Receive items by Requestor/Requisition Preparer via "ePro"

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| 1.   | Your BFS (Berkeley Financial System) Home page might look different, depending up your user access.  
      Click the eProcurement link. |
| 2.   | Click the Receive Items link.  
      [Receive Items] |
| 4.   | Click the Collapse (Ctrl+Y) Menu button.  
      [Collapse (Ctrl+Y) Menu] |
| 5.   | The Receive Items page appears. This is a list of all items from Requisitions for which you were the Requester and/or the Requisition Preparer.  
      Note - This list will include only "open" items - items for which the PO is in "Dispatched" status and for which the PO line still has items that have not yet been Received in BFS.  
      We find the line showing the 100 test tubes that we ordered from BioRad. Looking in the Tot Req Qty/Amt column, we see that 100 test tubes were requested, and in the Accepted to Date column, we see that 0 test tubes have been Received in BFS yet.  
      Click the Check Box to the left of the test tubes line to Select that item.  
      [Check Box] |
| 6.   | Note that on this page, there are two tabs: Requisition Lines to Receive and Purchase Order Details. Both tabs list the same items, but show different details for the items.  
      We have selected our test tubes on the Requisition Lines to Receive tab, because it shows Vendor and previous Receipt (Accepted to Date) information, and we will now go to the Purchase Order Details tab to check PO information.  
      Click the Purchase Order Details tab.  
      [Purchase Order Details] |
| 7.   | Note that test tubes line is still Selected.  
      You may select multiple lines of items to receive on one Receipt if they are from the same Purchase Order. For example, we could also select the "lab supplies" and "test equipment" that were ordered on the same PO (0000000012) as the test tubes.  
      In this example, however, only the test tubes have arrived, so we will leave only that line selected.  
      [Purchase Order Details] |
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| 9.   | We have checked the quantity of test tubes delivered and their condition and have verified that they are (indeed) the items ordered and are in acceptable condition, so we are ready to **Receive** them in BFS.  
(For the procedure to follow if some or all of the goods are **not** acceptable, see **Return to Vendor - Vendor will Replace** and **Return to Vendor - Vendor issues Credit**.)  
Click the **Receive Selected** button. |
| 10.  | The **Receive Items - New Receipt** page appears and only shows your selected line(s).  
Note: There are several ways to check the specifics of the order:  
1] Click the item name link in the **Item Description** column and  
2] Click the yellow/red "Details" icon just to the right of the **Accept Qty** column.  
If you need to add a comment to your receipt, you can use the **Comment** bubble at the end of the line. |
| 11.  | Note that the **Receipt Status** is **Open** (not yet Saved) and that the **Received Qty** defaults to **100.0000** - the amount remaining on the PO that has **not** yet been Received in BFS.  
If we were receiving a **partial** order (in this example, fewer than the full 100 test tubes), we would **change** the quantity in the **Received Qty** field.  
In this example, as we are receiving the **full** remaining quantity of 100 test tubes, we will **leave** the **Received Qty** as 100.00 |
|      | Now that we have verified that we have the correct information on this **Receipt**, we will **Save** it.  
Click the **Save Receipt** button. |
| 12.  | The **Receipt Saved Successfully** page appears.  
Note that **Saved Receipt #**, which you can use to find this receipt later if necessary, and the details of what has been Received for this item are displayed.  
A **three-way match** compares the **Purchase Order**, this **Receipt** and the **Voucher** created by Disbursements. When these three items match, payment to the vendor occurs. |
| 13.  | As we have finished Receiving this item, we can now return to our list of other items to be Received.  
Click the **Return to Receiving** link. |
### Step | Action
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14. | Scroll up.
15. | If you want to do something else in BFS, you can go back to the **Home** page. Click the **Home** link.
16. | **End of Procedure.**