

# Desktop Receiving of ePro Items by Department

Version Date: December 6, 2021

# Table of Contents

Desktop Receiving of ePro Items by Department	1
Receive ePro Goods in the Department	1
Reject ePro Goods in the Department	22

## **Desktop Receiving of ePro Items by Department**

### **Receive ePro Goods in the Department**

#### Procedure

In this topic you will learn how to **Receive ePro Goods in the Department**.

Step	Action
1.	NOTE: Currently desktop receipts are only to be created for Office Depot Purchase Orders unless otherwise directed by the Procurement Team, and, receipts may only be created for <u>one</u> purchase order at a time.
2.	Desktop receiving is a feature in the eProcurement module that allows the department requester to enter receipts into the system for goods received directly in the department. <i>For goods delivered through Central Receiving, the current procedure will continue to remain in place.</i>
3.	Office Depot is the first supplier for which Desktop Receipts will be available. Users will enter the receipt and attach a scanned/signed copy of the packing slip as record of the receipt.

S Employee-facing registry content >	< +						v –	
$ ightarrow \mathbf{C}$ $($ rcba.psfs.lsuhs	c.edu/psp/fstrn/	'EMPLOYEE/ERP/H	n/?tab=DEFA	ULT			07 ☆	) 😩 🗄
vorites 🕶 Main Menu 🔻						Worklist	🟫 Home	Sign Out
nancials TRN w2	All - Se	arch		» Ad	dvanced Search	Add To 👻	Notification	NavBar
						Personalize Con	ent   Layout	? Help
- = 🛆 💳 🗖	<b>N2 111</b>	<b>1</b>	100			- C 405	10:59	AM

Step	Action
4.	Click the Main Menu button.
	Main Menu 🔻
5.	Click the <b>eProcurement</b> menu.
	eProcurement
6.	Click the <b>Receive Items</b> menu.
	Receive Items

ę	Receive I	ltems	× +							~ -	
÷	$\rightarrow$ C	rcba.psfs.l	suhsc.edu/psp/fstrn/EMPLO	YEE/ERP/c/PV_N	IAIN_MEN	U.PV_RECV_1	SFR_W	K.GBL?Fold	lerPath=PORTA	L_ROOT_OBJ	☆ 😩 :
Favo	orites 🔻	Main Menu 🔻	> eProcurement 🔻 > Rece	eive Items					Workli	st   🏫 Home	Sign Ou
Fin	ancials	s TRN w2	All - Search			» Advar	nced Sea	irch	Ad	d To 👻 🏹 Notifica	ation NavBa
Rec	eive Item	IS							New \	Nindow Help Pe	rsonalize Page
Yo	u have 12 l	lines open for receiv	ling								
10	Receive Sel	lected and go to t	the Receive Form.								
Re	quisition I	Lines to Receive								Personalize Find	View All   🔄
Re	quisition L	ines to Receive	Purchase Order Details								
	Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier
	LSUSH	0072090	Office Depot(R) Brand Pen- Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters	Style	2	0	РК	LSUSH		O'Connor, Karen B	OFFICE DEPO
	LSUSH	0072091	Office Depot(R) Brand Pen- Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters	Style	5	0	РК	LSUSH		O'Connor, Karen B	OFFICE DEPO
	LSUSH	0072073	Office Depot(R) Brand Mult Paper, Letter Size (8 1/2 x 1 (U.S.) Brightness, 20 Lb, W Ream Of 500 Sheets, Case Reams	i-Use I1), 96 hite, Of 10	6	0	CS	LSUSH		O'Connor, Karen B	OFFICE DEPO
	LSUSH	0072073	Office Depot(R) Brand 3-Ho Adjustable Punch, Black	le	2	0	EA	LSUSH		O'Connor, Karen B	OFFICE DEPO
			Office Depot/D) Prand Tran	contract							
•						No.					>

