

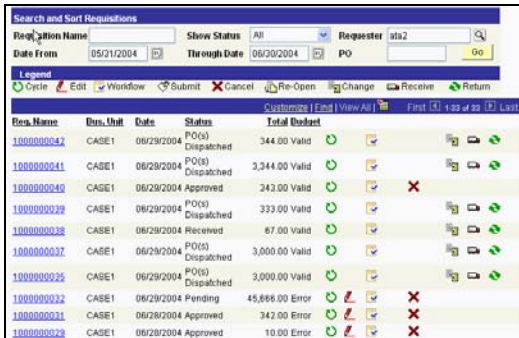
## Receiving in eProcurement

1. From the left-hand navigation, select eProcurement.
2. Select eProcurement Home Page.

*The ePro home page appears.*

3. Select Manage Requisitions.


*The Manage Requisitions page appears.*



Requisition Name	Date From	Through Date	Requirer	Status	Total Budget
1000000042	05/31/2004	06/30/2004	ata2	PO(s) Dispatched	344.00 Valid
1000000041	06/29/2004			PO(s) Dispatched	3,344.00 Valid
1000000040	06/29/2004			Approved	343.00 Valid
1000000039	06/29/2004			PO(s) Dispatched	333.00 Valid
1000000038	06/29/2004			Received	67.00 Valid
1000000037	06/29/2004			PO(s) Dispatched	3,000.00 Valid
1000000035	06/29/2004			PO(s) Dispatched	3,000.00 Valid
1000000032	06/29/2004			Pending	45,888.00 Error
1000000031	06/28/2004			Approved	347.00 Error
1000000029	06/28/2004			Approved	10.00 Error

4. Enter criteria in the Search and Sort Requisitions group box.
5. Click Go.

*Requisitions that match the criteria appear.*

6. Click the Receiving icon  for the requisition being received.

*The Select Items to Receive page appears with the items waiting to be received.*

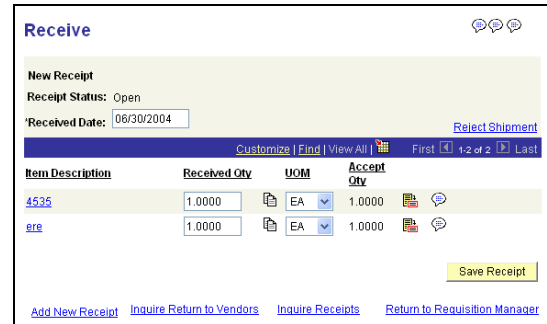


Requisition	Item Description	PO Qty	Total Req	Accepted Ship to Date	Vendor	Recv/Reqd
<input type="checkbox"/> 1000000038	4535	1.0000	1	0	AC02 DENTAL SCH-001	N
<input type="checkbox"/> 1000000038	ere	1.0000	1	0	AC02 DENTAL SCH-001	N

7. Turn on the checkbox for the item(s) you wish to receive.

8. Click **Receive Selected**.

*The Receive page appears*



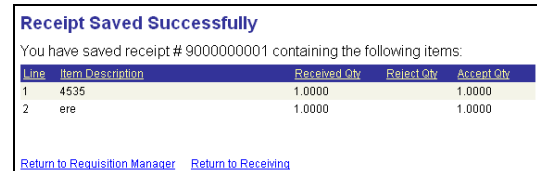
Item Description	Received Qty	UOM	Accept Qty
4535	1.0000	EA	1.0000
ere	1.0000	EA	1.0000

9. Enter the quantity of items received for each line listed.

10. Verify the Unit of Measure for each line listed.

11. Click Save Receipt.

*The Receipt Saved successfully page appears.*



Line	Item Description	Received Qty	Reject Qty	Accept Qty
1	4535	1.0000		1.0000
2	ere	1.0000		1.0000