

SOP #: 4.2.3.6	Area: Purchasing
Title: Managing Desktop Receiving	Effective Date: 03-01-2016
Version #: 1.0	Revision Date: N/A
Approval Date: 02-24-2016	Review Date: N/A

Title: Managing Desktop Receiving


The Desktop Receiving feature allows you to input receipt of items directly at your desktop.

Note: Desktop Receiving should be used for receiving such things as services, while goods should be delivered directly to the University's Central Receiving office.

To receive an item, follow the steps below:

1. Enter **EUID** and **Password**.
2. Click **Sign In**.

UNIVERSITY OF NORTH TEXAS SYSTEM



Enterprise Information System

System Login

EUID (required)

Password (required)

Sign In

Trouble logging in?

[Activate my account](#)

[What's my EUID?](#)

[Reset my password](#)

Scheduled Maintenance

Service may be interrupted during these regular maintenance times:

- Tuesday 7:00 - 9:30 pm
- Thursday 7:00 - 9:30 pm
- Saturday 7:00 pm to noon
- Sunday

The Enterprise Information System is the primary administrative information resource for the University of North Texas System.

This system is the property of the University of North Texas System and your use of this resource constitutes an agreement to abide by relevant federal and state laws and institutional policies. Unauthorized use of this system is prohibited. Violations can result in penalties and criminal prosecution. Usage may be subject to security testing and monitoring. Users have no expectation of privacy except as otherwise provided by applicable privacy laws.

Web Browsers & Settings

Enterprise Information System (EIS) currently supports the following Web browsers and versions:

- Google Chrome 24
- Firefox 17
- Internet Explorer 11, 10, 9, and 8
- Safari 6

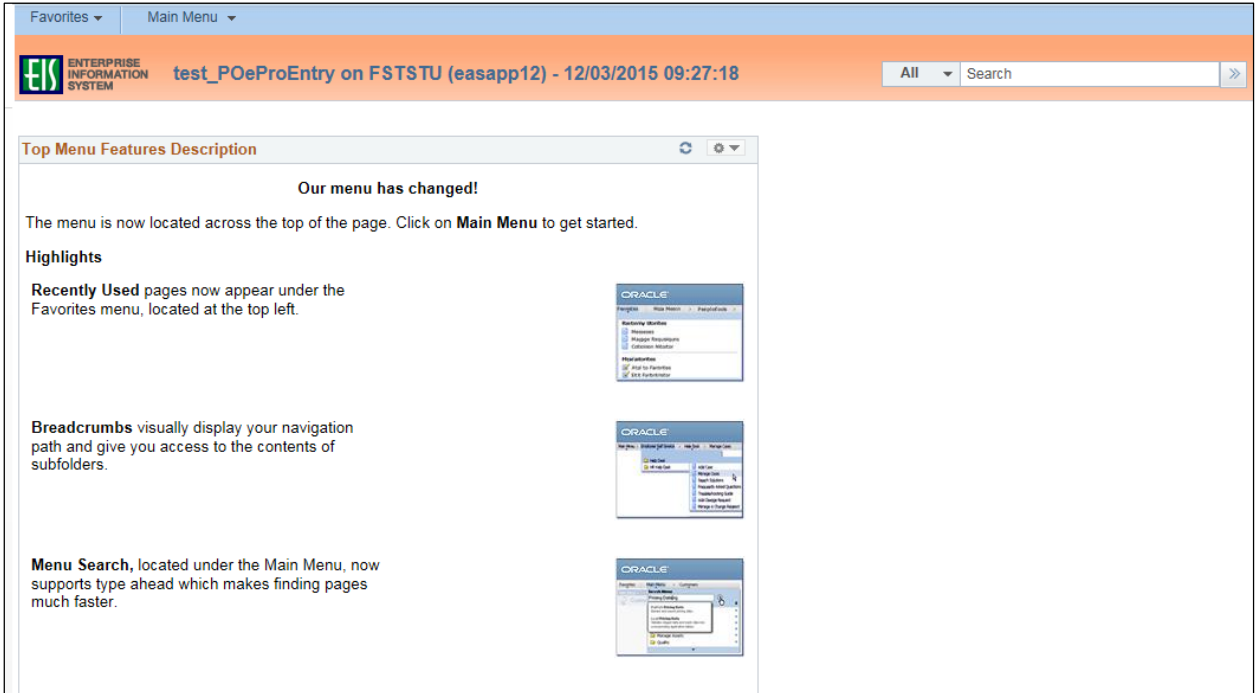
Note: Internet Explorer's Compatibility Mode is unsupported in EIS. Turn off this feature in Internet Explorer under Tools > Compatibility Mode Settings.

