



TopShop Buyer's Guide

This guide explains how to purchase within the TopShop system

Logging into TopShop

TopShop is the WKU purchasing system that is integrated into Banner for Pro-Card orders, POs and Invoices. The WKU Contracts will be loaded into TopShop for consistent supplier pricing and visibility across campus. Two of the goals we hope to accomplish by implementing this system are, to make the ordering process easier for you and to reduce costs/receive better value making budgets stretch farther.

To log in to TopShop:

1. Log in through your WKU Portal > TopShop.
2. Find the TopShop access button on the WKU portal page under the Banner login
 - a. If you don't have the TopShop access button on your portal page you can use the URL below or contact purchasing@wku.edu.
 - i. TopShop Demo – <https://wku.unimarket-demo.com>
 - ii. TopShop Production – <https://wku.unimarket.com>
3. Use your WKU NetID and password to log in to TopShop. In the future the WKU portal TopShop access button will log you in and bring you to your user's dashboard.

Key Concepts

- There are two types of suppliers found in TopShop:
 - **Catalog Supplier** – supplier who has a hosted catalog in TopShop or provide roundtrip/punchout access to their site from TopShop.
 - **Non-Catalog Supplier** – supplier who does not have a hosted catalog on TopShop or provide roundtrip/punchout access to their site and instead requires products to be manually added/created on TopShop.
- Products to be ordered from a supplier can be accessed in one of three methods:
 - **Catalog** – supplier products are 'hosted' on the TopShop Marketplace, meaning you do not leave the TopShop website to search and order these products. Hosted Catalogs are identified with the "catalog" tag.
 - **Roundtrip/Punchout** – supplier products are found on the suppliers' website with a direct link to and from the TopShop Marketplace. Roundtrip/Punchout functionality is

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identified with the circle back arrow icon. A new window or tab opens and you are signed into the WKU account on the supplier's ecommerce site.

- **Manual** – products requiring information to be entered manually. Even Premium Suppliers could have products that are entered manually if a product is not found in any of their catalogs. The manual order option is identified with the forward arrow create a non-catalog item icon.

Supplier Icons

When viewing suppliers, they may be flagged with an icon which distinguishes them as accepting credit cards in TopShop.

-  **Credit Card Accepted** – This icon indicates in the Marketplace which suppliers accept credit cards through the system

Searching

Products or Suppliers are located by searching the loaded catalogs of suppliers using the search options detailed below.

Product Searching

Product or services searches are performed using the search function in the title section of TopShop. The loaded catalogs by suppliers are searchable along with any search terms that the procurement office assigns to a services supplier.

To perform a product or services search:

1. From the title section, type the product name in the search field.

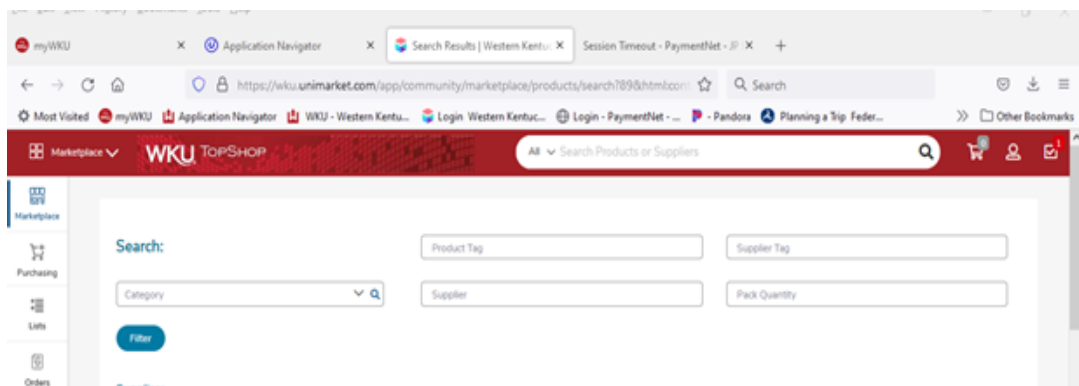
A screenshot of a search field. On the left, there is a dropdown menu with the word "All" and a downward arrow. To the right of this is a text input field containing the word "Search". Further right is another dropdown arrow, and on the far right is a magnifying glass icon representing the search button.

2. Click the search icon (magnifying glass).
3. Any products or services that match the criteria will appear in the search results.

Searching Tips

- Search terms can be combined using the words [AND] / [OR].
 - **AND** searches for both words/phrases.
 - **OR** searches for one word/phrase or the other.
- Wildcard searches can be performed if the exact search word/phrase is unknown.
 - **?** replaces a single character. For example 'te?t' could be Test or Text.
 - ***** replaces multiple characters. For example 'Test*' could be Tester or Testing.

A more in-depth product search allows the query to be narrowed by Supplier Category, Supplier, or Product Category.



1. Click the magnifying glass in the search area.
2. From the Search window, type the name of the product you are searching.
3. You can select a **Supplier Tags** or **Supplier** from the drop down list, type in, or select a Product Category.
4. Click **Search**.
5. Any products that match the criteria appear in the search results.

Note: Results will not return products from roundtrip suppliers unless they have additional search functionality enabled.

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Supplier Searching

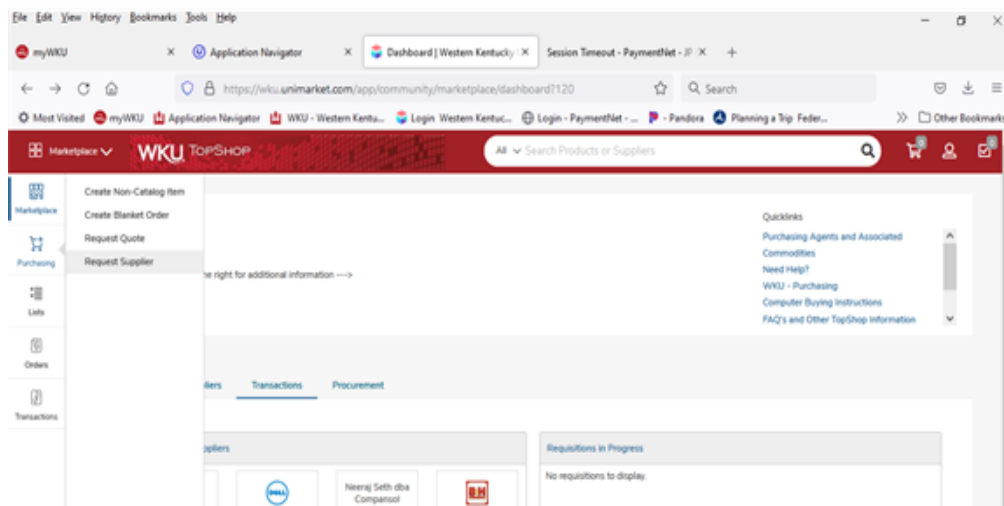
If you are searching for a specific supplier, there are multiple ways to locate the supplier and the product.

