



Prepare to Procure

September 27, 2013

RIT Procurement Services

475-2107

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

Oracle Receipt Verification FAQs

1. I received this e-mail; what does it mean?

Receipt Verification

RIT Oracle Workflow <wfpitxi@AtOracle.com>

Sent: Tue 9/24/2013 6:01am

To: Rodger Smith

Recently, you ordered the items detailed below. RIT has been invoiced for the items, but per Institute policy, cannot issue payment until the receipt of the items has been verified.

Please indicate your receipt acknowledgement by responding to:

Steve Lipson at x52119 or e-Mail at snlpre@rit.edu.

In your response please indicate the quantity received.

Order Information:

Vendor Name : ACME SUPPLIES, INC.

Order Number : 154770

PO Line Number : 3

Order Line Desc. : Type 1A widgets

Requisition Number : 68457

Quantity/Unit Ordered : 3,000 Each

Quantity Invoiced : 2,310

Quantity Received : 1,595

Quantity Outstanding : 715

Thank You

RIT Accounts Payable Department

Please DO NOT reply to this message! This e-mail account will not respond to replies.

- This is a Receipt Verification message generated automatically by the Oracle Purchasing application.

2. Why did I receive it?

- A purchase order was created in Oracle Purchasing that assigned you as the Receiver of the item(s) or service(s) described in the message; Accounts Payable has received an invoice for the described items(s) or services(s) which have not yet been “received” in Oracle.

3. What should I do?

- If you received the items(s) or service(s) described, e-mail Shipping and Receiving at snlpre@rit.edu indicating that the item(s) or service(s) have been received. For goods, you’ll also have to forward a proof of receipt (e.g., a packing slip).
- If you did not receive the items(s) or service(s) described –
 - Goods – First e-mail Shipping and Receiving snlpre@rit.edu to see if they can locate the items and deliver them to you. If Shipping and Receiving has no record of receiving the items contact the supplier to track their location.
 - Services – Contact the supplier to find out why they are invoicing for services that have not yet been rendered.

4. What will happen if I ignore this message?

- The message will continue to be generated by Oracle and sent to you until you address it. More importantly, the payment to the supplier cannot be processed until the goods or services are received in the system.

If you have any questions about the receipt verification process, contact Shipping and Receiving at 475-2110 (snlpre@rit.edu).

