

Receipting - Goods or Services

Introduction

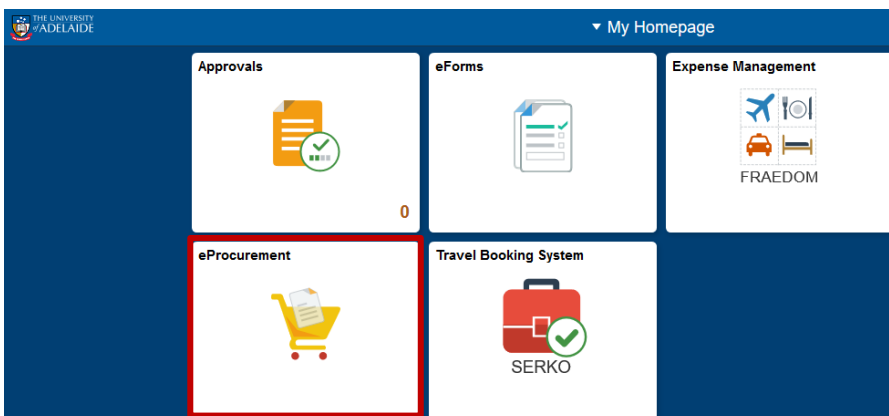
When goods or services are received, you are required to Receipt the Purchase Order in the Finance System.

The terms "receiving" and "receipting" are often used interchangeably. Within the University these terms are defined in the following way:

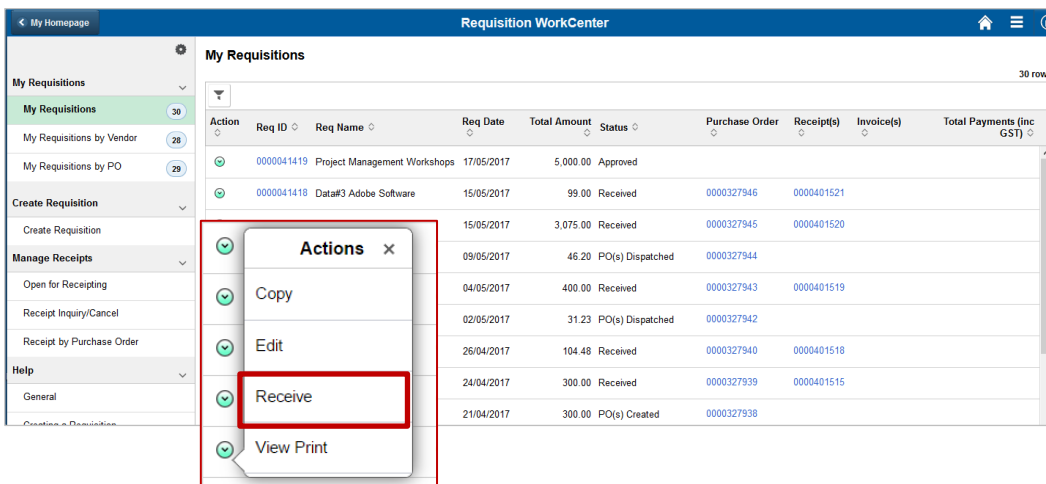
- **Receiving** is the action of accepting delivery of goods or service(s).
- **Receipting** is the action of creating a receipt within eProcurement to inform the University that the goods/service(s) have been received as expected and the associated invoice can be paid.

Procedure

1. From **My Homepage** click the **eProcurement** tile

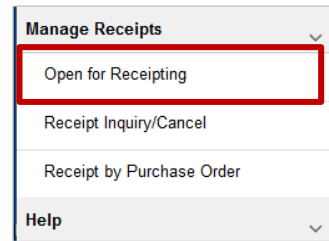


2. If you recognise the requisition click on the green Action arrow and click **Receive**

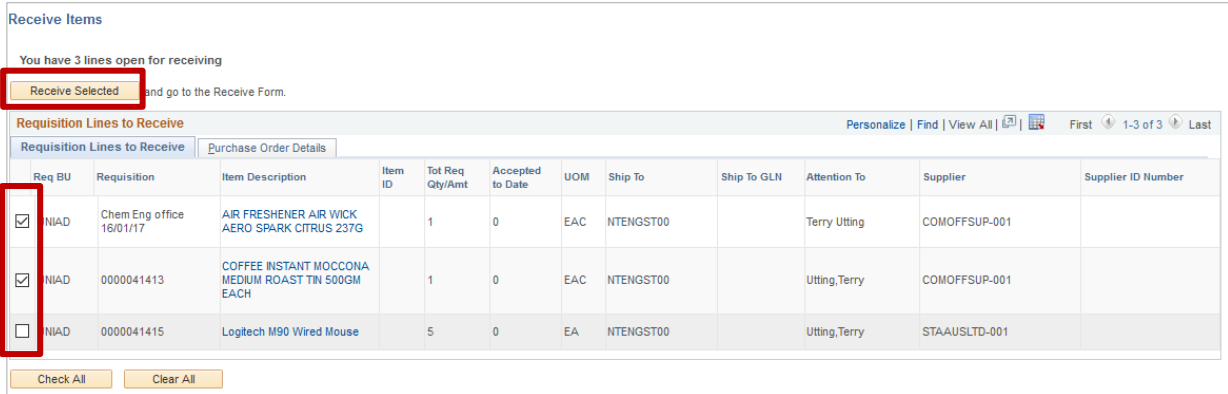


Alternatively you can search for the Requisition under the heading **Manage Receipts** in the left hand menu

