

# RECEIVING & BANNER



Everything you have always wanted to know and more!

Who- What- Where

WHO DO I ORDER FROM?

DOES SAMFORD HAVE A LISTING OF PREFERRED VENDORS ?



Athletics



Maintenance



Books & Media



Computer Software



Delivery, Mail, & Freight



Electronics & Peripherals



Facilities



Flooring



Furnishings



Furniture



IT Services



Library Supplies & Furniture



Medical Equipment & Supplies



Moving & Relocation



Office Equipment & Supplies



Promotional Items



Scientific Equipment & Supplies



Services



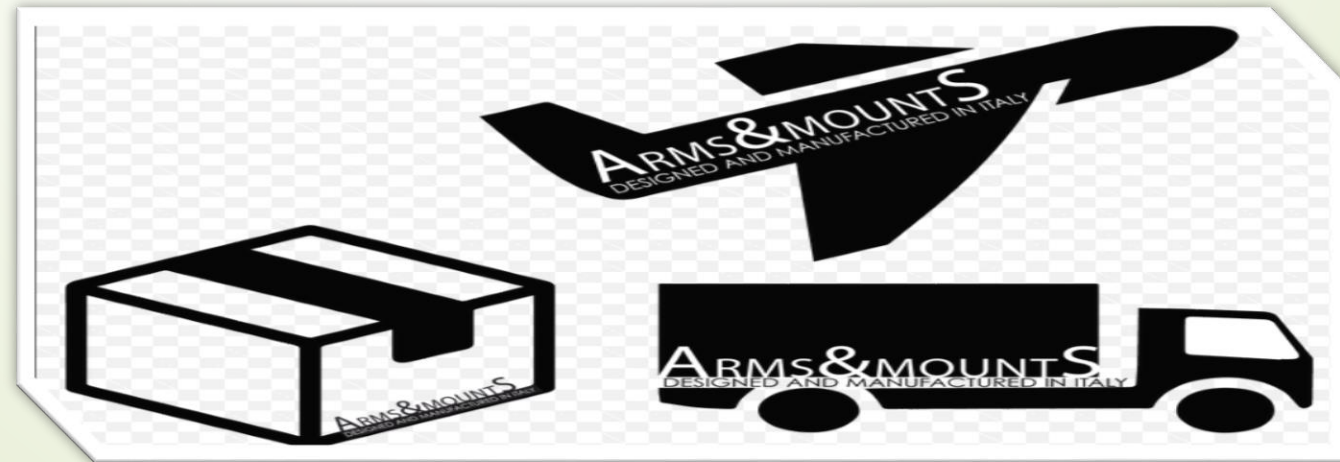
Travel Services





[WWW.SAMFORD.EDU/PURCHASING](http://WWW.SAMFORD.EDU/PURCHASING)

