



## Rejecting a Partial Shipment

**Intro** When the ePro end user rejects a partial shipment, the user must add a new receipt and select all PO items that will be rejected. Once the Receiving page opens, the user must reject the shipment while the receipt is still in the "Open" status. The required fields are Reject Qty, Reject Reason, and Reject Action. The user can then save the receipt, generating a new receipt ID.

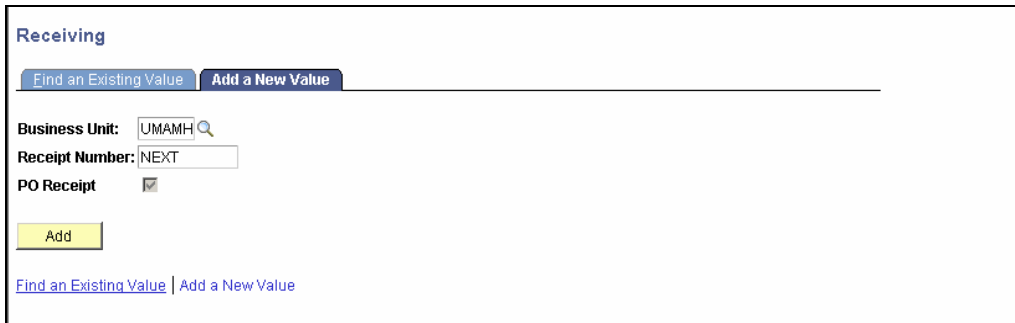
**Step 1.** Log into the e\*mpac Application with your Username and Password.