- In the Dashboard tab, click the **Supplier icon** in the Favorite Suppliers list or Catalog Suppliers list.
- In the Suppliers tab, search for a supplier by name or tags, or click on the **Supplier icon**. You can toggle to more suppliers by clicking the arrow keys on the left or right of the supplier icons. The Supplier Tags are defined by the WKU Purchasing office. If you cannot find the needed supplier you can request a new supplier following the below Request Supplier process.

Request Supplier Process

The Request Supplier process will allow you to request a supplier from Purchasing that is either part of the WKU full list of suppliers that may not have been made available if they have not had purchasing activity in the last 18 months or Unimarket supplier directory of registered suppliers. The WKU Purchasing office can activate an existing supplier that may not have been made available originally or invite a new supplier to register. You will be notified when the supplier request has been processed and when the supplier has been made available to you in the Marketplace.

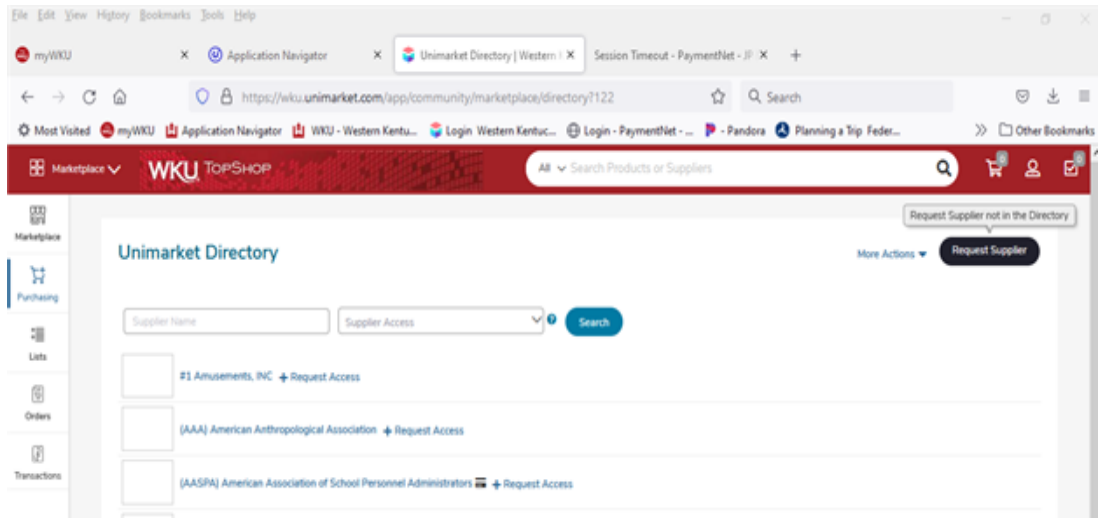
- From the Marketplace menu on the left of the screen, choose **Purchasing** then click **Request Supplier**.



- You will see the Unimarket Directory of all registered suppliers.
- Search the full directory by name for the supplier that you are seeking.
 - If you find the supplier you can click on the supplier name to see the contact information and address of the supplier.
 - If you do not find the supplier, look to the top right of the page again and find the Request New Supplier button.

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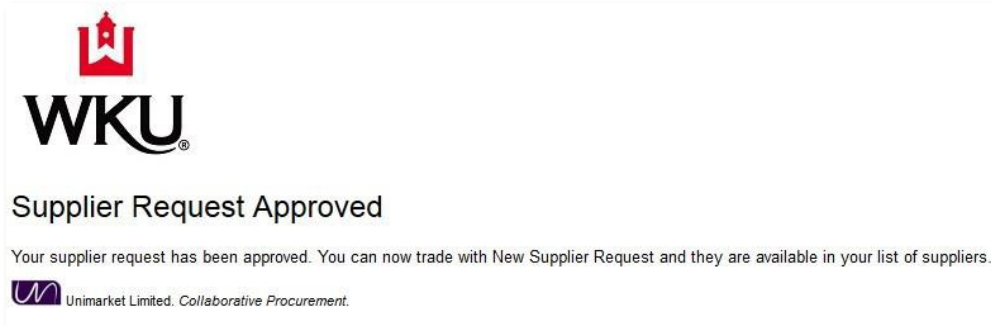


- The Request New Supplier popup will open for you to enter the supplier information including Supplier Name, Contact name, phone and email address. Select the Purchasing staff member to send the request to with a reason for the need of the new supplier.

A screenshot of the "Request New Supplier" popup form. The form is titled "Request New Supplier" and has a close button (X) in the top right corner. It contains several input fields: "Supplier Name" (required), "Contact's First Name", "Contact's Last Name", "Contact Email", "Code", "Phone Number", and "Ext.". Below these fields is a dropdown menu labeled "Forward Request To" (required). A small text block explains: "The user who manages the Supplier Request process. This user will decide on processing your request forward." Below this is another required input field labeled "Reason". At the bottom of the form is an "Attachments" section with a dashed border, containing a "Drop files to attach, or browse" button and a "Size limit 50MB." note. At the very bottom are "Send" and "Cancel" buttons.

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- Once you send the request, the purchasing office will receive a task notification in TopShop to process the request. You will be notified by email once the request has been accepted or declined.



