

Receiving in eProcurement

There are two navigation routes to receive items

(1)Navigate: eProcurement > Manage Requisitions

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:	<input type="text" value="UOFL1"/>	Requisition Name:	<input type="text"/>
Requisition ID:	<input type="text" value="1000110698"/>	Request Status:	<input type="text" value="PO(s) Dispatched"/>
Date From:	<input type="text"/>	Date To:	<input type="text" value="03/06/2009"/>
Requester:	<input type="text"/>	Entered By:	<input type="text"/>
		Budget Status:	<input type="text"/>
		PO ID:	<input type="text"/>

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▷

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
▷ 1000110698	1000110698	UOFL1	02/24/2009	PO(s) Dispatched	Valid	18.00USD	<Select Action...> <input type="button" value="Go"/>

[Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)

Enter the requisition number and click

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
▷ 1000110698	1000110698	UOFL1	02/24/2009	PO(s) Dispatched	Valid	18.00USD	<Select Action...> <input type="button" value="Go"/>

- <Select Action...>
- Change Request
- Copy Requisition
- Receive Order
- Return to Vendor
- View Approvals

[Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)

Click on the drop down "Select Action" and choose Receive Order

Click

Receive Items

You have 1 line open for receiving for requisition 1000110698

Receive Selected

and go to the Receive Form.

Customize | Find | View All | First 1 of 1 Last

Requisition Lines to Receive | Purchase Order Details

	Req BU	Requisition	Item Description	UOM	Ship To	Vendor
<input checked="" type="checkbox"/>	UOFL1	1000110698	Beaker,Pp.250MI,Graduated	PK	CENT_OUTSD	VWRSCIENTI-001

Check All

Clear All

[Inquire Receipts](#)

[Inquire Return to Vendors](#)

Receive Selected

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

OR

(2) Navigate: eProcurement > Receive Items

You have 5 lines open for receiving

Receive Selected

and go to the Receive Form.

Customize | Find | View All | First 1-5 of 5 Last

Requisition Lines to Receive | Purchase Order Details

	Req BU	Requisition	Item Description	UOM	Ship To	Vendor
<input checked="" type="checkbox"/>	UOFL1	1000110718	Bulkhead Tank Fitting, Pipe Size 1/2 In, Required Hole Size 1 5/8 In, Length 1/4, Temp Range -20 To	EA	CENT_OUTSD	WWGRAINGER-001
<input type="checkbox"/>	UOFL1	1000110718	Bulkhead Tank Fitting, Pipe Size 3/4 In, Required Hole Size 1 5/8 In, Length 1 27/32 In, Temp Range	EA	CENT_OUTSD	WWGRAINGER-001
<input type="checkbox"/>	UOFL1	1000110718	Bulkhead Tank Fitting, Pipe Size 1 1/2 In, Required Hole Size 3 In, Length 1, Temp Range -20 To 150	EA	CENT_OUTSD	WWGRAINGER-001
<input type="checkbox"/>	UOFL1	1000110719	Bulkhead Tank Fitting, Pipe Size 1/2 In, Required Hole Size 1 5/8 In, Length 1/4, Temp Range -20 To	EA	CENT_OUTSD	WWGRAINGER-001
<input type="checkbox"/>	UOFL1	1000110719	Bulkhead Tank Fitting, Pipe Size 3/4 In, Required Hole Size 1 5/8 In, Length 1 27/32 In, Temp Range	EA	CENT_OUTSD	WWGRAINGER-001

Check All

Clear All

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

Receive Selected


Click and go to the Receive Form.

Receive Items

New Receipt

Business Unit: UOFL1

Receipt Status: Open

*Received Date: 03/06/2009 


[Reject Shipment](#)

Line	Item Id	Item Description	Received Qty	*UOM	Accept Qty
1		Beaker,Pp,250ML,Graduat	1	PK	

[Save Receipt](#)

[Add New Receipt](#) [Inquire Return to Vendors](#) [Inquire Receipts](#)

Add the quantity to be received.

Click on the line details icon 

New Receipt	Line	Status
	1	Open

Item Detail

Item:	
Amount:	18.00
Model:	
Manufacturer:	UPN ID:

Receipt Detail

Recv UOM:	PK
Received Qty:	1.0000
Accept Qty:	1.0000
Reject Qty:	
Vendor's Returned Material Authorization Info:	
RMA Number:	
Line Nbr:	

Purchase Order Detail

Unit:	UOFL1
PO No.:	3000102988
Ship To:	CENT_OUTSD


[Return to Previous Page](#)

Line Details can be reviewed

Click the link "Return to Previous Page"

[Reject Shipment](#)

Line	Item Id	Item Description	Received Qty	*UOM	Accept Qty
1		Beaker,Pp,250MI,Graduat	1.0000	PK	1.0000

Click on the  to add a comment about this receipt

Shipment Condition

New Receipt	Line
	1
Item Description: Beaker,Pp,250MI,Graduated	
Condition:	<input checked="" type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Damaged
Comment:	<input type="text" value="Received in good condition"/>


Click appropriate condition, type in any comments and click

Receive Items

New Receipt

Business Unit: UOFL1

Receipt Status: Open

*Received Date: 03/06/2009 

[Reject Shipment](#)

Line	Item Id	Item Description	Received Qty	*UOM	Accept Qty
1		Beaker,Pp,250ML,Graduat	1.0000	PK	1.0000

[Save Receipt](#)

[Add New Receipt](#) [Inquire Return to Vendors](#) [Inquire Receipts](#)

Click [Save Receipt](#)

Receipt Saved Successfully

You have saved receipt # 5000059025 containing the following items:

Line	Item Description	Received Qty	Reject Qty	Accept Qty
1	Beaker,Pp,250ML,Graduated	1.0000		1.0000

[Return to Manage Requisitions](#) [Return to Receiving](#)

Note the receipt number

Click either [Return to Manage Requisitions](#) link or [Return to Receiving](#) link