

Receiving via the Receive Items Page in EFS

The purpose of this document is to provide instructions for receiving items for the **Receive Items** page in EFS (the University's financial system).

Navigate to: **eProcurement>Receive Items** in EFS. Items that are associated to you and available for receiving 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 *Recv By* criteria exists 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>.

Receive Items

You have 9 lines open for receiving

and go to the Receive Form.

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

Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Recv By	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID	Nur
<input type="checkbox"/>	UMN01	shared blanket order N2	16LTR22 liquid nitrogen stock tank	800	300	LOT	Amount	P117840004		Mark Peterson	AIRGASNORT-001		
<input type="checkbox"/>	UMN01	Biospherix Hypoxia Chamber Set	Animal Chamber In Vivo Cabinet	1	0	EA	Qty	P117840004		Mark Peterson	BIOSPHERIX-001		
<input type="checkbox"/>	UMN01	Biospherix Hypoxia Chamber Set	ProOx P110 Single Setpoint Controller	1	0	EA	Qty	P117840004		Mark Peterson	BIOSPHERIX-001		
<input type="checkbox"/>	UMN01	Biospherix Hypoxia Chamber Set	Animal Adapter Plate/Shelf	1	0	EA	Qty	P117840004		Mark Peterson	BIOSPHERIX-001		

Place a checkbox in the line(s) you wish to receive. Click <Receive Selected>.

Receive Items

You have 9 lines open for receiving

and go to the Receive Form.

Requisition Lines to Receive Personalize | Find | View All | First 1-9 of 9 Last

Req BU	Requisition	Item Description	PO Unit	Purchase Order	PO Qty	Receiving Required
<input checked="" type="checkbox"/>	UMN01	shared blanket order N2	UMN01	0001054499	1.0000	Required
<input type="checkbox"/>	UMN01	Biospherix Hypoxia Chamber Set	UMN01	0001063190	1.0000	Required
<input type="checkbox"/>	UMN01	Biospherix Hypoxia Chamber Set	UMN01	0001063190	1.0000	Required
<input type="checkbox"/>	UMN01	Biospherix Hypoxia Chamber Set	UMN01	0001063190	1.0000	Required

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.

Receive Items

New Receipt

*Business Unit

Receipt Status Open

Supplier: AIRGASNORT-001

*Received Date

[Edit Header Comments](#)

Line	PO ID	Item Description	Currency	Received Amount	Received Quantity	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Cancel Line
1	0001054499	160LTR22 liquid nitroge	USD	500.00000	1.0000	1.0000				N				X

[Save Receipt](#)

[Add New Receipt](#)

[Inquire Receipts](#)

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

Receive Items

New Receipt

*Business Unit

Receipt Status Open

Supplier: AIRGASNORT-001

*Received Date

[Edit Header Comments](#)

Line	PO ID	Item Description	Currency	Received Amount	Received Quantity	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Cancel Line
1	0001054499	160LTR22 liquid nitroge	USD	500.00000	1.0000	1.0000				N				X

[Save Receipt](#)

[Add New Receipt](#)

[Inquire Receipts](#)

Once all data has been verified as correct, click <Save>.

Receive Items

New Receipt

*Business Unit

Receipt Status Open

Supplier: AIRGASNORT-001

*Received Date

[Edit Header Comments](#)

Line	PO ID	Item Description	Currency	Received Amount	Received Quantity	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Cancel Line
1	0001054499	160LTR22 liquid nitroge	USD	500.00000	1.0000	1.0000				N				X

[Save Receipt](#)

[Add New Receipt](#)

[Inquire Receipts](#)

A confirmation will appear. You may either return to the **Manage Requisitions** or **Receive Items** pages.

Receipt Saved Successfully

You have saved receipt # 0000926676 containing the following items:

Receipt Lines						Personalize	Find			First	1 of 1	Last
Line	Item Description	Received Amount	Received Quantity	Reject Quantity	Accept Quantity							
1	160LTR22 liquid nitrogen stock tank	100.00000	1.0000		1.0000							

[Return to Manage Requisitions](#)

[Return to Receiving](#)