

Receive Items by Quantity

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 161 lines open for receiving

and go to the Receive Form.

Requisition Lines to Receive Personalize | Find | View 100 | [Grid Icon] | First

Requisition Lines to Receive | Purchase Order Details

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	Jennifer Abrams	Jennifer Abrams / Third Annual Arizona NBCT Network Convening 5/6/2017	1	0	EA	Qty	WHSE-COC	0000	JBABRAMS-001
<input type="checkbox"/>	NAUBU	Jen Robinson	Jen Robinson / Facilitator NB Workshop March 2017	1	0	EA	Qty	WHSE-COC	0000	JROBINSON-002
<input type="checkbox"/>	NAUBU	Jill Felty	Jill Felty / Facilitator Camp Plug and Play 12.0 June 12-16, 2017	1	0	EA	Qty	WHSE-COC	0000	JSFELTY-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.

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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	Jennifer Abrams	NAUBU	2000063934	1.0000	Required
<input type="checkbox"/>	NAUBU	Jen Robinson	NAUBU	2000065510	1.0000	Required
<input type="checkbox"/>	NAUBU	Jill Felty	NAUBU	2000063931	1.0000	Required

Enter search string:

 Prevent this page from creating additional dialogs.

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:

Receipt Status: Open

*Received Date:

[Add Header Comments](#) [Reject Shipment](#)

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Cancel Line	Receipt	PO
1		Jennifer Abrams / Third	1.0000	EA	1.0000	<input type="button" value="Details"/>	<input type="button" value="Cancel Line"/>	<input type="button" value="Receipt"/>	<input type="button" value="PO"/>

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

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

Received Quantity: Defaults to the entire quantity 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:

User/Date Time:

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 # 3000162864 containing the following items:

Receipt Lines				
Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity
1	Jennifer Abrams / Third Annual Arizona NBCT Network Convening 5/6/2017	1.0000		1.0000

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

A confirmation screen will be shown with a Receipt number.

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

Return to Receiving: Return to create another receipt