

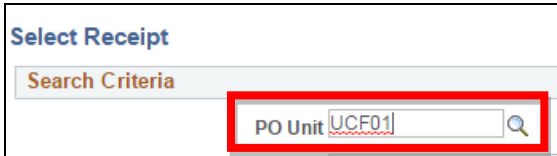
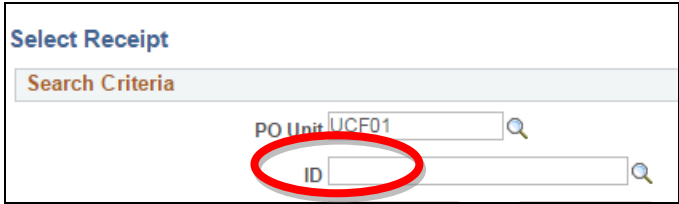


ADDY NOTES



Inspecting Requisitioned Items

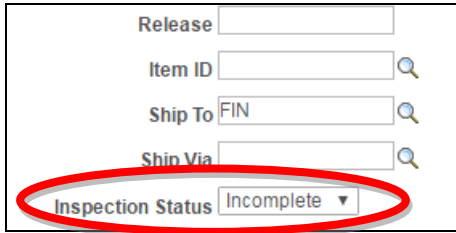
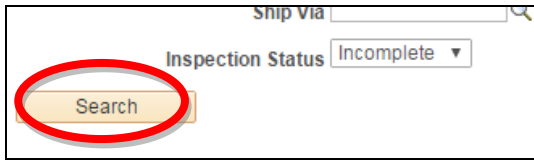


Requisitioned items need inspection upon receipt when the category code dictates it or if the requester added the requirement on the requisition. Both requesters and approvers can inspect and can access the Inspection page. The steps below explain how to inspect requisitioned items. These instructions assume you are searching for items that have already been received. You cannot inspect items before they have been received.

Step	Action
1.	Navigate to: Main Menu > eProcurement > Buyer Center > Receipts > Inspect Receipts.
2.	Enter UCF01 in the PO Unit field if it does not default. 
3.	Enter the purchase order ID in the ID field. Purchase order IDs are 10 characters long. Since the ID field is longer than 10 characters, enter only as many leading zeros as needed. 
4.	Enter any other search criteria to narrow you search results.



ADDY NOTES

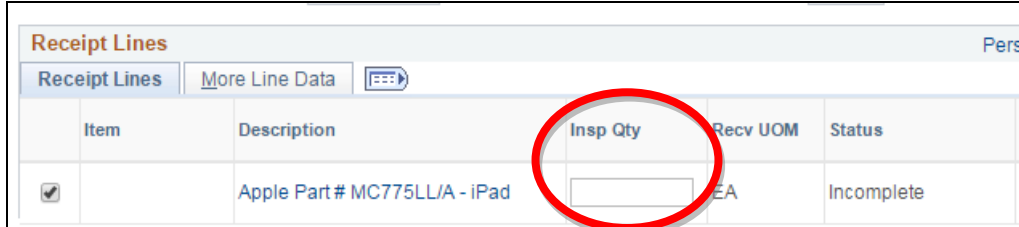
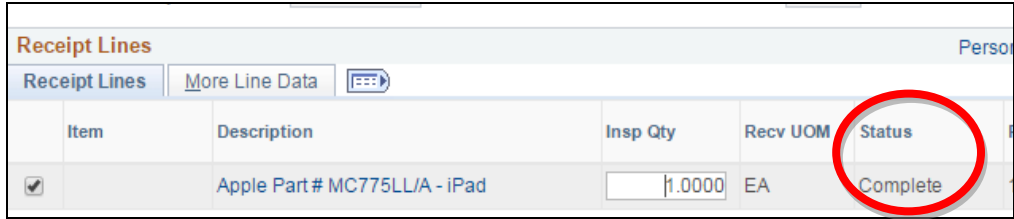


Step	Action																								
5.	<p>Leave the default Inspection Status as Incomplete.</p> 																								
6.	<p>Click Search.</p> 																								
7.	<p>Select the Sel check box for each item you want to inspect.</p>  <table border="1"> <thead> <tr> <th>Sel</th> <th>PO Unit</th> <th>PO ID</th> <th>Line</th> <th>Sched</th> <th>Release</th> <th>Item</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>UCF01</td> <td>0000221148</td> <td>1</td> <td>1</td> <td></td> <td></td> <td>Apple Part# MC775LL/A - iPad</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UCF01</td> <td>0000249143</td> <td>1</td> <td>1</td> <td></td> <td></td> <td>1500-F Upgrade Omega Spectrost</td> </tr> </tbody> </table>	Sel	PO Unit	PO ID	Line	Sched	Release	Item	Description	<input checked="" type="checkbox"/>	UCF01	0000221148	1	1			Apple Part# MC775LL/A - iPad	<input type="checkbox"/>	UCF01	0000249143	1	1			1500-F Upgrade Omega Spectrost
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8.	<p>Click OK.</p> 																								



ADDY NOTES



Step	Action
<p>9.</p>	<p>For each row, enter the number of items you inspected in the Insp Qty field.</p> 
<p>10.</p>	<p>Press Tab on your keyboard so the system refreshes and changes the value in the Status column to Complete.</p> 
<p>11.</p>	<p>Click Save.</p> 