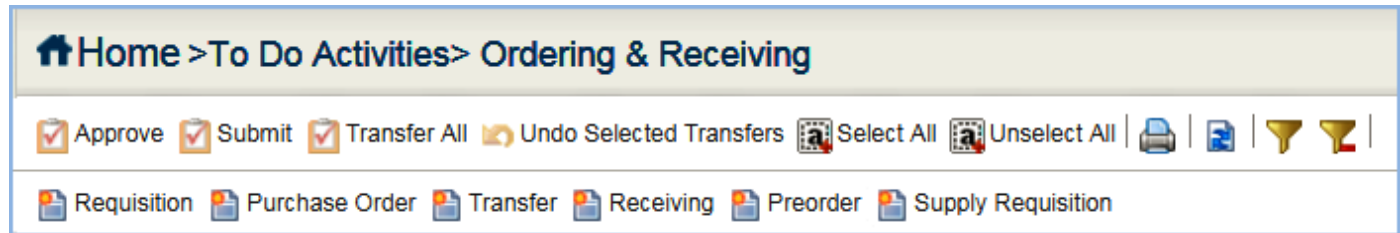
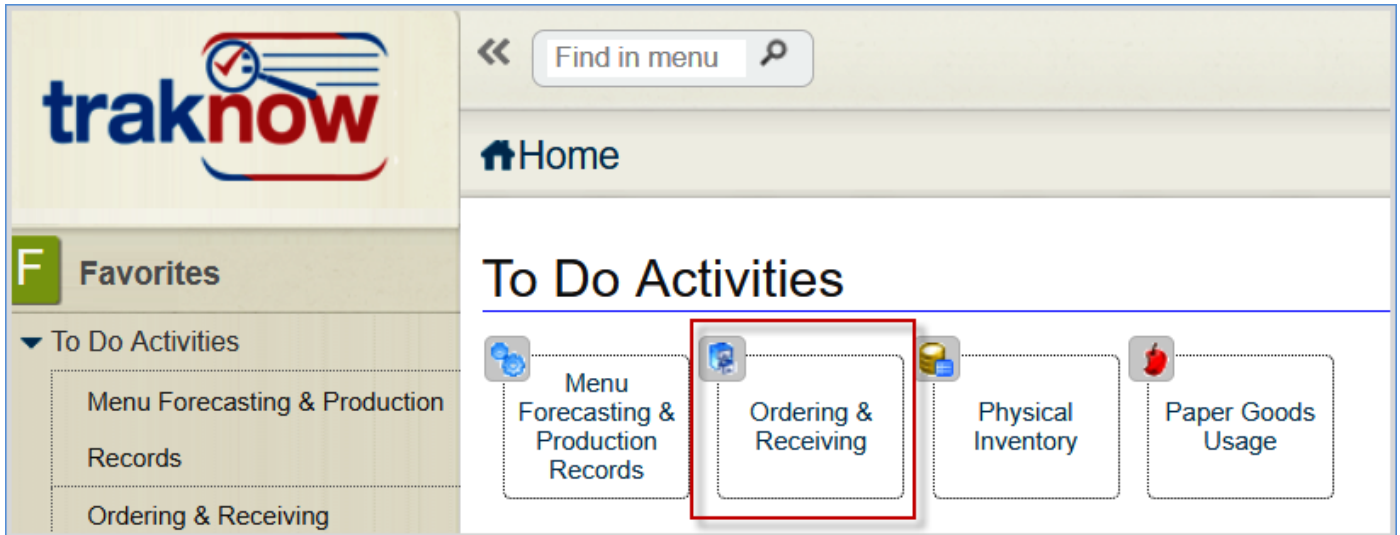


Receiving - US Foods

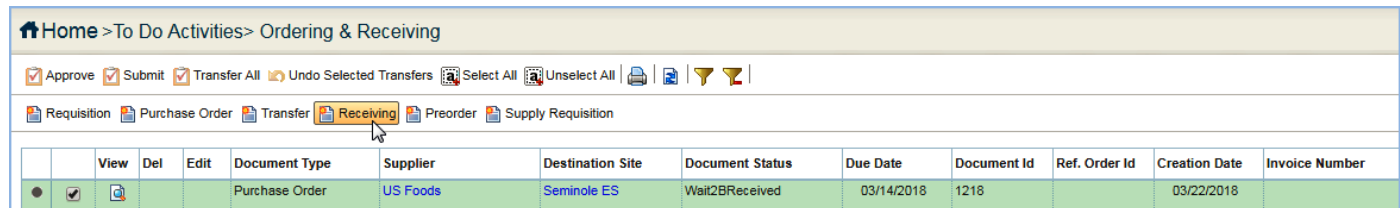
This section will demonstrate how to receive US Foods orders.

