

Receipting 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.

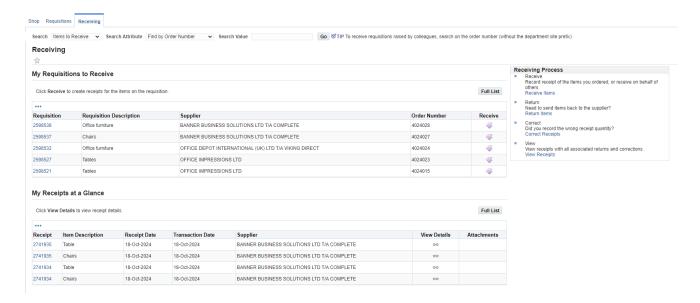
Once an item or service is receipted by an individual other than the requisitioner an e-mail notification will be sent to the requestor advising them that their goods/services have been received.

In this document:

- Receipting
- Correcting receipts
- Returning
- Viewing receipts

Receipting

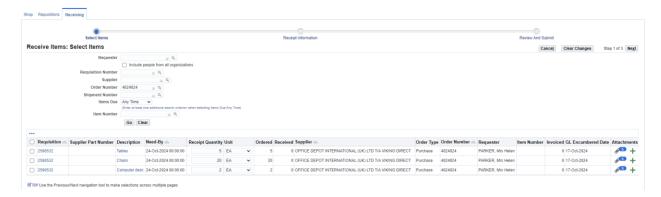
- Click on the Receiving tab. Requisitions to Receive and My Receipts at a Glance will display.
- If an item was missed from the requisition and added to the purchase order once it had been created e.g. delivery charge, then it will not display alongside the requisition lines to receive. To ensure all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



3. All lines will display ready for receipting.

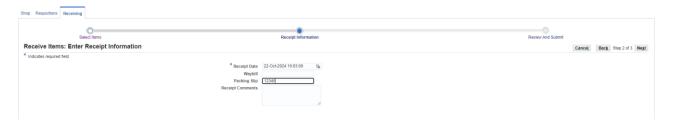


iProcurement Detailed Procedure Receipting and Returning



- 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.



- 8. Click Next.
- 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.
- 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.

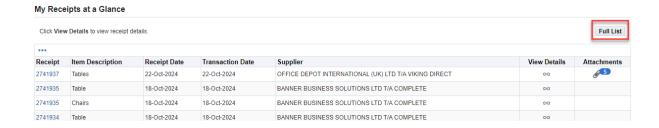
- 1. From the Receiving tab, Receiving Process box, click on Return Items.
- 2. Items will display that have been receipted within the last 7 days from the date the requisition was raised. Amend the search criteria if applicable.
- 3. Input the **Return Quantity** for the relevant item and click **Next** 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 reference number is given.



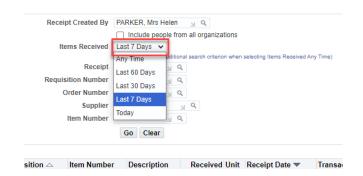
Viewing receipts

It is possible to see a full list of receipts.

- 1. From the receiving tab change the search criteria to Receipts to view and select Go.
- 2. Select the Full List option



3. Choose the date range



4. The list of receipts will be displayed, any packing slip or Waybill details added during the receipting process will be displayed on the list.

