

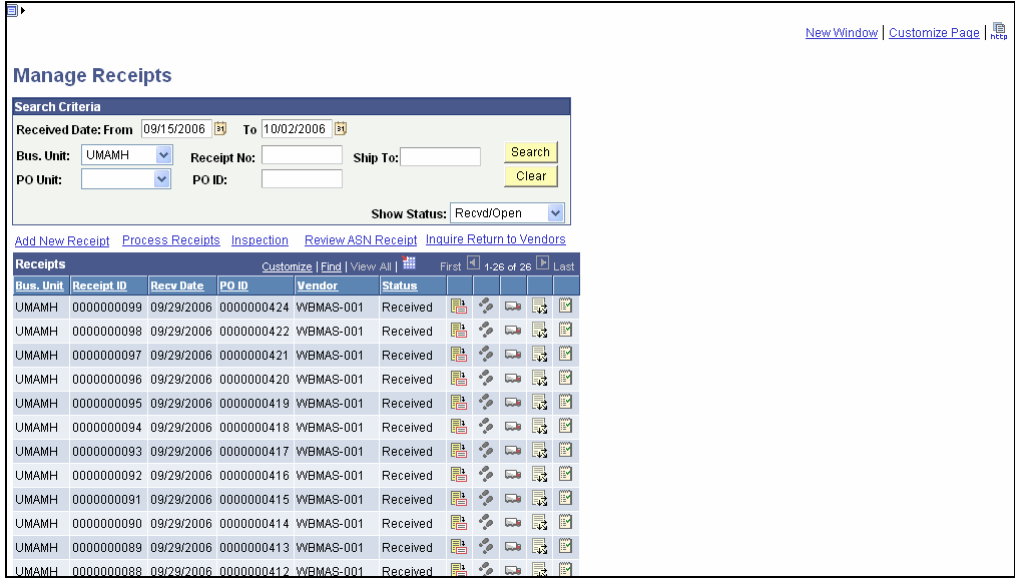
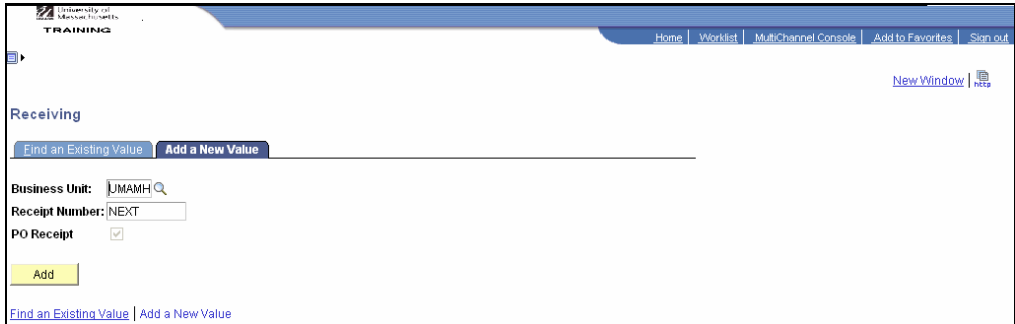
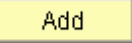
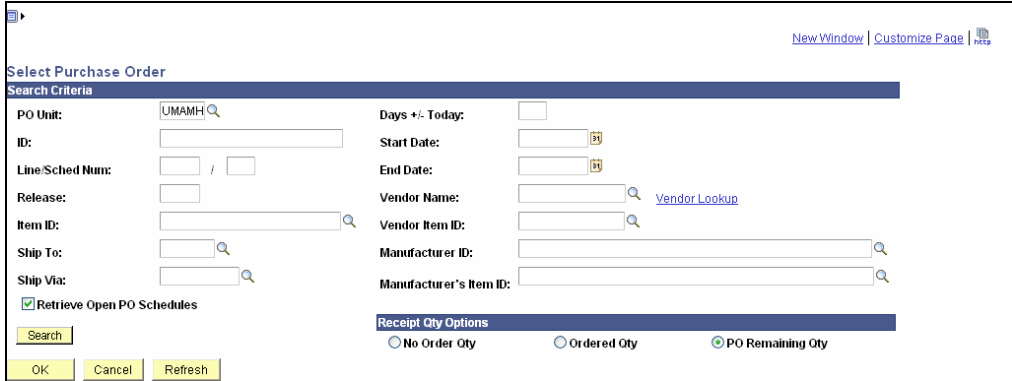

