



Receiving and Returning

Navigate: iProcurement Home Page > Receiving Tab

You must receipt all items/services ordered. The responsibility of the receipting will vary within departments as it maybe the requisitioner, the approver, stores department or another colleague.

Once an item or service is receipted by an individual other than the requisitioner an e-mail notification will be sent to the requestor advising them that their goods/services have been received.

1. Click on the **Receiving** tab. **Requisitions to Receive** and **My Receipts at a Glance** will display.
2. If an item was missed from the requisition and added to the purchase order once it had been created e.g. delivery charge, then it will not display alongside the requisition lines to receive. To ensure all lines are receipted, complete the **Search Value** field with the **Order Number** and click **Go**.

Shop | Requisitions | Receiving

Receiving | Work Confirmations

Search Items to Receive Search Attribute Find by Order Number Search Value Go

Receiving

Requisitions to Receive

Click [Receive](#) to create receipts for the items on the requisition. [Full List](#)

Requisition	Requisition Description	Supplier	Order Number	Receive
689706	FIRE WARDENS JACKET	BIRMINGHAM HEALTH SAFETY & ENVIRONMENT ASSOCIATION	1739235	
689705	FIRE WARDENS JACKET	BIRMINGHAM HEALTH SAFETY & ENVIRONMENT ASSOCIATION	1739234	
689703	Microcentrifuge Tube Conical Polypropylene 1.5MI Fisherbrand	FISHER SCIENTIFIC UK LTD	1739232	
689700	two lines	OFFICE TEAM LTD	1739229	
689697	Test Tube Rimless Polystyrene 3.5MI 75 X 12Mm	FISHER SCIENTIFIC UK LTD	1739227	

My Receipts at a Glance

Click [View Details](#) to view receipt details. [Full List](#)

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	View Details
947125	Microcentrifuge Tube Conical Polypropylene 1.5MI Fisherbrand	21-Jan-2014	21-Jan-2014	FISHER SCIENTIFIC UK LTD	
947125	Centrifuge Tube With Flat Top Cap Polypropylene 15MI 8400 X G Max Corning	21-Jan-2014	21-Jan-2014	FISHER SCIENTIFIC UK LTD	
947124	FURNITURE	07-Jan-2014	07-Jan-2014	FURNITURE DIRECT LTD	
947123	Niceday NRS50 Rollerball Pen Red	19-Dec-2013	19-Dec-2013	OFFICE DEPOT UK LTD	
947121	Niceday NRS50 Rollerball Pen Red	19-Dec-2013	19-Dec-2013	OFFICE DEPOT UK LTD	

Receiving Process

- Receive**
Record receipt of the items you ordered, or receive on behalf of others.
[Receive Items](#)
- Return**
Need to send items back to the supplier?
[Return Items](#)
- Correct**
Did you record the wrong receipt quantity?
[Correct Receipts](#)
- View**
View receipts with all associated returns and corrections.
[View Receipts](#)

3. All lines will display ready for receipting.

iProc Detailed Procedure Receiving and Returning

Shop | Requisitions | Receiving

Receiving | Work Confirmations

Select Items | Receipt Information | Review And Submit

Receive Items: Select Items

Requester

Include people from all organizations

Requisition Number

Supplier

Order Number

Shipment Number

Items Due: Any Time

(Enter at least one additional search criterion when selecting Items Due Any Time)

Go Clear

Select All | Select None

Select	Requisition Number	Supplier Part	Description	Need-By	Receipt Quantity	Unit	Ordered	Received	Supplier	Order Type	Order Number	Requester	GL Encumbered Invoiced Date
<input type="checkbox"/>	689706	12345	FIRE WARDENS JACKET	23-Jan-2014 00:00:00	10	EA	10	0	BIRMINGHAM HEALTH SAFETY & ENVIRONMENT ASSOCIATION	Purchase	1739235	DARLOW, Mrs. Rebecca	0 16-Jan-2014

✓ TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Step 1 of 3 Next

4. **Select** the line/s you are receiving.
5. Update the **Receipt Quantity** field if you are receipting a different quantity to that which you ordered.
6. The person who requested the item will be displayed on the far right hand side of the screen.
7. Click **Next** to display the following screen.

If you have a **delivery note number** enter it in the **Packing Slip** field and any relevant receipt comments.

Shop | Requisitions | Receiving

Receiving | Work Confirmations

Select Items | Receipt Information | Review And Submit

Receive Items: Enter Receipt Information

* Indicates required field

* Receipt Date: 21-Jan-2014 15:29:04

Waybill:

Packing Slip: 12345

Receipt Comments:

Cancel Back Step 2 of 3 Next

Cancel Back Step 2 of 3 Next

8. Click **Next**.
9. You may get a warning message and this only relates to items you are receipting on CUFs that you have received before your specified Need-By Date. If this message displays click **Yes**.

10. The review and submit screen will display. To complete the receipt process, click **Submit**.
11. A confirmation message with your receipt number will display.
12. Click **Return to Receiving** and the item will be listed in **My Receipts at a Glance**. To view the receipt information you can click on the glasses icon for the relevant line.

What if I need to correct the receipt?

1. From the **Receiving tab, Receiving Process** box, click on **Correct Receipts**
2. Items will display that have been receipted within the last 7 days from the date the requisition was raised. Amend and search if applicable.
3. Input the **Correct Quantity** for the relevant item and click **Continue**.
4. Correct Receipts: *Review and Submit* screen displays. Click on **Submit**.
5. Confirmation message displayed confirming the adjustment.

Returning on CUFS

Please contact the supplier to arrange for the return of the item, a returns authorisation number may be given to you.

1. From the **Receiving tab, Receiving Process** box, click on **Return Items**.
2. Items will display that have been receipted within the last 7 days from the date the requisition was raised. Amend and search if applicable.
3. Input the **Return Quantity** for the relevant item and click **Next** and the Return Items: Enter Return Information screen displays.
4. In the **Reason** field click on the **Magnifying Glass, Go**.
5. Click **Quick Select** for the relevant reason.
6. Enter the returns authorization code if relevant.
7. Input any comments if applicable and click **Next**.
8. The Review and Submit screen displays, click **Submit**.
9. No returns number is given.