



## Negative Receiving Job Aid

In order to correct a previously received order, agency customers may create a negative receipt in MyFloridaMarketPlace (MFMP). To negatively receive, place a negative sign (minus sign) in front of the quantity being reduced. Please note that you are only able to negatively receive up-to the previously received quantity and are not able to negatively receive any items have been paid for in MFMP. Examples of when a negative receipt would be completed are:

- Your agency received damaged products, but did not realize that they were damaged when the initial receipt was created.
- The quantity was entered for a number larger than was received and you need to correct the receipt.

**Step 1:** Select the Request/Order to receive.

The screenshot shows the 'Receiving Steps' interface. On the left, a sidebar lists steps: 1. Select Request, 2. Select Receipt, 3. Receive, 4. Additional Info, 5. Summary. The main area has a search bar with the text 'Search for and then select requests for which to receive or verify items. To search, select a request type and then enter an ID to find a specific request, ...'. Below the search bar, 'Order ID' is selected in a dropdown menu, and 'AA6F8D' is entered in the text field. A 'Search' button is highlighted with a red box. Below the search bar, 'Search Results' are displayed. A table shows 'Requests returned: 1' with columns: Order ID, Title, Date Created, Status, and Supplier. The table contains one row: Order ID AA6F8D, Title CDETN-1126-EI-SUN SURGICAL, Date Created Tue, 3 Jun, 2014, Status Receiving, and Supplier Sun Surgical Supply.

**Step 2:** Identify the item that needs to be corrected enter a negative sign (-), and enter the number of items being returned or received in error.

The screenshot shows the 'Receiving Steps' interface for a receipt. The sidebar shows steps: 1. Select Request, 2. Select Receipt, 3. Receive, 4. Additional Info, 5. Summary. The main area shows 'Receipt RC2847386: AA6F8D - CDETN-1126-EI-SUN SURGICAL'. Below the receipt title, there are buttons: Prev, Next, Submit, Exit. A search bar contains the text 'For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. If you reject receipt line items, you must ...'. Below the search bar, the receipt details are shown: Order ID: AA6F8D, Date: Today, 10:33 AM, Order Title: CDETN-1126-EI-SUN SURGICAL, Processing Status: Receiving, My Labels: 0, Apply Label... Below the receipt details, there are two tables: 'Line Items - Quantity Receiving Needed' and 'Line Items - Quantity Fully Received'. The 'Line Items - Quantity Receiving Needed' table has columns: No., Quantity, Description, Prev. Accepted, Accepted, Rejected, Date Received. The table contains one row: No. 1, Quantity 4, Description TUBERSOL PPD STU 1ML 10 DOSE, Prev. Accepted 2, Accepted -2 (highlighted with a red box), Rejected 0, Date Received Today, 10:33 AM. The 'Line Items - Quantity Fully Received' table has columns: No., Quantity, Description, Prev. Accepted, Accepted, Rejected, Date Received. The table contains one row: No. 2, Quantity 2, Description EYE WASH BOTTLE 16OZ, Prev. Accepted 2, Accepted 0, Rejected 0, Date Received Today, 10:33 AM.

**Step 3:** Enter a comment that explains why the negative receipt was entered. This will allow others in your agency to see what changed on the order and why it changed.

COMMENTS - ENTIRE RECEIPT

Comments:

Two medical items previously received were returned to the vendor due to a defect in the packaging. Both items were negatively receive to increase the order quantity by two.

**Step 4:** Click 'Submit' to complete the receipt. Receipts do not have an approval flow and go to 'Approved' status automatically.

← Prev **Submit** Exit

Please contact the **MFMP Customer Service Desk** if you have any questions.

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