Table of Contents

INTRODUCTION TO THE PURCHASING RECEIVER DOCUMENT (RC) .......................... 2

PURCHASING RECEIVER DOCUMENT (RC) ................................................................ 3
  RC Document Entry Screen .................................................................................. 4
  Example .............................................................................................................. 5
  RC Document ..................................................................................................... 6
  Example .............................................................................................................. 9
  Editing the Document .......................................................................................... 11
  Status Bar Messages ........................................................................................... 12
  Approvals .......................................................................................................... 13
  Approval Level 2 .................................................................................................. 13
  Approval Level 3 .................................................................................................. 15

CONTINUED PURCHASING SUPPORT .................................................................. 16
Introduction to the Purchasing Receiver Document (RC)

ADVANTAGE Receiver (RC) documents are used to post receiving information to purchase order. The receiver is one part of the three-way match necessary to pay the vendor for items ordered.

Receivers shall also be posted for partial orders received. Per NRS 333.460 “Within 5 working days after the receipt of supplies, materials and equipment, each state officer, department institution, board, commission or agency shall authorize the State Controller to draw money by transfer or warrant from the using agency’s account for payment of the claim.”

NOTE: If your agency received a quantity greater than ordered and plans to keep the items, please contact the Purchasing Division prior to posting the receiver.

Changes or cancellations to a receiver cannot be made once the document is accepted. Contact the Purchasing Division for any changes or cancellations to a receiver. Changes and cancellations can only be completed by the Purchasing Division.

When a requisition is submitted to the Purchasing Division with an invoice attached, the Purchasing Division will issue a Centralized Purchase Order and an "Automatic Receiver" will be issued. You do not need to post a receiver for these purchase orders.
Purchasing Receiver Document (RC)

- To open a Receiver (RC), open the Go To window:
  - Select the Go To arrow, or
  - Select Go To from the Navigator Window.
  - Enter RC in the Code field or Receiver in the Long Name field.
  - Select Open or press Enter.

The Batch/Document Entry screen will appear.
**RC Document Entry Screen**

**Document Type**

Leave as default (Receiver).

**Batch ID**

Leave blank, not used for original document entry.

**Organization**

Not used.

**Document ID**

Enter your three-digit agency code and click on the Automatic Document Numbering; write down the number issued when using automatic numbering.

**New**

Leave as default.

➢ Select **OK** or press **Enter**.
Example

This example reflects *required* information when using *Automatic Document Numbering*. 
**RC Document**

**Date of Record**

**Required.** Enter the date the order was received. (Cannot be a future date.)

**Clear All**

Select Clear All if the order was received complete, as ordered, with no exceptions. If the receiver is for partial shipment(s), leave blank.

**NOTE:** If the receiver is completing the purchase order after prior partial receivers have been posted, you can mark “Clear All” and you will get a warning message “BYPASSING FULLY RECV'D ORD LINE”. This is a warning message, so make sure the receiver completes the order and continue.

**Transaction Type**

Leave as “New” (default). To modify or change an RXQ that’s already been accepted, you must contact the Purchasing Division to make the change.
To cancel an RXQ, you must contact the Purchasing Division to make the cancellation. An RXQ cannot be canceled if a PC document has already been issued referencing the document.

Comments
Optional. Enter any notation you want associated with this receiver.

Vendor
Required. Enter the vendor listed on the purchase order document. The number must match the vendor number listed on the PC document.

Reference Order
Required. Enter the PC document number from the purchase order.

Received By
Required. Enter the name of the person who signed for the delivery.

NOTE: If the receiver is marked as a “Clear All,” the above sections are the only information needed. If the receiver is a partial, continue to the following sections.

Carrier
Not used.

Line
Enter the line number of the Receiver documents (i.e., 001, 002 etc.) This is not the PO line number.

Order Line
Enter the commodity line number of the PC document (i.e., 001, 002 etc.) that was received.

Quantity / SC $ Ordered
System will infer this information from the original order.

Quantity / SC $ Delivered
Required. Enter the quantity of goods received for the commodity line. If received is more than the quantity ordered and the agency wishes to keep the extra items, contact the Purchasing Division for the order to be modify before the receiver is posted.

Unit of Measure
System will infer this information from the original order.

