Desktop Receiving

Receiving is a formal method for documenting acceptance of goods from vendors. After a purchase order (PO) has been dispatched and the items delivered, the items must be received by Central Receiving or by the department. The receiving process involves recording the items received and comparing it to what was originally ordered on the PO.

Note: A user can only receive items on requisitions they created. If the user did not create the requisition, an error message will appear and UTShare will not allow the user to receive the items. If the user who created the items is not available to receive the items, contact Property Management.

To create a receipt for a PO items, follow the steps below:

1) Navigate to the Manage Requisitions page: Navigator > Financials > eProcurement > Manage Requisitions. Alternatively, select the Procurement Operations homepage and click on the Manage Requisitions tile.

2) Using the Search criteria at the top of the page, find the requisition or PO for the item(s) to be received.

3) Using the "Select Action" drop-down, select "Receive" then click the "Go" button.

4) This will populate the Receive Items page. Select, using the check-box on the left, the items to be received. Click the "Receive Selected" button.

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Receive Items

You have 2 lines open for receiving for requisition S. Davis_Power Supply

Receive Selected and go to the Receive Form.

Requisition Lines to Receive   Personalize | Find | View All | 🗗 | 🎟   First ④ 1-2 of 2 ⑥ Last

Requisition Lines to Receive		Purchase Order Details											
	Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID Number
☑	UTARL	S. Davis_Power Supply	OPS-A1000 450-1000 W DC Arc Lamp Power Supply		1	0	EA	CENT110		Sara Barton	NEWPORT CO-001	
☐	UTARL	S. Davis_Power Supply	Discount		1	0	EA	CENT110		Sara Barton	NEWPORT CO-001	

Check All   Clear All

Inquire Receipts

5) On the New Receipt page, if necessary, update the Received Quantity to match the quantity physically received. Click the "Save Receipt" button to save the receipt.

Receive Items

New Receipt

*Business Unit UTARL 🔍

Receipt Status Open

*Received Date 06/19/2019 📅

Header Comments/Attachments   Header Custom Fields   Reject Shipment

Receipt Lines ⑦   Personalize | Find | View All | 🗗 | 🎟   First ④ 1 of 1 ⑥ Last

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty		PO	Custom Fields	Cancel Line
1		OPS-A1000 450-1000 W DC	1.0000	EA	1.0000	📑	◯		N				📑	◯ Custom Fields	✖

Save Receipt

Add New Receipt   Inquire Receipts

6) The Receipt Confirmation page will display, showing the receipt number and the item(s) received.

Receipt Saved Successfully

You have saved receipt # 0000012370 containing the following items:

Receipt Lines   Personalize | Find | 🗗 | 🎟   First ④ 1 of 1 ⑥ Last

Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity
1	OPS-A1000 450-1000 W DC Arc Lamp Power Supply	1.0000		1.0000

Return to Manage Requisitions   Return to Receiving

7) To return to the Manage Requisitions screen, click the "Return to Manage Requisitions" link.

To delete a receipt, follow the steps below.

1) Navigate to the Manage Requisitions page: Navigator > Financials > eProcurement > Manage Requisitions. Alternatively, select the Procurement Operations homepage and click on the Manage Requisitions tile.

2) Using the Search criteria at the top of the page, find the requisition or PO for the item(s) to be received.

3) Use the expansion arrow to expand the requisition information.

4) Click on the "Receiving" icon to open the Manage Receipts page

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5) To cancel a receipt, click the Red "X" for the receipt line.

6) To cancel the receipt, click "Yes" to continue. To return without cancelling the receipt, click "No".

7) If the receipt was cancelled, the Receive Items page will be displayed. If the receipt was not cancelled, the Manage Receipt page will populate.