

# **Hilltop Shop User Reference Guide**

## **USF Requestor**



**Version 1.2**  
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Version	Changes	Date Created	Author
1.0	Initial version	8/6/17	Huron
1.1	Incorporated edits from PAAS	8/24/17	Huron; Janet Teymourtash
1.2	Minor updates (screenshots and spelling)	10/16/17	JAGGAER (Squarebriggs)

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## Overview of the Session

### Agenda

1. Introduction
2. About this Session
3. Concepts & Process Overview
4. Hands-On Exercises
5. Training resources
6. Question and Answer
7. Survey

### About Our Learning Objectives

We have developed Learning Objectives to provide you with the necessary knowledge, skills, and attitudes to successfully use Hilltop Shop. Please refer to them as we proceed through training.

The general Skills, Knowledge and Attitudes that are expected once the learning objectives are accomplished are listed below.

<b>Skills</b>	What participants should be able to do by the time the course is completed.
<b>Knowledge</b>	What participants should know and understand by the time the course is completed.
<b>Attitudes</b>	What the participants' opinions will be about the subject matter of the course by the time it is completed.

## Hilltop Shop Business Process

### Learning Objectives



During this session, you will learn:

- ✓ Benefits Hilltop Shop will bring to the Procure-to-Pay process
- ✓ New practices and procedures for requesting products and services
- ✓ Departmental roles and responsibilities in Hilltop Shop
- ✓ Key capabilities of each role
- ✓ High level process overview

### Benefits of Hilltop Shop

#### Efficiencies

- One system to accomplish all procurement activities
- One stop shop for catalog and non-catalog orders

#### Ease of Use

- Catalog content available with USF preferred pricing
- Catalog and non-catalog orders in the same system
- After-the-Fact payment to vendors

#### Visibility

- Purchasing and payment information in one place
- Complete history per transaction showing who, what and when a transaction was created/modified
- Data export capability

#### Compliance

- Ability for departments to increase compliance using workflow
- Ability to ensure purchasing compliance with USF policy

#### Speed

- Orders are electronically sent to the supplier as soon as approval steps are complete
- Orders dispatched to vendors in real-time
- Quick order turn-around from catalog enabled vendors

#### Cost Savings

- On contract spend
- Increased spend visibility will lead to better supplier pricing

#### Communication

- Use of internal notes, comments and attachments to others involved in processing the purchase
- Use of external notes to communicate with suppliers

### New Practices and Procedures

- Except those noted as out-of-scope in the USF Procurement Policy, all university related expenditures will be purchased through Hilltop Shop.
- All University employees (“Shoppers”) can access Hilltop Shop through myUSF.
- Hilltop Shop allows departments to purchase goods or services from pre-negotiated contracts and buying agreements.

- Requestors can place Hosted Catalog and Punch-Out Store orders up to \$500 without additional approvals.
- If you can't find the item or service required, users will submit a **Non-Catalog** or **Service Request** form.
- A Shopper, Requestor or Approver associated with the purchase order (PO) will be required to post receipts for all goods and services \$500 and over. Please note: The receipt is required to pay the Vendor.
- Receipts are not required on purchases less than \$500. If desired, users may post receipts on all transactions, however, the Vendor will be paid regardless if a receipt is posted or not. If a Vendor has not satisfactory fulfilled PO obligations, please refer to the Quick Reference Guide titled Managing Invoice Exceptions.
- Receipt of goods or services will serve as a confirmation that the vendor has fulfilled their obligation and all associated invoices are "Ok to pay".

## Departmental Roles in Hilltop Shop

### Roles & Capabilities

All users in Hilltop Shop will have an assigned role. Each role has assigned permissions allowing a user to perform specific functions in Hilltop Shop. The table below provides a high-level summary of the basic functions each role can perform in Hilltop Shop.

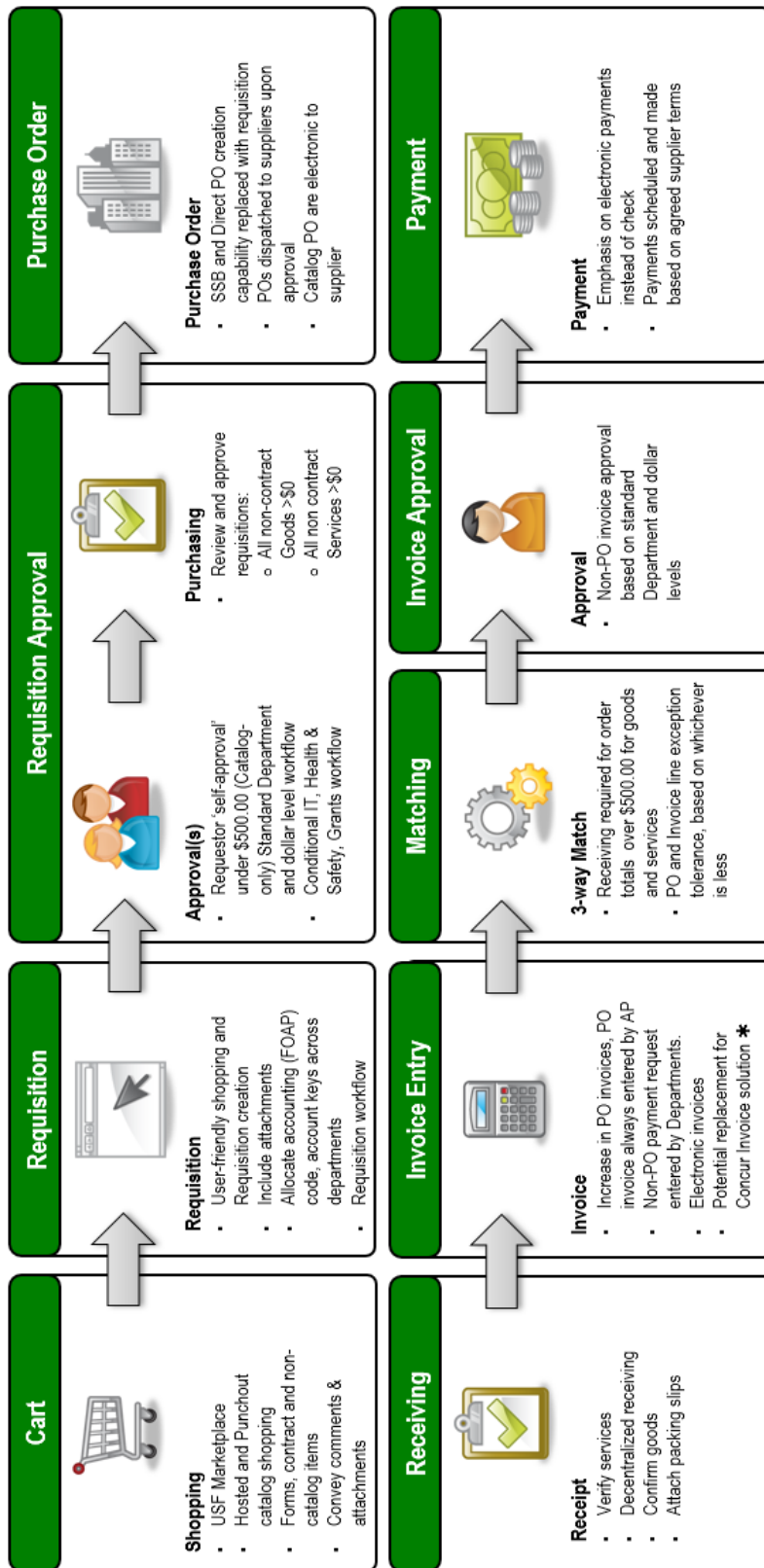
Role	Capabilities/Functions											
	Create Cart	Assign Cart	Submit Cart	Appv/Reject/Return Req	Edit Req in WF	Edit PO	Create Receipt	Create Invoice	Resolve Match Excep.	Appv/Reject/Comment Invoice	Request New Vendor	Approve Vendor Request
Shopper	✓	✓					✓					
Requestor	✓	✓	✓				✓				✓	
Approver	✓	✓	✓	✓	✓		✓				✓	
Specialty Approver	✓	✓		✓	✓		✓					
PaAs Ops	✓	✓	✓	✓	✓	✓	✓				✓	✓
A/P Ops	✓	✓						✓	✓	✓	✓	
Invoice Approver	✓	✓							✓	✓		

## Details

Role	Description
<b>Shopper</b>	<p>Shop/create carts in Hilltop Shop</p> <p>Assign Carts to Requestor. (Shopper must know to whom to assign the cart)</p> <p>On PO greater than \$500, confirms Vendor has fulfilled the order by posting the receipt</p> <p>Optional: Can convey comments and funding instructions</p>
<b>Requestor</b>	<p>Role is assigned by Budget Manager</p> <p>Can shop for department up to \$500 from hosted catalog or punch-out store without additional approvals.</p> <p>Receives assigned/submitted carts from Shoppers</p> <p>Can edit the Cart before submitting into requisition workflow</p> <p>Must have knowledge of proper chart field use and responsible for proper FOAP assignment</p> <p>Confirms all requisition information is accurate, complete and complies with policy and funding requirements</p> <p>On PO greater than \$500, confirms Vendor has fulfilled the order by posting the receipt</p>
<b>Approver</b>	<p>Role is assigned based on Banner approval queues</p> <p>Can shop and submit requisitions without assigning carts to Requestor</p> <p>Review requisitions for compliance and budget availability on unrestricted funds</p> <p>Confirms requisition information is accurate, complete and complies with the policy and funding requirements</p> <p>Ability to edit requisition within workflow</p> <p>Ability to approve, return, or reject requisition.</p> <p>On PO greater than \$500, posts receipts to authorize payment to vendor</p>
<b>Specialty Approver</b>	<p>Role assigned based on Hilltop Shop workflow rules (not Banner)</p> <p>Reviews and confirms requisitions for compliance</p> <p>Ability to edit requisition within workflow</p> <p>Ability to approve, return, or reject requisition</p> <p>Assigned based on Jaggaer workflow rules (not Banner)</p> <p>Role can shop, however Specialty Approvers must assign carts to a Requestor for review</p>
<b>Purchasing Ops</b>	<p>Submit requisitions that are cross charged across multiple department FOAPs</p> <p>Confirms requisitions comply with USF Procurement Policy</p> <p>Approve, return, reject and edit requisitions within workflow</p> <p>Completes change orders and cancellations requests</p> <p>Create and manages formal Sourcing Events</p> <p>Create and manages procurement related contracts and buying agreements</p> <p>Views Vendor profiles</p> <p>Vets and approves Vendor registrations</p>
<b>Accounts Payable</b>	<p>Enter, review and approve vouchers/credit memos</p> <p>Sets up prepaids and recurring payment schedules</p> <p>Review and approve match exceptions scenarios for tax exceptions and 1099 reporting</p> <p>Reject/Cancel Invalid Vouchers</p> <p>Review and approve all after-the-fact payment requests</p>
<b>Invoice Approver</b>	<p>This role is typically the Budget Manager/Director within the Business Unit.</p> <p>Works with Shoppers and/or Requestors to resolve all match exceptions</p> <p>When appropriate, works with non-catalog vendors to correct erroneous invoices</p>



## High Level Business Process



The High-Level Business process shows each of the major steps that are performed in the end-to-end process from shopping through review, authorization, approval, ordering, receiving, invoice processing, exception management and payment

## About the Requestor Role

### Overview

Requestors receive a notification in Hilltop Shop and an email of a new cart assignment. The Requestor is responsible for converting the cart to a requisition as well as editing, canceling or finalizing carts. In addition, the Requestor is responsible for

- ✓ reviewing the carts assigned by Shoppers
- ✓ creating requisition line items
- ✓ assigning accounting (FOAP)
- ✓ optionally determine the correct commodity coding
- ✓ verifying shipping information
- ✓ review and confirm attachments
- ✓ adding comments to requisitions
- ✓ submitting requisitions to Approvers

Requestors have responsibilities to ensure purchase and after-the-fact payment requests are appropriate, accurate, complete, have accurate funding (FOAP) assigned, and are in alignment with USF Procurement Policy. In general, Requestors will need to become familiar with procurement practices and policies that apply to the requisitions they process. Additionally, Requestors must know the department's approval workflow and keep track of requisitions through the workflow lifecycle. They must also use Hilltop shop to communicate with Shoppers, Approvers, Specialty Approvers, PaAs and A/P operations involved in the workflow by using internal notes, history, comments, and attachments.

### Responsibilities

#### Shopping & Cart Management

- Receive shopping carts assigned by a Shopper
- Monitor and maintain your 'Worklist' of assigned shopping carts
- Edit items and form contents
- Optionally identify the appropriate commodity codes
- Review and add comments, notes, and attachments
- Return incomplete, out of policy, or unnecessary shopping carts to Shoppers
- Shop and create requisitions without a Shopper being involved

#### Requisition Quality

- Edit all aspects of the requisition, including both the Catalog and Forms items prior to approval
- Ensure line item descriptions are specific and detailed enough to properly describe the item or service being requested (i.e.: Do not enter "Business Cards"; rather enter "Business Cards for Jane Doe")
- Validate the Bill To and Ship To addresses and edit the information, if necessary
- As a best practice, keep items using Forms in a separate cart from Hosted Catalog and Punch-Out Stores

#### FOAP Coding

- Understand department specific policies on how FOAPs should be utilized for purchases
- Enter the appropriate FOAP information and other essential funding information
- Apply FOAP information that a requestor has authorization to charge against
- Know when it's appropriate to split orders across multiple FOAP strings and limiting FOAP splitting to no more than 4 splits per order
- Assign shopping carts to PaAs when cross charging an order across multiple department FOAPs

### Commodity Codes

- Optionally, can assign commodity codes to all line non-catalog line items (ie: non-catalog form, services form, etc...); however, PaAs will review commodity code assignments for proper alignment
- Hosted and Punch-out catalog orders are automatically assigned commodity codes

### Necessary Documentation

- **Quotes/Bids:** Ensure requisition complies with USF Procurement policies for quotations and competitive bidding and appropriate documentation is attached to the requisition
  - Up to \$5,000 - Pricing should be reasonable but there is no requirement to solicit a quote or proposal
  - \$5,000 to \$25,000 - Obtain a quote or proposal from at least 2 qualified sources
  - \$25,000 to \$50,000 - Obtain a quote or proposal from at least 3 qualified sources
  - Above \$50,000 - Formal sourcing event (RFx) is required. Please contact Purchasing and Ancillary Services
- **Sole Source Justification:** Demonstrate the purchase from a particular vendor is sufficiently justified as sole or single source when quotations or competitive bids are not acquired
  - Requestor should complete the Sole/Single Source Justification section on the following forms:
    - Non-Catalog Requisition
    - Service Order Requisition
    - After-the-Fact Payment
    - Independent Contractor
- **Pre-Payments:** Though pre-payments are not typically acceptable, in rare instances some vendors may require a deposit prior to fulfilling a Purchase Order. In these instances, the Requestor is responsible to ensure the following documentation and comments are provided.
  - Attach a pro-forma invoice provided by the vendor outlining the applicable payment schedule
  - Ensure the "Prepayment Required" checkbox in the General section on the Requisition is checked (Note: the pre-payment will not be processed if this checkbox is not properly set on the requisition)
  - Provide an explanation of why a pre-payment is necessary for the purchase
- **Purchases Crossing Fiscal Year:** Towards the end of the USF fiscal year, purchases may get placed the will not be fulfilled nor invoiced until the next fiscal year. In these instances, the Requestor is responsible that the purchase is coded to the correct accounting date in Hilltop before submitting the requisition. Exercise 12 includes steps for adjusting the accounting date on the requisition.

### Communication of Approach

- Requestors will need to inform Shoppers about the department's approach to Cart management

### Order Communication

- At times, the Vendor may communicate directly to the Requestor with questions/status related to the PO
- Requestors should use Hilltop Shop to document these comments by using the Notes, Comments, or Attachments

## Self-Approval Threshold

The implementation of Hilltop introduces a new concept to USF being a self-approval threshold. The self-approval threshold is simply a rule where certain types of purchases under a specific dollar threshold will not require departmental approval from a Business Manager or higher.

- New Procurement Policy allows Requestors to place Hosted Catalog or Punch-Out Store orders up to \$500 without additional departmental approval
- Hosted Catalog or Punch-Out orders over \$500 and all requisitions created from a form (i.e., non-catalog, service, payment, etc.) will require a departmental approval regardless of amount.
- Specialty Approvals (i.e., ITS, Facilities, EH&S, Grants, etc.) will be required depending on the nature of the purchase. The rules for specialty approvals is covered in a later section

## Requisition Approval Workflow (Departmental)

Hilltop Shop utilizes automated workflow to route purchase requisitions through departmental workflow based on the assigned FOAP and total amount of the requisition. The table below outlines the type of departmental approvals that are required per dollar threshold.

Approval Required	Expenditure Threshold
Requestor Specialty Approval (if required)	Hosted Catalog & Punch-Out Store purchases up to \$500
Business Manager Specialty Approval (if required)	Hosted Catalog & Punch-Out Store purchases \$500-\$5,000.
Business Manager Specialty Approval (if required)	Non-catalog purchases up to \$5,000
Business Manager Specialty Approval (if required) <b>Plus:</b> <b>For Non-Provost Units:</b> Assistant or Associate Vice President, Athletic Director <b>For Provost Units:</b> Dean and Associate Vice Provost	All purchases greater than \$5,000  <b>Note: Non-Provost Units:</b> With the approval of the respective divisional Vice President and the Vice President for Business and Finance, threshold values can increase up to \$50,000,
Business Manager Specialty Approval (if required) <b>Plus:</b> <b>For Non-Provost Units:</b> Respective Divisional Vice President <b>For Provost Units:</b> Vice Provost for Planning and Budget	All purchases greater than \$10,000

## Specialty Approval

In addition to departmental approvals, certain Specialty Approvals will be required on requisitions that meet certain conditions regardless of the value.

Approval Required	Scenario
<b>Grants Approval</b>	Purchases made against a Grants fund (funds beginning with a "4")
<b>ITS</b>	Purchases made for information technology, including systems, hardware or software purchases
<b>Environmental Health &amp; Safety</b>	Purchases of hazardous materials or chemicals
<b>Furniture</b>	Purchases for furniture, fixtures or equipment (FF&E)
<b>Appliances</b>	Purchases for appliances (i.e., refrigerator, microwave, heater, A/C, etc.)
<b>Branding, Marketing or Advertising</b>	Purchases for marketing collateral, advertising or branding (logo).
<b>Office of the General Counsel (OGC)</b>	Any procurement related contract or agreement (SLA, MSA, etc)
<b>Sourcing</b>	Purchases > \$50,000 requires Formal Sourcing Events (RFx)
<b>Procurement</b>	Non-Catalog Orders New Orders: Name Badges and Business Cards Purchases > \$5,000 Procurement related contracts or buying agreements Purchases with blank commodity codes Change Order and Cancellation requests
<b>Accounts Payable</b>	After-the-Fact Payment form is used

## Hilltop Shop Exercises

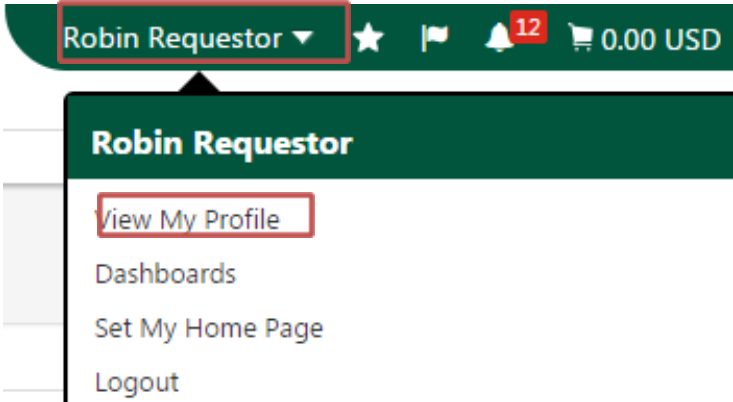
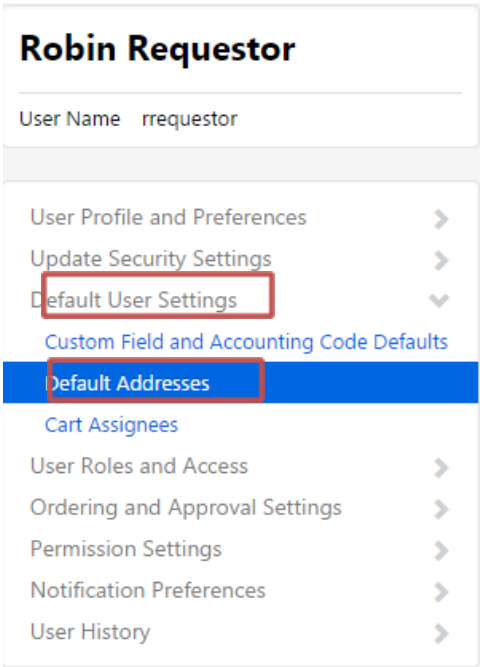
### Profile Management

Profiles in Hilltop Shop allow you to make the buying and paying process more efficient and customize your user experience by allowing you to save default information, shipping addresses, frequently used fund and account codes, cart assignees, notification preferences and email approval options. Note, some of the values in your profile are maintained by the system administrators and cannot be changed – these include user roles, permissions, order settings and approval settings.

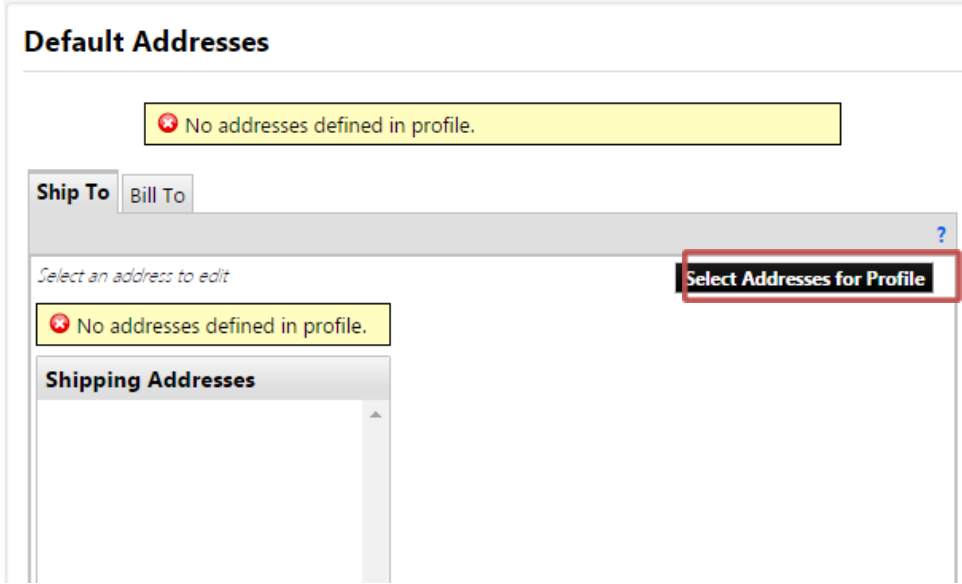
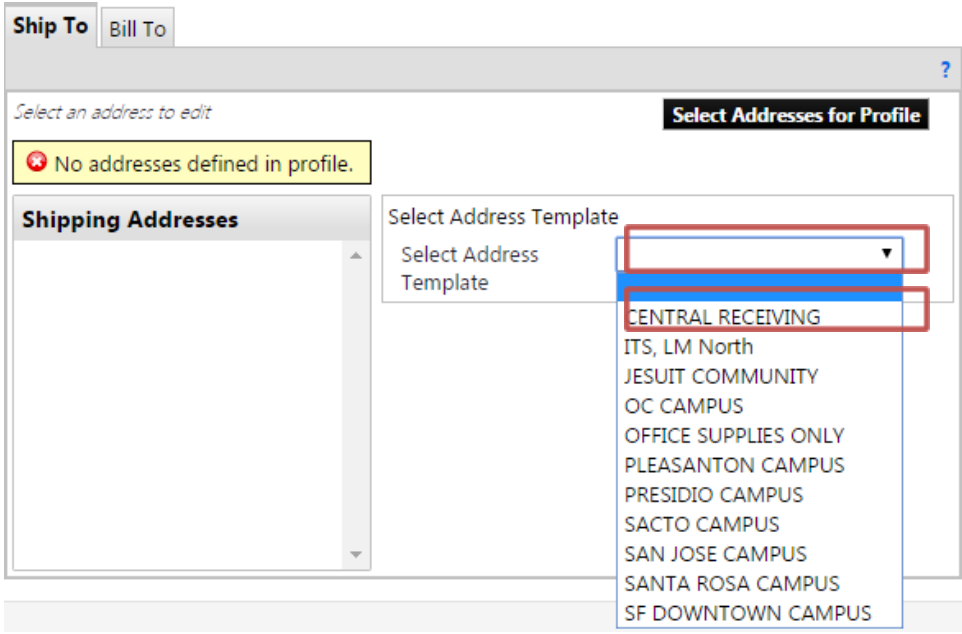
In this section of the course, you learn to perform the following:

- Exercise 1: Setting Default Shipping Address
- Exercise 2: Setting Default FOAP
- Exercise 3: Setting Favorite Pages

## Exercise 1: Setting Default Shipping Address

Step	Description
1	<p>Log into Hilltop Shop</p> <p>Use the username provided to you. In production, there will not be required to enter separate login credentials as all users will access the site through USF's Single Sign-on</p>
2	<p>From the home page, click your name in the dashboard located in the top right and select <b>View My Profile</b> from the menu</p> 
3	<p>Click <b>Default User Settings</b> and then <b>Default Addresses</b></p> 
4	<p>Click on the <b>Select Addresses for Profile</b> button</p>



	
5	<p>Search using the drop down list of approved USF address locations. Once you have identified your preferred address, click on the corresponding address name.</p> 
6	<p>Ensure the option to make this your <b>Default</b> address is checked. Make sure the <b>ATTN</b> line is correctly filled out with your name. Enter your location on campus in the <b>Room/Floor/Hall</b> field.</p>

### Edit Selected Address ?

Nickname CENTRAL RECEIVING  
Default ☐  
Current Default Address ---

### ADDRESS

ATTN: Robin Requestor  
Contact Line 2 Hayes Healy Receiving  
Room/Floor/Hall: Malloy Hall 244  
Address Line 1 2299 Golden Gate Avenue  
City San Francisco  
State CA  
Zip Code 94118  
Country United States

Save

- 7 Click the **Save** button to store this address in your profile. This will ensure future orders are prompted with this shipping address.
- Please note: Billing Address (or Bill To) has been defaulted to the only option available, which is the Accounts Payable billing address.

### Edit Selected Address ?

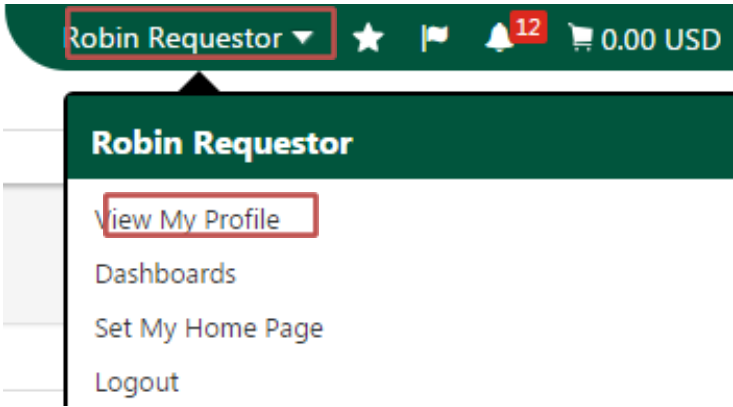
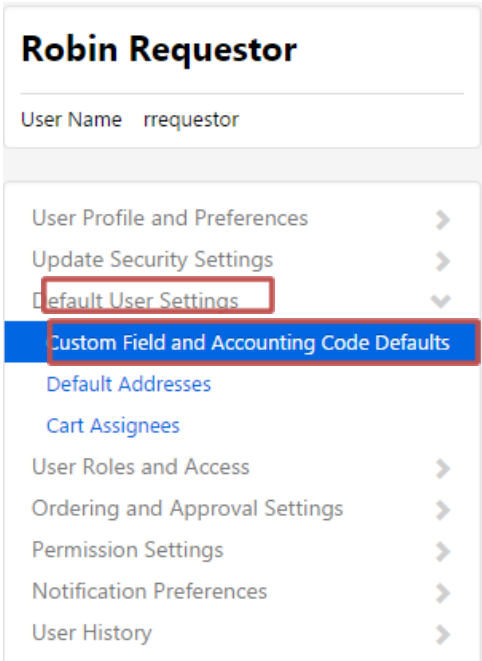
Nickname CENTRAL RECEIVING  
Default ☒  
Current Default Address ---

### ADDRESS

ATTN: Robin Requestor  
Contact Line 2 Hayes Healy Receiving  
Room/Floor/Hall: Malloy Hall 244  
Address Line 1 2299 Golden Gate Avenue  
City San Francisco  
State CA  
Zip Code 94118  
Country United States

Save

## Exercise 2: Setting Default FOAP

Step	Description
1	<p>Login to Hilltop Shop.</p> <p>Use the username provided to you. In production, there will not be required to enter separate login credentials as all users will access the site through USF's Single Sign-on</p>
2	<p>From the Hilltop Shop home page, click your name in the dashboard located in the top right and select <b>View My Profile</b> from the menu</p> 
3	<p>Click <b>Default User Settings</b> and then <b>Custom Field and Accounting Code Defaults</b></p> 

4

Now click on the **Code Favorites** tab in the center of the screen. Then click on the **Add** button above the **FOAPAL** section.

## Custom Field and Accounting Code Defaults

Header (int.) Codes **Code Favorites** Internal Information

?

Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout. You may create a new Code Favorite by clicking the "Add" button and entering a commonly used combination of accounting codes with or without splits. Code Favorites are accessed during checkout by editing the codes section or by selecting it as your default accounting codes in your profile.

**Add**

### FOAPAL

?

