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>.

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 # 0000926676 containing the following items:

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Received Amount</th>
<th>Received Quantity</th>
<th>Reject Quantity</th>
<th>Accept Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>160LTR22 liquid nitrogen stock tank</td>
<td>100.000000</td>
<td>1.0000</td>
<td></td>
<td>1.0000</td>
</tr>
</tbody>
</table>

[Return to Manage Requisitions] [Return to Receiving]