

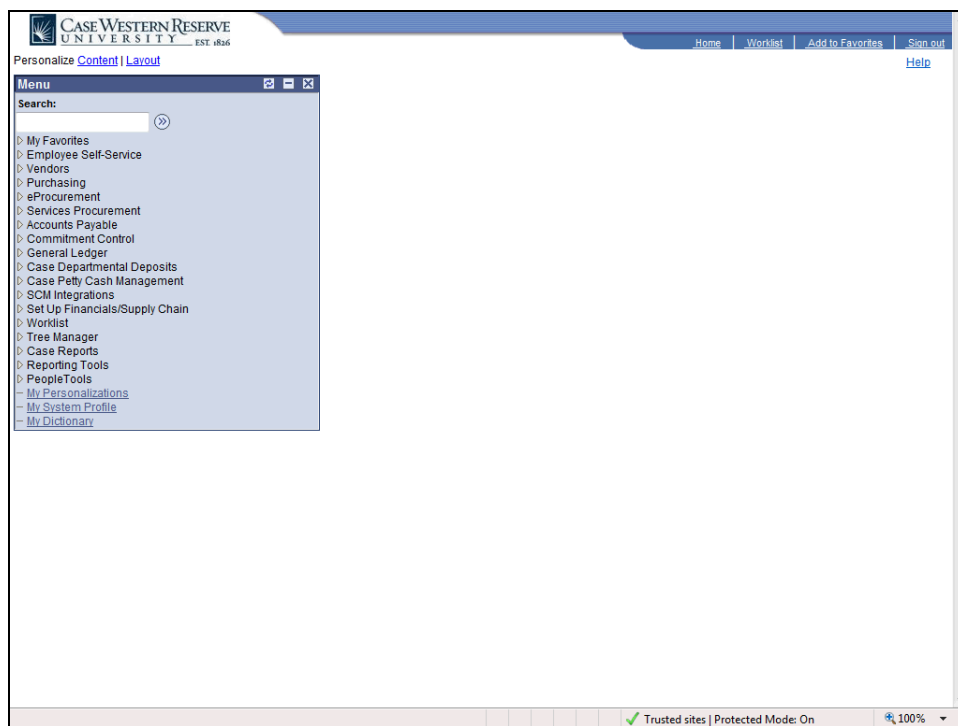
Receiving Items using Manage Requisitions

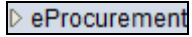

Information Technology Services Reference Sheet Receiving Items using Manage Requisitions

Procedure

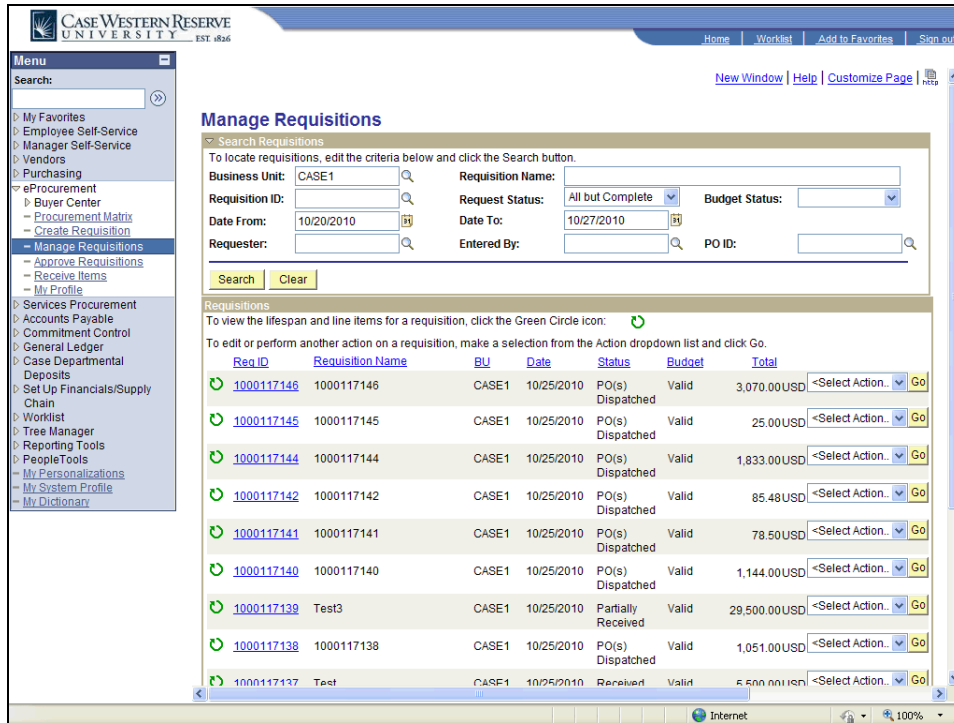
This section explains how to receive items in eProcurement.