Fund	Organization	Account	Program	Activity
<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>

5

Enter a brief description in the **Nickname** field, then click the checkmark box next to the **Default** option to make this your default FOAP string.

### FOAPAL

?

X

Nickname  ☒ Default

Fund	Organization	Account	Program	Activity	add split
<i>no value</i> Select from all values... Clear selected value...	<i>no value</i> Clear selected value...	<i>no value</i> Select from all values... Clear selected value...	<i>no value</i> Clear selected value...	<i>no value</i> Select from all values... Clear selected value...	

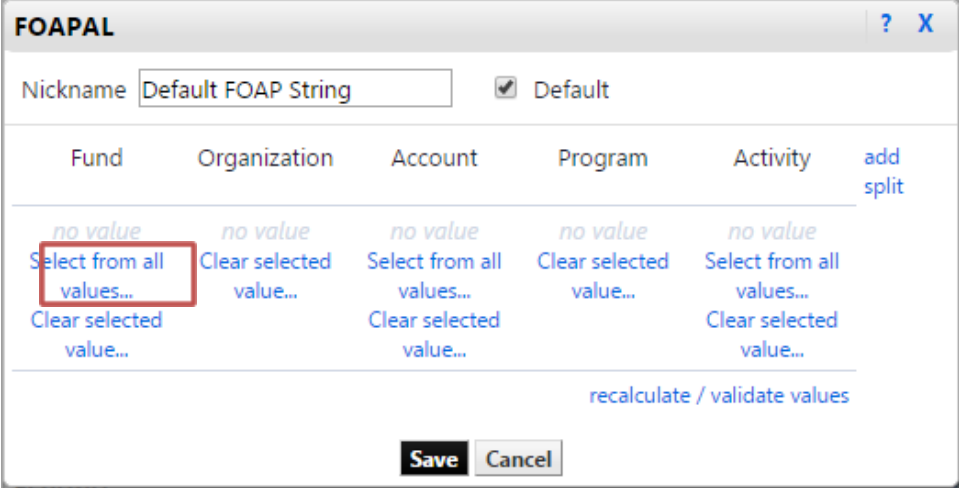
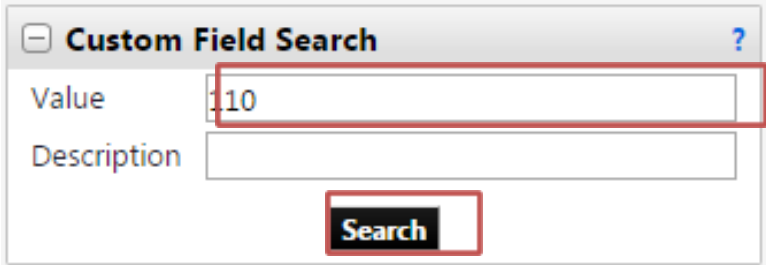
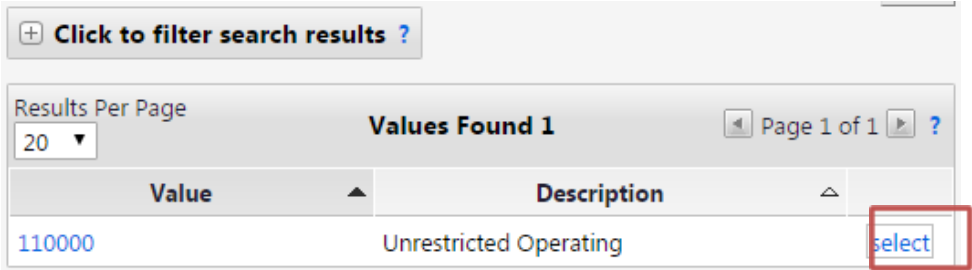
[recalculate / validate values](#)

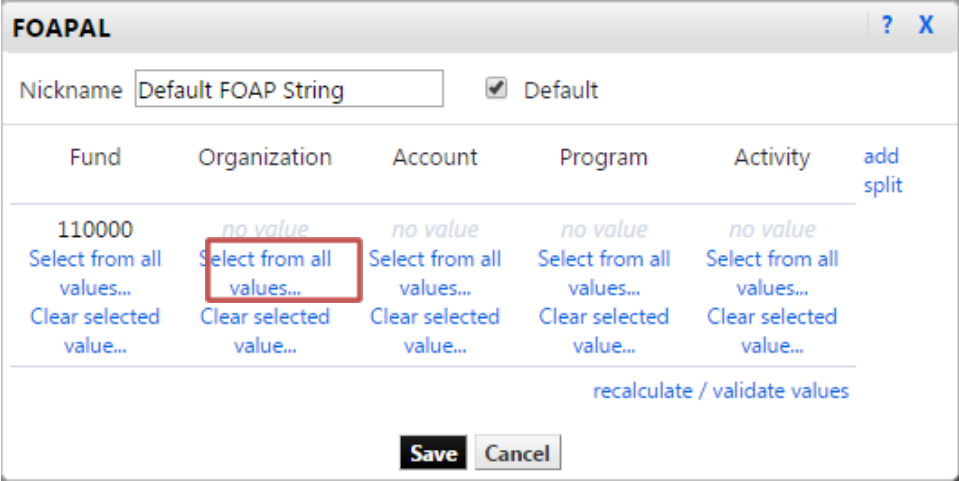
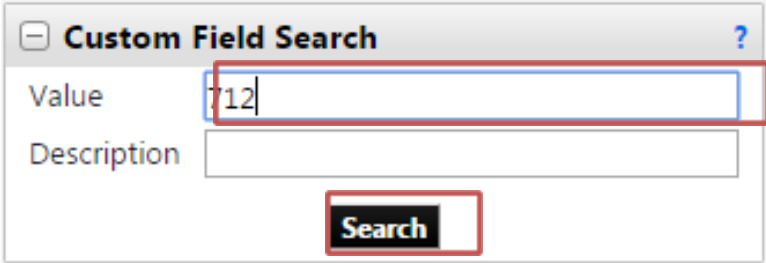
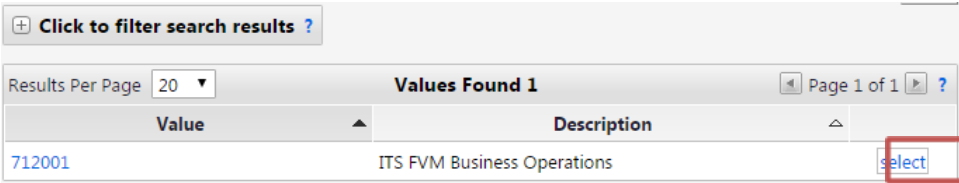
**Save**

Cancel

6

Under the **Fund** heading click on **Select from all values...** link

	 <p>The screenshot shows the FOAPAL window. At the top, there's a 'Nickname' field with 'Default FOAP String' and a checked 'Default' checkbox. Below this is a table with columns: Fund, Organization, Account, Program, Activity, and an 'add split' link. Each column has a 'no value' status and a 'Select from all values...' link. The 'Fund' column's 'Select from all values...' link is highlighted with a red box. Below the table are 'Clear selected value...' links for each column and a 'recalculate / validate values' link. At the bottom are 'Save' and 'Cancel' buttons.</p>
7	<p>A pop-up window will open. Enter the first three digits of the Fund code you'd like to select in the <b>Value</b> field. Click the <b>Search</b> button</p>  <p>The screenshot shows the 'Custom Field Search' window. It has a 'Value' field with '110' entered, which is highlighted with a red box. Below it is a 'Description' field. At the bottom is a 'Search' button, also highlighted with a red box.</p>
8	<p>A list of options matching your search criteria will appear. Click on <b>select</b> next to the value you wish to choose</p>  <p>The screenshot shows the search results window. It has a 'Click to filter search results ?' button. Below it, 'Results Per Page' is set to 20. The title is 'Values Found 1'. It shows 'Page 1 of 1'. There's a table with columns 'Value' and 'Description'. The first row has '110000' under 'Value' and 'Unrestricted Operating' under 'Description'. A 'select' link is at the end of the row, highlighted with a red box.</p>
9	<p>The selected value will now appear under the <b>Fund</b> heading. Next, under the <b>Organization</b> heading, click on <b>Select from all values...</b> link</p>

	 <p>The screenshot shows the FOAPAL window. At the top, there's a 'Nickname' field with 'Default FOAP String' and a 'Default' checkbox. Below is a table with columns: Fund, Organization, Account, Program, Activity, and an 'add split' link. The 'Fund' column has '110000'. The 'Organization' column has 'no value' and a 'Select from all values...' link, which is highlighted with a red box. The 'Account', 'Program', and 'Activity' columns also have 'no value' and 'Select from all values...' links. Below the table are 'Clear selected value...' links for each column. At the bottom right is a 'recalculate / validate values' link. At the bottom are 'Save' and 'Cancel' buttons.</p>
10	<p>A pop-up window will open. Enter the first three digits of the Organization code you'd like to select in the <b>Value</b> field. Click the <b>Search</b> button</p>  <p>The screenshot shows the 'Custom Field Search' window. It has a 'Value' field with '712' entered, which is highlighted with a red box. Below it is a 'Description' field. At the bottom is a 'Search' button, also highlighted with a red box.</p>
11	<p>A list of options matching your search criteria will appear. Click on <b>select</b> next to the value you wish to choose</p>  <p>The screenshot shows the search results window. It has a 'Click to filter search results ?' button. Below it is a 'Results Per Page' dropdown set to '20'. To the right is 'Values Found 1' and 'Page 1 of 1'. Below is a table with columns 'Value' and 'Description'. The 'Value' column has '712001' and the 'Description' column has 'ITS FVM Business Operations'. To the right of the description is a 'select' link, which is highlighted with a red box.</p>
12	<p>The selected value will now appear under the <b>Organization</b> heading. Next, under the <b>Program</b> heading, click on <b>Select from all values...</b> link</p>

**FOAPAL**
? X

Nickname 
☒ Default

Fund	Organization	Account	Program	Activity	add split
110000	712001	no value	no value	no value	
Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	
Clear selected value...	Clear selected value...	Clear selected value...	Clear selected value...	Clear selected value...	

recalculate / validate values

**Save** **Cancel**

13 A drop down list will appear. Click on the drop down list and select the appropriate **Program** code you wish to choose

**FOAPAL**
? X

Nickname 
☒ Default

Fund	Organization	Account	Program	Activity	add split
110000	712001	no value	no value	no value	
Select from all values...	Select from all values...	Select from all values...	Hide all values...	Select from all values...	
Clear selected value...	Clear selected value...	Clear selected value...		Clear selected value...	

1100 - Instruction  
1200 - Research  
1300 - Public Service  
1400 - Academic Support  
1500 - Student Services  
1600 - Institutional Support  
1700 - Plant Operations

14 At this point, all the appropriate default values have been selected. Click on the **Save** button to save your selections.

Note: A default **Account** code should not be selected as this will default per order based on the commodity code assigned to each order (covered in later exercises)

**FOAPAL**
? X

Nickname 
☒ Default

Fund	Organization	Account	Program	Activity	add split
110000	712001	no value	1600	no value	
Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	
Clear selected value...	Clear selected value...	Clear selected value...	Clear selected value...	Clear selected value...	

recalculate / validate values

- 15 The values you assigned should display in your profile. You can **Edit** or **Delete** your selections by clicking on the applicable button in top right of the FOAP string

### Custom Field and Accounting Code Defaults

Header (int.)
Codes
**Code Favorites**
Internal Information
?

Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout. You may create a new Code Favorite by clicking the "Add" button and entering a commonly used combination of accounting codes with or without splits. Code Favorites are accessed during checkout by editing the codes section or by selecting it as your default accounting codes in your profile.

**FOAPAL**
?

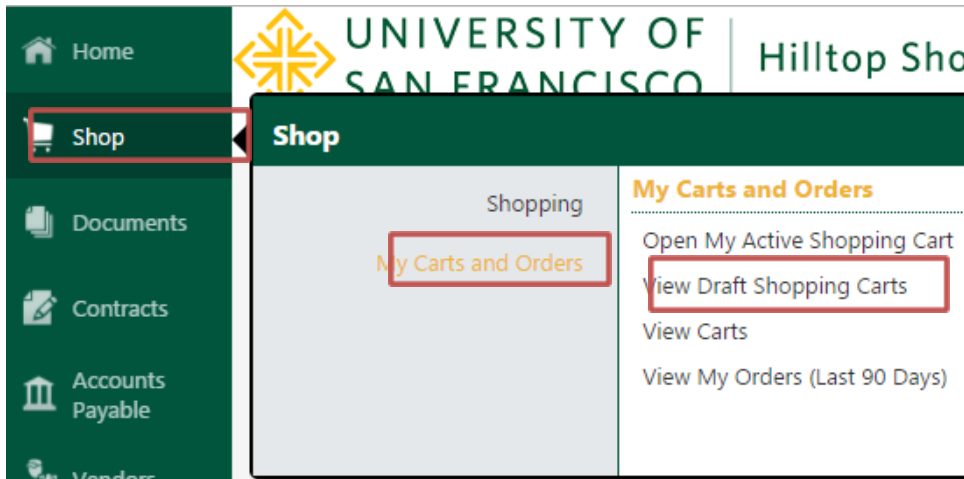
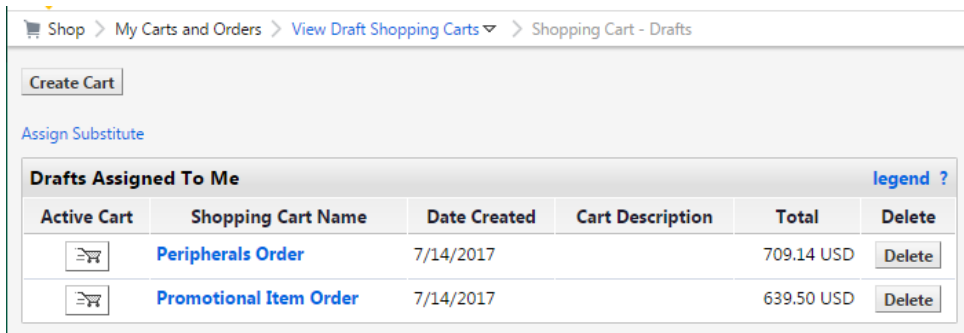
**Default FOAP String** (default)


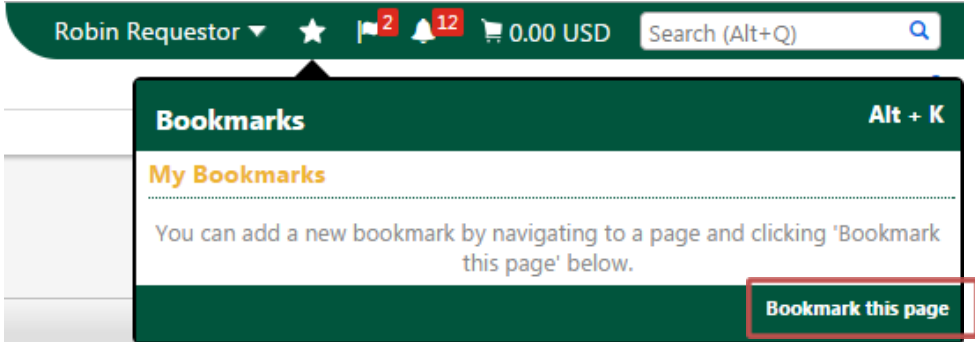
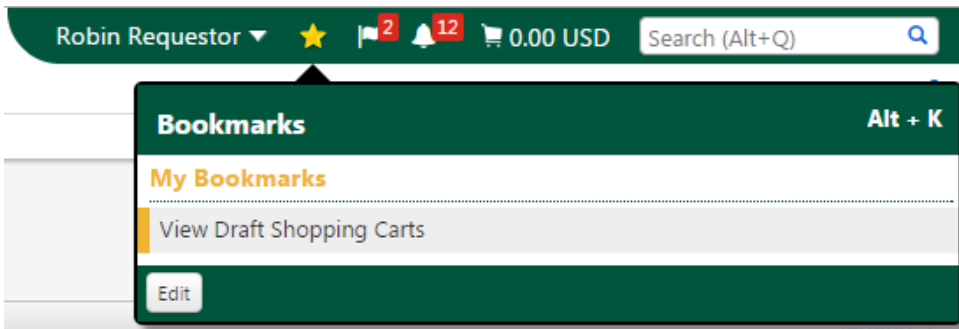
Fund	Organization	Account	Program	Activity
110000	712001	no value	1600	no value
Unrestricted Operating	ITS FVM Business Operations		Institutional Support	



### Exercise 3: Setting Favorite Pages

As a Requestor, one of your primary responsibilities will be to review and complete shopping carts assigned to you from Shoppers. As a result, you will likely spend a significant amount of time in Hilltop Shop on the page that list all carts assigned to you. To save time, you can set this page as a favorite so you do not have to click through the options on the left navigation bar each time you want to access this page. The steps below will show you how to set this as a favorite page that will allow you to access it with minimal mouse clicks.

Step	Description
1	<p>Login to Hilltop Shop</p> <p>Use the username provided to you. In production, there will not be required to enter separate login credentials as all users will access the site through USF's Single Sign-on</p>
2	<p>From the home page, click on <b>Shop</b> from the left side navigation bar. Click on <b>My Carts and Orders</b>. Click on <b>View Draft Shopping Carts</b></p> 
3	<p>You are now on the screen that shows the list of shopping carts assigned to you by other Shoppers as well as your own draft shopping cart(s) you've created</p> 
4	<p>At the top of the screen, click on the <b>star icon</b> next you to your name</p>

	
5	<p>Your <b>Bookmarks</b> listing will expand. Click on the link to the lower right titled <b>Bookmark this page</b></p> 
6	<p>This page is now saved in your <b>Bookmark</b> and you can now directly navigate to it by click on the link. Notice the star icon color is now yellow indicating you have a saved bookmark. You can bookmark as many pages as you wish.</p> 

## Shopping and Forms

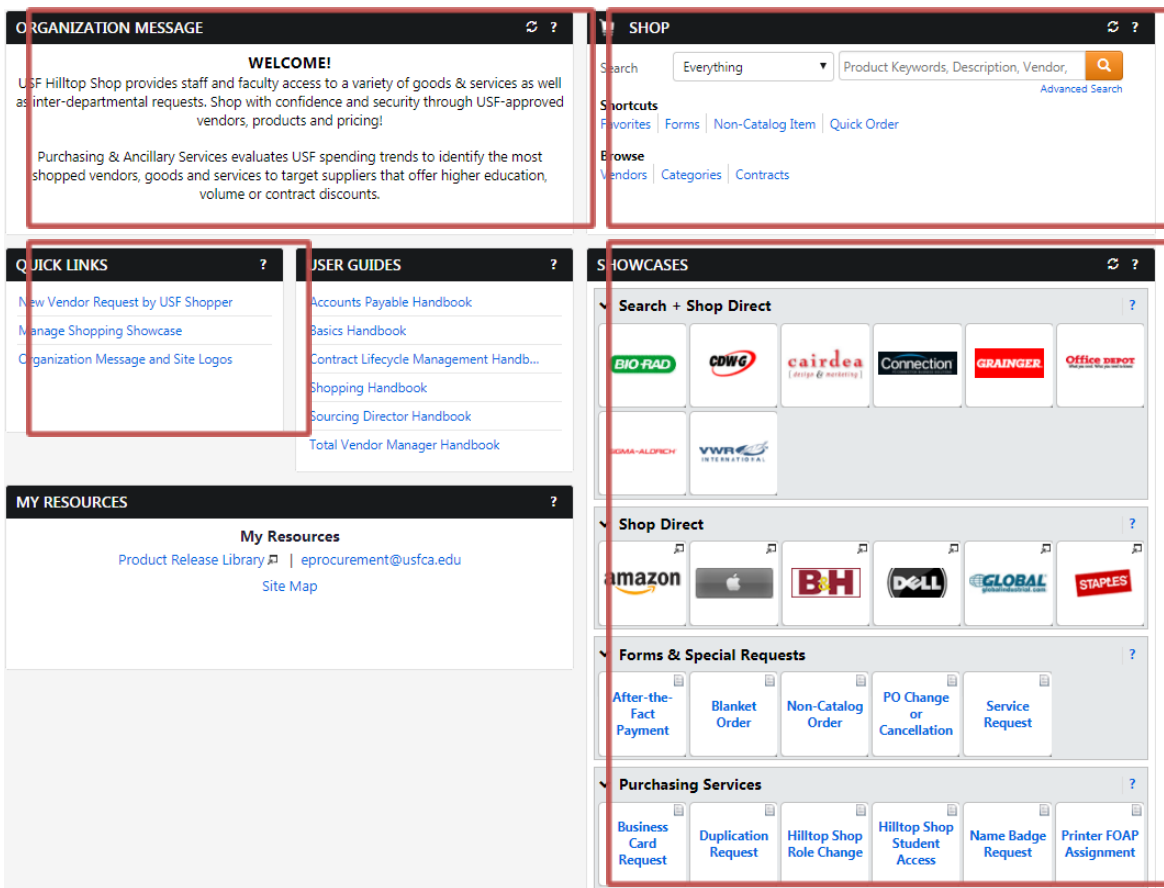
As a Requestor, you will have the ability to shop within Hilltop Shop utilizing the Hosted and Punch-out catalogs. Products and services not available from a Hosted Catalog or Punch-out Store utilize a form to submit the requisition. Forms also allow Shoppers and Requestors to make other requests such as requesting a change to a purchase order already distributed to a vendor and to request payment on a vendor invoice that does not have a PO associated with it.

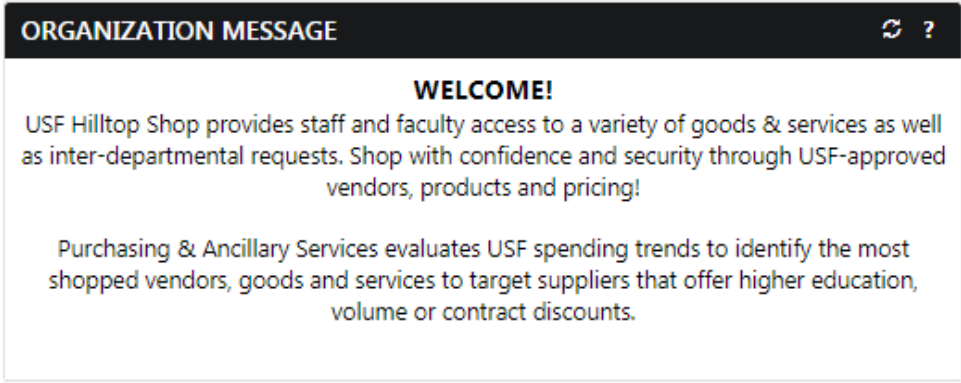
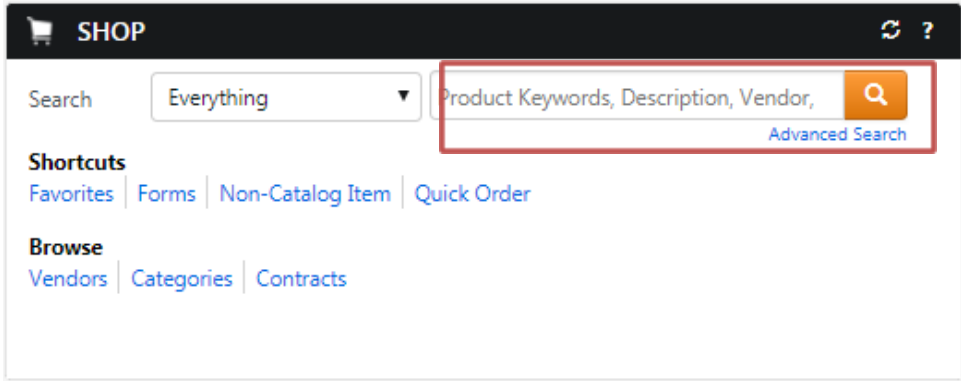
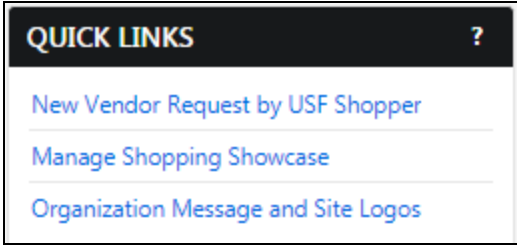
In this set of exercises, you will learn how to shop and submit requisitions utilizing the available methods in Hilltop Shop including Hosted Catalogs, Punch-out Catalogs, and forms.

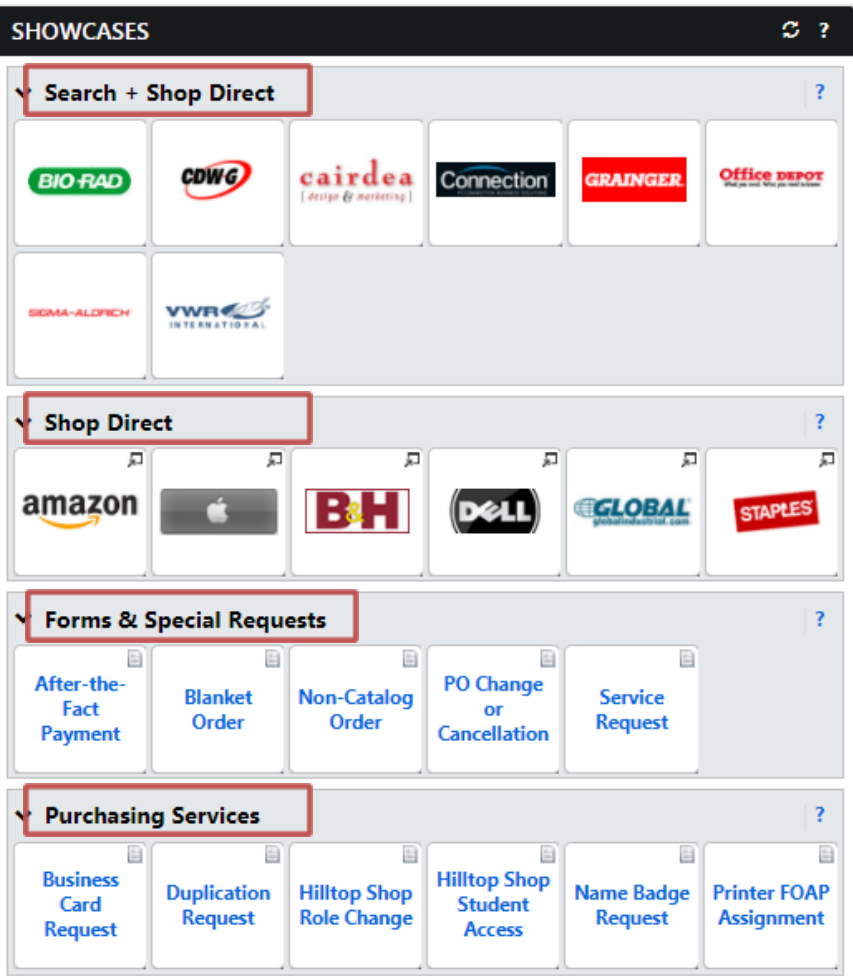
In this section of the course, you learn to perform the following:

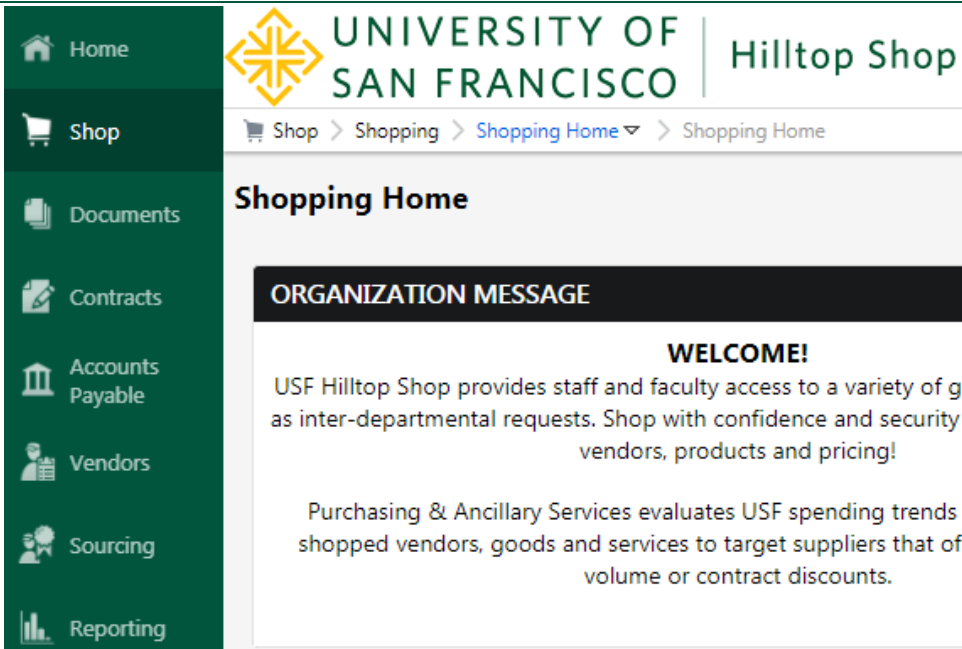
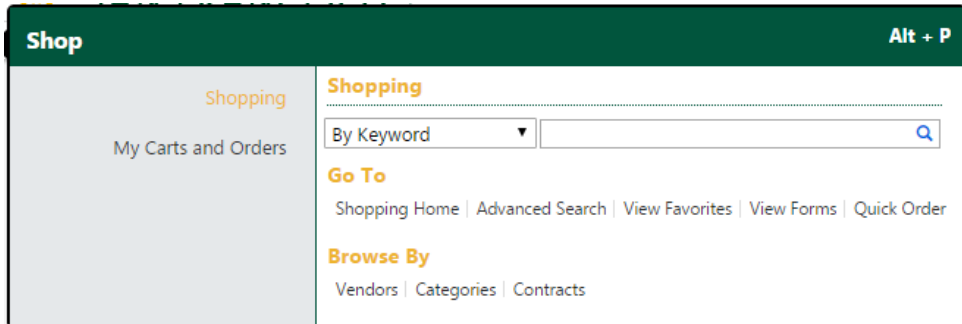
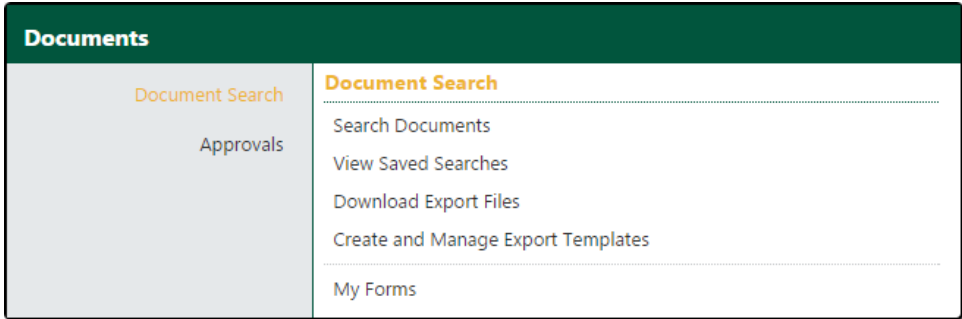
- Exercise 4: Basic Navigation
- Exercise 5: Shopping Punch-out Catalog
- Exercise 6: Shopping Hosted Catalog
- Exercise 7: Shopping Non-Catalog Form
- Exercise 8: Shopping Using Services Form
- Exercise 9: After-the-Fact Payment Form
- Exercise 10: PO Change Order Form

