Promapp URL:

https://au.promapp.com/otago/Process/Minimode/Permalink/ClUiACyYCvkhpTFhZdTI4L

OVERVIEW

This guide shows you how to mark goods or services as received in Unimarket.
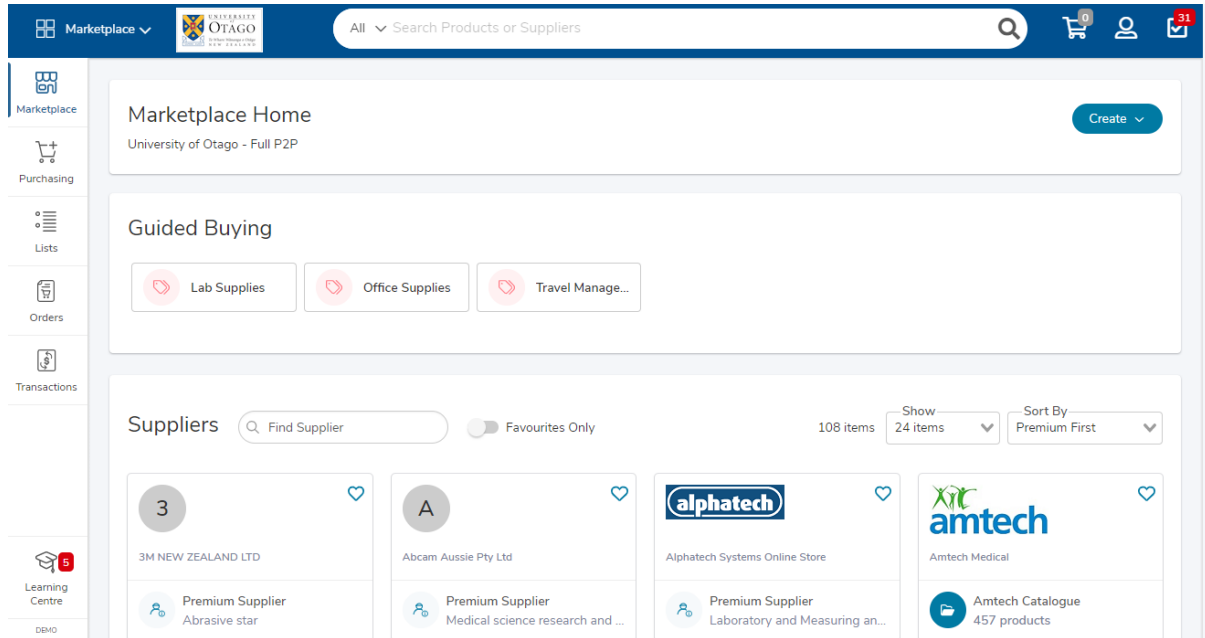
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BACKGROUND

When goods and services are received, it is crucial that this information is captured in Unimarket so that supplier invoices can be paid.

When you receive goods, you must first check the delivery for any restricted items. If there are none, you may proceed with the below process.
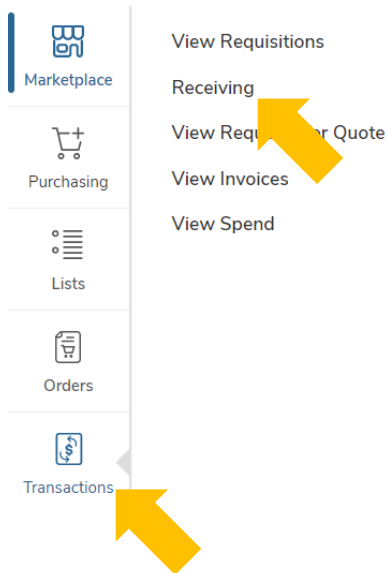
NXP orders under $250 will automatically receipt by default. Where goods are not received, this needs to be communicated to NXP so they can address.

RECEIVE GOODS OR SERVICES

1. Begin by opening Unimarket.

2. Find the order you wish to receive. It may come up as a task in the Task Menu on the top right of the screen, or you can click 'Receiving' under 'Transactions' on the left side menu.

3. Click on the relevant order number to open it.

4. Check whether all items or services were received.

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LINE	ITEM		QTY.	PRICE	SUBTOTAL	TAX
1	amtech	Swann Morton Surgical Blades Stainless Steel Size 11 Box 100 (...	150	$33.83 / Each	$5,074.50	NZ GST
	Receiving	Open	0	$33.83 / Each	$0.00	⬇Receive
	Invoices	0123456	0	$43.83 / Each	$0.00	ⓘ Details
	Account	103227.01.S.LI-LI-3259-00 100.00% 👁				

5. You can either mark all items or services as received or mark them off one at a time:

To mark just one item or service as received, scroll down to the item line and click 'Receive'.

