

Unimarket Receiving & Returns User Training

Unimarket Log-in


Login

Username *

Password *

Login

Forgotten Password? [Click here.](#)

 Need help logging in? [Click here](#) to contact your administrator.

Log into Unimarket by going to...

Unimarket Production site is located at: <https://visaglobal.unimarket.com.au>

Unimarket Demo site is located at: <https://visaglobal.unimarket.com.au>

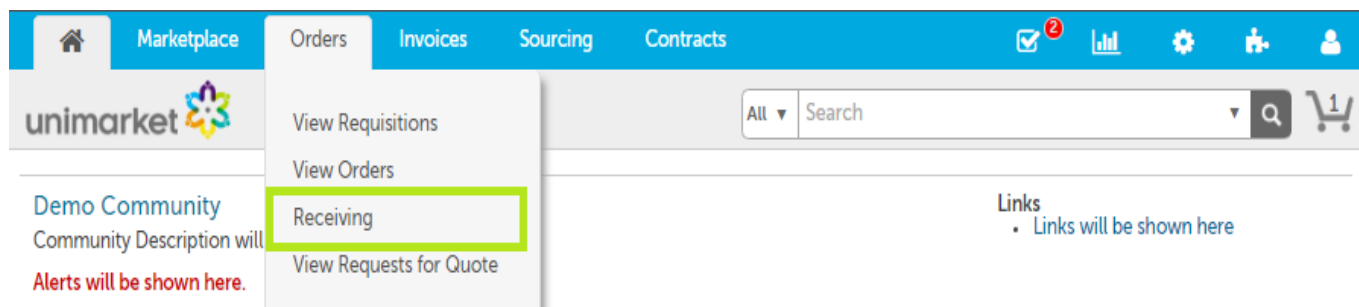
LOG IN USING YOUR USERNAME AND PASSWORD

Receiving

- When the goods have been delivered, the buyer will receive them in Unimarket (to say they got them). The receiving is part of the matching process (if three-way matching is enabled) and will allow the invoice to flow through for payment.

View Receiving

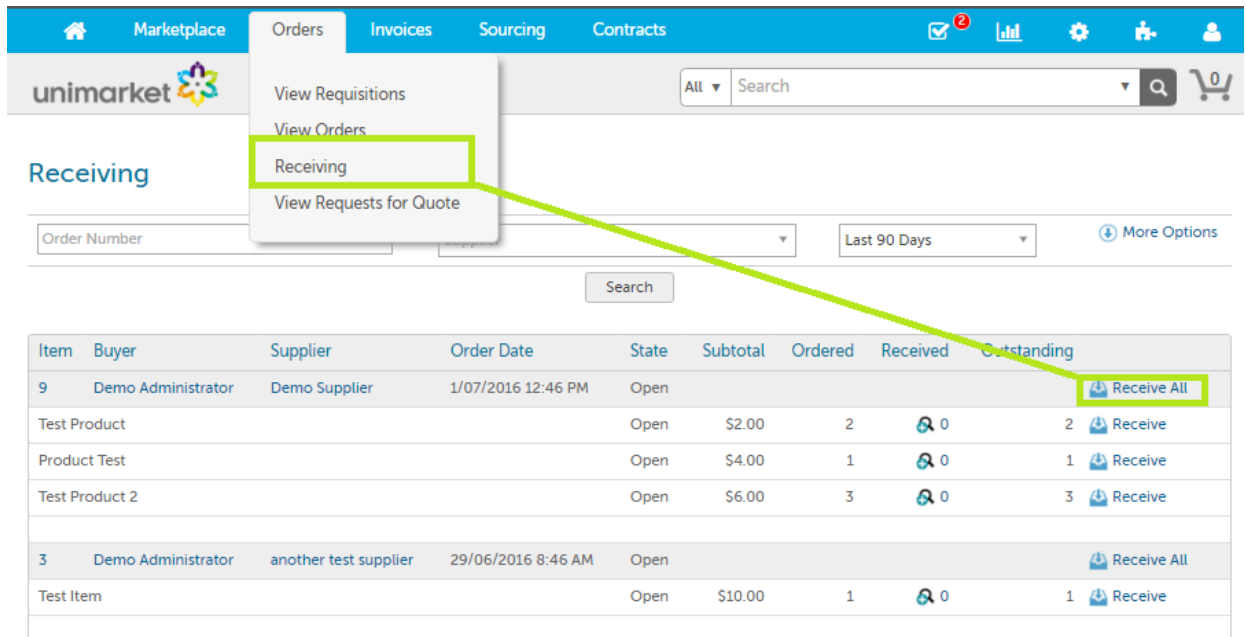
- To see a list of all orders that still need receiving select Receiving from the Orders menu at the top of the screen.
- Note: The search will automatically default to results from the last 90 days, so when searching for older orders the date range will need to be changed.