## Exercise 4: Basic Navigation

Step	Description
1	<p>Login to Hilltop Shop</p> <p>Use the username provided to you. In production, there will not be required to enter separate login credentials as all users will access the site through USF's Single Sign-on</p>
2	<p>The shopping homepage is composed of 4 major sections including:</p> <ul style="list-style-type: none"> <li>Organization Message</li> <li>Shop "at the top"</li> <li>Quick Links</li> <li>Shopping Showcases</li> </ul>  <p>The screenshot displays the Hilltop Shop homepage layout. The top section is the 'ORGANIZATION MESSAGE' with a 'WELCOME!' heading and text about USF Hilltop Shop. Below this is the 'QUICK LINKS' section with links like 'New Vendor Request by USF Shopper' and 'Manage Shopping Showcase'. To the right is the 'USER GUIDES' section with links like 'Accounts Payable Handbook' and 'Basics Handbook'. The main right section is 'SHOP', which includes a search bar, shortcuts for 'Favorites', 'Forms', 'Non-Catalog Item', and 'Quick Order', and a 'Browse' section with links for 'Vendors', 'Categories', and 'Contracts'. Below the search bar is the 'SHOWCASES' section, which is divided into 'Search + Shop Direct' (featuring logos for BIO-RAD, CDWG, cairdea, Connection, GRAINGER, and Office Depot), 'Shop Direct' (featuring logos for amazon, Apple, BH, DELL, GLOBAL, and STAPLES), 'Forms &amp; Special Requests' (featuring links for After-the-Fact Payment, Blanket Order, Non-Catalog Order, PO Change or Cancellation, and Service Request), and 'Purchasing Services' (featuring links for Business Card Request, Duplication Request, Hilltop Shop Role Change, Hilltop Shop Student Access, Name Badge Request, and Printer FOAP Assignment).</p>
3	<p>The <b>Organization Message</b> will contain announcements from Purchasing and Ancillary Services (PaAs), such as:</p> <ul style="list-style-type: none"> <li>New functionality and updates</li> <li>New Hosted Catalogs, Punch-Out Stores and Forms</li> <li>USF Procurement Policy Updates</li> <li>Planned site outages</li> </ul>

	
4	<p><b>Shop</b> “at the top” allow users to search for products from vendors who are hosting their products directly in Hilltop Shop.</p> 
5	<p>The <b>Quick Links</b> contain shortcuts to commonly used pages as well as links to other sites</p> 
6	<p>The <b>Showcases</b> contain direct links to all Vendor <b>Hosted</b> and <b>Punch-out Stores</b>.</p> <p>The vendors listed under the <b>Search + Shop Direct</b> section have opted to post their products directly in Hilltop Shop. This allows users to shop utilizing the <b>Shop at the Top</b> search bar. These vendors also offer a Punch-Out Store site as well. Click on the store logo to access the Punch-Out Store site.</p> <p>The vendors listed under the <b>Shop Direct</b> section have opted not to post their products and prices directly in Hilltop Shop. Users must go directly to the Punch-Out Store site to search for products.</p> <p>Additionally, the <b>Showcases</b> contain links to <b>Forms</b> users will need, such as a Non-Catalog Order, After-the-Fact Payment, etc.</p>

	
7	<p>In addition to the shopping page, the left navigation bar contains links to all other functions a user may perform, including document search, receipt creation, view invoices, and request a new vendor</p>

	
8	<p><b>Shop</b> provides many of the same shopping links as found on the home page in addition to links to navigate users to a listing of their active, assigned, and historical shopping carts</p> 
9	<p><b>Documents</b> allows users to the ability to search for requisitions, POs, and invoices they have permission to access. Additionally, this menu item will allow users to navigate to their approval queue.</p> 
10	<p><b>Contracts</b> allows users to search for Purchasing Contracts you have access to view as well as place a request for a new purchasing contract with a vendor</p>

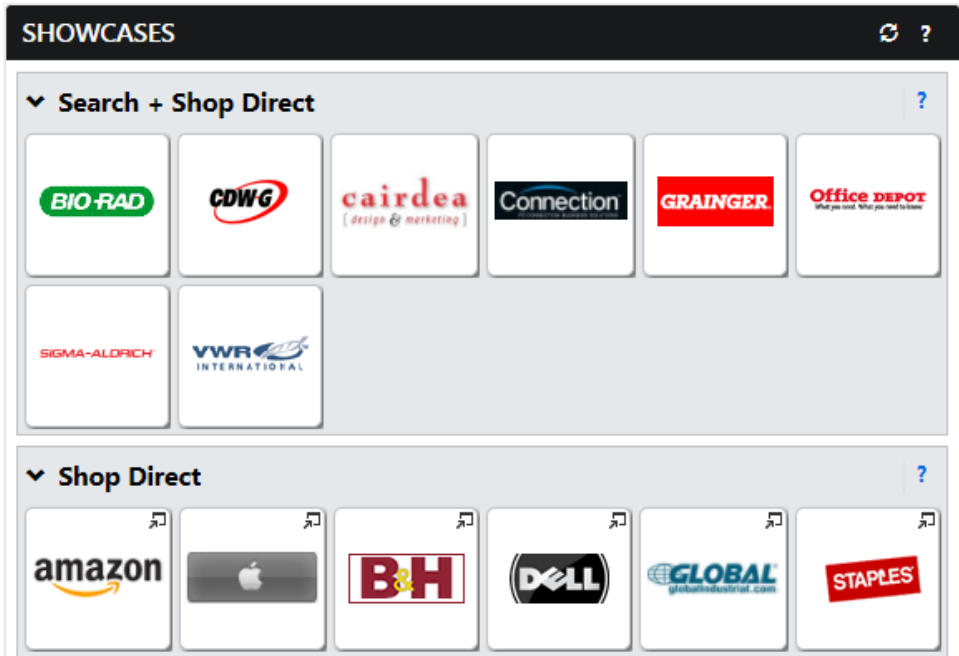
	<div> <div>Contracts</div> <div> <div>Contracts</div> <div>Reports</div> <div>Requests</div> </div> <div> <div>Contracts</div> <div>Search Contracts</div> <div>View Saved Searches</div> <div>View Import/Export Results</div> </div> </div>
11	<p><b>Accounts Payable</b> gives users access to create and search for receipts as well as view invoices</p> <div> <div>Accounts Payable</div> <div> <div>Invoices and Receipts</div> <div>Reports</div> </div> <div> <div>Invoices and Receipts</div> <div>AP Home</div> <div>Search for Invoices</div> <div>Create New Invoice, Credit Memo or Receipt...</div> <div>View Draft Receipts</div> <div>Search for Receipts</div> </div> </div>
12	<p><b>Vendors</b> navigates users to the applicable form for requesting a new vendor in Hilltop Shop</p> <div> <div>Vendors</div> <div> <div>Requests</div> </div> <div> <div>Requests</div> <div>Request New Vendor</div> <div>My Vendor Requests</div> </div> </div>
13	<p><b>Sourcing</b> gives end users to ability to view all Procurement Sourcing Events where a user is identified as a stakeholder</p> <div> <div>Sourcing</div> <div> <div>Sourcing Events</div> <div>Reports</div> </div> <div> <div>Sourcing Events</div> <div>Sourcing Events Home</div> <div>Search Events</div> <div>View Exports</div> </div> </div>

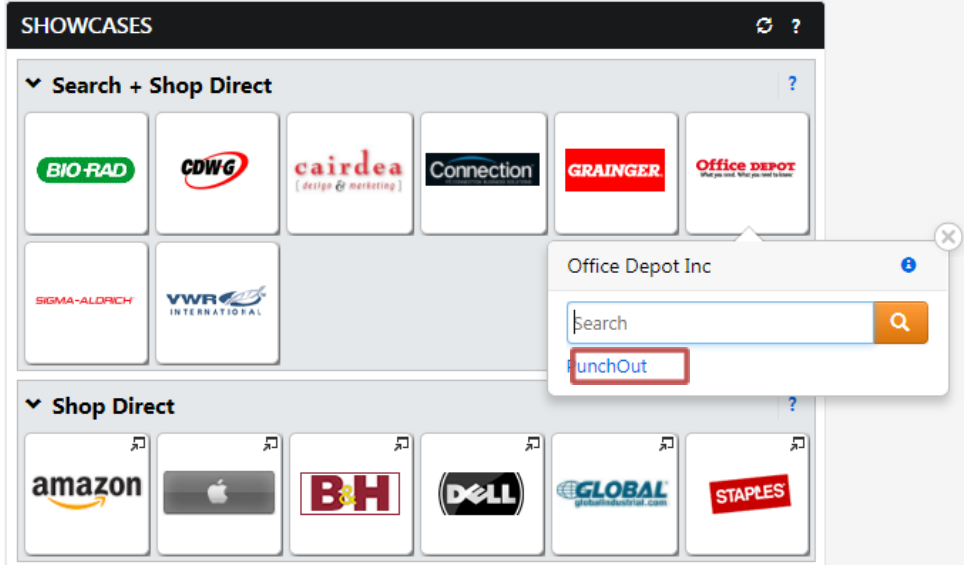
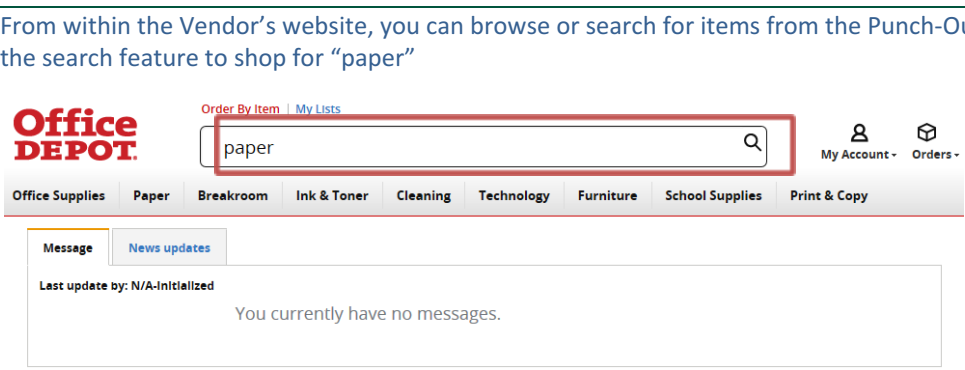



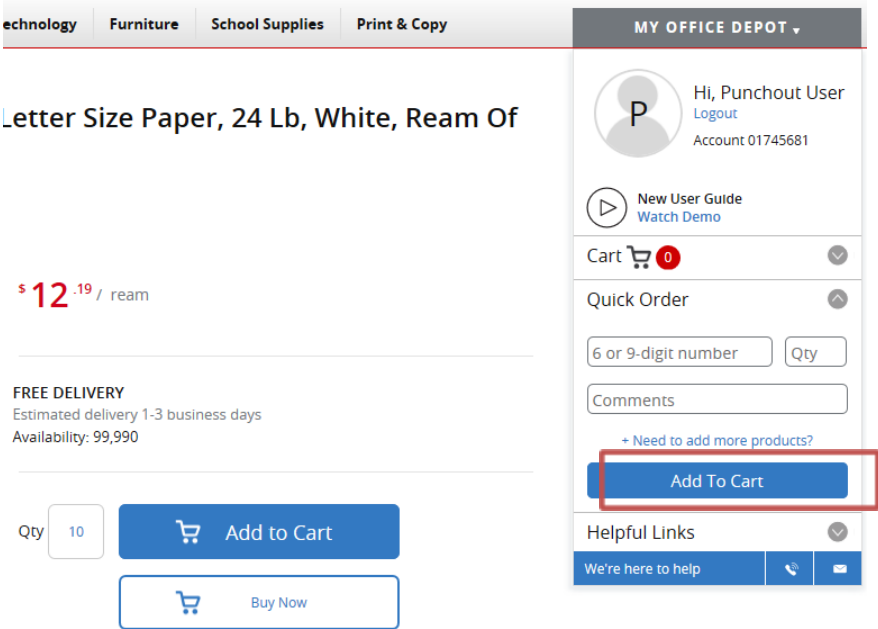
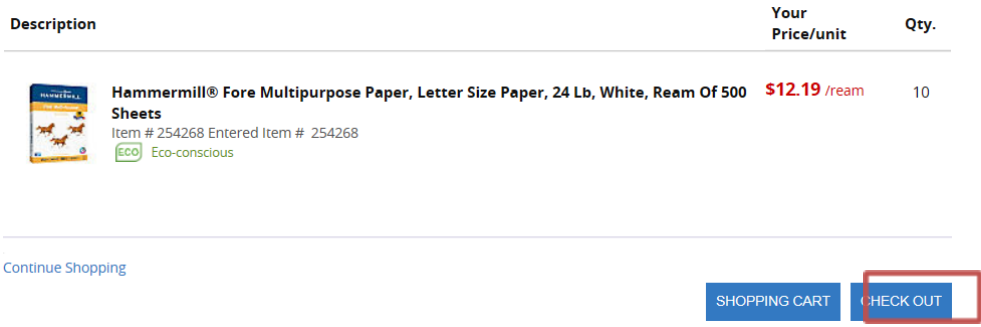
## Exercise 5: Shopping from a Punch-out Store

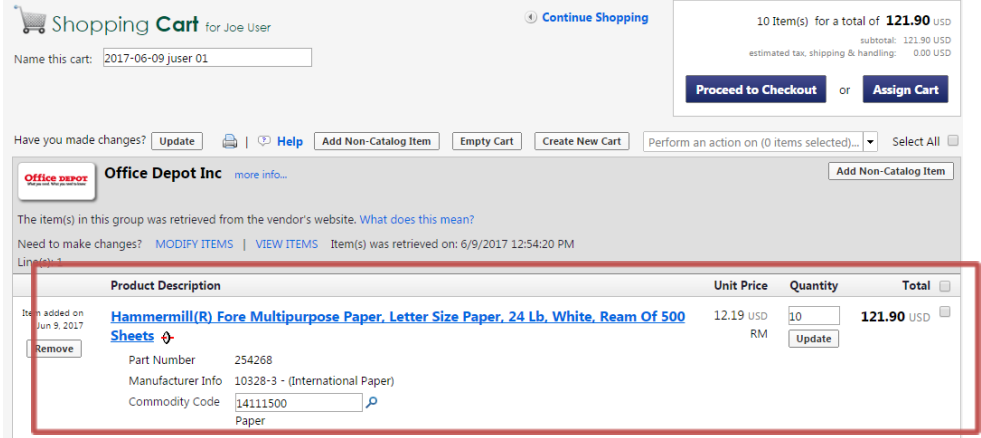
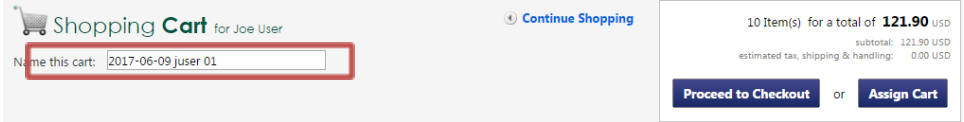
Purchasing and Ancillary Services (PaAs) has setup strategic relationships with a number of vendors frequently used by the campus community. These vendors have the ability to maintain a Punch-Out Store. Punch-out Stores provide the USF campus community with the following advantages:

- Similar shopping experience as consumer web sites
- Contain products and pricing negotiated at USF discount rates
- Selected products will automatically fill-out the Hilltop Shop cart without manual keying of product details
- Purchases < \$500 from punch-out catalogs do not require Department nor Procurement approval

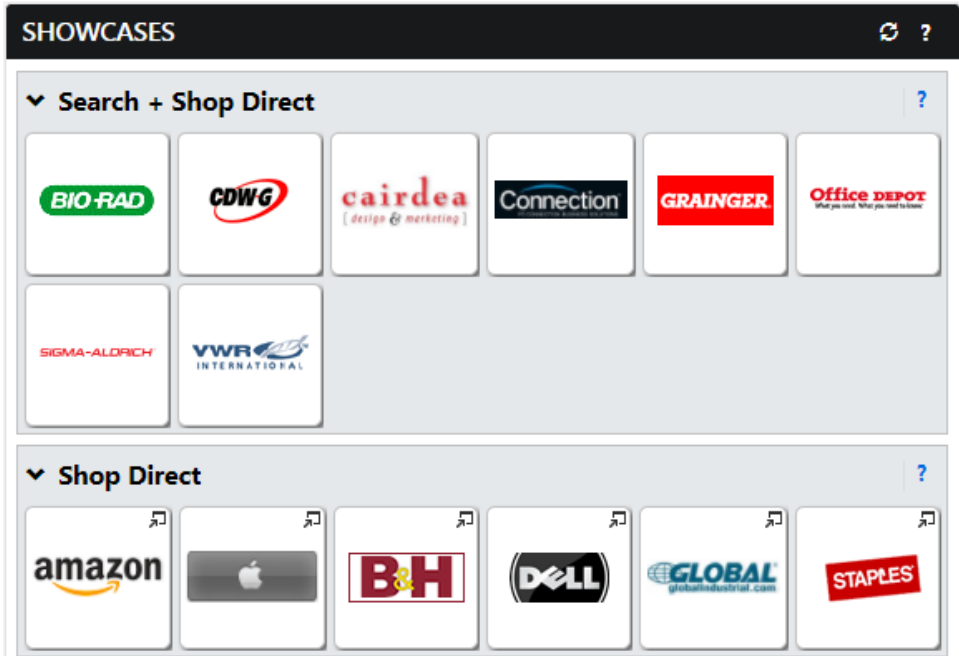
Step	Description
1	<p>Login to Hilltop Shop</p> <p>Use the username provided to you. In production, there will not be required to enter separate login credentials as all users will access the site through USF's Single Sign-on</p>
2	<p>From the homepage, navigate to the <b>Showcases</b> located in the lower right of the dashboard. Under <b>Showcases</b> lists the Vendors that are available.</p> 
3	<p>Select a Vendor. Click the <b>PunchOut</b> link to be taken to the Vendor's website</p>

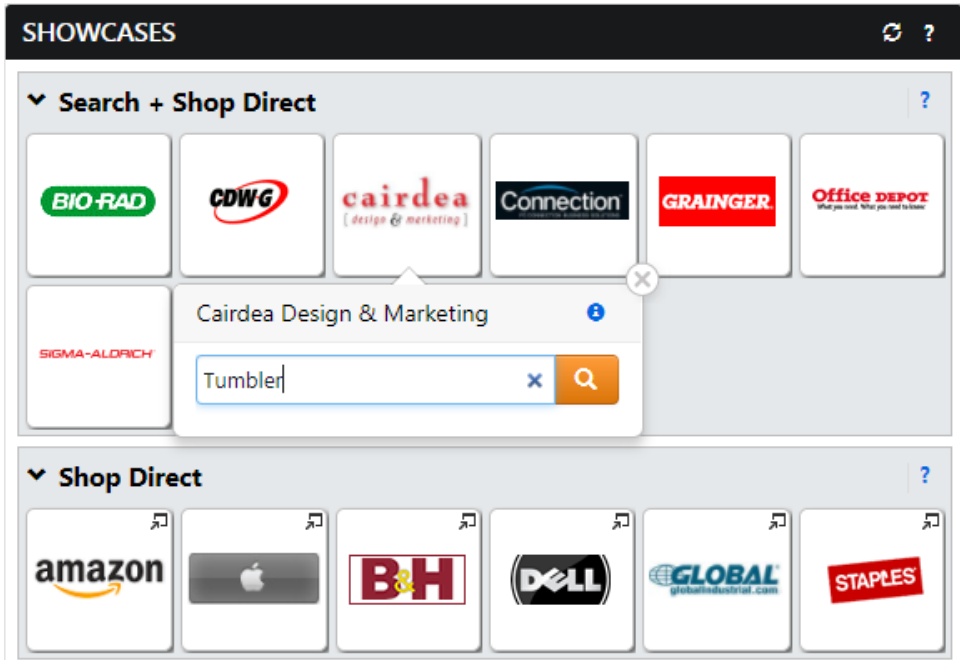
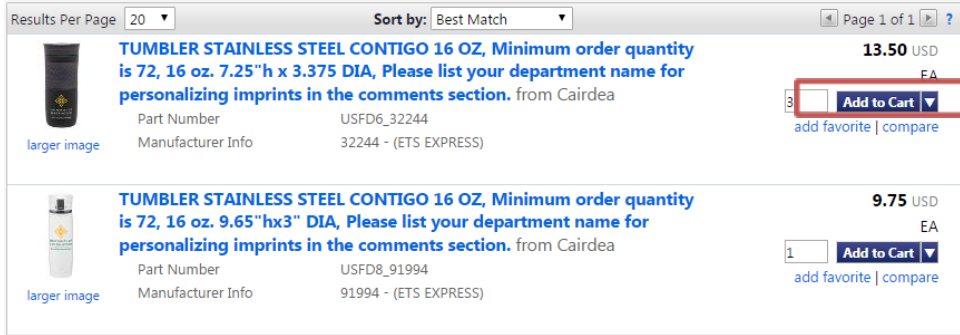
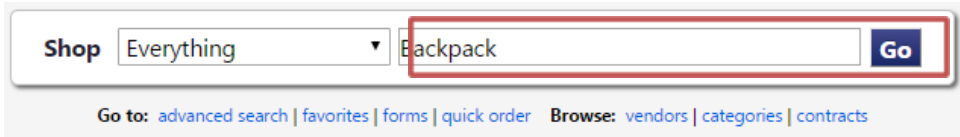
	
4	<p>From within the Vendor's website, you can browse or search for items from the Punch-Out Store. In this example, we use the search feature to shop for "paper"</p> 
5	<p>After locating the desired item, enter the <b>Quantity</b>. Click <b>Add to Cart</b> (Note: Each Vendor's Punch-Out Store will navigate slightly differently)</p> <p><b>Hammermill® Fore Multipurpose Paper, Letter Size Paper, 24 Lb, White, Ream 500 Sheets</b></p> <p>Description   Print</p> <p>Item # 254268 Entered Item # 254268</p> 

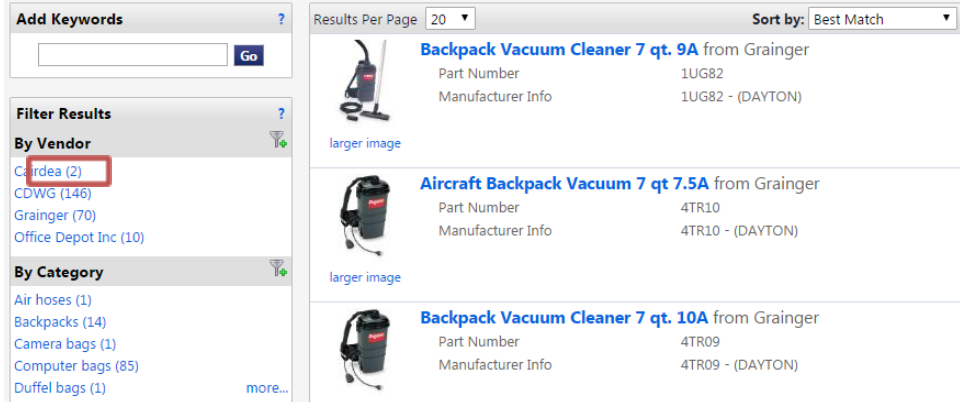
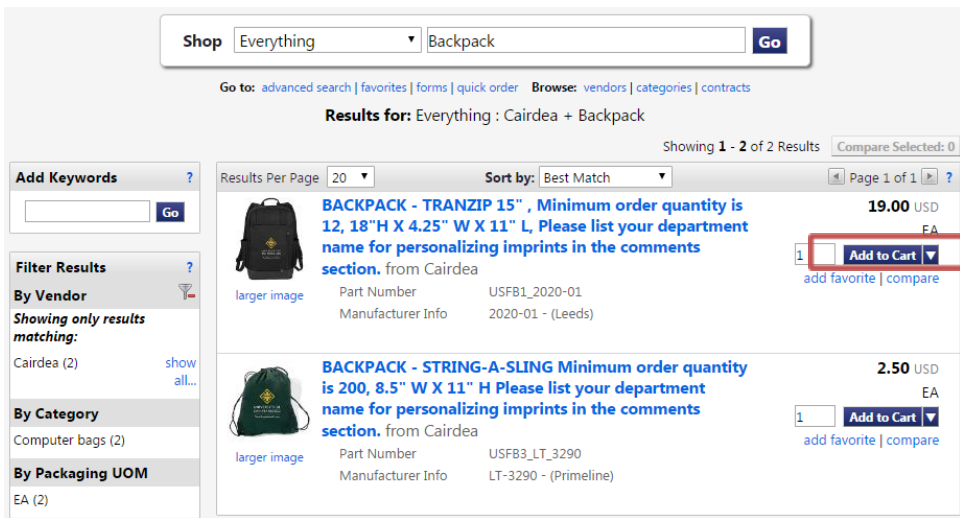
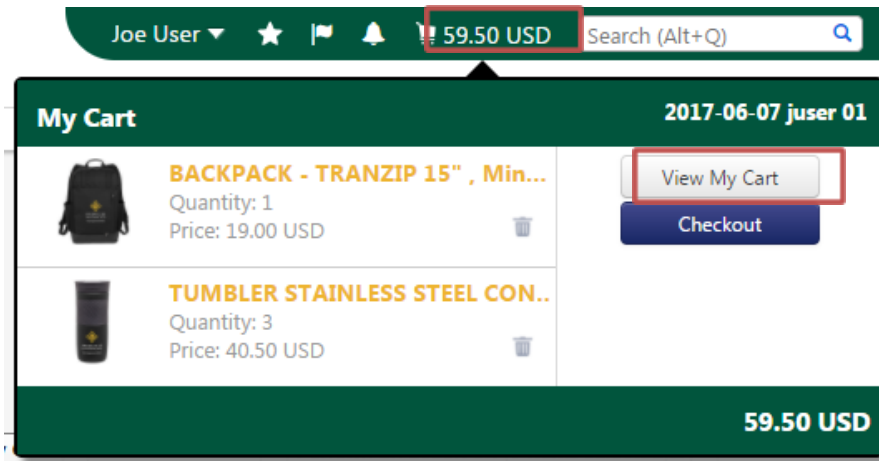
6	<p>Click on <b>Add to Cart</b> in the right hand corner or middle of the screen</p> 
7	<p>Review shopping cart items and click <b>Check Out</b></p> 
8	<p>Items should now appear in your active shopping cart in Hilltop Shop</p>

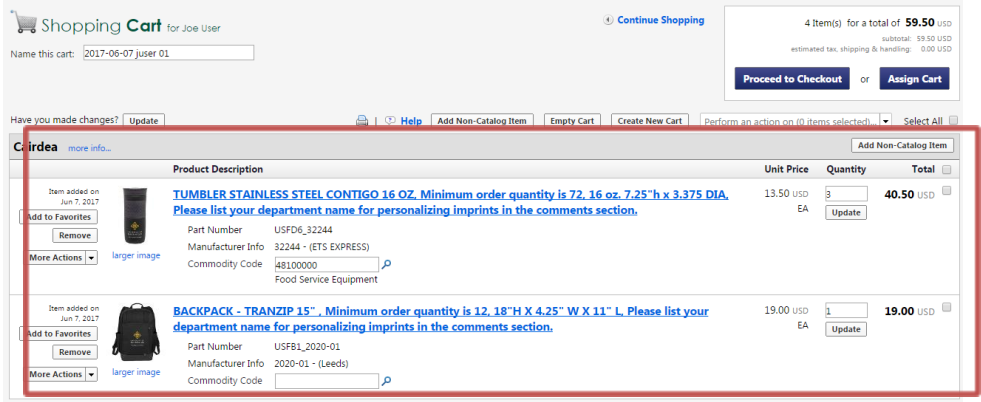
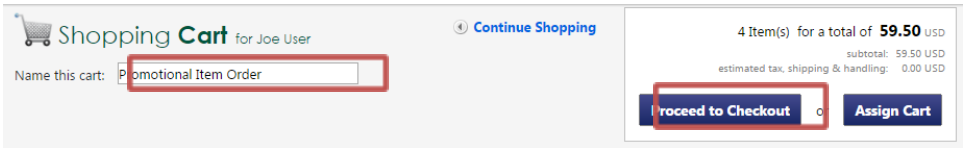
	
