

Procurement: Receive Goods or Services

Overview

- **ALL iO users** can perform receipts for goods or services ordered within your organization.
- **Receipts are required for ALL purchases, not just purchases \$3,000+.**
- Receiving is required by all Procurement Requesters once goods are delivered or services are rendered. Leverage this job aid to create a receipt once you have the goods in your possession or services have been completed.
- Receiving is the process Rice University will use to log which items on a purchase order arrived in a delivery. Right after the order arrives, the Procurement Requester will verify the quantity and type of product received.
- Who can do receiving?
 - There are two people that can do receiving for the requisition: the Preparer (person that created the Requisition) or Requester (person that is designated as the Requester by the person that created the Requisition).
- **Please note:** You can create a receipt the moment a PO is created. Receipts are not a signal that an invoice was received or is available – posting the receipt means you have received the good/service. If Receiving is not done then the supplier will not be paid when the invoice is posted.
- If needed, you can partially receive on a PO, and later create an additional receipt to complete receiving.
- Each receipt should only have one PO associated with it.
 - Correct: Receipt 10058 → X03000074
 - Incorrect: 10058 → X03000074 and X03000075

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Change Log

Date	Change	Description
10/25/2021	Add functionality	Update receipt process and add Return Receipt functionality

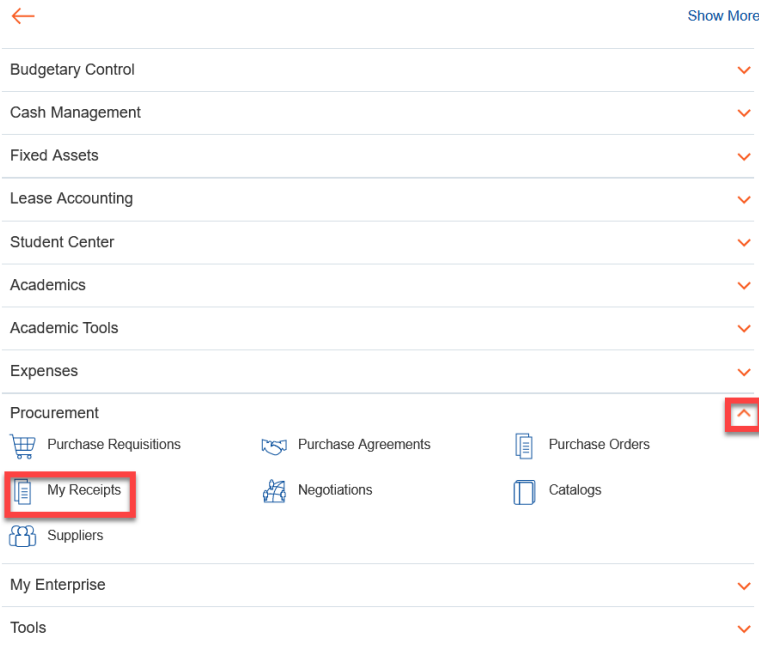


I. Navigating to My Receipts

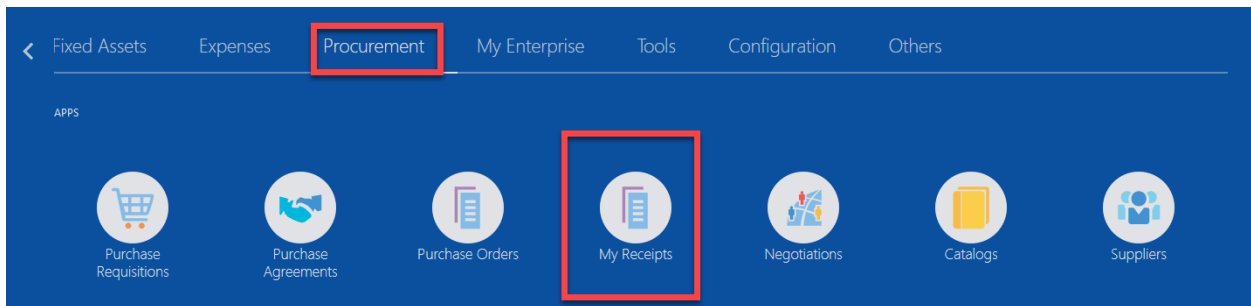
- I. The **My Receipts** task can be accessed two ways:
 - a. (Option 1) Click the **Navigator** icon in upper left-hand corner of the iO landing page.



- i. Under the **Procurement** section, click the drop-down arrow, and select **My Receipts** from the drop-down list.



- b. (Option 2) Under the **Procurement** tab on the home page, scroll down and click on the **My Receipts** tile on the main page.



2. Create a Receipt

- I. Once you enter the My Receipts page, search for the PO you wish to receive on. Remember: goods must be delivered/services must be rendered. Populate the following fields in the Search area to easily find the PO:
 - a. **Requester:** the name of the person who requested the goods/services (must be the person entered as the Requester on the Requisition for this search field).
Note: you can do receiving for any PO for which you were the Requester (populated in the Requester field on the Requisition) or Preparer (person physically logged in to iO completing the requisition – this would be the **Entered By** field). You can enter just **Requester** or **Entered By** – you do not have to enter both.
 - b. **Items Due:** Select **Any time**
 - c. **Requisitioning BU:** Select **GENERAL**
 - d. **Purchase Order:** Enter the Purchase Order number associated with the goods/services or leave this field blank to view all POs available for receiving.
 - e. Then, click **Search**:

Receive Items ?

Search

Advanced Saved Search Items Due in Last 7 Days

** At least one is required

** Requester Kissel

** Entered By

Requisition

Items Due Any time

Requisitioning BU GENERAL

Purchase Order X03000074

Transfer Order

Search Reset Save...

