

Unimarket Receiving User Guide

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Before You Start




Access to the CSU purchasing system, Unimarket, will only be granted following appropriate training.

Logging In

1. Open a web browser.
2. From the CSU Finance Page click on the Unimarket link in “Systems & Software”.
3. A login page will appear.
4. Enter your CSU user name and password. Press Enter or click Login.
5. The Unimarket home page will open.



If you experience any issues logging in, please contact the Unimarket Administrator on Int; 34444, Ext; (02) 69334444 or by email at eProcurementAdmin@csu.edu.au


Key Concepts

- CSU has an eProcurement system (Unimarket) to stream line purchasing and provide an effective tool for users to undertake the necessary tasks of correctly recording the expenditure of CSU funds.
- The Unimarket product is a hosted solution and as such, the software is standard off the shelf and used by others in Australia, New Zealand and the USA.
- Within Unimarket a user will:
 - select or search for a supplier,
 - shop for items to place in to their shopping cart,
 - checkout their items to create a requisition and send it to an approver,
 - once approved Unimarket will send a Purchase Order to the supplier,
 - when the goods or services are received, the user will go in to Unimarket and receive the order to allow the payment to be made to the supplier.
- There are two types of suppliers found in Unimarket:
 - **Catalogue Supplier** – a supplier who has a hosted catalogue in Unimarket or provides a roundtrip/punchout access to their site from Unimarket.
 - **Non-Catalogue Supplier** – a supplier who does not have a hosted catalogue in Unimarket or does not provide roundtrip/punchout access to their site and instead requires products to be manually added/created in Unimarket.
- Products to be ordered from a supplier can be accessed in one of three methods:
 -  **Catalogue** – supplier products are 'hosted' on the Unimarket Marketplace, meaning you do not leave the Unimarket website to search and order these products. Hosted Catalogs are identified with the folder icon.
 -  **Roundtrip/Punchout** – supplier products are found on the suppliers' website with a direct link to and from the Unimarket Marketplace. Roundtrip/Punchout functionality is identified with the globe icon. A new window or tab opens and you are signed into the CSU account on the supplier's ecommerce site.
 -  **Non-Catalogue** – products requiring information to be entered manually. Catalogue suppliers could have products that are entered manually if a product is not found in any of their catalogs. The manual order option is identified with the paper and pencil icon.
- It is CSU procedure that Purchase Orders are to be issued before goods or services are requested from suppliers.
- In the event that this procedure is not followed, a user can create a 'Retrofit' order to process an invoice that has already been received. An explanation of why normal procedure was not followed may be required.



The Dashboard

[Marketplace](#)
[Orders](#)
[Invoices](#)



All ▾

[Dashboard](#)
[Suppliers](#)
[Transactions](#)
[Procurement](#)

Recently Used Suppliers

ALS Water Resourc...

Milly Molly Mandy...

My Pretty Village...

Les Whitehead...

Endeavour Consult...

Billy Jo's Cakes

DENSPLY

OfficeMax

[View suppliers](#)

Requisitions in Progress

No requisitions to display.

[View requisitions](#)

Orders

Endeavour Consu...	PU001341	7/03/2017 11:09 AM	\$100,000.01
Endeavour Consu...	PU001340	7/03/2017 11:09 AM	\$100,100.00
Endeavour Consu...	PU001331	2/03/2017 2:21 PM	\$99,999.99
Endeavour Consu...	PU001330	2/03/2017 2:20 PM	\$100,000.00

[View orders](#)

Open Receiving

Endeavour Consu...	PU001341	7/03/2017 11:09 AM	\$100,000.01
Endeavour Consu...	PU001340	7/03/2017 11:09 AM	\$100,100.00
Endeavour Consu...	PU001331	2/03/2017 2:21 PM	\$99,999.99
Endeavour Consu...	PU001330	2/03/2017 2:20 PM	\$100,000.00

[View open orders](#)

Requests for Quote

No requests for quote to display.

[View RFQs](#)

Quotes

No quotes to display.

