



Receiving Items in ProcureAZ

Process triggers when Vendor receives an Order from ProcureAZ.

1. Vendor delivers goods or services:
 - a. If they are delivered to a Central Receiving location, continue to #2.
 - b. If they are delivered to a Program or the Requestor, skip to #5.
2. Central Receiving inspects the shipment.
 - a. If the shipment is complete and undamaged, skip to #5.
 - b. If the shipment is incomplete or damaged, continue to #3.
3. Central Receiving contacts Vendor for return authorization or back order; continue to #4.
4. Vendor authorizes return, establishes back order, or adjusts invoice; end process.
5. Receiver enters Receipt against PO, and scans/uploads packing slip; continue to #6.
6. ProcureAZ determines whether Receipt requires Approvals.
 - a. If Approval is not required, skip to #9.
 - b. If Approval is required, continue to #7.
7. Approver reviews the Receipt.
 - a. If Receipt is fully approved, skip to #9.
 - b. If Receipt is disapproved (because of delivery defect), continue to #8.
8. Requestor contacts Vendor to resolve defective delivery; go to #4.
9. ProcureAZ finalizes the Receipt and makes line available to Invoice; continue to #10.
10. On a partial receipt, Receiver determines whether to Cancel the remainder of the order.
 - a. If further delivery is expected, end process.
 - b. If no further delivery is expected, continue to #11.
11. Requestor/Receiver creates a Cancel Receipt, selecting lines to cancel; continue to #12.
12. ProcureAZ determines whether approval is required for the Change Order.
 - a. If no approval is required, skip to #14.
 - b. If approval is required, continue to #13.
13. Approver determines whether to approve the Change Order to cancel remainder.
 - a. If Approver disapproves the Change Order, skip to #15.
 - b. If Approver approves the Change Order, continue to #14.
14. ProcureAZ creates a Change Order to close selected open lines; end process.
15. Approver resolves the issue and re-enters the process flow where appropriate.