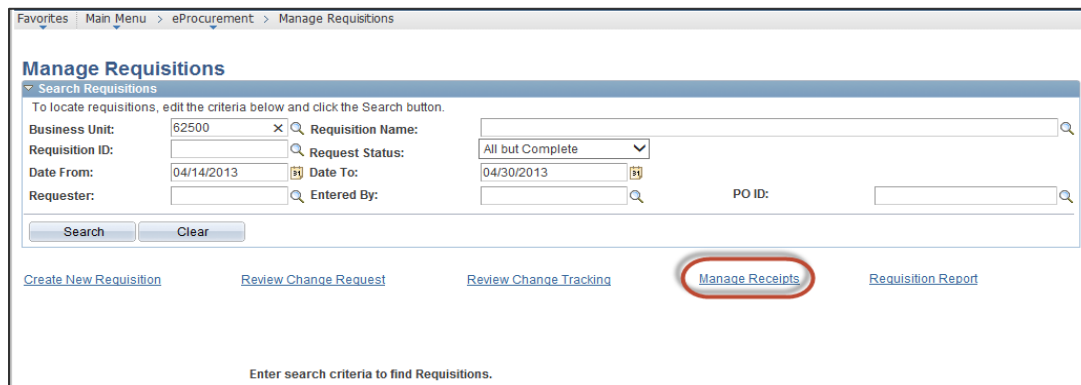


Business Process	Navigation
1. Enter a receipt (Ship-To).	1. Main Menu > eProcurement > Manage Requisitions

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

- From the Main Menu page, select **eProcurement > Manage Requisitions**.



Manage Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: 62500 X Requisition Name:

Requisition ID: Request Status: All but Complete

Date From: 04/14/2013 Date To: 04/30/2013

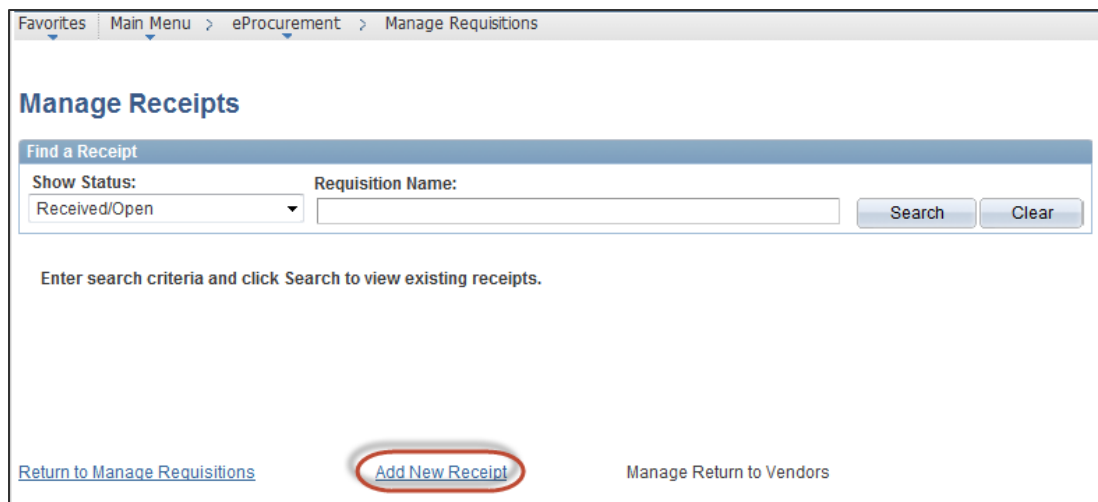
Requester: Entered By: PO ID:

Search Clear

Create New Requisition Review Change Request Review Change Tracking **Manage Receipts** Requisition Report

Enter search criteria to find Requisitions.

- Click on the **Manage Receipts** link at the bottom of the page.



Manage Receipts

Find a Receipt

Show Status: Received/Open Requisition Name:

Search Clear

Enter search criteria and click Search to view existing receipts.

Return to Manage Requisitions **Add New Receipt** Manage Return to Vendors

- Click **Add New Receipt** link at the bottom of the page.

Favorites | Main Menu > eProcurement > Manage Requisitions

Receive Items

You have 7 lines open for receiving

Receive Selected and go to the Receive Form.

