

Inspect Receipt

Categories that require approval will require inspection.

Categories that require inspection are:

- Information Technology
- Facilities/Furniture
- Hazardous Materials

Inspect receipts according to inspection instructions.

Step	Action
1.	Navigate to: <u>Purchasing > Receipts > Inspect Receipts</u> .
2.	On the Select Receipts page in the Search Criteria page, enter or  look up the PO Unit (Business Unit).
3.	Enter any other known search criteria.
4.	Click the Search button.
5.	In the Retrieved Rows section on the Selected Rows tab in the Sel column, select the <input type="checkbox"/> checkbox/es of the items to be inspected.
6.	To view more specific information in the Description column, click the corresponding link.
7.	Click the OK button.
8.	The Inspection tab displays. As needed, click the Inspect Instructions link to view inspection instructions for this category of goods or services. Note: Inspection routing instructions are defined at the item level on the Inspection Instructions page.
9.	In the Receipt Lines section on the Receipt Lines tab, enter the number of items inspected and received.
10.	In the Insp Qty field, enter the quantity of items inspected and counted. Note: If any of the goods fail inspection, then the inspection receipt should indicate the quantity of goods that passed inspection and contact the Purchasing Office.
11.	Click the Save button.
12.	On the Inspection tab in the Receipt Lines section on the Receipt Lines tab in the Status column confirm the Status is Complete. Note: The Inspection Status changes from Incomplete to Complete when Inspect Quantity equals Receipt Quantity.
	End of Procedure.