 **Navigate to the following path:**  
**eProcurement → Receive Items**

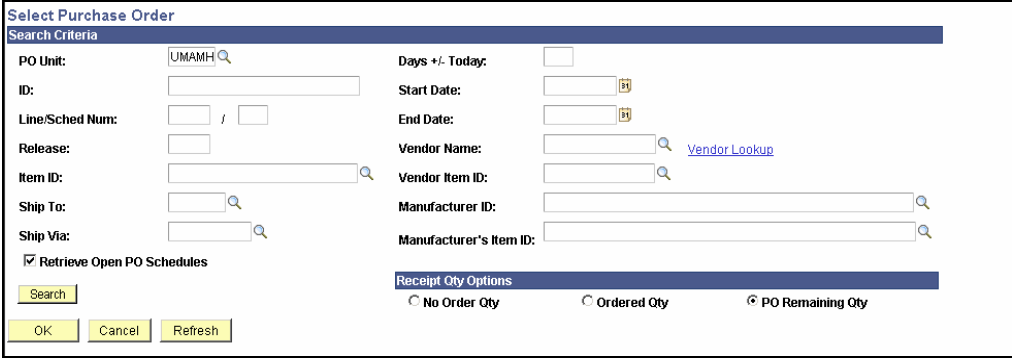

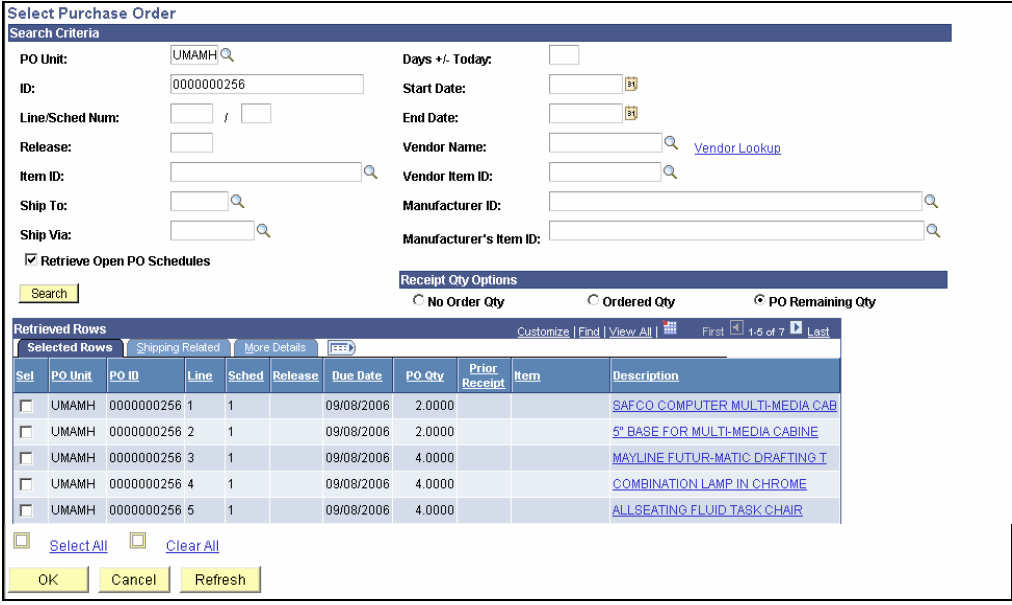

The **Manage Receipts** page opens.



