



Lakehead
UNIVERSITY

Financial
Services

**INSTRUCTIONS FOR
RECEIVING AGAINST
PURCHASE ORDERS (PORC) IN
ELLUCIAN COLLEAGUE**

If you are connecting to the colleague system from on campus please go directly to the next slide.

If you are connecting from off campus you must first initialize a connection to the VPN. If you are unfamiliar with this process go to the link below:

<https://www.lakeheadu.ca/faculty-and-staff/departments/services/helpdesk/software/virtual-private-network>

Log into myPortal.
Select the waffle icon menu.
Select "Web UI" from the drop-down list.

The screenshot shows the myPortal interface for Lakehead University. The browser address bar displays <https://erpwp.lakeheadu.ca>. The top navigation bar includes the Lakehead University logo, a search bar with the text "Type your question here", and a "Waffle Menu" icon (a 3x3 grid) which is highlighted with a blue arrow. The Waffle Menu dropdown is open, showing a list of links: myCourseLink, myEmail, Library, Romeo Research Portal, Colleague - Web UI, Helpdesk Ticket System, MySuccess, myCalendar, myDrive, Concur, and LinkedIn Learning. A blue arrow points to the "Colleague - Web UI" link. The left sidebar contains navigation links: Home, Applicant, Student, Employee, and Alumni. The main content area features a "Good morning, I" banner with a background image of pink flowers and a notification "You have 15060 unread email". Below the banner is an "Announcements" section with a date of "November 16, 2019" and a heading "Preparing for December 2019 Exams". The announcement text reads: "Important December Exam Information. It is not too early to start preparing for your December exams!". A numbered list begins with "1. Make sure you have a Lakehead University Student ID".

Click the navigation menu to expand.

Select CF from the application list at the top.

Select/expand the "Purchasing - PU" menu.

Select/expand the "Goods and Service Receiving - GSR" menu.

Select "Purchase Order Receiving - PORC".

Click Navigate Menu to expand

The screenshot shows the ellucian application interface. At the top, there is a navigation bar with the ellucian logo, a search bar containing "PORC: Purchase Order Receiving", a "Navigate" button, and a "Log Out" button. Below the navigation bar, there is a "BROWSE BY APPLICATION" section with tabs for "UT", "CORE", "CF", "ST", "HR", and "CA". The "CF" tab is selected. A list of application categories is displayed, including "Accounts Payable - AP", "Budget Management - BU", "Fixed Assets - FX", "General Ledger - GL", "Purchasing - PU", "Vendor Maintenance - VEN", "Approvals - APR", "Requisitions - REQ", "Purchase Orders - POM", "Blanket Purchase Orders - BPM", "Goods and Services Receiving - GSR", "Communications Management - CC", "Utility Master Menu - UT", "Custom Finance Menu - XCF", and "Custom Menu - XC". The "Purchasing - PU" and "Goods and Services Receiving - GSR" categories are expanded. The "Purchasing - PU" category is highlighted in blue, and the "Goods and Services Receiving - GSR" category is also highlighted in blue. The "Purchase Order Receiving - PORC" option is selected under the "Goods and Services Receiving - GSR" category. Annotations with arrows point to the "CF" tab, the "Purchasing - PU" category, and the "Purchase Order Receiving - PORC" option, with text boxes explaining the steps: "Select CF from the Application pull down", "Then PU", "Then GSR", and "Select PORC from the Goods and Services Receiving menu".

Then PU

Then GSR

Select CF from the Application pull down

Select PORC from the Goods and Services Receiving menu

Enter the purchase order number, as listed on the vendor invoice, into the BPO Lookup field of the dialogue box.
Click Finish.

The screen will populate with items ordered but not yet paid for and available for accepting.

ellucian. PORC: Purchase Order Receiving Navigate plarin Log Out

Purchase Order Lookup

Purchase Order LookUp

Ok Cancel Finish

Enter the Purchase Order number (it can be found on the vendor invoice)
Then click Finish

PORC - Purchase Order Receiving

PO Number :
Vendor :
Initiator :

Buyer Phone :

Date Received

Packing Slip

Arrived Via

	Item Description	Vendor Part	Qty Ordered	Unit	Qty Accepted	MSDS Rcvd
1						
2						
3						
4						

ellucian. plarin Log Out Navigation

No Active Context. Search for People or open Favorites to get started

PORC - Purchase Order Receiving Save Save All Cancel Cancel All

PO Number : [redacted] PO Date : 21/12/22 Buyer : [redacted]
 Vendor : [redacted] Buyer Phone : [redacted]
 Initiator : [redacted]

Date Received

Packing Slip

Arrived Via

	Item Description	Vendor Part	Qty Ordered	Unit	Qty Accepted	MSDS Rcvd
1	[redacted]	[redacted]	1.000	[redacted]	<input type="text"/>	<input type="checkbox"/>
2	[redacted]	[redacted]	<input type="text"/>	[redacted]	<input type="text"/>	<input type="checkbox"/>
3	[redacted]	[redacted]	<input type="text"/>	[redacted]	<input type="text"/>	<input type="checkbox"/>
4	[redacted]	[redacted]	<input type="text"/>	[redacted]	<input type="text"/>	<input type="checkbox"/>
5	[redacted]	[redacted]	<input type="text"/>	[redacted]	<input type="text"/>	<input type="checkbox"/>
6	[redacted]	[redacted]	<input type="text"/>	[redacted]	<input type="text"/>	<input type="checkbox"/>
7	[redacted]	[redacted]	<input type="text"/>	[redacted]	<input type="text"/>	<input type="checkbox"/>

For each item on the list Enter the quantity of the product that you have received.

OR

If the order has been completely filled, simply go to the Accept All Items Field and change the No to a Yes.

When you are done entering, click SAVE at the top of the screen.



In the dialogue box that opens, click UPDATE.

