

How To package management

<https://mse.engin.umich.edu/internal/howto/>

[updated May 2021]

Accounts Payable / Shared Services Center (SSC) needs to know if you received your order shipment, so SSC will be looking at your OPS# for status of package(s) received; then SSC can proceed to pay the supplier invoice.

MSE is asking for the OPS Requester to utilize the Receiving area of OPS to update all whether you received your item(s). After the shipment has arrived, please click the green button **ORDER RECEIVED** [screenshot below] and system adds date/time that order was received; and if you upload the packing slip, that would help the auditor when reviewing this order. Thank you

Receiving

Use the below field to add packages ready for pickup to this order, this will send a notification to the requester.

ADD PACKAGES

Packing Slips:
None.

MANAGE PACKING SLIPS

If the order has been received use the below button to close out the request.

ORDER RECEIVED