PROCUREMENT & CONTRACT SERVICES

Stock Received Report Update & Uploading Documents in CFS

PRESENTED BY: John Guion
Director Procurement & Contract Services

10-18-2011
Updated Stock Received Report

Stock Received Report

Purchase Order No:________________________

The following information must be completed in full to initiate the receiving process.

Department Name:____________________________ Contact Person:____________________________

Department Phone:__________ Campus Zip:__________ Email Address:__________________________

The goods pertaining to the above Purchase Order, have been received in full: Yes ___ No ___

If No, please complete the following:
PO Lines Received and Quantity:

<table>
<thead>
<tr>
<th>Received</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please attach a copy of the Purchase Order with the received lines annotated, if possible.

DATE:____________________________

________________________________________
Authorized Signature

________________________________________
Print Name of Authorized Signature

Send Completed form to Central Receiving
Or Fax: 916-278-6319

E-mail completed form to stockreceived@csus.edu

Procurement & Contract Services 10-18-2011
Did you know that CFS has the functionality to upload Documents to requisitions?

The Procurement and Contract Services Department wants to clear up any confusion with regard to adding documents to requisitions.
Uploading Documents in CFS Where do I go?

Answer (Click on Add/Edit Comments)

Maintain Requisitions

Requisition

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>SACST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition ID:</td>
<td>NEXT</td>
</tr>
</tbody>
</table>

Status: Open
Budget Status: Not Chkd
Hold From Further Processing

*Requester: 10/11/2011
*Requisition Date: 10/11/2011
Origin: On-Line Entry
Currency Code: Dollar
Accounting Date: 10/11/2011

Amount Summary
TOTAL AMOUNT: 0.00 USD

Add Items From
Purchasing Kit
Item Search
Catalog
Requester Items

Line Details

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Category</th>
<th>Price</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>0.0000</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>Open</td>
</tr>
</tbody>
</table>

*Go to: [More]
Uploading Documents in CFS
Click on “Attach” button to upload a document

<table>
<thead>
<tr>
<th>Header Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit:</strong> SACST</td>
</tr>
<tr>
<td><strong>Requisition ID:</strong> NEXT</td>
</tr>
</tbody>
</table>

| *Sort Method:* Comment Time Stamp | *Sort Sequence:* Ascending |

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy Standard Comments</td>
</tr>
</tbody>
</table>

- [ ] Send to Vendor
- [ ] Shown at Receipt
- [ ] Shown at Voucher

### Associated Document

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Attach</th>
<th>View</th>
<th>Delete</th>
<th>Email</th>
</tr>
</thead>
</table>

From -> REQ SACST-NEXT

**OK**  **Cancel**  **Refresh**

Procurement & Contract Services  10-18-2011
Uploading Documents in CFS Examples

- What type of Documents would I want to upload?

- **Quotes** associated with commodities and service requisitions.

- All agreements that vendors have provided your department – see some examples below:
  - Software License Agreements
  - Hotel Agreements
  - Independent Contractor Agreements
  - Agreements for Services
Uploading Documents in CFS Examples

- Documents that require the signature of representatives authorized to obligate the University (Procurement Department).

- Support documentation that you think the buyer will need to review prior to converting the requisition to a purchase order.
Help

- We have provided a link to our website (http://www.csus.edu/proc) where you will find step by step instructions on how to upload documents. The link is located under the “RESOURCES” section on the right-hand side of the Procurement and Contract Services web page.

- You can also call our office for direct assistance 8–7322