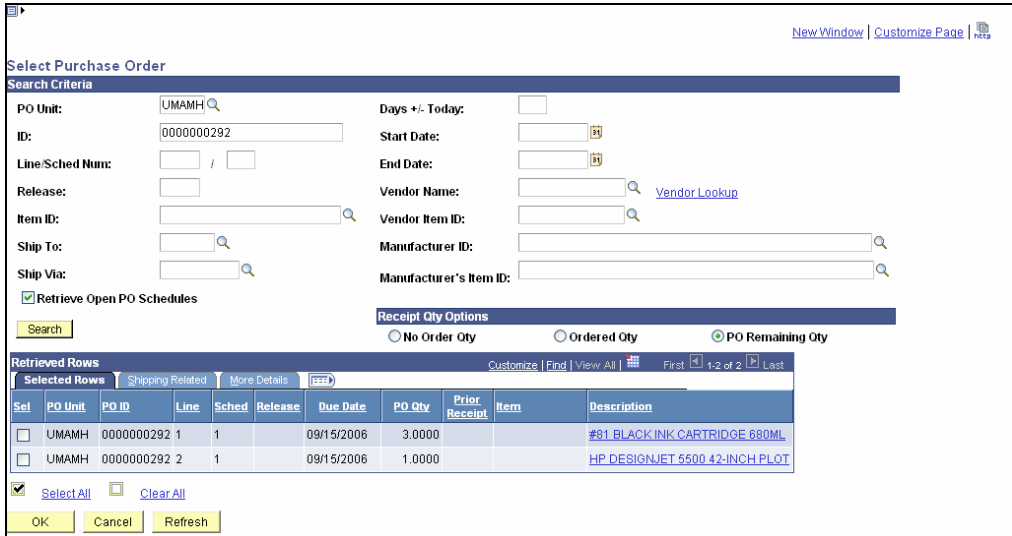

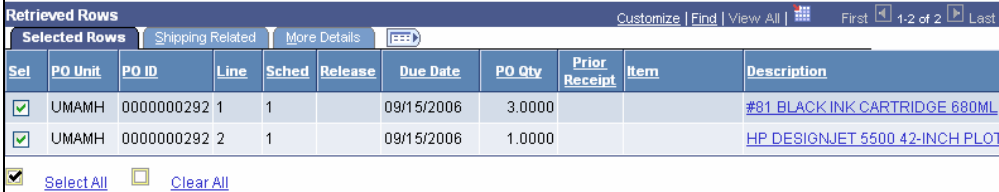


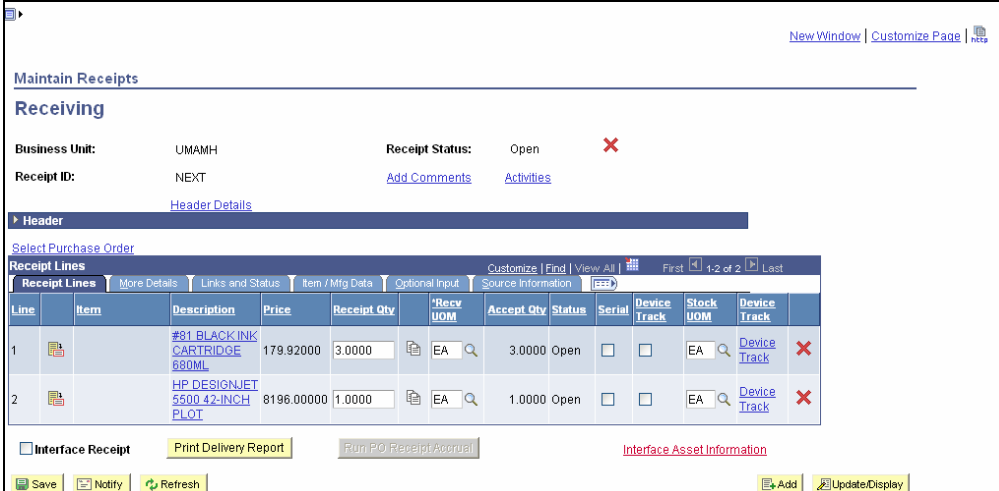






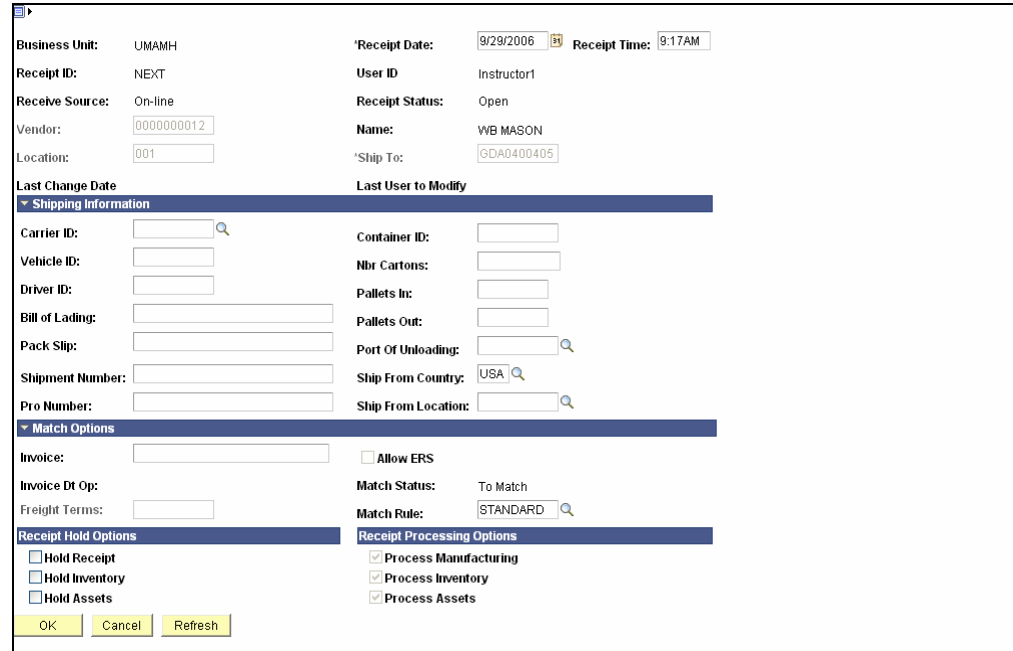


Receiving/Accepting All PO Items	
	In order to receive/accept all PO items, the ePro end user must select the Purchase Order, select all items, and save the items in the Receiving page. Once the receiving process is completed, the status of all PO items changes to "Received."
Step 1.	Log into the e*mpac Application with your Username and Password.
	Navigate to the following path: <p style="text-align: center;">eProcurement → Receive Items</p>
	<p>The Manage Receipts page opens.</p>  <p>The screenshot shows the 'Manage Receipts' interface. It includes a search criteria section with fields for 'Received Date: From' (09/15/2006) and 'To' (10/02/2006), 'Bus. Unit' (UMAMH), 'Receipt No.', 'Ship To', and 'PO ID'. There are 'Search' and 'Clear' buttons. Below the search section is a table of receipts with columns: Bus. Unit, Receipt ID, Recv Date, PO ID, Vendor, and Status. The table lists 15 receipts, all with a status of 'Received'.</p>
Step 2.	<p>Click the Add New Receipt link.</p> <p>The Receiving (Add a New Value) page opens.</p>  <p>The screenshot shows the 'Receiving' page with a header 'TRAINING' and navigation links like 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. There are buttons for 'Find an Existing Value' and 'Add a New Value'. Below these are input fields for 'Business Unit' (UMAMH), 'Receipt Number' (NEXT), and a checked 'PO Receipt' checkbox. An 'Add' button is visible at the bottom.</p>
Step 3.	Click  .

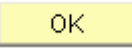
	<p>The Select Purchase Order page opens.</p> 
<p>Step 4.</p>	<p>Enter the ID (Required).</p>
	<p>The ID number is your 10-digit Purchase Order (PO) number. <u>You must know the PO number</u> for the items you will receive; there is no search tool for the ID on this page.</p>
<p>Step 5.</p>	<p>Click Search.</p> <p>The PO ID number is accepted.</p> 
	<p>Click the View All link in the Retrieved Rows section if all items are not viewable.</p>
<p>Step 6.</p>	<p>Select the Select All link.</p>

