

SAP and OrderPoint Schools Circular

2016 - 5

Title: Goods Receiving
Date Released: 12 July 2016
Intended Recipients: School Shoppers and Approvers

Executive Summary: This circular provides information on what is required when confirming catalogue and freetext orders in the upgraded version of OrderPoint

Important Information for OrderPoint Shoppers

The upgraded version of OrderPoint requires shoppers to input actual quantities received when goods receiving purchase orders.

Unless you input the actual quantities received, a zero quantity will be confirmed. This will block the invoice being paid and you will receive an email from Accounts Payable stating that there is a quantity discrepancy.

▼ Item Overview

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity
1	Material	116304 5...	46000000	500	0	
2	Material	8D9440 ...	46000000	92	0	

There are two ways to enter the quantities when goods receiving. Either click the "Copy All Outstanding Quantities" button (only if you have received all items on the PO)

▼ Item Overview

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity
1	Material	116304 5...	46000000	500	500	
2	Material	8D9440 ...	46000000	92	92	

or enter the quantities manually

▼ Item Overview

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity
1	Material	116304 5...	46000000	500	25	
2	Material	8D9440 ...	46000000	92	36	

Please remember to tick the 'last delivery' box on each line if you have received all the items.