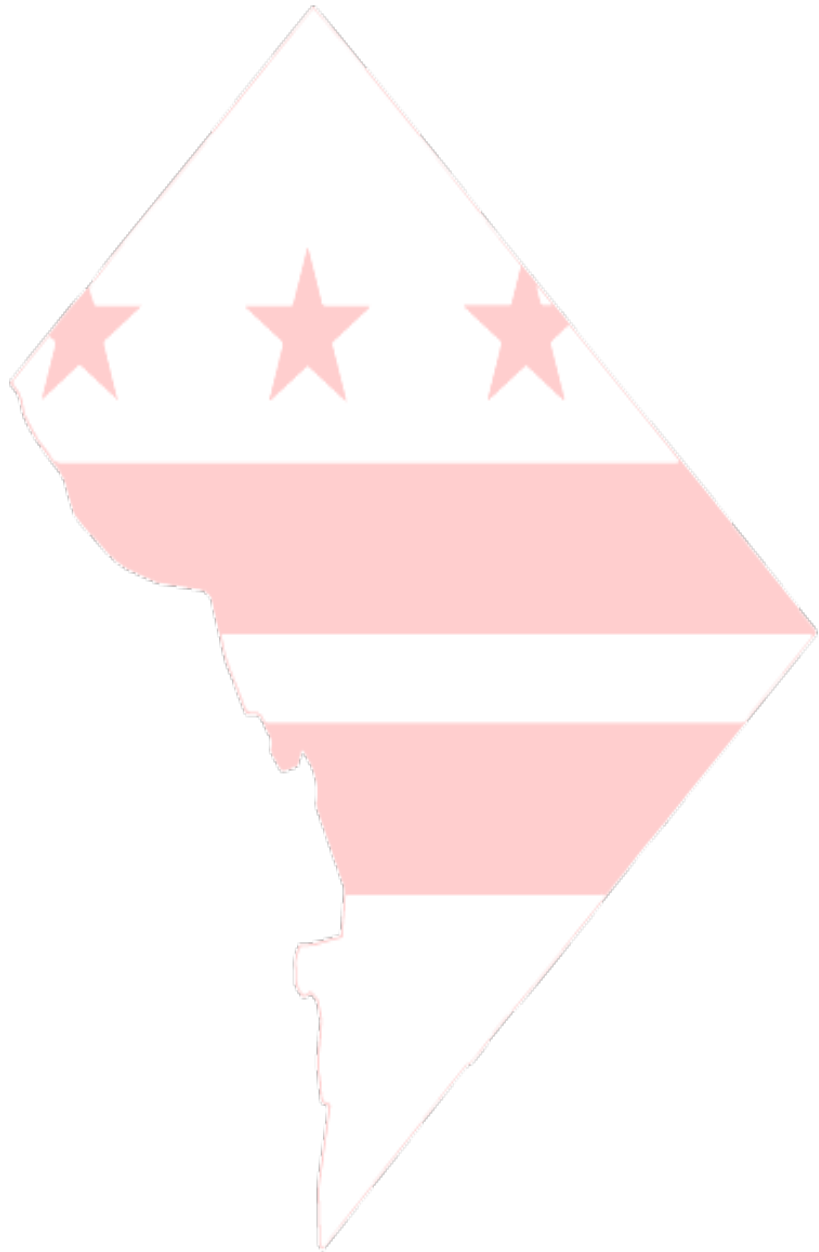


**Agency  
Receiver  
e-Invoicing Training Material**



# How to view receiving by Program Staff in PASS

## Standard Process

How to view receiving by program staff in PASS

## Overview

### Performed by

Program Staff

### User Interface

DC Procurement System (PASS)

