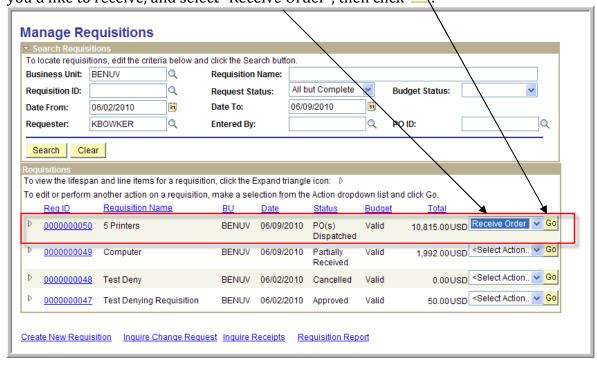
How to Receive Purchases in ePro

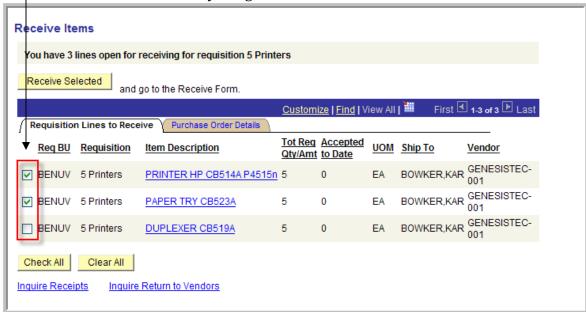
Most PO's require receiving, but there may be certain instances were receiving is not required, for example blanket orders generally do not require receiving. As a general rule, if you would have sent the PO/receiving report into accounts payable in the past, you'll now need to login to the Benedictine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

Receiving a Requisition through PeopleSoft

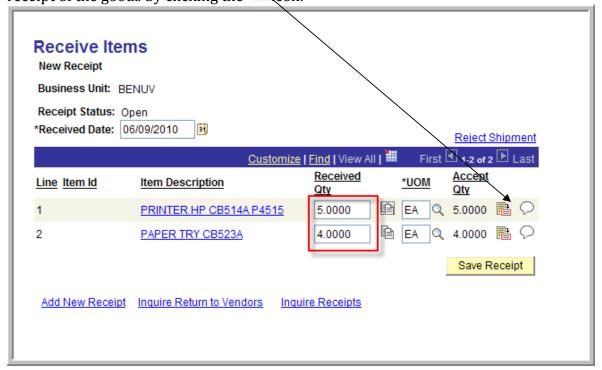
Log in to PeopleSoft and go to the Manage Requisitions page. Navigate to the Manage requisitions page **eProcurement > Manage Requisitions**. You may need to modify the "Date From" and "Date To" and then click Search Find the requisition you'd like to receive, and select "Receive Order", then click Go.



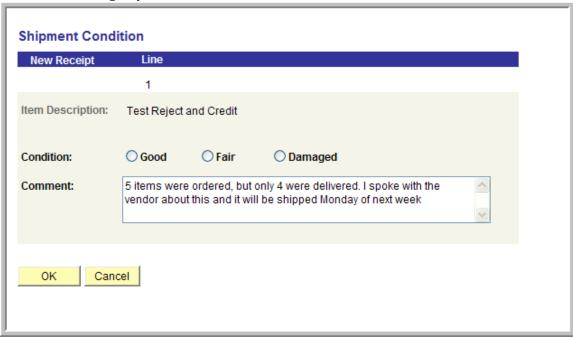
A list of req lines that are available for receiving will be displayed. Click the checkbox of the rows you want to receive and then click Receive Selected. If you want to select all the rows click Check All and then Receive Selected. In the example below we will assume that only the goods for lines 1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



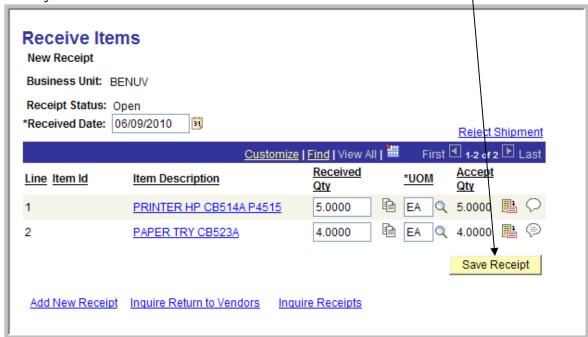
When you click Receive Selected, the window shown below will appear. Enter in the quantity you received. In the example below 5 items were ordered for line 2, but only 4 were received. Optional -- you are able to enter comments regarding your receipt of the goods by clicking the icon.



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



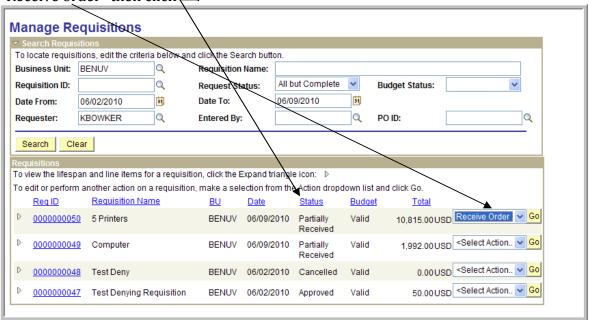
You will be brought back to the receive items Page. Click the Save Receipt button when you are finished.



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



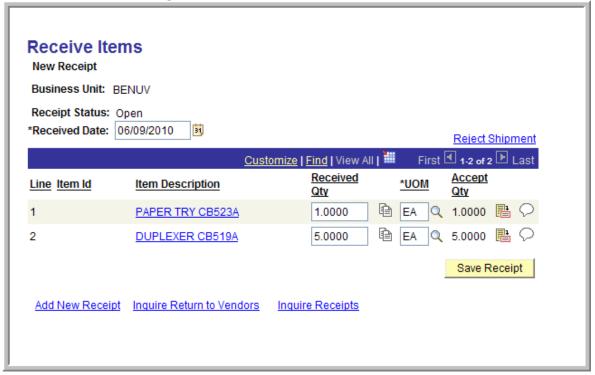
If you return to the Manage Requisition screen you'll notice that the req status has changed to "Partially Received". If you want to receive the remaining items select "Receive order" then click Go.



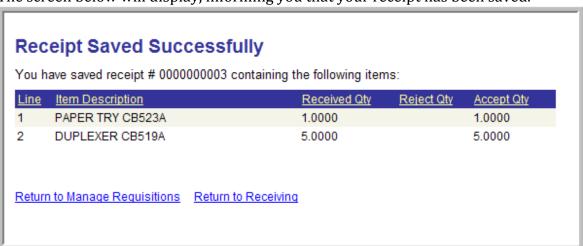
Notice line 1 is no longer available to receive since it has already been fully received. To receive the remaining items click Check All and then Receive Selected.



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.



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



Notice that the Status has now changed from "Partial Received" to "Received"