1. From the Home Page, click "Ordering & Receiving"



Receiving - US Foods Purchase Orders into Inventory

Highlight the "Wait2BReceived" order document, click "Receiving".



1. A receiving document will be created with the items from the order document. The Received date defaults to the current day. Follow dating procedures discussed in training.
2. The invoice number field requires information. Enter the invoice number into the field.
3. The Invoice Total Cost field requires information for US Foods and US Foods Commodity orders. Enter the amount from the invoice received from supplier.

ReceivingOrder

Order Lines

General Details

Vendor: US Foods / 6 Received Date: 03/02/2018 Invoice Number: 95248777 Invoice Total Cost \$: 1930.2200

Order Id: -- Status: Draft Ordered Total Qty: 74.00 Ordered Total Cost \$: 1987.4800

Received Total Qty: 74.00 Received Total Cost \$: 1987.48 Serving Period: S04 US Foods due 11/30 01/25-01/29

 Label Generator

Received Items - Received Items

Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price	Rcv Tot	Rjct Qty	Reason	Remarks	FMV \$	Pur Price	Del Fee
1896	5804553	Pizza Pepperoni Turkey 16" WG Fzn	3.00	1 Ea / Ea - 90 Ea / Case	61.5600	184.6800	--	-Select-		--	77.9700	--
4492	6684336	Plantain Sweet Sliced lqf Fzn	3.00	1 Bg / Bg - 4 Bg / Case	22.4700	67.4100	--	-Select-		--	22.4700	--

- When the receiving document reflects what was delivered, click "**Approve**". Click "**OK**" to the approved successfully message. The quantities will be added to inventory. The receiving document and the originating purchase order will move to closed status and will no longer display. *Note: closed documents can be displayed using the filter.*

ReceivingOrder

Order Lines

General Details

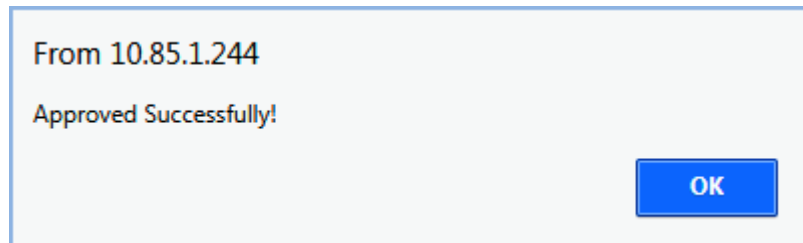
Vendor: US Foods / 6 Received Date: 03/14/2018 Invoice Number: 48483956 Order Id: -- Status: Draft

Ordered Total Qty: 2 Ordered Total Cost \$: 29.6800 Received Total Qty: 2 Received Total Cost \$: 29.6800

 Label Generator

Received Items - Received Items

Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price \$	Rcv Tot \$	Rjct Qty	Reason	Remarks	FMV \$	Pur Price \$	Del Fee \$	Proc
8165	5905300	Plate Molded Fiber 10.5" 5 Comp	2.00	1 Ea / Ea - 250 Ea / Case	14.8400	29.6800	--	-Select-		--	14.8400	--	--



Note: For Satellite sites and the items delivered directly to you from US Foods, you may rarely need to edit receiving. When edits are needed, reference steps a - f below for examples.

- However, receiving can be edited to reflect exactly what was delivered. The examples below describe the editing procedures. The **Rcv Qty** reflects the quantity ordered. Edit to match the quantity that was delivered. When the field is edited, it will highlight in yellow. The Received Total Cost \$ value and the Received Total Qty count will update.

