

Receiving Items in iProcurement

Step	Action
1.	Click on the Receiving tab.

UVA Integrated System iProcurement

Requisitions/Orders | **Shop** | Post Award Reqs | **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](#)

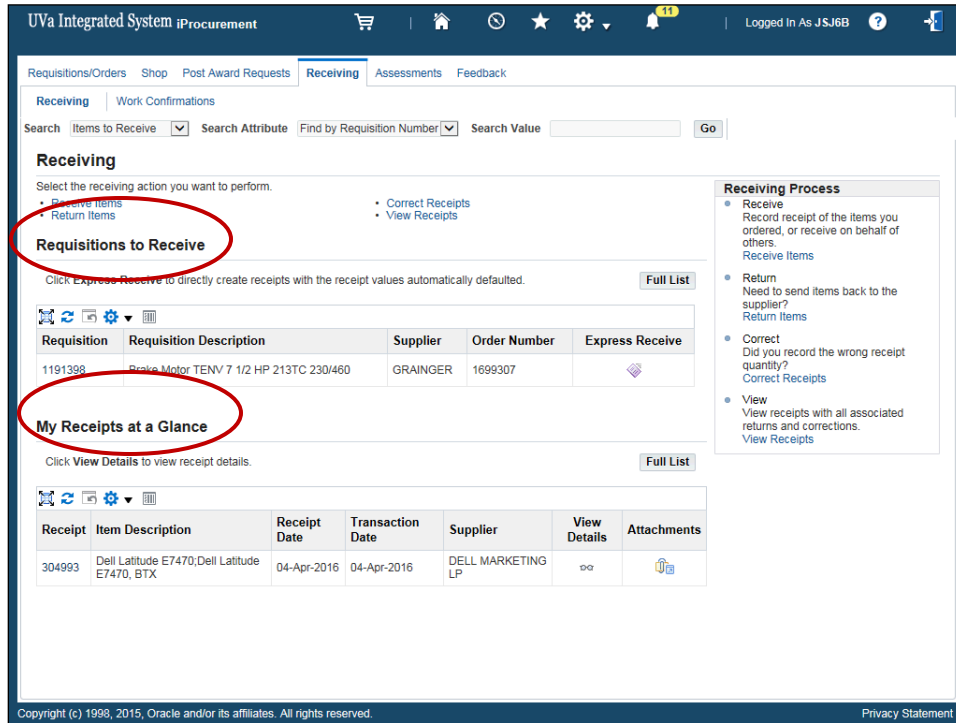
Requisition	Description	Total (USD)	Status	Change	Express Receive
1191398	Brake Motor TENV 7 1/2 HP 213TC 230/460	6,118.00	Approved		
1191393	Battery Pack 12V Li-Ion 1.4A/hr.	5,011.50	Approved		
1191390	Hemo Klen Taq	0.00	Cancelled		
1191389	Vertical Adj. Single Slab Gel Systems Plate L (mm): 145-280	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		

Shopping Cart: Your cart is empty.