9	<p>Click on the text box next to Name This Cart and enter a name for the cart that will be more meaningful to you and any approvers who will need to review your order</p> 
10	<p>At this point, a Requestor will need to perform the following actions to complete and submit the shopping cart:</p> <ul style="list-style-type: none"> <li>● Optionally, assign an appropriate <b>Commodity Code</b> for each line item</li> <li>● Assign the appropriate <b>FOAP</b> string to the order</li> <li>● Ensure the <b>Shipping</b> information is correct</li> <li>● Set the <b>Prepayment</b> checkbox and provide the appropriate instructions, if a prepayment is required</li> <li>● Update the <b>Accounting Date</b> if the order is placed towards the end of the fiscal year and products will be delivered on or after June 1<sup>st</sup> of the new fiscal year</li> <li>● Add any additional <b>Comments</b> to the order request that will help facilitate approval</li> </ul> <p>Follow the directions provided in <b>Exercise 12</b> for Completing and Submitting the Shopping Cart</p>

## Exercise 6: Shopping from a Hosted Catalog

Step	Description
1	<p>Login to Hilltop Shop</p> <p>Use the username provided to you. In production, there will not be required to enter separate login credentials as all users will access the site through USF's Single Sign-on</p>
2	<p>From the homepage, navigate to the <b>Showcases</b> located in the lower right of the dashboard. Under <b>Showcases</b> lists the Vendors that are available.</p> 
3	<p>Select a Vendor. Type in either the description or part number for the item and click the <b>Search Icon</b>.</p>

	
4	<p>To add an item to your cart, type in the quantity and click on <b>Add to Cart</b>.</p> 
5	<p>To add additional items to a cart, scroll to the top of the page and type in the product description or part number in the search bar. Click <b>Go</b>.</p> 
6	<p>The new search results should appear. If the search returns too many products, use the filter options on the left side of the screen by clicking on one of the selection options</p>

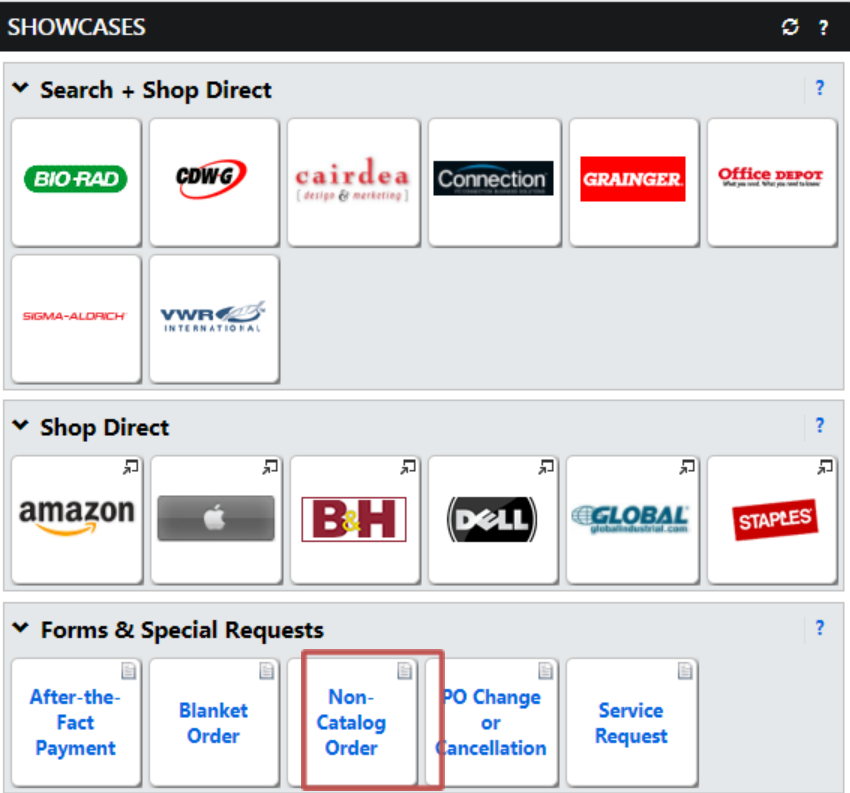
	
7	<p>Once the item is located, type in the quantity and click on <b>Add to Cart</b></p> 
8	<p>After you have added all the items to your cart, go to the top of screen and click on the Shopping Cart icon then click on the <b>View My Cart</b> button.</p> 

9	<p>The items should now appear in your active shopping cart.</p> 
10	<p>Click on the text box next to <b>Name This Cart</b> and enter a name for the cart that will be more meaningful to you and any approvers who will need to review you order. Click on <b>Proceed to Checkout</b>.</p> 
11	<p>At this point, a Requestor will need to perform the following actions to complete and submit the shopping cart:</p> <ul style="list-style-type: none"> <li>Optionally, assign an appropriate <b>Commodity Code</b> for each line item</li> <li>Assign the appropriate <b>FOAP</b> string to the order</li> <li>Ensure the <b>Shipping</b> information is correct</li> <li>Update the <b>Accounting Date</b> if the order is placed towards the end of the fiscal year and products will be delivered on or after June 1<sup>st</sup> of the new fiscal year</li> <li>Add any additional <b>Comments</b> to the order request that will help facilitate approval</li> </ul> <p>Follow the directions provided in <b>Exercise 12</b> for Completing and Submitting the Shopping Cart</p>

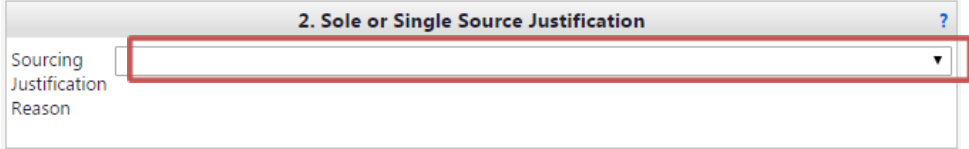
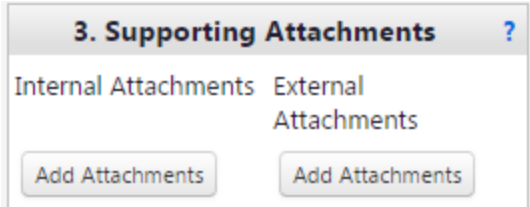
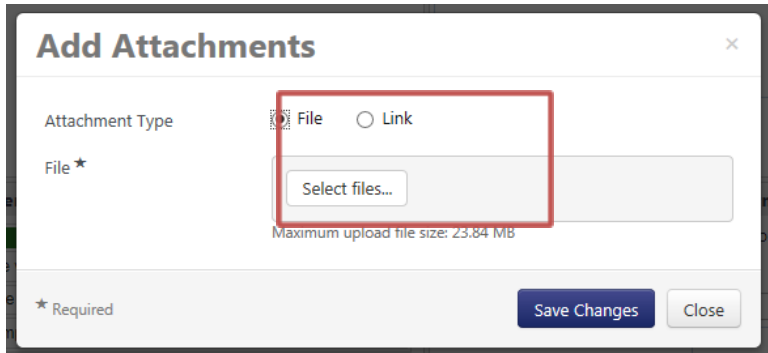


## Exercise 7: Shopping using the Non-Catalog Form

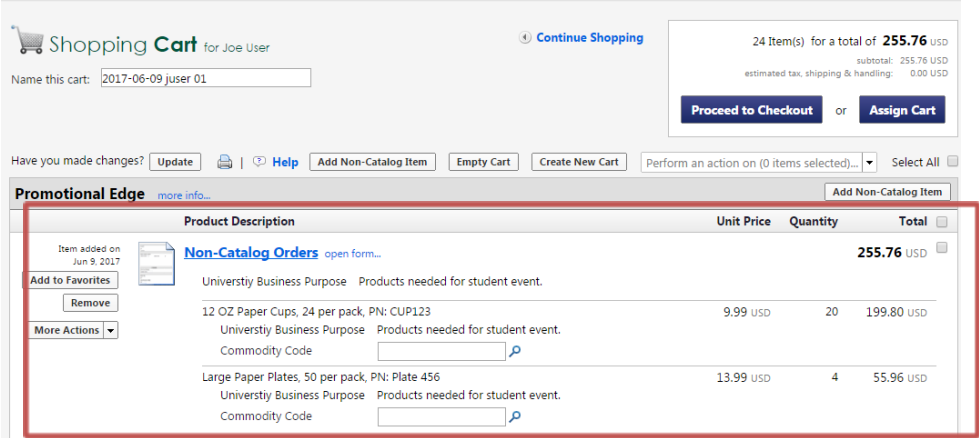
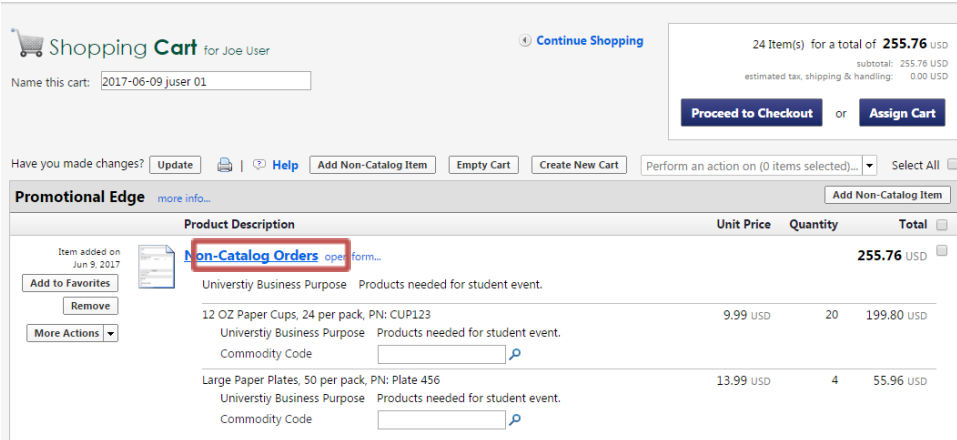
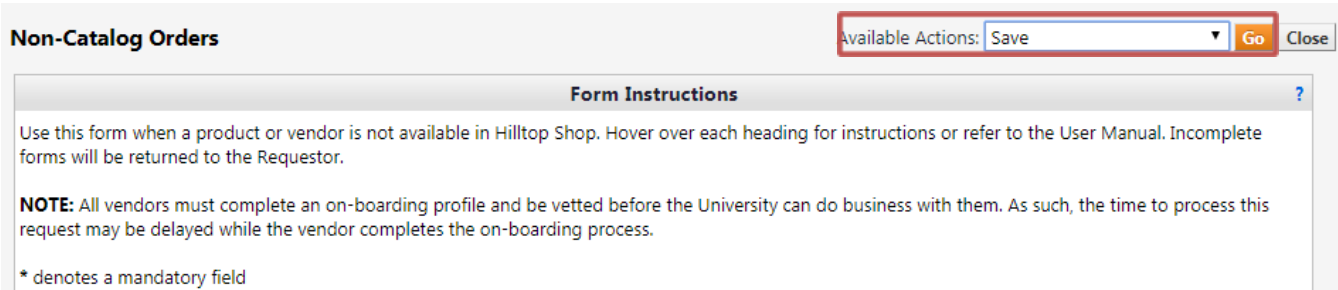
Hilltop Shop has a variety of Hosted Catalogs and Punch-Out Stores. However, there will be many occasions where users will need to submit a requisition for products and/or service that are not available through the catalogs or stores showcased. To accomplish this, Hilltop Shop has several forms setup to facilitate submitting a requisition. The Non-Catalog form should only be used to request products not available in an existing Hosted Catalog or Punch-Out Store. **Note:** There is a separate form for requesting services (covered in the next exercise).

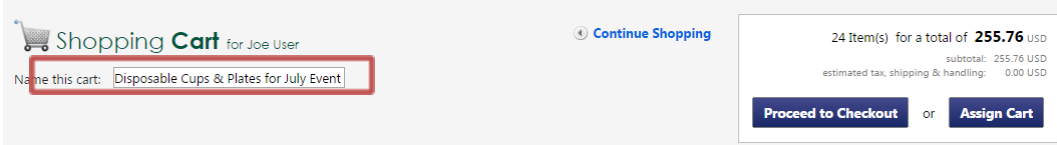
Step	Description
1	<p>Login to Hilltop Shop</p> <p>Use the username provided to you. In production, you will not be required to enter separate login credentials as all users will access the site through USF's Single Sign-on</p>
2	<p>From the homepage, navigate to the <b>Forms</b> section, located under <b>Showcases</b>. Click on <b>Non-Catalog Order</b> sticker.</p>  <p>The screenshot shows the 'SHOWCASES' section of the Hilltop Shop interface. It is divided into three main categories: 'Search + Shop Direct', 'Shop Direct', and 'Forms &amp; Special Requests'. The 'Forms &amp; Special Requests' section is expanded, revealing five options: 'After-the-Fact Payment', 'Blanket Order', 'Non-Catalog Order' (which is highlighted with a red rectangular box), 'PO Change or Cancellation', and 'Service Request'.</p>
3	<p>The Non-Catalog Order form will open. Please read the <b>Form Instructions</b> at the top of the screen prior to filling out the form.</p>

	<div> <div>Form Instructions ?</div> <p>Use this form when a product or vendor is not available in Hilltop Shop. Hover over each heading for instructions or refer to the User Manual. Incomplete forms will be returned to the Requestor.</p> <p><b>NOTE:</b> All vendors must complete an on-boarding profile and be vetted before the University can do business with them. As such, the time to process this request may be delayed while the vendor completes the on-boarding process.</p> <p>* denotes a mandatory field</p> <div>1. University Business Purpose* ?</div> <div> <div>Paper Plates and cups for Students</div> <div>966 characters remaining expand   clear</div> </div> <div> <div>2. Sole or Single Source Justification ?</div> <div> <div>Sourcing Justification Reason</div> <div>2. Single Source: There is only one vendor qualified to provide the product or services.</div> </div> </div> <div> <div>3. Supporting Attachments ?</div> <div> <div>Internal Attachments</div> <div>Add Attachments Size Attached on</div> <div>External Attachments</div> <div>Add Attachments Size Attached on</div> </div> </div> <div>4. Vendor Information* ?</div> <p>Perform a vendor search. If the vendor is found, please select the vendor.</p> <div> <div>Vendor</div> <div>Promotional Edge more info... select different vendor</div> </div> <div> <div>Fulfillment Address</div> <div>PO Purchase Orders 1: (preferred) 2007 Hill Meadow Pl Danville, CA 94526-4448 US</div> </div> <div> <div>Vendor Phone</div> <div>+1 925-362-9913</div> </div> <div> <div>PO sent via</div> <div>The system will distribute purchase orders using the method(s) indicated below:</div> <div>Check this box to customize order distribution information. <input type="checkbox"/></div> <div>Manual</div> <div>Contract select contract...</div> </div> <p>If the vendor is NOT found in search results, the vendor is required to register with USF. See instructions below.</p> <div> <div>NEW VENDOR PAYMENT PROFILE PROCESS</div> <div> <div>1. Click on the "NEW VENDOR REQUEST" link below and provide vendor information.</div> <div>2. PAAS will receive the vendor request and invite vendor to complete payment profile.</div> <div>3. Once the vendor has submitted request, we will review &amp; approve.</div> <div>4. Once notified by Purchasing, please return to this form, search for vendor, complete and submit your non-catalog request.</div> </div> <p><b>NOTE:</b> Vendors must formally register with USF after 2 payments. Payment may be withheld until vendor formally registers. As needed, refer to <a href="#">USF Purchasing Policy</a>.</p> </div> </div>
4	<p>Complete the <b>University Business Purpose</b> section by typing the purpose of the purchase (Note: this is a required section)</p> <div> <div>1. University Business Purpose ?</div> <div> <div>Paper and disposable products needed for a student event on 9/12.</div> <div>185 characters remaining expand   clear</div> </div> </div>
5	<p>Please complete the <b>Sole Source Justification</b> if competitive quotes are not attached. Please consult USF Procurement Policy for guidance. Formal Sourcing Events (RFx) are required for purchases \$50,000 or greater Use the drop down box to select a <b>Justification Reason</b>.</p>

	
6	<p>Click the <b>Add Attachments</b> to provide supplemental information or quotes.</p> <p>Internal Attachments will remain internal in Hilltop Shop and are only viewable to just USF employees</p> <ul style="list-style-type: none"> <li>Quotes provided by all vendors</li> <li>Internal USF information that is important for approvers to access</li> </ul> <p>External Attachments are sent to the vendor when the PO is dispatched. Be sure you only include attachments you intend to share with the vendor</p> <ul style="list-style-type: none"> <li>Quote provided by the vendor the purchase is being made against</li> <li>Specifications or other documentation the vendor will need in order to complete the order</li> </ul> <p>Note: The maximum file size is 50 MB</p> 
7	<p>Attachments can be added by selecting a file from your computer or by entering a link to a website. Click <b>Save Changes</b>.</p> 
8	<p>Enter the <b>Vendor Information</b>. Use the search box to search for existing vendors and select the matching vendor.</p>

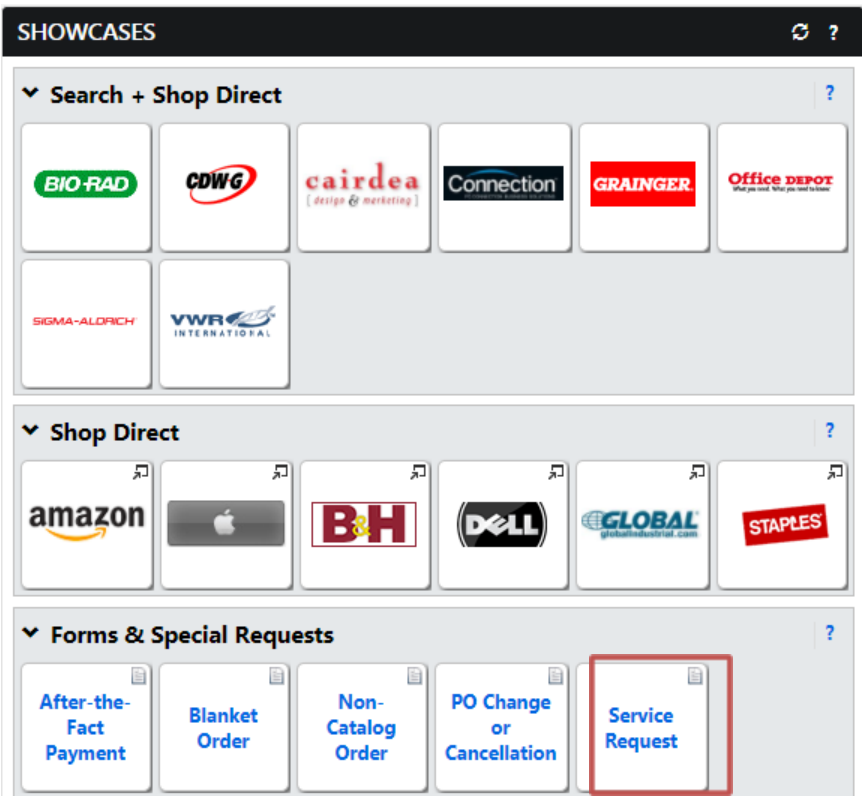
	<div><div>Vendor Information*</div><div><div>Steps</div><div><div>1. Using the search box, enter the vendor name for the non-catalog order.</div><div>2. If the vendor is found, select the matching vendor.</div><div>3. If the vendor is NOT found, complete the "New Vendor Information" section on the right.</div></div></div><div><div>Search Existing Vendors</div><div><div><div></div></div><div>or</div><div><div>Search Existing Vendors</div></div></div></div></div>
9	<p>By selecting <b>Search Existing Vendors</b>, a new page should appear. Type the vendor name into the search box then click on <b>Select next</b> to the first address in the list.</p> <div><div><div>Vendor Search</div><div><div>Vendor</div><div><div>Promotional Edge</div><div></div></div></div><div><div>Results Per Page 20</div><div>Vendors found: 1</div><div>Page 1 of 1</div></div><div><div>Vendor Name/Address</div><div>Select</div></div><div><div>Promotional Edge</div><div>PO Purchase Orders 1: 2007 Hill Meadow Pl Danville, CA 94526-4448 US</div><div>Select</div></div></div></div>
10	<p>Scroll down to the <b>Product List</b>. Enter the <b>Part Number / Description</b>, the <b>Unit Price</b>, and <b>Quantity</b>. Scroll down to the next line item and repeat this step to add additional items.</p> <div><div><div>Products List*</div><div><div>Part #/Description</div><div><div></div><div>254 characters remaining</div><div>expand   clear</div></div></div><div><div>Unit Price</div><div></div></div><div><div>Quantity</div><div></div></div></div></div>
11	<p>Once the form is completed, scroll up to the top of the page and click on the drop down menu next to <b>Available Actions</b> in the upper right hand corner. Select <b>Add and Go To Cart</b> and press the <b>Go</b> button.</p> <div><div><div>Non-Catalog Orders</div><div>Available Actions: <div>Add and go to Cart</div><div>Go</div><div>Close</div><div></div></div><div><div>Form Instructions</div><div>This form is used when products or vendors are needed that are not available in Hilltop Shop.</div></div></div></div>
12	<p>The items should now appear in your active shopping cart.</p>

	
13	<p>If you need to make an modifications to the form (update price, quantity, descriptions, etc...), click on <b>Non-Catalog Orders</b> link above the line items.</p> 
14	<p>The form will reopen and you can change of the information in the form. Once complete, scroll back to the top of the form, make sure the <b>Available Actions</b> is set to <b>Save</b>, then click on <b>Go</b>.</p> 
15	<p>Click on the text box next to <b>Name This Cart</b> and enter a name for the cart that will be more meaningful to you and any approvers who will need to review you order.</p>

	
16	<p>At this point, a Requestor will need to perform the following actions to complete and submit the shopping cart:</p> <ul style="list-style-type: none"> <li>• Optionally, assign an appropriate <b>Commodity Code</b> for each line item</li> <li>• Assign the appropriate <b>FOAP</b> string to the order</li> <li>• Ensure the <b>Shipping</b> information is correct</li> <li>• Set the <b>Prepayment</b> checkbox and provide the appropriate instructions, if a prepayment is required</li> <li>• Update the <b>Accounting Date</b> if the order is placed towards the end of the fiscal year and products will be delivered on or after June 1<sup>st</sup> of the new fiscal year</li> <li>• Add any additional <b>Comments</b> to the order request that will help facilitate approval</li> </ul> <p>Follow the directions provided in <b>Exercise 12</b> for Completing and Submitting the Shopping Cart</p>

## Exercise 8: Shopping Using the Service Request Form

This exercise will cover how to complete a purchase request for services being performed by a vendor. Shoppers and Requestors will utilize the Service Request form found in the Hilltop Shop Showcase.

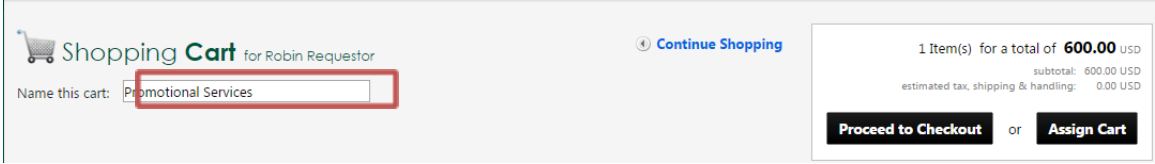
Step	Description
1	<p>Login to Hilltop Shop</p> <p>Use the username provided to you. In production, you will not be required to enter separate login credentials as all users will access the site through USF's Single Sign-on</p>
2	<p>From the homepage, navigate to the <b>Forms</b> section, located under <b>Showcases</b>. Click on <b>Service Request</b> sticker.</p> 
3	<p>The Service Request form will open. Please read the <b>Form Instructions</b> at the top of the screen prior to filling out the form.</p>

	<div> <div>Form Instructions ?</div> <p>The purpose of this form is request a service not available in Hilltop Shop. Hover over each heading for instructions or refer to the User Manual.</p> <p>Incomplete forms will be returned to the Requestor.</p> <p><b>NOTE:</b> All vendors must complete an on-boarding profile and be vetted before the University can do business with them. As such, the time to process this request may be delayed while the vendor completes their on-boarding process.</p> <p>An asterisk * denotes mandatory information.</p> <div> <div>1. University Business Purpose* ?</div> <div> <div></div> <div>1000 characters remaining</div> <div>expand   clear</div> </div> </div> <div> <div>2. Sole or Single Source Justification ?</div> <div> <div>Justification Reason</div> <div></div> </div> </div> <div> <div>3. Supporting Attachments ?</div> <div> <div>Internal Attachments</div> <div>Add Attachments</div> <div>External Attachments</div> <div>Add Attachments</div> </div> </div> <div> <div>4. Service Details* ?</div> <div> <div>Summary of Service</div> <div></div> <div>1000 characters remaining</div> <div>expand   clear</div> <div> <div>Service Start Date</div> <div>mm/dd/yyyy</div> </div> <div> <div>Service End Date</div> <div>mm/dd/yyyy</div> </div> <div> <div>Service Amount</div> <div></div> </div> </div> </div> </div>
4	<p>Complete the <b>University Business Purpose</b> section by typing the purpose of the purchase (Note: this is a required section)</p> <div> <div>1. University Business Purpose* ?</div> <div> <div></div> <div>1000 characters remaining</div> <div>expand   clear</div> </div> </div>
5	<p>Please complete the <b>Sole Source Justification</b> if competitive quotes are not attached. Please consult USF Procurement Policy for guidance. Formal Sourcing Events (RFx) are required for purchases \$50,000 or greater Use the drop down box to select a <b>Justification Reason</b>.</p> <div> <div>2. Sole or Single Source Justification ?</div> <div> <div>Sourcing Justification Reason</div> <div></div> </div> </div>
6	<p>Click the <b>Add Attachments</b> to provide supplemental information or quotes.</p> <p>Internal Attachments will remain internal in Hilltop Shop and are only viewable to just USF employees</p> <ul style="list-style-type: none"> <li>Quotes provided by all vendors</li> <li>Internal USF information that is important for approvers to access</li> </ul> <p>External Attachments are sent to the vendor when the PO is dispatched. Be sure you only include attachments you intend to share with the vendor</p> <ul style="list-style-type: none"> <li>Quote provided by the vendor the purchase is being made against</li> <li>Specifications or other documentation the vendor will need to complete the order</li> </ul> <p>Note: The maximum file size is 50 MB</p>



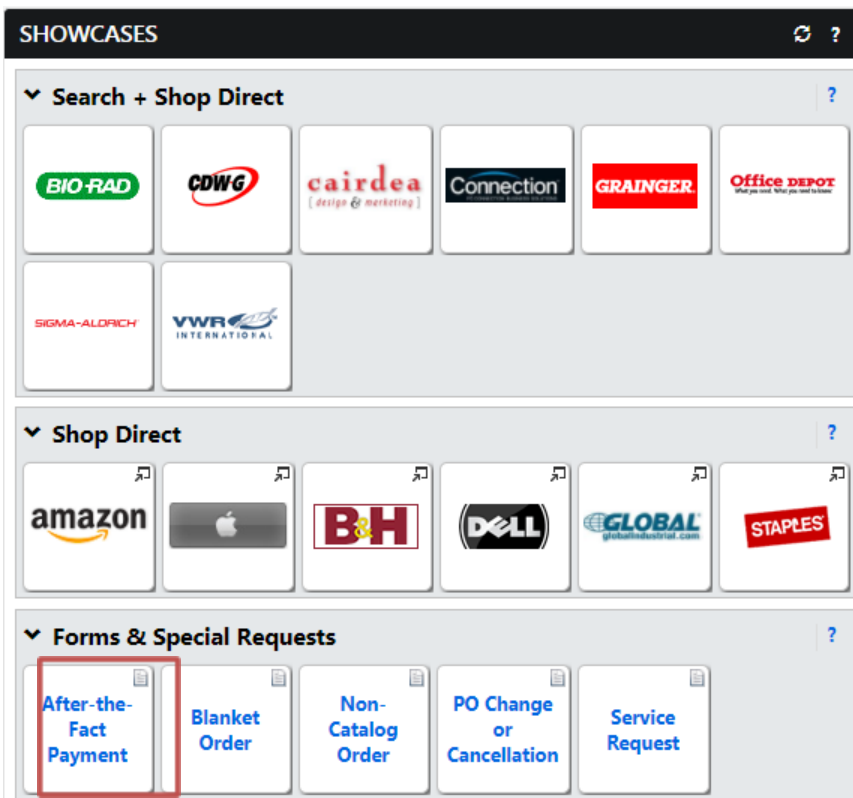
	<div data-bbox="191 254 701 464"> <h3>3. Supporting Attachments ?</h3> <p>Internal Attachments External Attachments</p> <p>Add Attachments Add Attachments</p> </div>
7	<p>Attachments can be added by selecting a file from your computer or by entering a link to a website. Click <b>Save Changes</b>.</p> <div data-bbox="191 537 954 890"> <h3>Add Attachments</h3> <p>Attachment Type <input checked="" type="radio"/> File <input type="radio"/> Link</p> <p>File *</p> <p>Select files...</p> <p>Maximum upload file size: 23.84 MB</p> <p>* Required</p> <p>Save Changes Close</p> </div>
8	<p>Complete the <b>Services Details</b> section with the specific details of the service including:</p> <ul style="list-style-type: none"> <li>• <b>Summary of Service:</b> Detailed description of the service the vendor will perform for USF</li> <li>• <b>Service Start Date:</b> The date the vendor will begin the work according to the statement of work</li> <li>• <b>Service End Date:</b> The date the vendor will end the work according to the statement of work</li> <li>• <b>Service Amount:</b> Total amount of the service</li> </ul> <div data-bbox="191 1142 1143 1680"> <h3>4. Service Details* ?</h3> <p><b>Summary of Service</b></p> <p>1000 characters remaining expand   clear</p> <p><b>Service Start Date</b> <b>Service End Date</b></p> <p>mm/dd/yyyy mm/dd/yyyy</p> <p><b>Service Amount</b></p> <p>Description</p> <p>254 characters remaining expand   clear</p> </div>
9	<p>Enter the <b>Vendor Information</b>. Use the search box to search for existing vendors and select the matching vendor.</p>



	
14	<p>At this point, a Requestor will need to perform the following actions to complete and submit the shopping cart:</p> <ul style="list-style-type: none"> <li>● Optionally, assign an appropriate <b>Commodity Code</b> for each line item</li> <li>● Assign the appropriate <b>FOAP</b> string to the order</li> <li>● Ensure the <b>Shipping</b> information is correct</li> <li>● Set the <b>Prepayment</b> checkbox and provide the appropriate instructions, if a prepayment is required</li> <li>● Update the <b>Accounting Date</b> if the order is placed towards the end of the fiscal year and services will be performed on or after June 1<sup>st</sup> of the new fiscal year</li> <li>● Add any additional <b>Comments</b> to the order request that will help facilitate approval</li> </ul> <p>Follow the directions provided in <b>Exercise 12</b> for Completing and Submitting the Shopping Cart</p>

## Exercise 9: After-the-Fact Payment Form

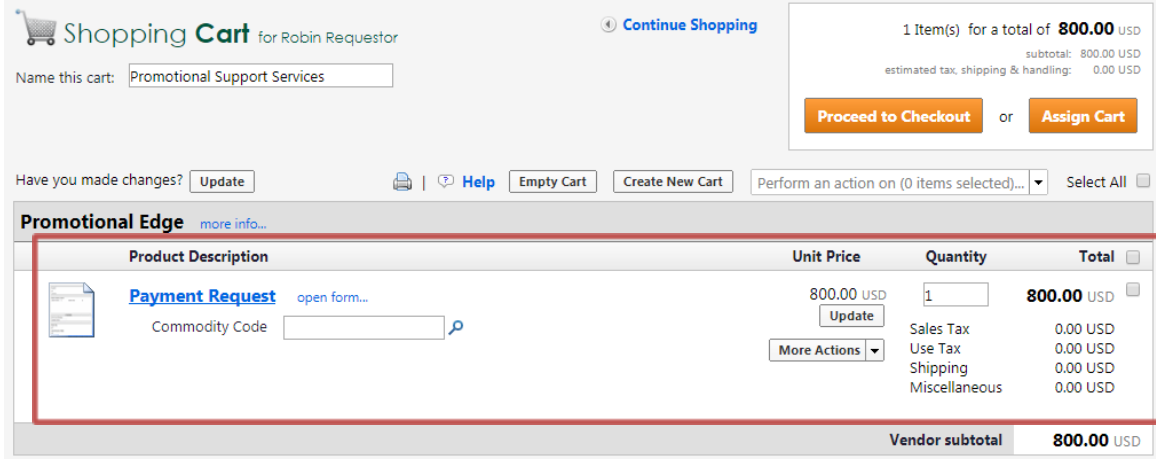
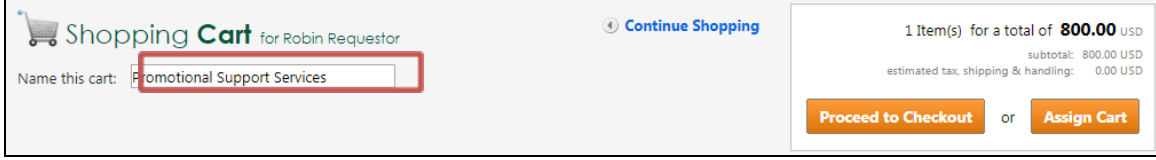
In addition to purchase requests, Hilltop Shop will be utilized to allow Shoppers and Requestors to fill-out and submit requests for after-the-fact payment to vendors. This form should only be utilized when a payment needs to be made to a supplier for products or services procured outside of Purchase Order through Hilltop Shop.