ReceivingOrder

Order Lines

General Details

Vendor: US Foods / 6 Received Date: 03/02/2018 Invoice Number: 89758945 Order Id: --
 Status: Draft Ordered Total Qty: 30 Ordered Total Cost \$: 980.4600 Received Total Qty: 28.00
 Received Total Cost \$: 926.12

Label Generator

Received Items - Received Items

Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price \$	Rcv Tot \$	Rjct Qty	Reason	Remarks	FMV \$
8162	6696848	Bleach Sanitizer Ultra Liquid Plastic	1.00	1 Gl / Gl - 6 Gl / Case	11.4900	11.4900	--	-Select-		
8165	5905300	Plate Molded Fiber 10.5" 5 Comp	3.00	1 Ea / Ea - 250 Ea / Case	14.8400	44.5200	--	-Select-		
1316	2697738	Egg Roll Chicken Whole Grain	2.00	1 Ea / Ea - 60 Ea / Case	27.1700	54.34	--	-Select-		
1882	4078004	Pizza Chicken Buffalo 16" WG Cn	5.00	1 Ea / Ea - 9 Ea / Case	48.6400	243.2000	--	-Select-		

b. When product was delivered but rejected, enter the rejected quantity and select the reason for rejecting the item. The Received Total Cost \$ value and the Received Total Qty count will update.

ReceivingOrder

Order Lines

General Details

Vendor: US Foods / 6 Received Date: 03/02/2018 Invoice Number: 89758945 Order Id: --
 Status: Draft Ordered Total Qty: 30.00 Ordered Total Cost \$: 980.4600 Received Total Qty: 27.00
 Received Total Cost \$: 877.48

Label Generator

Received Items - Received Items

Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price \$	Rcv Tot \$	Rjct Qty	Reason	Remarks	FMV \$
8161	5002043	Lid Cup 6-14 Z Vtd Plst Wht	2.00	1 Ea / Ea - 1000 Ea / Case	14.4800	28.9600	--	-Select-		
8165	5905300	Plate Molded Fiber 10.5" 5 Comp	3.00	1 Ea / Ea - 250 Ea / Case	14.8400	44.5200	--	-Select-		
1316	2697738	Egg Roll Chicken Whole Grain	2.00	1 Ea / Ea - 60 Ea / Case	27.1700	54.34	--	-Select-		
1882	4078004	Pizza Chicken Buffalo 16" WG Cn	5.00	1 Ea / Ea - 9 Ea / Case	48.6400	194.56	1.00	-Select-		
1481	5094452	Chicken Patty 3 oz Breaded Whole Spicy	1.00	1 Bg / Bg - 4 Bg / Case	41.9000	41.9000	--	-Select-		
1412	7967534	Chicken Patty 1.5 oz Breaded WG	2.00	1 Ea / Ea - 312 Ea / Case	38.6100	77.2200	--	-Select-		
1927	8542880	Pizza Pepperoni Turkey Beef & Mozz	3.00	1 Bg / Bg - 8 Bg / Case	40.9900	122.9700	--	-Select-		
1942	7757123	Pizza Cheese Garlic 4.55 oz Flatbread	4.00	1 Ea / Ea - 96 Ea / Case	40.7200	162.8800	--	-Select-		
9206	8559254	Ketchup Tomato 33% Low Sodium SS	2.00	1 Ea / Ea - 1000 Ea / Case	11.5200	23.0400	--	-Select-		

c. When items were delivered and not on the document, click "Add Items" to add the item from the catalog to the receiving document.

ReceivingOrder

Order Lines

General Details

Vendor: US Foods / 6 Received Date: 03/02/2018 Invoice Number: 89758945 Order Id: --
 Status: Draft Ordered Total Qty: 30.00 Ordered Total Cost \$: 980.4600 Received Total Qty: 27.00
 Received Total Cost \$: 877.48