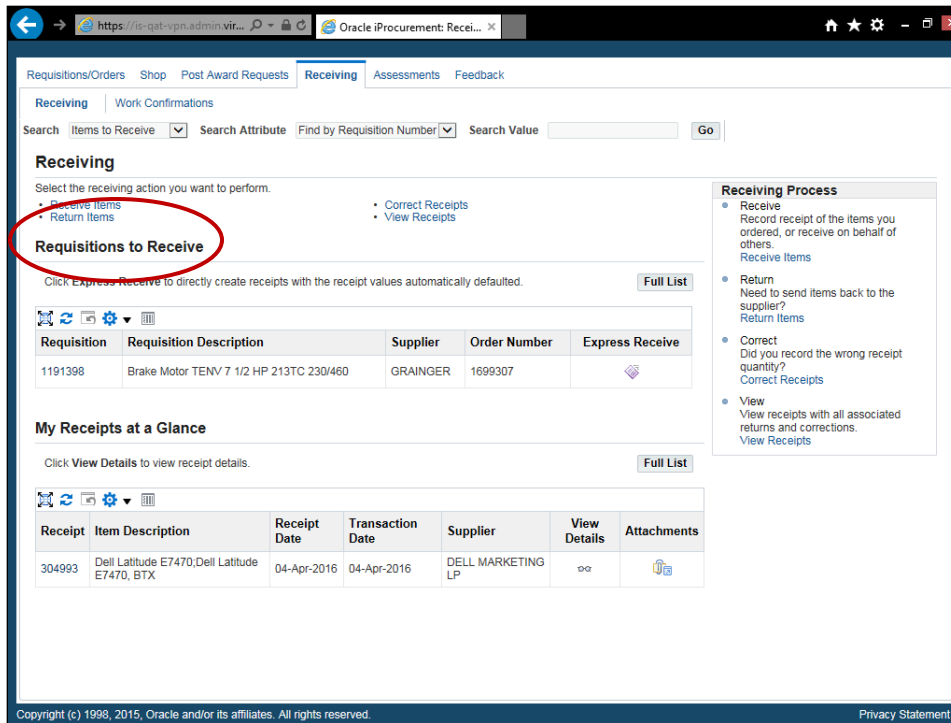
Purchasing News: Check Frequently Asked Questions, Buying and Paying Basics

Copyright (c) 1998, 2015, Oracle and/or its affiliates. All rights reserved. Privacy Statement

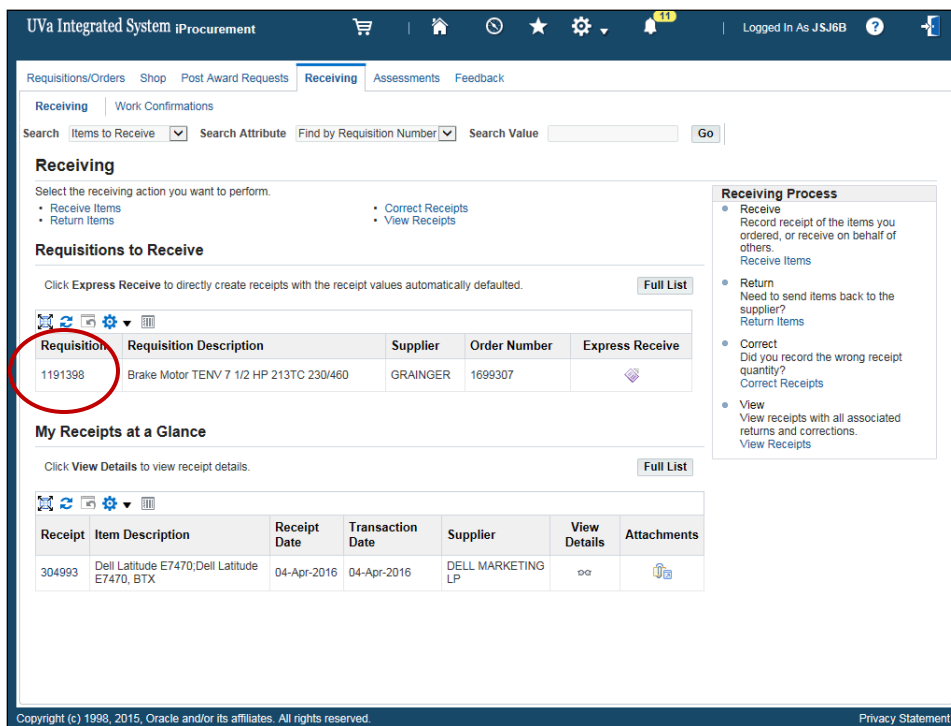
Step	Action
2.	<p>The Receiving tab displays. You will see two lists: A list of Requisitions that require receiving, and a list of receipts that have been entered.</p> <p>Note: If you are entering receiving for a purchase order that you did not create, then change the Search Attribute to Find by Order Number. Next, enter the Purchase Order Number in the blank Search Value field, then click Go.</p>



