Desktop Receiving – Receipt Attachments

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

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

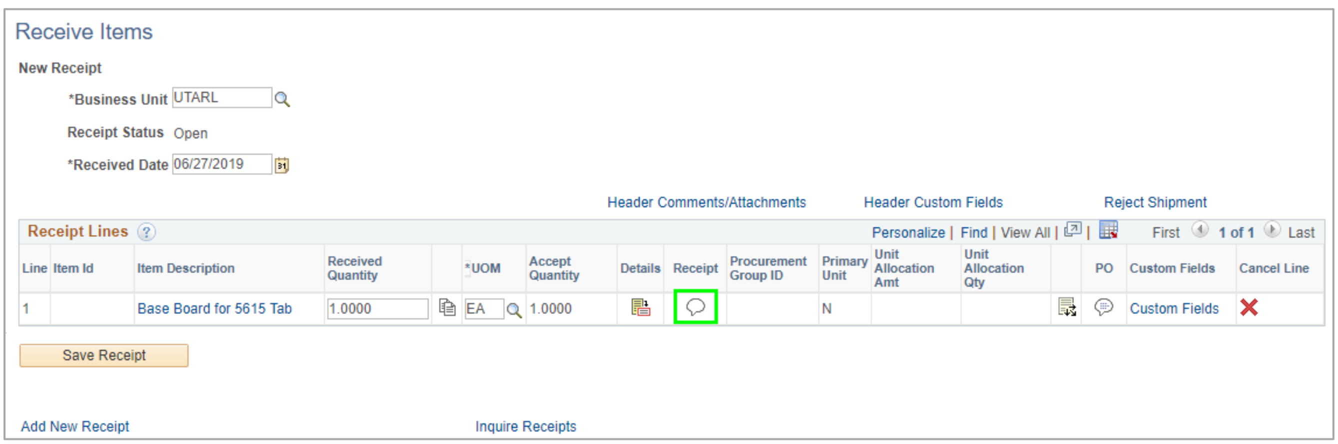
   Note: Only the requester who submitted the requisition for the purchase can receive the items in UTShare.

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

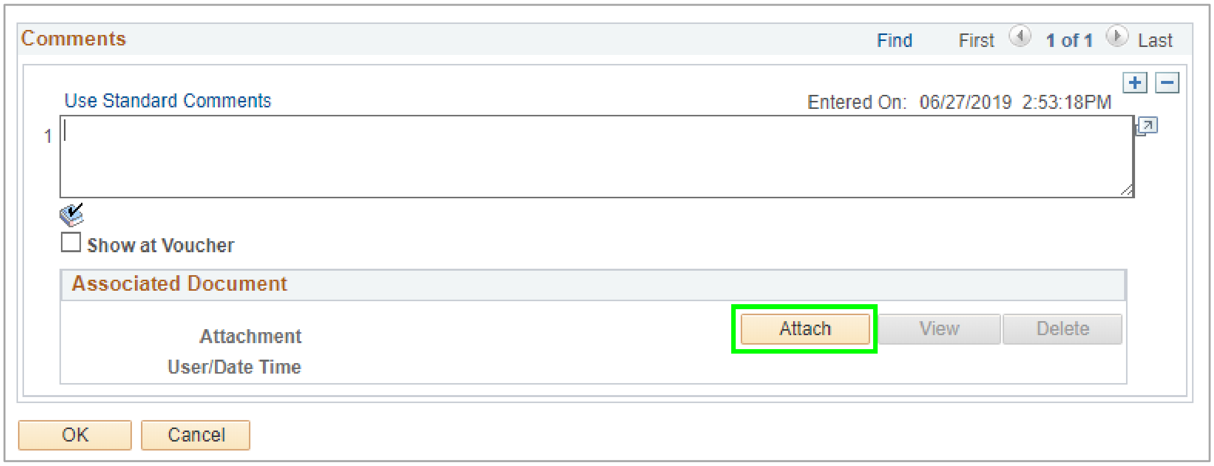
4) This will populate the Receive Items page. Select, using the check-box on the left, the items to be received. Click the “Receive Selected” button.