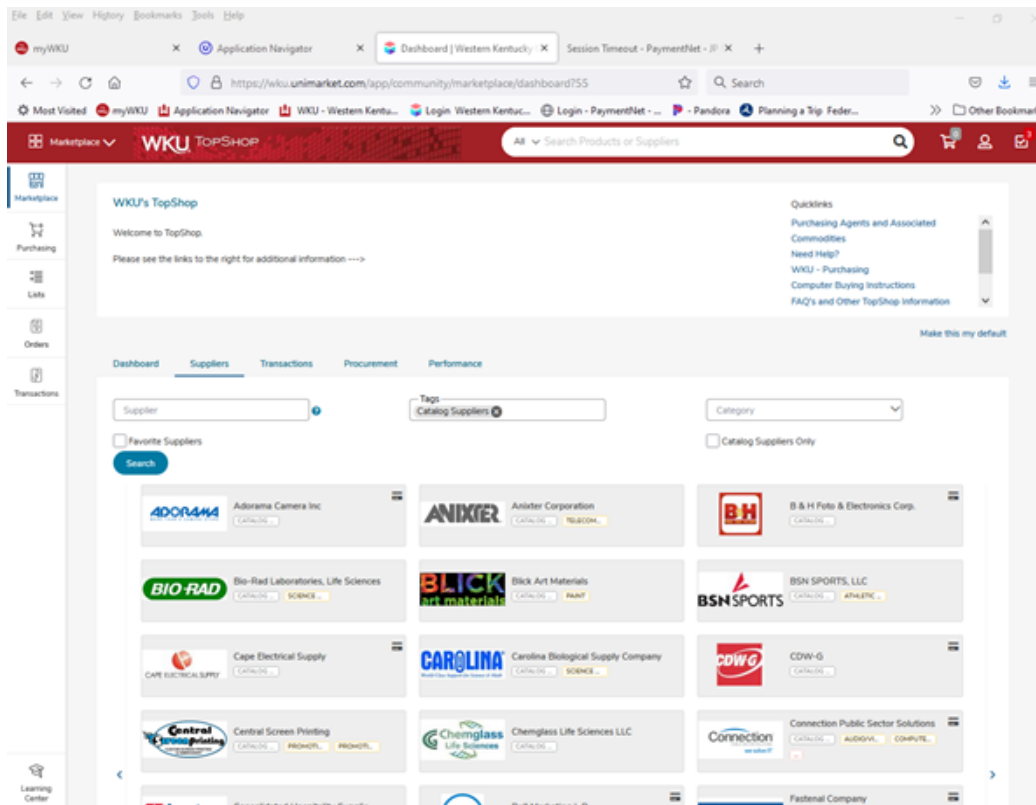
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Filling your Shopping Cart

Shopping by Catalog

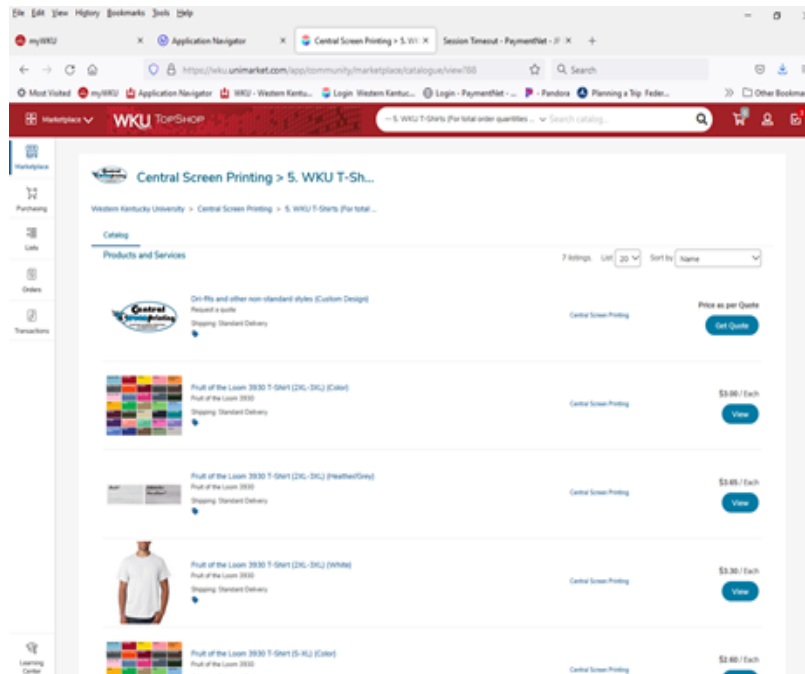
In the Suppliers tab, you can query for catalog suppliers in the Tags search field. These suppliers are designated with a “catalog” tag.



To shop by catalog:

1. Click the **supplier catalog** that you wish to shop.
2. The products available within the catalog display.

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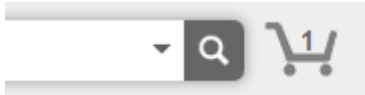
3. Browse or page through the products available or use the search bar to search within the selected catalog.
4. The Sort field defaults to Name but can be changed to Code, Lowest Price, or Highest Price.
5. Click the product title or View icon for more information about the product.
6. When you have decided on a product to order, type the quantity in the Quantity field.
7. Click the **Add to cart** button.



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8. A confirmation message displays and the shopping cart updates to reflect the total number of products along with the dollar amount.



9. Repeat steps #3 – 9 for as many products as you need to order from this supplier.

Shopping by Roundtrip (Punchout)

Many of the catalog suppliers have a punchout catalog. This means the vendor has a website which has our contract pricing listed. Once you choose the vendor, the system will do a roundtrip



to the vendor's website. You will choose your items and load a shopping cart. Once you checkout the full shopping cart will be brought back into TopShop where you will complete the checkout process.

To shop using a roundtrip/punchout catalog:

1. Click the **supplier** that you wish to shop.
2. Click the **supplier name** to go to the supplier's website.



Staples for WKU

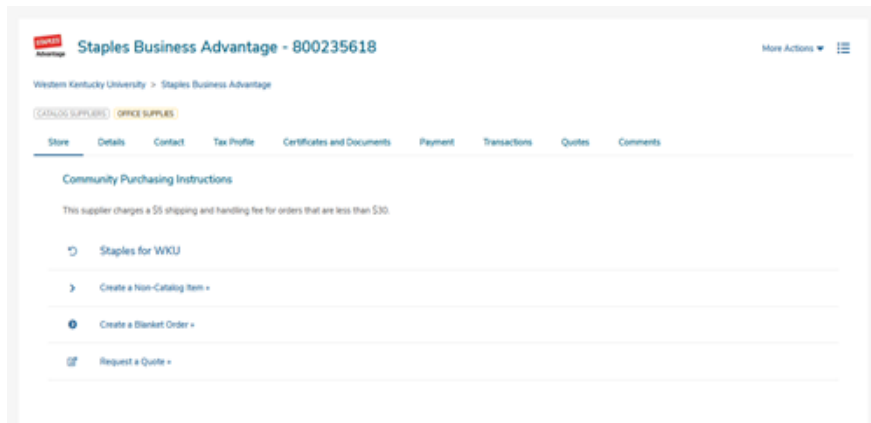
3. Each supplier's website will be different. Browse and search for products as if you had navigated directly to the supplier's website.
4. Add products that you wish to purchase to your cart or order on the supplier's website by clicking the **Add*** button.
***Note:** The terminology of the button to click will vary based on the supplier's website.
5. When finished shopping, click the **Checkout*** or **Submit Requisition*** button to return to TopShop.
***Note:** The terminology of the button to click will vary based on the supplier's website.
6. You are returned to your shopping cart in TopShop with the products you selected from the supplier's catalog.

Shopping by Manual Order

If an item is not in the supplier's catalog, you can still add the item to the shopping cart in TopShop.

To shop by manual order:

1. Click the **supplier** that you wish to shop.
2. Click the **Create a Non-Catalog Item** link to enter the products to order.



Create a Non-Catalog Item

Supplier
Staples Business Advantage

*Item Name

Quantity
1

*Unit Price

Unit of Measure
Each

Optional Details

Description

Product Code

Category

Manufacturer Part ID

Add to Cart Cancel

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3. Type in the product information.

Note: Fields marked with a red asterisk (*) are required fields.



- a. ***Name** - pre-filled in from your previous entry.
 - b. ***Unit of Measure** – type the Unit of Measure or select it by clicking the **magnifying glass**.
 - c. ***Unit Price** – type the single unit price of the product.
 - d. **Description** – type basic description of product.
 - e. **Product Code** – type supplier’s product number or SKU *if you have this information*.
 - f. **Category** – type the category code or select it by starting to type a commodity and selecting from the dynamic list that displays. *These commodities are used for reporting reasons but are not required by WKU at this time.*
 - g. **Manufacturers Part ID** – If the supplier is a reseller, you may type the additional product ID number that refers to the manufacturers product *if you have this information*.
4. Click the **Add to cart** button.
 5. You are returned to the product screen to enter the next product line. Repeat steps # 3 – 9 for each product that needs to be ordered.

Shopping Cart

As you are searching and selecting products from suppliers, the products are added to your shopping cart. The shopping cart displays in header bar. The number of products and total cost displays in the cart at the top right of the screen.













Reviewing the Shopping Cart

1. Click the **shopping cart** icon to view the products that have been added.
2. All products in the cart appear by supplier with an individual supplier total.
3. To adjust the quantity of any product, type the new quantity into the Quantity field of the product. The total updates immediately as changes are made.
4. To remove any product from the cart, click the  **Remove** icon.
5. To remove all products from the cart, click  **Clear Shopping Cart** icon in the upper right hand portion of the screen.

This means that if you have more than one shopping cart, clicking the **Clear Shopping Cart** icon will delete all of the shopping carts.

6. You can also edit any of the Non-Catalog or Manual products that you have entered if you notice any incorrect information. Use the **Edit** button to the right of the Subtotal.

The screenshot shows a 'Shopping Cart' interface. At the top right, there are links for '+ Add to Shopping List' and 'Clear Shopping Cart'. Below this, the supplier 'Staples Business Advantage' is listed. The cart contains three items:

Product	Quantity	Price	Subtotal	
<input checked="" type="checkbox"/>  BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point, 1.0mm, B... BIC CORPORATION	1	\$3.78 / Pack	\$3.78	 Remove  Details
<input checked="" type="checkbox"/>  TRU RED File Folder, 3-Tab, Letter Size, Manila, 100/Box, 5 Bo... ESSELTE AMERICA	1	\$35.07 / Carton	\$35.07	 Remove  Details
<input checked="" type="checkbox"/>  Test Test	1	\$30.00 / Each	\$30.00	 Remove  Edit  Details

Supplier Total: \$68.85
[Checkout](#)

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Creating a Shopping List of Frequently Ordered Products

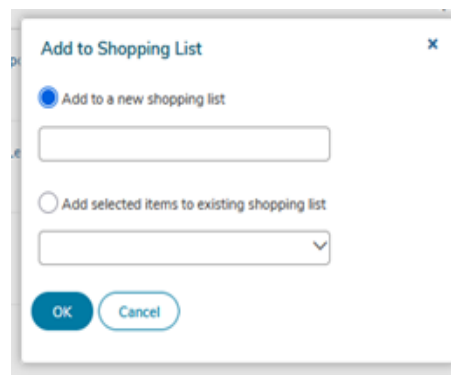
If you have products that you regularly order, you can create a shopping list that can be reused every time you need to order those products. The products you want to add to the shopping list must be in the cart before proceeding. This is a great way to save time when you enter the product manually on a frequent basis.

To create a shopping list for frequently ordered products:

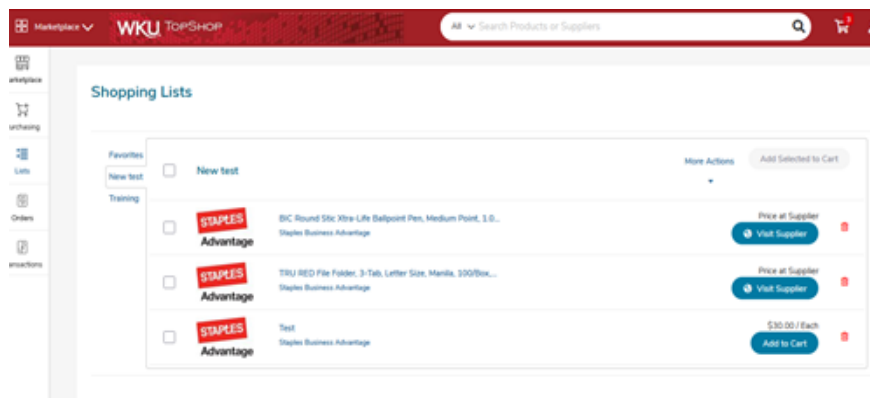
1. From the cart screen, click

[+ Add to Shopping List](#)

