

Business Process	Navigation
1. Enter a receipt (Any Ship-To).	1. Main Menu > eProcurement > Receive Items

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

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

2. Click **Add New Receipt**.

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**.

**Select Purchase Order**

Search Criteria

PO Unit: 62500 Days +/- Today: 30

ID: Start Date: 04/16/2013

Line / Schedule: End Date: 06/15/2013

Release: Vendor Name: Vendor Lookup

Item ID: Vendor Item ID:

Ship To: Manufacturer ID:

Ship Via: Manufacturer's Item ID:

Retrieve Open PO Schedules

Search

Receipt Qty Options

No Order Qty  Ordered Qty  PO Remaining Qty

OK Cancel Refresh

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.

Retrieved Rows

Selected Rows Shipping Related More Details

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	62500	0000000300	1	1		05/15/2013	2.0000		000000000000056954	Desktop: Dell Optiplex 7010 +
<input type="checkbox"/>	62500	0000000300	2	1		05/15/2013	5.0000		000000000000056954	Desktop: Dell Optiplex 7010 +

Select All Clear All

OK Cancel Refresh

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**.

Maintain Receipts

Receiving

Business Unit: 62500 Receipt Status: Open

Receipt ID: NEXT Add Header Comments Activities

Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status
1	000000000000056954	Desktop: Dell Optiplex 7010 +	2.0000	EA Q	915.00000	2.0000	Open	<input type="checkbox"/>			EA Q	Pending
2	000000000000056954	Desktop: Dell Optiplex 7010 +	5.0000	EA Q	915.00000	5.0000	Open	<input type="checkbox"/>			EA Q	Pending

Interface Receipt Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display

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.

- 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.

**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**

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**

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 you screen and font size on your computer.

- Enter the **Tag Number** for each asset.
- NOTE:** If 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.
- Click **OK** to return to the Maintain Receipts page.
- 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, magnifying glass to search a **Reject Action** and **Reject Reason** for the line.

**Receipt Lines**

More Details

Line	Item	Description	Inspect	Inspect Qty	Reject Qty	Reject Action	Reject Reason	RMA Number	RMA Line	Net Receipt Quantity	PO Price	Vndr UOM	Std UOM	Merchandise Amt	Allocation Type	Ship To	Attention To
1	000000000000056954	Desktop_Deal Optiplex 7010	<input type="checkbox"/>							2.0000	915.00000	EA	EA	1,830.00 USD	Specify	214095	Jim Engen
2	000000000000056954	Desktop_Deal Optiplex 7010	<input type="checkbox"/>		2	R	DAMA/Q	5488		5.0000	915.00000	EA	EA	4,575.00 USD	Specify	214095	Jim Engen

Interface Receipt      Run Close Short      Interface Asset Information

Save      Notify      Refresh      Add      Update/Display

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