Casual Receiving

Overview
This step-by-step procedure details how to locate and select a requisition(s) for casual receiving.

ℹ️ Important Information
There are two methods for locating and selecting requisitions for casual receiving:

- Search Using Requisition Information
- Search by PO

Search Using Requisition Information

Navigation

NavBar > Navigator > eProcurement > Manage Requisitions

Manage Requisitions Page

1. To search for an order, enter the appropriate value(s) in one or more of the following fields:
   - Requisition ID
   - Requester (uniqname in CAPS)
   - Date From/Date To

   Note:
   - Your uniqname defaults in the Requester field. If applicable, enter a different Requester's uniqname from the ePro Requisition.
   - The Date To field defaults to today's date. The Date From field defaults to seven days prior to today's date. If applicable, enter changes or delete values.

2. Click Search.
3. Select **Receive** from the drop-down list on the applicable Requisition.

4. Click **Go** on the applicable Requisition.

5. Check the box for the line(s) that is to be received.

**Note:** If applicable, click **Check All** to select all lines for receiving.

6. Click **Receive Selected** to open the receipt for the line(s).

7. Verify or enter the quantity received for each item in the **Received Quantity** column.

**Note:**
- The default value in the **Receipt Quantity** column is the PO quantity and only needs to be changed if a different quantity is received.
- If the PO is set up to receive by amount, enter value in the **Received Amount** field (not shown). The received amount populates the balance of the PO.

8. If applicable, click the icon in the **Details** column to view line detail information.

9. If applicable, click the icon in the **Receipt** column to enter or read comments on the receipt.

10. If applicable, click the icon in the **PO** column to view comments from the PO.

11. Click **Save Receipt**.
Search by PO

Navigation

Navbar > Navigator > Purchasing > Receipts > Add/Update Receipts

Receiving Page - Add a New Value Tab

1. Click Add.

Select Purchase Order Page

2. Enter the PO ID or select a value from the Lookup in the ID field.
3. Click Search.

Note: Do not press the Enter button on your keyboard to search.

Select Purchase Order Page (cont.)

4. Check the box for the line(s) that is to be received.

Note: Search results display the lines of the PO in the Retrieved Rows section.

5. Click OK.

Note: If applicable, click Check All to select all lines for receiving.
6. Verify or enter the quantity received for each item in the **Received Quantity** column.

**Note:**
- The default value in the **Receipt Quantity** column is the PO quantity and only needs to be changed if a different quantity is received.
- If the PO is set up to receive by amount, type value in the **Received Amount** field (not shown). The received amount populates the balance of the PO.

7. Click **Save**.

**Additional eProcurement Resources**
- The [eProcurement Resources Web Page](#)