

SAA
STUDENT ACTIVITIES
ASSOCIATION, INC.
AN AFFILIATE OF JOHN JAY COLLEGE

INSPECTIONS

CONTACT INFO:

SAABO@JJAY.CUNY.EDU

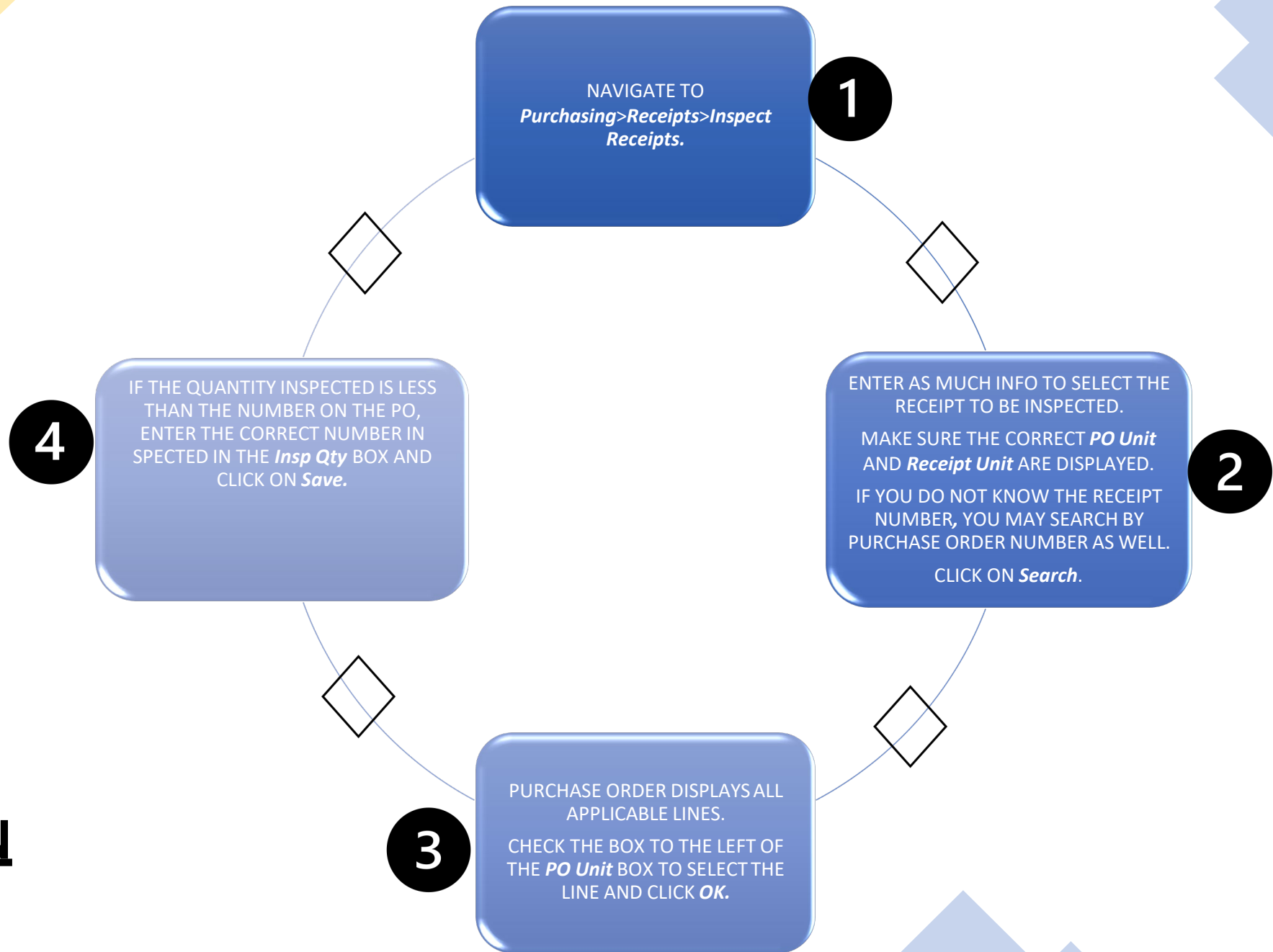
212.393.6341

JOHN
JAY COLLEGE
OF
CRIMINAL
JUSTICE

INSPECTION
RECEIPTS ARE
REQUIRED FOR
THE FOLLOWING
ITEMS:

