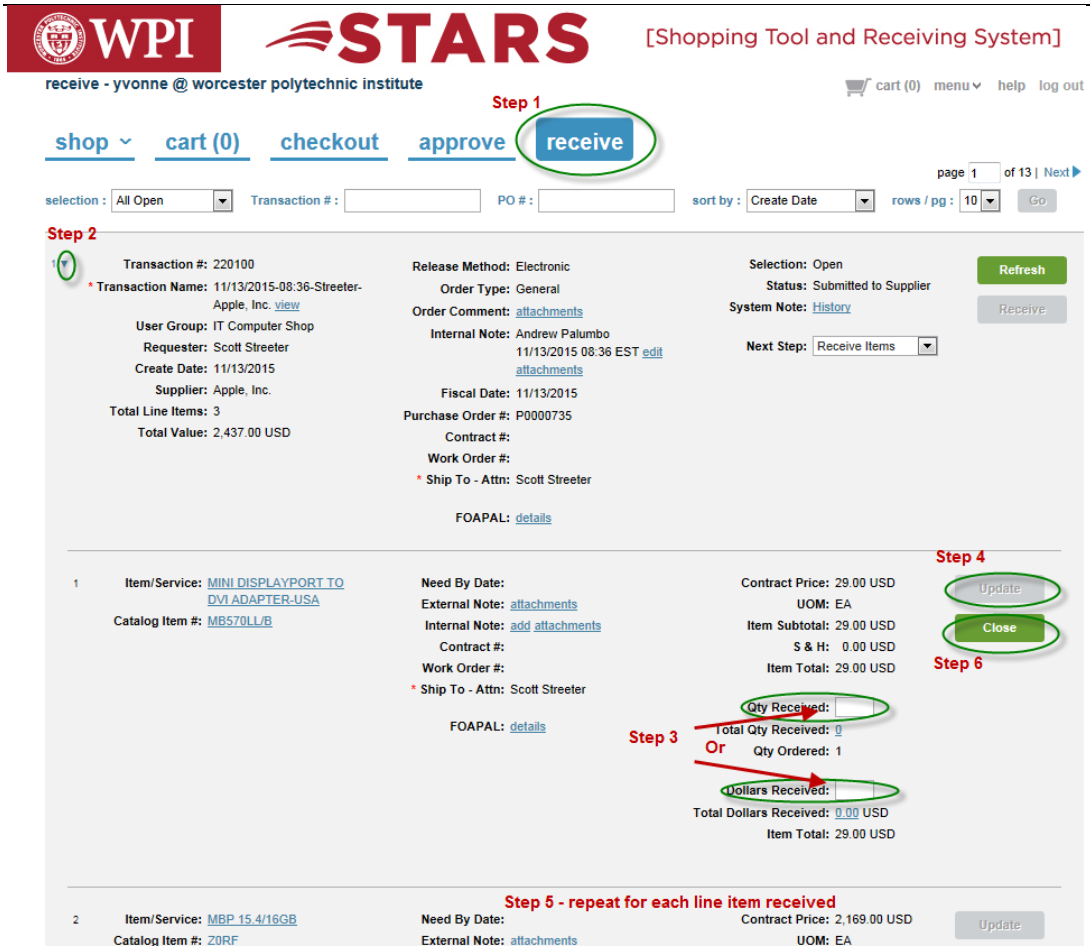
WPI STARS [Shopping Tool and Receiving System]

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 warrantied 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:



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.