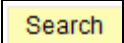
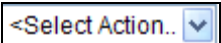
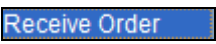

Items must be received before an invoice will be paid if the items costs exceed \$5,000.



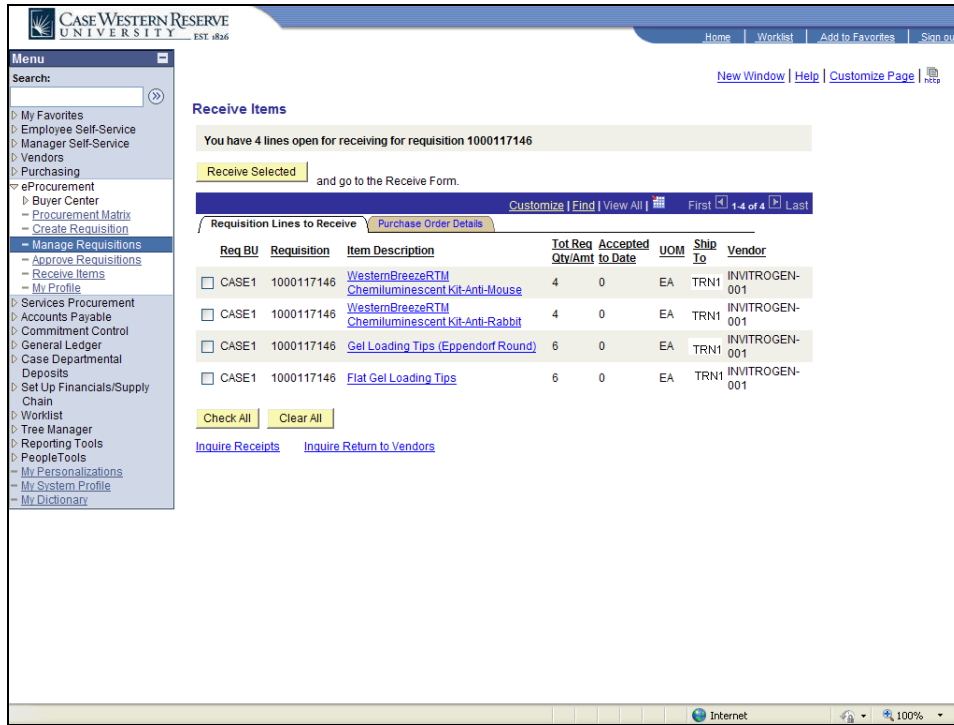
Step	Action
1.	Click the eProcurement link. 
2.	Click the Manage Requisitions link. 

Receiving Items using Manage Requisitions



Step	Action
3.	<p>If necessary change the request status to PO(s) Dispatched to see those PO(s) that will need to be received.</p> <p>Click the Search button.</p> 
4.	<p>Choose the Requisition that needs to be received.</p> <p>Click the Select Action drop down to see the list of actions for this Requisition.</p> 
5.	<p>Click the Receive Order list item.</p> 
6.	<p>Click the Go button.</p> 

Receiving Items using Manage Requisitions



Receive Items

You have 4 lines open for receiving for requisition 1000117146

Receive Selected and go to the Receive Form.

