RECEIVER REFERENCE GUIDE

Individual users who have been granted the role of Receiver in the FMS system will be able to process receivings against requisitions for specific requisitioners.

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.
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 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 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.