Receiving in eProcurement

There are two navigation routes to receive items

(1) Navigate: eProcurement > Manage Requisitions

Enter the requisition number and click.

Click on the drop down “Select Action” and choose Receive Order
Receive Items

You have 1 line open for receiving for requisition 1000110698

Receive Selected and go to the Receive Form.

<table>
<thead>
<tr>
<th>Req BU</th>
<th>Requisition</th>
<th>Item Description</th>
<th>UOM</th>
<th>Ship To</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1000110698</td>
<td>Beaker, Fp 250ML, Graduated</td>
<td>PK</td>
<td>CENT_OUTSD</td>
<td>WVRSCIENCI-001</td>
</tr>
</tbody>
</table>

Check All | Clear All

Inquire Receipts | Inquire Return to Vendor

Check the box on the line(s) to be received and click Receive Selected

OR

(2) Navigate: eProcurement > Receive Items

You have 5 lines open for receiving

Receive Selected and go to the Receive Form.

<table>
<thead>
<tr>
<th>Req BU</th>
<th>Requisition</th>
<th>Item Description</th>
<th>UOM</th>
<th>Ship To</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1000110718</td>
<td>Bulkhead Tank Fitting, Pipe Size 1/2 In, Required Hole Size 1 5/8 In, Length 1/4, Temp Range -20 To</td>
<td>EA</td>
<td>CENT_OUTSD</td>
<td>WWGRAINGER-001</td>
</tr>
<tr>
<td></td>
<td>1000110718</td>
<td>Bulkhead Tank Fitting, Pipe Size 3/4 In, Required Hole Size 1 5/8 In, Length 1 27/32 In, Temp Range</td>
<td>EA</td>
<td>CENT_OUTSD</td>
<td>WWGRAINGER-001</td>
</tr>
<tr>
<td></td>
<td>1000110718</td>
<td>Bulkhead Tank Fitting, Pipe Size 1 1/2 In, Required Hole Size 3 In, Length 1 Temp Range -20 To 150</td>
<td>EA</td>
<td>CENT_OUTSD</td>
<td>WWGRAINGER-001</td>
</tr>
<tr>
<td></td>
<td>1000110719</td>
<td>Bulkhead Tank Fitting, Pipe Size 1/2 In, Required Hole Size 1 5/8 In, Length 1/4, Temp Range -20 To</td>
<td>EA</td>
<td>CENT_OUTSD</td>
<td>WWGRAINGER-001</td>
</tr>
<tr>
<td></td>
<td>1000110719</td>
<td>Bulkhead Tank Fitting, Pipe Size 3/4 In, Required Hole Size 1 5/8 In, Length 1 27/32 In, Temp Range</td>
<td>EA</td>
<td>CENT_OUTSD</td>
<td>WWGRAINGER-001</td>
</tr>
</tbody>
</table>

Check All | Clear All

Check the box(s) for the line item to be received

Click Receive Selected and go to the Receive Form.
Add the quantity to be received.

Click on the line details icon

Add New Receipt  Inquire Return to Vendors  Inquire Receipts
Line Details can be reviewed

Click the link “Return to Previous Page

Click on the to add a comment about this receipt

**Shipment Condition**

<table>
<thead>
<tr>
<th>New Receipt</th>
<th>Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Item Description:** Beaker, Pp, 250ML, Graduated

**Condition:**
- □ Good
- □ Fair
- □ Damaged

**Comment:** Received in good condition

[OK] [Cancel]

Click appropriate condition, type in any comments and click [OK]
Receive Items
New Receipt

Business Unit: UOFL1
Receipt Status: Open
*Received Date: 03/06/2009

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Id</th>
<th>Item Description</th>
<th>Received Qty</th>
<th>*UOM</th>
<th>Accept Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Beaker, Pp, 250Ml, Graduated</td>
<td>1.0000</td>
<td>PK</td>
<td>1.0000</td>
</tr>
</tbody>
</table>

Save Receipt

Add New Receipt  Inquire Return to Vendors  Inquire Receipts

Receipt Saved Successfully
You have saved receipt # 5000059025 containing the following items:

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Received Qty</th>
<th>Reject Qty</th>
<th>Accept Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Beaker, Pp, 250Ml, Graduated</td>
<td>1.0000</td>
<td></td>
<td>1.0000</td>
</tr>
</tbody>
</table>

Save Receipt

Return to Manage Requisitions  Return to Receiving

Note the receipt number

Click either Return to Manage Requisitions link or Return to Receiving link