

Blanket Order RCV Form in OAS

Log-in to OAS

Next Menu: enter **FORM**

Hit Enter

Next Screen: **RCV** (Receiving Form)

Hit Enter

FORMRCV - B 07-06-20
FRMRCVM 11:02:55

***** UTSW DEPARTMENTAL RECEIVING FORM *****

FUNCTION: NEW FORM #: _____ PAGE: 1_ OF _____ STATUS:
REF: _____ PO: _____ CONTROL NO:
VENDOR NAME:
REQ #: _____ DEPT: _____ DELIVERY LOC: _____

RECEIVED DATE: _____ RECEIVED BY: _____

ITEM	DESCRIPTION	REC-DATE	U/M	PO/QTY	REC-QTY	TOTAL-REC	QTY-ON-HAND
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—

PF1=HELP PF2=DÖCU PF3=MENU PF4=STOP PF5=GÖTO: FORM RCV 0 _____

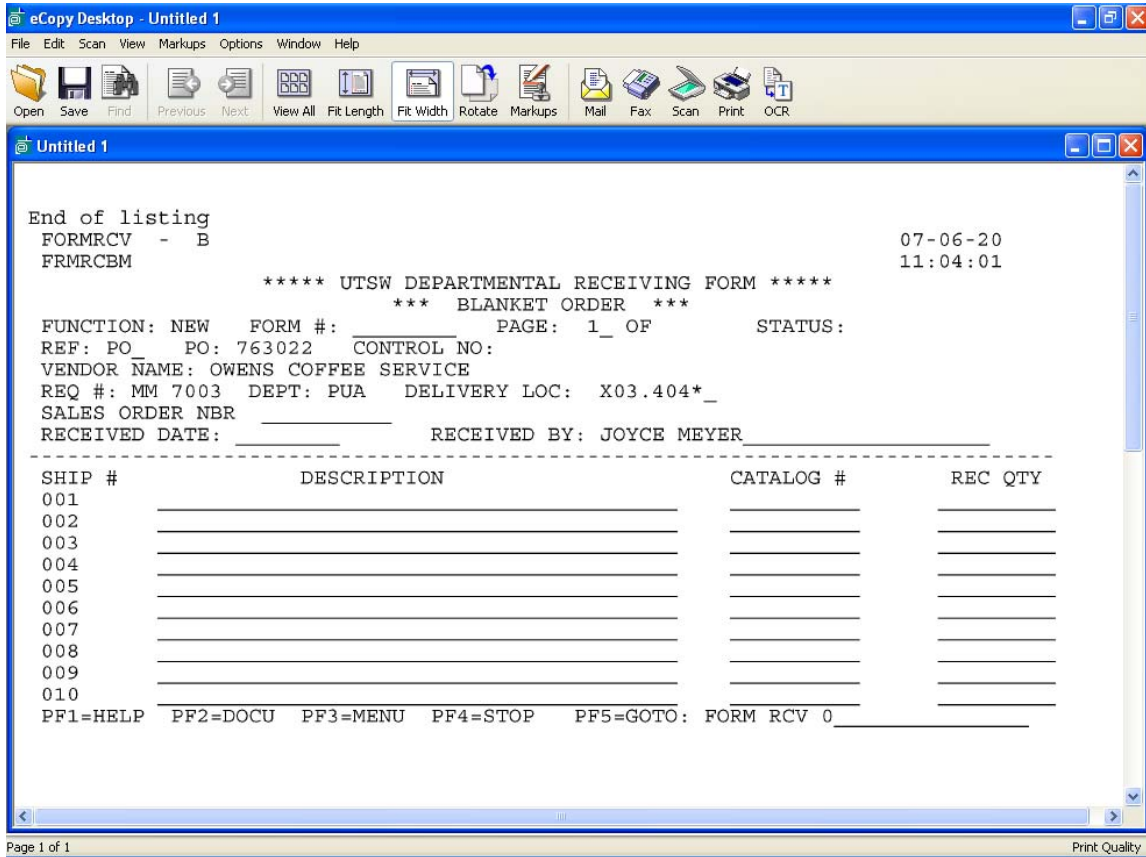
Page 1 of 1 Print Quality

TAB to PO and Enter PO number (6 digit number)