[View quotes](#)

Invoices

ALS Water Resou...	123546	28/02/2017 12:00 PM	\$359.00
Milly Molly Man...	Com3	24/02/2017 12:00 PM	\$137.50
Milly Molly Man...	Com2	24/02/2017 12:00 PM	\$82.50
Milly Molly Man...	mlk240217	24/02/2017 12:00 PM	\$192.50

[View invoices](#)

- From the Transactions Dashboard, you can view information about **'Recently Used Suppliers'**, **'Orders'** etc. and outstanding tasks, such as **'Requisitions in Progress'**, or **'Open Receiving'**.
- You can also access all information from the menu in the top menu bar.
- The options that display will depend on the user roles you have been assigned.



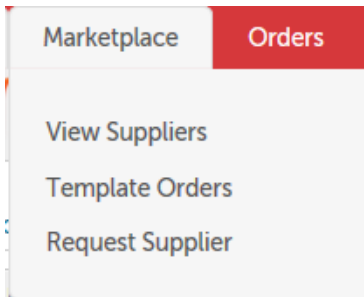
'Home' – this will take you back to your dashboard from any screen



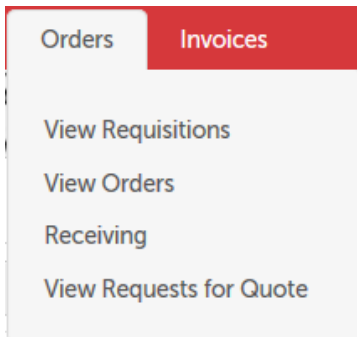
'Tasks' – this is where you will find tasks awaiting your action.



'Shopping Cart' – this is where you check out items to create a Requisition



'Marketplace' – allows you to view supplier information



'Orders' – is where you can find order related activities

Receiving

- When the goods or services have been supplied, the Browser or Buyer (whichever instigated the order) will be required to receive them in Unimarket. This is to acknowledge that the goods or services have been provided as ordered. The receiving is an important part of the matching process and must be completed to allow the invoice to flow through for payment.
- Invoices will not be able to be paid until the necessary receiving action is completed.
- Should you receive the invoice for the goods or services from the Supplier directly and it quotes the purchase order number then forward this to accountspayable@csu.edu.au
- Should you receive the invoice for the goods or services from the Supplier directly and it **does not** quote the purchase order number then you must add your name, the Purchase Order number and your signature and forward this to accountspayable@csu.edu.au
- Where a Supplier is registered with Unimarket and has the ability to submit an invoice electronically then you will not be required to take any action.

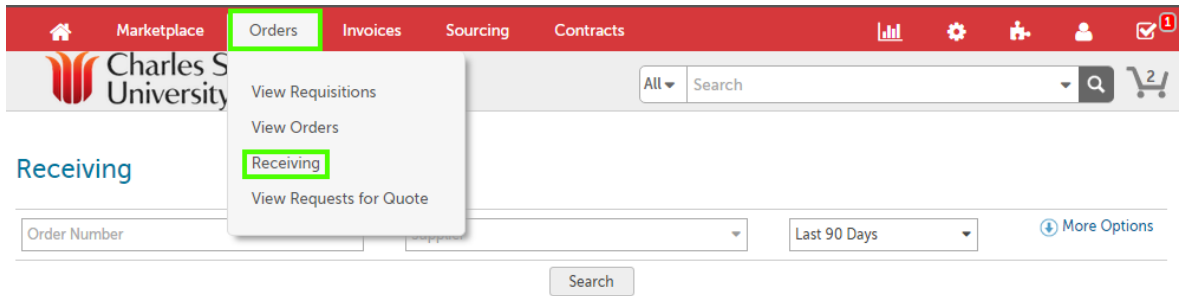
View Receiving

- Within your Dashboard in '**Open Receiving**' the most recent orders are displayed that are open for receiving.
- To receive an order simply click on any part of the order i.e. supplier name, the Order Number or the amount to go to receiving.