Label Generator

Received Items - Received Items

Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price \$	Rcv Tot \$	Rjct Qty	Reason	Remarks
8156	8005225	Container Foam 8 oz Sqft Wht	1.00	1 Ea / Ea - 1000 Ea / Case	27.2600	27.2600	--	-Select-	
8140	8600488	Cup Pet Plastic 10 oz. Clid Clr	1.00	1 Ea / Ea - 1000 Ea / Case	49.5800	49.5800	--	-Select-	
8141	8625741	Lid 10Oz.	1.00	1 Ea / Ea - 1000 Ea / Case	38.7600	38.7600	--	-Select-	
8161	5002043	Lid Cup 6-14 Z Vtd Plst Wht	2.00	1 Ea / Ea - 1000 Ea / Case	14.4800	28.9600	--	-Select-	
8165	5905300	Plate Molded Fiber 10.5" 5 Comp	3.00	1 Ea / Ea - 250 Ea / Case	14.8400	44.5200	--	-Select-	
1316	2697738	Egg Roll Chicken Whole Grain	2.00	1 Ea / Ea - 60 Ea / Case	27.1700	54.34	--	-Select-	
1882	4078004	Pizza Chicken Buffalo 16" WG Cn	5.00	1 Ea / Ea - 9 Ea / Case	48.6400	194.56	1.00	Seal Broken	

d. The items will be added to the end of the document. Scroll to the end to enter the quantity received.

Received Items - Received Items

Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price \$	Rcv Tot \$	Rjct Qty	Reason	Remarks	FMV \$
8140	8600488	Cup Pet Plastic 10 oz. Clr	1.00	1 Ea / Ea - 1000 Ea / Case	49.5800	49.5800	--	-Select-		
8141	8625741	Lid 10Oz.	1.00	1 Ea / Ea - 1000 Ea / Case	38.7600	38.7600	--	-Select-		
8161	5002043	Lid Cup 6-14 Z Vtd Plst Wht	2.00	1 Ea / Ea - 1000 Ea / Case	14.4800	28.9600	--	-Select-		
8165	5905300	Plate Molded Fiber 10.5" 5 Comp	3.00	1 Ea / Ea - 250 Ea / Case	14.8400	44.5200	--	-Select-		
1316	2697738	Egg Roll Chicken Whole Grain	2.00	1 Ea / Ea - 60 Ea / Case	27.1700	54.3400	--	-Select-		
1882	4078004	Pizza Chicken Buffalo 16" WG Cn	5.00	1 Ea / Ea - 9 Ea / Case	48.6400	194.5600	1.00	Seal Broken		
1481	5094452	Chicken Patty 3 oz Breaded Whole Spicy	1.00	1 Bg / Bg - 4 Bg / Case	41.9000	41.9000	--	-Select-		
1412	7967534	Chicken Patty 1.5 oz Breaded WG	2.00	1 Ea / Ea - 312 Ea / Case	38.6100	77.2200	--	-Select-		
1927	8542880	Pizza Pepperoni Turkey Beef & Mozz	3.00	1 Bg / Bg - 8 Bg / Case	40.9900	122.9700	--	-Select-		
1942	7757123	Pizza Cheese Garlic 4.55 oz Flatbread	4.00	1 Ea / Ea - 96 Ea / Case	40.7200	162.8800	--	-Select-		
9206	8559254	Ketchup Tomato 33% Low Sodium SS	2.00	1 Ea / Ea - 1000 Ea / Case	11.5200	23.0400	--	-Select-		
1926	5284722	Appetizer Nacho 3 Cheese Refried	2	1 Bg / Bg - 8 Bg / Case	38.6100	0.0000	--	-Select-		

Approve Save Close Print

e. Click "Save" to save the as a draft, if needed.



f. To edit a draft receiving document, click the edit icon to the left of the document. Notice that the Document ID 982 for the Purchase Order is the Ref. Order ID for the receiving document.

Home > To Do Activities > Ordering & Receiving

Approve Submit Transfer All Select All Unselect All

Requisition Purchase Order Transfer Receiving Preorder Supply Requisition

	View	Del	Edit	Document Type	Supplier	Destination Site	Document Status	Due Date	Document Id	Ref. Order Id	Creation Date	Invoice Number
<input type="checkbox"/>				Purchase Order	S&D	American Senior	Manage By District	03/12/2018	981		03/02/2018	
<input type="checkbox"/>				Purchase Order	US Foods	American Senior	Wait2BReceived	03/12/2018	982		03/02/2018	
<input type="checkbox"/>				Requisition		American Senior	Pending	03/19/2018	986		03/02/2018	
<input type="checkbox"/>				Receiving	US Foods	American Senior	Draft	03/02/2018	988	982	03/02/2018	89758945

Edit