NC eProcurement NC Receipt Editor

STATE DEPARTMENT STATE BRANCK. LOCAL GOVERNMENT CITY COUNTY COMMUNITY COLLEGE PUBLIC SCHOOLS I NORTH CAROLINA ePROCUREMENT PURCHASS ONLINE SHOPPING STATEWIDE TERM CONTRACTS ELECTRONIC VENDOR PORTAL HUB CERTIFIED V' DUOTE PUNCHOUT CATALCG SOURCING 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) 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.

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НОМЕ			Recent V Manage N
Receipt 🗸 Title	ID	Υ Q	Chooser Lookup
common Actions 🗸 🗸	To Do	V My Receipts	My To Do
ienage		0 Denied	Receive
ore Administration hooser Lookup			
fore V	0	0	

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

NORTH CABOLINA emilia entre					٩	-	?	۲	DR
Receiving Steps								Ex	cit 🛛
1 Select Request	Search for and then	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	selected	d <i>More</i>
2 Select Receipt	Search Resul	ts							
	Requests return	ned: 1							
3 Receive	Order ID 1	Title	Date Created	Status	Supplier				
	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	A
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	
	000791	ED/000220	Test Dessiving	Med 25 Mar 2020	Ammeniad	Ψ.
	Orde	er ID: EP4899668				

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

< 1	ORTH CAROLINA PROCUREMENT										Q	8	?	۲	DR
RC272	28 - Tes	t Receiving											Statu	ıs: Ap	proved
These are	e 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 request	and tal	e the o	desired	action(s)	
E	Edit	Print													
Sur	mmary	Approval Flow	History												
		Order ID: EP489966	68							Date:	Wed,	25 Mar	, 2020		
		Drder Title: Test Rece	eiving 01 - Destinatio	on freight naid by yendor and	included in price. Title r	asses upon receint V	lendor files any (claims		Processing Status:	Awaiti	ng pro	cessing		
		My Labels: Apply Lab	bel 🗸 🛈	si neight paid by vendor and	included in price. The p	abbes aporrideopt. •	chaor neo any t	country.							
Line Ite	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	58		
	С	ose Order: No (i)													

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. 1	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		Â
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		
Comm Comm	nents - Er	ntire Receipt										
ari	basystem	An error occurred whil Error Number 1: ERPPushFallPurges Error Column = Partia ERPPushFallterface Correct these errors b [Wednesday, August	le sending l IteERPPush I Lines Transactior y logging ir 19, 2020 at	Receipt RC33558 on NCA FailTimeCreatedERPPush Id Ito Ariba and making the a t 6:23 PM] Edit	5. FailTimeUpdatedER ppropriate changes Delete Reply	RPPushFailBaseld E	Error Value = 8 for requisition	Receipt Faile on EP49088	d. Contact NCEP H 30-V3.	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.	ng - Destination freight pai ↓ (i)	id by vendor and included in p	ice. Title passes upon rec	eipt. Vendor files any clai	ims.			Date: Woody 25 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.

<										Q,	8	0	9	DR
RC2728 - Te	st Receiving										9	Statu	s: Appr	oved
These are the detai	ls of the request you :	selected. De	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 re	equest.	Review	v your re	equest and	More
Print														
Summary	Approval Flow	History												
	Order ID: EP489	9668								Date:	Wed	<u>25 M</u> ar	_2020	
	Order Title: Test Re	eceiving							Processing	Status:	Proc	essed		
В	uying Entity: 19EG												•	
	FOB Code: (NCAS)) 001 - Dest	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	.abel 🗸	(i)											
ne Items - R	eceived by Qua	ntity												
lo. † Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received		Pa	cking Sli	р	
1 20	Test	each		5	0	-1	0	4	Wed, 25 Mar, 2	020	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:	Com	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	equest. I	Review	/ your re	equest ar	nd More
Edit Approve Deny Print					
L'					
Summary Approval Flow History					
Order ID: EP4901595	Date:	Thu,	4 Jun, :	2020	
Order Title: Test NCAS Receipt Failure Central Receiver Processing	Status:	Rece	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	red	Pa	acking S	ŝlip	
1 10 Milk and butter products each 5 0 1 0 6 Thu, 4 Jur	1, 2020		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,	i	0	D
RC5313 - Test NCAS Receipt Failu	are Central Receiver								S	Status: A	pproved
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	t Failure Central Receiver						Processing S	itatus:	Proces	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	Pac	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**.