Click **Open for Receiving**

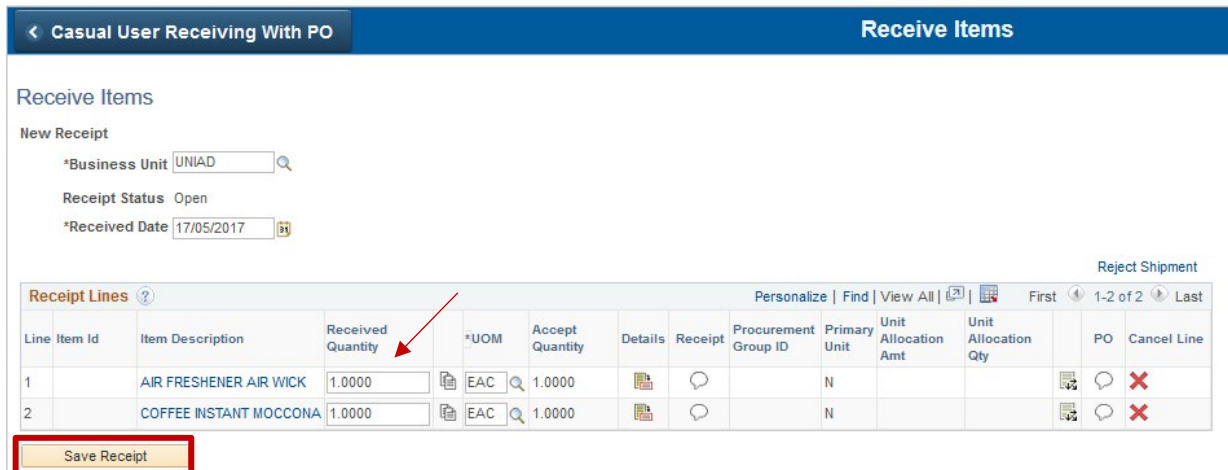


3. **Tick the items that have been received. Click **Receive Selected****

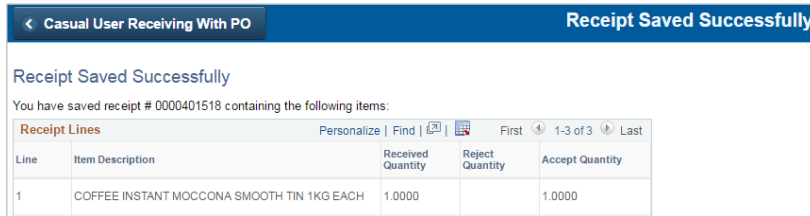


4. Click **Save Receipt**

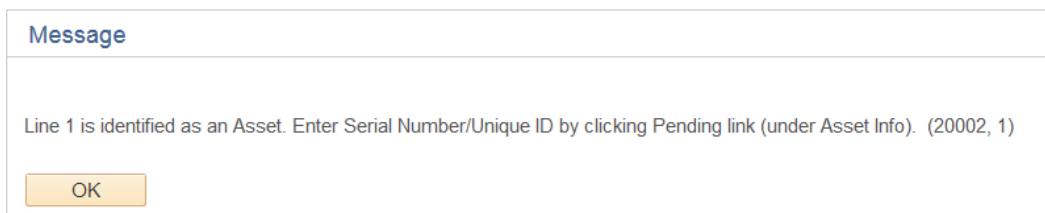
Note: If required, adjust the Received Quantity field to reflect the actual amount of items received



5. The system will notify you that the item(s) have been received



Note: If this message is received, you are trying to receipt an item identified as a [Non-Capital Asset](#) (\$4k to \$10k) and a Serial Number or Unique ID must be entered - refer to steps on page 3.



Receiving Non-Capital Assets (\$4k to \$10k)

a) Click the Pending link, under Asset Info. to enter Serial Number/Unique ID.

Receive Items

New Receipt

Business Unit UNIAD

Receipt Status Open

*Received Date 03/05/2019

Reject Shipment

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Serial	Asset Info.	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Cancel Line
1		Test Asset	1.0000	EA	1.0000				Pending		N				

Save Receipt

b) Enter **Serial Number/Unique ID**

- If no Serial Number or Unique ID, then enter Delivery Docket or Invoice Number
- If more than one Asset in a delivery, then enter _1, _2, _3, etc. as a suffix to the delivery docket or invoice number for each asset. For example: 3 Assets delivered on Delivery Docket ABCDEF – Serial Numbers are:
 - ABCDEF_1
 - ABCDEF_2
 - ABCDEF_3

Asset Management Information for Line 1

Business Unit UNIAD Status Open

Receipt ID NEXT Item Microscope

Receipt Line 1 Standard UOM EA

Next Asset ID

Distribution Information

Capitalize Non Cap

Distribution Line 1

Business Unit UNIAD CAP Sequence

Profile ID EQUIPLAB Employee ID

CAP # Distributed Quantity 1.0000

Cost Type N Merchandise Amount 5000.00

Asset Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial Number/Unique ID	Asset ID	Next Asset ID	Number	Profile ID
1	UNIAD	Open	1.0000		ABCD-123456789	NEXT			EQUIPLAB

PO Comment

Line:

OK Cancel Refresh

c) Click **OK** and **Save Receipt**

Contact Us

For further support or questions, please contact the Finance and Procurement Support Team.
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