

Receive Items by Amount

After a shipment of goods has been received by a Requester, a Receipt must be created before the Invoice can be paid.

Receive Items navigation: eProcurement > Receive Items

Receive Items

You have 156 lines open for receiving

and go to the Receive Form.

Requisition Lines to Receive Personalize | Find | View 100 | Find 1-25 of 156

Req BU	Requisition	Item Description	Tot Req Qty/Amt	Accepted to Date	UOM	Recv By	Ship To	Attention To	Vendor
<input checked="" type="checkbox"/>	NAUBU	Space 99 PURCHASE ORDER FOR SPACE 99 OFFICE LEASE FOR AZK12 CENTER. FY17 7/1/2016 THROUGH 6/30/2017.	116976.72	96923.59	EA	Amount	WHSE-COC	0000	SPACE9LLC-001
<input type="checkbox"/>	NAUBU	Aich BLANKET PURCHASE ORDER FOR WEEKLY IT SERVICES FOR AZK12 CENTER. FY17 7/1/2016 THROUGH 6/30/2017.	57440	34006.15	EA	Amount	WHSE-COC	0000	AICENTER-001
<input type="checkbox"/>	NAUBU	Mary Bouley travel reimbursement	125	103.24	EA	Amount	WHSE-COC	0000	MBOULEY-001

Check the box next to the line to receive
Click on the 'Receive Selected' button

You can also click on the Purchase Order Details tab and click on the 'Find' link and enter the PO number to search for the PO number.

Receive Items

You have 156 lines open for receiving

and go to the Receive Form.

Requisition Lines to Receive Personalize | **Find** | View 100 | Find 1-25 of 156

Requisition Lines to Receive **Purchase Order Details**

Req BU	Requisition	Item Description	PO Unit	Purchase Order	PO Qty	Receiving Required
<input checked="" type="checkbox"/>	NAUBU	Space 99 PURCHASE ORDER FOR SPACE 99 OFFICE LEASE FOR AZK12 CENTER. FY17 7/1/2016 THROUGH 6/30/2017.	NAUBU	2000059607	1.0000	Required
<input type="checkbox"/>	NAUBU	Aich BLANKET PURCHASE ORDER FOR WEEKLY IT SERVICES FOR AZK12 CENTER. FY17 7/1/2016 THROUGH 6/30/2017.	NAUBU	2000059665	1.0000	Required
<input type="checkbox"/>	NAUBU	Mary Bouley travel reimbursement	NAUBU	2000060302	1.0000	Required

Enter search string:

Note: Selecting the "Purchasing Order Details" tab will show the quantity for the PO. Also, displays "Required" to indicate whether the item requires receiving to pay the vendor for the goods. It is not needed to enter a receipt for any item that is marked with "Not Required."

Receive Items

New Receipt

*Business Unit: NAUBU

Receipt Status: Open

*Received Date: 04/18/2017

[Add Header Comments](#)

Line	Item Id	Item Description	Currency	Received Amount	Received Quantity	Accept Quantity	Details	Cancel Line	Receipt	PO
1		PURCHASE ORDER FOR SPAC	USD	20053.13000	1.0000	1.0000				

[Save Receipt](#)

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

Received Date: Defaults to current date. Change date if shipment was received earlier.

Received Amount: Defaults to the entire amount of the order. Change if receiving less or more. Save Receipt.

Note: The "Details" icon will display more data about the item, the PO that you are receiving, and the previous and current receipts.

Receipt Comments

Receipt Line Comments

Business Unit: NAUBU
Receipt Status: Open Receipt Line: 1 Condition: Good Fair Damaged

Comments

Use Standard Comments Entered On: 04/20/2017 10:02:57AM

1 Invoice # 285314

Show at Voucher

Associated Document

Attachment: [Attach](#) [View](#) [Delete](#)

User/Date Time:

[OK](#) [Cancel](#)

Receipt and PO Call Out: Enter your comments like the Invoice number in the "Receipt Comment" call out. Any comments that were on the PO can be viewed by selecting the "PO Comment" call out.

Receipt Saved Successfully

You have saved receipt # 3000166309 containing the following items:

Receipt Lines					
Line	Item Description	Received Amount	Received Quantity	Reject Quantity	Accept Quantity
1	PURCHASE ORDER FOR SPACE 99 OFFICE LEASE FOR AZK12 CENTER. FY17 7/1/2016 THROUGH 6/30/2017.	20053.13000	1.0000		1.0000

[Return to Manage Requisitions](#)

[Return to Receiving](#)

A confirmation screen will be shown with a Receipt number.

Return to Manage Requisition: Choose to return to the Manage Requisition center

Return to Receiving: Return to create another receipt