Receiving Goods and Services with Attachments

All goods and services must be formally received within the FMS system in order to allow for processing of payment to the supplier.

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 confirm partial receipts when appropriate so that payments to suppliers are accurate and timely.

Attachments, such as packing slips, delivery receipts or Certification of Receipt of Services, MUST be attached to the receivings for your goods and services.

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**.
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. Enter any other search parameters as needed.
3. Click the **Search** button.

A list of all of the requisitions meeting the search criteria will display.

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 **Check All** button in the bottom left corner of the screen.

8. Click the **Receive Selected** button at the top of the list.

The **Receive Items** screen displays.

9. Review each line and enter the **amount received** for each item in the **Received Quantity** column.

   **NOTE:** If the actual amount received for each line item is less than the total amount ordered, enter the actual amount received, this is known as a partial receipt.
10. Click the “Add Header Comments” link at the top of the Receipt Lines to attach your packing slip or delivery document to the receiving.

11. Click the **Save Receipt** button to add this receipt into the system.

The **Receipt Saved Successfully** screen displays and lists the specific receiving number for this record in the system.