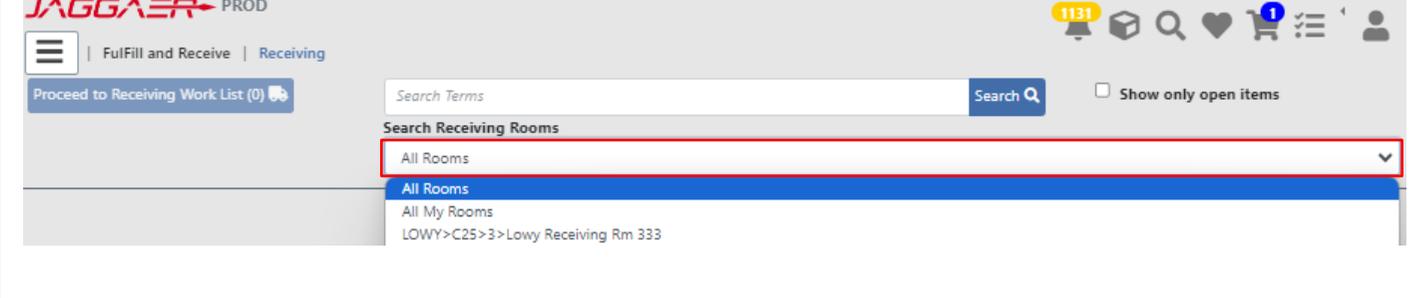


## Overview

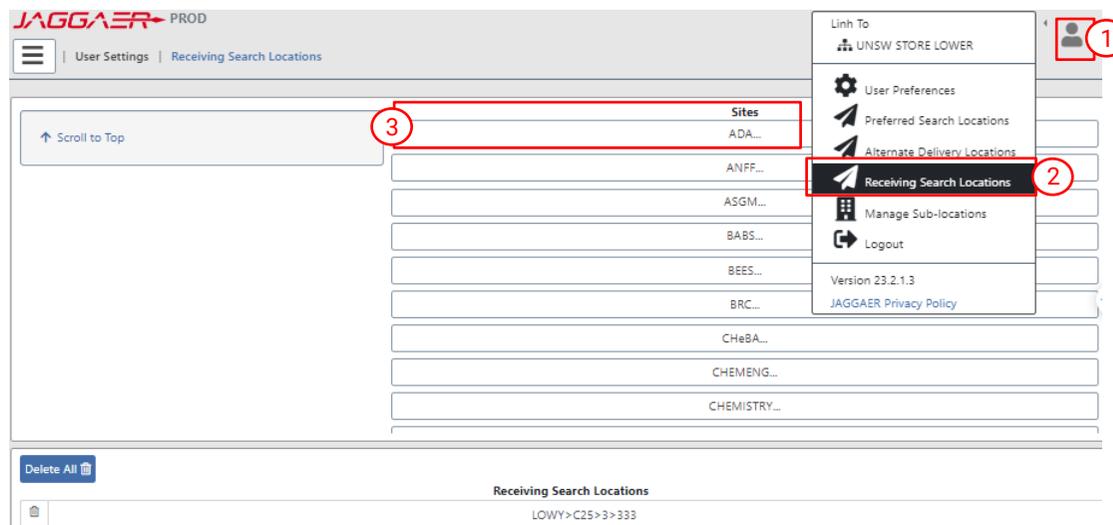
- After receiving the delivery from suppliers (for Hosted Catalog and Type In items), users must login to Jaggaer and partially or fully receipt the item in the system. Once the item is fully received, Finance will proceed with payment to the suppliers.
- This action can only be performed by **Receivers** 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](mailto: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.

| Step  | Screenshot   |
|---|--|
| <p>1. In the Home page, click on the <b>Receiving</b> tile, or go to <b>Menu -&gt; Fulfill and Receive -&gt; Receiving</b>.</p>   |   |
| <p>2. Select the desired search rooms:</p> <ul style="list-style-type: none"> <li>• <b>All Rooms</b> (preferred): Search all receiving locations within your Sites (organisations).</li> <li>• <b>All My Rooms</b>: Search all receiving locations in your <b>Receiving Search Location</b> list.</li> <li>• Individual room</li> </ul> |  |

