Inspect Receipt

Categories that require approval will require inspection.

Categories that require inspection are:
- Information Technology
- Facilities/Furniture
- Hazardous Materials
- Others as designated by CUNY.

Inspections are conducted by the appropriate Business Unit organization – Safety, IT, Facilities, etc.

Inspect receipts according to inspection instructions.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***eProcurement > Buyer Center > Receipts > Inspect Receipts***.
3.	On the **Select Receipt** page in the **Search Criteria** page, enter or 🔍 look up the **PO Unit** (Business Unit)**.**
4.	Enter any other known search criteria.
5.	Click the **Search** button.
6.	In the **Retrieved Rows** section on the **Selected Rows** tab in the **Sel** column, select the ☐ checkbox/es of the items to be inspected.
7.	To view more specific information in the **Description** column, click the corresponding link.
8.	Click the **OK** button.
9.	The **Inspection** tab displays. As needed, click the **Inspect Instructions** link to view inspection instructions for this category of goods or services. *Note: Inspection routing instructions are defined at the item level on the Inspection Instructions page.* *Note: As needed, view the PO for specifications.*
10.	In the **Receipt Lines** section on the **Receipt Lines** tab, enter the number of items that passed inspection. *Note: Contact Purchasing when any of the items fail inspection.*
11.	Click the **Save** button.
12.	As required, attach required supporting documentation.
13.	On the **Inspection** tab in the **Receipt Lines** section on the **Receipt Lines** tab in the **Status** column confirm the Status is **Complete**. *Note: When the quantity inspected equals the quantity received, then the Status changes from Incomplete to Complete.*
	End of Procedure.

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