

# BANNER 9 RECIEVER INSTRUCTIONS

## FPARCVD




1. Type Next
2. Select Go (on right side)
  - a. Alt Page Down

Receiver Document: \* [NEXT] ...

Code

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

3. Y# is populated
4. Alt Page Down or use 
5. Enter Receiving Method
6. Alt Page Down or use 
7. Enter Packing Slip
8. Alt Page Down or use 
9. Enter the Purchase Order Number

Receiver Document Code: Y0086633

Start Over

**RECEIVING HEADER**

Receiving Method: BW Best Way

Carrier: ...

Date Received: 12/11/2018

Received By: BARCHER

**PACKING SLIP**

Packing Slip: XXX

Bill of Lading: ...

**PURCHASE ORDER**

Purchase Order: P0054470

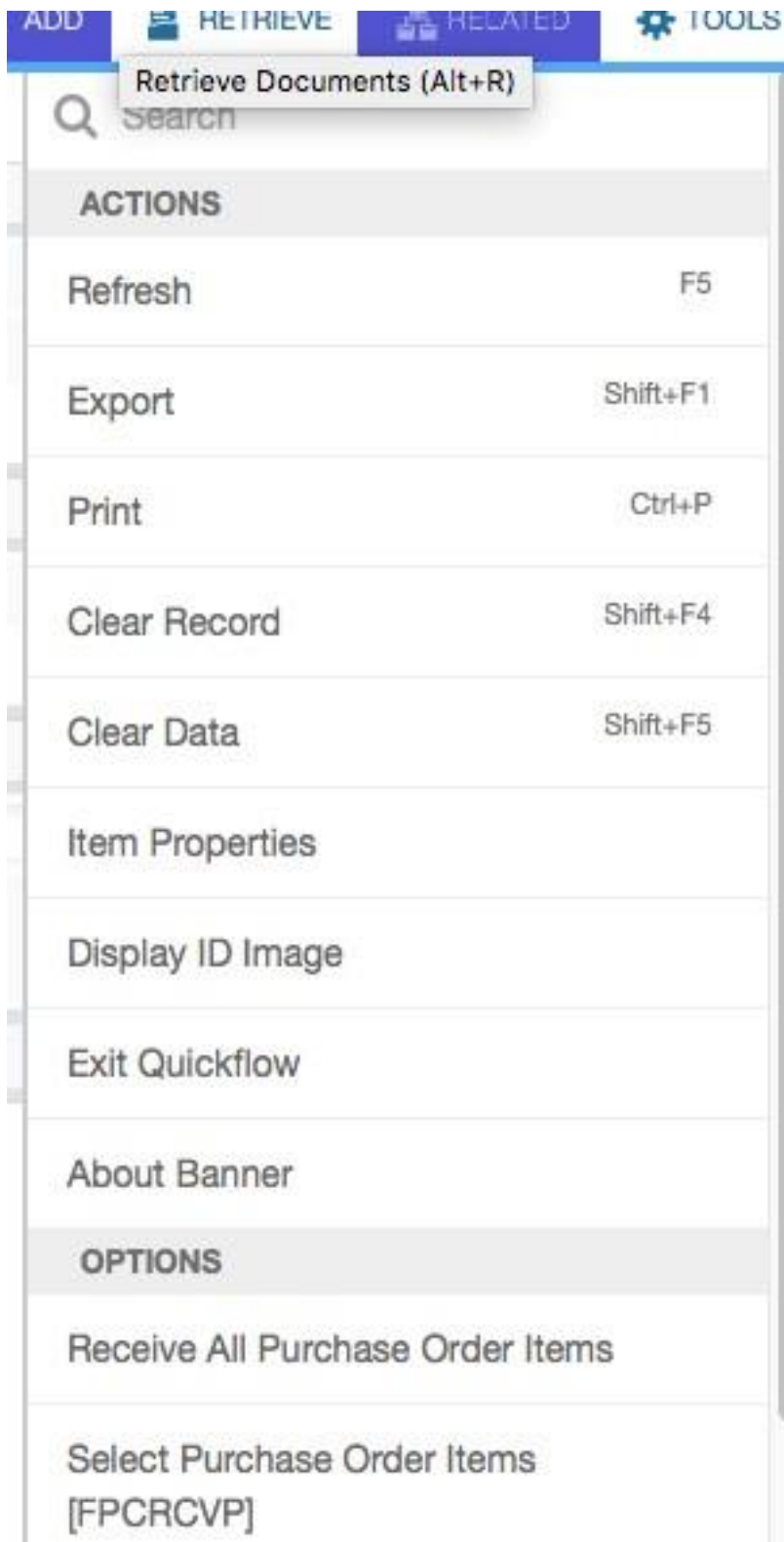
Buyer: Denise Flutie

Receive or Adjust Items:  Receive Items  Adjust Items

Vendor: 802471933 PromoCell GmbH

1 of 1 Per Page Record 1 of 1

10. Select Tools and Select Purchase Items (FPCRCVP)



11. On this screen click any of the Add Item boxes you want to receive and Choose Save

Purchase Order: P0054470    Blanket Order Number:    Vendor: 902471933 PromoCell GmbH    Receiver Document: Y0086633    Start Over

Packing Slip: XXX    Receive All:

SELECT INDIVIDUAL ITEMS Insert Delete Copy Filter

| Item | Commodity | Commodity Description                       | Text Exists | U/M | Quantity | Quantity Accepted | Add Item                            |
|------|-----------|---|-------------|-----|----------|-------------------|-------------------------------------|
| 1    | LAB-0003  | Lab Supplies: Endothelial cell basal medium | NONE        | EA  | 1        | 0                 | <input checked="" type="checkbox"/> |
| 2    | LAB-0003  | Lab Supplies: Growth medium suppl. pack     | NONE        | EA  | 1        | 0                 | <input type="checkbox"/>            |
| 3    | FIT-0026  | Shipping                                    | NONE        | EA  | 1        | 0                 | <input type="checkbox"/>            |

Record 1 of 3