- EQUIPMENT – Mark Kam
(DoIT)
MKAM@JJAY.CUNY.EDU
- FURNITURE - Rosemary Cruzatte
(Office of Space Planning)
RCRUZATTE@JJAY.CUNY.EDU
- HAZARDOUS WASTE- Lindsey
Kayman
(Public Safety)
LKAYMAN@JJAY.CUNY.EDU

INSPECTION OVERVIEW

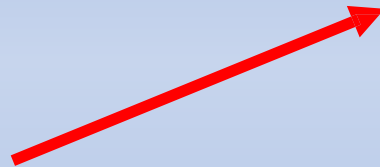


CREATING INSPECTIONS

RECEIPTS ARE REQUIRED FOR ALL GOODS AND SERVICES.
SOME GOODS AND SERVICES MAY REQUIRE AN ADDITIONAL INSPECTION.



NAVIGATE TO *Purchasing*>*Receipts*>*Inspect Receipts*.



ENTER AS MUCH INFO TO SELECT THE RECEIPT TO BE INSPECTED.
MAKE SURE THE CORRECT *PO Unit* AND *Receipt Unit* ARE DISPLAYED.
IF YOU DO NOT KNOW THE RECEIPT NUMBER, YOU MAY SEARCH BY PURCHASE
ORDER NUMBER AS WELL.
CLICK ON *Search*.

Select Receipt

Search Criteria

PO Unit:	JJCo3	Receipt Unit:	JJCo3
ID:	<input type="text"/>	Receipt ID:	0000000002
Line/Sched Num:	<input type="text"/> / <input type="text"/>	Vendor Name:	<input type="text"/> Vendor Lookup
Release:	<input type="text"/>	Vendor Item ID:	<input type="text"/>
Item ID:	<input type="text"/>	Manufacturer ID:	<input type="text"/>
Ship To:	<input type="text"/>	Manufacturer's Item ID:	<input type="text"/>
Ship Via:	<input type="text"/>		
Inspection Status:	Incomplete		

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PURCHASE ORDER DISPLAYS ALL APPLICABLE LINES.

CHECK THE BOX TO THE LEFT OF THE **PO Unit** BOX TO SELECT THE LINE AND CLICK **OK.**

Retrieved Rows

Selected Rows	Shipping Related	More Details								
☑										
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	JJC03	0000000003	1	1		05/02/2019	2.0000			FY19 - Computers for Office St

Select All Clear All

OK Cancel Refresh

Inspection

Ship To Location: A1-L190 Business Unit: JJC03

Receipt Lines

Receipt Lines	More Line Data								
☑			Insp Qty	Recv UOM	Status	Recv Qty	Reject Qty	Return Qty	Sample%
	FY19 - Computers for Office St		2.0000	EA	Complete	2.0000			100.00

Select Receipt View Details Inspect Instructions RTV Setup Inspection Putaway Information Transfer to Quality Manual Bin to Bin Transfer

Save Notify

PURCHASE ORDER IS FOR A QUANTITY OF 2 COMPUTERS.
ENTER "2" IN THE **Insp Qty**.
IF THE QUANTITY INSPECTED IS LESS THAN THE NUMBER ON THE PO, ENTER THE CORRECT NUMBER IN SPECTED IN THE **Insp Qty** BOX AND CLICK ON **Save**.

NOTE: IF THE GOODS FAIL INSPECTION OR IF A PORTION OF THE GOODS FAIL INSPECTION, THE INSPECTION RECEIPT SHOULD INDICATE ONLY THE QUANTITY OF GOODS THAT PASSED INSPECTION.
IN EITHER CASE, CONTACT SAABO WHO WILL CONTACT THE VENDOR FOR RESOLUTION/REPLACEMENT.