Customize | Find | View All | First | 1-4 of 4 | Last

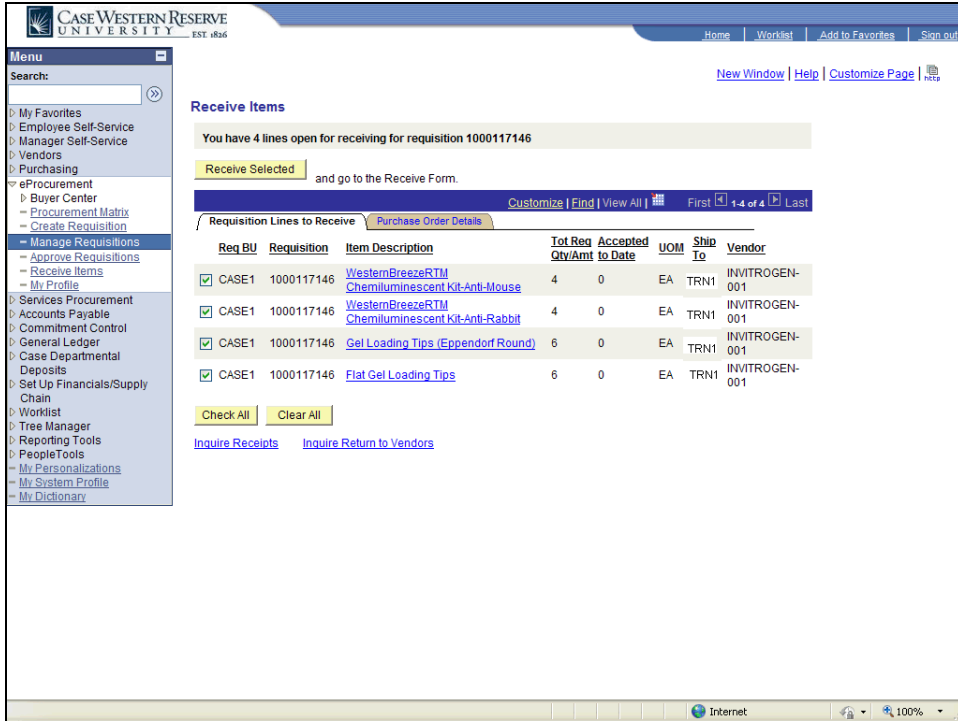
Req BU	Requisition	Item Description	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Vendor
<input type="checkbox"/>	CASE1 1000117146	WestemBreezeRTM Chemiluminescent Kit-Anti-Mouse	4	0	EA	TRN1	INVITROGEN-001
<input type="checkbox"/>	CASE1 1000117146	WestemBreezeRTM Chemiluminescent Kit-Anti-Rabbit	4	0	EA	TRN1	INVITROGEN-001
<input type="checkbox"/>	CASE1 1000117146	Gel Loading Tips (Eppendorf Round)	6	0	EA	TRN1	INVITROGEN-001
<input type="checkbox"/>	CASE1 1000117146	Flat Gel Loading Tips	6	0	EA	TRN1	INVITROGEN-001

Check All **Clear All**

[Inquire Receipts](#) [Inquire Return to Vendors](#)

Step	Action
7.	<p>The Receive Items page appears. All line items in the chosen requisition will be listed.</p> <p>Click the Check All button to receive the items on the Purchase Order.</p> <p>If you want to only receive some items, check only those items to receive by click the checkboxes next to the line items.</p> <p>Check All</p>

Receiving Items using Manage Requisitions



Receive Items

You have 4 lines open for receiving for requisition 1000117146

Receive Selected and go to the Receive Form.

Req BU	Requisition	Item Description	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Vendor
<input checked="" type="checkbox"/>	CASE1 1000117146	WesternBreezeRTM Chemiluminescent Kit-Anti-Mouse	4	0	EA	TRN1	INVITROGEN-001
<input checked="" type="checkbox"/>	CASE1 1000117146	WesternBreezeRTM Chemiluminescent Kit-Anti-Rabbit	4	0	EA	TRN1	INVITROGEN-001
<input checked="" type="checkbox"/>	CASE1 1000117146	Gel Loading Tips (Eppendorf Round)	6	0	EA	TRN1	INVITROGEN-001
<input checked="" type="checkbox"/>	CASE1 1000117146	Flat Gel Loading Tips	6	0	EA	TRN1	INVITROGEN-001

