Receiving Items

This guide describes how to receive goods purchased via PeopleSoft. To learn more, attend “Introduction to Purchasing and Payables.” If receiving an asset, see the instructional guide titled “Receiving Assets.”

- Log into the system via the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu)
- Go to Receive by navigating through the menu:
  - eProcurement
    - eProcurement Home
    - Receive (listed as Receive Items in the left-hand navigation menu)
- At the Receipts for—Your Name Here screen, click the “Add New Receipt” link
- At the “Add a New Value” tab on the Receiving screen
  - Confirm the Business Unit listed is the PO Business Unit for which you are receiving this good
  - Click “Add”
- At the Pick Purchase Order screen
  - Change the number in the “Days +/- Today” box if the Purchase Order was initiated more than 30 days before today’s date (the date on which you are receiving)
  - Also, clear the “Ship To” field
  - Click “Search”
- From the Search Results displayed, check the box (under “Sel” heading) by the Purchase Order for which the goods have been received
  - Click “OK”
- In the Receipt Lines, enter quantity received under “Receipt Qty” heading
  - Click “Save”
- On the Receiving screen, a Receipt Number will be listed and Receipt Status will change from “Open” to “Received”

Notes:
- Best Practice: Write your PeopleSoft-assigned Receipt Number on your packing list in case you need to retrieve this information for research or correction
- Partial shipments are supported. Enter the appropriate quantity received under Receipt Qty. Receipt Status will remain “Open” until the shipment is completed
- To learn how to receive an asset, review the instructional guide titled “Receiving Assets”