

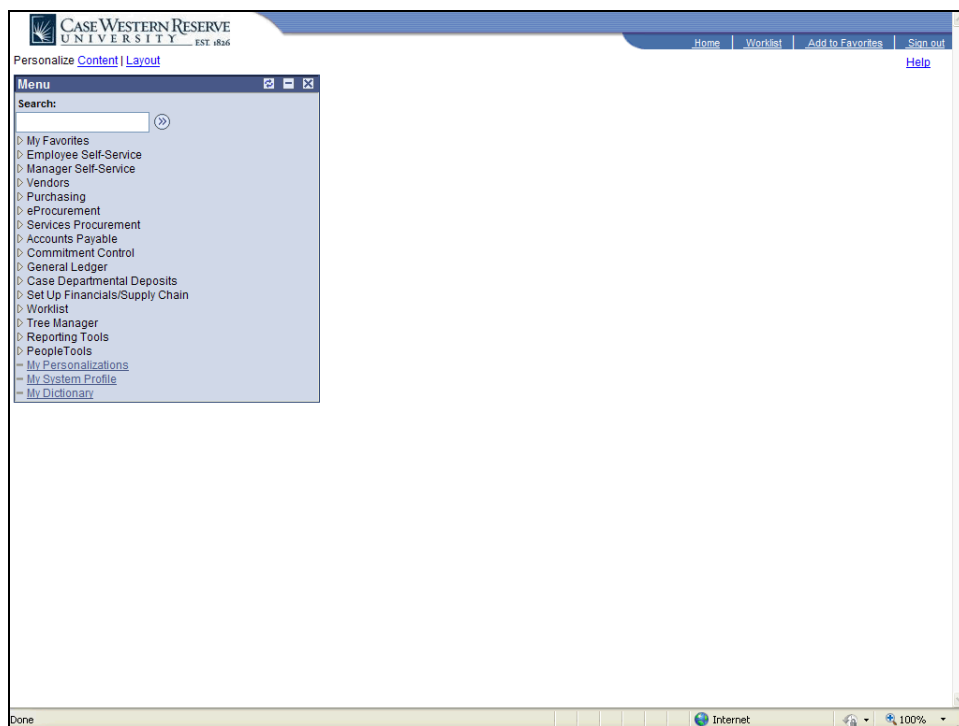
Receiving Items using Receive Items link

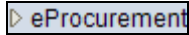

Information Technology Services Reference Sheet Receiving Items using Receive Items link

Procedure

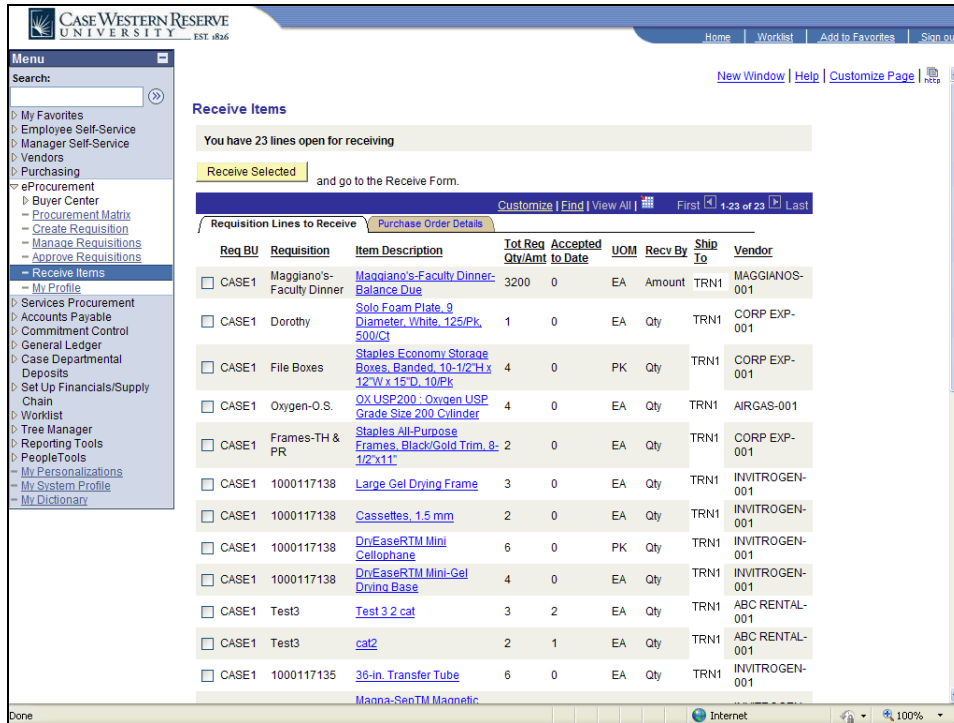
The document explains how to Receive Items using the link in the Main Menu.

Items that total over \$5,000 must be received before the invoice will be paid.



Step	Action
1.	Click the eProcurement link. 
2.	Click the Receive Items link. 

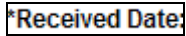
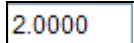
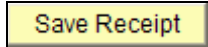
Receiving Items using Receive Items link



Step	Action
3.	The Receive Items page appears with the list of Requisitions. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Receive Items</div>
4.	Choose the Requisition to receive by click the check box to the left and clicking the Receive Selected button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Receive Selected</div>

Receiving Items using Receive Items link



Step	Action
5.	The Receive Items page appears. Edit the Received Date , if necessary. Click the Receive Items link. 
6.	Edit the Received Qty field, if necessary. 
7.	When finished, click the Save Receipt button. 

Receiving Items using Receive Items link



Step	Action
8.	Receipt Saved Successfully. End of Procedure.