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LINE	ITEM		QTY.	PRICE	SUBTOTAL	TAX
1	amtech	Swann Morton Surgical Blades Stainless Steel Size 11 Box 100 (...	150	$33.83 / Each	$5,074.50	NZ GST
	Receiving	Open	0	$33.83 / Each	$0.00	⬇Receive
	Invoices	0123456	0	$43.83 / Each	$0.00	ⓘ Details
	Account	103227.01.S.LI-LI-3259-00 100.00% 👁				

6. In the receiving pop-up, leave 'Action' as 'Receive'.

The Receiving Date and Time are pre-populated. Enter the 'Received Quantity'.

Enter a packing slip number and/or additional delivery reference information in the 'Note' section if relevant.

Receive Item 1 on Order OU00650   ✕

Name	Swann Morton Surgical Blades Stainless Steel Size 11 Box 100
Action *	Receive ⌄
Receiving Date *	12/03/2023 🕒 3:04 PM ⌄
Received Quantity *	100
Note	

	Qty.
Ordered	150
Delivered	0
Received	0
Returned	0
Invoiced	0

OK   Cancel

7. To view your receiving history, click the magnifying glass symbol next to the item.

Swann Morton Surgical Blades Stainless Steel Size 11 Box 100 (...		150	$33.83 / Each	$5,074.50	NZ GST
🔍 Receiving	Open	100	$33.83 / Each	$3,383.00	📥 Receive
Inv...	0123456	0	$43.83 / Each	$0.00	ℹ️ Details
Accoun...	103227.01.S.LI-LI-3259-00 100.00% 👁				

8. The Receiving History pop-up shows you the number of items that have already been received.
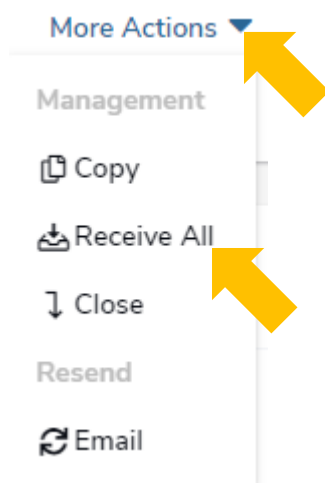Click 'Close' to exit the Receiving History window.

Receiving History for Item 1 - Swann Morton Surgical Blades Stainless Steel Si...   ✕

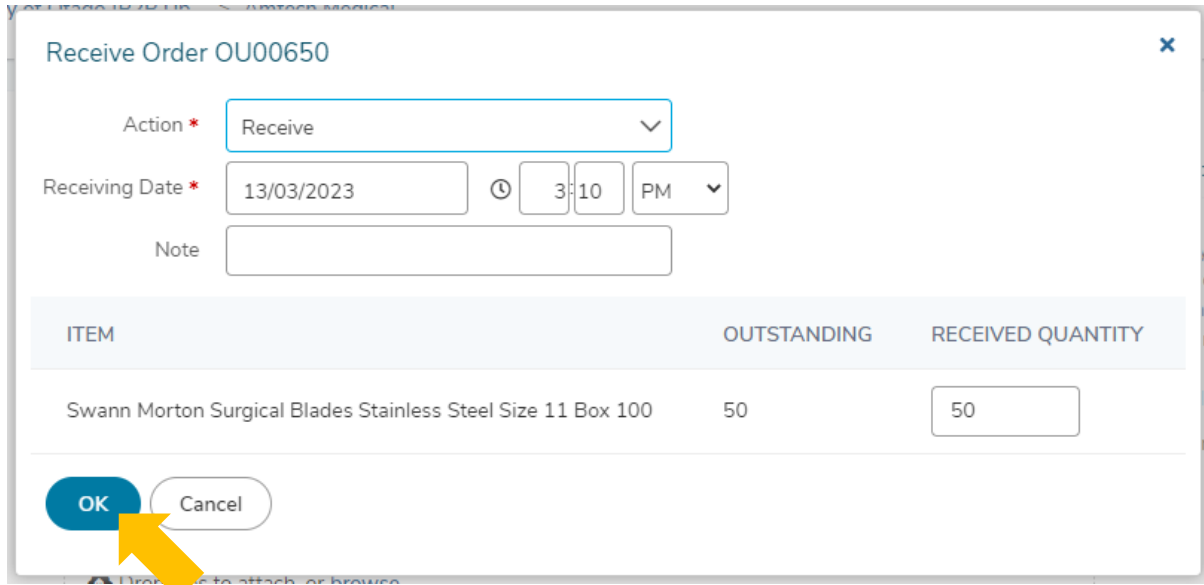| USER	ACTION	CREATED DATE	RECEIVING DATE	NUMBER	DELIVERED	RECEIVED	RETURNED	
Belinda Bass	Receive	13/03/2023 3:08 PM	12/03/2023 3:04 PM	REC20526	100	100	0	⊗ Undo
				Total	100	100	0	

☐ Show Hidden Receiving History

Close

9. To mark all (or all remaining) items or services as received, click on 'More Actions' on the top right of the page and select 'Receive All'.

