Overview

- After receiving the delivery from suppliers (for Hosted Catalog and Type In items), users must login to Jaggaer and partially or fully receipt the item in the system. Once the item is fully received, Finance will proceed with payment to the suppliers.
- This action can only be performed by Receivers in Jaggaer, and this role is not assigned to every Buyer. Therefore, please contact your lab manager, technical officers, or local Jaggaer admin to receipt the item on your behalf.

!IMPORTANT NOTE! If you accidentally over-receipt the items, please contact Jaggaer Central Team admin (jaggaercim@unsw.edu.au) immediately. Undoing receipt can only be done on the same date of the action, provided no further steps have been taken with the item.

<table>
<thead>
<tr>
<th>Step</th>
<th>Screenshot</th>
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<tbody>
<tr>
<td>1. In the Home page, click on the <strong>Receiving</strong> tile, or go to <strong>Menu</strong> -&gt; <strong>Fulfill and Receive</strong> -&gt; <strong>Receiving</strong>.</td>
<td><img src="image1.png" alt="Receiving tile" /></td>
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| 2. Select the desired search rooms:  
  - All Rooms (preferred): Search all receiving locations within your Sites (organisations).  
  - All My Rooms: Search all receiving locations in your **Receiving Search Location** list.  
  - Individual room | ![Search menu](image2.png) |
**Note:** To add other locations to your Receiving Search Location:

1. Click on Profile icon
2. Select Receiving Search Locations
3. Find the desired receiving location by navigating through the location map (Organisation > Building > Level > Room)
   - Click +.

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3. Search for items to receive

- Purchase Order # (e.g. JAGER.0000012345)
- Request # (e.g. 31234)
- Shopping Cart (e.g. To12345)

**Note:** Untick Show only open items to search for cancelled/received items.

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4. Open receiving page

1. Tick the box to select the item
2. Click Proceed to Receiving Work List
   - A new window opens
3. Click Open Receive page
5. Receive Item:

1. Input Quantity to Receive -> Jaggaer automatically calculates Quantity Outstanding after Receipt based on the total ordered quantity.

2. If the item is a chemical, tick the box Create Containers to generate a container barcode for each item you receive.

3. Add Expiration Date (optional)

4. Click Print Labels on Receive -> Choose Label Type and Printer to print the barcode.

5. Click Receive Item then click Back to Work List.

6. Order status will change to Received Full (if quantity received = quantity ordered) or Received Partially (if received partially). Once the order is fully received in Jaggaer, Finance will proceed with the payment to the supplier.

Tip: It is possible to receipt partially in Jaggaer — repeat the process to update the quantity once fully received.

Note: For all hazardous chemicals, it is compulsory to create a container. For non-hazardous chemicals, it is optional but recommended for inventory management.