

SOP #: 4.2.3.6	Area: Procurement
Title: Managing Desktop Receiving	Effective Date: 03-01-2016
Version #: 2.0	Revision Date: 04-09-2019
Approval Date: 04-09-2019	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.

**Please take note of Step 14 to correctly receive by QTY or AMOUNT.**

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

UNIVERSITY OF NORTH TEXAS SYSTEM

## EIS 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**.

Favorites ▾ Main Menu ▾

EIS ENTERPRISE INFORMATION SYSTEM test\_POeProEntry on FSTSTU (easapp12) - 12/03/2015 09:27:18 All Search >>

**Top Menu Features Description**

**Our menu has changed!**  
 The menu is now located across the top of the page. Click on **Main Menu** to get started.

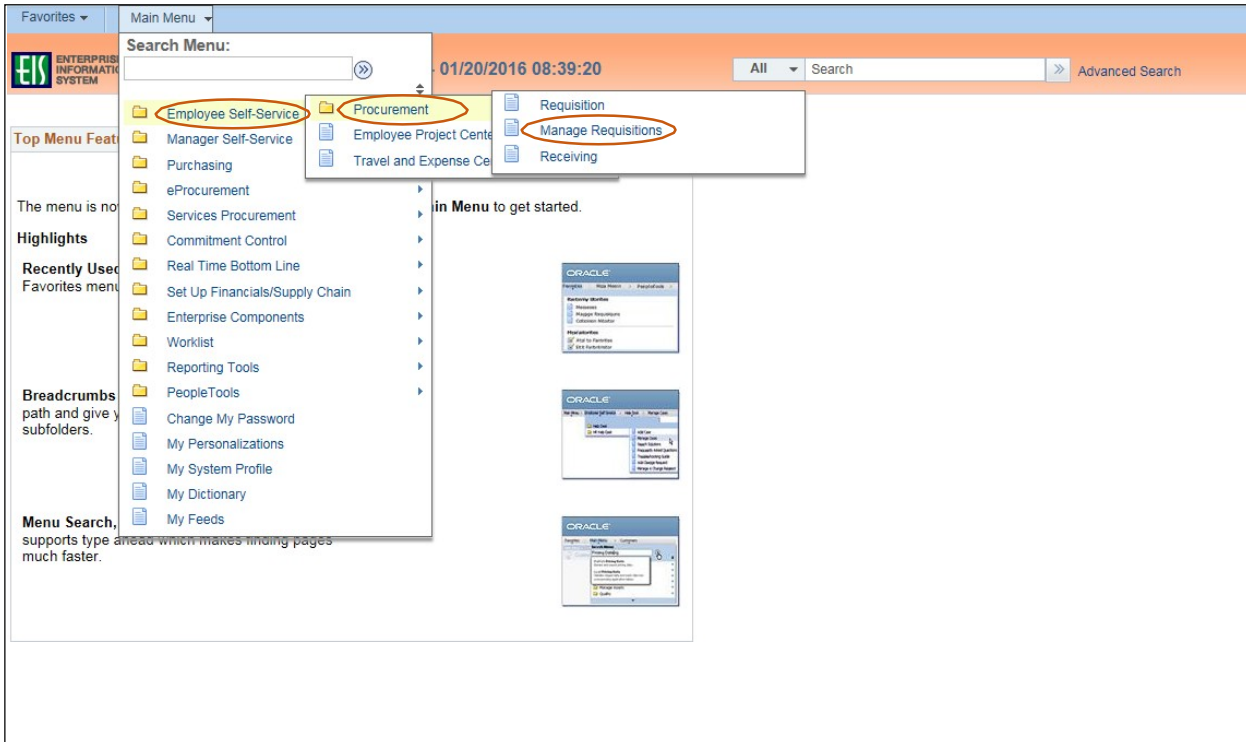
**Highlights**

**Recently Used** pages now appear under the Favorites menu, located at the top left.

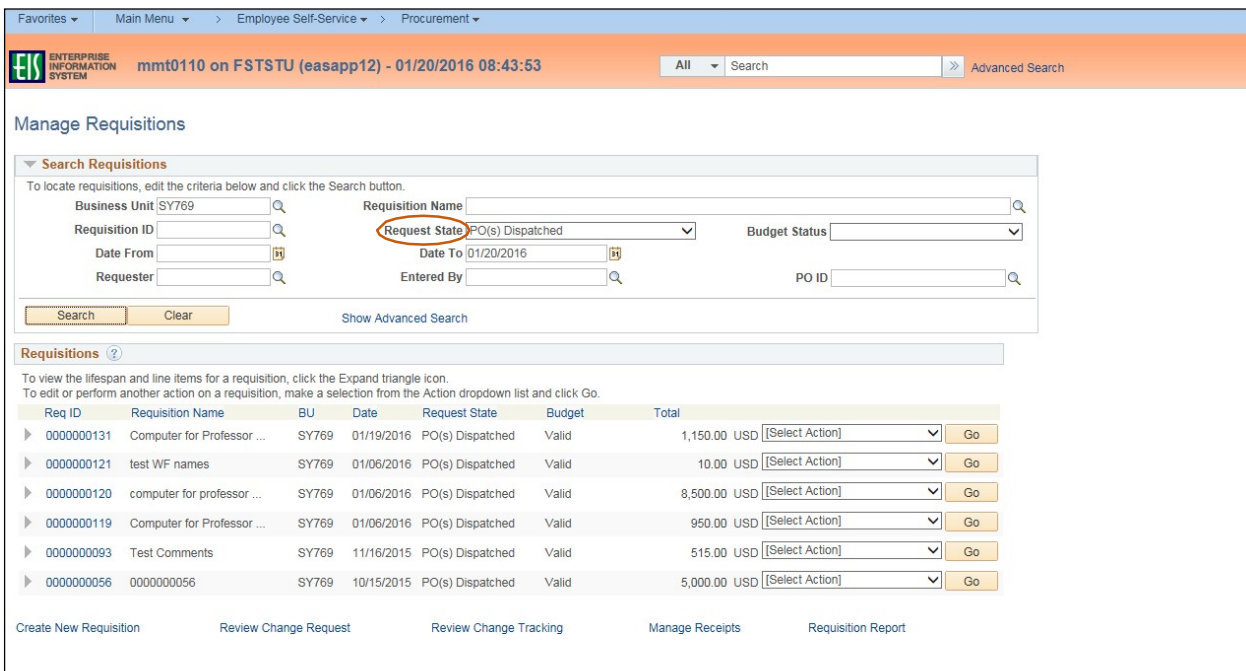
**Breadcrumbs** visually display your navigation path and give you access to the contents of subfolders.

**Menu Search**, located under the Main Menu, now supports type ahead which makes finding pages much faster.

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**.



8. Review the list of requisitions to locate the appropriate record.
9. Select **Receive** from the requisitions 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	000000056	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](#)