	 <p>Retrieved Rows Selected Rows Shipping Related More Details <table border="1"> <thead> <tr> <th>Sel</th> <th>PO Unit</th> <th>PO ID</th> <th>Line</th> <th>Sched</th> <th>Release</th> <th>Due Date</th> <th>PO Qty</th> <th>Prior Receipt</th> <th>Item</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>UMAMH</td> <td>0000000292</td> <td>1</td> <td>1</td> <td></td> <td>09/15/2006</td> <td>3.0000</td> <td></td> <td></td> <td>#81 BLACK INK CARTRIDGE 680ML</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>UMAMH</td> <td>0000000292</td> <td>2</td> <td>1</td> <td></td> <td>09/15/2006</td> <td>1.0000</td> <td></td> <td></td> <td>HP DESIGNJET 5500 42-INCH PLOT</td> </tr> </tbody> </table> Select All Clear All</p>	Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description	<input checked="" type="checkbox"/>	UMAMH	0000000292	1	1		09/15/2006	3.0000			#81 BLACK INK CARTRIDGE 680ML	<input checked="" type="checkbox"/>	UMAMH	0000000292	2	1		09/15/2006	1.0000			HP DESIGNJET 5500 42-INCH PLOT			
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	<p>The checked box is a picture only. Clicking this will not select your lines. You must click the words</p>																																				
<p>Step 7.</p>	<p>Click .</p> <p>The Maintain Receipts (Receiving) page opens.</p>  <p>Maintain Receipts Receiving Business Unit: UMAMH Receipt Status: Open Receipt ID: NEXT Header Select Purchase Order Receipt Lines <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Description</th> <th>Price</th> <th>Receipt Qty</th> <th>Recv UOM</th> <th>Accept Qty</th> <th>Status</th> <th>Serial</th> <th>Device Track</th> <th>Stock UOM</th> <th>Device Track</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>#81 BLACK INK CARTRIDGE 680ML</td> <td>179.92000</td> <td>3.0000</td> <td>EA</td> <td>3.0000</td> <td>Open</td> <td></td> <td></td> <td>EA</td> <td>Device Track</td> </tr> <tr> <td>2</td> <td></td> <td>HP DESIGNJET 5500 42-INCH PLOT</td> <td>8196.00000</td> <td>1.0000</td> <td>EA</td> <td>1.0000</td> <td>Open</td> <td></td> <td></td> <td>EA</td> <td>Device Track</td> </tr> </tbody> </table> Interface Receipt Print Delivery Report Run PO Receipt Accrual Interface Asset Information Save Notify Refresh Add Update/Display</p>	Line	Item	Description	Price	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track	1		#81 BLACK INK CARTRIDGE 680ML	179.92000	3.0000	EA	3.0000	Open			EA	Device Track	2		HP DESIGNJET 5500 42-INCH PLOT	8196.00000	1.0000	EA	1.0000	Open			EA	Device Track
Line	Item	Description	Price	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track																										
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2		HP DESIGNJET 5500 42-INCH PLOT	8196.00000	1.0000	EA	1.0000	Open			EA	Device Track																										
<p>Step 8.</p>	<p>Click the Header Details link to Enter the Bill of Lading and/or the Packing Slip – This step is OPTIONAL</p>																																				

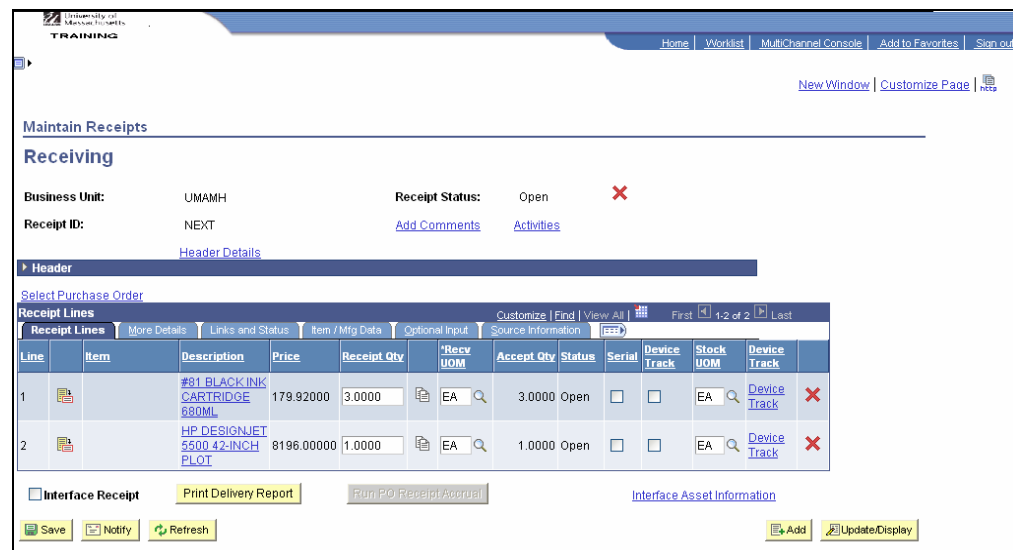
The **Manage Receipts (Header Details)** page opens.




Step 9.

Click  .

The **Maintain Receipts (Receiving)** page reopens.



Review information and click  .



Maintain Receipts

Receiving

Business Unit: UMAMH **Receipt Status:** Received ✘

Receipt ID: 0000000100 [Add Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

▶ **Header**

[Select Purchase Order](#)

Receipt Lines [More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) [Source Information](#) [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

Line	Item	Description	Price	Receipt Qty	*Rev UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		#81 BLACK INK CARTRIDGE 680ML	179.92000	3.0000	EA <input type="text"/>	3.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	EA <input type="text"/>	Device Track ✘
2		HP DESIGNJET 5500 42-INCH PLOT	8196.00000	1.0000	EA <input type="text"/>	1.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	EA <input type="text"/>	Device Track ✘

Interface Receipt [Print Delivery Report](#) [Run PO Receipt Accrual](#) [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

END OF JOB AID



Last Edited Date	11/1/2006
Last Edited By	Kristina England