5) On the New Receipt page, if necessary, update the Received Quantity to match the quantity physically received.

6) Click the Receipt Comments icon.

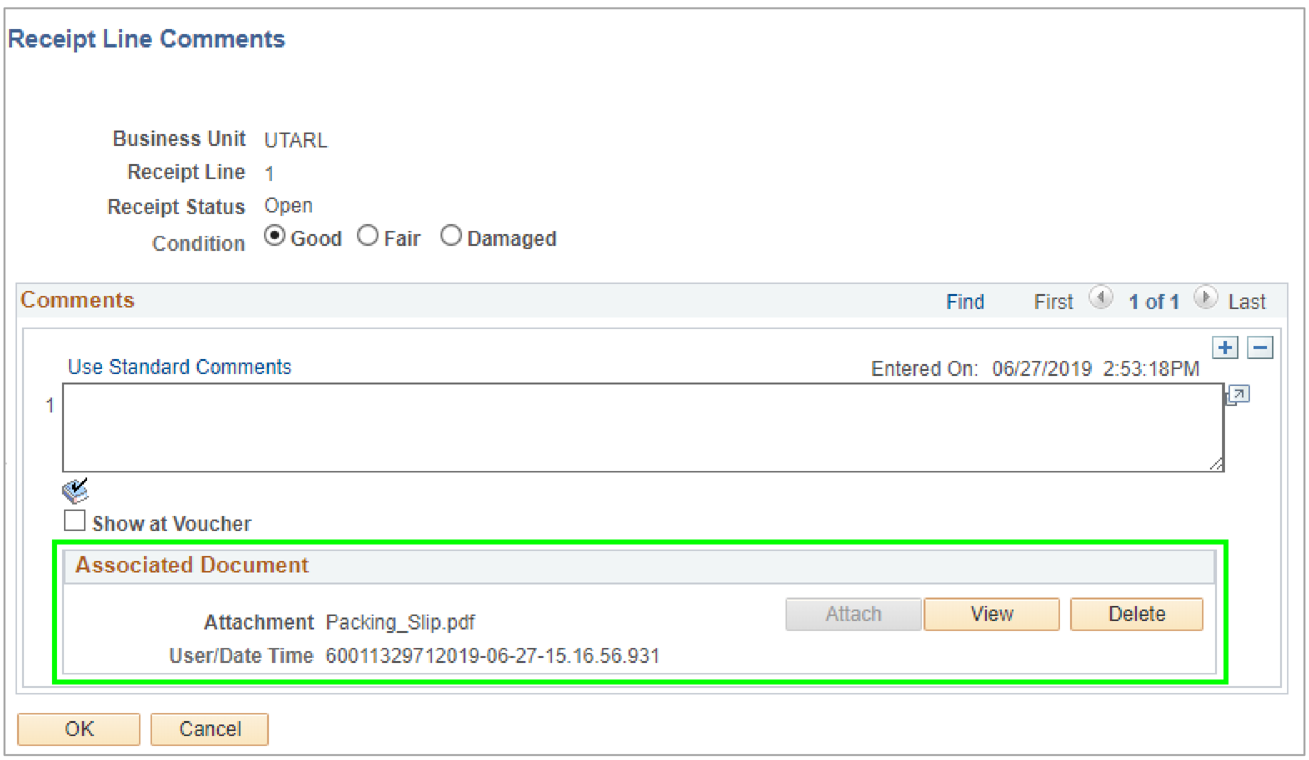


7) The Receipt Line Comments page will populate. To attach a document to the receipt, click the Attach button.



8) Click the “Browse” (or “Choose File”, depending on the browser) button to select the file to attach. Once the file is found, click the “Open” file button to choose the file.

9) Click the “Upload” button to upload the file to the receipt.



10) Click “OK” to return to the Receipt.

11) Click “Save Receipt” to save the receipt.

12) To return to the Manage Requisitions screen, click the “Return to Manage Requisitions” link.