

To enable payment of Invoices, goods or delivery of services is required to be acknowledged/recorded in ePro. This activity will generally be completed by the individual who originally requested the goods/services

Procedure

To receipt good or Services, the existing receipts should be reviewed first, as described in [Track Requisition Life Span](#).

From the Manage Requisitions page, ensure you have the Purchase Order Number and then Select **Manage Receipt**

[New Window](#) [Help](#)

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:

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.

Req ID	Requisition Name	BU	Date	Status	Budget	Total		
0000002836	Contractor - Dec 2015	UNIAD	01/10/2015	Partially Received	Valid	100,000.00 AUD	<Select Action>	<input type="button" value="Go"/>
0000002824	E Purchase order	UNIAD	29/09/2015	Approved	Valid	367.00 AUD	<Select Action>	<input type="button" value="Go"/>

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) **[Manage Receipts](#)** [Requisition Report](#)

Select Add New Receipt

Manage Receipts

Find a Receipt

Show Status: Requisition Name:

Enter search criteria and click Search to view existing receipts.

[Return to Manage Requisitions](#)

[Add New Receipt](#)

[Manage Return to Vendors](#)

All Lines which have an order status of Purchaser Order(s) Dispatched or later will be displayed and will require that one or more lines are selected. By selecting a line, you are indicating that you have received the goods and the next screen will then ask you to confirm either the received Qty or purchase price.

Receive Items

You have 8 lines open for receiving

and go to the Receive Form.

Requisition Lines to Receive

[Personalize](#) [Find](#) [View All](#) [First](#) [1 of 8](#) [Last](#)

Req BU	Requisition	Item Description	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Attention To	Vendor
<input checked="" type="checkbox"/>	UNIAD	Google order	Safety Goggles, polycarbonate with direct ventilation suitable for PC2 work-each	20	0	EA	122FROME01	Jim Manavis 31033 ADESCI-002
<input type="checkbox"/>	UNIAD	Tools	SET TOOL TRADE 68PIECE STANLEY 95 938	1	0	EA	122FROME01	richard 0405215032 BLA-002
<input type="checkbox"/>	UNIAD	0000002290	ACETONE, CHROMASOLV, FOR HPLC, 99.9%	1	0	EA	122FROME01	Test Requestor SIGALDPTY-002
<input type="checkbox"/>	UNIAD	acetone july	ACETONE, CHROMASOLV, FOR HPLC, 99.9%	2	0	EA	122FROME01	Andrew 3509457 SIGALDPTY-002
<input type="checkbox"/>	UNIAD	adrians acetone 280714	ACETONE, CHROMASOLV, FOR HPLC, 99.9%	1	0	EA	122FROME01	adrian 333 SIGALDPTY-002

The receipted Quantity can either be accepted or over written and then Select **Save**.

15

Maintain Receipts

Receiving

Business Unit: UNIAD Receipt Status: Open 
Receipt ID: NEXT [Add Header Comments](#) [Activities](#)
[Header Details](#)

Header

[Select Purchase Order](#)




[Close Short All Lines](#)

[Print Delivery Report](#)

[Run PO Receipt Accrual](#)

Receipt Lines

[Personalize](#) | [Find](#) | [View All](#) |  | [First](#) | [1 of 1](#) | [Last](#)

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information								
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track	
1		hays consultant	<input type="text" value="10"/>	 HR	100.00000	988.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HR	Device Track	

☐ Interface Receipt

☐ Run Close Short

[Interface Asset Information](#)

[Save](#)

[Notify](#)

[Refresh](#)

[Add](#)

[Update/Display](#)

Note: This is **not** an invoice or price checking process. This activity will occur when Accounts Payable received the invoice from the Vendor.

Contact Us

For further support or questions, please contact Financial Services on +61 8 8313 6466 or finsysad@adelaide.edu.au