Step	Description
1	<p>Login to Hilltop Shop</p> <p>Use the username provided to you. In production, you will not be required to enter separate login credentials as all users will access the site through USF's Single Sign-on</p>
2	<p>From the homepage, navigate to the <b>Forms</b> section, located under <b>Showcases</b>. Click on <b>After-the-Fact Payment</b> sticker.</p>  <p>The screenshot shows the Hilltop Shop homepage. At the top is a 'SHOWCASES' header with a refresh icon and a help icon. Below it are three sections: 'Search + Shop Direct', 'Shop Direct', and 'Forms &amp; Special Requests'. The 'Forms &amp; Special Requests' section is expanded, showing five buttons: 'After-the-Fact Payment' (highlighted with a red box), 'Blanket Order', 'Non-Catalog Order', 'PO Change or Cancellation', and 'Service Request'.</p>
3	<p>The <b>After-the-Fact Payment</b> form will open. Please read the <b>Form Instructions</b> at the top of the screen prior to filling out the form.</p>

	<p><b>After-the-Fact Payment</b> Available Actions: Add and go to Active Cart <input type="button" value="Go"/></p> <div> <div> <p><b>Form Instructions</b> ?</p> <p>This form is intended for After-the-Fact payment of USF-related purchases:</p> <ul style="list-style-type: none"> <li>After-the-Fact Purchases are defined as goods or services obtained without prior authorization. Please note that After-the-Fact purchases are monitored by Purchasing &amp; Ancillary Services (PaAS) and regularly reported to USF VPs..</li> </ul> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>Complete each form section.</li> <li>Include the vendor invoice as an attachment.</li> <li>In top right corner, select "Add &amp; go to Active Cart" or other preferred Available Action.</li> <li>All required fields are indicated in <b>bold</b>.</li> </ul> <p>This After-the-Fact form is not intended for Independent Contractor-related payments.</p> <p>For Independent Contractor payment, please go to this link and complete the USF Internal Audit &amp; Tax Compliance(IATC):  <a href="#">\\\\\\\\\\\\\\\\\\\ - INDEPENDENT CONTRACTOR CHECKLIST - \\\\\\\\\\\\\\\\\\\</a>.</p> </div> <div> <p><b>1. University Business Purpose</b> ?</p> <div> <div></div> <div>250 characters remaining expand   clear</div> </div> </div> <div> <p><b>2. Sole or Single Source Justification</b> ?</p> <p>Sourcing Justification Reason</p> <div>Please select... ▼</div> </div> <div> <p><b>3. Vendor Information</b> ?</p> <p>Perform a vendor search. If a vendor match is found, please select the vendor.</p> <p><b>Search Existing Vendors</b></p> <div> <input type="text"/> <div>or</div> <input type="button" value="Search Existing Vendors"/> </div> </div> </div>
4	<p>Complete the <b>University Business Purpose</b> section by typing the purpose of the purchase (Note: this is a required section)</p> <div> <p><b>1. University Business Purpose*</b> ?</p> <div> <div></div> <div>1000 characters remaining expand   clear</div> </div> </div>
5	<p>Please complete the <b>Sole Source Justification</b> if competitive quotes are not attached. Please consult USF Procurement Policy for guidance. Formal Sourcing Events (RFx) are required for purchases \$50,000 or greater Use the drop down box to select a <b>Justification Reason</b>.</p> <div> <p><b>2. Sole or Single Source Justification</b> ?</p> <div> <div>Sourcing Justification Reason</div> <div></div> </div> </div>
6	<p>Enter the <b>Vendor Information</b>. Use the search box to search for existing vendors and select the matching vendor.</p>

	<div> <h3>3. Vendor Information <span>?</span></h3> <p>Perform a vendor search. In a vendor match is found, please select the vendor.</p> <p><b>Search Existing Vendors</b></p> <div> <input type="text"/>  or           <a href="#">Search Existing Vendors</a> </div> <p>If the vendor is NOT found in search results, the vendor is required registered with USF. See instructions below.</p> <div> <h4>NEW VENDOR PAYMENT PROFILE PROCESS</h4> <ol style="list-style-type: none"> <li>1. Click on the "NEW VENDOR REQUEST" link below and provide vendor information.</li> <li>2. PAAS will receive the vendor request and invite vendor to complete payment profile.</li> <li>3. Once the vendor has submitted request, the Accounts Payables staff will review &amp; approve for payment only.</li> <li>4. Once notified by Accounts Payable, please return to this <i>After-the-Fact Payment Form</i>, search for vendor, complete and submit your request for payment.</li> </ol> <p><b>NOTE:</b> Vendors must formally register with USF after 2 payments through the use of this form. Payment may be withheld until vendor formally registers. As needed, refer to <a href="#">USF Purchasing Policy</a>.</p> <p>\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\ - NEW VENDOR REQUEST - \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\ \\\\</p> </div> </div>				
7	<p>By selecting <b>Search Existing Vendors</b>, a new page should appear. Type the vendor name into the search box then click on <b>Select next</b> to the first address in the list.</p> <div> <h3>Vendor Search <span>?</span></h3> <div> <input type="text" value="Promotional Edge"/> <input type="button" value="Q"/> </div> <div> Results Per Page: 20           Vendors found: 1           Page 1 of 1           <span>?</span> </div> <table> <thead> <tr> <th>Vendor Name/Address</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td> <b>Promotional Edge</b>  <b>PO Purchase Orders 1:</b> 2007 Hill Meadow Pl Danville, CA 94526-4448 US           </td> <td><a href="#">Select</a></td> </tr> </tbody> </table> </div>	Vendor Name/Address	Select	<b>Promotional Edge</b> <b>PO Purchase Orders 1:</b> 2007 Hill Meadow Pl Danville, CA 94526-4448 US	<a href="#">Select</a>
Vendor Name/Address	Select				
<b>Promotional Edge</b> <b>PO Purchase Orders 1:</b> 2007 Hill Meadow Pl Danville, CA 94526-4448 US	<a href="#">Select</a>				
8	<p>Complete the <b>Invoice &amp; Payment Details</b> section with the specific details of the payment including:</p> <ul style="list-style-type: none"> <li>• <b>Invoice Number:</b> If the vendor has provided an Invoice Number, enter it into the text box. If the vendor has not provided a number, use the link to take you to a guide that will provide invoice numbering conventions</li> <li>• <b>Invoice Date:</b> The date the vendor issued the invoice</li> <li>• <b>Due Date:</b> The date the payment is due to the vendor</li> <li>• <b>Type of Activity Requiring Payment:</b> Dropdown list of the type of activity or service being paid</li> </ul> <div> <h3>4. Invoice &amp; Payment Details <span>?</span></h3> <div> <b>Invoice Number</b> <input type="text" value="A0081417"/>   <a href="#">Invoice Number naming conventions must be followed</a> </div> <div> <b>Invoice Date</b> <input type="text" value="08/14/2017"/>   mm/dd/yyyy </div> <div> <b>Due Date</b> <input type="text" value="08/14/2017"/>   mm/dd/yyyy </div> <div> <b>Type of Activity Requiring Payment</b> <input type="text" value="After-the-Fact Purchase"/> </div> <div> <b>Internal Attachments</b> <input type="button" value="Add Attachments"/> </div> </div>				
9	<p>Click the <b>Add Attachments</b> to provide a copy of the vendor's invoice, quotes, and supplemental information.</p> <p>Internal Attachments will remain internal in Hilltop Shop and are only viewable to just USF employees and should include:</p> <ul style="list-style-type: none"> <li>▪ Vendor invoice</li> <li>▪ Quotes provided by the vendor</li> </ul>				

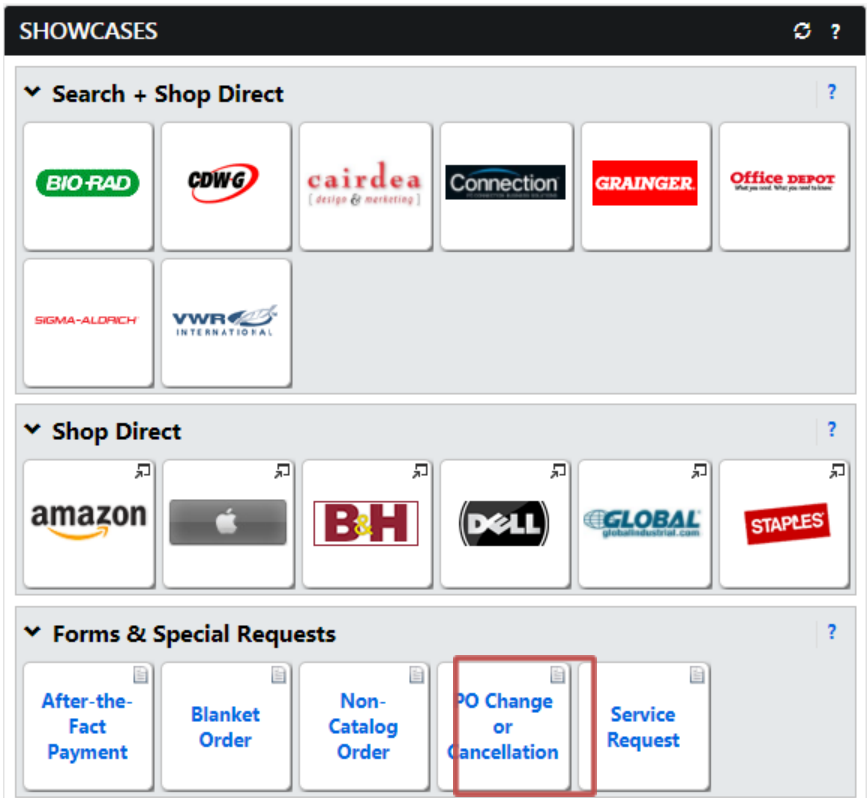
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11	<p>Complete the <b>Invoice Line Items</b> section with the <b>Description, Price, and Quantity</b> for each line item found on the vendor's invoice.</p> <table><thead><tr><th colspan="4">Invoice Line Items</th></tr><tr><th>Description</th><th>Price</th><th>Quantity</th><th>Ext. Price</th></tr></thead><tbody><tr><td>3' x 3' Custom Print Posters</td><td>20</td><td>10</td><td>0.00</td></tr><tr><td>Poster Design Services</td><td>1</td><td>500</td><td>0.00</td></tr><tr><td>Delivery</td><td>1</td><td>100</td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td colspan="3">Total</td><td>0.00</td></tr></tbody></table>	Invoice Line Items				Description	Price	Quantity	Ext. Price	3' x 3' Custom Print Posters	20	10	0.00	Poster Design Services	1	500	0.00	Delivery	1	100	0.00				0.00				0.00				0.00				0.00				0.00				0.00				0.00				0.00	Total			0.00
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12	<p>Once the form is completed, scroll up to the top of the page and click on the drop down menu next to <b>Available Actions</b> in the upper right hand corner. Select <b>Add and Go To Cart</b> and press the <b>Go</b> button.</p> <div><div>Payment Request</div><div>Available Actions: Add and go to Active Cart Go Close</div><div>Form Instructions</div></div>																																																								
13	<p>The services form should now appear in your active shopping cart.</p>																																																								

	
14	<p>Click on the text box next to <b>Name This Cart</b> and enter a name for the cart that will be more meaningful to you and any approvers who will need to review you order.</p> 
15	<p>At this point, a Requestor will need to perform the following actions to complete and submit the shopping cart:</p> <ul style="list-style-type: none"> <li>• Optionally, assign an appropriate <b>Commodity Code</b> for each line item</li> <li>• Assign the appropriate <b>FOAP</b> string to the order</li> <li>• Update the <b>Accounting Date</b> if the request is placed towards the end of the fiscal year and the payment needs to be processed on or after June 1<sup>st</sup> of the new fiscal year</li> <li>• Add any additional <b>Comments</b> to the order request that will help facilitate approval</li> </ul> <p>Follow the directions provided in <b>Exercise 12</b> for Completing and Submitting the Shopping Cart</p>




## Exercise 10: PO Change Order Form

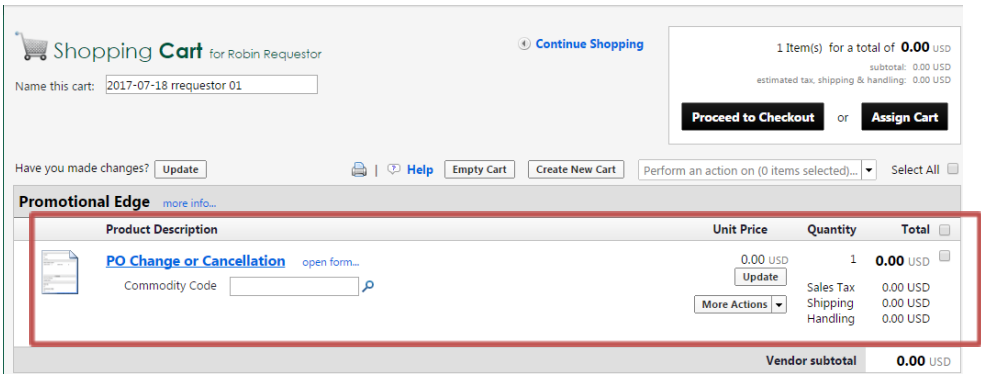
Occasionally, it may be necessary to request a change to a PO that has already been approved and dispatched to the vendor. End users do not have permissions to directly modify a PO in Hilltop shop; however, only Procurement will have the necessary permissions to make changes to POs. End users can; however, raise a request in Hilltop Shop to modify a PO using the “PO Change or Cancellation” form. The PO Change or Cancellation form will raise a change request requisition in Hilltop Shop that will route through the normal requisition workflow for departmental approval and ultimately to Procurement to make the requested change. This exercise walks through the step by step procedures to raise a PO Change request.

Step	Description
1	<p>Login to Hilltop Shop</p> <p>Use the username provided to you. In production, you will not be required to enter separate login credentials as all users will access the site through USF’s Single Sign-on.</p>
2	<p>From the homepage, navigate to the <b>Forms</b> section, located under <b>Showcases</b>. Click on <b>After-the-Fact Payment</b> sticker.</p>  <p>The screenshot shows the Hilltop Shop homepage. At the top, there is a 'SHOWCASES' header with a refresh icon and a question mark. Below this, there are three main sections: 'Search + Shop Direct', 'Shop Direct', and 'Forms &amp; Special Requests'. The 'Forms &amp; Special Requests' section is expanded, showing five options: 'After-the-Fact Payment', 'Blanket Order', 'Non-Catalog Order', 'PO Change or Cancellation', and 'Service Request'. The 'PO Change or Cancellation' option is highlighted with a red rectangular box.</p>
3	<p>The <b>PO Change or Cancellation</b> form will open. Please read the <b>Form Instructions</b> at the top of the screen prior to filling out the form.</p> <p>This form can be used to request changes to purchase orders, including, but not limited to, updating the pricing and quantity information, changing the accounting information, or cancelling the purchase order.</p>

	<p>You will need to know the PO number, original order total, and the FOAP accounting codes on the PO.</p> <div data-bbox="190 302 1494 1104"> <div>Form Instructions ?</div> <p><b><u>Before completing this form, locate the PO number, original total amount, and FOAP if changing the funding source.</u></b></p> <p>You may locate this information by searching for the purchase order at <i>Documents &gt; Search Documents</i>.</p> <p>Provide additional details regarding the change order request in the Change Request Details section. Please be specific as to the changes requested.</p> <p>Complete all required fields in <b>bold</b>, then use the "Available Actions" drop-down menu in the upper right of the form. Select Add and go to Cart and click Go.</p> <div> <div>Modify an existing purchase order (PO) for the following reasons:</div> <div> <input type="text" value="Decrease in quantity"/> <input type="text" value="Increase or decrease in pricing"/> <input type="text" value="Add services (new line item)"/> <input type="text" value="Change funding source (FOAP)"/> <input type="text" value="Cancel the purchase order"/> <input type="text" value="Other - such as correcting unit of measure or other product details"/> </div> </div> </div>
4	<p>Scroll down to <b>Supplier Information</b>. In the text box next to <b>Search Existing Vendors</b>, enter the name of vendor for the PO. You can also use the <b>Search Existing Vendors</b> link to search for the vendor.</p> <div data-bbox="190 1215 1040 1593"> <div>1. Supplier Information ?</div> <div> <div>Search Existing Vendors</div> <div> <input type="text"/> or  <a href="#">Search Existing Vendors</a> </div> </div> <div> <div>PO Number</div> <input type="text"/> </div> <div> <div>Required By Date</div> <input type="text"/> <div>mm/dd/yyyy</div> </div> </div>
5	<p>After selecting the vendor, the vendor's information will automatically populate.</p>

	<div> <div>1. Supplier Information ?</div> <div> <div>Vendor</div> <div>Promotional Edge <a href="#">more info...</a> <a href="#">select different vendor</a></div> </div> <div> <div>Fulfillment Address</div> <div>PO Purchase Orders 1: (preferred) 2007 Hill Meadow Pl Danville, CA 94526-4448 US</div> </div> <div> <div>Vendor Phone</div> <div>+1 925-362-9913</div> </div> </div>
6	<p>Enter the <b>PO Number</b> you wish to have modified and the <b>Required by Date</b> to indicate the date the change needs to be applied to the PO. Use the calendar icon to select the correct date.</p> <div> <div>1. Supplier Information ?</div> <div> <div>Vendor</div> <div>Promotional Edge <a href="#">more info...</a> <a href="#">select different vendor</a></div> </div> <div> <div>Fulfillment Address</div> <div>PO Purchase Orders 1: (preferred) 2007 Hill Meadow Pl Danville, CA 94526-4448 US</div> </div> <div> <div>Vendor Phone</div> <div>+1 925-362-9913</div> </div> <div> <div>PO sent via</div> <div>The system will distribute purchase orders using the method(s) indicated below:</div> <div>Manual</div> </div> <div> <div>PO Number</div> <div><input type="text" value="P1546789"/></div> </div> <div> <div>Required By Date</div> <div> <input type="text"/>  </div> <div>mm/dd/yyyy</div> </div> </div>
7	Complete the <b>Reason for Modification</b> section with the change(s) you would like to make on the selected purchase order.

	<div> <div>2. Reason for Modification ?</div> <div> <div>PO Cancellation <input type="checkbox"/></div> <div>Increase Item Price or Quantity <input checked="" type="checkbox"/></div> <div>Decrease Item Price or Quantity <input type="checkbox"/></div> <div>Amount of Increase/Decrease (\$) <input type="text" value="250"/></div> <div>Revised PO Total (after change) (\$) <input type="text"/></div> <div>FOAPA Change <input type="checkbox"/></div> <div>Change FOAPA to: <input type="text"/></div> <div>Add Services <input type="checkbox"/></div> <div>Revise Period of Service <input type="checkbox"/></div> <div>Once complete, send updated PO to Vendor <input type="checkbox"/></div> <div>Other (provide details below) <input type="checkbox"/></div> </div> </div>
8	<p>Complete the <b>Change Request Details</b> section where you will need to identify the business reason for the PO change in the textbox.</p> <div> <div>3. Change Request Details ?</div> <div> <div>Provide details of requested change(s):</div> <div> <div></div> <div>1000 characters remaining</div> <div>expand   clear</div> </div> </div> </div>
9	<p>Once all sections have been completed, navigate to the top of the form. Under <b>Available Actions</b>, select <b>Add and Go to Active Cart</b>. Click <b>Go</b>.</p>

	<p><b>PO Change or Cancellation</b> Available Actions: <span>Add and go to Active Cart</span> <span>Go</span> <span>Close</span></p> <p><b>Form Instructions</b> ?</p> <p><b>Before completing this form, locate the PO number, original total amount, and FOAP if changing the funding source.</b></p> <p>-- You may locate this information by searching for the purchase order at <i>Documents &gt; Search Documents</i>.</p> <p>-- Provide additional details regarding the change order request in the Change Request Details section. Please be specific as to the changes requested.</p>
10	<p>The PO Change Request will appear in your active cart</p> 
11	<p>At this point, a Requestor will need to perform the following actions to complete and submit the shopping cart:</p> <ul style="list-style-type: none"> <li>Optionally, assign an appropriate <b>Commodity Code</b> for each line item</li> <li>Assign the appropriate <b>FOAP</b> string to the order</li> <li>Ensure the <b>Shipping</b> information is correct</li> <li>Set the <b>Prepayment</b> checkbox and provide the appropriate instructions, if a prepayment is required</li> <li>Update the <b>Accounting Date</b> if the order is placed towards the end of the fiscal year and the products will be delivered or services will be performed on or after June 1<sup>st</sup> of the new fiscal year</li> <li>Add any additional <b>Comments</b> to the order request that will help facilitate approval</li> </ul> <p>Follow directions provided in <b>Exercise 12</b> for Completing and Submitting the Shopping Cart</p>

## Processing an Assigned Cart

As a Requestor one of your primary responsibilities will be to review and complete shopping carts assigned to you from Shoppers within your department. As discussed earlier in this course Requestors are responsible for performing the following tasks on all carts assigned to them:

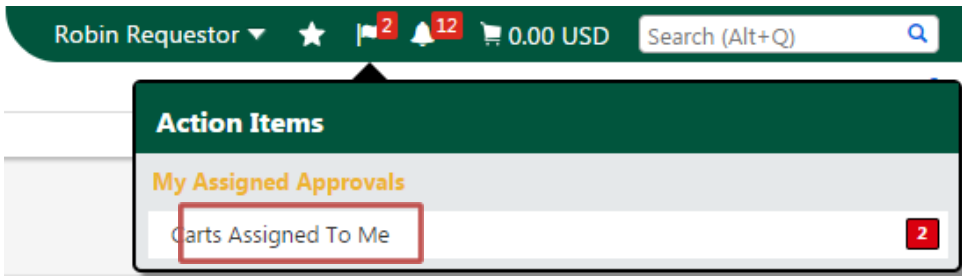
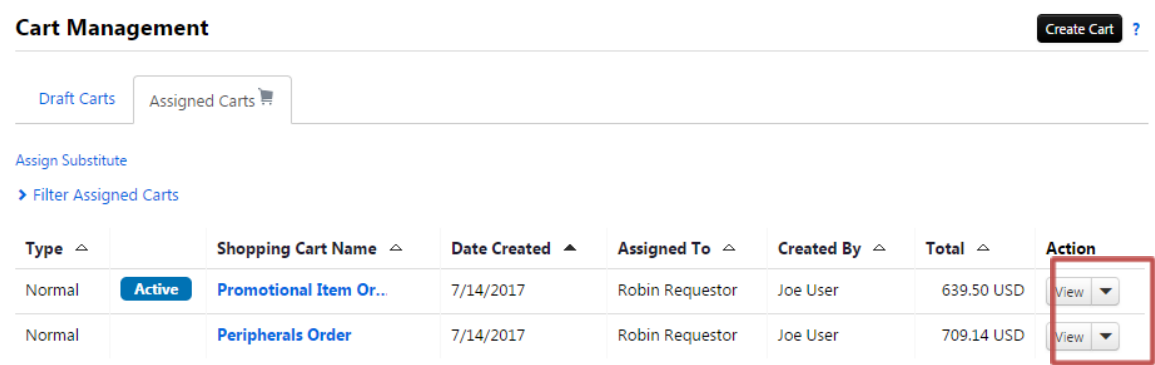
- ✓ Determine if the purchase is appropriate and allowable
- ✓ Assign the appropriate funding source (note: Requestors must have authority to spend against the assigned fund)
- ✓ Validate appropriate documentation is provided on non-catalog orders such as vendor quotes, sole source justification, proforma invoice for orders requiring a prepayment, and any necessary comments or backup documentation justifying the order

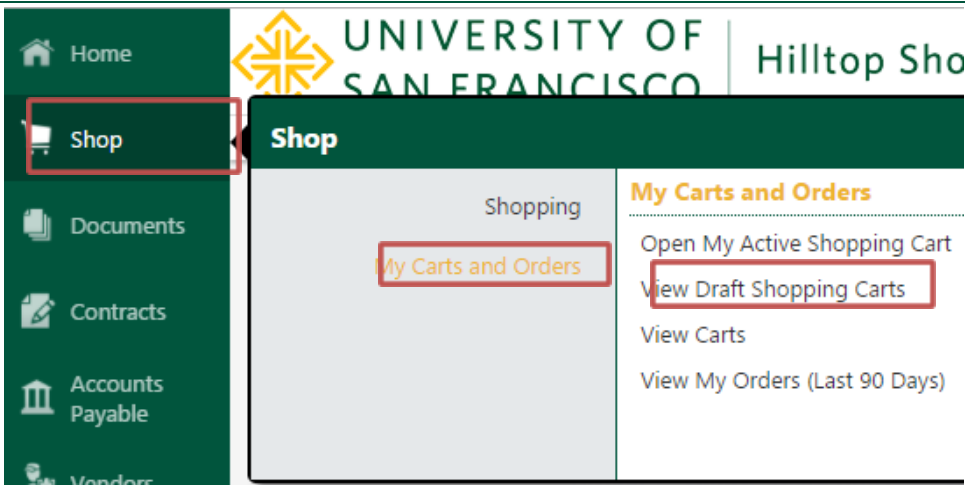
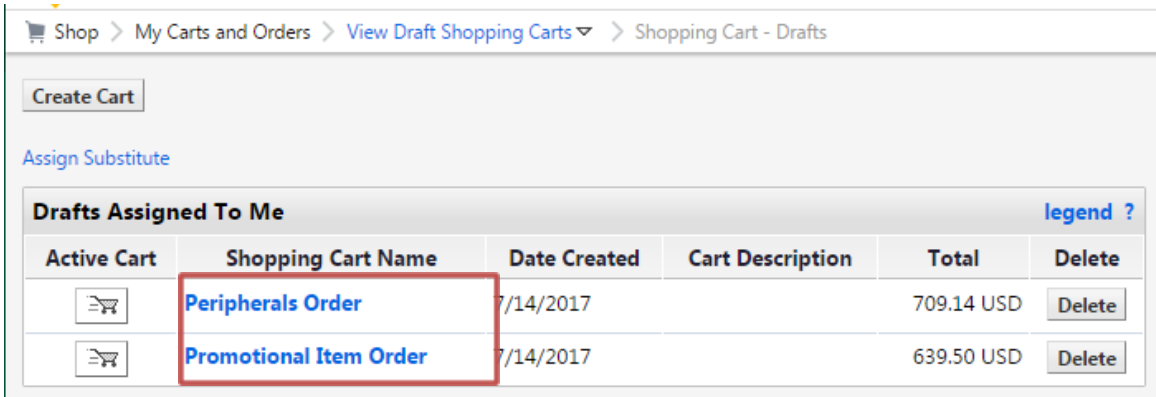
In this set of exercises, you will learn how to find carts that are assigned to you from Shoppers, complete the carts, and utilize the Hilltop Shop functionality to communicate with Shoppers.

