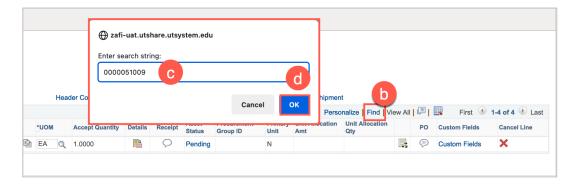# Desktop Receiving Job Aid

Receiving is a formal method for documenting the acceptance of goods from vendors. After a purchase order (PO) has been dispatched and the items delivered, the items must be received by the Office of Distributions or by the department. The receiving process involves recording the amount item(s) physically received, along with the date, and comparing them to what was initially ordered on the PO.

Note: *A user can only receive items on requisitions they created. If the user did not create the requisition, an error message will appear and UTShare will not allow the user to receive the items. If the user who created the requisition is not available to receive the items, contact The Office of Distributions.*

1. Navigate to the Receive Items page through the NavBar menu at **Financials > eProcurement > Receive Items**.

2. Find the PO lines on the Receive Items page that need to be received.

   a. To see the PO numbers, click on the Purchase Order Details tab. You can sort the PO numbers by clicking on the **Purchase Order** column heading.
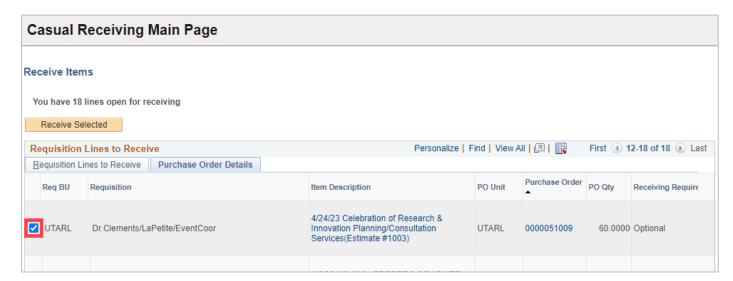

   b. To search for a specific PO, click the **Find** link on the table header.
   c. A window will populate. Enter the PO number.
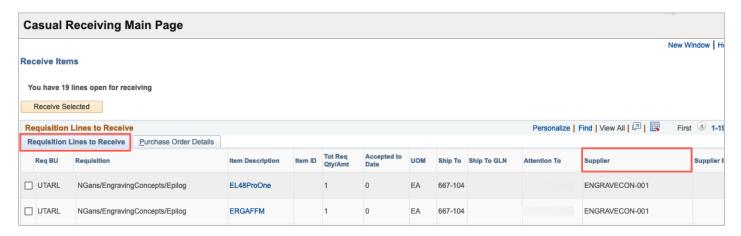   d. Click **OK.** UTShare will display the table row that matches the PO number.

3. For all PO lines to be received, check the selection box in the leftmost column of the table.
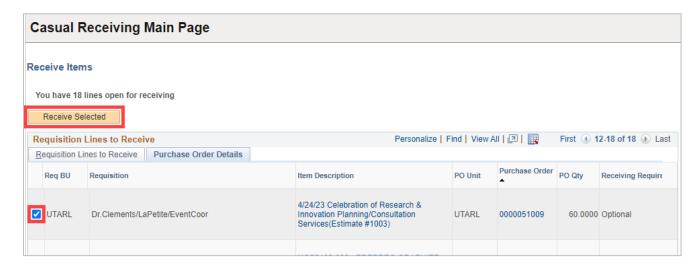

    a. You can receive multiple POs simultaneously if they are all from the same supplier. Click the **Requisition Lines to Receive** tab to see the Supplier field.

4. Click the **Receive Selected** button to receive the selected lines.
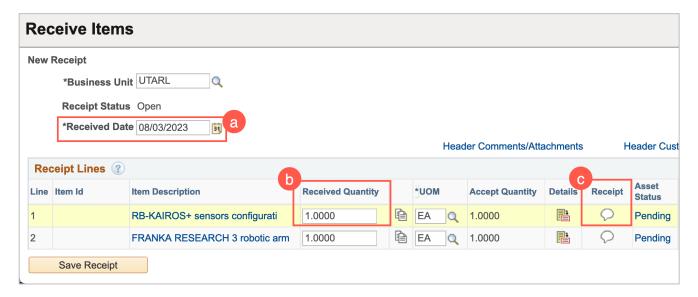
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5. On the Receive Items page,

   a. Adjust the Received Date if necessary (to the date the item was physically received).

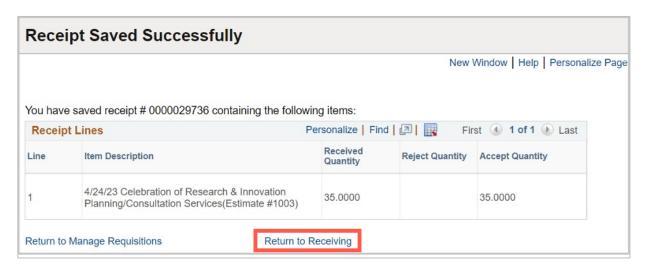   b. Adjust the Received Quantity if not all items were physically received.

   Note: *It is important to adjust the Received Quantity to match what was physically received. For example, if the PO line is for qty 100 and we receive 3 shipments over the course of time (20 in one shipment, 60 in one shipment, and 20 in one shipment), we will create 3 receipts for those quantities. Receiving the incorrect quantities can cause issues with POs and PO vouchers.*

   c. Attach the receipt/packing slip using the Receipt comment bubble button if desired.

Note: *Only receive the quantity or amount physically received with the date they were physically received.*

6. Once all the adjustments have been made, click the **Save Receipt** button to save the receipt.

7. To return to the Receive Items page, click the **Return to Receiving link.**