The screenshot shows the Unimarket web application interface. At the top, there is a navigation bar with tabs for Marketplace, Orders, Invoices, Sourcing, and Contracts. The 'Orders' tab is currently selected. Below the navigation bar, there is a search bar with a dropdown menu set to 'All' and a search icon. To the right of the search bar is a shopping cart icon with the number '1'. On the left side, there is a sidebar with the Unimarket logo and a 'Demo Community' section. The 'Orders' dropdown menu is open, showing options: 'View Requisitions', 'View Orders', 'Receiving' (highlighted with a green border), and 'View Requests for Quote'. Below the search bar, there is a 'Links' section with a bullet point: 'Links will be shown here'.

Receiving Orders (View Receiving - Receive All)

- From the Receiving screen select Receive All next to the appropriate order.



The screenshot shows the unimarket interface with the 'Receiving' screen active. The 'Orders' menu is open, and 'Receiving' is selected. A search bar and filters are visible above the table. The table lists two orders. The first order (ID 9) is highlighted, and the 'Receive All' button in the 'Outstanding' column is highlighted with a green box. A green arrow points from the 'Receiving' menu item to this button.

Item	Buyer	Supplier	Order Date	State	Subtotal	Ordered	Received	Outstanding
9	Demo Administrator	Demo Supplier	1/07/2016 12:46 PM	Open				Receive All
Test Product				Open	\$2.00	2	0	2 Receive
Product Test				Open	\$4.00	1	0	1 Receive
Test Product 2				Open	\$6.00	3	0	3 Receive
3	Demo Administrator	another test supplier	29/06/2016 8:46 AM	Open				Receive All
Test Item				Open	\$10.00	1	0	1 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.

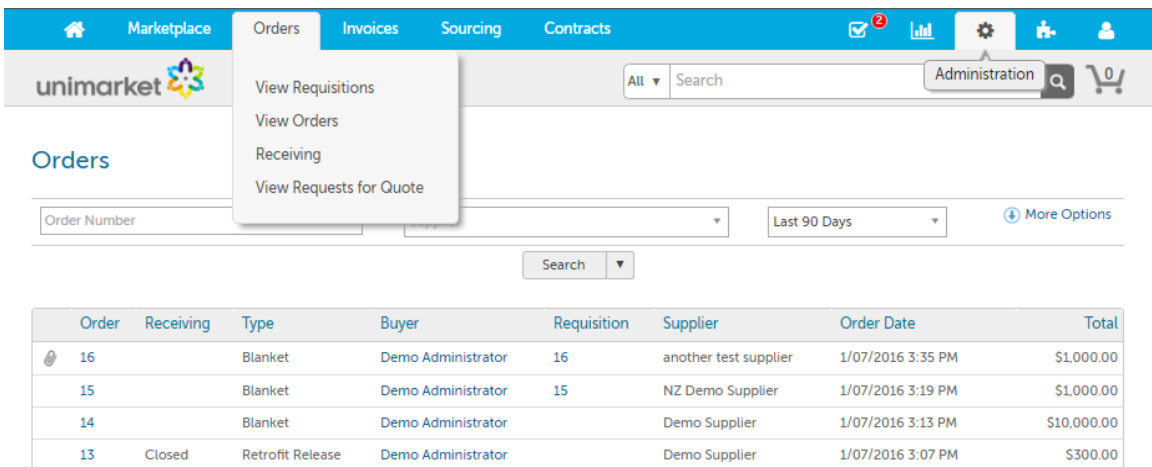
(View Receiving - Receive by Line)

- Click Receive next to the applicable item line to receipt a quantity for that line only. The receiving window will appear for that line only.

