





Receive Requisition for a Campus

Campus Requisitions is a process to increase the inventory at the campus level. It can be placed by the campus to order/requisition items supplied by the district. The district tracks all campus requisitions. A campus requisition can only be received if the status of the item(s) is **In Transit**.

The district has the option to receive an **In Transit** requisition shipment on behalf of the campus. The campus' respective ISBN inventory counts are updated and become available to be issued to individuals on the campus once received.

Receive Requisition for a Campus

1. Click on  **Inventory**, located on the Navigation Bar.
2. Under the **Orders** subcategory, click on **Campus Requisitions**. This opens the **Campus Requisitions** page.
3. [Search](#) for the desired existing requisition (must be in the status of **In Transit**
4. Click on  **Details** located on the respective campus requisition's row. This opens the **Receive Campus Requisitions** page and opens the **Receiving** tab.
5. Locate the desired ISBN.
6. Verify the quantity displayed as the desired count to receive, located in the **Received** field.
7. Click on  **Receive** on the ISBN's row located to the right of the [Pick Ticket](#) number. This removes the received item from the grid.
8. After receiving all ISBNs and respective quantities in the status of **In Transit**, a confirmation message displays "All Textbooks 'In Transit' have been Received! Click the 'Details' button on the Requisitions page to view any Outstanding textbooks."


9. Click on  **Previous Page** to return to the **Single Campus Requisitions** page.



NOTE:

Campus requisitions remain with a status of **In Progress** or **In Transit** until all items are received in full. Once all items are received on the campus requisition, the status changes to **Complete**.

Only the district level can reduce the quantity of the copies sent to a campus if the ISBN's status is **In Transit**. If the received value inserted is **less than** the copies shipped, a **shortage notification** will display and the following applies:

- The shortage quantity is reflected on the requisition's **Shipping** tab.
 - The status of the shortage quantity for the ISBN is set to **Approved**.
 - The district's available inventory count updates to account for the quantity of materials not shipped.
 - The **# Shipped** count updates to reflect the actual quantity of materials received.
 - In the **# Shipped** column, a tool tip (small green triangle) is present to remind the district level this shipment has been partially received.
 - The district may [Ship](#) or [Deny](#) the remaining **Approved** quantity using the current requisition shipping process.

To receive all ISBNs and their respective copies in the campus requisition order grid, click on  **Receive All** located above the blue header bar.

If the district user/administrator makes shipment quantity adjustments to some titles and then selects  **Receive All** on the receiving tab, the application will attempt to receive as many copies as it can properly. If it finds any shortages or overages, it will not receive them. Each shortage must be individually received using the  **Receive** on the respective ISBN's row. When this happens, the following message will display: *"Note: All overages or shortages have not been Received."*