NC eProcurement NC Receipt Editor

STATE DEPARTMENT STATE BRANCH LOCAL GOVERNMENT CITY COUNTY COMMUNITY COLLEGE PUBLIC SCHOOLS I NORTH CAROLINA ePROCUREMENT PURCHASS ONLINE SHOPPING STATEWIDE TERM CONTRACTS ELECTRONIC VENDOR PORTAL HUB CERTIFIED V' NUCTE PUNCHOUT CATAL CG SOURCING BUY

When receiving on Purchase Orders in NC eProcurement, Receipts may fail to import into NCAS due to user or system error and notify the Receipt creator via email. However, only users in the **NC Receipt Editor** group are able to make corrections to these failed Receipts to allow them to be successfully imported into NCAS.

I. Receipt Failure Notifications

- 1. The Receipt creator (either the Preparer or the Central Receiver) is notified via email if a Receipt fails to send to NCAS.
 - a. If the Receipt creator is a Desktop Receiver, e.g. receiving on their own order, they will receive an email notification like this:

Subject: Action Required: Error from external system for receipt RC4765 (EP4901564)	
For your information The receipt could not be sent to the external system due to errors. Click "View" to go to Receipt in the SAP Ariba solution. View	On behalf of DPS Requester2 Receipt RC4765 - Testing Failed Receipts-3 Created Wednesday, May 20, 2020 at 4:28 PM, EST
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b. If the Receipt creator is receiving as a part of a Central Receiving group, they will receive an email that looks like this:

Receipt Creation Failure Notification For: RC5591				
mule-qa@nc.gov To ○ncscentralreceiver@gmail.com; ○ josh.jares@doa.nc.gov; ❷ Ara, S. Cc ○ ncep.test@doa.nc.gov; ⊞ ncep.middlewareadmin; ○ shamim.ara@doa.nc.gov	← Reply	≪ Reply All	→ Forward Mon 6/8/2020	0 3:53 PM
Message				
- Receipt ID #RC5591 Could not be created successfully in NCAS Please correct the errors prior to re-submission.				
Validation Errors				
- H999F477 - NO RECEIPTS CAN BE FOUND FOR THE SELECTION				
Host - qa-mule2.buyer.nc				
Reciept ID # - RC5591				
Correlation ID - 0-abf7d6b0-a9c1-11ea-8208-52540069c4ea				

2. The Receipt creator should reach out to a member of the **NC Receipt Editor** group to let them resolve the issue, unless they are already a part of that group.

II. Correcting a Failed Receipt

- 1. As a user in the **NC Receipt Editor** group, log in to the <u>Stage Agency realm</u> of NC eProcurement and navigate to Expert View.
- 2. Click 'Manage' and then 'Receive' to access the Receiving menu.

NORTH CAROLINA			🔍 🖶 🧑 🚱 🔽 State Agencie
НОМЕ			Recent V Manage Approval Processe
Receipt 🗸 Title	ID	Y Q	Chooser Lookup Core Administratio
Common Actions 🗸 🗸	To Do	V My Receipts	My To Do
tenage		0 Denied	Receive
ore Administration Chooser Lookup			
fore V	0 Items	O Total Receipts	

3. From the 'Select Request' tab, type the Order or Receipt ID, select the 'All' radio button, and click 'Search.'

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Receiving Steps								Ex	cit 🛛
1 Select Request		select requests for which to receive or verify item	s. To search, select a request type and then en	ter an ID to find a specific	request, or leave the field blank to find	i all request	ts of the		d <i>More</i> dvanced
2 Select Receipt	Search Resul	ts							
	Requests return	ned: 1							
3 Receive	Order ID 1	Title	Date Created	Status	Supplier				
Additional Info	EP4899451	Copy of Negative Receipts2	Thu, 19 Mar, 2020	Receiving	Jarvis Property Restoration				
5 Summary									
							l	Ex	kit