2. The Add to Shopping List screen displays.

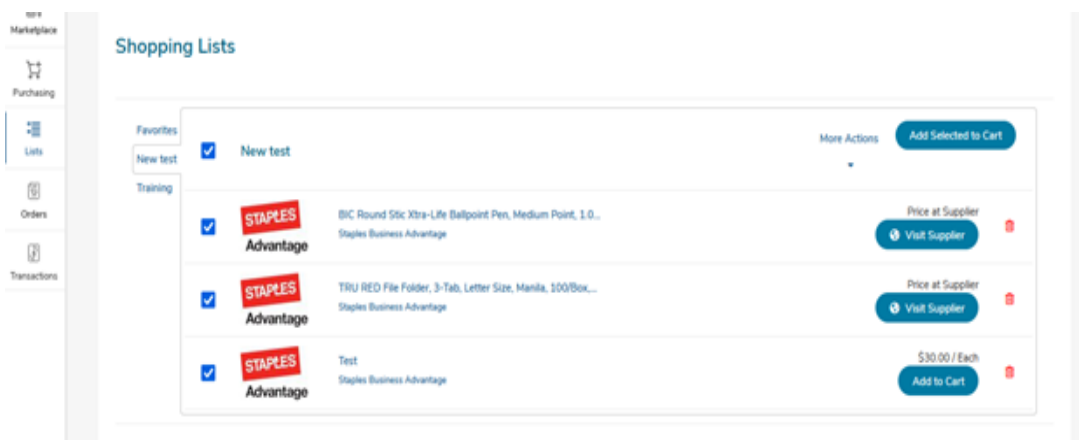


3. The radio button for *Add to a new shopping list* is selected by default. Type a name for the template in the *Add to a new shopping list* field.
4. If a list has already been created and needs to be changed, select *Add selected items to existing shopping list* and select the correct list from the menu.
5. Click **OK**.
6. Once a template has been created, it can be accessed by clicking **Marketplace** in the menu bar and selecting **Lists**.

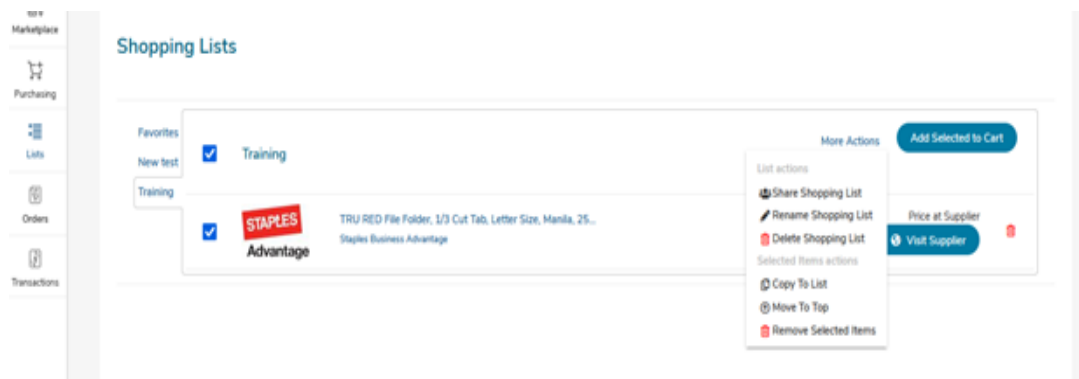


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- To view each list tab you have created, click on the list name on the left side of the screen.



- Click the check box next to the List name and then click **Add Selected to Cart** icon if you want to add all items in the shopping list to your shopping cart. To select a particular item to add to your shopping cart, click the check box next to that item and the **Add Selected to Cart**.

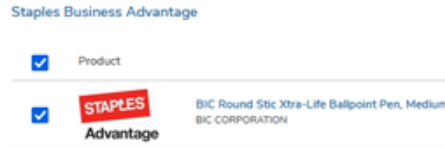


- Under the **More Actions** menu, you will be able to share, rename, or delete a shopping list. You will also be able to copy items to a different shopping list, move an often-used item to the top of the list, or delete specific items.

Checkout Process

To check out the shopping cart:

1. Any products appearing in the shopping cart with a check mark in front of the product are forwarded. If you do not wish to order a product at the current moment but don't want to delete it from the shopping cart, click the **checkbox** to remove the checkmark.



2. Click **Checkout** to begin the checkout process defined below.

Checkout

Locations

The billing and shipping addresses are selected in the first section of the checkout screen. These addresses are preloaded in TopShop. *If you select another location and complete the checkout, your selection will be your new default for your next checkout.* The **Bill To** field should always say TopShop Accounts Payable unless you are in WKU Planning, Design and Construction.

Checkout

Bill To: TopShop Accounts Payable

Ship To: [258] Office of Professional Educator Se...

Attn: Pamela Davidson

Attn: wkup@wku.edu
WKU TopShop Accounts Payable [AP]
1906 College Heights Blvd.
Bowling Green, KY 42101-1000
United States

Attn: Pamela Davidson
WKU [258] Office of Professional Educator Services - GRH [258]
1906 College Heights Blvd.
Bowling Green, KY 42101-1001
United States

Organization

This is an optional field. You can choose the organization designation in the drop down. The organization denotes the budgets for which you can use in TopShop and Banner. **This is a designation field only and is not how charges are applied to the budgets.**

Order Type

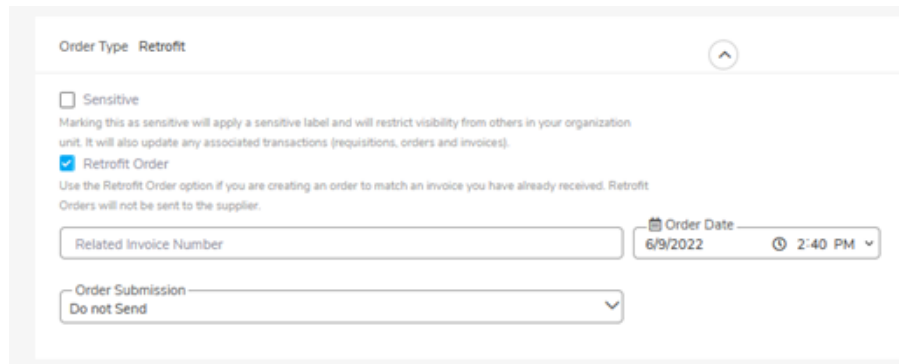
This section defaults to **Standard** order type. You can change the order type by opening the section with

the **arrow** icon.