Open Receiving			
Billy Jo's Cakes	PU001354	7/03/2017 3:46 PM	\$26.20
Chem-Supply	PU001343	7/03/2017 11:11 AM	\$261,184.50
Inlogik Pty Ltd	PU001342	7/03/2017 11:10 AM	\$175,000.00
Endeavour Consu...	PU001341	7/03/2017 11:09 AM	\$100,000.01

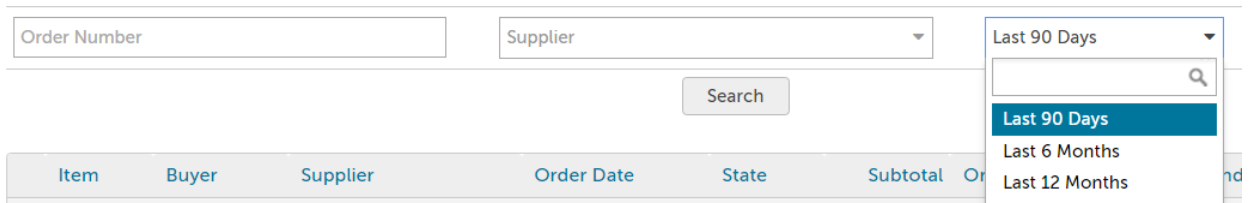
[View open orders](#)

- Alternatively to see a list of all orders that still need receiving select '**Orders**' and then '**Receiving**' from the menu at the top of the screen.



- **Note:** The search will automatically default to results from the last 90 days, so when searching for older orders the date range will need to be selected from the drop down.

Receiving










- Once you click on '**Receiving**', you will see a list of all available orders that are required to be received.

Receiving

Order Number	Supplier	Last 90 Days	More Options
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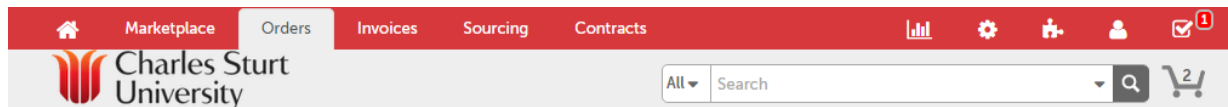
Search

Item	Buyer	Supplier	Order Date	State	Subtotal	Ordered	Received	Outstanding
 PU001354	Ryan Giltrap	Billy Jo's Cakes	7/03/2017 3:46 PM	Open				Receive All
food				Open	\$26.20	1	 0	1 Receive
PU001343	Carolyn Mazzocchi	Chem-Supply	7/03/2017 11:11 AM	Open				Receive All
Sodium Thiosulfate Pentahydrate AR				Open	\$73.80	2	 0	2 Receive
Sodium Sulfate AR Anhydrous Powder				Open	\$110.70	3	 0	3 Receive
Sodium Sulfate AR Anhydrous Granular (10-60 mesh)				Open	\$261,000.00	5,000	 0	5,000 Receive
PU001342	Ian Lloyd	Inlogik Pty Ltd	7/03/2017 11:10 AM	Open				Receive All
Test Over 100k				Open	\$175,000.00	1	 0	1 Receive
PU001341	John Jones	Endeavour Consulting Group	7/03/2017 11:09 AM	Open				Receive All
Hush Hush stuff				Open	\$100,000.01	1	 0	1 Receive

Receiving Orders

(View Receiving - Receive All)

- From the Receiving screen you can select **'Receive All'** next to the appropriate order.



Receiving

Order Number Supplier Last 90 Days [More Options](#)

Item	Buyer	Supplier	Order Date	State	Subtotal	Ordered	Received	Outstanding
PU001337	Adrian Whiting	BOC Ltd AU	6/03/2017 1:56 PM	Open				Receive All
10% H2 in N2				Open	\$489.27	1	0	1 Receive
PU001336	Emma Brown	Merck Ltd Australia	2/03/2017 2:22 PM	Partial				Receive All
Acetone for gas chromatography ECD and FID SupraSolv®				Open	\$2,850.00	50	42	8 Receive

- A new window will appear to allow you to receive the entire order (default) or select lines of the order and enter the relevant quantity received in the **'Received Quantity'** field.