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

ADD RETRIEVE RELATED TOOLS 1

✓ Saved successfully (1 rows saved)

12. Will get a

13. Alt Page Down use the 

14. Enter the amount received in Current (if chose more than one add item box arrow down to next record/line and enter amount.

15. Choose Complete when done.

ellucian Receiving Goods FPARCVD 9.3.9 (TEST) ADD RETRIEVE RELATED TOOLS

Receiver Document Code: Y0086633 Start Over

COMMODITY Insert Delete Copy Filter

Receiver Document Code: Y0086633    Purchase Order: P0054470

Packing Slip: XXX    Vendor: PromoCell GmbH

DETAILS Insert Delete Copy Filter

Item: 1    Commodity Record Count: 1

| Commodity Code | Description                                 | Stock Item               | U/M | FOB Code | Final Received           |
|----------------|---|--------------------------|-----|----------|--------------------------|
| LAB-0003       | Lab Supplies: Endothelial cell basal medium | <input type="checkbox"/> | EA  |          | <input type="checkbox"/> |

Record 1 of 1

| Quantity | To Date | Current | U/M              | Final Received           |
|----------|---------|---------|------------------|--------------------------|
| Received | 0       | 1       | EA               | <input type="checkbox"/> |
| Rejected | 0       |         | U/M              | <input type="checkbox"/> |
| Returned | 0       |         | Primary Location | <input type="checkbox"/> |
| Accepted | 0       |         | Sub Location     | <input type="checkbox"/> |
| Ordered  | 1       |         |                  |                          |

Item Suspense     Tolerance Suspense     Tolerance Override

COMPLETION Insert Delete Copy Filter

Complete In Process

ADD RETRIEVE RELATED TOOLS 1

✓ Receiver Document Y0086633 has been completed.

16. Will get this message when Complete chosen

For further instructions please contact Carolyn DiBenedetto at Ellucian 321-674-7499 or Rebecca Archer at Ellucian 321-674-7571