

# Receive Order in e-Procurement Job Aid

## *Overview*

This Job Aid entails the procedures for receiving a Requisition in e-Procurement. This process can be done through 2 pages:

1. Manage Requisitions page
2. Receive Items page

The Manage Requisitions page will be used in the procedure for this Job Aid due to its organized format which allows Requesters maintaining many Requisitions easy access to the specific Requisitions to be received.

## *Background Information*

Requesters can only receive for their own Requisitions. Those with a Power Receiver role may receive items for other Requesters in either the e-Procurement or Purchasing module. Requisitions must also be in PO Dispatched Status for receipts to be processed.

## *Purpose*

Items must be received before payment can be issued to a vendor. To ensure that your vendor is paid in a timely manner, please receive items as they come in.



## Navigation

e-Procurement > Manage Requisitions

### Step 1

Search by any of the following:  
Requisition ID, PO ID, or view all your Requisitions by entering your name in the Requester field.

Adjust Date From field to encompass the date this Requisition was entered.

Click: **Search**

**Menu**

Search:

- ▷ My Favorites
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Supplier Contracts
- ▷ Customers
- ▷ Customer Contracts
- ▷ Items
- ▷ Vendors
- ▷ Purchasing
- ▼ eProcurement
  - ▷ Buyer Center
  - ▷ Procurement Card Center
  - ▷ FSU MBE Reports
  - [Create Requisition](#)
  - [Manage Requisitions](#)
  - [Receive Items](#)
  - [Reports](#)
  - [My Profile](#)
- ▷ Grants
- ▷ Project Costing
- ▷ Travel and Expenses
- ▷ Billing
- ▷ Accounts Receivable
- ▷ Accounts Payable
- ▷ Asset Management
- ▷ Financial Gateway
- ▷ Commitment Control
- ▷ FSU Operating Budgets

## 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:**

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**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.

Reg ID	Requisition Name	BU	Date	Status	Budget	Total		
▷ <a href="#">0000212161</a>	0000212161	FSU01	10/27/2006	Approved	Valid	1,000.00 USD	<Select Action..	Go
▷ <a href="#">0000212153</a>	0000212153	FSU01	10/27/2006	Pending	Valid	2,000.00 USD	<Select Action..	Go
▷ <a href="#">0000212151</a>	Property Tests	FSU01	10/27/2006	Pending	Valid	2,000.00 USD	<Select Action..	Go
▷ <a href="#">0000212150</a>	Property Tests	FSU01	10/27/2006	Pending	Valid	3,200.00 USD	<Select Action..	Go
▷ <a href="#">0000212149</a>	Property Tests	FSU01	10/27/2006	Pending	Valid	1,000.00 USD	<Select Action..	Go



## Step 2

Click: **Receive Order** from the Select Action drop-down menu.

Click: **Go**

### Manage Requisitions

▼ Search Requisitions

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

<b>Business Unit:</b>	<input type="text" value="FSU01"/>	<b>Requisition Name:</b>	<input type="text"/>
<b>Requisition ID:</b>	<input type="text"/>	<b>Request Status:</b>	<input type="text" value="PO(s) Dispatched"/>
<b>Date From:</b>	<input type="text" value="09/25/2006"/>	<b>Date To:</b>	<input type="text" value="11/01/2006"/>
<b>Requester:</b>	<input type="text"/>	<b>Entered By:</b>	<input type="text"/>
		<b>Budget Status:</b>	<input type="text"/>
		<b>PO ID:</b>	<input type="text"/>

#### 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.

Reg ID	Requisition Name	BU	Date	Status	Budget	Total	
▶ <a href="#">0000212166</a>	Suggest Vndr 4	FSU01	10/30/2006	PO(s) Dispatched	Valid	1.00 USD	<Select Action...> Go
▶ <a href="#">0000212042</a>	0000212042 (CM)	FSU01	10/13/2006	PO(s) Dispatched	Valid	2,297.50 USD	<Select Action...> Go
▶ <a href="#">0000212033</a>	0000212033	FSU01	10/13/2006	PO(s) Dispatched	Valid	321.04 USD	<Select Action...> Change Request <b>Receive Order</b> Return to Vendor View Approvals Go
▶ <a href="#">0000212030</a>	Justin Stroud/Vitreous	FSU01	10/13/2006	PO(s) Dispatched	Valid	230.80 USD	Go
▶ <a href="#">0000212029</a>	Jameson Pope/GCVC	FSU01	10/13/2006	PO(s)	Valid	158.78 USD	<Select Action...> Go

**Note:** Requisition must be in "PO(s) Dispatched" Status to allow receiving. If "Receive Order" is missing from your Select Action drop-down menu, then the Requisition is NOT in PO(s) Dispatched status.



### Step 3

Select the checkbox to the left of the item to be received or click Check All button to receive all items.

Click: **Receive Selected** button

**Receive Items**

You have 3 lines open for receiving for requisition 0000212042 (CM)

**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

Requisition	Item Description	Total Req Qty	Accepted to Date	Ship To	Vendor
<input checked="" type="checkbox"/> 0000212042 (CM)	<a href="#">Xenon Lamp 150W/4; cat# 0710-102000-5</a>	1	0	SMMB149	AVIVBIOMED-001
<input type="checkbox"/> 0000212042 (CM)	<a href="#">Oxygen Filters; cat# 6240-032000</a>	1	0	SMMB149	AVIVBIOMED-001
<input type="checkbox"/> 0000212042 (CM)	<a href="#">CD-Parts; T. Expenses</a>	1	0	SMMB149	AVIVBIOMED-001

**Check All** | Clear All

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

### Step 4

If needed, adjust Received Qty.

Click: **Save Receipt**

**Receipt Saved Successfully**

You have saved receipt #0000173579 containing the following items:

Line	Item Description	Received Qty	Reject Qty	Accept Qty
1	Xenon Lamp 150W/4; cat# 0710-102000-5	1.0000		1.0000
2	Oxygen Filters; cat# 6240-032000	1.0000		1.0000
3	CD-Parts; T. Expenses	1.0000		1.0000

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

<a href="#">Xenon Lamp 150W/4; cat#</a>	<input type="text" value="1.0000"/>		EA	1.0000		
<a href="#">Oxygen Filters; cat# 62</a>	<input type="text" value="1.0000"/>		EA	1.0000		
<a href="#">CD-Parts; T. Expenses</a>	<input type="text" value="1.0000"/>		EA	1.0000		

**Save Receipt**

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

**Note:** If receiving a Blanket Order, receive the dollar amount to be invoiced



Receipt Confirmation page:  
Note Receipt # for records.

### *How to Code a Ticket*

Issue Area: Purchasing  
Issue Type: Receiving

### *More Information*

More information can be found on the Purchasing Website  
at <http://www.purchasing.fsu.edu/listofjobaids.html>