- f. To save your search criteria select the **Save** button. Enter a default name and select **OK**. You have the option of defaulting these options when you open the page by selecting **Set as Default**.

Create Saved Search X

* Name

Saved Search Name Here

Set as Default

Run Automatically

OK Cancel

2. Highlight the PO line.

Search Results

View Format Freeze Detach Wrap **Receive**

Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered			Purchase Order	Transfer Order
						Quantity	UOM Name	Currency		
GENERAL	REQ00000052	1	HP Paper 8.5x11 Office 20 lb 1 Re...	Amazon.com	01/06/2021	10,000	EA		X03000074	

Rows Selected 1 Columns Hidden 13

3. Click **Receive**.

Search Results

View Format Freeze Detach Wrap **Receive**

Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered			Purchase Order	Transfer Order
						Quantity	UOM Name	Currency		
GENERAL	REQ00000052	1	HP Paper 8.5x11 Office 20 lb 1 Re...	Amazon.com	01/06/2021	10,000	EA		X03000074	

Rows Selected 1 Columns Hidden 13

4. **GOODS:** For goods, select **Show Receipt Quantity** if you would like to see the remaining quantity available for receiving against the PO. In the **Quantity** field, enter the quantity received. Note: If partial shipments are received then you can post multiple receipts against the PO until the PO is fully received.

Create Receipts

Actions View Format Freeze Detach Wrap Remove Line **Show Receipt Quantity** Submit Cancel

Requisition	Item Description	Supplier Item	Receipts			Ordered	Received	Invoiced	* Transaction Date	Waybill	Packing Slip	Note	R B
			Quantity	UOM Name	Currency								
REQ00000052	HP Paper 8.5x11 Offic...	B0090YJBY5	10,000	EA		10,000	0	0	02/19/2021				G

Rows Selected 1 Columns Hidden 2

5. **SERVICES:** For services, populate the quantity field with the total dollar amount of services rendered. For example, if there were \$693 worth of services rendered for cleaning, type in \$693 under quantity. The USD illustrates this is a receipt for dollar amount.

Create Receipts

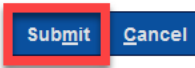
Actions View Format Freeze Detach Wrap Remove Line **Show Receipt Quantity**

Requisition	Item Description	Receipt			* Transaction Date	Waybill	Packing Slip	Requisitioning BU	Purchase Order	Transfer Order
		Quantity	UOM Name	Currency						
REQ00000006	X0252248	693		USD	07/27/2021			GENERAL	X03001947	

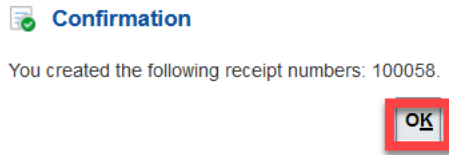
Columns Hidden 15

Please note: If you perform a partial receipt, the Receive Items Search page will NOT show the amount left to receive. It always reflects the amount of the original order.

6. Select **Submit**.



7. Click **OK**. Your receipt is submitted.



3. Process a Return or Correct a Receipt

Process a Return to return an item to the supplier. You have the option to enter a complete or partial return. If you are returning only part of a receipt line, the return quantity will be less than the receipt quantity. If you are returning the entire receipt line, then the return quantity will equal the received quantity. Select Correct when the incorrect receipt quantity was entered in iO.

1. From the **My Receipts** select the notebook icon on the right of the screen to open **Manage Receipts**.



2. Search for the Receipt you would like to return/correct once you enter the Manage Receipts page.

- b. **Receipt:** The receipt number to be processed
- c. **Requisition:** To view all receipts entered against a specific requisition
- d. **Items Received:** Select **Any time**
- e. **Requisitioning BU:** This selection will always be **General**
- f. **Purchase Order:** To view all receipts entered against a specific PO
- g. **Transfer Order:** leave this option blank

Manage Receipts [?](#)

Done

Search

Advanced Saved Search All Receipts

Receipt

Requisition

Items Received Last 7 days

Requisitioning BU

Purchase Order

Transfer Order

Search Reset Save...

4. Select the line of the receipt that needs to be returned or corrected.

Actions View Format Freeze Detach Wrap Return Correct

Requisitioning BU	Receipt	Item Description	Supplier	Received			Receipt Date	Purchase Order	Transfer Order
				Quantity	UOM Name	Currency			
GENERAL	103414	partial receipt test 2	Office Depot Inc	90	EA		10/25/2021 ...	X03006782	
GENERAL	103415	Test 4 of Postapproval – I...	Office Depot Inc	100		USD	10/25/2021 ...	X03006779	

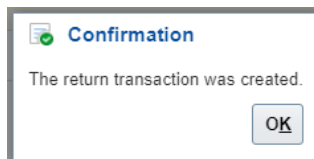
Rows Selected 1 Columns Hidden 6

5. **RETURN:** Enter the **Return Quantity**, **Reason** and **RMA** if applicable. Select **Submit**.

Return Receipts [?](#) Submit Cancel

Actions View Format Freeze Detach Wrap Remove Line

Requisitioning BU	Receipt	Item Description	Supplier	Received			* Return Quantity	Reason	RMA	Note
				Quantity	UOM Name	Currency				
GENERAL	103414	partial receipt test 2	Office Depot Inc	90	EA		50	Rejects	123456	



6. **CORRECT:** Enter the quantity in the **Correct Quantity** field and select **Submit**. If you have entered a DUPLICATE receipt, you can enter a quantity or cost of 0.

Correct Receipts [?](#) Submit Cancel

View Format Freeze Detach Wrap Remove Line

Requisitioning BU	Receipt	Item Description	Supplier	Received			* Correct Quantity
				Quantity	UOM Name	Currency	
GENERAL	103414	partial receipt test 2	Office Depot Inc	90	EA		80

