### ePro/PO – Enter a Receipt (Any Ship-To)

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Use the following navigation to enter a receipt (Any Ship-To).

1. From the Main Menu page, select **eProcurement > Receive Items**.

![Manage Receipts](image)

2. Click **Add New Receipt**.

![Receiving](image)

3. Enter a **Business Unit** – 62500 (should default from your user preferences).

4. Use the default **Receipt Number** of NEXT. The system will automatically assign the receipt number.

5. Click **Add**.
6. Enter the PO number in the **ID** field. (Note: The PO number is 10 characters long and you do need to enter the 0’s.) You can search for the PO by entering criteria in the other search criteria fields when you do not know the PO.

7. Click **Search**.

8. The PO’s meeting the entered criteria will display at in the lower portion of the page.

9. Select the appropriate checkbox(s) for the PO line(s) you want to receive. The quantity displayed in the **PO Qty** field represents the remaining PO quantity that has not been received. If a quantity has been previously received it will display in the **Prior Receipt** field.

10. Click **OK**.

11. The **Receipt Qty** automatically defaults to the remaining PO quantity to be received. You will need to update the quantity if you receive a partial shipment.
12. **Optional Step:** Click the **Pending** link when you are receiving an Asset. The link only appears for PO lines that are flagged as an Asset.

13. Enter the **Tag Number** for each asset.

14. **NOTE:** If you are receiving multiple assets (quantity greater than 1) you will need to enter a **Tag Number** for each asset. Update the quantity to 1 and click the **Add a New Row** icon for the number of assets being received.

15. Click **OK** to return to the Maintain Receipts page.

16. **Optional Step:** If you need to reject part of the shipment click the **More Details** tab in the Receipt Lines section. Enter the **Reject Qty** and **RMA Number**. Also, a magnifying glass to search a **Reject Action** and **Reject Reason** for the line.

17. Click **Save** when you have entered all the receipt information.