

eProcurement Receiving Quick Guide

Two Methods of receiving – all invoices greater than \$5,000 must be received before the supplier gets paid. The total invoice tab should equal the total received.

1. **By Quantity** – used when buying goods.
2. **By Cost Receipt** – used when buying services.

On the PO number, click the down arrow.

Select Quantity to receive goods or Cost to receive services.

This is a Quantity receipt – remove the lines you do not want to receive and change the quantities to the amounts you wish to receive.

PO No.	Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
S268338	1	HEAVY DUTY Vinyl Trailer Storage Bag with E-Track Spring Fittings Insert Into E-Track Tie-Down System Horizontal/Vertical Rail Slots in Trailers, Trucks, Vans, Warehouses, 14" x 24", WLL 50 pounds	B01D3QPESU	5 EA		5		Received	Remove Line Receive & Return
S268338	2	DC Cargo Mall E-Track Spare Tire Trailer Mount with 5" Bolt Hanger Spare Wheel Carrier for Enclosed Trailers, Trucks, Semis, Garages Compatible with Etrack System	B0748FP2DL	1 EA		1		Received	Remove Line Receive & Return
S268338	3	Barbus Underwater Camera 304 Stainless Steel IP68 1440P 4MP POE IP Camera 5 Meters Length Special Line Lens 3.6MM	B07G857V5G	4 EA		4		Received	Remove Line Receive & Return
S268338	4	E-Track Basket Trailer Organizing Storage Pail 13" x 7-1/8" x 6-1/2" Heavy Duty Organization Bin for Trucks and Warehouses Etrack & Wall Mount	B07FSXJH9W	6 EA		6		Received	Remove Line Receive & Return
S268338	5	Ten Steel E-Track O Ring Tie-Down Anchors for E-Track TieDown System, Secure Cargo in Enclosed/Flatbed Trailers, Trucks	B01C39NPZW	1 EA		1		Received	Remove Line Receive & Return

Remember to always click **Complete** when done.

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Financial Management Services
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This is a Cost receipt – remove the lines you do not want to receive and enter the cost on the lines you wish to receive.

The screenshot shows the 'Receipt Lines' interface. At the top, there's a 'Line Details' tab. Below it, a 'Show Receipt Details' link is visible. The main table has the following columns: PO No., PO Line No., Product Name, Catalog No., Qty/Cost Ordered, Previous Receipts, Cost, Line Status, and Actions. The first row of data shows PO No. S223694, PO Line No. 1, Product Name Subaward - PI at UCLA: Ziaojia ZhangTerm 4/1/19 - 3/31/22, Catalog No. 22,381.00, Qty/Cost Ordered 24874871 and 25155908, Previous Receipts 24874871 and 25155908, Cost 10,430.25, Line Status Cost Received, and Actions Remove Line and Receive/Cancel. The 'Cost' field and the 'Remove Line' button are highlighted with red boxes. At the bottom right, there are buttons for Delete, Add PO, Save Updates, and Complete.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
S223694	1	Subaward - PI at UCLA: Ziaojia ZhangTerm 4/1/19 - 3/31/22	22,381.00	24874871 25155908	24874871 25155908	10,430.25	Cost Received	Remove Line Receive/Cancel

Remember to always
save updates!

Generally, the total value of all receipts should equal the total invoices.

All Independent Contractors require a Cost Receipt since each one is a service given, not a product. The receipt informs Payment Services that the service was completed. Payment Services will create an invoice that equals the amount of the receipt.