### Supported Browsers

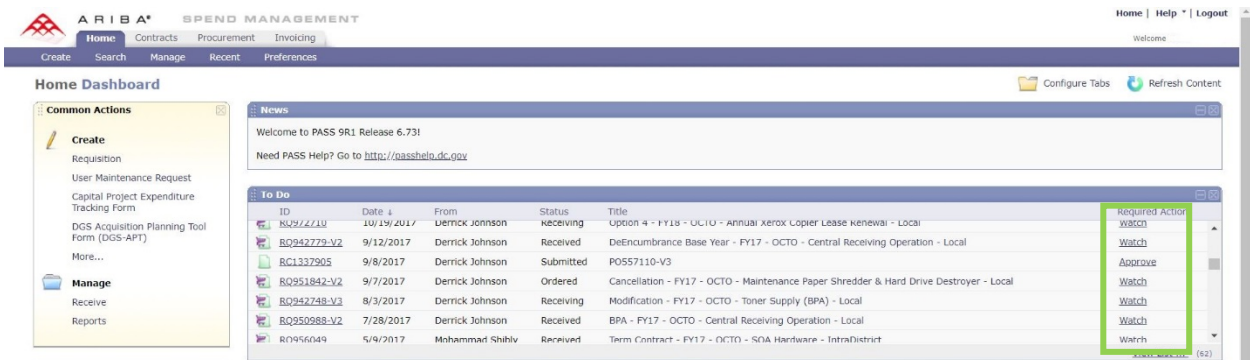
Any Internet browser (Microsoft Explorer, Google Chrome, Firefox or Safari etc.)

## Procedure Steps

1. After receiver receives the goods, must log in to DC Procurement System (PASS) by using credentials
2. Click on “receive” from main menu,
3. Input “purchase order number” and click search

