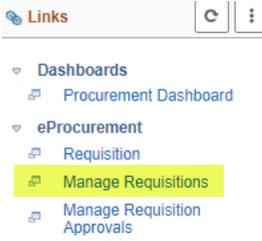


9.2.38 eProcurement: Receiving Items FOR REQUESTORS ONLY

Use this process to receive items from a requisition if:

- You are a Requestor AND your agency supports the Requisitions receiving process

Step #	Do This:																																				
1	<p>Sign into PeopleSoft</p> 																																				
2	<p>Click on the Procurement tile on the PeopleSoft Homepage</p> 																																				
3	<p>Under the eProcurement menu click on Manage Requisitions</p> 																																				
4	At the Manage Requisitions page enter requisition ID or any search criteria to narrow your search																																				
5	Locate the requisition you want to receive																																				
6	<p>On the line displaying the requisition to be received is a drop-down menu named: <i><Select Action></i>. Click the drop-down arrow and select Receive Order</p> <p>Note: you can only receive orders that have been marked as PO(s) Dispatched.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">▶ 0000054583</td> <td style="text-align: center;">0000054583</td> <td style="text-align: center;">48400</td> <td style="text-align: center;">05/04/2018</td> <td style="text-align: center;">PO(s) Dispatched</td> <td style="text-align: center;">Valid</td> <td style="text-align: right;">43.69 USD</td> <td style="font-size: small;"> Approvals Copy Edit Receive View Cycle View Print [Select Action] </td> <td style="text-align: center;">Go</td> </tr> <tr> <td style="text-align: center;">▶ 0000054582</td> <td style="text-align: center;">0000054582</td> <td style="text-align: center;">48400</td> <td style="text-align: center;">05/04/2018</td> <td style="text-align: center;">PO(s) Dispatched</td> <td style="text-align: center;">Valid</td> <td style="text-align: right;">10.90 USD</td> <td></td> <td style="text-align: center;">Go</td> </tr> <tr> <td style="text-align: center;">▶ 0000054581</td> <td style="text-align: center;">0000054581</td> <td style="text-align: center;">48400</td> <td style="text-align: center;">05/04/2018</td> <td style="text-align: center;">PO(s) Dispatched</td> <td style="text-align: center;">Valid</td> <td style="text-align: right;">23.71 USD</td> <td></td> <td style="text-align: center;">Go</td> </tr> <tr style="background-color: #ffff00;"> <td style="text-align: center;">▶ 0000054580</td> <td style="text-align: center;">0000054580</td> <td style="text-align: center;">48400</td> <td style="text-align: center;">05/04/2018</td> <td style="text-align: center;">PO(s) Dispatched</td> <td style="text-align: center;">Valid</td> <td style="text-align: right;">35.08 USD</td> <td></td> <td style="text-align: center;">Go</td> </tr> </tbody> </table> 	▶ 0000054583	0000054583	48400	05/04/2018	PO(s) Dispatched	Valid	43.69 USD	Approvals Copy Edit Receive View Cycle View Print [Select Action]	Go	▶ 0000054582	0000054582	48400	05/04/2018	PO(s) Dispatched	Valid	10.90 USD		Go	▶ 0000054581	0000054581	48400	05/04/2018	PO(s) Dispatched	Valid	23.71 USD		Go	▶ 0000054580	0000054580	48400	05/04/2018	PO(s) Dispatched	Valid	35.08 USD		Go
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7	Click GO																								
8	You will see a page titled Receive Items																								
9	<p>Click the checkbox on the left of the item for the items you wish to receive</p> <table border="1"> <thead> <tr> <th>Req BU</th> <th>Requisition</th> <th>Item Description</th> <th>Item ID</th> <th>Tot Req Qty/Amt</th> <th>Accepted to Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>48400</td> <td>0000054580</td> <td>Staples Copy Paper, 8-1/2x11", Letter Size</td> <td>1</td> <td>0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>48400</td> <td>0000054580</td> <td>Staples Correction Tape, 1 Line Regular, 1/5" x 315", 10/Pk</td> <td>1</td> <td>0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>48400</td> <td>0000054580</td> <td>Staples Paper Clips, Jumbo, Smooth, 1000/Pk</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	<input type="checkbox"/>	48400	0000054580	Staples Copy Paper, 8-1/2x11", Letter Size	1	0	<input type="checkbox"/>	48400	0000054580	Staples Correction Tape, 1 Line Regular, 1/5" x 315", 10/Pk	1	0	<input type="checkbox"/>	48400	0000054580	Staples Paper Clips, Jumbo, Smooth, 1000/Pk	1	0
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10	<p>Click the Receive Selected button above the line items</p> <p>Receive Selected and go to the Receive Form.</p> <p>Requisition Lines to Receive</p> <table border="1"> <thead> <tr> <th>Req BU</th> <th>Requisition</th> <th>Item Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>48400</td> <td>0000054580</td> <td>Staples Copy Paper, 8-1/2x11", Letter Size</td> </tr> </tbody> </table>	Req BU	Requisition	Item Description	<input checked="" type="checkbox"/>	48400	0000054580	Staples Copy Paper, 8-1/2x11", Letter Size																	
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11	<p>Complete the field marked Received Date with the date you received the items</p> <p>Receive Items</p> <p>New Receipt</p> <p>*Business Unit <input type="text" value="48400"/> <input type="button" value="x"/> <input type="button" value="Q"/></p> <p>Receipt Status Open</p> <p>*Received Date <input type="text" value="07/03/2018"/> <input type="button" value="i"/></p>																								
12	Click Save Receipt																								
13	You will see a confirmation page with a system generated receipt number and a summary of the line items you have just processed																								
14	End Of Process																								