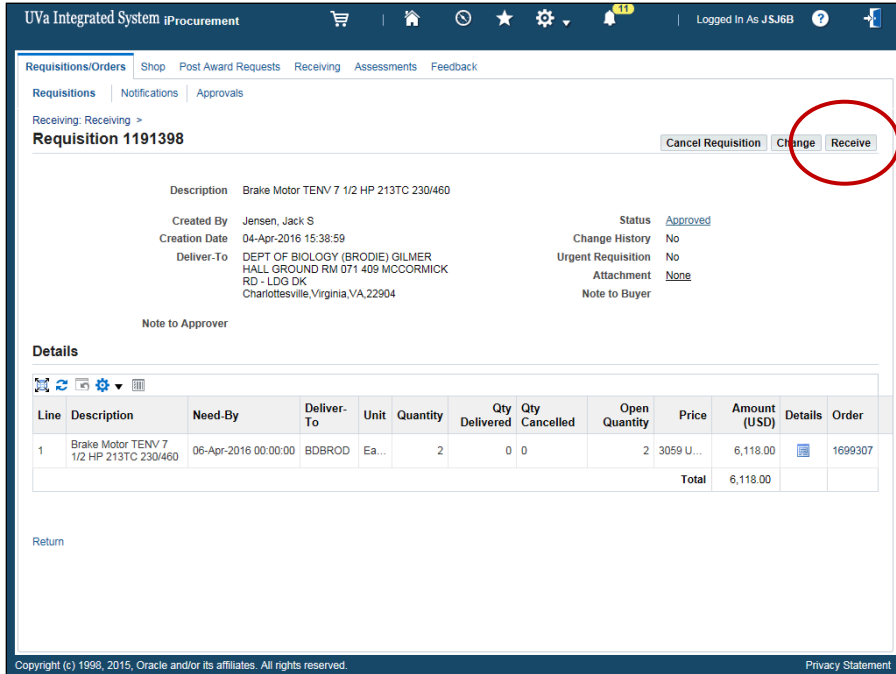
Step	Action
3.	<p>You will see links to Receiving actions at the top. Although you can click on the Receive Items link to receive, you will be prompted to search for the requisition if you click on that action link. It is easier to go directly to the requisition in the Requisitions to Receive list.</p>



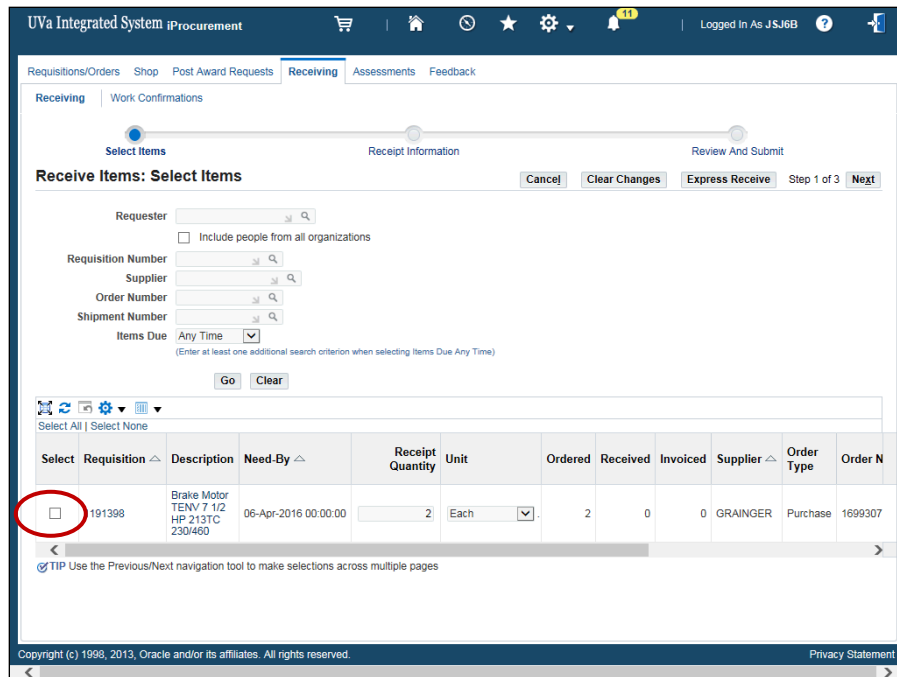
Step	Action
4.	Click on the Requisition link.