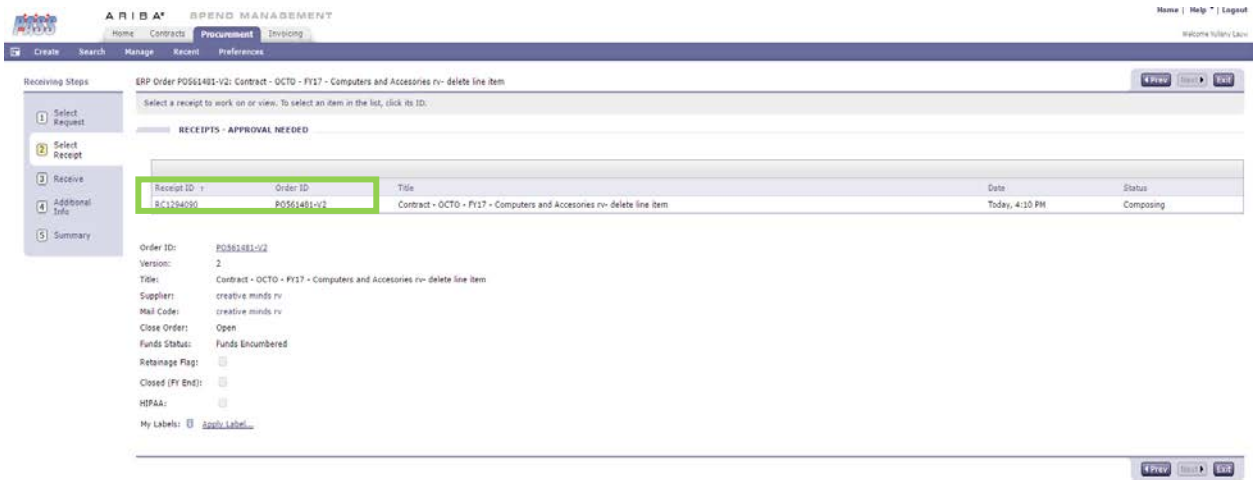


4. Alternatively, receiver can view his TO DO box for all receiving related information

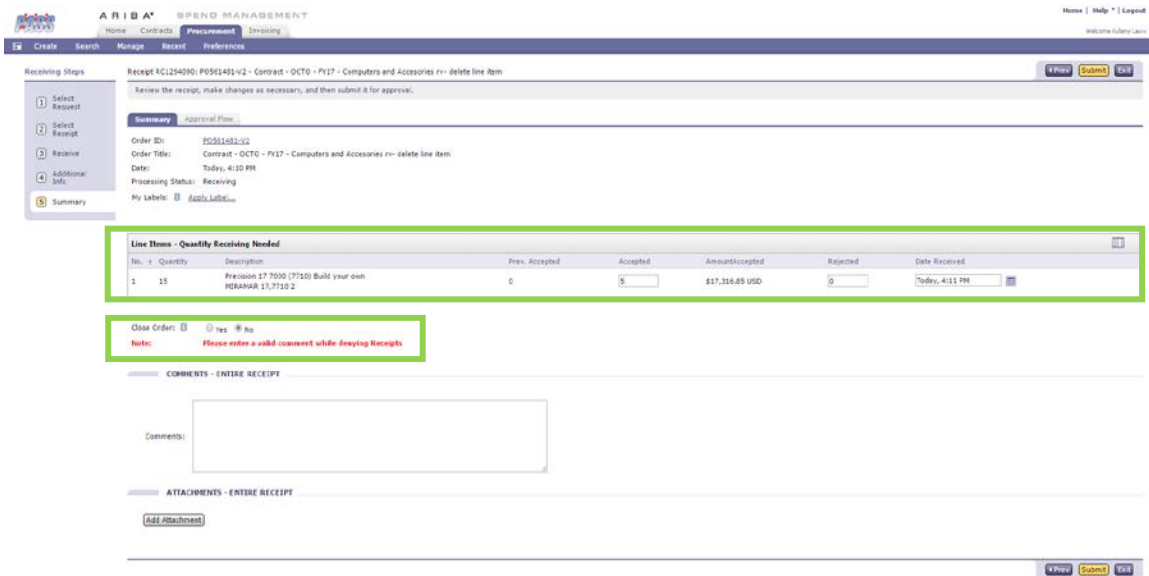


5. Depending on the status of each receiving item, (Ex: Reconciling, Watcher, Approve or submitted), receiver will act accordingly
6. Look for the receipt number and select the request

## How to view receiving by Program Staff in PASS



7. Now, click receipt to view for verifying and approving.
8. Enter the quantity received accepted or rejected.



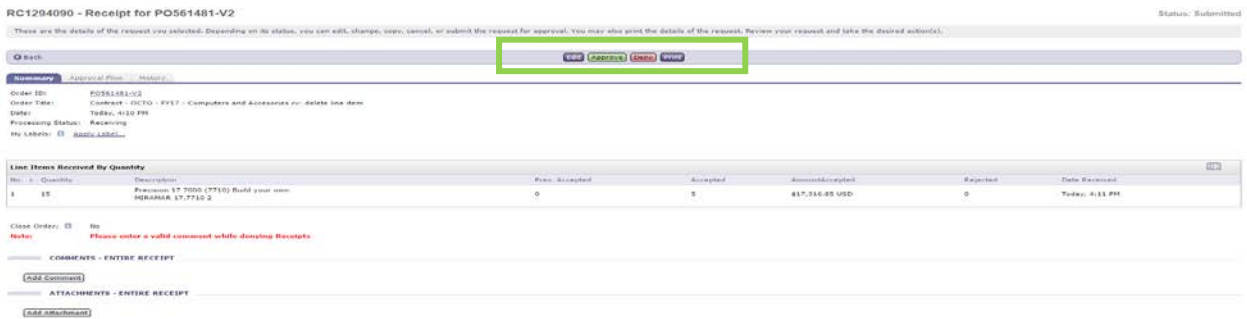
**Note: Receiver must enter a valid comment if denying any receipt**

9. Before submitting, receiver must review details of quantities accepted, rejected (if any) with the matching amount. Receivers must also select radio buttons Yes or No along with the comments mentioning reasons for all denying receipts in comments column. Once done, hit the submit button.
10. Status of approval can be viewed from this screen.