In this section of the course you learn to perform the following:

- Exercise 11: Finding Assigned Carts
- Exercise 12: Complete and Submit a Shopping Cart
- Exercise 13: Return Cart to the Shopper
- Exercise 14: Using Comments

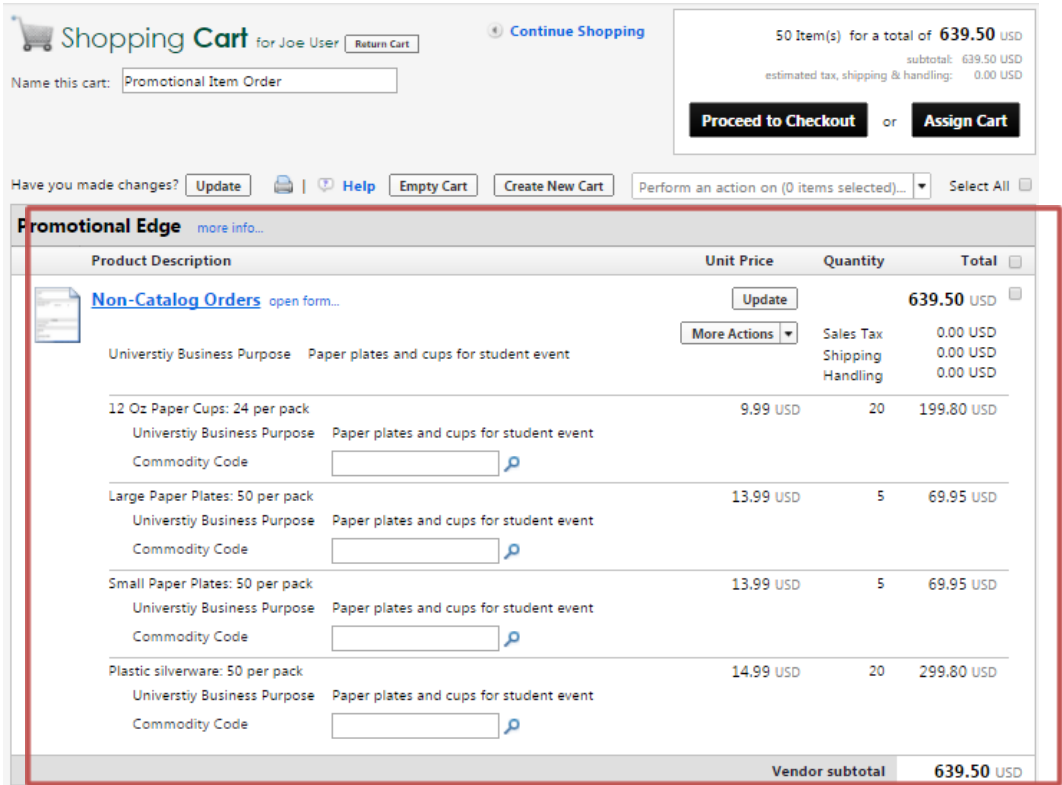
## Exercise 11: Finding Assigned Carts

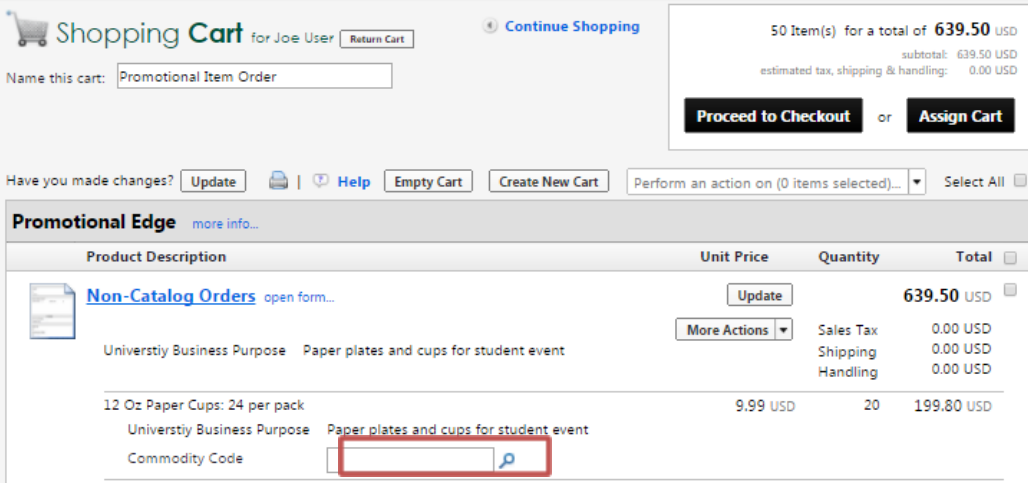
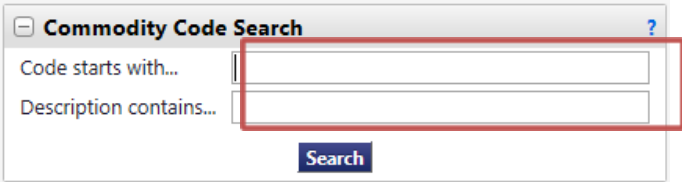
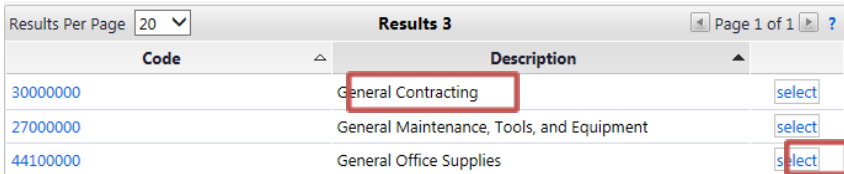
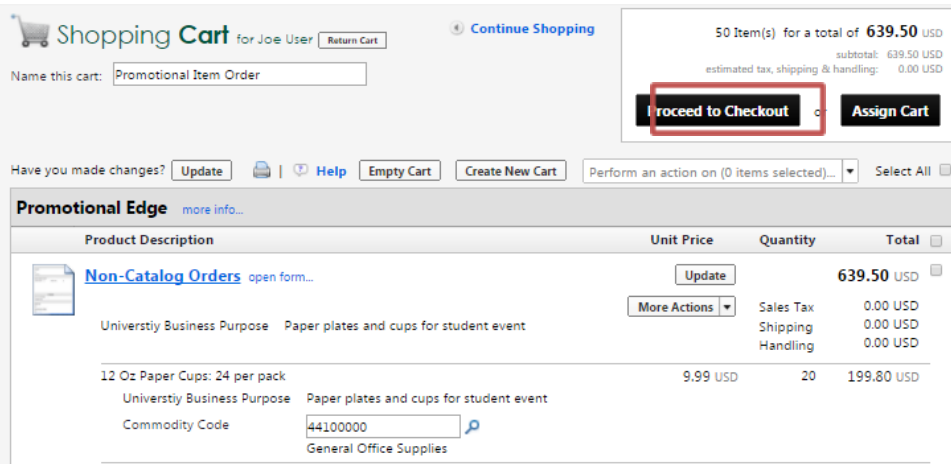
Step	Description																					
1	<p>Login to Hilltop Shop</p> <p>Use the username provided to you. In production, you will not be required to enter separate login credentials as all users will access the site through USF's Single Sign-on.</p>																					
2	<p>You will receive an email and a Hilltop Shop notification if a cart is assigned to you. Once logged into Hilltop Shop, the notifications are located under the flag icon at the upper right of the screen. Click the <b>flag</b> icon and select <b>Carts Assigned to Me</b> from the pull down menu.</p>  <p>The screenshot shows the Hilltop Shop header with the user name 'Robin Requestor', a star icon, a flag icon with a red '2' badge, a bell icon with a red '12' badge, a shopping cart icon with '0.00 USD', and a search bar. A dropdown menu is open under the flag icon, showing 'Action Items' with 'My Assigned Approvals' and 'Carts Assigned To Me' (highlighted with a red box and a red '2' badge).</p>																					
3	<p>You are now on the screen that shows the list of shopping carts assigned to you by other Shoppers. To begin reviewing a shopping cart, click on the <b>View</b> button on the right side of the screen.</p>  <p>The screenshot shows the 'Cart Management' page. It has a 'Create Cart ?' button. Below it are tabs for 'Draft Carts' and 'Assigned Carts' (selected). There are links for 'Assign Substitute' and 'Filter Assigned Carts'. A table lists assigned carts with columns: Type, Shopping Cart Name, Date Created, Assigned To, Created By, Total, and Action. Two rows are shown: 'Promotional Item Or...' and 'Peripherals Order'. The 'View' button in the Action column for the 'Peripherals Order' row is highlighted with a red box.</p> <table><thead><tr><th>Type</th><th>Shopping Cart Name</th><th>Date Created</th><th>Assigned To</th><th>Created By</th><th>Total</th><th>Action</th></tr></thead><tbody><tr><td>Normal</td><td>Promotional Item Or...</td><td>7/14/2017</td><td>Robin Requestor</td><td>Joe User</td><td>639.50 USD</td><td>View</td></tr><tr><td>Normal</td><td>Peripherals Order</td><td>7/14/2017</td><td>Robin Requestor</td><td>Joe User</td><td>709.14 USD</td><td>View</td></tr></tbody></table>	Type	Shopping Cart Name	Date Created	Assigned To	Created By	Total	Action	Normal	Promotional Item Or...	7/14/2017	Robin Requestor	Joe User	639.50 USD	View	Normal	Peripherals Order	7/14/2017	Robin Requestor	Joe User	709.14 USD	View
Type	Shopping Cart Name	Date Created	Assigned To	Created By	Total	Action																
Normal	Promotional Item Or...	7/14/2017	Robin Requestor	Joe User	639.50 USD	View																
Normal	Peripherals Order	7/14/2017	Robin Requestor	Joe User	709.14 USD	View																
4	<p>Alternatively, Requestors can view the list of assigned carts by performing the following:</p> <p>From the home page, click on <b>Shop</b> from the left side navigation bar, click on <b>My Carts and Orders</b>, click on <b>View Draft Shopping Carts</b></p>																					

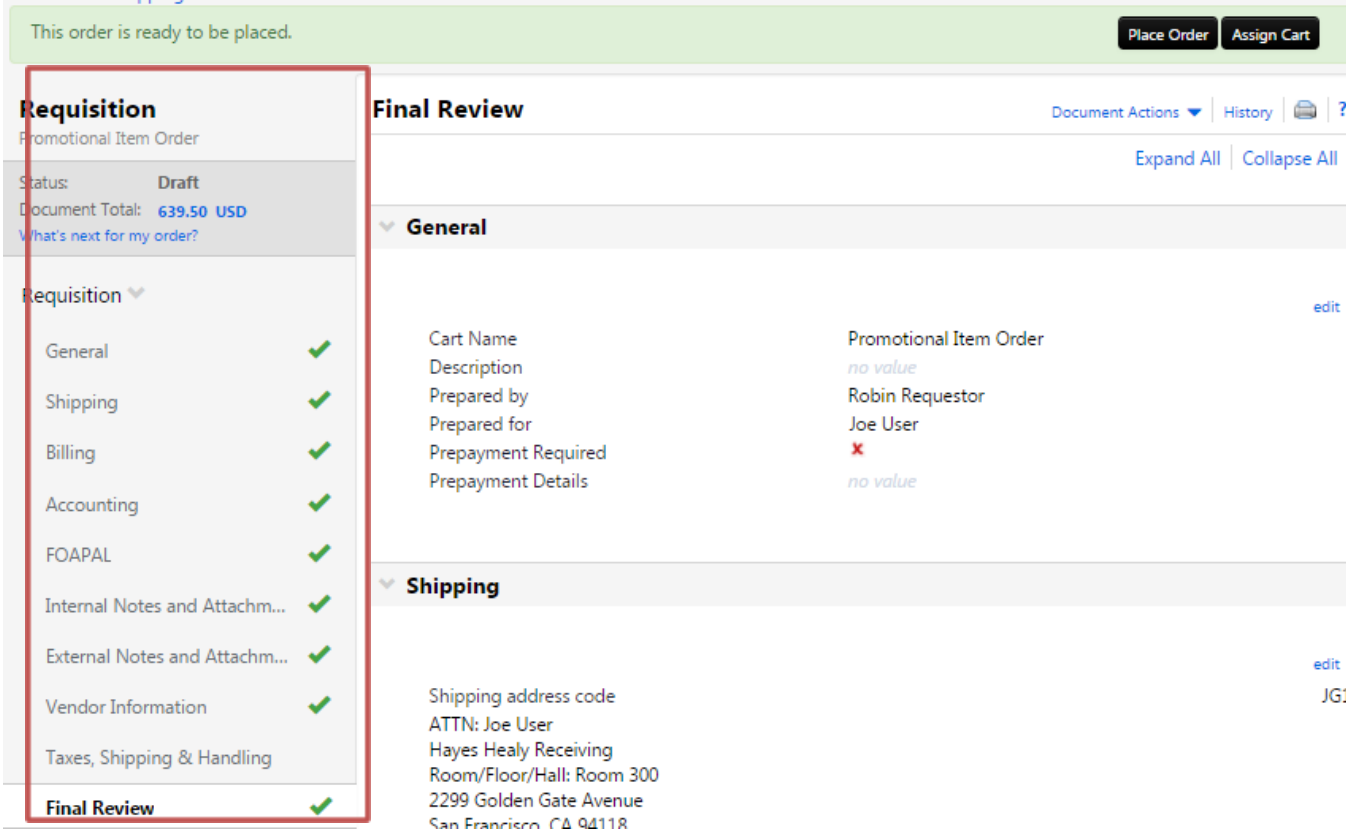
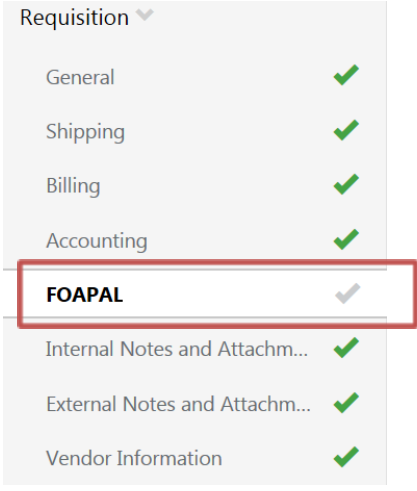
	
5	<p>You are now on the screen that shows the list of shopping carts assigned to you by other Shoppers as well as your own draft shopping cart(s) you have created. To begin reviewing a shopping cart, click on the name of the shopping cart.</p> 
6	<p>The next lesson will detail the actions Requestors will need to take to complete a shopping cart.</p>



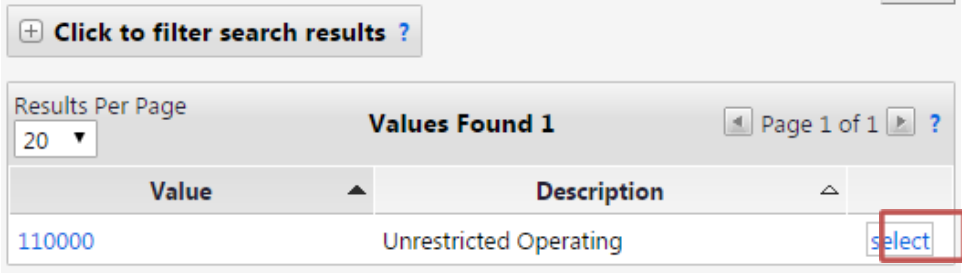
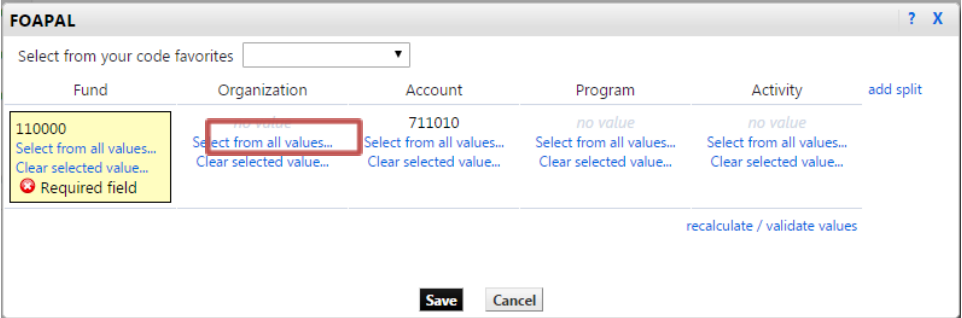
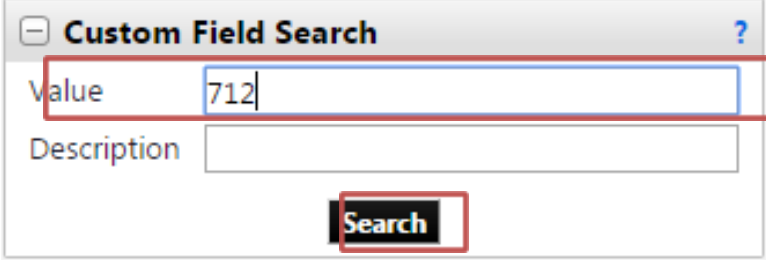
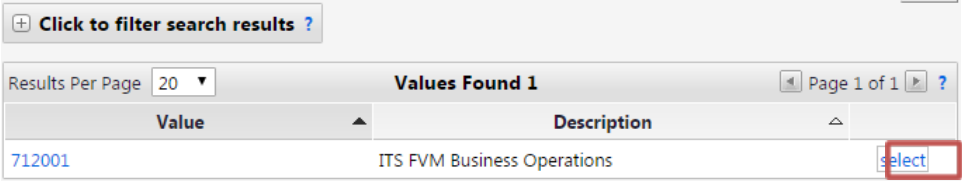
## Exercise 12: Complete and Submit a Shopping Cart

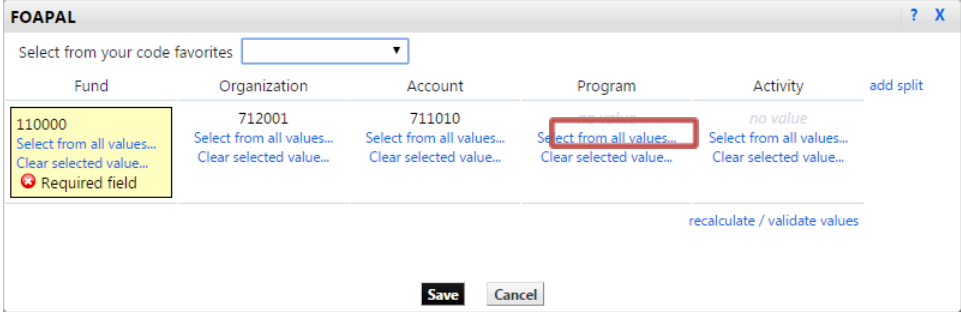
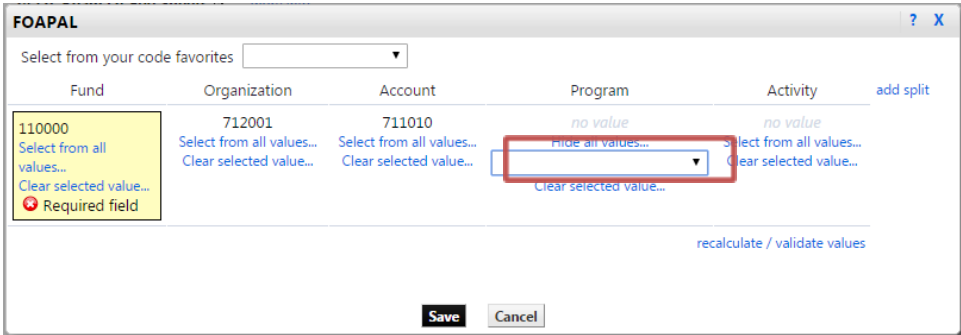
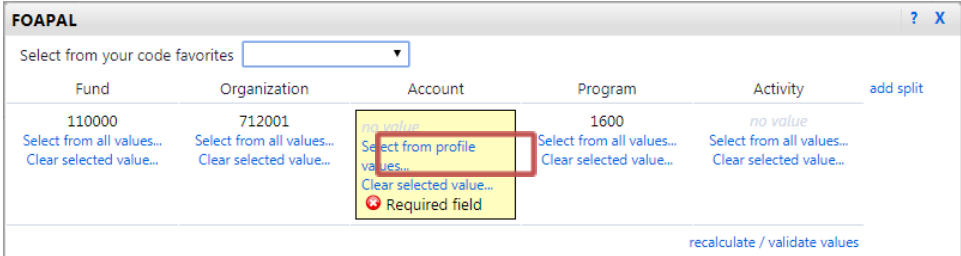
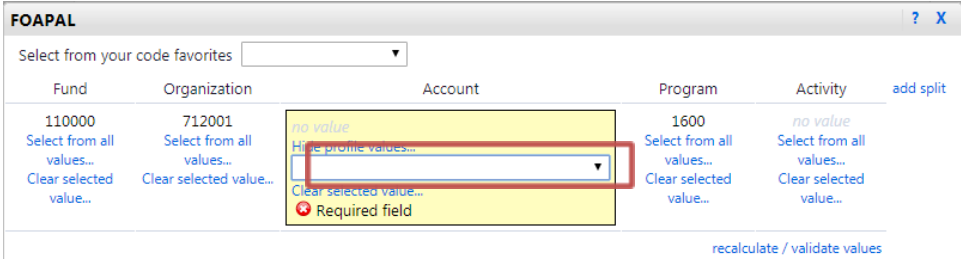
Step	Description
1	Complete the steps outlined in the previous exercises for shopping using catalogs and forms, completing an after-the-fact payment form, completing a PO change request form, or finding carts assigned to you from a Shopper.
2	<p>Once you have completed shopping from a catalog or form or have selected an assigned cart, the cart will display as your active shopping cart with all the cart details.</p> 
3	<p>Next, users can <b>optionally</b> update the <b>Commodity Code</b> for each line item created from the non-catalog form. Click on the magnifying glass icon for each line item to add the appropriate commodity code.</p> <p>PaAs will assign the Commodity Code that matches if Users cannot locate the proper code.</p>

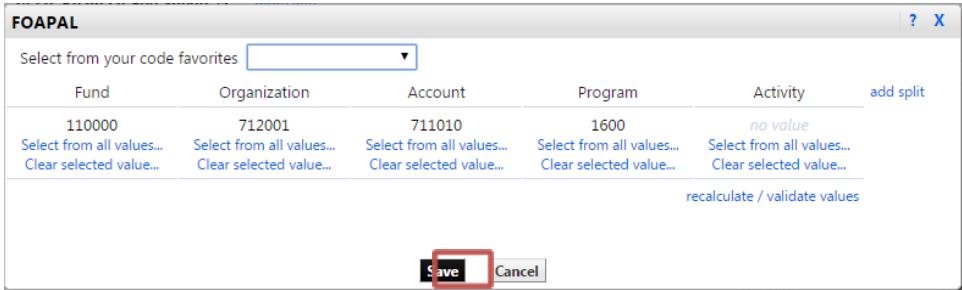
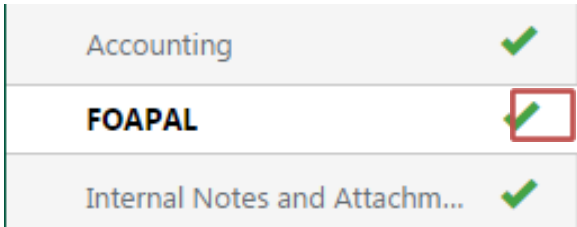
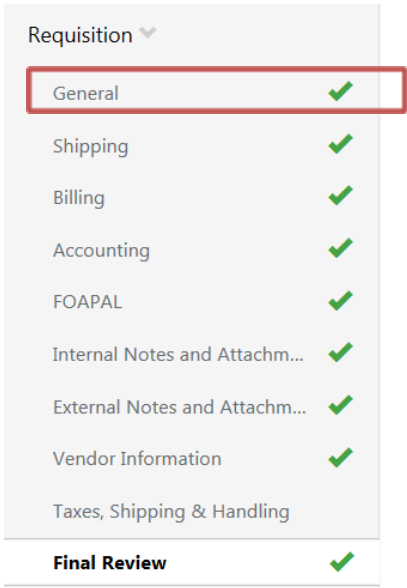
	 <p>The screenshot shows a shopping cart interface. At the top, it says 'Shopping Cart for Joe User' with a 'Return Cart' button and a 'Continue Shopping' link. Below this, there's a field to 'Name this cart:' with the value 'Promotional Item Order'. To the right, a summary shows '50 Item(s) for a total of 639.50 USD', with a subtotal of 639.50 USD and estimated tax, shipping &amp; handling of 0.00 USD. There are two buttons: 'Proceed to Checkout' and 'Assign Cart'. Below the summary, there are links for 'Update', 'Help', 'Empty Cart', and 'Create New Cart'. A dropdown menu shows 'Perform an action on (0 items selected)...' with a 'Select All' option. The main section is titled 'Promotional Edge' with a 'more info...' link. It contains a table with columns 'Product Description', 'Unit Price', 'Quantity', and 'Total'. The table lists 'Non-Catalog Orders' with a link to 'open form...'. Below this, it shows 'University Business Purpose' as 'Paper plates and cups for student event'. A specific item is listed: '12 Oz Paper Cups: 24 per pack' with a unit price of 9.99 USD, a quantity of 20, and a total of 199.80 USD. At the bottom, there is a 'Commodity Code' field with a search icon, which is highlighted with a red box.</p>
4	<p>You can search for the Commodity Code either by searching by <b>Code starts with</b> or <b>Description contains</b> and click <b>Search</b>.</p>  <p>The screenshot shows a 'Commodity Code Search' form. It has two input fields: 'Code starts with...' and 'Description contains...'. Both fields are highlighted with a red box. Below the fields is a 'Search' button.</p> <p>After finding the correct Commodity Code, click <b>Select</b>.</p>  <p>The screenshot shows the search results for the commodity code. It displays 'Results 3' and 'Page 1 of 1'. The results are in a table with columns 'Code' and 'Description'. The first result is '30000000' with the description 'General Contracting'. The second result is '27000000' with the description 'General Maintenance, Tools, and Equipment'. The third result is '44100000' with the description 'General Office Supplies'. Each result has a 'select' button next to it. The 'select' button for 'General Office Supplies' is highlighted with a red box.</p>
5	<p>Click <b>Proceed to Checkout</b>.</p>  <p>The screenshot shows the shopping cart interface again. The 'Proceed to Checkout' button is highlighted with a red box. The rest of the interface is the same as in the first screenshot.</p>


6	<p>The Requisition screen will open where you can see the details of the order. You can navigate using the grey navigation pane on the left side of the screen. A green checkmark means all required information has been provided and a greyed-out check mark means additional information needs to be provided.</p> 
7	<p>To add accounting codes, click <b>FOAPAL</b> on the left side of the screen.</p> 

8	<p>If you setup a default FOAP string in your profile, the values will automatically populate. Click <b>Edit</b> to modify the accounting codes</p> <p><b>FOAPAL</b> values have been overridden for this line</p> <table><thead><tr><th>Fund</th><th>Organization</th><th>Account</th><th>Program</th><th>Activity</th></tr></thead><tbody><tr><td>110000 Unrestricted Operating</td><td>712001 ITS FVM Business Operations</td><td>711010 Office Supplies</td><td>1600 Institutional Support</td><td>no value</td></tr></tbody></table> <p><b>Edit</b></p> <p>If you <b>did not</b> setup a default FOAP string in your profile, the values will be blank and you will need to add the appropriate FOAP before submitting the cart. Click <b>Edit</b> to added the accounting codes</p> <p><b>FOAPAL</b> values have been overridden for this line</p> <table><thead><tr><th>Fund</th><th>Organization</th><th>Account</th><th>Program</th><th>Activity</th></tr></thead><tbody><tr><td>no value Required field</td><td>no value</td><td>711010 Office Supplies</td><td>no value</td><td>no value</td></tr></tbody></table> <p><b>Edit</b></p>	Fund	Organization	Account	Program	Activity	110000 Unrestricted Operating	712001 ITS FVM Business Operations	711010 Office Supplies	1600 Institutional Support	no value	Fund	Organization	Account	Program	Activity	no value Required field	no value	711010 Office Supplies	no value	no value
Fund	Organization	Account	Program	Activity																	
110000 Unrestricted Operating	712001 ITS FVM Business Operations	711010 Office Supplies	1600 Institutional Support	no value																	
Fund	Organization	Account	Program	Activity																	
no value Required field	no value	711010 Office Supplies	no value	no value																	
9	<p>A pop-up window will open. Requestors are only required to enter the appropriate Fund, Organization, and Program. Click <b>Select from all Values</b> under the Fund</p> <div><p><b>FOAPAL</b> ? X</p><p>Select from your code favorites <input type="text"/></p><table><thead><tr><th>Fund</th><th>Organization</th><th>Account</th><th>Program</th><th>Activity</th><th></th></tr></thead><tbody><tr><td>no value Select from all values... Clear selected value... Required field</td><td>no value Clear selected value...</td><td>711010 Select from all values... Clear selected value...</td><td>no value Clear selected value...</td><td>no value Select from all values... Clear selected value...</td><td>add split</td></tr></tbody></table><p>recalculate / validate values</p><p><b>Save</b> <b>Cancel</b></p></div>	Fund	Organization	Account	Program	Activity		no value Select from all values... Clear selected value... Required field	no value Clear selected value...	711010 Select from all values... Clear selected value...	no value Clear selected value...	no value Select from all values... Clear selected value...	add split								
Fund	Organization	Account	Program	Activity																	
no value Select from all values... Clear selected value... Required field	no value Clear selected value...	711010 Select from all values... Clear selected value...	no value Clear selected value...	no value Select from all values... Clear selected value...	add split																
10	<p>A pop-up window will open. Enter the first three digits of the Fund code you'd like to select in the <b>Value</b> field. Click the <b>Search</b> button</p> <div><p><b>Custom Field Search</b> ?</p><p>Value <input type="text" value="110"/></p><p>Description <input type="text"/></p><p><b>Search</b></p></div>																				
11	<p>A list of options matching your search criteria will appear. Click on <b>select</b> next to the value you wish to choose.</p>																				