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

Favorites ▾ Main Menu ▾ Employee Self-Service ▾ Procurement ▾

**EIS** ENTERPRISE INFORMATION SYSTEM    mmt0110 on FSTSTU (easapp12) - 01/20/2016 08:43:53    All ▾ Search    >> Advanced Search

**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**    Personalize | Find | View All |    First 1-2 of 2 Last

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	Dell Desktop Computer	1	0	EA	BSCA 400		Business Services-Gen	SUMMUSINDU-001	
<input type="checkbox"/>	SY769	Computer for Professor Roberts	Dell Keyboard	1	0	EA	BSCA 400		Business Services-Gen	SUMMUSINDU-001	

12. Click **Receive Selected**.

Favorites ▾ Main Menu ▾ Employee Self-Service ▾ Procurement ▾

**EIS** ENTERPRISE INFORMATION SYSTEM    mmt0110 on FSTSTU (easapp12) - 01/20/2016 08:43:53    All ▾ Search    >> Advanced Search

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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	Dell Desktop Computer	1	0	EA	BSCA 400		Business Services-Gen	SUMMUSINDU-001	
<input checked="" type="checkbox"/>	SY769	Computer for Professor Roberts	Dell Keyboard	1	0	EA	BSCA 400		Business Services-Gen	SUMMUSINDU-001	

13. Enter the **Received Date** by clicking the calendar icon and selecting the items received date.

14. **IF receiving by QUANTITY**, enter the quantity of items received in **Received Quantity**.