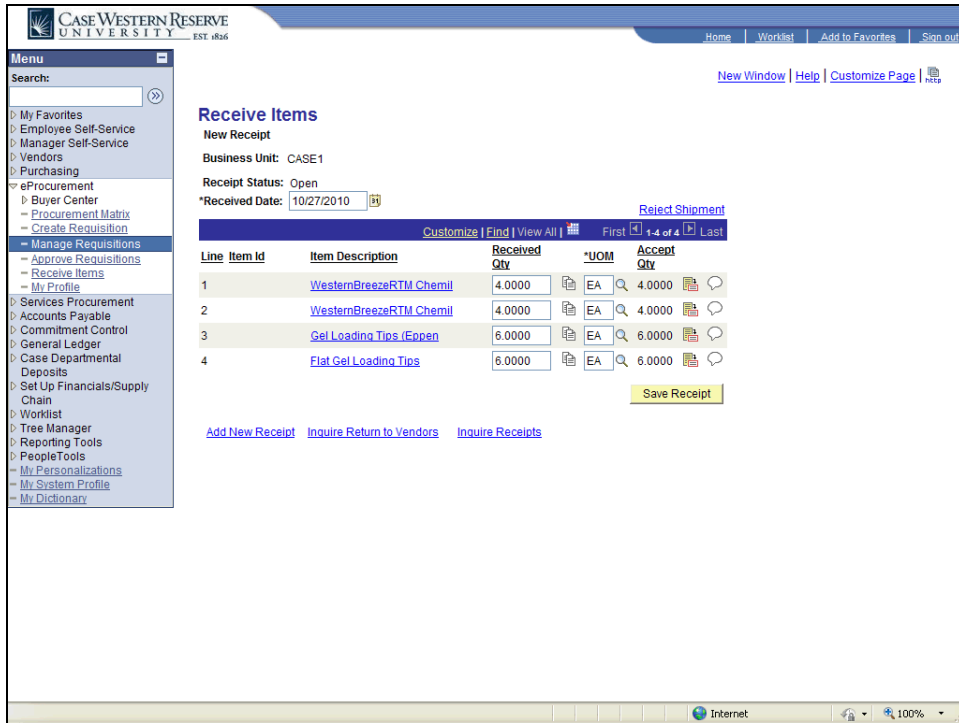
Check All **Clear All**

[Inquire Receipts](#) [Inquire Return to Vendors](#)

Step	Action
8.	After the item(s) have been checked to be received, click the Receive Selected button.

Receive Selected

Receiving Items using Manage Requisitions



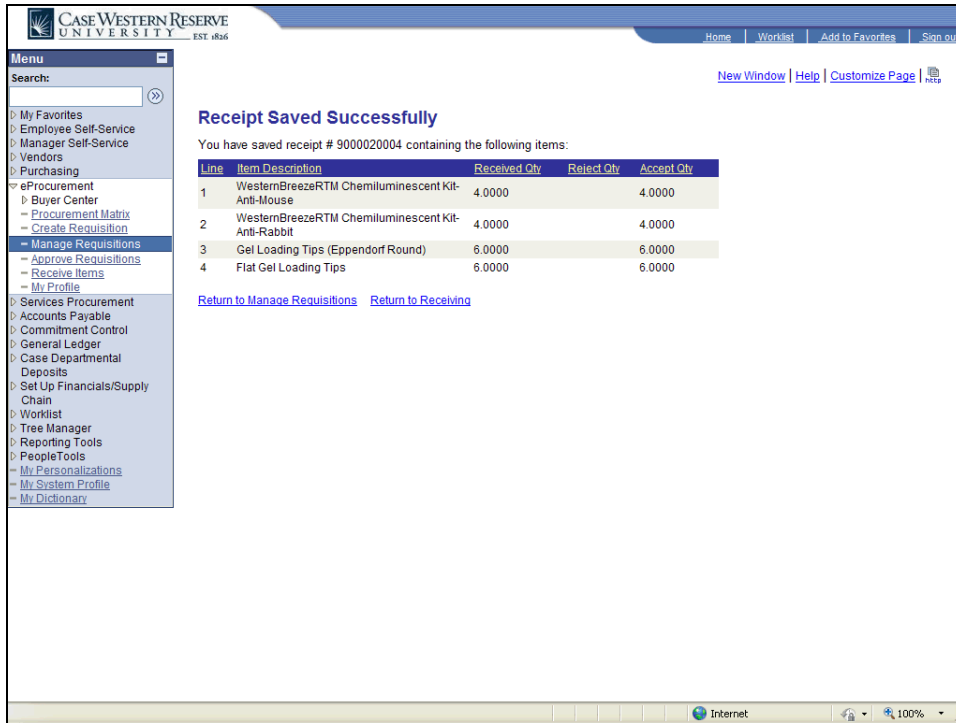
Receive Items
 New Receipt
 Business Unit: CASE1
 Receipt Status: Open
 *Received Date: 10/27/2010

Line	Item Id	Item Description	Received Qty	*UOM	Accept Qty
1		WesternBreezeRTM Chemil	4.0000	EA	4.0000
2		WesternBreezeRTM Chemil	4.0000	EA	4.0000
3		Gel Loading Tips (Eppen)	6.0000	EA	6.0000
4		Flat Gel Loading Tips	6.0000	EA	6.0000

Save Receipt

Step	Action
9.	<p>The Receive Items page appears. Change the received date, if necessary, to indicate the date the items were received.</p> <p>In addition, if necessary, edit the quantity received if that is different than the Requisition requested.</p>
10.	<p>When finished, click the Save Receipt button to save your information and mark your purchase as received.</p> <p>Save Receipt</p>

Receiving Items using Manage Requisitions



Step	Action
11.	The Receipt Saved Successfully page appears. Choose to Return to Manage Requisitions or Return to Receiving to receive other items.
12.	End of Procedure.