Item	Buyer	Supplier	Order Date	State	Subtotal	Ordered	Received	Outstanding
9	Demo Administrator	Demo Supplier	1/07/2016 12:46 PM	Open				Receive All
Test Product				Open	\$2.00	2	0	2 Receive
Product Test				Open	\$4.00	1	0	1 Receive
Test Product 2				Open	\$6.00	3	0	3 Receive

(From Order)

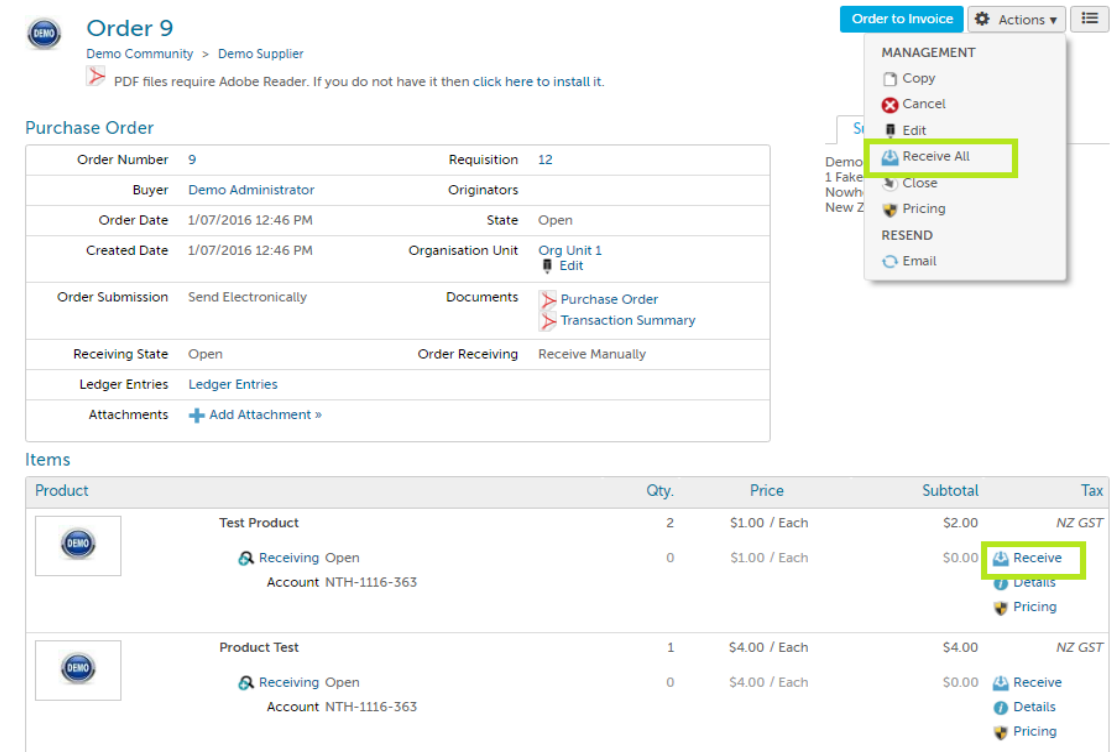
- You can also receive all or by line from within the order screen.
- Locate the order for the items that have been delivered by going to the Orders menu, selecting View Orders and using the search filters.



The screenshot shows the unimarket interface with the 'Orders' menu open. The menu options are: View Requisitions, View Orders, Receiving, and View Requests for Quote. Below the menu, there are search filters for 'Order Number' and 'Last 90 Days', along with a 'Search' button and 'More Options' link.