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The **Retrofit Order** is used when there is a confirmation order, such as a conference registration or when an invoice for service work is a higher cost than the original purchase order amount. Select **Retrofit Order** by placing a checkmark in the box. If you have an invoice, enter the invoice number in the **Related Invoice Number** field. If there isn't an actual invoice, you can enter the current date. The **Order Date** and **Order Submission** fields default; leave these fields at the defaults.




The screenshot shows a form titled "Order Type Retrofit" with an upward arrow icon. It contains the following elements:

- Sensitive
Marking this as sensitive will apply a sensitive label and will restrict visibility from others in your organization unit. It will also update any associated transactions (requisitions, orders and invoices).
- Retrofit Order
Use the Retrofit Order option if you are creating an order to match an invoice you have already received. Retrofit Orders will not be sent to the supplier.
- Related Invoice Number: [Text input field]
- Order Date: 6/9/2022 2:40 PM [Calendar icon] [Clock icon]
- Order Submission: Do not Send [Dropdown arrow]

Payment

The **Payment Method** defaults to **On Account**. If the vendor accepts credit card payments in TopShop,

and you will use a procurement card for payment, open the section using the **arrow** icon  and click the radio button next to **Credit Card**.

Checkout Items – On Account

The items that you selected from the shopping cart are listed as separate lines in your checkout Items. Each line item shows the product name, Unit Price, Unit of Measure, Quantity, and Subtotal. You may copy or remove the line items from the checkout screen using the buttons to the right of the products.

1. Use the Account fields for the Index/Commodity/Account number that will fund your purchase.
 - a. Begin typing the number or description of the Index/Account/Commodity and a dynamic list displays for selection.

Product	Unit price	Qty	Subtotal	Tax
BIC Round Stic Xtra-Life Ballpoint Pen, Medu...	\$3.78 / Pack	1	\$3.78	\$0.00
TRU RE	\$35.07 / Carton	1	\$35.07	\$0.00
Test	\$30.00 / Each	1	\$30.00	\$0.00
TRU RED File Folder, 1/3 Cut Tab, Letter Size, ...	\$14.70 / Box	1	\$14.70	\$0.00

b. Use the Copy Down button to repeat your selected Accounts to each line below.



c. You can also use the magnifying glass to open a search window if you have trouble finding the Index, Commodity, or Account that you are trying to allocate for the line item.

Checkout Items – Credit Card

1. For a supplier that accepts credit cards through TopShop (indicated by the icon on the supplier's tab):

a. Under the Payment checkout section choose Credit Card.
 b. Once the Credit Card payment option is selected, the Banner account codes will be removed and the credit card information will appear.

Notes and Attachments

2. Enter any notes or attach any related documents to your order in the Justification or Notes and Attachments section of the checkout screen.
 - a. The Justification Notes and Attachment are for internal justification use and are not sent to the supplier.
 - b. The Delivery Notes and Order Attachments are used to send information to the supplier and are sent to the supplier with the final PO.
 - c. You can attach as many documents as needed with a single size limit of 10 megabytes per attachment

The screenshot shows a checkout form with several sections:

- Delivery notes:** A text input field.
- Blanket order:** A dropdown menu.
- Financial year:** A dropdown menu showing "FY22".
- Order receiving:** A dropdown menu showing "Receive Automatically".
- Justification:** A section titled "Justification - WKU Justification Form" with a sub-header "The justification and attachments are for review by the approver. They will not be sent to the supplier." It includes a "Justification" text input field, a "Justification Type" dropdown menu showing "WKU Justification Form", and a question "Does this transaction include one or more computers for employee, classroom, or lab use?" with radio buttons for "Yes" and "No" (selected).
- Order attachments:** A section titled "Order attachments" with a sub-header "You can choose which order attachments will be sent to the supplier together with the order." It includes a "Drop files to attach, or browse" button and a "Size limit 50MB" note.
- Justification Attachments:** A section titled "Justification Attachments" with a "Drop files to attach, or browse" button and a "Size limit 50MB" note.

3. Once your checkout screen is complete with all of the necessary information, click **Checkout**.



Saving a Checkout

7. If you need to enter more information and must come back to the checkout process, click **Save** to save your current checkout progress.



- a. This creates an In Progress shopping cart that you see when you click the shopping cart button. Items in your In Progress cart are indicated when the red number displays above the cart icon.



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- b. To add additional catalog or non-catalog items to the shopping cart you can return to the Supplier in the Marketplace, select the catalog or the non-catalog link and proceed to shop for another item or add another non-catalog line item to the shopping cart. If you have completed the shopping cart then click **Checkout**.

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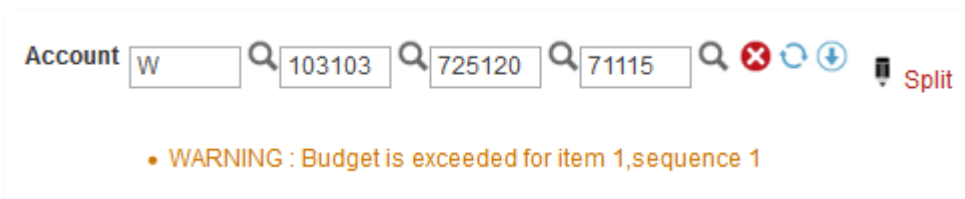
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NSF and Fund/Org Security

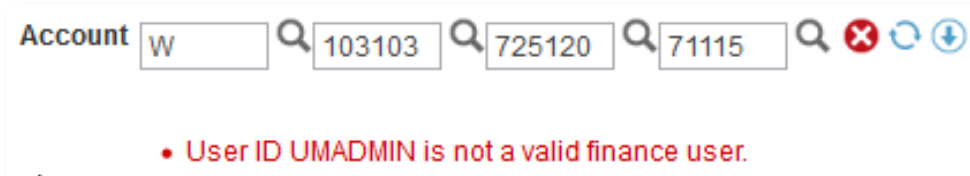
If you do not have access to purchase using the Index or your Index does not have sufficient budget for the line item amount, you will receive one of the errors listed below and you will not be able to continue.

Note: You will not lose the products that you have added to your cart; they will remain available in your shopping cart.

