



# 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**.

The screenshot shows the 'Receiving' section of the iProcurement system. It includes a search bar at the top with 'Items to Receive' selected. Below are two main tables:

**Requisitions to Receive**

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

**My Receipts at a Glance**

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

On the right side, there is a 'Receiving Process' sidebar with links for **Receive**, **Return**, **Correct**, and **View**.

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?**

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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**

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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.