Order	Receiving	Type	Buyer	Requisition	Supplier	Order Date	Total
16		Blanket	Demo Administrator	16	another test supplier	1/07/2016 3:35 PM	\$1,000.00
15		Blanket	Demo Administrator	15	NZ Demo Supplier	1/07/2016 3:19 PM	\$1,000.00
14		Blanket	Demo Administrator		Demo Supplier	1/07/2016 3:13 PM	\$10,000.00
13	Closed	Retrofit Release	Demo Administrator		Demo Supplier	1/07/2016 3:07 PM	\$300.00

- 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.



The screenshot shows the 'Order 9' screen. The 'Actions' menu is open, highlighting the 'Receive All' option. The 'Purchase Order' section shows details for Order Number 9, Buyer Demo Administrator, and Requisition 12. The 'Items' section shows two product lines: 'Test Product' and 'Product Test', each with a 'Receive' button highlighted in green.

Product	Qty.	Price	Subtotal	Tax
Test Product	2	\$1.00 / Each	\$2.00	NZ GST
Receiving Open Account NTH-1116-363	0	\$1.00 / Each	\$0.00	Receive Details Pricing
Product Test	1	\$4.00 / Each	\$4.00	NZ GST
Receiving Open Account NTH-1116-363	0	\$4.00 / Each	\$0.00	Receive Details Pricing

Receiving On Behalf

- If you have been given the 'On Behalf of Receiving' 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 Organization 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

[Fewer Options](#)

Connected Suppliers Only

Customise Dates

Undo Receiving

- This feature allows you to undo your previous receiving action, for example, if you receive the wrong quantity or you decide to return an item after it has been received in the system.
- Go to Receiving from the Orders menu and find the order with the receiving action you would like to undo.
- Select the icon in the Received column to open the Receiving History window.

Item	Buyer	Supplier	Order Date	State	Subtotal	Ordered	Received	Outstanding
9	Demo Administrator	Demo Supplier	1/07/2016 12:46 PM	Partial				Receive All
Test Product				Open	\$2.00	2	1	1 Receive
Product Test				Open	\$4.00	1	0	1 Receive
Test Product 2				Open	\$6.00	3	2	1 Receive

- You can then click on Undo next to the last receiving action, which will reverse it completely. You can add notes when undoing a receiving action if needed.
- Once the most recent action has been reversed the previous one becomes available to undo, all the way back to the start of the receiving history.
- Select Show Hidden Receiving History to see actions that have been undone.

Receiving History for Item 3 - Test Product 2 ✕

User	Action	Created Date	Receiving Date	Number	Delivered	Received	Returned	
Demo Administrator	Receive	1/07/2016 4:50 PM	1/07/2016 4:50 PM	27	1	1	0	✕ Undo 🛡 Pricing
Demo Administrator	Receive	1/07/2016 4:47 PM	1/07/2016 4:47 PM	24	2	2	0	🛡 Pricing
Total					3	3	0	

Show Hidden Receiving History

Close

- Note: If the receiving is closed you will need to reopen it before you can Undo or Return.

Returns

- If this is enabled for your Community, it 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 dropdown select Return, you will then be asked to select whether you are returning items that you have already received in the system or items that have just been delivered.

Receive Item 1 on Order 9
✕

Name Test Product

Action *

Return Type * I am returning previously received items ?
 I am returning items just delivered ?

Return Quantity *

Return Action *

Return Code *

Note

	Qty.
Ordered	2
Delivered	0
Received	0
Returned	0
Invoiced	0

- Note: Your Community can be configured so that only 'I am returning previously received items' is available.
- Returning previously received items will modify the received quantity on the PO line item. Returning items just delivered will have no effect on the quantity received listed on the line item.
- Select the appropriate option and complete the details, including the Return Quantity, a Return Action and Return Code.

Need Support?

Contact your VISA Unimarket Administrator.