

# SAP and OrderPoint School Circular

# 2017 - 1

**Title:** Goods Receiving PO's with more than 10 lines  
**Date Released:** January 2017  
**Intended Recipients:** School Shoppers and Approvers

**Executive Summary:** This circular provides information on what is required when confirming catalogue and freetext purchase orders that contain 10 lines or more

## Important Information for OrderPoint Shoppers and Approvers

OrderPoint requires shoppers to input actual quantities received when goods receipting purchase orders.

The standard confirmation display screen only displays the first 10 line items of PO data unless you scroll across the page and then scroll down. The instruction below will make more line items visible so that you can see all items on a purchase order to allow you to goods receipt more easily.

In the confirmation screen scroll across to the right and click on the **settings** link

Confirmation Number: 3200744325    Purchase Order Number: 6500335950    Status: In Process    Confirmed Value: 42.48 GBP

Overview    Header    Item    Notes & Attachment    Approval    Tracking

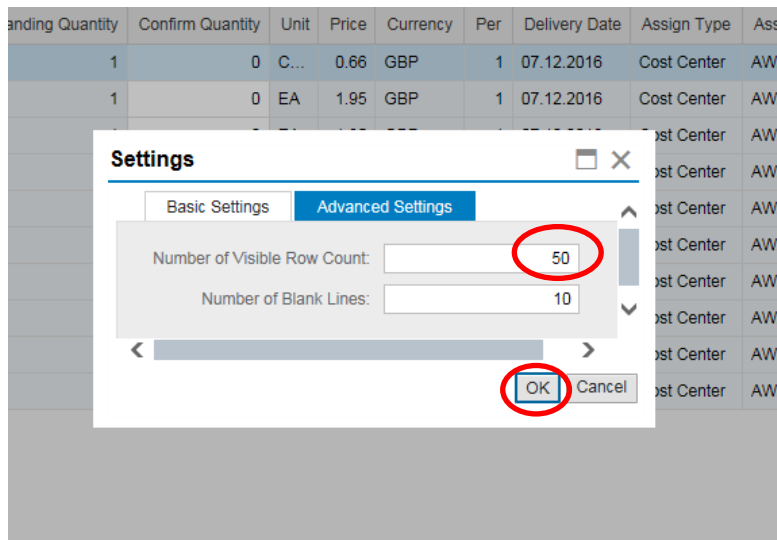
Reference Document: [ ]

06.12.2016 [ ]