Place Order

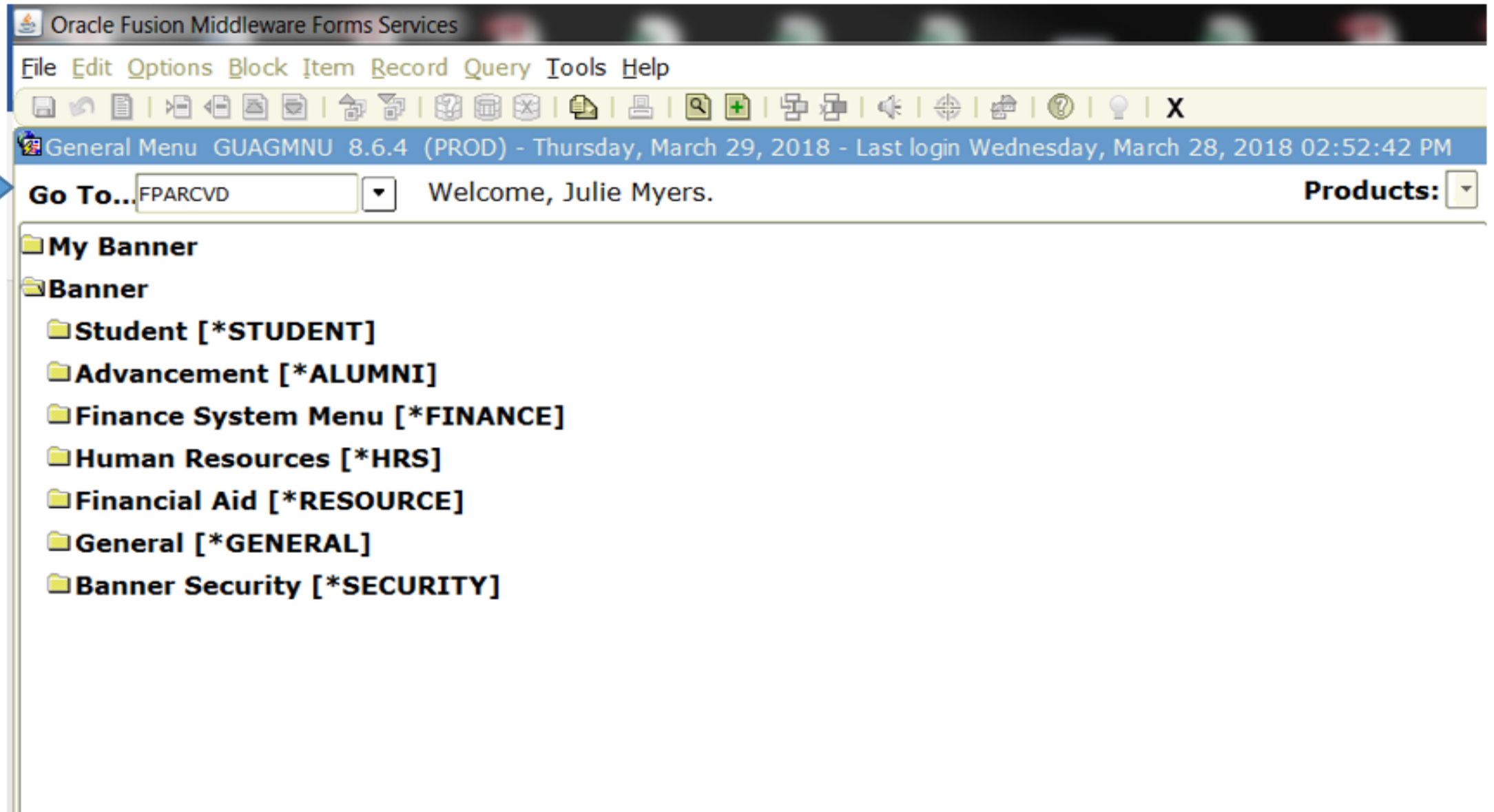


# MY ORDER HAS ARRIVED!



NOW WHAT?

## TYPE IN FPARCVD TO BEGIN THE RECEIVING PROCESS



The screenshot displays the Oracle Fusion Middleware Forms Services interface. The title bar reads "Oracle Fusion Middleware Forms Services". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for file operations and navigation. The status bar shows "General Menu GUAGMNU 8.6.4 (PROD) - Thursday, March 29, 2018 - Last login Wednesday, March 28, 2018 02:52:42 PM". The "Go To..." field is highlighted with a blue arrow and contains the text "FPARCVD". The "Products:" dropdown menu is visible on the right. The main content area shows a tree view of folders under "My Banner":

- My Banner
  - Banner
    - Student [\*STUDENT]
    - Advancement [\*ALUMNI]
    - Finance System Menu [\*FINANCE]
    - Human Resources [\*HRS]
    - Financial Aid [\*RESOURCE]
    - General [\*GENERAL]
    - Banner Security [\*SECURITY]

Receiver Document Code:



1. TYPE " NEXT " IN THE DOCUMENT CODE FIELD THEN NEXT BLOCK

### Receiving Header

Receiving Method:



2. CHOOSE APPROPRIATE METHOD IN RECEIVING FIELD (EX. VEND,UPS,FEDEX, ETC..) THEN NEXT BLOCK

Carrier:

Date Received:



Text Exists

Received By:

### Packing Slip

Packing Slip:



3. TYPE PACKING SLIP # OR INITIALS AND DATE IN THE PACKING SLIP FIELD - THEN NEXT BLOCK

Text Exists

Bill of Lading:

### Purchase Order



4. TYPE IN THE PO# AND PRESS THE TAB KEY ON YOUR KEYBOARD

Purchase Order:

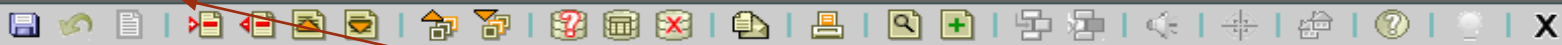
Receive Items

Adjust Items

Buyer:

Vendor:

More...



Receiver Document Code:

5. GO TO OPTIONS ON TOP TOOL BAR AND CHOOSE RECEIVE ALL PURCHASE ORDER ITEMS

### Receiving Header

Receiving Method:  UPS  
Carrier:   
Date Received:   Text Exists  
Received By:

### Packing Slip

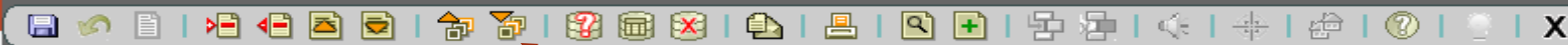
Packing Slip:   Text Exists  
Bill of Lading:

### Purchase Order

Purchase Order:   Receive Items  Adjust Items  
Buyer:   
Vendor:

More...





**Receiver Document Code:**       **Packing Slip:**   
**Purchase Order:**       **Vendor:**

6. NEXT BLOCK TWICE

**Item:**       **Commodity Record Count:**

**Commodity Code**      **Description**       **Stock Item**      **U/M**      **FOB Code**       **Final Received**

Quantity	To Date	Current
<b>Received:</b>	<input type="text" value="1"/>	<input type="text" value="1"/>
<b>Rejected:</b>	<input type="text" value="0"/>	<input type="text"/>
<b>Returned:</b>	<input type="text" value="0"/>	<input type="text"/>
<b>Accepted:</b>	<input type="text" value="1"/>	<input type="text"/>
<b>Ordered:</b>	<input type="text" value="1"/>	<input type="text"/>

**U/M:**  EACH

**U/M:**

**Primary Location:**

**Sub Location:**

**Item Suspense**  
 **Tolerance Suspense**  
 **Tolerance Override**

Receiver Document Code: Y0008268  
Purchase Order: P0149497

Packing Slip: JBM  
Vendor: Indoff, Inc.

Item: 1 Commodity Record Count: 1

Commodity Code Description U/M FOB Code  
DESK TEST FOR RECEIVING INSTRUCTIONS  Stock Item EA    Final Received

Quantity	To Date	Current
Received:	1	1
Rejected:	0	
Returned:	0	
Accepted:	1	
Ordered:	1	

U/M: EA EACH  
U/M:  
Primary Location:  
Sub Location:  
 Item Suspend

7. SELECT THE COMPLETE BUTTON.



Complete: In Process:

AT THE BOTTOM OF THE SCREEN IF YOU SEE THE MESSAGE RECEIVER DOCUMENT Y0000000 HAS BEEN COMPLETED - YOU ARE DONE!!!