Enterprise Information System | mmt0110 on FSTSTU (easapp12) - 01/20/2016 08:43:53

### Receive Items









New Receipt

Business Unit SY769

Receipt Status Open

\*Received Date 01/20/2016 

Add Header Comments      Header Custom Fields      Reject Shipment

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


**IF receiving by AMOUNT**, enter the approved amount you wish to pay the vendor in **Received Amount**

### Receive Items





New Receipt

Business Unit NT752

Receipt Status Open

\*Received Date 03/21/2019 

Header Comments/Attachments      Header Custom Fields

Line	Item Id	Item Description	Currency	Received Amount	Received Quantity	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Custom Fields	Cancel Line
1		Internship and Advertis	USD	27625.00000	1.0000	1.0000				N				Custom Fields	

Save Receipt

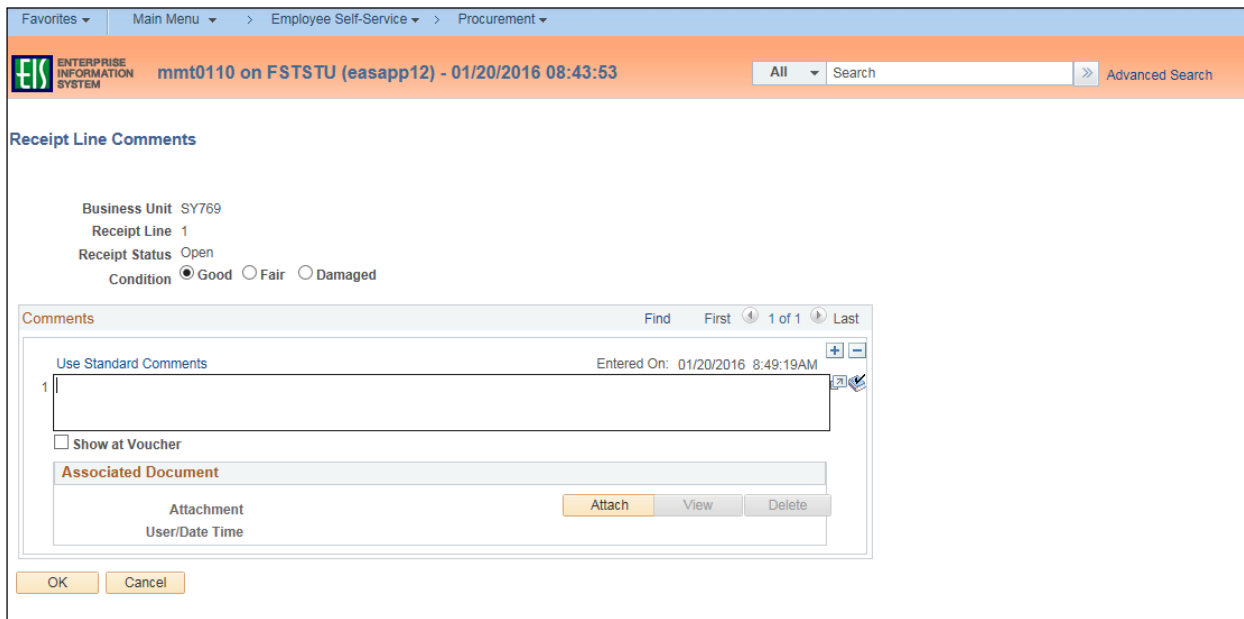
[Add New Receipt](#)      [Inquire Receipts](#)

15. Click the Comment icon located under Receipt

16. Select **Good**, **Fair**, or **Damaged** next to **Condition** based on the condition of the item received.

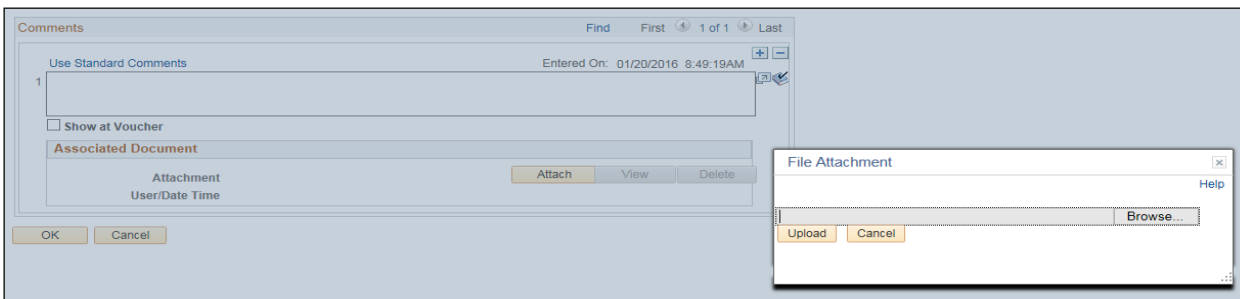
**Note:** Contact the vendor if you have issues with the condition of the item.

