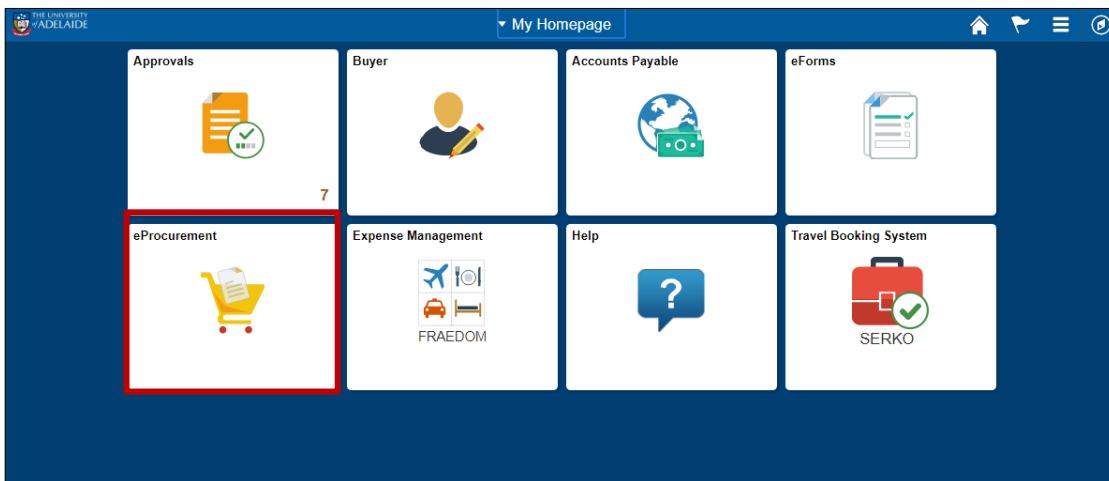


### Introduction

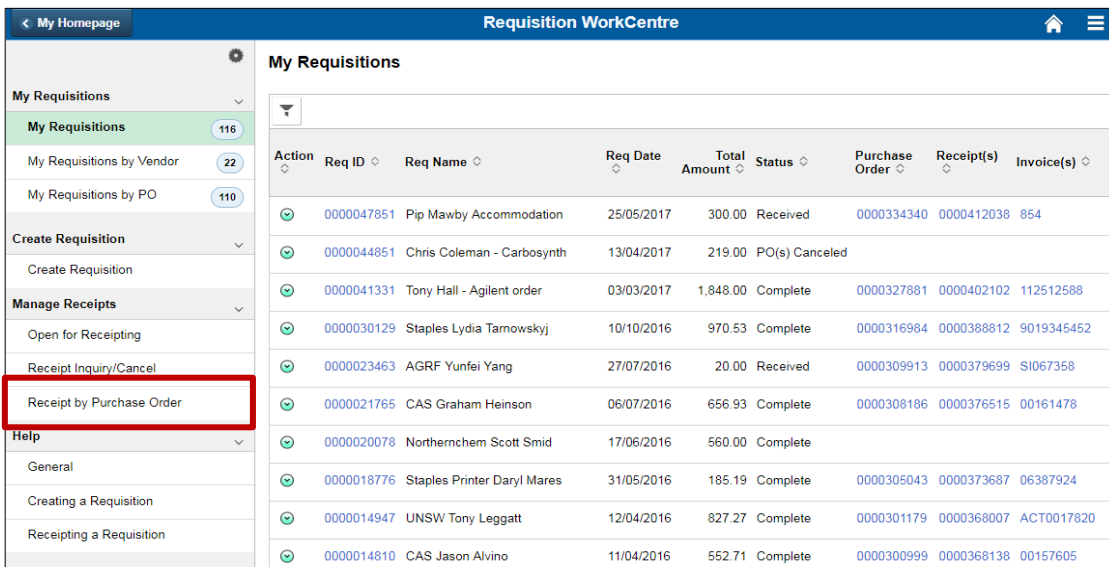
This guide assists you with the process of receipting goods or services in eProcurement, on behalf of someone else.

### Procedure

1. Log into the Finance System
2. From the home page, click on the eProcurement tile



3. In the Requisition Workcentre, click on “Receipt by Purchase Order” in the left hand menu



4. Make sure you are in the 'Add a new value' tab then click 'Add'.

5. Enter the Purchase Order number into the ID field (note the zeros before the number are not required)

6. Remove the default value from the Ship To field (as the field will show your default delivery location which may not be the same)

7. Click Search

8. Select the items which have been delivered according to the delivery docket/invoice

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	NIAD	0000336944	1	1		28/06/2017	5.0000			BOOK SPIRAL COS A5 200 PAGES S
<input type="checkbox"/>	NIAD	0000336944	2	1		28/06/2017	3.0000			FILE LEVER ARCH COS PP A4 BLAC
<input checked="" type="checkbox"/>	NIAD	0000336944	3	1		28/06/2017	3.0000			FILE LEVER HALF ARCH BANTEX PP
<input checked="" type="checkbox"/>	NIAD	0000336944	4	1		28/06/2017	1.0000			FILE LEVER ARCH BANTEX PVC A4
<input checked="" type="checkbox"/>	NIAD	0000336944	5	1		28/06/2017	1.0000			FILE LEVER ARCH BANTEX PVC A4

9. Click OK

Note: if you need to see the catalogue number (Vendor Item ID) of the item to pinpoint the exact item, you can personalise your screen to make it appear on this screen without using the 'Show all columns' button. See "[eProcurement Personalisation](#)" guide for further instructions.

10. In the “Receipt Qty field”, check the quantity to be receipted matches the number of items delivered. You can edit this field if required.

Maintain Receipts

Receiving

Business Unit UNIAD Receipt Status Open X

Receipt ID NEXT Add Header Comments Activities

Header Details

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track	
1		BOOK SPIRAL COS A5 200 PAGES S	5.0000	EA	2.66000	5.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	X
2		FILE LEVER HALF ARCH BANTEX PP	3.0000	EA	7.89000	3.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	X
3		FILE LEVER ARCH BANTEX PVC A4	1.0000	EA	3.39000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	X
4		FILE LEVER ARCH BANTEX PVC A4	1.0000	EA	3.39000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	X

Interface Receipt Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display

11. Click Save

## Receipting - Amount Only

‘Receipt Amount’ field: some orders can only be receipted on dollar amounts instead of quantity.

‘Receipt Price’ field: enter the amount on the invoice. See the [‘Receipting - Amount Only’](#) guide for further instructions.

## Need help?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au)