4. If searching by the Order ID, click the Receipt ID that needs to be corrected from the search results.

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Receiving Steps	ERP Order EP4899668: Test F	Receiving			Prev Next Exit
	Select a receipt to work on	or view. To select an item in the list	, click its ID.		
1 Select Request					
2 Select Receipt					
	Receipts - No Appro	oval Needed			
3 Receive	Receipts				
4 Additional Info	Receipt ID 🕇	Order ID	Title	Date	Status
\sim	RC2723	EP4899668	Test Receiving	Wed, 25 Mar, 2020	Approved
5 Summary	RC2724	EP4899668	Test Receiving	Wed, 25 Mar, 2020	Approved
	RC2725	EP4899668	Test Receiving	Wed, 25 Mar, 2020	Approved
	RC2726	EP4899668	Test Receiving	Wed, 25 Mar, 2020	Approved
	RC2727	EP4899668	Test Receiving	Wed, 25 Mar, 2020	Approved
	RC2728	EP4899668	Test Receiving	Wed, 25 Mar, 2020	Approved
	002721	ED.4000660	Tast Dassining	Wed 35 Mar 2000	Approved
	Orde	er ID: EP4899668			

5. Click the 'Edit' button on the Receipt screen.

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RC27	28 - Tes	t Receiving											Statu	us: Ap	proved
These a	re the details	of the request you sele	ected. Depend	ling on its status, you can edit	, change, copy, cancel,	or submit the request	for approval. Yo	ou may also pri	nt the details of the re	quest. Review your reques	t and ta	ke the	desired	action(s)).
	Edit	Print													
Su	immary	Approval Flow	History												
		Order ID: EP489966	68							Date:	Wed,	25 Mai	, 2020		
		Order Title: Test Rece		on freight paid by vendor and	included in price. Title (asses upon receint V	endor files any (claims		Processing Status:	Await	ng pro	cessing	l	
		My Labels: Apply Lab		si neight paid by vender and	included in price. The		endor neo any t	commo.							
Line It	ems - Re	ceived by Quanti	ity												
No. 1	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received		Packir	ng Slip		
1	20	Test	each		5	0	-1	0	4	Wed, 25 Mar, 2020		PS87	68		
1		Test ose Order: No (i)	each		5	0	-1	0	4	Wed, 25 Mar, 2020		PS87	68		

6. Make corrections to the receipt to fix errors indicated in the Comments below the Line Items. The majority of Receipt Failures are caused by unmatched Packing Slips entered while trying to unreceive on an order.

Note: If assistance is required in determining why the receipt has failed and the correction that needs to be made, please contact the Help Desk at 888-211-7440, option 1, or at <u>ephelpdesk@its.nc.gov</u>.

Line It	ems - Re	ceived by Quantity										*
No. †	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received	Packing Slip	
1	2	Gatorade Fruit Punch (24/11.6oz)	case	8043424	2	0	0	0	2	Thu, 13 Aug, 2020		Í
2	1	Gingerale Frost (48/8oz)	case	3227485	0	0	1	0	1	Thu, 13 Aug, 2020	2390729	
3	3	Regular Cola (48/8oz)	case	2273811	3	0	0	0	3	Thu, 13 Aug, 2020		
4	3	Kiwi Drink Mix (12/2oz)	case	2371649	3	0	0	0	3	Thu, 13 Aug, 2020		
	nents - En	tire Receipt										
		1										
ari	basystem	Error Number 1: ERPPushFailPurgeStt Error Column = Partia ERPPushFailInterface	ateERPPush al Lines Transaction by logging in	to Ariba and making the a	FailTimeUpdatedEF					lelp Desk.		

7. Submit the corrected Receipt. This will move the Processing Status to "Awaiting Processing."

									Q 🖶	0	S DR
RC2728 - Test Receiving										Status:	Approved
These are the details of the request you select	ed. Depending on its st	atus, you can edit, change, cop	y, cancel, or submit the re	equest for approval. You r	may also print the	details of the re-	quest. Review your reque	st and take the desired action(s).			
Edit Print											
Summary Approval Flow Hi	story										
Order ID: EP4899668 Order Title: Test Receivit FOB Code: (NCAS) 001 My Labels: Apply Label.	 Destination freight pai 	id by vendor and included in p	ice. Title passes upon rec	eipt. Vendor files any clai	ims.			Date: Woody 29 Processing Status: Awaiting	Ma r, 20 20 processing	- - -	
Line Items - Received by Quantity											
No. † Quantity Full Description	Unit Si	upplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received	Packing	Slip	
1 20 Test	each		5	0	-1	0	4	Wed, 25 Mar, 2020	PS111		
Close Order: No (i)											

8. A scheduled process will pick up any newly edited Receipts in "Awaiting Processing" and change them to "Processed" if the Receipt is successfully imported into NCAS.

