

P to P

*Prepare to Procure
June 3, 2016*

RIT Procurement Services
475-2107

[http://www.rit.edu/fa/procurement/
purchase@rit.edu](http://www.rit.edu/fa/procurement/purchase@rit.edu)

Purchase Order Receipts

Prompt payment of invoices for goods purchased on a Purchase Order is dependent upon the goods being recorded as “received” in the Oracle Receiving application. Please adhere to the processes below in order to facilitate prompt payment to our valued suppliers.

- ✓ Goods – Purchases with a line type “Goods” must be received through Central Receiving. When a shipment is delivered to Building 99, and a packing list was provided on the outside of the package, Facilities Management staff will enter the receipt into Oracle prior to delivering it to your department.

When there isn’t a packing list on the outside of the package, or it is not delivered through Central Receiving, send a copy of the purchase order noting the items received together with the packing list, if available, to Central Receiving at fmsporeceiver@rit.edu.

- ✓ Services – With the recent implementation of the 2-way match process, purchases with a line type “Services” are not required to be received in Oracle. Invoices are routed through Oracle Workflow to the person identified as the Requestor for acknowledgement that the services have been completed and the invoice amount is OK to pay. (Refer to the April 8, 2016 PtoP Tip Sheet “[Preparing Purchase Requisitions](#)” for more information.)

To ensure strong controls over the university’s payment processes, general e-mails to Central Receiving requesting receipts to be entered in Oracle will no longer be processed.

If you have any questions about this change, or if you need assistance when creating a requisition, please contact Sherry Lupo at 475-2107 (salpur@rit.edu).