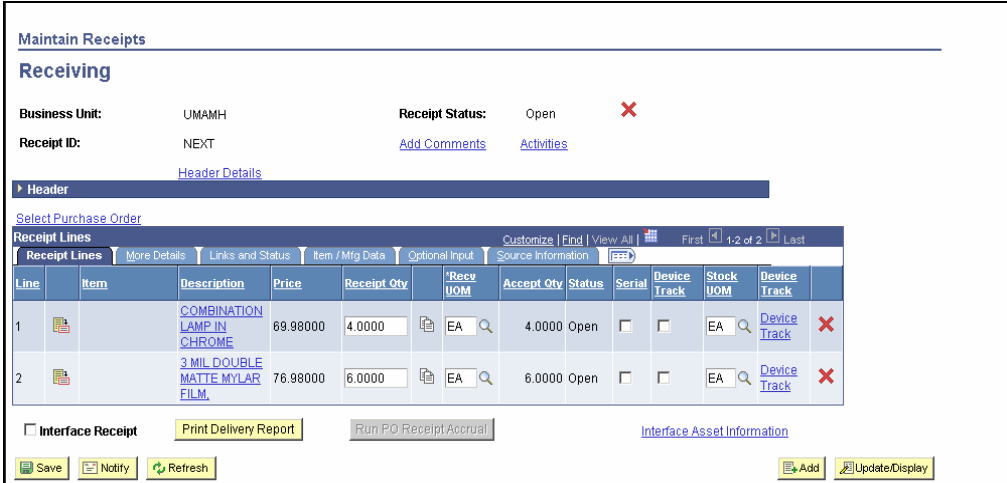








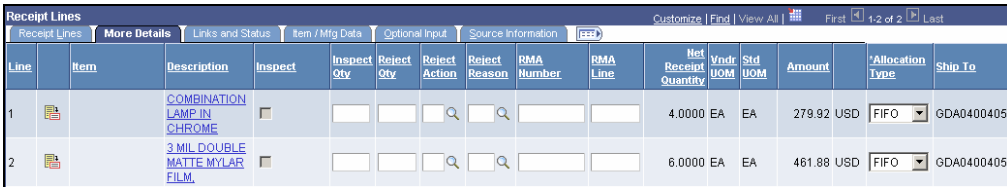



**Step 2.** Click the **Add New Receipt** link.  
 The **Receiving (Add a New Value)** page opens.



**Step 3.** Click  .

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

	 <p>Retrieved Rows</p> <table border="1"> <thead> <tr> <th>Selected Rows</th> <th>Shipping Related</th> <th>More Details</th> <th>Filter</th> </tr> </thead> <tbody> <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> <tr> <td><input type="checkbox"/></td> <td>UMAMH</td> <td>0000000256</td> <td>1</td> <td>1</td> <td></td> <td>09/08/2006</td> <td>2.0000</td> <td></td> <td></td> <td>SAFCO COMPUTER MULTI-MEDIA CAB</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UMAMH</td> <td>0000000256</td> <td>2</td> <td>1</td> <td></td> <td>09/08/2006</td> <td>2.0000</td> <td></td> <td></td> <td>5" BASE FOR MULTI-MEDIA CABINE</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UMAMH</td> <td>0000000256</td> <td>3</td> <td>1</td> <td></td> <td>09/08/2006</td> <td>4.0000</td> <td></td> <td></td> <td>MAYLINE FUTUR-MATIC DRAFTING T</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>UMAMH</td> <td>0000000256</td> <td>4</td> <td>1</td> <td></td> <td>09/08/2006</td> <td>4.0000</td> <td></td> <td></td> <td>COMBINATION LAMP IN CHROME</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UMAMH</td> <td>0000000256</td> <td>5</td> <td>1</td> <td></td> <td>09/08/2006</td> <td>4.0000</td> <td></td> <td></td> <td>ALLSEATING FLUID TASK CHAIR</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UMAMH</td> <td>0000000256</td> <td>6</td> <td>1</td> <td></td> <td>09/08/2006</td> <td>2.0000</td> <td></td> <td></td> <td>MAYLINE RANGER STEEL 4-POST LI</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>UMAMH</td> <td>0000000256</td> <td>7</td> <td>1</td> <td></td> <td>09/08/2006</td> <td>6.0000</td> <td></td> <td></td> <td>3 MIL DOUBLE MATTE MYLAR FILM,</td> </tr> </tbody> </table> <p><input type="checkbox"/> Select All <input type="checkbox"/> Clear All</p>	Selected Rows	Shipping Related	More Details	Filter	Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description	<input type="checkbox"/>	UMAMH	0000000256	1	1		09/08/2006	2.0000			SAFCO COMPUTER MULTI-MEDIA CAB	<input type="checkbox"/>	UMAMH	0000000256	2	1		09/08/2006	2.0000			5" BASE FOR MULTI-MEDIA CABINE	<input type="checkbox"/>	UMAMH	0000000256	3	1		09/08/2006	4.0000			MAYLINE FUTUR-MATIC DRAFTING T	<input checked="" type="checkbox"/>	UMAMH	0000000256	4	1		09/08/2006	4.0000			COMBINATION LAMP IN CHROME	<input type="checkbox"/>	UMAMH	0000000256	5	1		09/08/2006	4.0000			ALLSEATING FLUID TASK CHAIR	<input type="checkbox"/>	UMAMH	0000000256	6	1		09/08/2006	2.0000			MAYLINE RANGER STEEL 4-POST LI	<input checked="" type="checkbox"/>	UMAMH	0000000256	7	1		09/08/2006	6.0000			3 MIL DOUBLE MATTE MYLAR FILM,
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<p><b>Step 7.</b></p>	<p>Click  .</p> <p>The <b>Maintain Receipts (Receiving)</b> page opens.</p>  <p>Maintain Receipts</p> <p>Receiving</p> <p>Business Unit: UMAMH      Receipt Status: Open </p> <p>Receipt ID: NEXT      <a href="#">Add Comments</a>      <a href="#">Activities</a></p> <p><a href="#">Header Details</a></p> <p>► Header</p> <p><a href="#">Select Purchase Order</a></p> <p>Receipt Lines</p> <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>COMBINATION LAMP IN CHROME</td> <td>69.98000</td> <td>4.0000</td> <td>EA</td> <td>4.0000</td> <td>Open</td> <td></td> <td></td> <td>EA</td> <td></td> </tr> <tr> <td>2</td> <td></td> <td>3 MIL DOUBLE MATTE MYLAR FILM,</td> <td>76.98000</td> <td>6.0000</td> <td>EA</td> <td>6.0000</td> <td>Open</td> <td></td> <td></td> <td>EA</td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> Interface Receipt      <a href="#">Print Delivery Report</a>      <a href="#">Run PO Receipt Accrual</a>      <a href="#">Interface Asset Information</a></p> <p><a href="#">Save</a>      <a href="#">Notify</a>      <a href="#">Refresh</a>      <a href="#">Add</a>      <a href="#">Update/Display</a></p>	Line	Item	Description	Price	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track	1		COMBINATION LAMP IN CHROME	69.98000	4.0000	EA	4.0000	Open			EA		2		3 MIL DOUBLE MATTE MYLAR FILM,	76.98000	6.0000	EA	6.0000	Open			EA																																																									
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<p><b>Step 9.</b></p>	<p>Enter the following fields in the Receipt Line(s) you are rejecting:</p> <ul style="list-style-type: none"> <li>◆ <b>Reject Qty</b> (required)</li> <li>◆ <b>Reject Action</b> (required)</li> <li>◆ <b>Reject Reason</b> (required)</li> <li>◆ <b>RMA Number</b> (optional)</li> </ul>																																																																																												
<p><b>Step 10.</b></p>	<p>Click the  tab.</p>																																																																																												