To use the Enterprise Information System, set your Web browser to allow JavaScript, accept cookies, and turn off popup blocking.

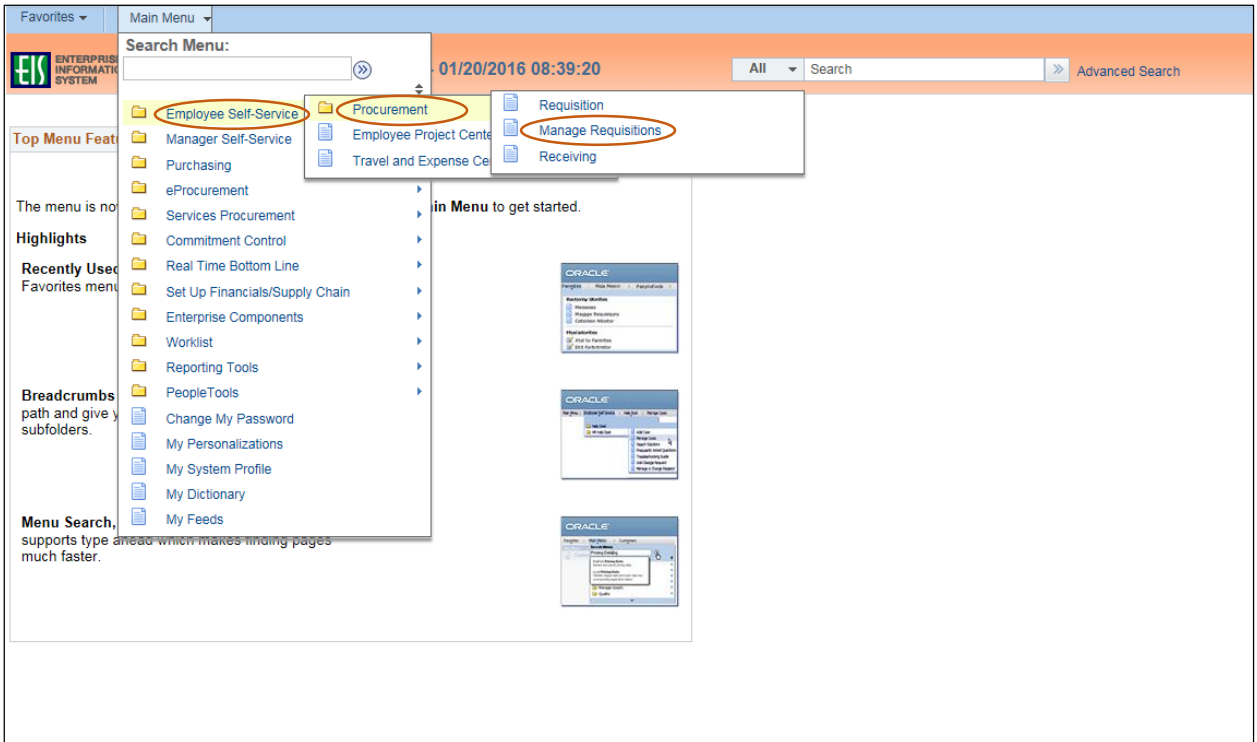
Some documents inside EIS are in PDF format and require the free [Adobe Reader](#) software to open.