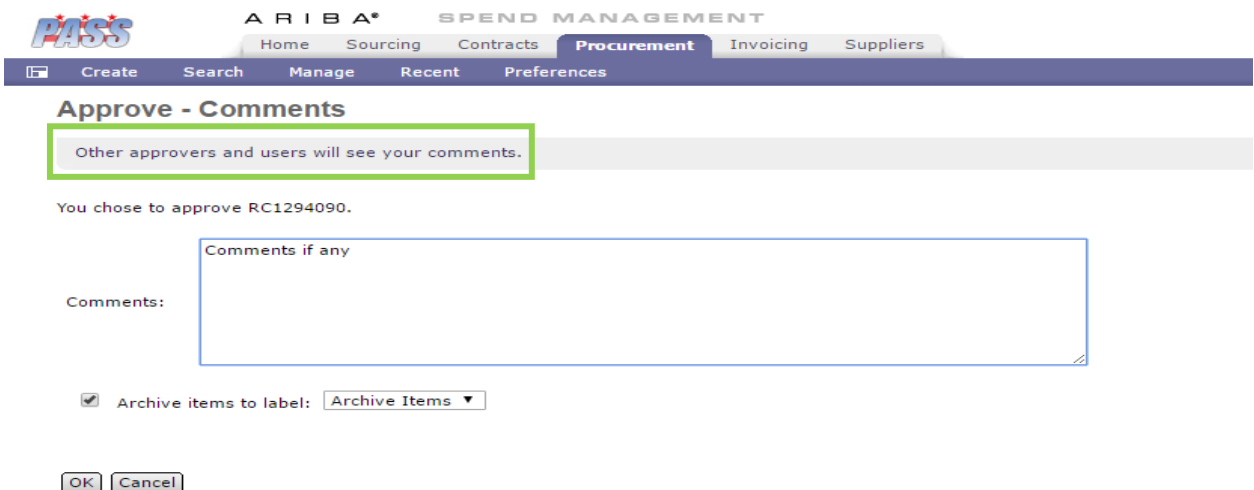
## How to view receiving by Program Staff in PASS



11. Now, the request will be sent to program staff for further approval



12. Approver will enter comments based on the receipt being approved or rejected. Receiving is done with this step once the ok button is clicked.



13. This will go to AP staff for further approvals



----Note: As soon as vendor sends the goods, receiver must complete the receiving process in PASS for procurement system to update for 3-way match

# How to view receiving by Program Staff in PASS

## Scenarios

### Scenario 1

In this scenario, we will see how receiver will approve the receiving

Log into PASS

From the to do box, select the PO562109 (Test)

PO562109 - test

Status: Ordered

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired

Back **Receive** Print

**Summary** Approval Flow Receipts Invoices History

Order ID: [PO562109](#)  
Version: 1  
Title: test  
Supplier: Valtan Suppliers  
Mail Code: Valtan Suppliers  
Close Order: Open  
Funds Status: Funds Encumbered  
Retainage Flag:   
HIPAA:   
My Labels: [Apply Label...](#)

Line Items (1)								Hide Details
Type	No.	ReqID	Qty	Unit	Description	Supplier Part Number	Price	Amount
	1	<a href="#">RQ956220</a>	1,500	each	test		\$150.00 USD	\$225,000.00 USD

Supplier: Valtan Suppliers  
Mail Code: Valtan Suppliers  
Commodity Code: Legal Consulting (CONSULTIN...  
Contract Number: C4335  
EPPS (Environmentally Preferable Product or Service): No

Total ordered: **\$225,000.00 USD**  
Total Invoiced: \$0.00 USD  
Total Remaining: \$225,000.00 USD

Hit the receiver tab, a new screen opens up. Here, receiver need to enter actual quantities received and hit Next button and select the submit button to end the process of receiving.

## How to view receiving by Program Staff in PASS

Receiving Steps

- Select Receipt
- Receive
- Additional Info
- Summary

Receipt RC1295156: PO562109 - test

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. If you reject receipt line items, you must provide comments to explain your action.