17. Enter comments in the **Use Standard Comments** field, as needed.



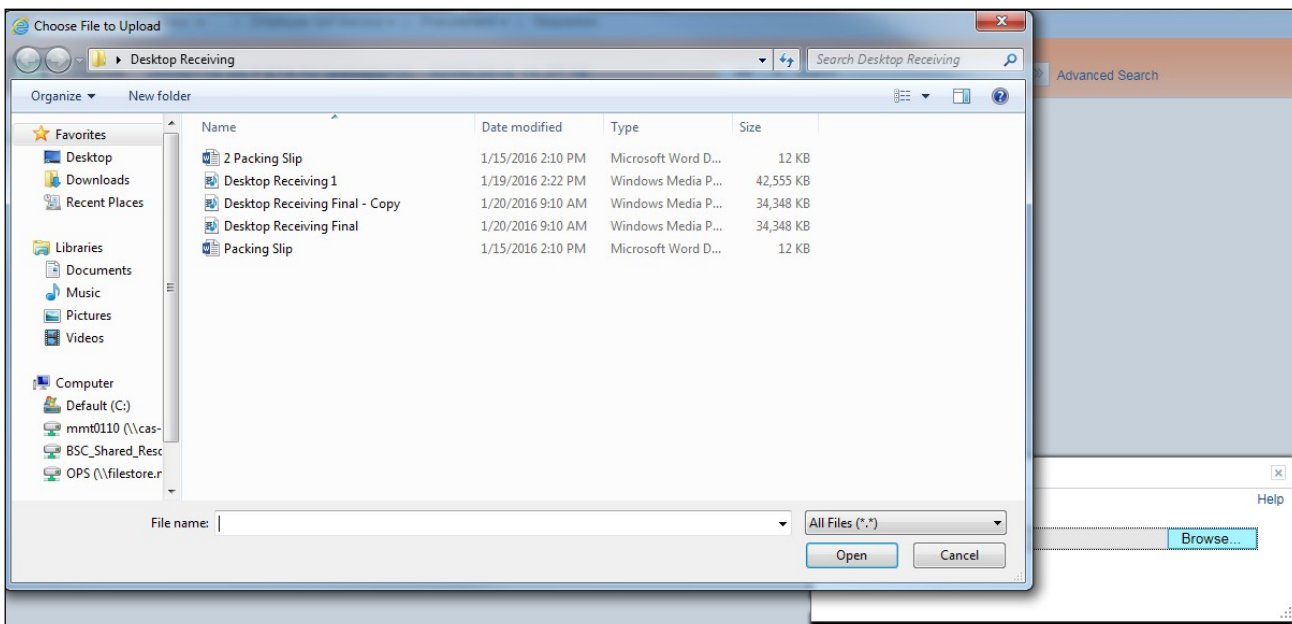
18. Click **Attach** to attach associated documentation, such as a copy of the packing slip.