	
12	<p>Click <b>Select from all Values</b> under the Organization</p> 
13	<p>A pop-up window will open. Enter the first three digits of the Organization code you'd like to select in the <b>Value</b> field. Click the <b>Search</b> button</p> 
14	<p>A list of options matching your search criteria will appear. Click on <b>select</b> next to the value you wish to choose</p> 
15	<p>Click <b>Select from all Values</b> under the Program</p>

	
16	<p>A drop down list will appear. Click on the drop down list and select the appropriate <b>Program</b> code you wish to choose</p> 
17	<p>The <b>Account</b> will automatically populate if a commodity code was selected. If you were unable to assign the appropriate commodity code, you will need to provide the appropriate <b>Account</b>. Click <b>Select from profile Values</b> under the Account.</p> 
18	<p>A drop down list will appear. Click on the drop down list and select the appropriate <b>Program</b> code you wish to assign to the order</p> 
19	<p>After the appropriate FOAP values have been selected, click on the <b>Save</b> button to save your selections.</p>

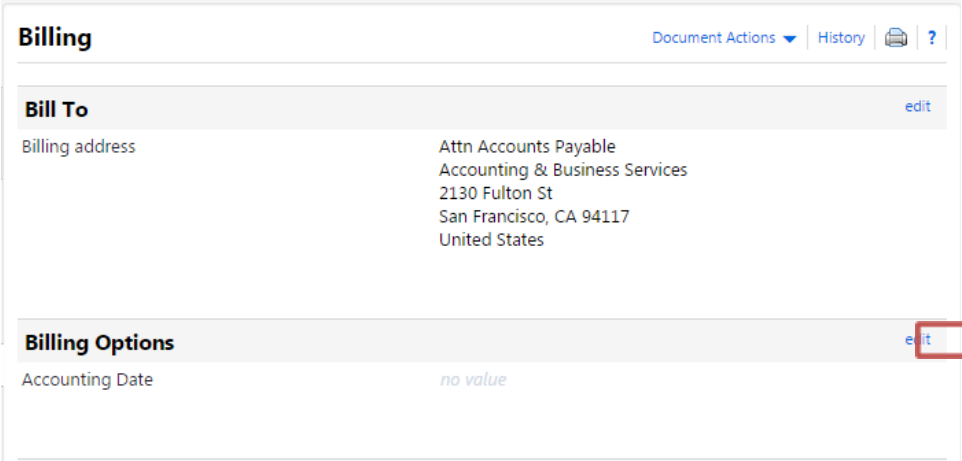
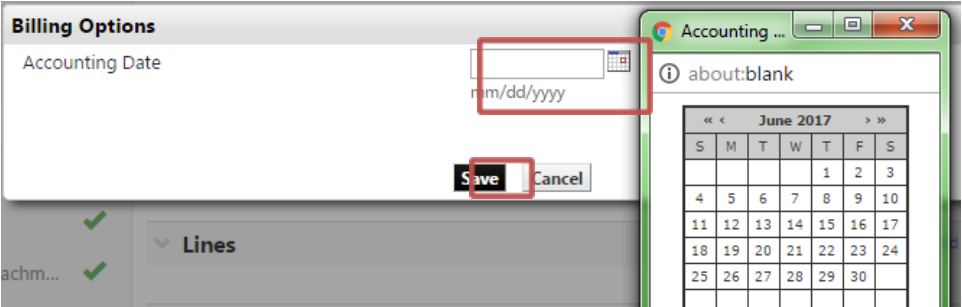
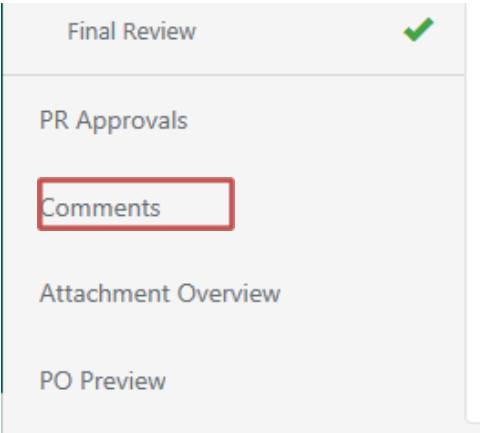
	 <p>The screenshot shows the FOAPAL dialog box. It has a title bar 'FOAPAL' with a question mark and a close button. Below the title bar is a dropdown menu 'Select from your code favorites'. The main area is a table with columns: Fund, Organization, Account, Program, and Activity. The Fund column has the value '110000' and a link 'Select from all values...'. The Organization column has the value '712001' and a link 'Select from all values...'. The Account column has the value '711010' and a link 'Select from all values...'. The Program column has the value '1600' and a link 'Select from all values...'. The Activity column has the value 'no value' and a link 'Select from all values...'. Below the table are links 'Clear selected value...' for each column. At the bottom right is a link 'recalculate / validate values'. At the bottom center are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box.</p>
20	<p>Notice the <b>FOAPAL</b> step in the workflow has been updated to show a green checkmark.</p>  <p>The screenshot shows a vertical list of workflow steps: 'Accounting', 'FOAPAL', and 'Internal Notes and Attachm...'. Each step has a green checkmark to its right. The 'FOAPAL' step's checkmark is highlighted with a red box.</p>
21	<p><b>Note:</b> At this point, the required information is complete on the requisition. The next steps outline additional information that may need to be completed</p>
22	<p><b>Prepayment Information:</b> In rare instances, the vendor may request a prepayment before fulfilling the order. Note: Orders created from a catalog will never require prepayment.</p> <p>To indicate a Prepayment is needed, click on <b>General</b> on the left side of the screen</p>  <p>The screenshot shows a 'Requisition' dropdown menu. The menu items are: 'General', 'Shipping', 'Billing', 'Accounting', 'FOAPAL', 'Internal Notes and Attachm...', 'External Notes and Attachm...', 'Vendor Information', 'Taxes, Shipping &amp; Handling', and 'Final Review'. Each item has a green checkmark to its right. The 'General' item is highlighted with a red box.</p>
23	<p>Click on the <b>edit</b> link towards to top right of the General section.</p>

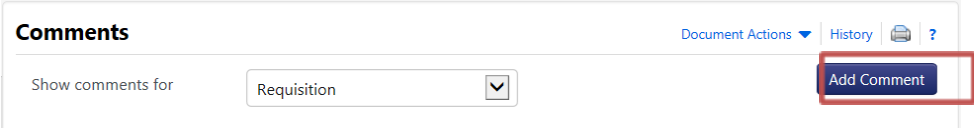
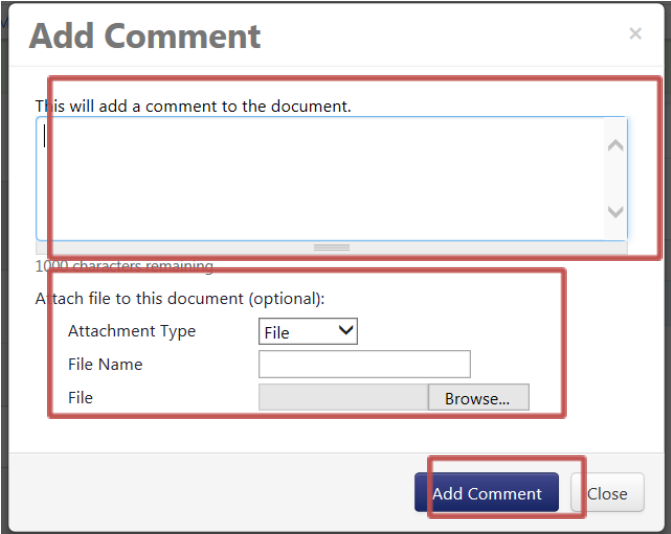
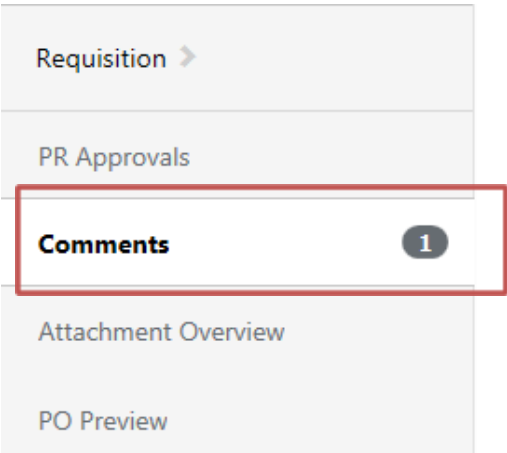
	<div> <div>General</div> <div>Document Actions ▾   History    ?</div> <div>edit</div> <div> <div>Cart Name</div> <div>2017-07-18 rrequestor 01</div> </div> <div> <div>Description</div> <div>no value</div> </div> <div> <div>Prepared by</div> <div>Robin Requestor</div> </div> <div> <div>Prepared for</div> <div>Robin Requestor</div> </div> <div> <div>Prepayment Required</div> <div>x</div> </div> <div> <div>Prepayment Details</div> <div>no value</div> </div> </div>
24	<p>A pop-up window will open. Place a checkmark next to <b>Prepayment Required</b>, type in the details of the payment schedule and amount in the <b>Prepayment Details</b> field, click the <b>Save</b> button.</p> <p>Additionally, be sure a Pro-Forma invoice is attached on the requisition as an internal attachment.</p> <div> <div>General</div> <div> <div>Cart Name</div> <div>2017-07-18 rrequestor 01</div> </div> <div> <div>Description</div> <div></div> </div> <div> <div>Prepared by</div> <div>Robin Requestor</div> </div> <div> <div>Prepared for</div> <div>Robin Requestor</div> </div> <div> <div>Prepayment Required</div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Prepayment Details</div> <div>A \$300 prepayment is require</div> </div> <div> <div>Save</div> <div>Cancel</div> </div> </div>
25	<p><b>Shipping Information:</b> Be sure to validate your shipping information is accurate. If you already setup a default shipping address in your profile, this step may not be necessary.</p> <p>Click on the <b>Shipping</b> link on the left side of the screen</p>



	<div> <div>Requisition ▾</div> <div> <div>General ✓</div> <div>Shipping ✓</div> <div>Billing ✓</div> <div>Accounting ✓</div> <div>FOAPAL ✓</div> <div>Internal Notes and Attachm... ✓</div> <div>External Notes and Attachm... ✓</div> <div>Vendor Information ✓</div> <div>Taxes, Shipping &amp; Handling</div> <div>Final Review ✓</div> </div> </div>
26	<p>Validate that your attention to, <b>ATTN</b>, and <b>Room/Floor/Hall</b> are correct. To make edits, click on the <b>edit</b> link.</p> <div> <div>Shipping</div> <div>Document Actions ▾   History    ?</div> <div> <div>Shipping address code</div> <div>Shipping address</div> <div>JG1</div> <div>ATTN: Robin Requestor Hayes Healy Receiving Room/Floor/Hall: Room 300 2299 Golden Gate Avenue San Francisco, CA 94118 United States</div> <div>edit</div> </div> </div>
27	<p>A pop-up window will open. You can choose another shipping address from the approved list of USF addresses by clicking on the <b>click here</b> link. Please include your internal campus address (i.e. K-Hall, Room 132) as this will advise the Mailroom or Central Receiving of your location. Update the 'Attn:' field if the order should be deliver to someone other than yourself.</p>

	<div> <div>Shipping<span>?</span><span>X</span></div> <div> <p>Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.</p> <p>Shipping address <span>select from your addresses</span></p> <p>To choose a different address, <a href="#">click here</a></p> <div> <div>Address Details</div> <div> <p>ATTN: <span>Robin Requestor</span></p> <p>Contact Line 2 <span>Hayes Healy Receiving</span></p> <p>Room/Floor/Hall: <span>Room 300</span></p> <p>Address Line 1 <span>2299 Golden Gate Avenue</span></p> <p>City <span>San Francisco</span></p> <p>State <span>CA</span></p> <p>Zip Code <span>94118</span></p> <p>Country <span>United States</span></p> <p><span>Save</span> <span>Cancel</span></p> </div> </div> </div> </div>
28	<p><b>Accounting Date/Fiscal Year End:</b> You may submit requisitions that will charge the subsequent fiscal year near the end of the current fiscal year (April-May). Please note: To qualify as a new year expense, the services or tangibles may not occur prior to June 1st.</p> <p>To update the <b>Accounting Date</b> on the requisition, click on the <b>Billing</b> link on the left of the screen.</p> <div> <div>Requisition ▾</div> <div> <p>General ✓</p> <p>Shipping ✓</p> <p><b>Billing ✓</b></p> <p>Accounting ✓</p> <p>FOAPAL ✓</p> <p>Internal Notes and Attachm... ✓</p> <p>External Notes and Attachm... ✓</p> <p>Vendor Information ✓</p> <p>Taxes, Shipping &amp; Handling</p> <p><b>Final Review ✓</b></p> </div> </div>
29	<p>Click on the <b>Edit</b> link to right of <b>Billing Options</b>.</p>

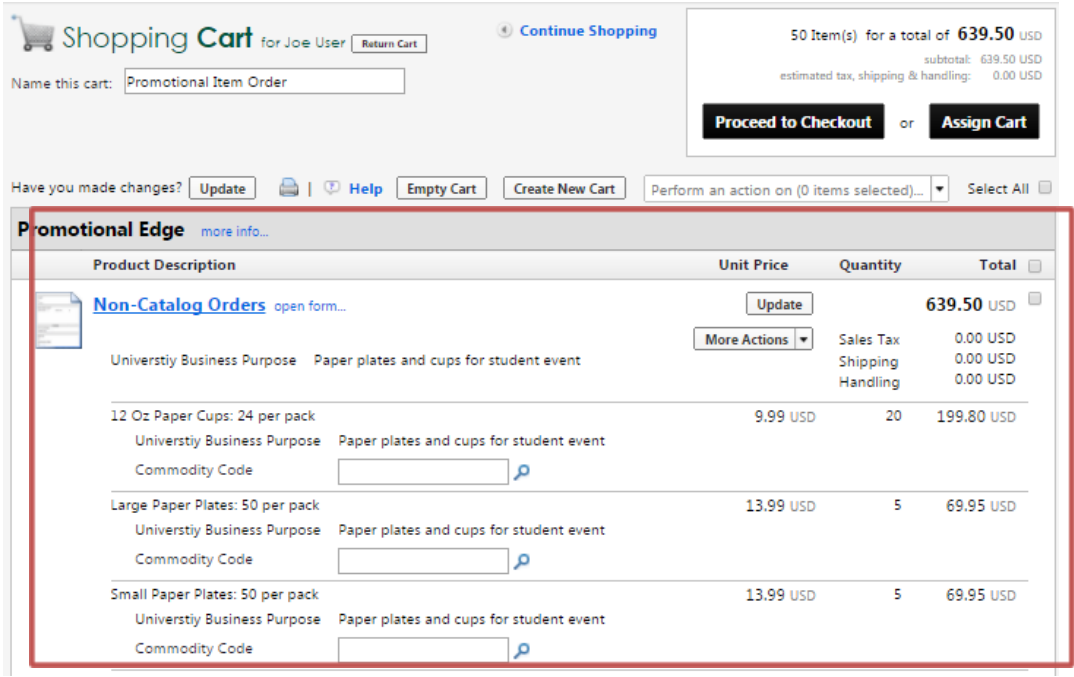
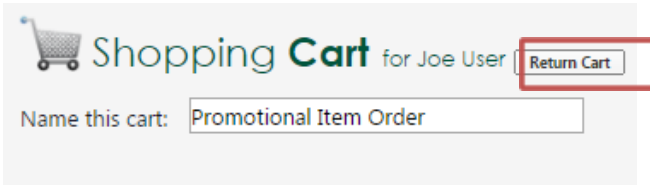
	
30	<p>A pop-up will appear. Click on the calendar icon to the right of the <b>Accounting Date</b> entry to use the calendar. Select a date in the next fiscal year then click on the <b>Save</b> button</p> 
31	<p>Requestors can also add <b>internal</b> comments to the request. To add a comment to click on the <b>Comments</b> link beneath the PR Approvals.</p> 
32	<p>Click the <b>Add Comment</b> button.</p>

	
33	<p>A <b>Comment</b> box will appear. Type your comment into the text box and click <b>Add Comment</b> when finished. You may also choose to add a file by clicking <b>Choose File</b> and navigating to the file you wish to add.</p> 
34	<p>The <b>Comments</b> tab now indicates there is one comment attached to the Requisition.</p> 
35	<p>If all necessary information has been included, all items on the left navigation pane will show a green checkmark.</p>

	<div><div>Requisition ▼</div><div><div>General ✓</div><div>Shipping ✓</div><div>Billing ✓</div><div>Accounting ✓</div><div>FOAPAL ✓</div><div>Internal Notes and Attachm... ✓</div><div>External Notes and Attachm... ✓</div><div>Vendor Information ✓</div><div>Taxes, Shipping &amp; Handling</div></div><div><div>Final Review ✓</div></div></div>
36	<p>You are now ready to submit the requisition for approval. Click on the <b>Place Order</b> at the top right side of the screen to submit the order.</p> <div><div>This order is ready to be placed.</div><div><div>Place Order</div><div>Assign Cart</div></div></div>

## Exercise 13: Return Cart to the Shopper

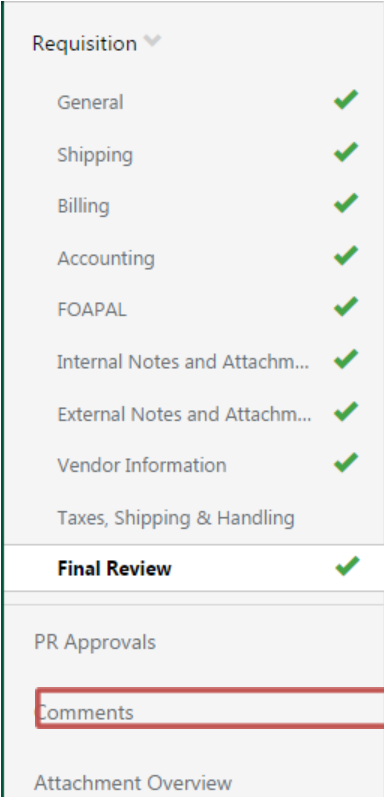
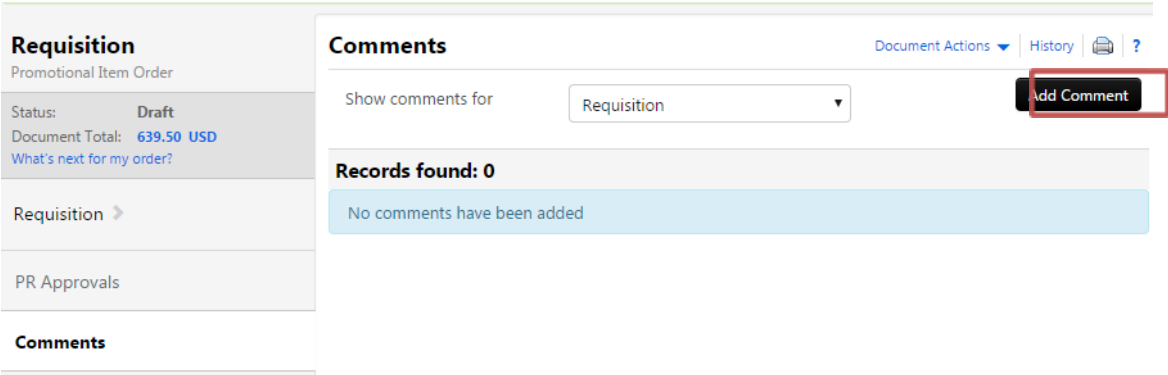

Occasionally, Requestors may determine an order is not appropriate or necessary. The Requestor has the ability to return the cart to the Shopper with comments in any instance where he/she disagrees with the purchase request.

Step	Description
1	Complete the steps outlined in the previous exercise to find carts assigned to you from a Shopper.
2	<p>Once an assigned cart is selected, the cart will display as your active shopping cart with all cart details.</p> 
3	<p>Once you've reviewed the details of the cart of determine the order should not be submitted, you can click on the <b>Return Cart</b> button just above the shopping cart name.</p> 
4	<p>A pop-up box will open where the Requestor can enter a note to the Shopper prior to returning the cart. Once you've entered your note as to why you are returning the shopping cart, click on the <b>Return</b> button</p>

## Exercise 14: Send Comments

In addition to returning a shopping cart with comments, Requestors can utilize Hilltop Shop to send comments to Shoppers to ask clarifying questions and receive answers. Additionally, all comments stored on the requisition and viewable to all approvers.

Step	Description
1	Complete the steps outlined in the previous exercise to find carts assigned to you from a Shopper.
2	<p>Once an assigned cart is selected, the cart will display as your active shopping cart with all cart details. If you want to ask questions to the Shopper within Hilltop Shop, click on the <b>Proceed to Checkout</b> button</p>
3	On the grey navigation bar, scroll towards the bottom until you see <b>Comments</b> and click on the link.

	 <p>Requisition ▾</p> <ul style="list-style-type: none"> <li>General ✓</li> <li>Shipping ✓</li> <li>Billing ✓</li> <li>Accounting ✓</li> <li>FOAPAL ✓</li> <li>Internal Notes and Attachm... ✓</li> <li>External Notes and Attachm... ✓</li> <li>Vendor Information ✓</li> <li>Taxes, Shipping &amp; Handling</li> </ul> <p><b>Final Review</b> ✓</p> <p>PR Approvals</p> <p><b>Comments</b></p> <p>Attachment Overview</p>
4	<p>Click on the <b>Add Comment</b> button towards the top right corner of the page.</p>  <p><b>Requisition</b> Promotional Item Order</p> <p>Status: <b>Draft</b> Document Total: <b>639.50 USD</b> <a href="#">What's next for my order?</a></p> <p>Requisition &gt;</p> <p>PR Approvals</p> <p><b>Comments</b></p> <p>Document Actions ▾   History    ?</p> <p>Show comments for: Requisition ▾</p> <p><b>Add Comment</b></p> <p><b>Records found: 0</b></p> <p>No comments have been added</p>
5	<p>A pop-up box will appear. To add a user to receive your comment, click on the <b>add email recipient</b> link</p>



	<div><h3>Add Comment</h3><p>This will add a comment to the document.</p><p>Email notification(s):</p><p><input type="checkbox"/> Robin Requestor (Prepared by) &lt;rrequestor@usfca.edu&gt; <a href="#">add email recipient...</a></p><div></div><p>1000 characters remaining</p><p>Attach file to this document (optional):</p><p>Attachment Type <span>File ▾</span></p><p>File Name <input type="text"/></p><p>File <span>Choose File</span> No file chosen</p><div><span>Add Comment</span> <span>Close</span></div></div>
6	<p>You will be directed to a search screen where you can enter criteria to search for the appropriate user to include on the comment. Click on the <b>Search</b> button.</p> <div><h3>User Search</h3><div><div>Last Name</div><div>User</div></div><div><div>First Name</div><div><input type="text"/></div></div><div><div>User Name</div><div><input type="text"/></div></div><div><div>Email</div><div><input type="text"/></div></div><div><div>Department</div><div><input type="text"/> ▾</div></div><div><div>Position</div><div><input type="text"/> ▾</div></div><div><div>Results Per Page</div><div>10 ▾</div></div><div><span>Search</span></div></div>
7	<p>A list of users matching your search criteria will appear. Click on the <b>Select</b> link next to the user you wish to send the comment to.</p>

Name ▲	User Name ▲	Email ▲	Phone	Action
User, Approver1	Approver	imurray@sciquest.com		[select]
User, Joe	juser	juser@usfca.edu		[select]
User, Test	test	ameynan@sciquest.com		[select]
User, Test	tuser	testuser@no.com		[select]
User (Do Not Delete), Workflow	WFUser	nobody@sciquest.com		[select]
user10, test	test1	jwlee1@usfca.edu		[select]

1-6 of 6 Results 10 Per Page ▼

1-6 of 6 Results 10 Per Page ▼

8 The selected user will have a checkmark appear next to his/her name.

Enter your question on comments in the provided text box then click on the **Add Comment** button to save and submit your comment to all users with a checkmark next to their names.

Each selected user will receive an email with the details entered into the comments and will be able to respond if necessary.

You will receive an e-mail notification when a user responds to your comment.

### Add Comment

This will add a comment to the document.

Email notification(s):

☐ Robin Requestor (Prepared by) <rrequestor@usfca.edu>

☒ Joe User <juser@usfca.edu>

[add email recipient...](#)

Joe,

Do we not have enough left over paper goods from the previous event that we can use?

908 characters remaining

Attach file to this document (optional):

Attachment Type File ▼

File Name

File Choose File No file chosen

**Add Comment** Close

## Receiving

Shoppers, Requestors, or Approvers associated with the purchase order (PO) will be required to post receipts for all goods and services \$500 and over in order for a vendor's invoice to be processed for payment. The receipt will serve as a confirmation that the vendor has satisfactorily fulfilled their obligation and all associated invoices are "Ok to pay". However, Receipts are not required on purchases less than \$500. If desired, users may post receipts on all transactions but the Vendor will be paid regardless if a receipt is posted or not.

Additionally, any departments that shop on the behalf of another department will be required to place the receipt in Hilltop Shop for the orders that are placed on behalf of the other department. For instance, if an ITS Shopper places an order for a laptop that will be used in the Chemistry department, the ITS Shopper will be responsible for placing the receipt in Hilltop Shop once ITS receives the laptop from the vendor.

In addition to placing a receipts in Hilltop Shop, the Shoppers, Requestors, or Approvers are responsible for backing out receipts by placing a returns against a received PO when the contents needs to be returned.

In this section of the course you learn the following:

- **Exercise 15: Receiving Process and Match Exceptions Overview**
- **Exercise 16: Place a Goods Receipt**
- **Exercise 17: Place a Services Receipt**
- **Exercise 18: Place a Return**

## Exercise 15: Receiving Process and Match Exceptions Overview

### Receiving Process:

As stated earlier, end users, who are associated with the order, will be responsible for placing the appropriate receipt in Hilltop Shop once the vendor has fulfilled their obligation. A fulfilled vendor obligation can entail the following:

#### Products:

- The Shopper or Requestor has received the requested products from the vendor
- The products are free of defects and will not be returned to the vendor
- The vendor has provided the expected quantity

#### Services:

- The vendor has satisfactorily performed the services according the agreed upon statement of work
- If a service will be paid over a series of multiple payments (monthly, milestone payments, etc...), the vendor has satisfactorily completed their commitments for the given period/milestone

Once the above obligations are satisfied the order initiator should log into Hilltop Shop and create the appropriate receipt following the directions in the next exercises.

### Match Exceptions due to Receiving:

As stated earlier in this training, receiving is required for goods and services orders \$500 and over for a vendor's invoice to be processed for payment. If a receipt is not placed in Hilltop Shop prior to the vendor submitting an invoice to USF Accounts Payable or if the vendor's invoice does match the received quantity (products) or amount (services), a match exception will occur. The Shopper and Requestor will receive an email notification as well as an in-app notification from Hilltop Shop notifying a match exception has occurred. The types of match exceptions a Shopper or Requestor can expect to receive due to receipt issues include:


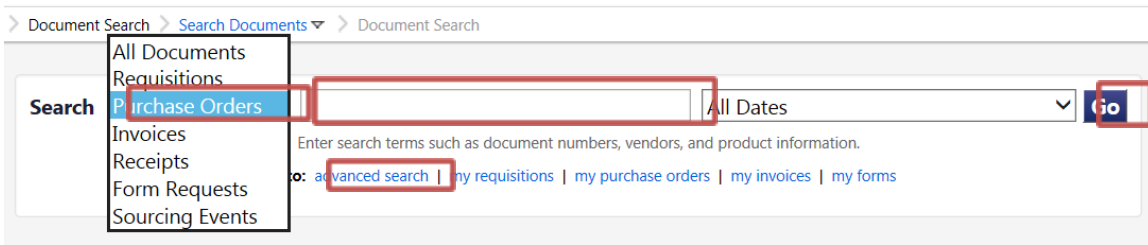
- Invoice is entered into Hilltop Shop against a PO but **no receipt** is placed against the PO
- Invoice is entered into Hilltop Shop against a PO but the **invoiced quantity is greater** the quantity received
- Invoice is entered into Hilltop Shop against a PO but the **invoiced \$ amount is greater** than the received \$ amount

### Clearing Match Exceptions:

The Shopper and/or Requestor can clear the match exceptions by placing a receipt (or multiple) in Hilltop Shop against the invoiced PO that matches the invoiced quantity and/or amount. Once completed, Hilltop Shop will automatically clear the match exception and allow the invoice to proceed forward in the payment process. If the for some reason the vendor has not met their obligation, the Shopper and/or Requestor should perform the following:

- **Catalog or Punch-Out Store Vendor:** Any orders placed using a catalog in Hilltop Shop where the vendor has not met their obligation should be communicated to PaAs to manage the exception
- **Non-Catalog Vendor:** Any orders placed using a form in Hilltop Shop where the vendor has not met their obligation should be managed directly with the vendor by the Shopper and/or Requestor

## Exercise 16: Place a Goods Receipt

Step	Description
1	<p>Login to Hilltop Shop</p> <p>Use the username provided to you. In production, you will not be required to enter separate login credentials as all users will access the site through USF's Single Sign-on.</p>
2	<p>After logging into Hilltop Shop, you will need to locate your purchase order. On the left side of the screen, locate <b>Search Documents</b> in the <b>Document Search</b> menu under <b>Documents</b>.</p>  <p>The screenshot shows the Hilltop Shop header with the University of San Francisco logo and the user 'Robin Requestor'. Below the header is a navigation bar with 'Shop &gt; Shopping &gt; Shopping Home'. The main content area is titled 'Documents' and contains a 'Document Search' section. The 'Search Documents' link is highlighted with a red box.</p>
3	<p>A simple search page will appear. Select <b>Purchase Orders</b> from the drop down menu. If you know the Purchase Order Number or Vendor Name, type it into the search box and click <b>Go</b>. You can also utilize the <b>Advanced Search</b> feature by clicking the link.</p>  <p>The screenshot shows the 'Search Documents' page. The breadcrumb trail is 'Document Search &gt; Search Documents &gt; Document Search'. The 'Search' dropdown menu is open, showing options: 'All Documents', 'Requisitions', 'Purchase Orders' (highlighted with a red box), 'Invoices', 'Receipts', 'Form Requests', and 'Sourcing Events'. The search box contains the text 'All Dates' and the 'Go' button is highlighted with a red box. Below the search box, there is a link to 'advanced search' highlighted with a red box.</p>
4	<p>The <b>Advanced Search</b> menu lets you search on multiple criteria. Ensure that <b>Purchase Order</b> is the item selected by the drop down menu. Fill in any of the search criteria and click <b>Search</b>.</p>

	<div> <div> <div>Search</div> <div>Purchase Orders</div> </div> <div>simple search</div> </div> <div> <div>Purchase Order Identification</div> <div>Purchase Order Number(s)</div> </div> <div> <div>Purchase Order Information</div> <div> <div>Participant(s)</div> <div> <input type="radio"/> Any <input type="radio"/> Me <input checked="" type="radio"/> Pick... </div> </div> <div>Owner</div> <div>Prepared By</div> <div>Approved By</div> <div> <div>Date</div> <div>Creation Date (System) All Dates</div> </div> <div> <div>Total Amount</div> <div>Is Greater Than 500</div> </div> <div> <div>Vendor</div> <div>Dell x</div> </div> <div>Department</div> </div> <div> <div>Item/Product Information</div> <div>Catalog Number(SKU)</div> <div>Product Description</div> </div> <div> <div>Go to:</div> <div> <a href="#">simple search</a> <a href="#">my requisitions</a> <a href="#">my purchase orders</a> <a href="#">my invoices</a> <a href="#">my forms</a> </div> <div>Search</div> </div>
--	--

5	A list of purchase orders will appear. Click the **Purchase Order Number** of the order that you want to receive.  Results Per Page 20  Sort by: Best match  Page 1 of 1	PO No	Vendor	Creation Date/Time	Requisition No.	Requisitioner	Vendor Status	Settlement Status	PO Total		-------------------------	-------------------	--------------------	-------------------------	-----------------	---------------	---	------------		<a href="#">1978991</a>	VWR International	6/21/2017 12:47 PM	<a href="#">1902011</a>	Robin Requestor		Partially Received Fully Invoiced Fully Matched	433.98 USD		<a href="#">1978955</a>	Dell	6/21/2017 12:16 PM	<a href="#">1891736</a>	Joe User		No Matches	709.14 USD		<a href="#">1978913</a>	Office Depot Inc	6/21/2017 12:05 PM	<a href="#">1901807</a>	Robin Requestor		No Matches	38.99 USD	
6	The purchase order status screen will appear. Under **Document Actions** click **Create Quantity Receipt**.  Purchase Order: 1978955  1978955  Vendor: Dell  Status: Pending  Document Total: 709.14 USD  View Related Documents  Status  Status  General Information  PO/Reference No.  1978955  Vendor Name  Dell [more info...](#)  Purchase Order Date  6/21/2017  Document Actions  Add Comment  Add Notes to History  Create Quantity Receipt  Print Fax Version																																													
7	You will be taken to the receiving screen. In the text box next to **Receipt Name**, you can enter a new name for the receipt.																																													

Summary Comments (0) History

Exact Match: PO No. 1978955

Header Information ?

