Receiving via Manage Requisitions

The purpose of this job aid is to provide requisition preparers instructions for receiving via the Manage Requisitions page in EFS (the University’s financial system).

Navigate to: eProcurement>Manage Requisitions. By default, this page will populate requisitions that have you as the requester, and were created within the last week (seven days). If the requisition was created before that timeframe or by another requester, change the parameters then click <Search>. In addition, the requisition must have the Request Status of “PO(s) Dispatched” or “Partially Received” and a “Valid” Budget to be eligible for receiving.

Locate the intended requisition. Select “Receive Items” from the dropdown menu, then click <Go>.
The **Receive Items** page will appear.

**Key Considerations:**

A. Review the total quantity or amount of the PO and compare it to what has been received (accepted) to date. If it is an insufficient number, contact the procurement specialist.

B. Ensure the proper **UOM** (unit of measure) criteria exist for receiving by amount vs. quantity. If it is the wrong type, contact the procurement specialist.

C. (optional) If receiving multiple items, all items must be associated to the same PO or the receipt cannot be saved. To view each item’s associated PO, click **<Purchase Order Details>**.

Place a checkbox in the line(s) you wish to receive. Click **<Receive Selected>**.
The **Receive Items** page will appear. The information from the selected line(s) will appear. Receive only the intended amount or quantity (do not over receive). Where appropriate, enter any necessary comments or add attachments at either the header or line level comments.

Where appropriate, enter any necessary comments or add attachments at either the header or line level comments (optional).

Once all data has been verified as correct, click <Save>.
A confirmation will appear. You may either return to the **Manage Requisitions** or **Receive Items** pages.

### Receipt Saved Successfully

You have saved receipt # 0000926577 containing the following items:

<table>
<thead>
<tr>
<th>Receipt Lines</th>
<th>Item Description</th>
<th>Received Quantity</th>
<th>Reject Quantity</th>
<th>Accept Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>204143 QuantiTect SYBR Green PCR Kit (200)</td>
<td>1.0000</td>
<td></td>
<td>1.0000</td>
</tr>
</tbody>
</table>

[Return to Manage Requisitions]  [Return to Receiving]