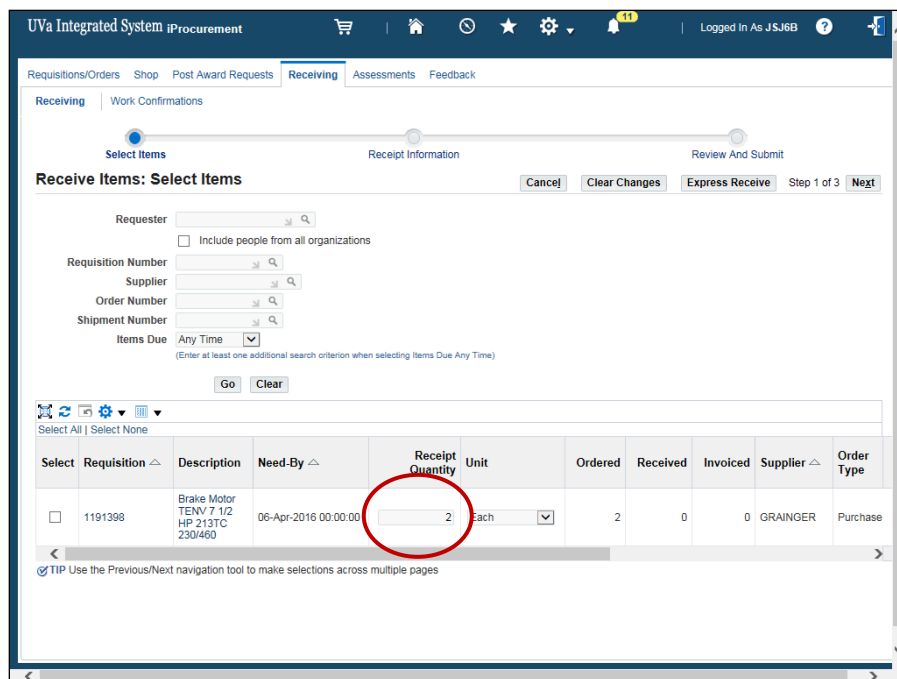
Step	Action
5.	Click on the Receive button.



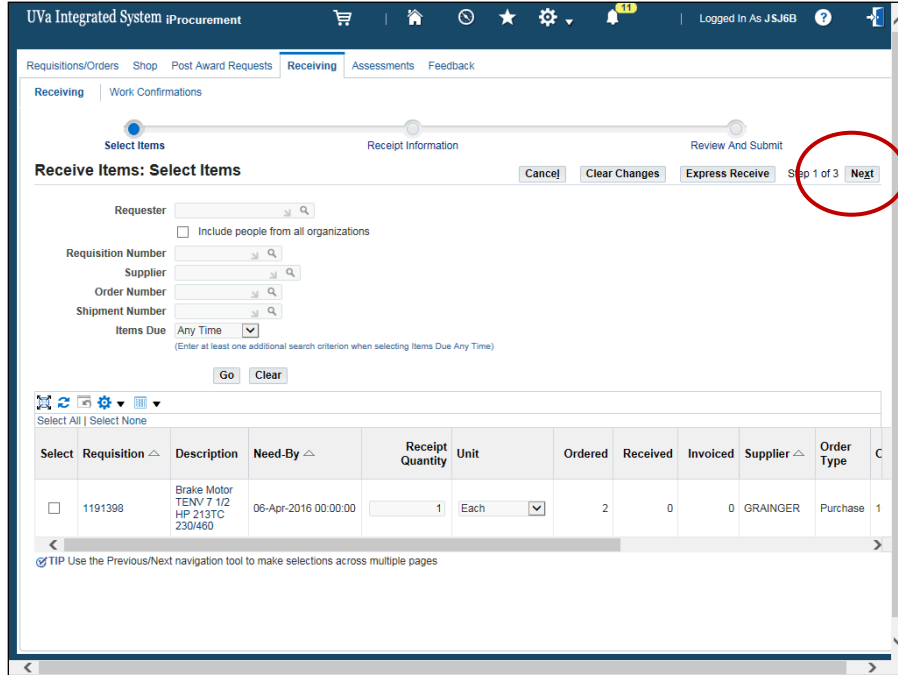
Step	Action
6.	Click on the Select button.