More Actions ▼

Management

📋 Copy

📥 Receive All

⤵ Close

Resend

🔄 Email

10. The Receiving Date and Time are pre-populated.
    Make sure that the 'Received Quantity' is correct or adjust as needed.
    Enter a packing slip number and/or additional delivery reference information into the
    'Note' section if relevant.

UNDO RECEIVING

Sometimes, you may mistakenly mark an order, or part of an order, as received only to later realise that fewer items were received than you thought. Unimarket allows you to undo receiving if required.
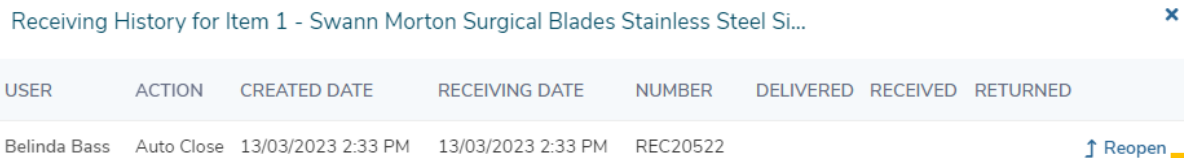
1. Begin with the order open on your screen.

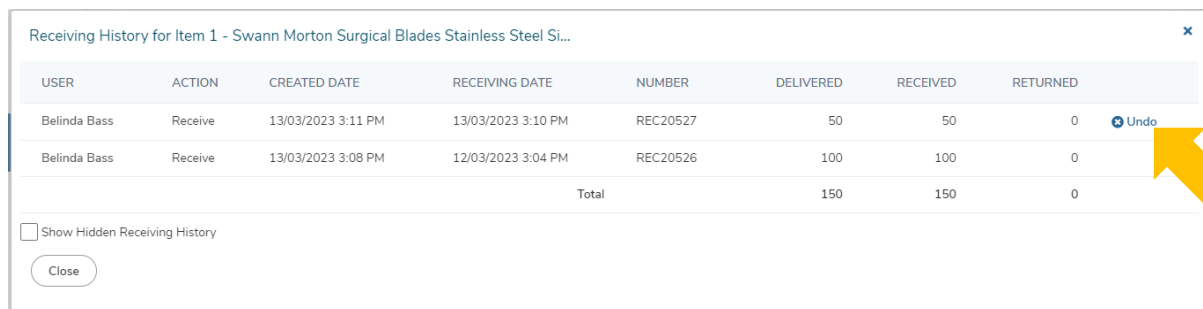2. Next to the item marked as received, click the '+ Receiving' button.

3. The 'Receiving History' pop-up window will appear.

4. If all line items were received, you'll need to reopen the receipted line item before you can undo it.

Note: *This step is not required unless all items have been marked as received.*

5. You can now click 'Undo' next to any line of items marked as received.

6. Click 'Close' when you're done.

PROCESS A RETURN

The return process records details of returns to supplier. Returns can be processed before or after invoice payment. Processing a return will decrease the received quantity, which will prevent invoice payment if receipt quantity is less than invoiced quantity.

Unimarket's return function helps keep track of returns but is not a replacement for communication with the supplier. Users should contact the supplier directly or contact Supply Chain, who can assist with communicating with the supplier.

1. Begin with the order open on your screen.
2. Find the order line where a return is required.

3. To process a return, goods must have first been received.
   If line is fully received, use the 'Reopen' button. Otherwise jump to step 5.

4. A note is required detailing the reason line is being reopened.

   Press OK to continue.

5. Use the 'Receive' function to enter the receiving pop-up

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LINE	ITEM		QTY.	PRICE	SUBTOTAL	TAX
1	amtech	Swann Morton Surgical Blades Stainless Steel Size 11 Box 100 (...	150	$33.83 / Each	$5,074.50	NZ GST
		🔍 Receiving Open	150	$33.83 / Each	$5,074.50	⬇ Receive
		Account 103227.01.S.LI-LI-3259-00 100.00% 👁				❶ Details

6. In the receiving pop-up, change the 'Action' to 'Return'.
   If no receiving has occurred on a line, then 'Return' and 'Undo' options will not be available.

Receive Item 1 on Order OU03952 ✕

Name	Swann Morton Surgical Blades Stainless Steel Size 11 Box 100
Action *	Receive ▼
Receiving Date *	[ ] 🕐 12:25 PM ▼
Received Quantity *	Manual Close
	Receive
Note	Return
	Undo

	Qty.
Ordered	150

7. Enter the 'Return Quantity", 'Return Action' (do we want a credit or replacement goods?), and 'Return Code' (why are we processing a return?) as appropriate.

Receive Item 1 on Order OU03952 ✕

Name	Swann Morton Surgical Blades Stainless Steel Size 11 Box 100
Action *	Return ▼
Receiving Date *	29/06/2023 🕐 12:25 PM ▼
Return Quantity *	5
Return Action *	Credit ✕▼
Return Code *	Defective ✕▼
Note	5x boxes sent were expired. Please credit

	Qty.
Ordered	150
Delivered	150

8. Press 'OK' to complete the return process.