[Accept All](#)

Order ID: [PO562109](#)  
Order Title: test  
Date: Today, 10:29 AM  
Processing Status: Receiving  
My Labels: [Apply Label...](#)

Line Items - Quantity Receiving Needed							
No.	Quantity	Description	Prev. Accepted	Accepted	AmountAccepted	Rejected	Date Received ↑
1	1,500	test	0	<input type="text" value="100"/>	\$0.00 USD	<input type="text" value="0"/>	Today, 10:29 AM <input type="text"/>

Close Order:  Yes  No

**Note:** Please enter a valid comment while denying Receipts

COMMENTS - ENTIRE RECEIPT

Comments:

ATTACHMENTS - ENTIRE RECEIPT

[Add Attachment](#)

## Scenario 2

In this scenario, we will see how receiver will reject the receiving quantities

Receiving Steps

- Select Receipt
- Receive
- Additional Info
- Summary

Receipt RC1295157: PO562109 - test

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. If you reject receipt line items, you must provide comments to explain your action.

[Accept All](#)

Order ID: [PO562109](#)  
Order Title: test  
Date: Today, 10:34 AM  
Processing Status: Receiving  
My Labels: [Apply Label...](#)

Line Items - Quantity Receiving Needed							
No.	Quantity	Description	Prev. Accepted	Accepted	AmountAccepted	Rejected	Date Received ↑
1	1,500	test	100	<input type="text" value="0"/>	\$0.00 USD	<input type="text" value="10"/>	Today, 10:34 AM <input type="text"/>

Close Order:  Yes  No

**Note:** Please enter a valid comment while denying Receipts

COMMENTS - ENTIRE RECEIPT

Comments:

ATTACHMENTS - ENTIRE RECEIPT

In the following screen, receiving needed to enter the rejection reasons in the box provided. Continue Next button,

## How to view receiving by Program Staff in PASS

Receiving Steps: 1 Select Receipt, 2 Receive, 3 Additional Info, 4 Summary

Receipt RC1295157: PO562109 - test

Enter additional information about this item. You may be asked to add asset data for certain types of items, or rejection comments if you are rejecting the item.

Line Item No.: 1  
Quantity: 1,500  
Description: test  
Prev. Accepted: 100  
Accepted: 0  
Rejected: 10

Date Received: Today, 10:34 AM

Rejection Reason: Received damaged product

Always go directly to the summary page

Buttons: Prev, Next, Summary, Exit

A summary page will be displayed with the comments and all other details of quantities rejected. Hit submit button to end the receiving process

Receiving Steps: 1 Select Receipt, 2 Receive, 3 Additional Info, 4 Summary

Receipt RC1295157: PO562109 - test

Review the receipt, make changes as necessary, and then submit it for approval.

Summary | Approval Flow

Order ID: PO562109  
Order Title: test  
Date: Today, 10:34 AM  
Processing Status: Receiving  
My Labels: Apply Label...

No.	Quantity	Description	Prev. Accepted	Accepted	AmountAccepted	Rejected	Date Received
1	1,500	test	100	0	\$0.00 USD	10	Today, 10:34 AM

Rejection Reason: Received damaged product

Close Order:  Yes  No

**Note:** Please enter a valid comment while denying Receipts

COMMENTS - ENTIRE RECEIPT

Comments:

ATTACHMENTS - ENTIRE RECEIPT

Buttons: Prev, Submit, Exit

### Scenario 3

In this scenario, assuming receiver having quantity variance based on the invoice received from vendor

Receiver's TO DO box will display the voucher in reconciling status. Upon opening the voucher, receiver has an option either to accept, dispute, manual match or cannot resolve according to the line item where variance exist.

## How to view receiving by Program Staff in PASS

VOE73272 Exit

You can continue to edit the invoice before submitting it for approval.

**Submit** **Reject** **Refer** **Manual Match** **Print**

Exceptions Approval Flow Invoice Order Receipts History

Display: Exceptions you have permissions to reconcile ▾

Invoice Date: Tue, 27 Feb. 2018

Invoice: INVtest-1-1525139

Supplier: Valtan Suppliers

Mail Code: Valtan Suppliers

Retainage Flag:

Payment Terms: (no value)

DC POC Email:

Packing Slip ID:

Ship Date:

Vendor Comment: invoice for 120

Vendor Contact: Alice Ruth

Vendor Email: al@valtansuppliers.com

Vendor Phone: (007) 007-0007

My Labels:  Andy Label...

