<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Receiving</strong> is a required function for Purchase Orders. When an invoice is <strong>received</strong> for goods or services initiated through a requisition, <strong>receiving</strong> should be performed to acknowledge the receipt of goods/services and to authorize payment of the invoice.</td>
</tr>
<tr>
<td><strong>Hint:</strong> <strong>Receiving</strong> is <strong>not</strong> required for any orders initiated through the OU Marketplace or any transaction made through an OnDemand or Regular Voucher.</td>
<td></td>
</tr>
</tbody>
</table>

**Navigation:** eProcurement – Manage Requisitions

1. Requisition entered and approved by department
2. Purchase Order dispatched by Purchasing
3. Invoice received by department from supplier
4. Supplier paid
5. Receipt used by Accounts Payable to create a PO voucher
6. Department enters receipt against Requisition

**2** | To perform **receiving**, login to **PeopleSoft Financials** and click on the **eProcurement** tile on the **Home Screen** and select **Manage Requisitions** from the left side menu or use the **NavBar** and select **Navigator > eProcurement > Manage Requisitions**. |

**3** | Locate the requisition by typing in the **Requisition Number**, updating the **Date From** and **Date To** fields or by changing the **Request State** to **PO(s) Dispatched**. By default, the date range will be within the last week and the **Request State** will be **All but Complete**. |

**4** | Click **Search**. The available **requisitions** will be displayed. Note that OU Marketplace requisitions may be on this list but **do not** require **receiving**. |
5 Locate the requisition that needs to be received on. From the drop-down menu, select Receive and click the Go button.

6 On the next screen, click Add to be taken to the Purchase Order associated with the requisition.
The next screen will display the PO and all the PO lines. Click on the box to the left of the line to be received and click OK. To select all lines on the PO, click the Select All hyperlink and then click OK.
Note that if two or more Purchase Orders are issued from the same requisition and the first PO is cancelled, the wrong PO number will default in the receiving screen.

You will need to manually update the PO number to see the correct line(s) to receive on.

Enter in the appropriate Receipt Quantity or Receipt Price for the goods/services received. Remember that these are the lines that correlate to the invoice that needs to be paid. Do not receive on lines that you have been invoiced for but have not received. In this situation,
Receiving contact the supplier to resolve the billing issue and request a revised invoice before performing any receiving.

**Hint:** Receiving is authorization to pay the invoice that is being attached to the receipt.

11 For goods related Purchase Orders, you will enter in the number of goods received in the **Receipt Qty** field. The **Receipt Price** reflects the total quantity established on the Purchase Order.

12 For service-related Purchase Orders, you will enter in the total cost of services received in the **Receipt Price** field.

13 For mixed Purchase Orders, you will receive on both quantity and price.

14 All receipts will require the invoice to be attached. Click on the **Header Comments/Attachments** hyperlink and a pop-up attachment window will appear. Click **Attach** and the File Attachment pop-up will appear. Click **Browse**, locate the attachment and click **Upload**. Once the file is attached, click **OK** to close the pop-ups.
To add additional attachments, click the plus button +. The number of pages will change and additional attachments can be added by going through the same attachment process.

All receipts will default in with Normal Processing instructions. However, if a receipt needs to be rushed for payment or there are other handling instructions, those can be added to the receipt in the PO Voucher - Special Processing section. Rush vouchers will require additional justification for rushing the payments in the Rush Justification Handling section. Vouchers noted as requiring Special Handling should have the specific instructions on handling entered in this section.
When complete, click **Save** and the receipt number will appear in the **Receipt ID** field.

**Request State** will display the status of receiving. **PO(s) Dispatched** means that there are no associated receipts. **Partially Received** means that some receipts exist. **Received** means that the order has been fully received.
19. To view the payment status of a receipt, click the drop-down arrow to the left of the **Req ID** to open the request lifespan. Click on the **Invoice** icon to see invoices associated with receipts.

20. If you are unable to receive appropriately due to the cost/quantity or lines available on the Purchase Order, a Change Order will have to be submitted.
Hint: Refer to the job aid on Change Orders for more information on the Change Order process.