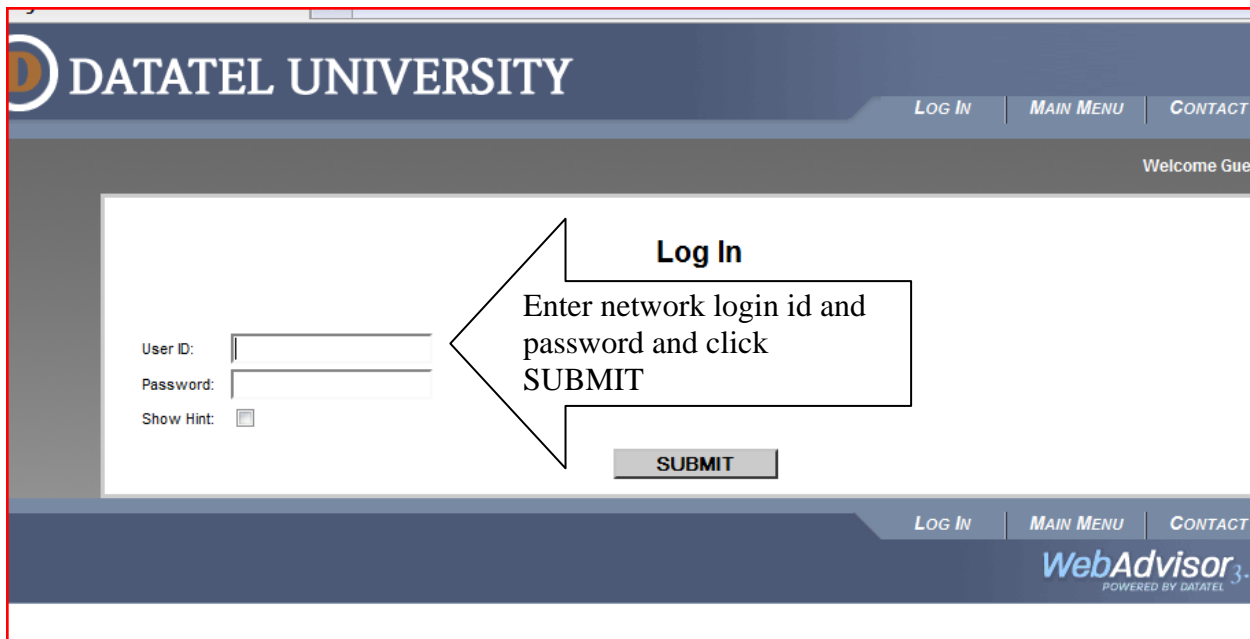
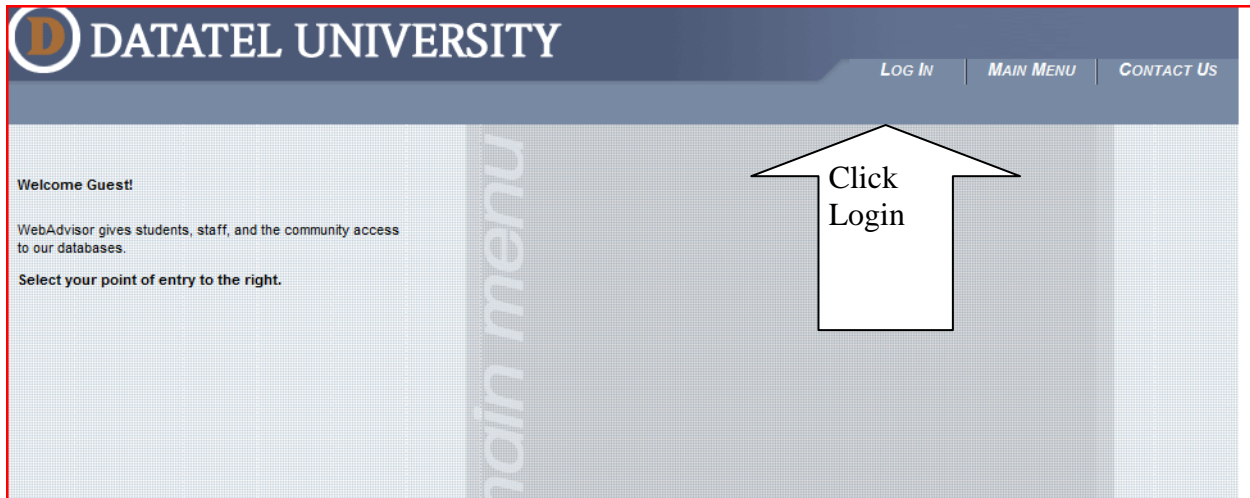


Go to <http://webadvisorstest.stlawu.edu/WASIM2/WASIM2?>



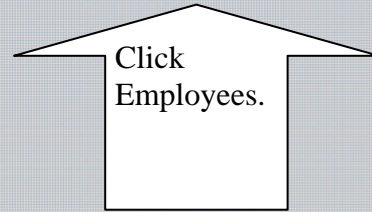
Welcome Carol!

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

main menu

Employees



The following links may display confidential information.

My Finance

- [My Bank Information](#)
- [View My 1099-MISC Information](#)

Budgeting

- [Budget selection](#)
- [Budget summary](#)

Payments

- [Request a Payment](#)
- [View/Modify/Void Requests for Payment](#)

Purchase Orders

- [Enter a Purchase Order](#)
- [View/Modify/Void Purchase Orders](#)
- [Receive Goods and Services](#)

Requisitions

- [Enter a Requisition for Goods and Services](#)
- [View/Modify/Delete Requisitions](#)
- [Requisition Approvals](#)



Receive Goods and Services

Choose a Vendor and/or PO to filter lines shown

Vendor

Purchase Order Number

Accept All Note: Check here to accept all lines shown

The following apply to all lines received:

Packing Slip

Arrived Via

Vendor	PO Number	Vendor Item	Item Description	Qty Ordered	Unit of Issue	Qty Accepted	Qty Rejected	MSDS Rcvd
Wesco (0000025)	P0000011		printers	2.000	EA	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

SUBMIT

Purchase Orders associated with the user which contain items not yet received will be listed at the bottom of the screen additional detail may be viewed by clicking on the PO number. Alternately, users may use the fields at the top of the screen to select a specific vendor and/or purchase order and then click SUBMIT.

If all items ordered on a purchase order have been successfully received, users may click the box Accept All above. If only some items have been received, users would enter the number in the box for Quantity Accepted and click on Submit.

View Receiving Confirmation

Packing Slip
Arrived Via

A confirmation such as this will be displayed. If it is correct, click on OK. If it is not correct, return to the previous screen and modify accordingly.

The following items were accepted:

Vendor	PO Number	Item Description	Qty Ordered	Qty Accepted	MSDS Rcvd
Wesco (0000025)	P0000011	printers	2.000	1.000	

The following items were rejected:

Vendor	PO Number	Item Description	Qty Ordered	Qty Rejected	Return Date	Return Via	Rtn Auth No	Return Reason	Reordered	Return Comments
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OK

After clicking OK, the system will return to the main menu for Webadvisor.