



# Receiving and Returning

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You must receipt all items/services ordered. The responsibility of the receiving 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.

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## Receiving

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. At the top, there are navigation tabs for 'Shop', 'Requisitions', and 'Receiving'. Below the tabs is a search bar with options for 'Items to Receive', 'Search Attribute', 'Find by Order Number', and 'Search Value'. A 'Go' button and a tip are also present.

The main content area is divided into two sections:

- My Requisitions to Receive:** This section contains a table with columns for Requisition, Requisition Description, Supplier, Order Number, and Receive. It lists five requisitions for office furniture, chairs, and tables.
- My Receipts at a Glance:** This section contains a table with columns for Receipt, Item Description, Receipt Date, Transaction Date, Supplier, View Details, and Attachments. It lists four receipts corresponding to the requisitions above.

On the right side, there is a 'Receiving Process' sidebar with a list of actions: Receive, Return, Correct, and View, each with a brief description of the action.

Requisition	Requisition Description	Supplier	Order Number	Receive
2598538	Office furniture	BANNER BUSINESS SOLUTIONS LTD T/A COMPLETE	4024028	
2598537	Chairs	BANNER BUSINESS SOLUTIONS LTD T/A COMPLETE	4024027	
2598532	Office furniture	OFFICE DEPOT INTERNATIONAL (UK) LTD T/A VIKING DIRECT	4024024	
2598527	Tables	OFFICE IMPRESSIONS LTD	4024023	
2598521	Tables	OFFICE IMPRESSIONS LTD	4024015	

  

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	View Details	Attachments
2741935	Table	18-Oct-2024	18-Oct-2024	BANNER BUSINESS SOLUTIONS LTD T/A COMPLETE		
2741935	Chairs	18-Oct-2024	18-Oct-2024	BANNER BUSINESS SOLUTIONS LTD T/A COMPLETE		
2741934	Table	18-Oct-2024	18-Oct-2024	BANNER BUSINESS SOLUTIONS LTD T/A COMPLETE		
2741934	Chairs	18-Oct-2024	18-Oct-2024	BANNER BUSINESS SOLUTIONS LTD T/A COMPLETE		

3. All lines will display ready for receipting.



Requisition	Supplier Part Number	Description	Need By	Receipt Quantity	Unit	Ordered	Received	Supplier	Order Type	Order Number	Requester	Item Number	Invoiced	GL Encumbered Date	Attachments
2598532		Tables	24-Oct-2024 00:00:00	5	EA	5	0	OFFICE DEPOT INTERNATIONAL (UK) LTD TIA VIKING DIRECT	Purchase	4024024	PARKER, Mrs Helen		0	17-Oct-2024	
2598532		Chairs	24-Oct-2024 00:00:00	20	EA	20	0	OFFICE DEPOT INTERNATIONAL (UK) LTD TIA VIKING DIRECT	Purchase	4024024	PARKER, Mrs Helen		0	17-Oct-2024	
2598532		Computer desk	24-Oct-2024 00:00:00	2	EA	2	0	OFFICE DEPOT INTERNATIONAL (UK) LTD TIA VIKING DIRECT	Purchase	4024024	PARKER, Mrs Helen		0	17-Oct-2024	

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.

\* Indicates required field

\* Receipt Date: 22-Oct-2024 10:03:00

Waybill

Packing Slip: 12349

Receipt Comments

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 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

### My Receipts at a Glance

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

[Full List](#)

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	View Details	Attachments
2741937	Tables	22-Oct-2024	22-Oct-2024	OFFICE DEPOT INTERNATIONAL (UK) LTD T/A VIKING DIRECT	🔍	
2741935	Table	18-Oct-2024	18-Oct-2024	BANNER BUSINESS SOLUTIONS LTD T/A COMPLETE	🔍	
2741935	Chairs	18-Oct-2024	18-Oct-2024	BANNER BUSINESS SOLUTIONS LTD T/A COMPLETE	🔍	
2741934	Table	18-Oct-2024	18-Oct-2024	BANNER BUSINESS SOLUTIONS LTD T/A COMPLETE	🔍	

3. Choose the date range

Receipt Created By: PARKER, Mrs Helen

Include people from all organizations

Items Received: **Last 7 Days** (dropdown menu open showing: Any Time, Last 60 Days, Last 30 Days, Last 7 Days, Today)

Receipt: [Search]

Requisition Number: [Search]

Order Number: [Search]

Supplier: [Search]

Item Number: [Search]

[Go](#) [Clear](#)

Requisition [^](#) | Item Number | Description | Received Unit | Receipt Date [v](#) | Transa

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

Shop Requisitions **Receiving**

Receiving >  
**View Receipts**

Receipt Created By: PARKER, Mrs Helen

Include people from all organizations

Items Received: Any Time

Receipt: [Search]

Requisition Number: [Search]

Order Number: [Search]

Supplier: [Search]

Item Number: [Search]

[Go](#) [Clear](#)

Receipt	Requisition	Item Number	Description	Received Unit	Receipt Date	Transaction Date	Supplier	Order Type	Order Number	Waybill/Airbill Number	Packing Slip	Attachments
2741937	2598532		Tables	5 EA	22-Oct-2024	22-Oct-2024 10:03:00	OFFICE DEPOT INTERNATIONAL (UK) LTD T/A VIKING DIRECT	Purchase	4024024		12345	
2741935	2598538		Table	1 EA	18-Oct-2024	18-Oct-2024 09:19:34	BANNER BUSINESS SOLUTIONS LTD T/A COMPLETE	Purchase	4024028			
2741935	2598538		Chairs	0 EA	18-Oct-2024	18-Oct-2024 09:19:34	BANNER BUSINESS SOLUTIONS LTD T/A COMPLETE	Purchase	4024028			
2741934	2598537		Table	1 EA	18-Oct-2024	18-Oct-2024 09:15:10	BANNER BUSINESS SOLUTIONS LTD T/A COMPLETE	Purchase	4024027			
2741934	2598537		Chairs	0 EA	18-Oct-2024	18-Oct-2024 09:15:10	BANNER BUSINESS SOLUTIONS LTD T/A COMPLETE	Purchase	4024027			

🔍 Indicates an adjusted receipt quantity  
🔍 TIP You can return items in the receipt or correct the receipt by viewing the details.

[Return to Receiving](#)