- A. NSF budget check – If your index does not have sufficient funds for the purchase, the budget warning is displayed. You can override this warning by clicking Checkout again.



- B. If you do not have Banner access to purchase with the selected Index, this error displays with your Banner finance ID:

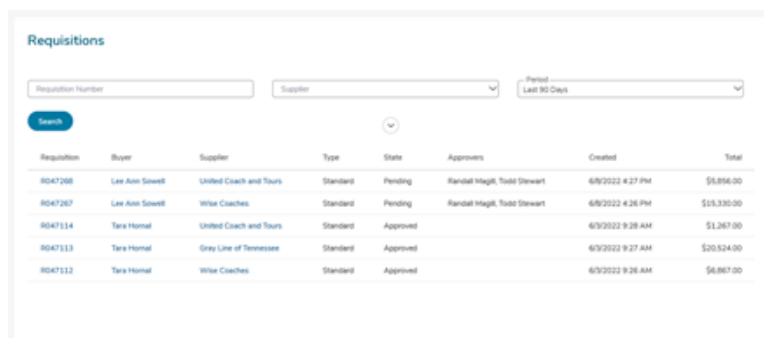


Tracking Requisitions

After you successfully create a requisition you can monitor the progress from your Dashboard on TopShop. Note: Credit Card orders will not create a requisition.

To track a requisition:

1. Click the **Transactions** Icon in the Marketplace menu on the left of the screen and click **View Requisitions**
2. To see requisitions previously submitted, review the requisitions list at the bottom of the query screen.



Requisition	Buyer	Supplier	Type	State	Approver	Created	Total
8047266	Lee Ann Sowell	United Coach and Tours	Standard	Pending	Randal Hight, Todd Stewart	6/8/2022 4:27 PM	\$5,896.00
8047267	Lee Ann Sowell	Wise Coaches	Standard	Pending	Randal Hight, Todd Stewart	6/8/2022 4:26 PM	\$15,330.00
8047114	Tara Homal	United Coach and Tours	Standard	Approved		6/3/2022 9:28 AM	\$1,267.00
8047113	Tara Homal	Grey Line of Tennessee	Standard	Approved		6/3/2022 9:27 AM	\$20,524.00
8047112	Tara Homal	Wise Coaches	Standard	Approved		6/3/2022 9:26 AM	\$6,867.00

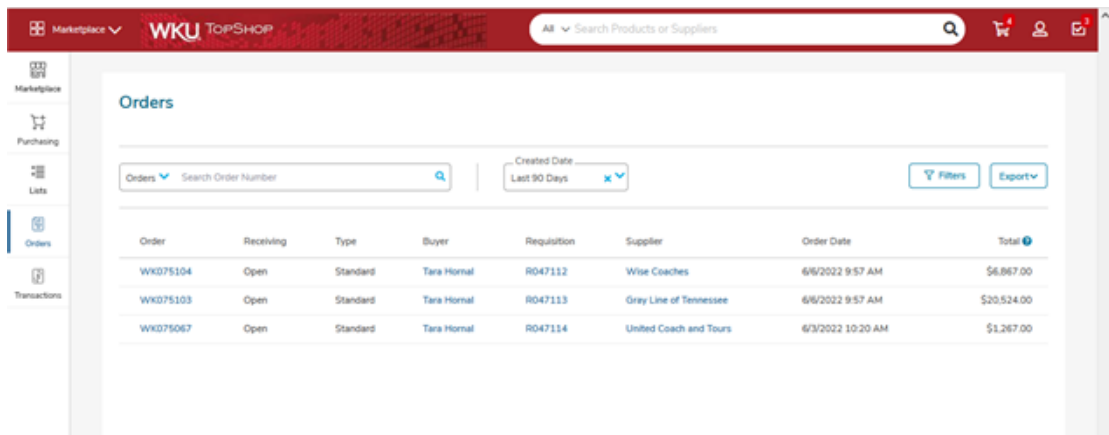
3. Click the **requisition** from the list.
4. The top portion of the screen allows you to search for a requisition. To open the full query screen click on the arrow icon in the middle of the screen. Select from one or more of the following search options and then click the **Search** button.
 - i. **Requisition Number**
 - ii. **Supplier**
 - iii. **Period**
 - iv. **State**
 - v. **Buyer**
 - vi. **Organization Unit**
 - vii. **Bill To**
5. The Requisition displays.
6. The history of approvals for the requisition and the required path for the requisition to complete the process is also viewable when you open the requisition and click on the **Approvals** tab.

7. The **Approval** screen displays each of the approval levels and denotes the action taken.
8. The various approval statuses include:
 - a. **Approved** – approved and advanced to the next level
 - b. **Declined** – not approved and sent back to buyer
 - i. Declined requisitions can be copied and edited for resubmittal by the buyer who originally created the requisition.
 - c. **Escalated** – skipped an individual to advance to next level
 - d. **In Progress** – current level of approval
9. Once a requisition is completely approved, a purchase order is generated and sent to the supplier. An email with the purchase order number and details of the purchase order is sent to the buyer.
 - a. You as the buyer receive a confirmation email from TopShop when the order is sent to the supplier. You may also receive a confirmation email from the supplier once they process the order.

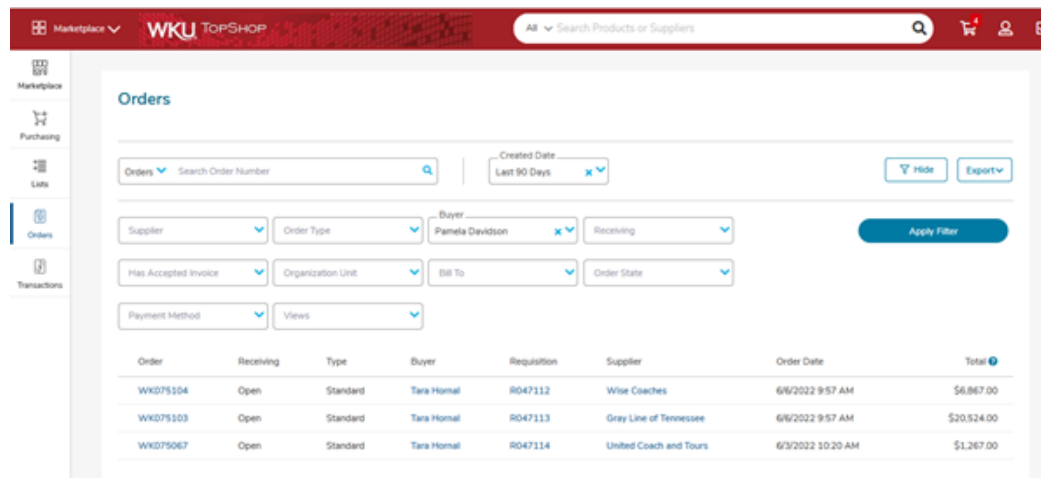
Viewing Orders

To view an order:

1. Previously created orders are viewable by clicking Orders in the Marketplace menu on the left of the screen.



2. If the order is visible, click the **order number** from the list.
3. If the order is not visible, click **Filters** to see all of your orders.