CPET Form:

DOC DATE: 02/27/2018

Order: PO562109

INVOICE RECEIVED DATE: 02/27/2018

DUE DATE: 03/29/2018

PDT: 00 (First Class Mail)

MPCD: EINV

BNK ID: 150

Portal InvoiceID: 12265

Tracking Number:

Payment Note:

Service Date:

**Line Items**

No.	Qty	Description	MOD	PO Ln	Price	Amount	Exception	Status
1	120	test	P	1	\$150.00 USD	\$18,000.00 USD	Received Quantity Variance	

Received quantity variance - the invoice item's quantity, 120, is greater than the order item's received quantity, 100.

Matched To: Item 1  
Part #:

**Accept** **Dispute** **Manual Match** **Cannot Resolve**

If the voucher has variance in all its line items, receiver has an option to Refer to the program staff before rejecting the voucher.

Following screen shot displays receiving staff referring to the agency program staff for verification via search option and hit the submit button.

VOE73272 Submit Cancel

Refer to:  ▼

Search for more...

Comments:

**Comments**

include comment and attachment (if one exists) on purchase orders

aribasystem

Vendor Attachment Category: Other - pdf\_install\_wl.pdf [Download](#)  
[Tuesday, February 27, 2018 at 11:05 AM] [Reply](#)

aribasystem

Vendor Attachment Category: Shipping - Payments.pdf [Download](#)  
[Tuesday, February 27, 2018 at 11:05 AM] [Reply](#)

Submit Cancel

## Scenario 4

In this scenario, we will see how negative receiving is done in PASS

Negative receiving can be done only when there is no invoice submitted by the vendor on vendor portal.



## How to view receiving by Program Staff in PASS

Log in to PASS and go to your TO-DO box

Look for the purchase order for which the negative receiving must be done.

Enter the quantities for which negative receiving is required as shown below.

ARIBA\* SPEND MANAGEMENT

Home | Help | Logout

Home Sourcing Contracts Procurement Invoicing Suppliers

Create Search Manage Recent Preferences

Receiving Steps

Receipt RC1295438: PO562287 - FY18 - VOS Maintenance & Support, Web Hosting, ALMIS, & Job Spider (Option yr 2)

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. If you reject receipt line items, you must provide comments to explain your action.

Accept All

Order ID: PO562287

Order Title: FY18 - VOS Maintenance & Support, Web Hosting, ALMIS, & Job Spider (Option yr 2)

Date: Today, 8:52 AM

Processing Status: Receiving

My Labels: Apply Label...

No.	Quantity	Description	Prev. Accepted	Accepted	AmountAccepted	Rejected	Date Received
1	10	line 1	10	-5	-\$5,000.00 USD	0	Today, 8:52 AM

Close Order: Yes No

Note: Please enter a valid comment while denying Receipts

Once entered the quantities, add appropriate reasons in the comments section as shown in the following screen shot.

Hit the submit button to complete the transaction. Once done, it will go through the approval process.

ARIBA\* SPEND MANAGEMENT

Home | Help | Logout

Home Sourcing Contracts Procurement Invoicing Suppliers

Create Search Manage Recent Preferences

Receiving Steps

Receipt RC1295438: PO562287 - FY18 - VOS Maintenance & Support, Web Hosting, ALMIS, & Job Spider (Option yr 2)

Review the receipt, make changes as necessary, and then submit it for approval.

Summary Approval Flow

Order ID: PO562287

Order Title: FY18 - VOS Maintenance & Support, Web Hosting, ALMIS, & Job Spider (Option yr 2)

Date: Today, 8:52 AM

Processing Status: Receiving

My Labels: Apply Label...

No.	Quantity	Description	Prev. Accepted	Accepted	AmountAccepted	Rejected	Date Received
1	10	line 1	10	-5	-\$5,000.00 USD	0	Today, 8:52 AM

Close Order: Yes No

Note: Please enter a valid comment while denying Receipts

COMMENTS - ENTIRE RECEIPT

Negative receiving for damaged goods.

- END OF DOCUMENT -