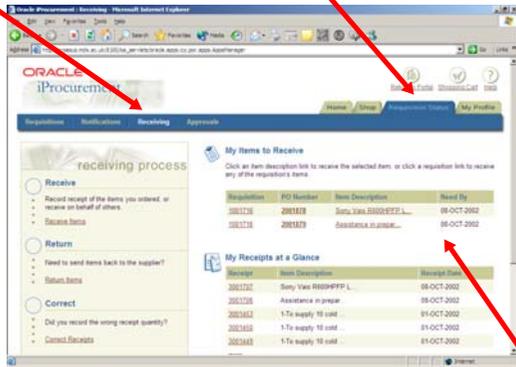


## Finding Items to Receipt

### My Items to Receive

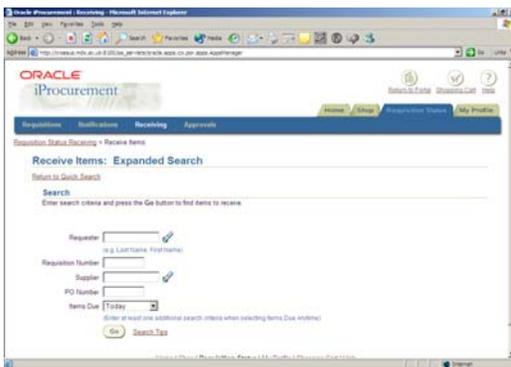
From the main menu click on the Requisition Status tab and then the Receiving tab.



This will display a list of all of the open requisitions ready to be receipted. Click on a requisition or a purchase order number to move to the receipting screen.

### Search for PO or Requisition

From the main menu click on the Requisition Status tab and then the Receiving tab. To the left of the form you will see the link "Receive Items", click on this then click on "Expanded Search"



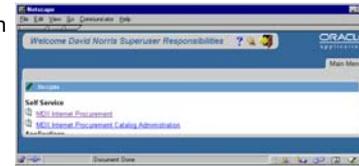
The form displayed will allow you to search for an order by requisition number, purchase order number, supplier name and due date. Fill in the appropriate boxes and select the correct due date range then press go to search.

## Connecting to iProcurement

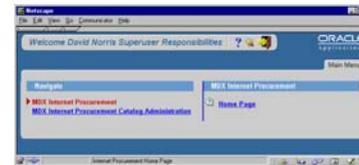
From the Corporate Desktop on your PC, select "Oracle Financials", to open the logon form, Enter your User Name and Password



You will pass on to the navigation menu where you will see all of the Oracle responsibilities you have been assigned. Choose Self Service : MDX Internet Procurement



This opens a list of the web pages you can go to within iProcurement. Choose Home Page That is it, you should now be in



your iProcurement home page from where you can.

- go shopping
- approve requisitions
- check requisition status
- receive items



iProcurement



ORACLE®

## Receipting Goods and Services

Hints and tips on how to receipt goods and services in Oracle Financials

## Receiving Items

### When to receipt

Only receipt goods and services as they are delivered, do not anticipate delivery and do not wait for the invoice. Receipt at the right time and then:

- The supplier invoice when sent to Financial Services will be processed automatically.
- The balance of your order will be properly recorded and the expenditure properly identified.
- You are less likely to make a mistake that is difficult to remedy.

### What to receipt

- Only receipt goods and services that are actually delivered, do not anticipate delivery and pay attention to whether the order was expressed as quantity or value.
- Receipt the quantity of goods or services that were delivered, the system will value and tax that order automatically.
- Remember, the receipt you record is your acceptance of the delivery and your approval for finance to pay the invoice when it arrives.

### What about blanket orders ?

A blanket order (or rather a non specific order) is a licence to make mistakes:

- The order does not communicate to the supplier what goods are required, when and at what price - so they can make mistakes on the delivery.
- The order does not identify what goods or services are expected when - so you can make mistakes on receipting.
- The order does not identify what goods were expected at what price - so when the invoice is received Finance can make mistakes when allocating the invoice to an order.

Put simply - do not raise non specific orders, always identify the goods or services you are expecting, when they are expected and how much you are willing to pay.

## Receiving Items

When recording the receipt of goods and services you locate the requisition that the goods or services satisfy and enter the quantity that you confirm you have received - not the value. Then press the "Receive" button to record and confirm the receipt.

Oracle iProcurement : Receiving - Microsoft Internet Explorer

Address [http://croesus.mdx.ac.uk:8100/oa\\_servlets/oracle.apps.icx.por.apps.AppsManager](http://croesus.mdx.ac.uk:8100/oa_servlets/oracle.apps.icx.por.apps.AppsManager)

### Receive Items: My Items to Receive

Enter a quantity for each item you want to receive and press the **Receive** button below when you are done.

**Express Receive** allows you to receive items more rapidly. By selecting this button you will bypass the "Enter Receipt Information" and "Review and Submit Receipt" screens.

Can't find the item you need to receive? Click the **Expanded Search** link above to enter more specific search criteria.

Sort by:   Ascending  Descending

Requisition	Item Description	Need-By	Unit	Receipt Quantity	Quantity Ordered	Already Received	Supplier	PO Number
<a href="#">1001716</a>	<a href="#">Sony Vaio R600HPFP Laptop with 30Gb Hardisk</a>	08-OCT-2002	Each	<input type="text" value=""/>	5	0	SIMPLY COMPUTERS	2001878
<a href="#">1001716</a>	<a href="#">Assistance in preparation on report as to how to use Vaio Laptops effectively</a>	08-OCT-2002	Each	<input type="text" value=""/>	7500	0	KPMG FEES ACCOUNT	2001879

[Home](#) | [Shop](#) | [Requisition Status](#) | [My Profile](#) | [Shopping Cart](#) | [Help](#)

### Goods ordered by quantity

These orders display only the quantity of each item ordered. An order of 5 Laptops @ £1,299 appears as 5 units. Record the quantity received by reference to the unit of measure.

### Goods ordered by value

For an order worth £7,500 these will appear as 7500 units at £1 each. Record a receipt quantity equal to the value of the goods or services before VAT.