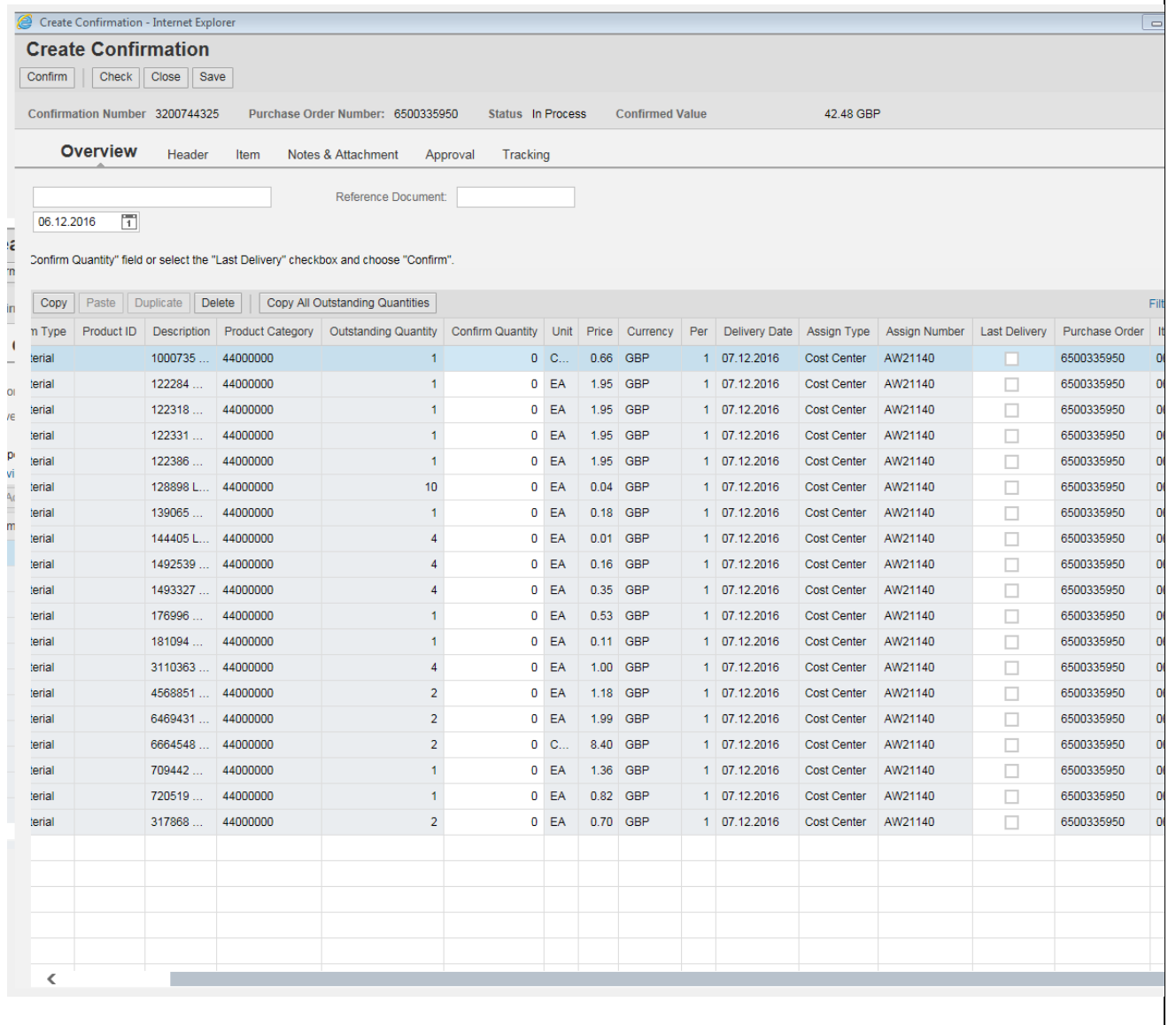
\*Confirm Quantity\* field or select the "Last Delivery" checkbox and choose "Confirm".

Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date	Assign Type	Assign Number	Last Delivery	Purchase Order	Item No.
aterial	1000735 ...	44000000		1	0	C...	0.66	GBP	1	07.12.2016	Cost Center	AW21140	<input type="checkbox"/>	6500335950	00000...
aterial	122284 ...	44000000		1	0	EA	1.95	GBP	1	07.12.2016	Cost Center	AW21140	<input type="checkbox"/>	6500335950	00000...
aterial	122318 ...	44000000		1	0	EA	1.95	GBP	1	07.12.2016	Cost Center	AW21140	<input type="checkbox"/>	6500335950	00000...
aterial	122331 ...	44000000		1	0	EA	1.95	GBP	1	07.12.2016	Cost Center	AW21140	<input type="checkbox"/>	6500335950	00000...
aterial	122386 ...	44000000		1	0	EA	1.95	GBP	1	07.12.2016	Cost Center	AW21140	<input type="checkbox"/>	6500335950	00000...
aterial	128898 L...	44000000		10	0	EA	0.04	GBP	1	07.12.2016	Cost Center	AW21140	<input type="checkbox"/>	6500335950	00000...
aterial	139065 ...	44000000		1	0	EA	0.18	GBP	1	07.12.2016	Cost Center	AW21140	<input type="checkbox"/>	6500335950	00000...
aterial	144405 L...	44000000		4	0	EA	0.01	GBP	1	07.12.2016	Cost Center	AW21140	<input type="checkbox"/>	6500335950	00000...
aterial	1492539 ...	44000000		4	0	EA	0.16	GBP	1	07.12.2016	Cost Center	AW21140	<input type="checkbox"/>	6500335950	00000...
aterial	1493327 ...	44000000		4	0	EA	0.35	GBP	1	07.12.2016	Cost Center	AW21140	<input type="checkbox"/>	6500335950	00000...

In the settings box change the Number of Visible Row Count from 10 to 50 and click ok



Up to 50 line items will now be displayed



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...	116304 5...	46000000	500	0
2	Material	8D9440 ...	8D9440 ...	46000000	92	0

There are two ways to enter the quantities when goods receipting. 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...	116304 5...	46000000	500	500
2	Material	8D9440 ...	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...	116304 5...	46000000	500	25
2	Material	8D9440 ...	8D9440 ...	46000000	92	36

Please remember to click the last delivery box on each line item if final delivery has been made.

Last Delivery