“AMOUNT ONLY” RECEIVER REFERENCE GUIDE

Some Capital Projects and Medical requisitions have been set up to be received by dollar value instead of by quantity of goods or services. When receiving an Amount Only requisition the Receipt Price field must be changed to the appropriate dollar amount, and the quantity of the line item is always “1”.

Receipts can be complete or partial, depending on the total amount received versus the total amount requested. There can be multiple receipts against a single requisition. It is important to receive accurate quantities within the system, and to perform partial receipts when appropriate so that payments to suppliers are accurate and timely.

When searching for a requisition that has not previously had any receipts posted against it, use PO(s) Disbursed in the Request State field of the Manage Requisitions screen. If a requisition has had previous receipts against it, use Partially Received in the Request State field of the Manage Requisitions screen.

1. After signing into the system, navigate to the Manage Requisitions screen via Main Menu > eProcurement > Manage Requisitions from the Home Page.

2. In the Search Requisitions section, click the Clear button and then set the Request State to PO(s) Dispatched for an initial receiving or to Partially Received for subsequent receipts.

3. Click the Search button.
A list of all of the requisitions will display for the Requisitioner(s) for which you have access.

4. Locate the target requisition from the list, and click the **Select Action** drop-down on the corresponding line.
5. Select **Receive** from the list of options.
6. Click the **Go** button to open the **Requisition Lines to Receive** screen.

7. Select the individual line(s) to be received by placing a checkmark to the left of the specific line(s). To receive all lines at once, click the **Select All** option underneath the listed lines.
8. Click the **OK** button.
The **Receiving** screen displays.

9. The **Receipt Price** column displays the total line amount on the purchase order. Change the amount in the appropriate **Request Price** field to the amount to be received.

10. Click the **Save** button.

11. A system message displays and confirms the change has been accepted within the system. Click the **OK** button. The partial or complete receiving will be processed for the selected requisition.