Def/Inc/Dec
Leave as Default.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commodity Code</td>
<td>System will infer this information from the original order.</td>
</tr>
<tr>
<td>Item Code</td>
<td>Not used.</td>
</tr>
<tr>
<td>Description</td>
<td>System will infer this information from the original order.</td>
</tr>
<tr>
<td>Partial/Final Indicator</td>
<td>If commodity line item is received complete, select <em>Final</em>; if the receiver represents only a partial receipt, select <em>Partial</em>.</td>
</tr>
<tr>
<td>Special Condition</td>
<td>Conditional. Enter a special condition associated with the receipt of items for this line (i.e. equipment condition, overshipment, short shipment, etc.) when marking this commodity line item as final and it does not match the original ordered amount. Use the <em>Help/Find Code</em> by clicking on the <img src="image" alt="Help/Find Code" /> in this field to find valid special condition codes.</td>
</tr>
<tr>
<td>Text</td>
<td>Not used.</td>
</tr>
<tr>
<td>Manuf Safety Data Sheet Included</td>
<td>Not used.</td>
</tr>
<tr>
<td>Manufacturer Name</td>
<td>Not used.</td>
</tr>
<tr>
<td>Number</td>
<td>Not used.</td>
</tr>
</tbody>
</table>
Example

This example reflects information **required** for the RC document with “Clear All” selected.

**NOTE**: *Clear All* does not display information at the detail line level.
This example reflects information required for line by line receipt RC documents.

NOTE: If there is more than one line for the receiver, select *Edit: Insert Line After* or *Ctrl-F* and repeat all of the steps above.
**Editing the Document**

After entering all required information, the RC must be edited. The system will verify information and allow you to view and fix any errors or missing information.

- To edit the RC:
  - Select **Process: Edit** from the Menu bar, or
  - Select the **Edit Document** icon from the shortcut tool bar, or
  - Press **F7**.

Check the Status bar at the bottom of the window for messages.
Status Bar Messages

The **Message Bar** gives a short description of each message. The first message appears by default.

When a document has been edited, and no errors are detected, the Message Bar will indicate approval levels 2 and 3 are needed to process the document. The Status will be a PEND2.

If a document contains errors and cannot be processed, the Status will be REJCT.

To view detail of the error messages, select the **Messages** button to the right of the Message Bar.

The Messages window will appear when the **Messages** button is selected. If the error code ends with a ‘W’, the message is a warning and should be reviewed before processing the document. If the error code ends with an ‘E’, the message is a hard error and the document will not process until the error is corrected. If the error code ends with an ‘O’ the entry is different than what the tables say it should be, and the error can be overridden. Contact the Purchasing Division to override an error message.

You can view an extended description of any message by double-clicking on it in the Messages window. The extended description may include background about what caused the error or tips on how to correct the error.

Correct errors indicated and re-edit the document. For more information on messages, refer to the Controllers Office, SNAP Navigation Manual.

**NOTE:** Changes or cancellations cannot be made once the document is accepted. Contact the Purchasing Division for any changes or cancellations to a receiver. **Changes and cancellations can only be completed by the Purchasing Division.**
Approvals

Approving a document electronically is the same as signing off on a Receiver document. Approval Levels are associated with user profiles, which are established and approved by agency management. Receivers require approval levels 2 and 3 in order to process. Documents awaiting approval can be found on the Document Listing (SUSF) table. See Approving Documents from the Document Listing (SUSF) in the Controllers SNAP Manual, Payment Voucher section.

Approval Level 2

After a document has been edited and all errors have been corrected, approval levels 2 and 3 must be applied in order for the document to process.

To apply Approval Level 2 (PEND2 Status):

- Select Process: Approve from the drop down menu box, or
- Select the Approve icon on the toolbar, or
- Press F12.
The document status should state *PEND3*, meaning the document is now ready for final approval (Approval Level 3).

You can close this document by clicking the (X) button at the right corner of the batch header, or if you have more documents to enter, select **Display** from the menu bar and choose **New Document**. This will bring up a new Batch / Document Entry screen.
Approval Level 3

In order to apply the final approval of a document, verify the RC is a valid receipt and all information is correct.

To apply Approval Level 3 (PEND3 Status) and Schedule the RC:

- To apply Level 3 approval:
  - Select **Process: Approve** from the drop down menu box, or
  - Select the Approve icon on the toolbar, or
  - Press **F12**.

  The document Status should state **SCHED** meaning the document is ready to process.

* You must correct all errors before you schedule (SCHED) the document. For more information on errors refer to the Controllers SNAP Navigation Manual.
CONTINUED PURCHASING SUPPORT

We encourage agencies to visit the Purchasing Division web site. We provide extensive information on this site regarding all aspects of statewide purchasing. For specific and the most up to date ADVANTAGE information and documentation please visit the ADVANTAGE Financial section on our site map. The address of our web site is: http://purchasing.state.nv.us

For functional phone support please call the Purchasing Division at 775-684-0170.

The following staff is available to assist your needs:

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Phone</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>775-684-0179</td>
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</tr>
<tr>
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