[State of Texas](#) • [Statewide Search](#) • [Texas Homeland Security](#) • [Fraud Reporting](#) • [Public Information Act](#) • [Online Institutional Resumes](#)
[University of North Texas](#) • [UNT Health Science Center](#) • [University of North Texas Dallas](#) • [UNT Dallas College of Law](#)
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3. Click **Main Menu**.



4. Navigate to **Manage Requisitions** by clicking on Employee Self-Service>Procurement> Manage Requisitions.



5. Select **PO(s) Dispatched** from the **Request State** dropdown menu.
6. Enter the appropriate search date range into the **Date From** and **Date To** fields.
Note: Leave the **Date From** and/or **Date To** fields blank to expand your search.
7. Click **Search**.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: SY769
 Requisition ID:
 Date From:
 Requester:
 Requisition Name:
 Request State: PO(s) Dispatched
 Date To: 01/20/2016
 Budget Status:
 Entered By:
 PO ID:

Search Clear Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
▶ 000000131	Computer for Professor ...	SY769	01/19/2016	PO(s) Dispatched	Valid	1,150.00 USD	[Select Action]	Go
▶ 000000121	test WF names	SY769	01/06/2016	PO(s) Dispatched	Valid	10.00 USD	[Select Action]	Go
▶ 000000120	computer for professor ...	SY769	01/06/2016	PO(s) Dispatched	Valid	8,500.00 USD	[Select Action]	Go
▶ 000000119	Computer for Professor ...	SY769	01/06/2016	PO(s) Dispatched	Valid	950.00 USD	[Select Action]	Go
▶ 000000093	Test Comments	SY769	11/16/2015	PO(s) Dispatched	Valid	515.00 USD	[Select Action]	Go
▶ 000000056	0000000056	SY769	10/15/2015	PO(s) Dispatched	Valid	5,000.00 USD	[Select Action]	Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

8. Review the list of requisitions to locate the appropriate record.
9. Select **Receive** from the requisition's associated dropdown menu.
10. Click **Go**.

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
▶ 000000131	Computer for Professor ...	SY769	01/19/2016	PO(s) Dispatched	Valid	1,150.00 USD	Receive	Go
▶ 000000121	test WF names	SY769	01/06/2016	PO(s) Dispatched	Valid	10.00 USD	[Select Action]	Go
▶ 000000120	computer for professor ...	SY769	01/06/2016	PO(s) Dispatched	Valid	8,500.00 USD	[Select Action]	Go
▶ 000000119	Computer for Professor ...	SY769	01/06/2016	PO(s) Dispatched	Valid	950.00 USD	[Select Action]	Go
▶ 000000093	Test Comments	SY769	11/16/2015	PO(s) Dispatched	Valid	515.00 USD	[Select Action]	Go
▶ 000000056	0000000056	SY769	10/15/2015	PO(s) Dispatched	Valid	5,000.00 USD	[Select Action]	Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

- Check the appropriate boxes for the items you have received.
NOTE: To select the boxes of all of the listed items, click **Check All**.

Receive Items

You have 2 lines open for receiving for requisition Computer for Professor Roberts

Receive Selected and go to the Receive Form.

Requisition Lines to Receive

Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID Number
<input type="checkbox"/>	SY769	Computer for Professor Roberts		1	0	EA	BSCA 400		Business Services-Gen	SUMMUSINDU-001	
<input type="checkbox"/>	SY769	Computer for Professor Roberts		1	0	EA	BSCA 400		Business Services-Gen	SUMMUSINDU-001	

Check All Clear All

- Click **Receive Selected**.

Receive Items


You have 2 lines open for receiving for requisition Computer for Professor Roberts

Receive Selected and go to the Receive Form.

