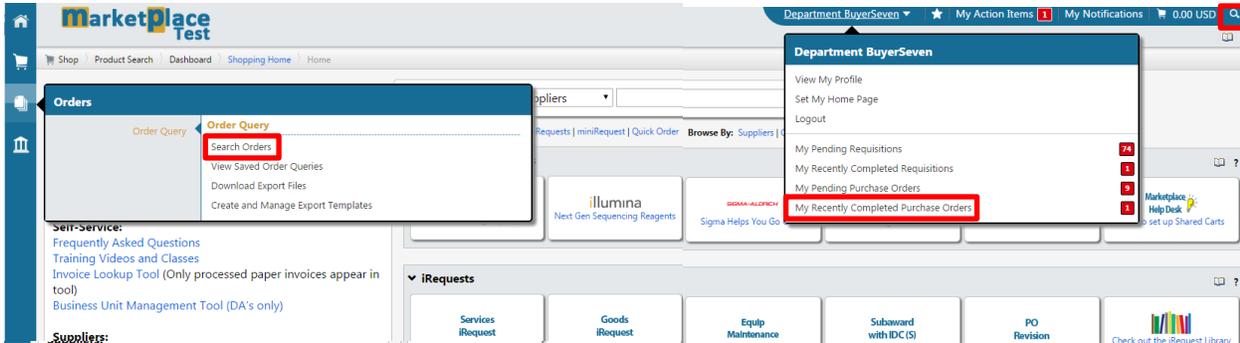


## Electronic Packing Slips Cheat Sheet

### Step 1: Locate the Purchase Order Associated to the Packing Slip

There are a few ways to easily locate Purchase Orders in Marketplace:

- Use the Magnifying Glass in the upper right-hand corner
- Use the “Search Orders” function in Order Query
- View your recently completed Purchase Orders from the drop-down associated to your name



### Step 2: Add Packing Slip Information

Once you have located the Purchase Order, go to the “Available Actions” drop-down in the upper-right portion of the PO, select “Add Packing Slip Information”, and click ‘Go’.

A Packing Slip screen will appear. All audit mandatory information is pre-populated based on the PO information. Simply confirm this information is accurate to capture the receipt of goods and/or services.

#### Remember:

Your department may have requirements beyond those that are mandatory for audit purposes. Please consult with your MSO prior to entering Packing Slip information.

Summary | Comments (0) | History

Exact Match: PO No. 9013352T

**Header Information**

Packing Slip Name: 2015-01-29 sshopper7 01      Packing Slip Create Date: 1/29/2015 9:20:33 AM      Source: Manual

Packing Slip No.      Date Received      Packing Slip No. (Optional)      Supplier Name      Received by

To Be Assigned      1/29/2015           Fisher Clinical Services, Inc.      Department BuyerSeven

mm/dd/yyyy

**PACKING SLIP ADDRESS (OPTIONAL)**      **DELIVERY INFORMATION (OPTIONAL)**

Location: ROSA KHOU, Room No. 350, TPCS, Torrey Pines Cntr SOUTH, 7835 Trade St. Suite 100, San Diego, CA 92121, United States

Carrier (Optional): Other      Tracking No. (Optional):      Attach Packing Slip (Optional): Attach/Link      Notes (Optional):

**Packing Slip Lines**

**Line Details**

Show Packing Slip Details      For Selected Lines: Remove Selected Items      Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Packing Slips	Quantity	Line Status
9013352T	1	iRequest: Moving Services		1	1		Received

Submit

### Step 3: Submit!

Once you have successfully completed all of the necessary information, you can go ahead and submit! Please note that Marketplace will store a copy of any draft Packing Slips that are not submitted.



# Electronic Packing Slips Cheat Sheet

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## Frequently Asked Questions

### What if I receive my order in multiple shipments?

When you receive your first shipment, please adjust the defaulted quantity to the actual quantity received in that shipment. Continue to enter new Packing Slips as your order arrives – one Packing Slip per shipment. Each time Marketplace will auto-default to the quantity remaining.

### How do I edit an existing Packing Slip?

Packing Slips may be edited so long as they are in a draft state and the Purchase Order has not been invoiced. To do so, navigate to the original PO and click on the “Packing Slips” tab. You will see a list of any Packing Slips associated to the PO and/or a prompt to view draft Packing Slips. Click on the Packing Slip number you need to update or view the draft Packing Slips. If the Packing Slip is no longer in a draft state select ‘Reopen Packing Slip’ in the top right corner. Provide a reason for reopening the Packing Slip and remember to click ‘Submit’ once you have made your updates

### How do I delete a Packing Slip?

Packing Slips may be deleted so long as they have not been invoiced. To do so, navigate to the original PO and click on the “Packing Slips” tab. You will see a list of any Packing Slips associated to the PO and/or a prompt to view draft Packing Slips.

If the Packing Slip is still a draft, view the draft and then select the ‘Delete’ button.

If the Packing Slip is no longer in a draft state, select the Packing Slip number and then the ‘Reopen Packing Slip’ button in the top right corner. Provide a reason for reopening the Packing Slip and then navigate back to the Packing Slips tab on the PO to view the draft screen and the ‘Delete’ button.

### How do I note a returned or cancelled item on a Packing Slip?

For returned or cancelled items, please adjust the “Line Status” of the Packing Slip from “Received” to either “Returned” or “Cancelled”.

### How do I run an Order Query on Packing Slips?

Querying Packing Slips is a great way to see what Purchase Orders do not contain a receipt of goods and/or services. To query Packing Slip information, simply go to: Orders (the stack of paper icon on the left-hand navigation) > Search Orders > ‘More Search Options’ if not already defaulted. From the ‘Query’ drop-down select ‘Purchase Orders’. Here you have the option to narrow your search by Department, Date, Index, and more. Once you have entered in your criteria, hit the “Go” button, and filter the results by the Packing Slip Status on the left side of the results. Options for Packing Slip Status are: “N/A”, “Fully Received”, “Over Received”, or “Partially Received”.

You can also select the ‘Packing Slips’ option from the ‘Query’ drop-down.

## Additional Questions?

If you have any questions on Packing Slips, please contact us through BFSupport (<https://bfsupport.ucsd.edu>).