<	A									Q	÷	0	9	DR
RC2728 - T	est Receiving										5	Statu	s: Appr	oved
These are the det	ails of the request you :	selected. D	epending on its status, you	can edit, change, co	py, cancel, or subm	it the request	for approval.	You may also print	the details of the r	equest.	Review	N your re	equest and	More
Print]													
Summary	Approval Flow	History												
	Order ID: EP489	9668								Date:	Wed	l, <u>25 M</u> ar	2020	
	Order Title: Test Re	eceiving							Processing	Status:	Proc	essed		
	Buying Entity: 19EG												-	
			ination freight paid by vend	or and included in pr	ice. Title passes upo	on receipt. Ver	ndor files any	claims.						
	My Labels: Apply I	Label 🗸	()											
Line Items -	Received by Qua	ntity												
No. † Quantif	y Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received		Pa	icking Sli	ip	
1 20	Test	each		5	0	-1	0	4	Wed, 25 Mar, 2	2020	P	S111		

III. Editing a Receipt in Composing Status

The **NC Receipt Editor** group can Edit Receipts that are still in "Composing" status, before they have been submitted by the original Receipt creator.

1. The **NC Receipt Editor** can submit the Receipt, but it will not be sent yet to NCAS. The Processing Status of the order will stay in "Receiving" and the Receipt will still be in "Composing" status.

2. The Receipt creator will receive a notification that their Receipt has been updated and submitted, and they will have the option to Edit, Approve, or Deny the Receipt updates by the **NC Receipt Editor**.

	Q	÷	0	۲	D
RC5313 - Test NCAS Receipt Failure Central Receiver		St	atus:	Comp	oosing
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 r	request.	Review	your re	quest an	d <i>More</i>
Edit Approve Deny Print					
L'					
Summary Approval Flow History					
Order ID: EP4901595	Date:	Thu,	4 Jun, 2	2020	
Order Title: Test NCAS Receipt Failure Central Receiver Processing	Status:	Recei	iving		
Buying Entity: 19EG					
FOB Code: (NCAS) 001 - Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.					
My Labels: Apply LabeL 🗸 🛈					
Line Items - Received by Quantity					
No. † Quantity Full Description Unit Supplier Part Number Prev. Accepted Prev. Rejected Accepted Rejected Total Received Date Received	ved	Pa	acking S	lip	
1 10 Milk and butter products each 5 0 1 0 6 Thu, 4 Ju	n, 2020	F	PS455		

3. If the Receipt creator Approves the changes, and there are no issues with the Receipt information, the status of the Receipt will change to "Processed."

								Q,	Ē	0) D
RC5313 - Test NCAS Receipt Failu	are Central Receiver								S	Status: /	Approved
These are the details of the request you selected. D	epending on its status, you can edit, c	change, copy, cance	el, or submit the re	quest for app	roval. You m	ay also print the o	details of the red	quest. I	Review	your reque	st and More
Print											
Summary Approval Flow History											
Order ID: EP4901595								Date:	Thu, 4	Jun, 2020	
Order Title: Test NCAS Receip	ot Failure Central Receiver						Processing S	itatus:	Proce	ssed	
Buying Entity: 19EG											
FOB Code: (NCAS) 001 - Dest	tination freight paid by vendor and incl	luded in price. Title	passes upon recei	pt. Vendor file	es any claims						
My Labels: Archive Items App	ply Label 🗸 🛈										
Line Items - Received by Quantity											
No. † Quantity Full Description	Unit Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Receive	ed	Pa	cking Slip	
1 10 Milk and butter products	each	5	0	1	0	6	Thu, 4 Jun,	2020	P	S1221	

4. If the Receipt fails, the status will move to "Awaiting Processing" and the NCAS error message will be displayed in the Comments, at which point the **NC Receipt Editor** will need to correct any errors on the Receipt as shown in **Section II**.