

## Express Receiving in iProcurement

| Step | Action  |
|------|---|
| 1.   | <p><b>Note that you can Express Receive from either the Shop or the Receiving tab in iProcurement.</b></p> <p>For this example, you will receive from the <b>Shop</b> tab.</p> <p>Click on the <b>Express Receive</b> icon.</p> |

UVA Integrated System iProcurement

Requisitions/Orders **Shop** Post Award Requests Receiving Assessments Feedback

Stores Buyer Assist Shopping Lists

Search UVA Marketplace  Go

Welcome, Jensen, Jack SI UVA PO Purchaser

TIP Click on UVA Marketplace icon to begin shopping.

**UVA MARKETPLACE**

**My Requisitions** Full List

| Requisition | Description  | Total (USD) | Status     | Change | Express Receive |
|-------------|--|-------------|------------|--------|-----------------|
| 1191393     | Battery Pack 12V LI-Ion 1.4A/hr.   | 5,011.50    | Approved   |        |                 |
| 1191390     | Hemo Klen Taq  | 0.00        | Cancell... |        |                 |
| 1191389     | Vertical Adj. Single Slab Gel Systems Plate L (mm): 145-280  | 687.41      | Approved   |        |                 |
| 1191388     | TipOne(R) 1-20 ul natural, beveled filter pipet tips in sterilized hinged racks, 20 racks of 96 tips (1920 tips), RNase, DNase, DNA free, and non-pyrogenic. | 478.50      | Approved   |        |                 |
| 1191387     | Consulting Services for Training for Human Resources Department  | 25,000.00   | Approved   |        |                 |

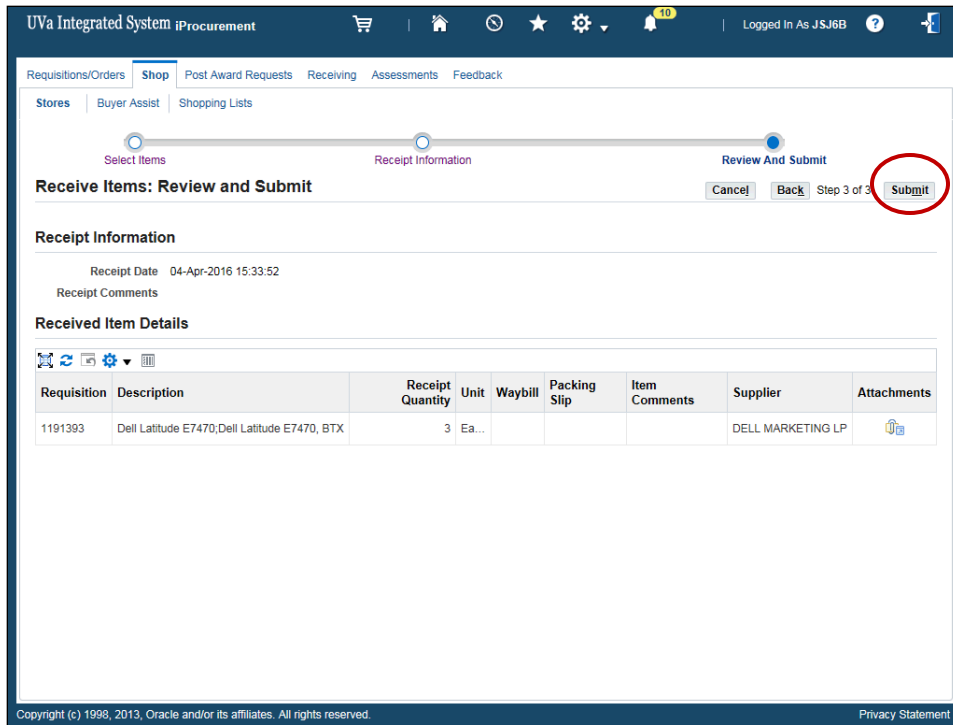
**Shopping Cart**  
Your cart is empty.

**Purchasing News**  
 Check Frequently Asked Questions  
 Buying and Paying Basics

This is where the customer puts their own purchasing news items (this is an HTML plugin).

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| Step | Action  |
|------|---|
| 2.   | <p>Click on the <b>Submit</b> button.</p> <p></p> |



| Step | Action   |
|------|--|
| 3.   | <p>You will get a confirmation that the receipt was created and will see the Receipt number.</p> <p>Remember to annotate the <b>Receipt number</b> on your packing slip, and maintain the packing slip for the period of time required for record retention.</p> |

The screenshot displays the UVA Integrated System iProcurement interface. At the top, the user is logged in as JSJGB. The main navigation bar includes 'Requisitions/Orders', 'Shop', 'Post Award Requests', 'Receiving', 'Assessments', and 'Feedback'. Below this, there are sub-navigation options: 'Stores', 'Buyer Assist', and 'Shopping Lists'. A yellow banner at the top of the content area reads 'Confirmation' and 'Receipt 304993 has been created for you.' Below the banner, the page is titled 'Receive Items: Confirmation Details'. Underneath, there is a section for 'Receipt Information' with the date '04-Apr-2016 15:33:52'. The main section is 'Received Item Details', which contains a table with the following data:

| Receipt | Requisition | Description                                  | Receipt Quantity | Unit  | Waybill | Packing Slip | Item Comments | Receipt Comments | Supplier          | Attachments |
|---------|-------------|--|------------------|-------|---------|--------------|---------------|------------------|-------------------|-------------|
| 304993  | 191393      | Dell Latitude E7470,Dell Latitude E7470, BTX | 3                | Ea... |         |              |               |                  | DELL MARKETING LP |             |

Below the table, there is a link 'Return to Receiving'. At the bottom of the page, there is a copyright notice: 'Copyright (c) 1998, 2013, Oracle and/or its affiliates. All rights reserved.' and a 'Privacy Statement' link.