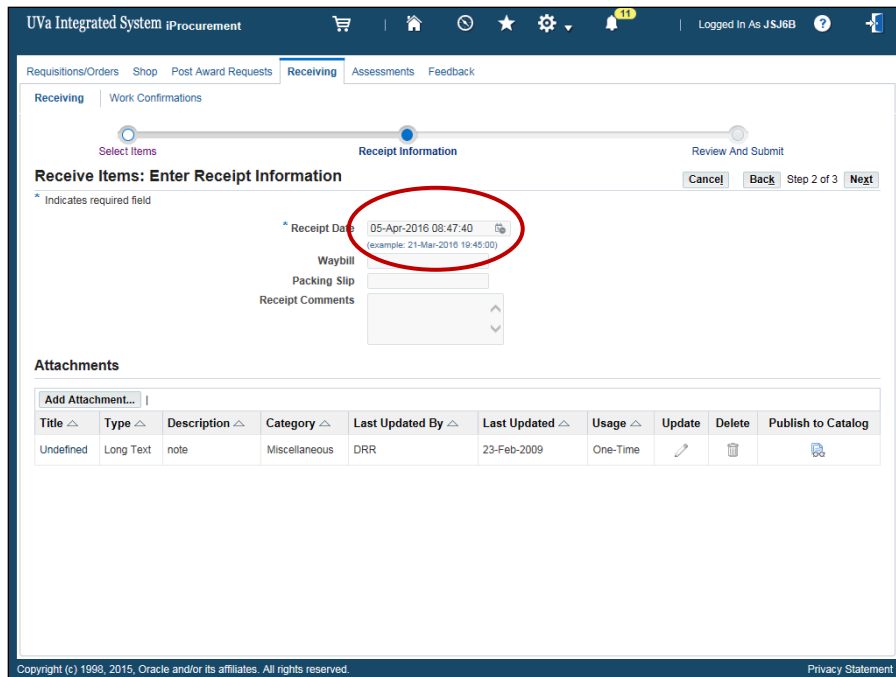
Step	Action
7.	Enter the exact number of items received. Enter the desired information into the Receipt Quantity field.



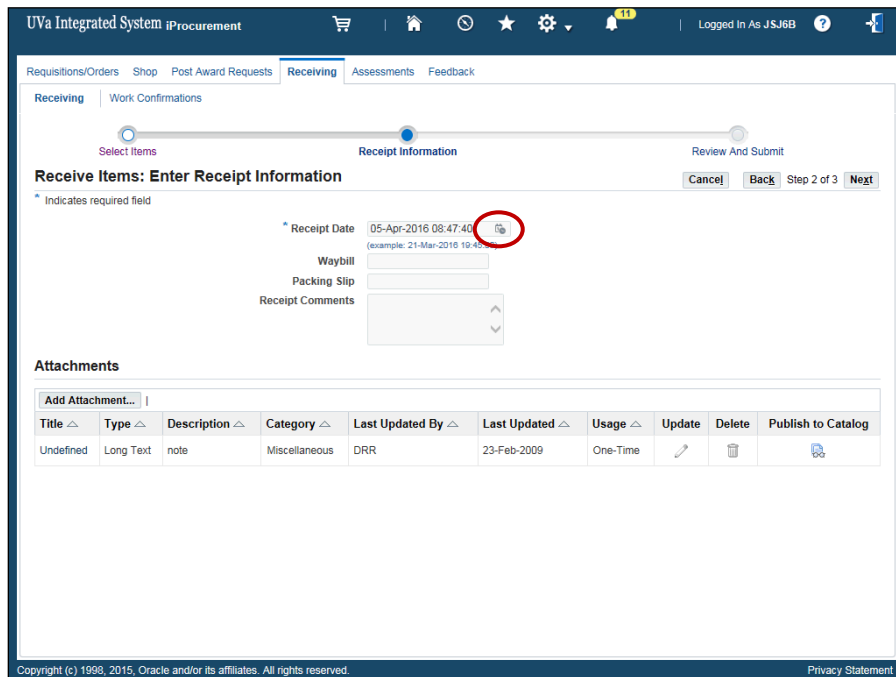
Step	Action
8.	Click on the Next button.