Receive Order PU001343 ✕

Action *

Receiving Date * :

Note

Item	Outstanding	Received Quantity
Sodium Thiosulfate Pentahydrate AR	2	<input type="text" value="2"/>
Sodium Sulfate AR Anhydrous Powder	3	<input type="text" value="3"/>
Sodium Sulfate AR Anhydrous Granular (10-60 mesh)	5,000	<input type="text" value="5,000"/>

- To ensure accuracy, review each line against the delivery docket or other appropriate document from the supplier.
- If you have nothing to receive against a particular line place a 0 in the **'Received Quantity'** field.

(View Receiving - Receive by Line)

- Select **'Receive'** next to the applicable item line to receipt a quantity for that line only.

PU001328	John Jones	Endeavour Consulting Group	2/03/2017 2:19 PM	Open					Receive All
Secrets				Open	\$15,000.00	1	0	0	1 Receive
Felt				Open	\$15,100.00	1	0	0	1 Receive

- The receiving window will appear for that line only.
- To ensure accuracy, review the line against the delivery docket or other appropriate document from the supplier.
- The **'Action'** field is **'Receive'**
- The date is the actual date of receipt, this will affect payment terms established with the supplier, accuracy is important.

Receive Item 1 on Order PU001354 ✕

Name food

Action* Receive

Receiving Date* 9/03/2017 7 10 :40 AM

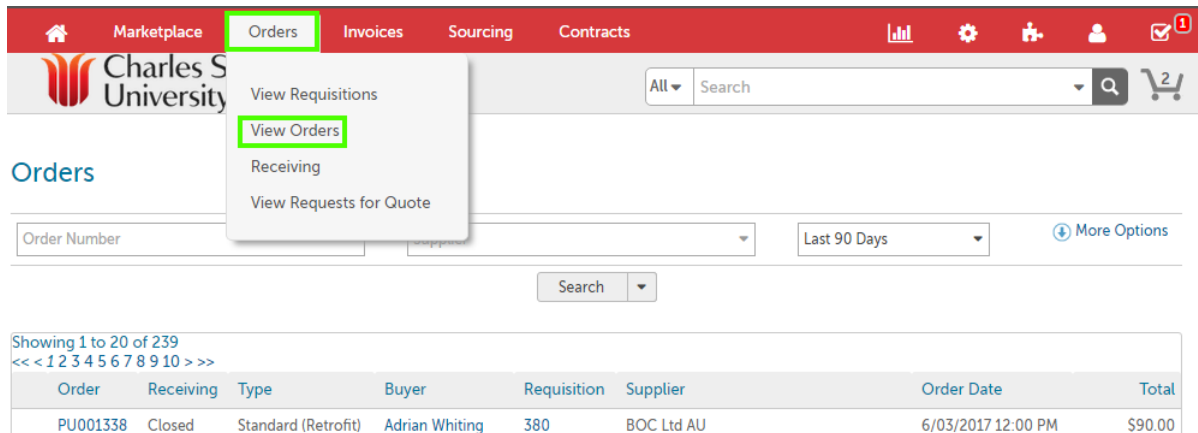
Received Quantity* 1

Note

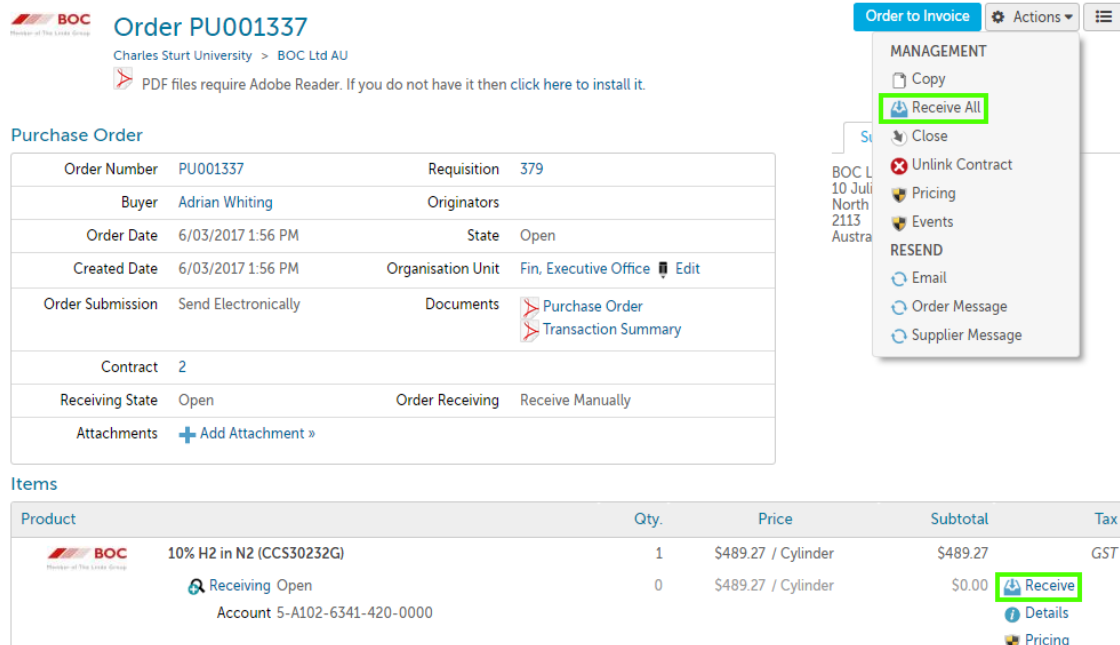
	Qty.
Ordered	1
Delivered	0
Received	0
Returned	0
Invoiced	0

(From Order)

- You can also receive all, or by line item, from within the order screen.
- Locate the order for the items that have been delivered by going to the 'Orders' menu, selecting 'View Orders' and using the search filters.



- 'Receive' by line is next to the order line item and 'Receive All' is found in the 'Actions' menu at the top right of the order screen.



Receiving On Behalf Of

- If you have been given the '**Receiving On Behalf of**' role or your community has '**Receiving Sharing**' enabled when you go to the Receiving screen you can either see all the orders with '**Open Receiving**' for your whole community or within your Organizational Unit(s).
