

Receipting - Goods or Services

Introduction

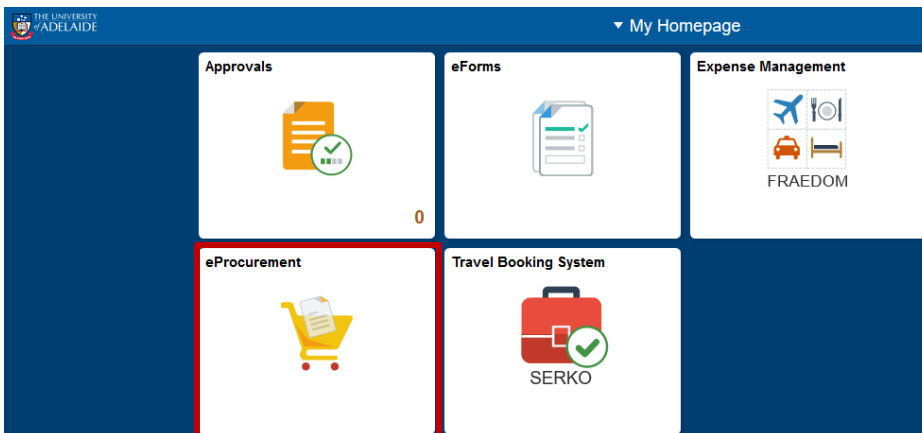
When you receive your goods or services, you are required to Receipt the Purchase Order it in the Finance System.

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

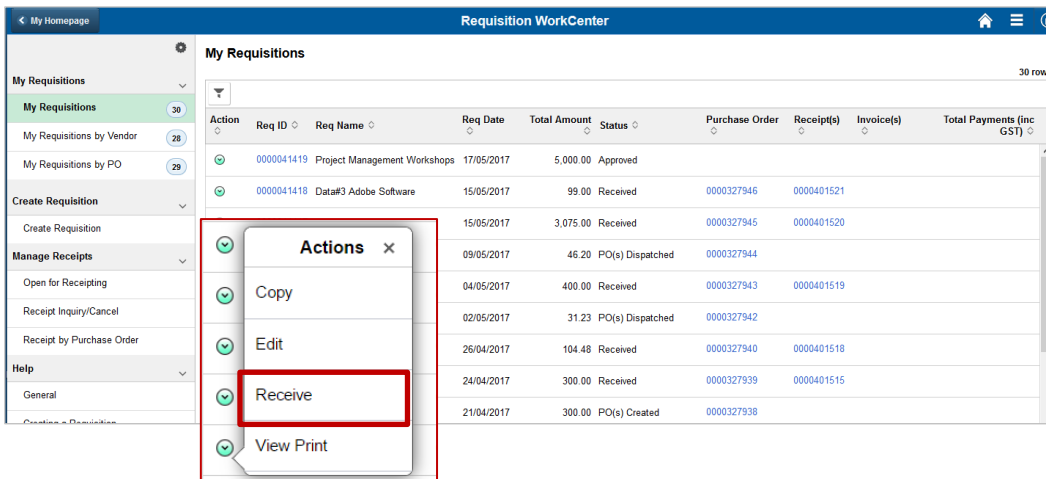
- **Receiving** is the action of accepting delivery of goods or service(s).
- **Receipting** is the action of creating a receipt within eProcurement to inform the University that the goods/service(s) have been received as expected and the associated invoice can be paid.