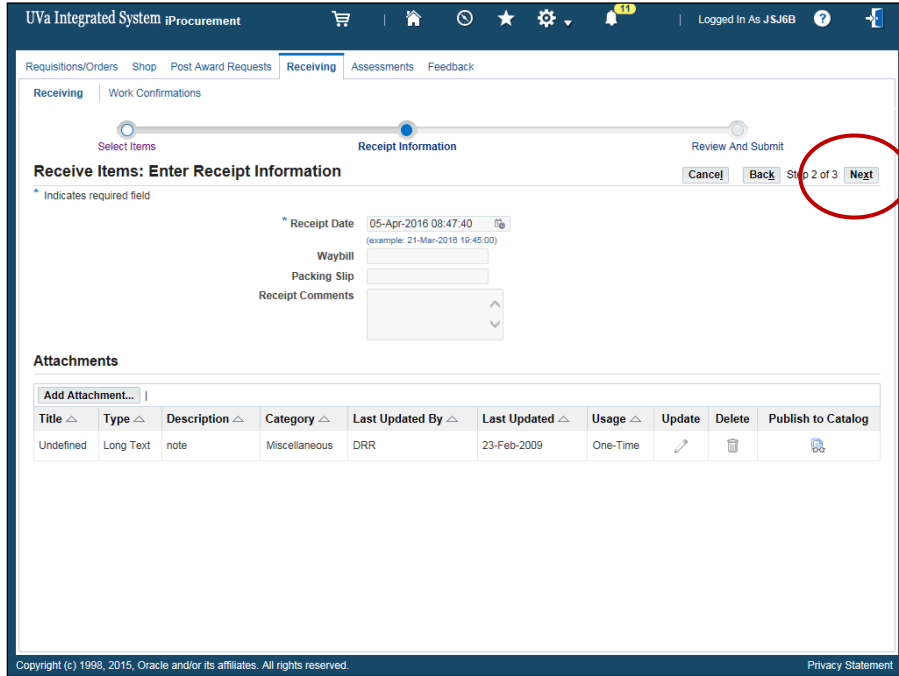
Step	Action
9.	The Receipt Date will default to the current date. You should change this to the date the goods or services were actually received, if applicable.



Step	Action
10.	Important! Use the calendar button to change the date if necessary.



Step	Action
11.	Click on the Next button.



Step	Action
12.	Click on the Submit button.

UVA Integrated System iProcurement

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

Receiving | Work Confirmations

Select Items | Receipt Information | **Review And Submit**

Receive Items: Review and Submit Step of 3

Receipt Information

Receipt Date 05-Apr-2016 08:47:40
Receipt Comments

Received Item Details

Requisition	Description	Receipt Quantity	Unit	Waybill	Packing Slip	Item Comments	Supplier	Attachments
1191398	Brake Motor TENV 7 1/2 HP 213TC 230/460	1	Each				GRAINGER	

Copyright (c) 1998, 2013, Oracle and/or its affiliates. All rights reserved. Privacy Statement