- Depending on your settings you may need to remove your name from the Buyer dropdown. You can receive items on behalf of other users using the usual receiving process.

Receiving

Order Number	Supplier	Last 90 Days	Fewer Options
	<input checked="" type="checkbox"/> Connected Suppliers Only	<input type="checkbox"/> Customise Dates	
Open	Buyer	Organisation Unit	

Returns

- This allows you to return items delivered by the supplier and also make changes to the received quantity if an error is made.
- Select **'Receive'** next to the relevant item.
- From the **'Action'** field select **'Return'**.

Receive Item 1 on Order PU001336 ✕

Name Acetone for gas chromatography ECD and FID SupraSolv®

Action * Return

Receiving Date * 6/03/2017 7 : 2 : 45 PM

Return Quantity * 0


Return Action *

Return Code *

Note

	Qty.
Ordered	50
Delivered	50
Received	42
Returned	8
Invoiced	0

OK
Cancel

- Enter the appropriate details, including the **'Return Quantity'**, **'Return Code'** and if any further explanation is needed for why the item is being returned, please use the **'Note'** field.
- If the entire quantity has already been received for the item you will need to **'Reopen'** it.
- Select  **Reopen** on the right side of the item.

Items

Product	Qty.	Price	Subtotal	Tax
 HANDIGAS P SIZE (118P) Receiving Closed Account 5-A103-6024-403-0000	10	\$44.00 / Cylinder	\$440.00	GST
	10	\$44.00 / Cylinder	\$440.00	 Reopen  Details
Subtotal			\$440.00	

Reopen item 1 on order PU001345 ✕

Name HANDIGAS P SIZE

Description HANDIGAS P SIZE

Note *

OK
Cancel

- The **'Reopen'** popup will appear. Complete the **'Note'** field with the reason for reopening the item. Select **'OK'**
- The item now has **'Receive'** available to be selected.

Items

Product	Qty.	Price	Subtotal	Tax
 HANDIGAS P SIZE (118P) Receiving Open Account 5-A103-6024-403-0000	10	\$44.00 / Cylinder	\$440.00	GST
	10	\$44.00 / Cylinder	\$440.00	Receive Details

Item not to be Delivered

- In the event that an item on an Order is not going to be delivered, the line will need to be **'Manually Closed'**
- Select **'Receive'** against the item that is not to be delivered.