Requisition Lines to Receive

Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID Number
<input checked="" type="checkbox"/>	SY769	Computer for Professor Roberts		1	0	EA	BSCA 400		Business Services-Gen	SUMMUSINDU-001	
<input checked="" type="checkbox"/>	SY769	Computer for Professor Roberts		1	0	EA	BSCA 400		Business Services-Gen	SUMMUSINDU-001	

Check All Clear All

- Enter the **Received Date** by clicking the calendar icon and selecting the items received date.
- Enter the quantity of items received in **Received Quantity**.
- Click the **Comment** icon  located under **Receipt**.

Receive Items

New Receipt

Business Unit SY769

Receipt Status Open

*Received Date 1/20/2016

Add Header Comments Header Custom Fields Reject Shipment

Receipt Lines

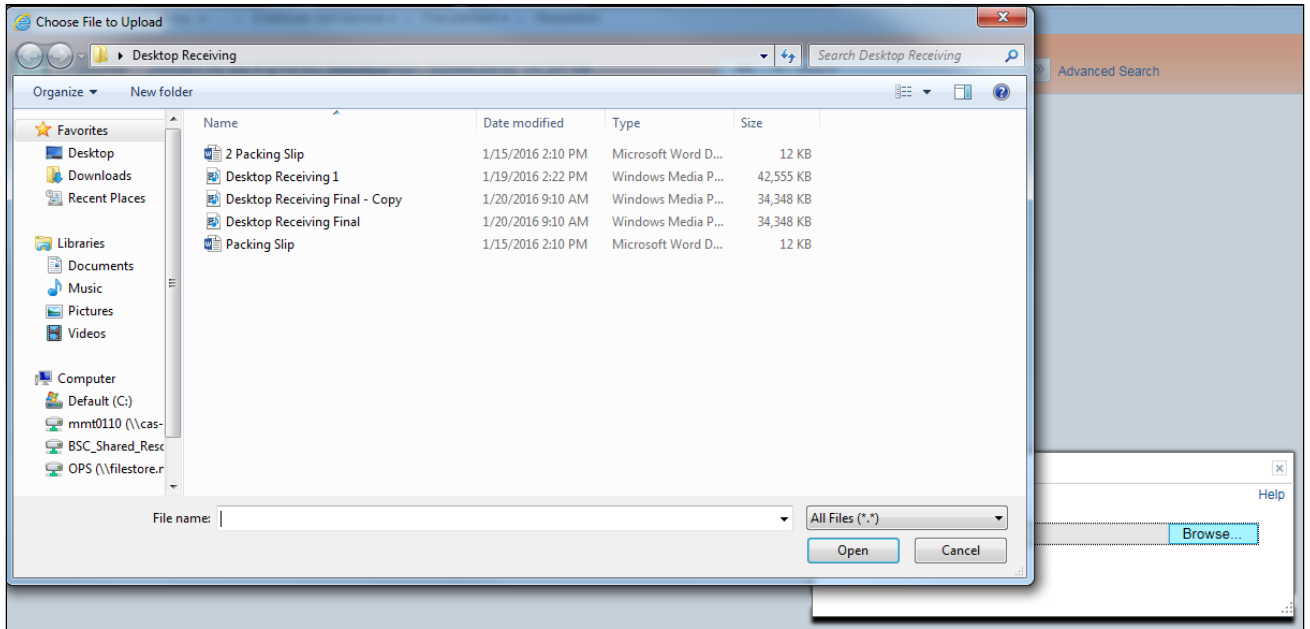
Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Asset Status	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Custom Fields	Cancel Line
1		Dell Desktop Computer	1.0000	EA	1.0000			Pending		N				Custom Fields	✗
2		Dell Keyboard	1.0000	EA	1.0000					N				Custom Fields	✗