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

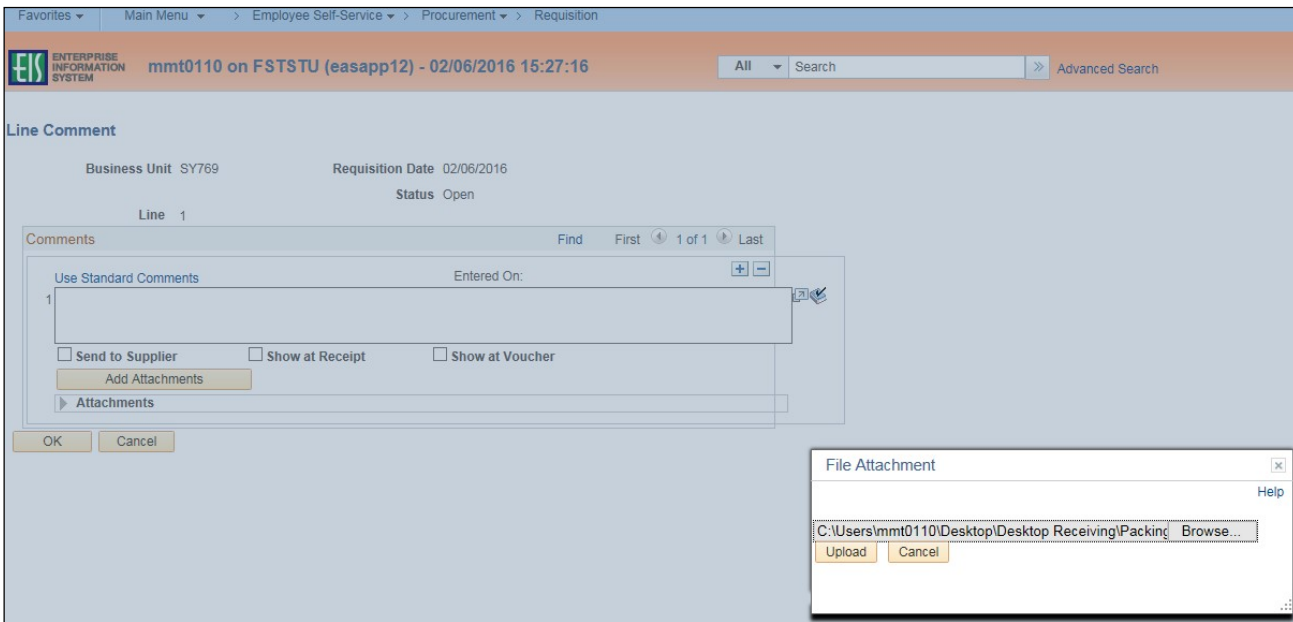


20. Select file to upload from browser window.

21. Click **Open**.

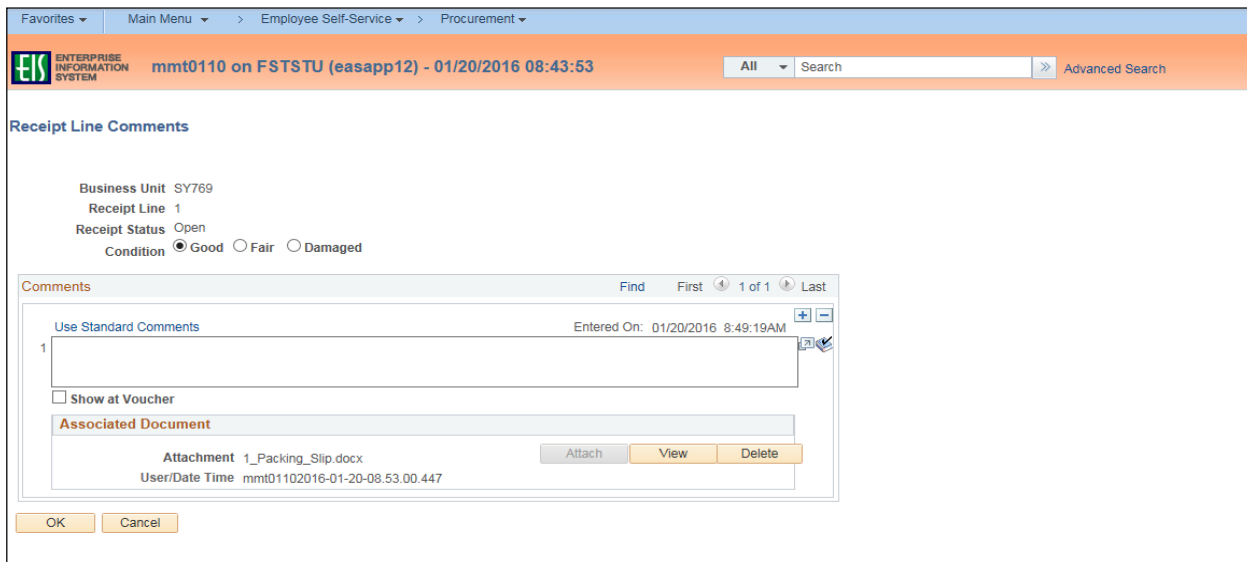


22. Click **Upload** in **File Attachment** box.



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.

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Procurement](#)

ENTERPRISE INFORMATION SYSTEM | mmt0110 on FSTSTU (easapp12) - 01/20/2016 08:43:53 | All Search | Advanced Search

### Receive Items

New Receipt

Business Unit SY769

Receipt Status Open

\*Received Date 01/20/2016

[Add Header Comments](#)    [Header Custom Fields](#)    [Reject Shipment](#)

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](#)

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

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Procurement](#)

ENTERPRISE INFORMATION SYSTEM | mmt0110 on FSTSTU (easapp12) - 01/20/2016 09:07:44 | All Search | Advanced Search

### Receipt Saved Successfully

You have saved receipt # 000000025 containing the following items:

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

[Return to Manage Requisitions](#)    [Return to Receiving](#)