Procedure

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

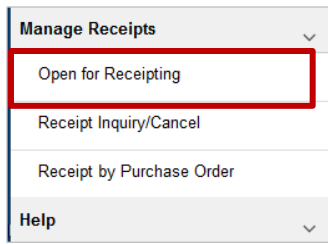


2. If you know the requisition click on the green Action arrow and click **Receive**

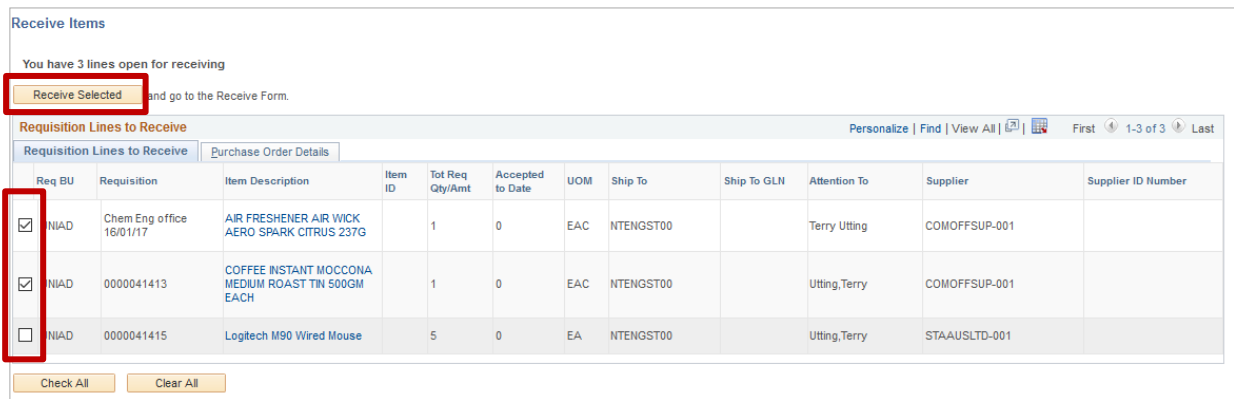


Action	Req ID	Req Name	Req Date	Total Amount	Status	Purchase Order	Receipt(s)	Invoice(s)	Total Payments (inc GST)
	0000041419	Project Management Workshops	17/05/2017	5,000.00	Approved				
	0000041418	Data#3 Adobe Software	15/05/2017	99.00	Received	0000327946	0000401521		
			15/05/2017	3,075.00	Received	0000327945	0000401520		
			09/05/2017	45.20	PO(s) Dispatched	0000327944			
			04/05/2017	400.00	Received	0000327943	0000401519		
			02/05/2017	31.23	PO(s) Dispatched	0000327942			
			26/04/2017	104.48	Received	0000327940	0000401518		
			24/04/2017	300.00	Received	0000327939	0000401515		
			21/04/2017	300.00	PO(s) Created	0000327938			

Alternatively you can search for the requisition under the heading Manage Receipts in the left hand menu, click **Open for Receiving**

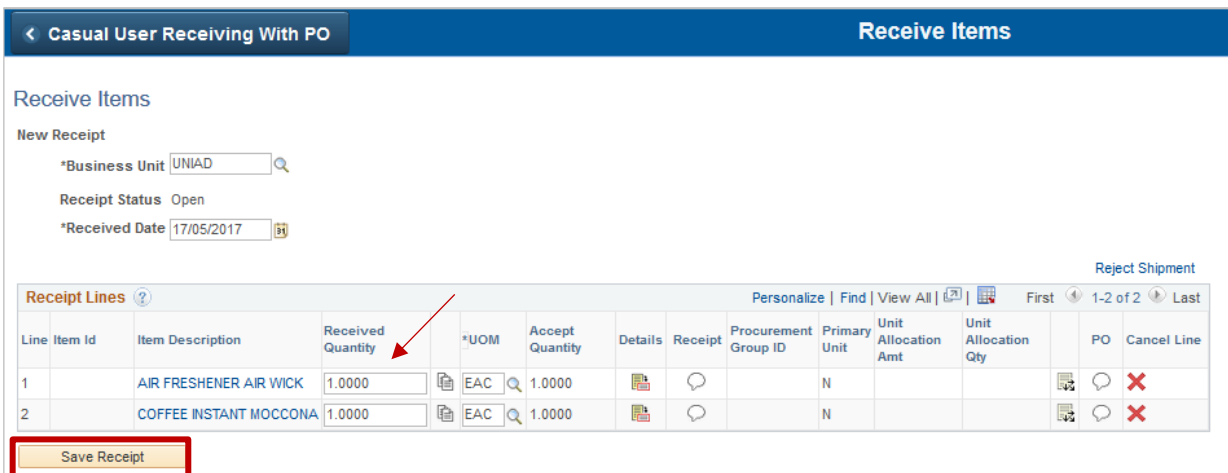


3. Tick the items that have been received. Click **Receive Selected**

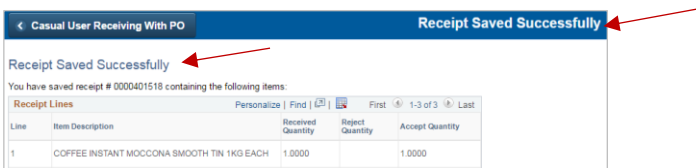


4. Click **Save Receipt**.

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



The system will notify you that the item/s have been receipted



Contact Us

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