- a. The View Orders screen displays.
- b. The top portion of the screen allows you to search for an order. Select from one or more of the following search options and then click the **Search button**.
 - i. **Orders**
 - ii. **Created Date**
 - iii. **Supplier**
 - iv. **Order Type**
 - v. **Buyer**

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- vi. **Receiving**
- vii. **Has Accepted invoice**
- viii. **Organization Unit**
- ix. **Bill To**
- x. **Order State**
- xi. **Payment Method**
- xii. **Views**

c. Once the query is completed select an order by clicking on the **Order number** from the list.

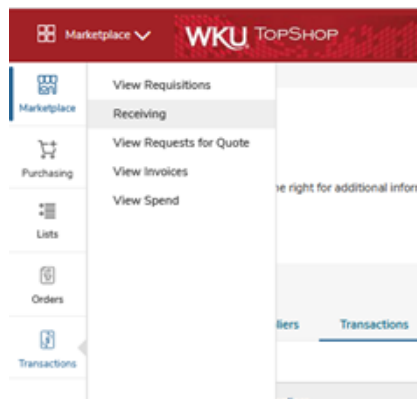
Receiving

Once the products or services have been delivered, you as the buyer will be asked to mark the order as received to acknowledge the received order and approve payment of the pending invoice.

To receive ordered items:

1. To receive the order items you can either select **Receiving** under the **Transactions** in the Marketplace menu on the left of the screen, or
2. You can look up the order and receive the products electronically from the View Order screen.

From the **Receiving** screen:



TopShop Buyer Guide

Click the **Receive All** button at the top of the View Order page or the **Receive** button next to each line of the order.

Receiving

Order Number: Supplier: Period: Last 90 Days

Item	Buyer	Supplier	Order Date	State	Subtotal	Ordered	Received	Outstanding	
WK075104	Tara Hornal	Wise Coaches	6/6/2022 9:57 AM	Open					Receive All
Date: Sunday 08/14/2022 Destination: Clarksville, TN Match: Austin Peay Bus spot time: 10:00 am Departure: 11:00 am Return: Same day following 2:00 pm game									
				Open	\$1,144.50	1	0	1	Receive
Dates: Wednesday 08/17/2022 - Friday 08/19/2022 Destination: Cincinnati, OH Match: Xavier Bus spot time: 08:17 at 1:00 pm Departure: 2:00 pm Return: 08/19 - 1:00 pm									
				Open	\$3,433.50	1	0	1	Receive
Date: Thursday 08/25/2022 Destination: Nashville, TN Match: Vanderbilt Bus spot time: 2:30 pm Departure: 3:30 pm Return: Same day following 7:00 pm game									
				Open	\$1,144.50	1	0	1	Receive
Date: Sunday 08/28/2022 Destination: Cookeville, TN Match: Tennessee Tech Bus spot time: 12:30 pm Departure: 1:30 pm Return: Same day following 6:00 pm game									
				Open	\$1,144.50	1	0	1	Receive

From the PO:

Click the **Receive** icon at the end of the line item which needs to be received.


Order WK075104 More Actions Invoice Order

Western Kentucky University > Wise Coaches

Purchase Order

Order Number	WK075104	Requisition	R047112	Bill To	Attn: Pamela Davidson WKU (258) Office of Professional Educator Services - GRH (258) 1906 College Heights Blvd. Bowling Green, KY 42101-1001 United States
Buyer	Tara Hornal Edit	Originators	Requester: Pamela Davidson On Behalf Of: Pamela Davidson	Ship To	tara.hornal@wku.edu
Order Date	6/6/2022 9:57 AM	State	Order - Open Receiving - Open		
Created Date	6/6/2022 9:57 AM	Organization Unit	Edit		
Order Submission	Send Electronically	Documents	Purchase Order		
Order Receiving	Receive Manually	Financial Year	FY22		
Visibility	Organization Unit Edit				
Payment Method	On Account				
Attachments	Drop files to attach, or browse Size limit 50MB				

Items Invoices History

Line	Item	Qty.	Price	Subtotal	
1	 Date: Sunday 08/14/2022 Destination: Clarksville, TN Match: ... Date: Sunday 08/14/2022 Dest...	1	\$1,144.50 / Each	\$1,144.50	
	Receiving Open	0	\$1,144.50 / Each	\$0.00	Receive
	Account W-370308-850290-74240 100.00%				Details
2	Dates: Wednesday 08/17/2022 - Friday 08/19/2022 Destination: ... Dates: Wednesday 08/17/2022 - Fr...	1	\$3,433.50 / Each	\$3,433.50	

3. The receiving window displays.

Receive Item 1 on Order WK075104

Date: Sunday 08/14/2022 Destination: Clarksville, TN Match:
Name: Austin Peay Bus spot time: 10:00 am Departure: 11:00 am
Return: Same day following 2:00 pm game

Action *

Receiving Date *

Received Quantity *

Note

	Qty.
Ordered	1
Delivered	0
Received	0
Returned	0
Invoiced	0

4. Select and Enter the information listed below:
 - a. **Action** – Receive or Manual Close
 - **Receive** – marks the products as received in good order and approves the invoice to be paid for those items.
 - **Manually Close** – marks items as NOT received and holds the invoice from being paid. If Manual Close is selected, a note explaining the issue is required and can be visible by the AP department for explanation why the invoice was rejected.
 - **Return** – marks an item as returned. If the receiving is closed, the item will need to be reopened before you can choose to Return.
5. Click OK to complete the action.