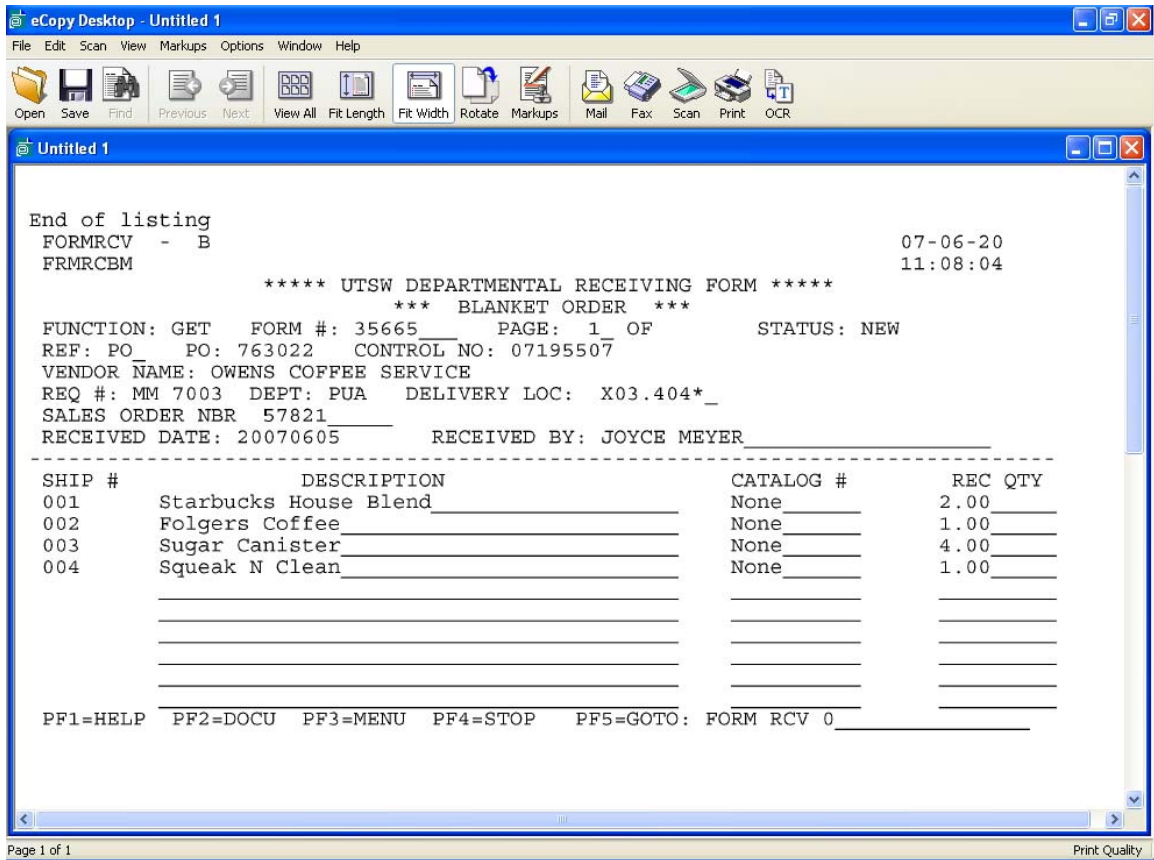
Hit Enter

Form will populate the Vendor Name, Req #, Dept. Name, Delivery Location, and Person's Name who generated the original PO request.

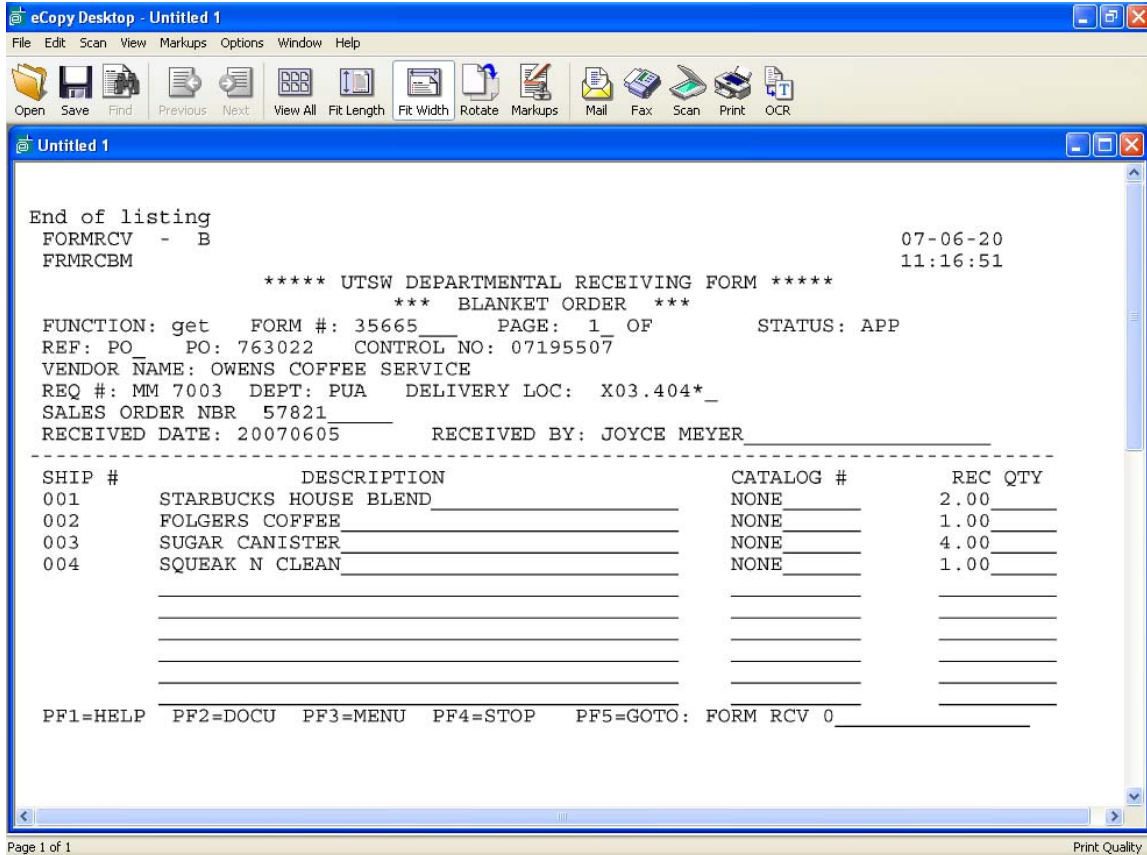
Will show that form is a ****BLANKET ORDER****



Enter Sales Order Number (Invoice Number)
Enter Received Date (YYYYMMDD) format
Enter Description, Catalog # and REC QTY
Hit enter – will generate form number and be in NEW status



**At Function: Enter SUB
Form Status will change to APP (approved).**



TRANSACTION IS COMPLETE. Send original invoice (if available) to Accounting with your signature to indicate OK for payment. Please include date item(s) were received.

The packing slip is retained in the departmental log records.