**Note:** To add other locations to your Receiving Search Location:

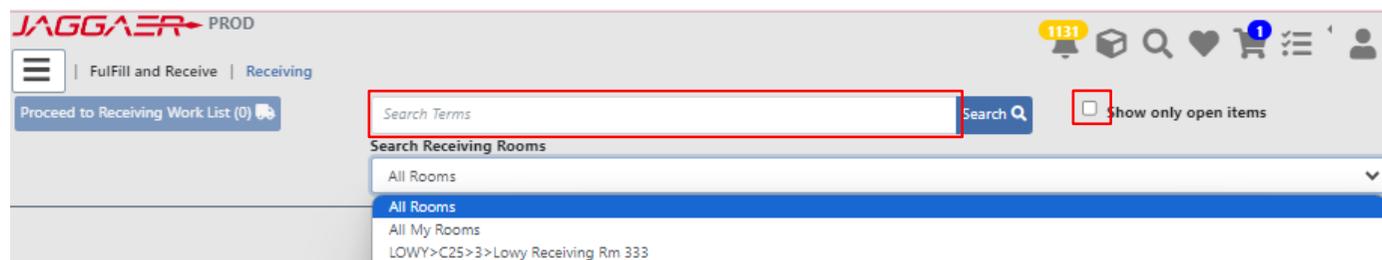
- ① Click on **Profile** icon
- ② Select **Receiving Search Locations**
- ③ Find the desired receiving location by navigating through the location map (Organisation > Building > Level > Room)
  - Click  .



### 3. Search for items to receive

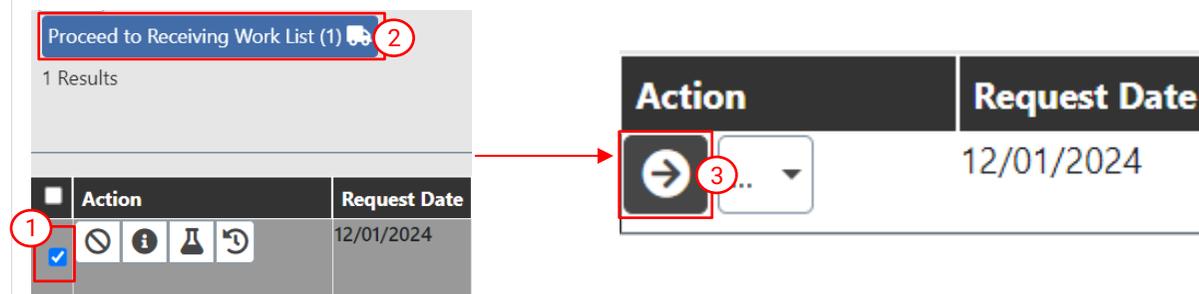
- Purchase Order # (e.g. JAGER.0000012345)
- Request # (e.g. 31234)
- Shopping Cart (e.g. To12345)