Save Receipt

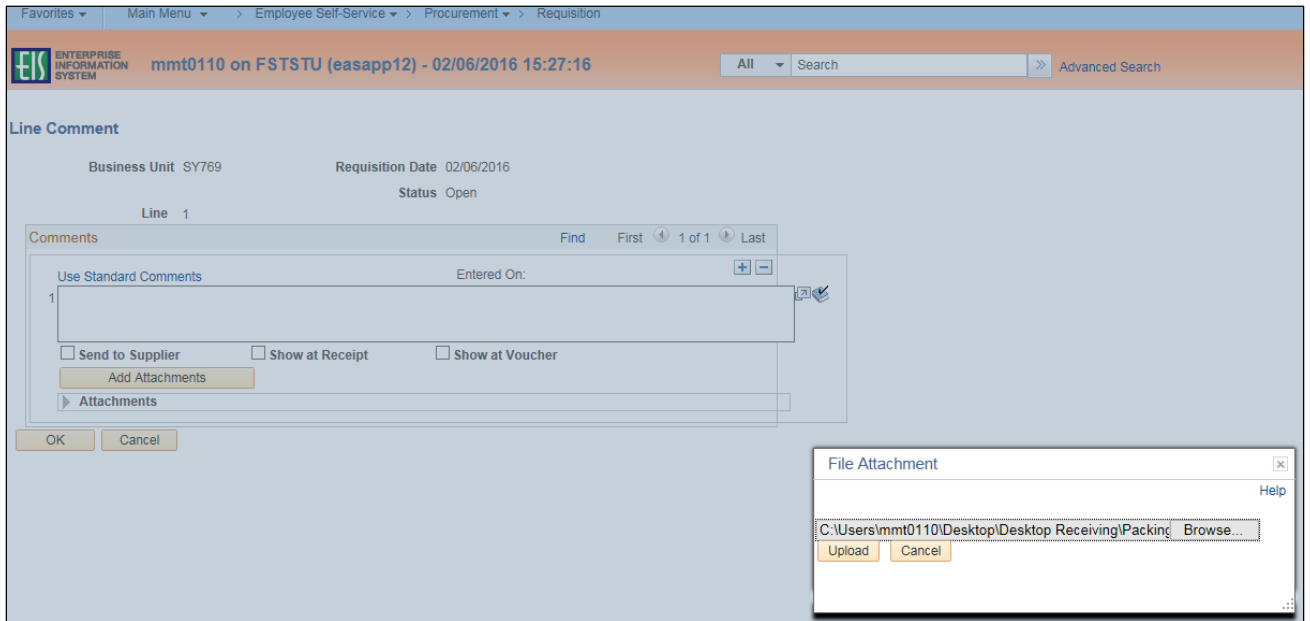
16. Select **Good**, **Fair**, or **Damaged** next to **Condition** based on the condition of the item received.
- Note:** Contact the vendor if you have issues with the condition of the item.
17. Enter comments in the **Use Standard Comments** field, as needed.
18. Click **Attach** to attach associated documentation, such as a copy of the packing slip.

19. Click **Browse** in the **File Attachment** box.


20. Select file to upload from browser window.
21. Click **Open**.



22. Click **Upload** in **File Attachment** box.



23. Confirm file was uploaded by verifying file is showing in the **Associated Document** section.
24. Click **OK**.

Note: Marks will appear on the **Comment** icon  indicating either a note or file attachment has been added.

25. Repeat steps 14-24 for each line item.
26. Click **Save Receipt**.

Line Item Id	Item Description	Received Quantity	UOM	Accept Quantity	Details	Receipt	Asset Status	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Custom Fields	Cancel Line
1	Dell Desktop Computer	1.0000	EA	1.0000			Pending		N				Custom Fields	
2	Dell Keyboard	1.0000	EA	1.0000					N				Custom Fields	

Note: The **Receipt Saved Successfully** screen will open.

Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity
1	Dell Desktop Computer	1.0000		1.0000
2	Dell Keyboard	1.0000		1.0000