Requisition Lines to Receive Personalize | Find | View All | First 1-7 of 7 Last

Req BU	Requisition	Item Description	Tot Req Qty/Amt	Accepted to Date	UOM	Recv By	Ship To	Attention To	Vendor	
☐	62500	Req for PO Approval JG	PO Approval Req	1	0	EA	Qty	115050	Tester 23	ISLAMICRES-001
☐	62500	PO15.5 - Link Contract JG	Building	1	0	EA	Qty	114070	Bradley Miller	ALLAMERICA-009
☐	62500	PO15.5 - Link Contract JG	Grounds	500	0	EA	Amount	114070	Bradley Miller	ALLAMERICA-009
☐	62500	PO 09.2 037754	Child care workers for Harding & Agape	6803.94	1000	EA	Amount	200112	Tester 20	1STLINE/LE-001
☐	62500	PO 09.1 037754	IPhones	20	0	EA	Qty	200112	Tester 21	APPLEINC-001
☐	62500	PO 09.6 037754	TREES	75	65	BDL	Qty	200112	Tester 22	ADRENALINE-001
☐	62500	PO 09.3 037754	Receive within tolerances	150	0	EA	Qty	200112	Sue Wisneski	SISTERROSA-001

Check All Clear All

[Inquire Receipts](#) [Manage Return to Vendors](#)

- The **Receive Items** page displays all the requisitions eligible for receiving. Select the **Purchase Order Details** tab to view the PO number.
- Select the checkbox(s) for the requisition you want to receive and click **Receive Selected**.

Favorites | Main Menu > eProcurement > Manage Requisitions

Receive Items

New Receipt

*Business Unit: 62500

Receipt Status: Open

*Received Date: 05/16/2013

[Add Header Comments](#) **Select Shipment**

Receipt Lines Personalize | Find | View All | First 1 of 1 Last

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Cancel Line	Receipt	Asset Status
1		Building	1.0000	EA	1.0000		X		Pending

Save Receipt

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

- The **Received Quantity** automatically defaults to the remaining PO quantity to be received. You will need to reduce the quantity if you receive a partial shipment.
- Optional Step:** Click the **Serial #** box first, and then **Pending** link when you are receiving an Asset. The link only appears for PO lines that are flagged as an Asset. (If the pending link is clicked first, it will shade the serial # so it can't be added.)

Maintain Receipts

Asset Management Information for Line 1

Business Unit: 62500 Status: Received
 Receipt ID: 0000000064 Item: 00000000000006945 "Laptop: MAC: 13" MacBook Pro
 Receipt Line: 1 Standard UOM: EA
 Next Asset ID

Distribution Information Find | View All | First 1 of 1 Last

Distribution Line: 1 Capitalize: Capitalize
 Business Unit: 62500 CAP Sequence:
 Profile ID: EQUIP1 Employee ID:
 CAP #: Distributed Quantity: 42.0000
 Cost Type: Merchandise Amount: 46704.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
☐ Overwrite existing numbers Apply

Asset Details Personalize | Find | View All | First 1 of 1 Last

Asset Information More Details

Dist Seq	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	Open	42.0000			NEXT			EQUIP1

You may need to scroll to the right to see the Add a New Row icon depending on your screen and font size on your computer.

8. Enter the **Serial #** and the **Tag Number** for each asset.
9. NOTE: If are receiving multiple assets (quantity greater than 1) you will need to enter a **Serial #** and **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.
10. Click **OK** to return to the Maintain Receipts page.
11. **Optional Step:** If you need to reject part of the shipment click the **Reject Shipment** link. Enter the **Reject Qty** and **tab** out of the field. Select the  magnifying glass to search a **Reject Reason**. Select a **Reject Action** from the dropdown list and enter the **RMA Number** for the receipt.

Favorites | Main Menu > eProcurement > Manage Requisitions

Reject Shipment

New Receipt
 Business Unit: 62500

Receipt Detail Personalize | View All | First 1 of 1 Last

Item Description	Received Qty	UOM	Reject Qty	Reject Reason	Reject Action	RMA Number	RMA Line
1 Building	1.0000	EA	1.0000	INCORRECT 	Return For Replace	54887	

OK Cancel

12. Click **OK** to return to the Receive items page.

Favorites Main Menu > eProcurement > Manage Requisitions

Receive Items

New Receipt

*Business Unit:

Receipt Status: Open

*Received Date:

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

Receipt Lines ?										Personalize	Find	View All	First	1 of 1	Last
Line	Item Id	Item Description	Received Quantity		*UOM	Accept Quantity	Details	Cancel Line	Receipt	Asset Status	PO				
1		Building	1.0000		EA	1.0000				Pending					

Save Receipt

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

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