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



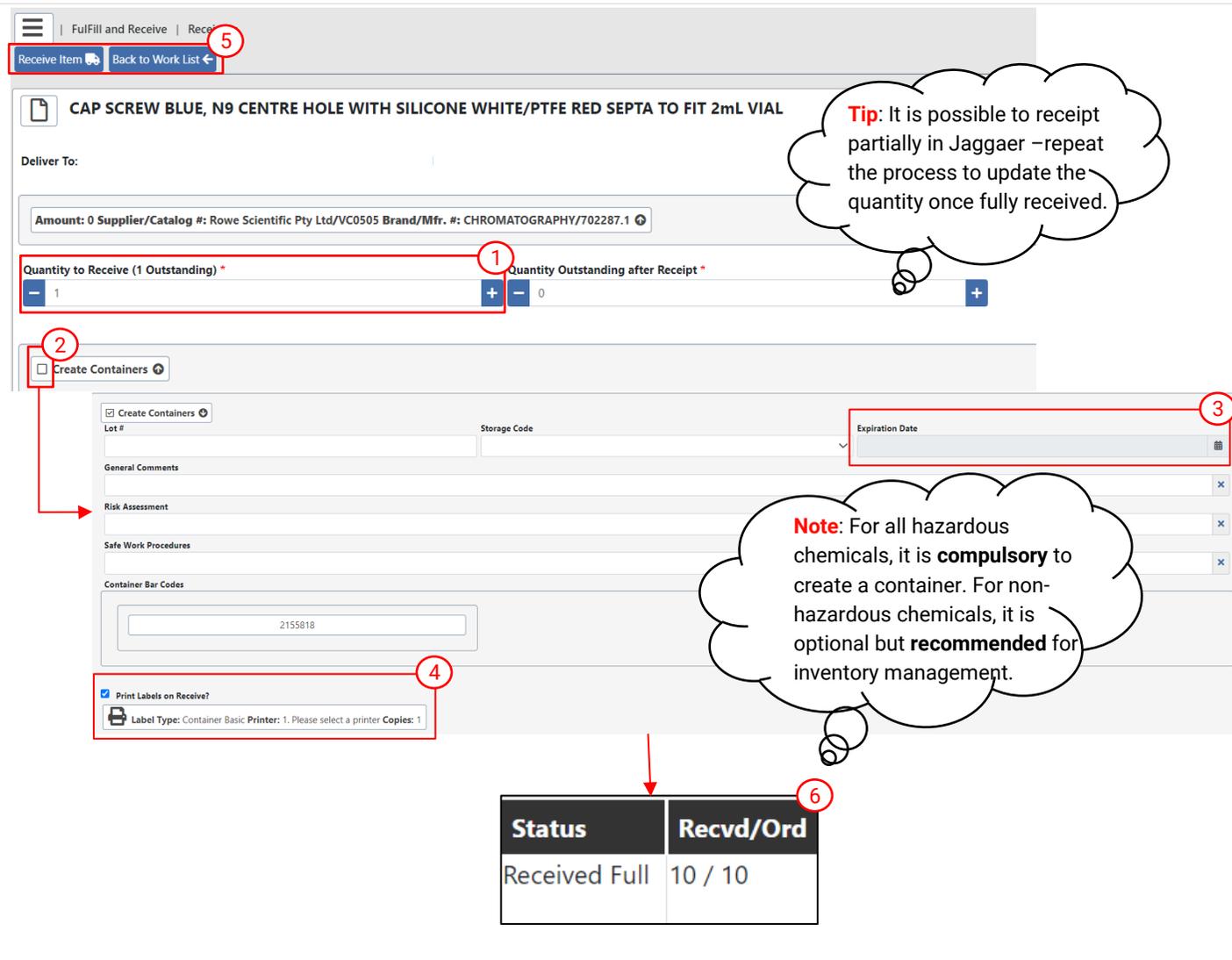
### 4. Open receiving page

- 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.



The screenshot shows the 'Receive Item' form in Jaggaer. The item is 'CAP SCREW BLUE, N9 CENTRE HOLE WITH SILICONE WHITE/PTFE RED SEPTA TO FIT 2mL VIAL'. The 'Quantity to Receive' is 1, and 'Quantity Outstanding after Receipt' is 0. The 'Create Containers' checkbox is checked. An 'Expiration Date' field is present. The 'Print Labels on Receive?' checkbox is checked, and the label type is 'Container Basic Printer: 1. Please select a printer Copies: 1'. A table at the bottom shows the status as 'Received Full' and 'Recvd/Ord' as '10 / 10'.

**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.

| Status        | Recvd/Ord |
|---------------|-----------|
| Received Full | 10 / 10   |