The **Receipt Lines** section reopens.

Maintain Receipts

Receiving

Business Unit: UMAMH      Receipt Status: Received ✖

Receipt ID: 000000072      [Add Comments](#)      [Activities](#)

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

▶ Header

Select Purchase Order

Receipt Lines

Line	Item	Description	Inspect	Inspect Qty	Reject Qty	Reject Action	Reject Reason	RMA Number	RMA Line	Net Receipt Quantity	Vndr UOM	Std UOM	Amount	Allocation Type	Ship To
1		COMBINATION LAMP IN CHROME	<input type="checkbox"/>							4.0000	EA	EA	279.92 USD	FIFO	GA0400405
2		3 MIL DOUBLE MATTE MYLAR FILM	<input type="checkbox"/>		2.0000	R	DAM			4.0000	EA	EA	307.92 USD	FIFO	GA0400405

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

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

**Step 11.**

Click .

The **More Details** section refreshes.

Maintain Receipts

Receiving

Business Unit: UMAMH      Receipt Status: Received ✖

Receipt ID: 000000072      [Add Comments](#)      [Activities](#)

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

▶ Header

Select Purchase Order

Receipt Lines

Line	Item	Description	Inspect	Inspect Qty	Reject Qty	Reject Action	Reject Reason	RMA Number	RMA Line	Net Receipt Quantity	Vndr UOM	Std UOM	Amount	Allocation Type	Ship To
1		COMBINATION LAMP IN CHROME	<input type="checkbox"/>							4.0000	EA	EA	279.92 USD	FIFO	GA0400405
2		3 MIL DOUBLE MATTE MYLAR FILM	<input type="checkbox"/>		2.0000	R	DAM			4.0000	EA	EA	307.92 USD	FIFO	GA0400405

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

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

**Step 12.**

Click the **Receipt Lines** tab.

The **Receipt Lines** section reopens.

**Maintain Receipts**

**Receiving**

Business Unit: UMAMH      Receipt Status: Received ✖

Receipt ID: 0000000072      [Add Comments](#)      [Activities](#)

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

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**Receipt Lines**

Line	Item	Description	Price	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		COMBINATION LAMP IN CHROME	69.98000	4.0000	EA	4.0000	Received			EA	Device Track <span style="color: red;">✖</span>
2		3 MIL DOUBLE MATTE MYLAR FILM	76.98000	6.0000	EA	4.0000	Received			EA	Device Track <span style="color: red;">✖</span>

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

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



The **Accept Quantity** field is now empty because all quantities have been rejected.

**END OF JOB AID**



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<b>Last Edited Date</b>	<b>1/19/2007</b>
<b>Last Edited By</b>	<b>Kristina England</b>