Receive Item 1 on Order PU001341 ✕

Name: Hush Hush stuff

Action * Manual Close

Warning: Manually closing receiving will prevent any more goods from being received and may prevent invoices from being matched.

Note *

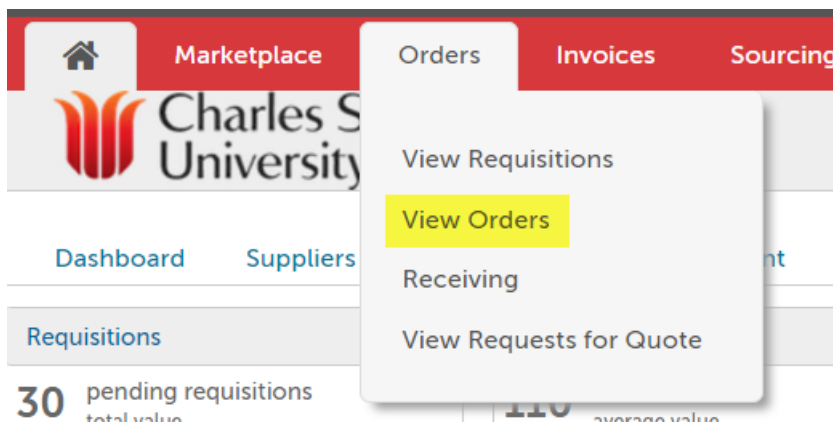
	Qty.
Ordered	1
Delivered	0
Received	0
Returned	0
Invoiced	0

- In the **'Action'** field select **'Manual Close'** and fill in the **'Note'** field with the reason for the manual close.

Review an Order

- You can view a list of recent orders from the **'Transactions'** Dashboard or search for an order from the **'Orders'** menu.

Orders				
ALS Water Resou...	PU001376	16/03/2017 10:29 AM		\$1,000.00
Australia Post ...	PU001375	16/03/2017 10:25 AM		\$5,500.00
Milly Molly Man...	PU001374	16/03/2017 10:17 AM		\$3,500.00
My Pretty Villa...	PU001373	16/03/2017 10:13 AM		\$3,500.00
				View orders




The screenshot shows the Charles Sturt University Marketplace interface. The navigation menu includes 'Marketplace', 'Orders', 'Invoices', and 'Sourcing'. The 'Orders' dropdown menu is open, showing options: 'View Requisitions', 'View Orders' (highlighted in yellow), 'Receiving', and 'View Requests for Quote'. Below the navigation, there are summary statistics for 'Requisitions'.



Requisitions	
30	pending requisitions
	total value
110	average value


Order PU001335

Charles Sturt University > Chem-Supply

 PDF files require Adobe Reader. If you do not have it then [click here to install it](#).



 Order to Invoice  Actions 
Purchase Order

Order Number	PU001335	Requisition	266
Buyer	Emma Brown	Originators	
Order Date	2/03/2017 2:22 PM	State	Open
Created Date	2/03/2017 2:22 PM	Organisation Unit	Fin, Op Serv, Finance Systems
Order Submission	Send Electronically	Documents	 Purchase Order  Transaction Summary
Receiving State	Open	Order Receiving	Receive Manually
Attachments	+ Add Attachment »		

 Supplier Ship To Bill To

 Chem-Supply
 50 Bedford Street
 Gillman
 5013
 Australia

Items

Product	Qty.	Price	Subtotal	Tax
 Petroleum Spirit 40-60C AR (PA044-2.5L)	1	\$44.10 / Each	\$44.10	GST
 Receiving Open Account 5-A102-6320-420-0000	0	\$44.10 / Each	\$0.00	Details Pricing
			Subtotal	\$44.10
			Shipping	\$0.00
			Tax	\$4.41
			Total	\$48.51

Invoices

Invoice	Date	Order	Description	State	Qty.	Price	Subtotal
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Need Support?

- If you experience any issues, please contact the Unimarket Administrator on Int; 34444, Ext; (02) 69334444 or by email at eProcurementAdmin@csu.edu.au
- Information can also be found at <http://finance.csu.edu.au/purchasing-procurement>