

How to Receive Purchases in ePro

Most PO's require receiving, but there may be certain instances where receiving is not required, for example blanket orders generally do not require receiving. As a general rule, if you would have sent the PO/receiving report into accounts payable in the past, you'll now need to login to the Benedictine PeopleSoft Financials system to receive it.

Receiving a Requisition through PeopleSoft

Log in to PeopleSoft and go to the Manage Requisitions page. Navigate to the Manage requisitions page **eProcurement > Manage Requisitions**. You may need to modify the "Date From" and "Date To" and then click **Search**. Find the requisition you'd like to receive, and select "Receive Order", then click **Go**.

Manage Requisitions

▼ Search Requisitions
To locate requisitions, edit the criteria below and click the Search button.

Business Unit: BENUV Requisition Name: Request Status: All but Complete Budget Status: Date From: 06/02/2010 Date To: 06/09/2010 Requester: KBOWKER Entered By: PO ID:

Search Clear

Requisitions
To view the lifespan and line items for a requisition, click the Expand triangle icon: ▶
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	Action	Go
0000000050	5 Printers	BENUV	06/09/2010	PO(s) Dispatched	Valid	10,815.00USD	Receive Order	Go
0000000049	Computer	BENUV	06/09/2010	Partially Received	Valid	1,992.00USD	<Select Action..	Go
0000000048	Test Deny	BENUV	06/02/2010	Cancelled	Valid	0.00USD	<Select Action..	Go
0000000047	Test Denying Requisition	BENUV	06/02/2010	Approved	Valid	50.00USD	<Select Action..	Go

[Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)

A list of req lines that are available for receiving will be displayed. Click the checkbox of the rows you want to receive and then click **Receive Selected**. If you want to select all the rows click **Check All** and then **Receive Selected**. In the example below we will assume that only the goods for lines 1 and 2 were delivered.

Receive Items

You have 3 lines open for receiving for requisition 5 Printers

Receive Selected and go to the Receive Form.


Customize | Find | View All | First 1-3 of 3 Last

Requisition Lines to Receive Purchase Order Details

Req BU	Requisition	Item Description	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Vendor
<input checked="" type="checkbox"/>	BENUV	5 Printers	PRINTER HP CB514A P4515n	5	0	EA	BOWKER,KAR GENESISTEC-001
<input checked="" type="checkbox"/>	BENUV	5 Printers	PAPER TRY CB523A	5	0	EA	BOWKER,KAR GENESISTEC-001
<input type="checkbox"/>	BENUV	5 Printers	DUPLEXER CB519A	5	0	EA	BOWKER,KAR GENESISTEC-001

Check All **Clear All**

[Inquire Receipts](#) [Inquire Return to Vendors](#)

When you click **Receive Selected**, the window shown below will appear. Enter in the quantity you received. In the example below 5 items were ordered for line 2, but only 4 were received. Optional -- you are able to enter comments regarding your receipt of the goods by clicking the  icon.

Receive Items

New Receipt

Business Unit: BENUV

Receipt Status: Open

*Received Date: 06/09/2010

[Reject Shipment](#)

Customize | Find | View All | First 1-2 of 2 Last

Line	Item Id	Item Description	Received Qty	*UOM	Accept Qty
1		PRINTER HP CB514A P4515	<input type="text" value="5.0000"/>	EA	5.0000
2		PAPER TRY CB523A	<input type="text" value="4.0000"/>	EA	4.0000

Save Receipt

[Add New Receipt](#) [Inquire Return to Vendors](#) [Inquire Receipts](#)

Below is an example of the comments screen. Click the **OK** button when you are finished entering in your comments

Shipment Condition

New Receipt

Line

1

Item Description: Test Reject and Credit

Condition:
☐ Good
☐ Fair
☐ Damaged

Comment:

5 items were ordered, but only 4 were delivered. I spoke with the vendor about this and it will be shipped Monday of next week

OK

Cancel

You will be brought back to the receive items Page. Click the **Save Receipt** button when you are finished.

Receive Items

New Receipt

Business Unit: BENUV

Receipt Status: Open

*Received Date: 06/09/2010

[Reject Shipment](#)

Line	Item Id	Item Description	Received Qty	*UOM	Accept Qty
1		PRINTER HP CB514A P4515	5.0000	EA	5.0000
2		PAPER TRY CB523A	4.0000	EA	4.0000

[Add New Receipt](#)
[Inquire Return to Vendors](#)
[Inquire Receipts](#)

Save Receipt

The screen below will display, informing you that your receipt has been saved.