Receipt Name June Office Supply Order Receipt X

Receipt Create Date 6/21/2017 2:03:26 PM

Source: Manual

Receipt No

Receipt Date

Packing Slip No.

Vendor Name

Received by

To Be Assigned

6/21/2017

mm/dd/yyyy

Dell

Robin Requestor

RECEIPT ADDRESS

Location

ATTN: Joe User  
Hayes Healy Receiving  
Room/Floor/Hall: Room 300  
Golden Gate & Tamalpais Ave  
San Francisco, CA 94117  
United States

Carrier

Tracking No.

Bill of Lading

Attachments

Notes  
(1,000 Chars. Max)

DELIVERY

Other

Attach/Link

8

Under **Receipt Date**, enter the date of the receipt. Click the calendar icon to open a calendar to quickly select the correct date.

Summary Comments (0) History

Exact Match: PO No. 1978955

Header Information ?

Receipt Name June Office Supply Order Receipt

Receipt Create Date 6/21/2017 2:03:26 PM

Source: Manual

Receipt No

Receipt Date

Received by

To Be Assigned

6/21/2017

mm/dd/yyyy

Robin Requestor

RECEIPT ADDRESS

Location

ATTN: Joe User  
Hayes Healy Receiving  
Room/Floor/Hall: Room 300  
Golden Gate & Tamalpais Ave  
San Francisco, CA 94117  
United States

Tracking No.

Bill of Lading

Attachments

Notes  
(1,000 Chars. Max)

Other

Attach/Link

9

Complete the remaining fields, including **Packing Slip Number** and **Bill of Lading**. You can also add **Notes** to the receipt by using the text box.

Summary

Comments (0)

History

Exact Match: PO No. 1978955

Header Information

Receipt Name

June Office Supply Order Receipt

Receipt Create Date

6/21/2017 2:03:26 PM

Source:

Manual

Receipt No	Receipt Date	Packing Slip No.	Vendor Name	Received by
To Be Assigned	6/21/2017 mm/dd/yyyy	12345	Dell	Robin Requestor

RECEIPT ADDRESS

Location

ATTN: Joe User  
Hayes Healy Receiving  
Room/Floor/Hall: Room 300  
Golden Gate & Tamalpais Ave  
San Francisco, CA 94117  
United States

CARRIER

Carrier

Tracking No.

Bill of Lading

Attachments

Notes  
(1,000 Chars. Max)

DELIVERY

Other

11223232

Attach/Link

Received full quantity.

10

You can add attachments to the receipt by click the **Attach/Link** button

Summary

Comments (0)

History

Exact Match: PO No. 1978955

Header Information

Receipt Name

June Office Supply Order Receipt

Receipt Create Date

6/21/2017 2:03:26 PM

Source:

Manual

Receipt No	Receipt Date	Packing Slip No.	Vendor Name	Received by
To Be Assigned	6/21/2017 mm/dd/yyyy	12345	Dell	Robin Requestor

RECEIPT ADDRESS

Location

ATTN: Joe User  
Hayes Healy Receiving  
Room/Floor/Hall: Room 300  
Golden Gate & Tamalpais Ave  
San Francisco, CA 94117  
United States

CARRIER

Carrier

Tracking No.

Bill of Lading

Attachments

Notes  
(1,000 Chars. Max)

DELIVERY

Other

11223232

Attach/Link

Receipt for computer products.

11

A pop-up window will appear. You can name the attached file using the text box. Click **Browse** to attach files from your computer, or copy and paste the URL of a link into the **Link/URL** text box. Click **Attach Document** or **Link Document/URL** to continue.



*Attachments are **NOT** checked for viruses. JAGGAER stores attachments in a manner that protects its systems. Please ensure attachments are free from viruses before attaching them.*

#### Attachment Information ?

**Attach Documents** ...

File Name

File

**URL or Link to Documents** ...

File/URL Name

Link/URL

- 12 Scroll down to the **Receipt Lines**. In this section, you need to indicate the quantity of each item on the purchase order that you received. In the **Quantity** box, type the number that you received. Make sure that the drop down arrow under **line Status** is **Received**. Once completed, click the **Complete** button.


**Receipt Lines** ?

**Line Details** ?

Show Receipt Details For Selected Lines:

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
1978955	1	Dell 22 Touch Monitor - S2240T	320-9738	2 EA		<input type="text" value="2"/>		Received	Remove Line Receive & Return	<input type="checkbox"/>
1978955	2	Logitech K750 Wireless Solar Keyboard	A4788681	2 EA		<input type="text" value="2"/>		Received	Remove Line Receive & Return	<input type="checkbox"/>
1978955	3	Dell WM524 Wireless Bluetooth Travel Mouse	332-1399	2 EA		<input type="text" value="2"/>		Received	Remove Line Receive & Return	<input type="checkbox"/>

- 13 After clicking **Complete** in the previous step, you should see the following screen, indicating that you have successfully created a receipt against the purchase order.


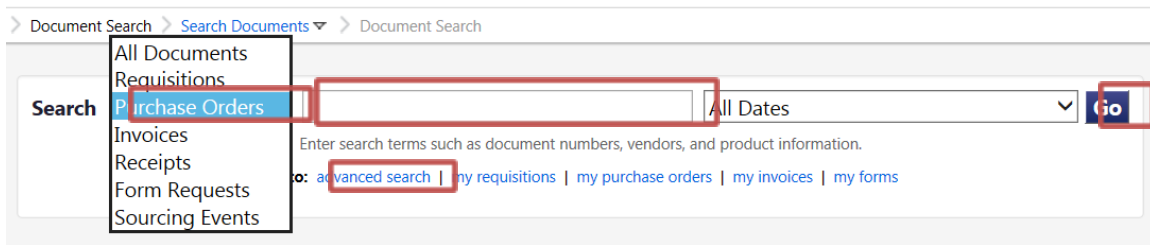
 UNIVERSITY OF  
SAN FRANCISCO | Hilltop Shop

Documents > Document Search > Search Documents > Receipt No.YJ000013

Receipt No. YJ000013 has been created for the following PO No(s):

- PO/Reference No. 1978955

## Exercise 17: Place a Services Receipt

Step	Description
1	<p>Login to Hilltop Shop</p> <p>Use the username provided to you. In production, you will not be required to enter separate login credentials as all users will access the site through USF's Single Sign-on.</p>
2	<p>After logging into Hilltop Shop, you will need to locate your purchase order. On the left side of the screen, locate <b>Search Documents</b> in the <b>Document Search</b> menu under <b>Documents</b>.</p>  <p>The screenshot shows the Hilltop Shop header with the University of San Francisco logo and the user name 'Robin Requestor'. Below the header is a breadcrumb trail: Shop &gt; Shopping &gt; Shopping Home &gt; Shopping Home. A 'Documents' menu is open, showing options: Document Search, Approvals, Search Documents (highlighted with a red box), View Saved Searches, Download Export Files, Create and Manage Export Templates, and My Forms.</p>
3	<p>A simple search page will appear. Select <b>Purchase Orders</b> from the drop down menu. If you know the Purchase Order Number or Vendor Name, type it into the search box and click <b>Go</b>. You can also utilize the <b>Advanced Search</b> feature by clicking the link.</p>  <p>The screenshot shows the 'Search Documents' page. A dropdown menu is open with 'Purchase Orders' selected (highlighted with a red box). The search box is empty, and the 'Go' button is highlighted with a red box. Below the search box is a link for 'Advanced Search'.</p>
4	<p>The <b>Advanced Search</b> menu lets you search on multiple criteria. Ensure that <b>Purchase Order</b> is the item selected by the drop down menu. Fill in any of the search criteria and click <b>Search</b>.</p>

	<div> <div> <div>Search</div> <div>Purchase Orders ▾</div> </div> <div>simple search</div> </div> <div> <div><b>Purchase Order Identification</b></div> <div>Purchase Order Number(s) <input type="text"/></div> <div><b>Purchase Order Information</b></div> <div> Participant(s) <input type="radio"/> Any <input type="radio"/> Me <input checked="" type="radio"/> Pick... <input type="text"/> </div> <div>Owner <input type="text"/></div> <div>Prepared By <input type="text"/></div> <div>Approved By <input type="text"/></div> <div> Date <div>Creation Date (System) ▾</div> <div>All Dates ▾</div> </div> <div>Total Amount <div>Is Greater Than ▾ <input type="text" value="500"/></div></div> <div>Vendor <div>Dell x <input type="text"/></div></div> <div>Department <input type="text"/></div> </div> <div><b>Item/Product Information</b></div> <div>Catalog Number(SKU) <input type="text"/></div> <div>Product Description <input type="text"/></div> <div> Go to: <a href="#">simple search</a>   <a href="#">my requisitions</a>   <a href="#">my purchase orders</a>   <a href="#">my invoices</a>   <a href="#">my forms</a> <div> <div>Search</div> </div> </div>
--	--

5	A list of purchase orders will appear. Click the **Purchase Order Number** of the order that you want to receive.  Results Per Page 20 ▾  Sort by: Best match ▾  Page 1 of 1 ?	PO No	Vendor	Creation Date/Time	Requisition No.	Requisitioner	Vendor Status	Settlement Status	PO Total			-------------------------	------------------	--------------------	-----------------	-----------------	---------------	---	--------------	--		<a href="#">1997228</a>	Promotional Edge	7/20/2017 11:37 AM	1933342	Joe User		No Matches	1,250.00 USD			<a href="#">1984069</a>	Office Depot Inc	6/29/2017 2:30 PM	1884659	Joe User		Fully Invoiced No Matches	1,000.00 USD			<a href="#">1979053</a>	Office Depot Inc	6/21/2017 3:18 PM	1902265	Robin Requestor		Fully Received Fully Invoiced Fully Matched	609.50 USD		
6	The purchase order status screen will appear. Under **Document Actions** click **Create Cost Receipt**.  **Purchase Order: 1997228**  1997228  Vendor: Promotional Edge  Status: Pending  Document Total: 1,250.00 USD  [View Related Documents](#)  **Status**  **Status**  Document Actions ▾  History  ?  Add Comment  Add Notes to History  Create Quantity Receipt  Create Cost Receipt  Print Fax Version  **General Information**  PO/Reference No. 1997228  Vendor Name Promotional Edge [more info...](#)  Purchase Order Date 7/20/2017																																																		
7	You will be taken to the receiving screen. In the text box next to **Receipt Name**, you can enter a new name for the receipt.																																																		

Summary Comments (0) History

Exact Match: PO No. 1997228

Header Information

Receipt Name  Receipt Create Date 7/20/2017 11:43:12 AM Source: Manual

Receipt No	Receipt Date	Packing Slip No.	Vendor Name	Received by
To Be Assigned	<input type="text" value="7/20/2017"/>	<input type="text"/>	Promotional Edge	Robin Requestor

RECEIPT ADDRESS

Location

ATTN: Joe User  
Hayes Healy Receiving  
Room/Floor/Hall: Room 300  
2299 Golden Gate Avenue  
San Francisco, CA 94118  
United States

Carrier

Tracking No.

Bill of Lading

Attachments

Notes  
(1,000 Chars. Max)

DELIVERY

Other

[Attach/Link](#)

8

Under **Receipt Date**, enter the date of the receipt. Click the calendar icon to open a calendar to quickly select the correct date.

Summary Comments (0) History

Exact Match: PO No. 1997228

Header Information

Receipt Name  Receipt Create Date 7/20/2017 11:43:12 AM Source: Manual

Receipt No	Receipt Date	Packing Slip No.	Vendor Name	Received by
To Be Assigned	<input type="text" value="7/20/2017"/>	<input type="text"/>	Promotional Edge	Robin Requestor

RECEIPT ADDRESS

Location

ATTN: Joe User  
Hayes Healy Receiving  
Room/Floor/Hall: Room 300  
2299 Golden Gate Avenue  
San Francisco, CA 94118  
United States

about:blank

July 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

[close] [clear]

DELIVERY

Other

[Attach/Link](#)

9

You can also add **Notes** to the receipt by using the **Notes** text box.

Summary

Comments (0)

History

Exact Match: PO No. 1997228

Header Information

Receipt Name

Advertising Campaign

Receipt Create Date

7/20/2017 11:43:12 AM

Source:

Manual

Receipt No	Receipt Date	Packing Slip No.	Vendor Name	Received by
To Be Assigned	7/20/2017 mm/dd/yyyy		Promotional Edge	Robin Requestor

RECEIPT ADDRESS

Location

Carrier

ATTN: Joe User  
Hayes Healy Receiving  
Room/Floor/Hall: Room 300  
2299 Golden Gate Avenue  
San Francisco, CA 94118  
United States

Tracking No.

Bill of Lading

Attachments

Notes  
(1,000 Chars. Max)

DELIVERY

Other

Attach/Link

Received first deliverable for the ad campaign

10 You can add attachments to the receipt by click the **Attach/Link** button

Summary

Comments (0)

History

Exact Match: PO No. 1997228

Header Information

Receipt Name

Advertising Campaign

Receipt Create Date

7/20/2017 11:43:12 AM

Source:

Manual

Receipt No	Receipt Date	Packing Slip No.	Vendor Name	Received by
To Be Assigned	7/20/2017 mm/dd/yyyy		Promotional Edge	Robin Requestor

RECEIPT ADDRESS

Location

Carrier

ATTN: Joe User  
Hayes Healy Receiving  
Room/Floor/Hall: Room 300  
2299 Golden Gate Avenue  
San Francisco, CA 94118  
United States

Tracking No.

Bill of Lading

Attachments

Notes  
(1,000 Chars. Max)

DELIVERY

Other

Attach/Link

Received first deliverable for the ad campaign

11 A pop-up window will appear. You can name the attached file using the text box. Click **Browse** to attach files from your computer, or copy and paste the URL of a link into the **Link/URL** text box. Click **Attach Document** or **Link Document/URL** to continue.

Attachments are NOT checked for viruses. JAGGAER stores attachments in a manner that protects its systems. Please ensure attachments are free from viruses before attaching them.

### Attachment Information ?

#### Attach Documents

File Name

File

Browse...

Attach Document

#### URL or Link to Documents

File/URL Name

Link/URL

Link Document/URL


12 Scroll down to the **Receipt Lines**. In this section, you need to indicate the amount of each item on the purchase order that you received. In the **Quantity** box, type the number that you received. Make sure that the drop down arrow under **Line Status** is **Cost Received**. Once completed, click the **Complete** button.

### Receipt Lines ?


#### Line Details


Show Receipt Details

For Selected Lines: Remove Selected Items

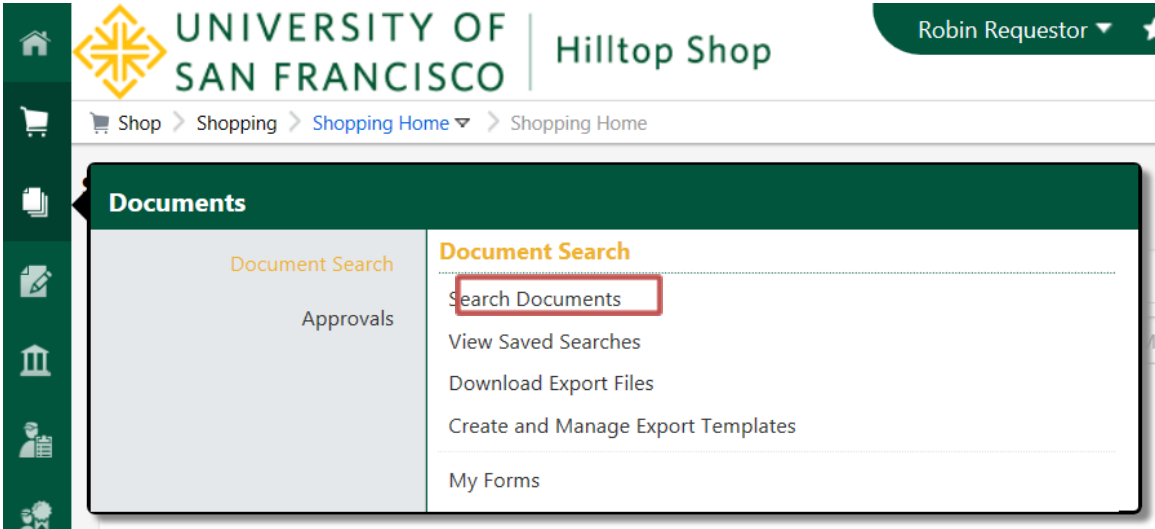
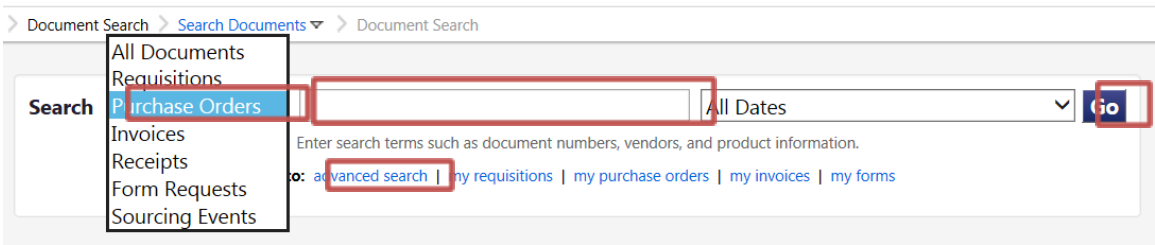
PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions	
1997228 	1	Services Request		1,250.00		750	Cost Received ▾	Remove Line Receive/Cancel	<input type="checkbox"/>

13 After clicking **Complete** in the previous step, you should see the following screen, indicating that you have successfully created a receipt against the purchase order.

Receipt No. YJ000043  has been created for the following PO No(s):

- PO/Reference No. 1997228 

## Exercise 18: Place a Return

Step	Description
1	<p>Login to Hilltop Shop</p> <p>Use the username provided to you. In production, you will not be required to enter separate login credentials as all users will access the site through USF's Single Sign-on.</p>
2	<p>After logging into Hilltop Shop, you will need to locate your purchase order. On the left side of the screen, locate <b>Search Documents</b> in the <b>Document Search</b> menu under <b>Documents</b>.</p> 
3	<p>A simple search page will appear. Select <b>Purchase Orders</b> from the drop down menu. If you know the Purchase Order Number or Vendor Name, type it into the search box and click <b>Go</b>. You can also utilize the <b>Advanced Search</b> feature by clicking the link.</p> 
4	<p>The <b>Advanced Search</b> menu lets you search on multiple criteria. Ensure that <b>Purchase Order</b> is the item selected by the drop down menu. Fill in any of the search criteria and click <b>Search</b>.</p>

Search 

Purchase Orders

simple search

Purchase Order Identification

Purchase Order Number(s)

Purchase Order Information

Participant(s)

Any

Me

Pick...

Owner

Prepared By

Approved By

Date

Creation Date (System)

All Dates

Total Amount

Is Greater Than

500

Vendor

Dell x

Department

Item/Product Information

Catalog Number(SKU)

Product Description

Go to:

simple search

my requisitions

my purchase orders

my invoices

my forms

Search

After you have located the Purchase Order you want to place the return against, click the **Purchase Order Number** of the order that you want to return.

Results Per Page: 20Sort by: Best matchPage 1 of 1?

PO No	Vendor	Creation Date/Time	Requisition No.	Requisitioner	Vendor Status	Settlement Status	PO Total	
<a href="#">1978991</a>	VWR International	6/21/2017 12:47 PM	<a href="#">1902011</a>	Robin Requestor		Partially Received Fully Invoiced Fully Matched	433.98 USD	
<a href="#">1978955</a>	Dell	6/21/2017 12:16 PM	<a href="#">1891736</a>	Joe User		No Matches	709.14 USD	
<a href="#">1978913</a>	Office Depot Inc	6/21/2017 12:05 PM	<a href="#">1901807</a>	Robin Requestor		No Matches	38.99 USD	

Under **Document Actions** click **Create Quantity Receipt**.

Purchase Order: 1978955

1978955

Vendor: Dell

Status: Pending

Document Total: 709.14 USD

View Related Documents

Status

Status

Document Actions

History

Print

?

Add Comment

Add Notes to History

Create Quantity Receipt

Print Fax Version

General Information

PO/Reference No. 1978955

Vendor Name Dell [more info...](#)

Purchase Order Date 6/21/2017

You will be taken to the receiving screen. In the text box next to **Receipt Name**, you can enter a new name for the return.



Summary Comments (0) History

Exact Match: PO No. 1978955

Header Information

Receipt Name Return Monitor Due to Damage

Receipt Create Date 8/23/2017 2:50:59 PM

Source: Manual

Receipt No	Receipt Date	Packing Slip No.	Vendor Name	Received by
To Be Assigned	8/23/2017 mm/dd/yyyy		Dell	Robin Requestor

RECEIPT ADDRESS

Location

ATTN: Joe User  
Hayes Healy Receiving  
Room/Floor/Hall: Room 300  
Golden Gate & Tamalpais Ave  
San Francisco, CA 94117  
United States

Carrier

Tracking No.

Bill of Lading

Attachments

Notes  
(1,000 Chars. Max)

DELIVERY

Other

Attach/Link

8

Under **Receipt Date**, enter the date the item was returned to the vendor. Click the calendar icon to open a calendar to quickly select the correct date.

Summary Comments (0) History

Exact Match: PO No. 1978955

Header Information

Receipt Name Return Monitor Due to Damage

Receipt Create Date 8/23/2017 2:50:59 PM

Source: Manual

Receipt No	Receipt Date	Packing Slip No.	Vendor Name	Received by
To Be Assigned	8/23/2017 mm/dd/yyyy		Dell	Robin Requestor

RECEIPT ADDRESS

Location

ATTN: Joe User  
Hayes Healy Receiving  
Room/Floor/Hall: Room 300  
Golden Gate & Tamalpais Ave  
San Francisco, CA 94117  
United States

Carrier

Tracking No.

Bill of Lading

Attachments

Notes  
(1,000 Chars. Max)

DELIVERY

Other

Attach/Link

9

You can also add **Notes** to the return by using the text box.

Header Information

Receipt Name

Return Monitor Due to Damage

Receipt Create Date

8/23/2017 2:50:59 PM

Source: Manual

Receipt No	Receipt Date	Packing Slip No.	Vendor Name	Received by
To Be Assigned	<div>8/23/2017</div> <div>mm/dd/yyyy</div>		Dell	Robin Requestor

RECEIPT ADDRESS

Location

ATTN: Joe User  
Hayes Healy Receiving  
Room/Floor/Hall: Room 300  
Golden Gate & Tamalpais Ave  
San Francisco, CA 94117  
United States

Carrier

Tracking No.

Bill of Lading

Attachments

Notes  
(1,000 Chars. Max)

DELIVERY

Other

Attach/Link

Returned one of the monitors due to a damaged input.

10 You can add attachments to the return by click the **Attach/Link** button

Header Information

Receipt Name

Return Monitor Due to Damage

Receipt Create Date

8/23/2017 2:50:59 PM

Source: Manual

Receipt No	Receipt Date	Packing Slip No.	Vendor Name	Received by
To Be Assigned	<div>8/23/2017</div> <div>mm/dd/yyyy</div>		Dell	Robin Requestor

RECEIPT ADDRESS

Location

ATTN: Joe User  
Hayes Healy Receiving  
Room/Floor/Hall: Room 300  
Golden Gate & Tamalpais Ave  
San Francisco, CA 94117  
United States

Carrier

Tracking No.

Bill of Lading

Attachments

Notes  
(1,000 Chars. Max)

DELIVERY

Other

Attach/Link

Returned one of the monitors due to a damaged input.

11 A pop-up window will appear. You can name the attached file using the text box. Click **Browse** to attach files from your computer, or copy and paste the URL of a link into the **Link/URL** text box. Click **Attach Document** or **Link Document/URL** to continue.

*Attachments are **NOT** checked for viruses. JAGGAER stores attachments in a manner that protects its systems. Please ensure attachments are free from viruses before attaching them.*

**Attachment Information** ?

**Attach Documents** ...

File Name

File

**URL or Link to Documents** ...

File/URL Name

Link/URL

- 12 Scroll down to the **Receipt Lines**. In this section, locate the item returned to the supplier. In the **Quantity** box, type the number of items returned. Make sure that the drop down arrow under **Line Status** is **Returned**.

**Receipt Lines** ?

**Line Details** ?

Show Receipt Details For Selected Lines: Remove Selected Items

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
1978955	1	Dell 22 Touch Monitor - S2240T	320-9738	2 EA	YJ000013	<input type="text" value="1"/>		Returned	Remove Line Receive & Return
1978955	2	Logitech K750 Wireless Solar Keyboard	A4788681	2 EA	YJ000013	<input type="text" value="0"/>		Received	Remove Line Receive & Return
1978955	3	Dell WM524 Wireless Bluetooth Travel Mouse	332-1399	2 EA	YJ000013	<input type="text" value="0"/>		Received	Remove Line Receive & Return

- 13 Click the **Show Receipt Details** link at the top of the line items.

**Receipt Lines** ?

**Line Details** ?

Show Receipt Details For Selected Lines: Remove Selected Items

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
1978955	1	Dell 22 Touch Monitor - S2240T	320-9738	2 EA	YJ000013	<input type="text" value="1"/>		Returned	Remove Line Receive & Return
1978955	2	Logitech K750 Wireless Solar Keyboard	A4788681	2 EA	YJ000013	<input type="text" value="0"/>		Received	Remove Line Receive & Return
1978955	3	Dell WM524 Wireless Bluetooth Travel Mouse	332-1399	2 EA	YJ000013	<input type="text" value="0"/>		Received	Remove Line Receive & Return




- 14 Below each line item, additional fields will display. Enter the RMA number into the **RMA No.** field.

Receipt Lines ?

Line Details ?

Hide Receipt Details

For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
1978955 	1	Dell 22 Touch Monitor - S2240T 	320-9738	2 EA	YJ000013 	1		Returned ▾	Remove Line Receive & Return	<input type="checkbox"/>

Contract No.

Flex Field 2

Attachments

Notes

Attach/Link

1000 characters remaining expand | clear

Returned For ▾

RMA No. RMA4532890

15 Once you finished entering the details, scroll down to the bottom of the page and click on the **Complete** button.






Delete


Add PO

Save Updates

Complete

16 After clicking **Complete** in the previous step, you should see the following screen, indicating that you have successfully created a receipt against the purchase order.





UNIVERSITY OF  
SAN FRANCISCO

Hilltop Shop

Documents > Document Search > Search Documents ▾ > Receipt No.YJ000107

Create Qty Receipt

Receipt No . YJ000107  has been created for the following PO No(s):

- PO/Reference No. 1978955 

## About Training and Support

### Training Resources

Additional training resources including course guides, quick reference guides, and videos are available at the [USF Hilltop Shop Support Page](#).

### Support

Additional support can be requested through [eprocurement@usfca.edu](mailto:eprocurement@usfca.edu)