Receipt Saved Successfully

You have saved receipt # 0000000002 containing the following items:

Line	Item Description	Received Qty	Reject Qty	Accept Qty
1	PRINTER HP CB514A P4515n	5.0000		5.0000
2	PAPER TRY CB523A	4.0000		4.0000

[Return to Manage Requisitions](#) [Return to Receiving](#)

If you return to the Manage Requisition screen you'll notice that the req status has changed to "Partially Received". If you want to receive the remaining items select "Receive order" then click **Go**.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:

Requisition Name:

Requestion ID:

Request Status:

Budget Status:

Date From:

Date To:

Requester:

Entered By:

PO ID:

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▸

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
▸ 0000000050	5 Printers	BENUV	06/09/2010	Partially Received	Valid	10,815.00USD	<input type="button" value="Receive Order"/> <input type="button" value="Go"/>
▸ 0000000049	Computer	BENUV	06/09/2010	Partially Received	Valid	1,992.00USD	<input type="button" value="Select Action.."/> <input type="button" value="Go"/>
▸ 0000000048	Test Deny	BENUV	06/02/2010	Cancelled	Valid	0.00USD	<input type="button" value="Select Action.."/> <input type="button" value="Go"/>
▸ 0000000047	Test Denying Requisition	BENUV	06/02/2010	Approved	Valid	50.00USD	<input type="button" value="Select Action.."/> <input type="button" value="Go"/>

Notice line 1 is no longer available to receive since it has already been fully received. To receive the remaining items click **Check All** and then **Receive Selected**.

Receive Items

You have 2 lines open for receiving for requisition 5 Printers

Receive Selected and go to the Receive Form.

Customize | Find | View All | First 1-2 of 2 Last

Requisition Lines to Receive Purchase Order Details

Req BU	Requisition	Item Description	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Vendor
<input checked="" type="checkbox"/> BENUV	5 Printers	PAPER TRY CB523A	5	4	EA	BOWKER,KAR	GENESISTEC-001
<input checked="" type="checkbox"/> BENUV	5 Printers	DUPLEXER CB519A	5	0	EA	BOWKER,KAR	GENESISTEC-001

Check All **Clear All**

[Inquire Receipts](#) [Inquire Return to Vendors](#)

Since 4 of the 5 “PAPER TRY CB523A” were already received you can only receive the one that is remaining. Click the **Save Receipt** button.

Receive Items

New Receipt

Business Unit: BENUV

Receipt Status: Open

*Received Date: 06/09/2010

[Reject Shipment](#)

Customize | Find | View All | First 1-2 of 2 Last

Line	Item Id	Item Description	Received Qty	*UOM	Accept Qty
1		PAPER TRY CB523A	1.0000	EA	1.0000
2		DUPLEXER CB519A	5.0000	EA	5.0000

Save Receipt

[Add New Receipt](#) [Inquire Return to Vendors](#) [Inquire Receipts](#)

The screen below will display, informing you that your receipt has been saved.

Receipt Saved Successfully

You have saved receipt # 0000000003 containing the following items:

Line	Item Description	Received Qty	Reject Qty	Accept Qty
1	PAPER TRY CB523A	1.0000		1.0000
2	DUPLEXER CB519A	5.0000		5.0000

[Return to Manage Requisitions](#) [Return to Receiving](#)

Notice that the Status has now changed from “Partial Received” to “Received”

Manage Requisitions

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:

Requisition Name:

Requisition ID:

Request Status:

Budget Status:

Date From:

Date To:

Requester:

Entered By:

PO ID:

Search

Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▸

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total		
▸ 0000000050	5 Printers	BENUV	06/09/2010	Received	Valid	10,815.00USD	<Select Action..	Go
▸ 0000000049	Computer	BENUV	06/09/2010	Partially Received	Valid	1,992.00USD	<Select Action..	Go
▸ 0000000048	Test Deny	BENUV	06/02/2010	Cancelled	Valid	0.00USD	<Select Action..	Go
▸ 0000000047	Test Denying Requisition	BENUV	06/02/2010	Approved	Valid	50.00USD	<Select Action..	Go