Step	Action
7.	The landing page displays all of the items for which the requester/department receiver has the ability to receive. The items may represent one or more purchase orders. Items may <u>not</u> list consecutively if purchase order has multiple items.
8.	At the top left of the page, the system notes the number of lines that the requester has available to receive. Only requisitions with lines marked as receiving required are displayed. The yellow <b>Receive Selected</b> button allows users to receive goods for the lines selected from the grid. <u>IMPORTANT NOTE</u> : The list will include purchase orders other than those for Office Depot. At the time, only Office Depot purchase orders will be received in Desktop Receiving.
9.	<ul> <li>The grid contains two tabs: <i>Requisition Lines to Receive</i> and <i>Purchase Order Details</i>.</li> <li>On the <i>Requisition Lines to Receive</i> tab, the grid displays each line by the Business Unit ID, the requisition number/name, the line details, the quantity ordered, quantity received to date, unit of measure, the Ship To ID, Attention To, and the supplier id if available.</li> </ul>

6	Receive It	ems	× +				~	- 0 ×
÷	- > C	🗎 rcba.psf	s.lsuhsc.edu/psp/fstrn/EMPLOYEE/ERP/	c/PV_MAIN	_MENU.PV_	RECV_TSFR_WK.GBL?Folder	rPath=PORTAL_ROOT_OBJ	. ☆ 😩 :
Fav	orites 🔻	Main Menu 🔻	> eProcurement  > Receive Items				Worklist 🕴 🏫 Ho	ome   Sign Out
Fir	nancials	TRN w2	All - Search		>>	Advanced Search	Add To 👻 No	tification NavBar
Der	ceive Items						New Window   Help	Personalize Page
(C)	serve item.	2						
Y	ou have 12 li	nes open for reco	eiving					
	Receive Sele	ected and go t	to the Receive Form.					
Re	equisition Line	ines to Receive	e Purchase Order Details		Personalize	ə   Find   View All   🔄   🔣	First ④ 1-12 of 12 ④ L	ast
<u></u>	Req BU	Requisition-	Item Description	PO Unit	PO Qty	Receiving Required		
	LSUSH	0072073	Office Depot(R) Brand Multi-Use Paper, Letter Size (8 1/2 x 11), 96 (U.S.) Brightness, 20 Lb, White, Ream Of 500 Sheets, Case Of 10 Reams	LSUSH	6.0000	Required		
	LSUSH	0072073	Office Depot(R) Brand 3-Hole Adjustable Punch, Black	LSUSH	2.0000	Required		
	LSUSH	0072080	TK1231066T Chemical Splash/Impact Resistant Goggles, Indirect Eyewear Venting, Lens Color Clear, Lens Colar Clear, Eyewear Frame Design Traditional, Lens Material Polycaronate, Strap Material Elastic, Frame Material PVC,	LSUSH	5.0000	Required		

Step	Action
10.	On the <i>Purchase Order Details</i> tab, the business unit, requisition number/name, and the item details from the first tab display along with the PO Quantity, PO Business Unit, and the Receiving Required indicator.

S Receive	ltems	× +					$\sim$	- 0	y X
$\leftrightarrow \rightarrow c$	🗎 🔒 rcba.psfs.lsu	uhsc.edu/psp/fstrn/EMPLOYEE/ERP/	c/PV_MAI	N_MENU.PV_	RECV_TSFR_W	/K.GBL?FolderPath=	PORTAL_ROOT_C	BJ ☆	<b>.</b> :
Favorites 🔻	Main Menu 🔻 💦 🗧	eProcurement					Worklist   🏫	Home	Sign Out
Financial	s TRN w2	All 👻 Search		»	Advanced Se	arch	Add To 🔻	Notification	Ø NavBar
LSUSH	0072081	Office Depot(R) Brand Composition Book, 7-1/2 x 9-3/4, Wide Ruled, 100 Sheets, Black/White	2	0	EA	OFFICE DEPOT	LSUSH		O'Ci * B
LSUSH	0072084	FB TRIPLE BEAM BAL 610GX.1G	3	0	EA	FISHER SCI-002	LSUSH		O'C B
LSUSH	0072084	BEAKER HEVI DUTY 600ML 6/PK	3	0	РК	FISHER SCI-002	LSUSH		O'C B
LSUSH	0072090	Office Depot(R) Brand Transparent Tape Refills, 3/4 x 1,296, Clear, Pack Of 16	1	0	РК	OFFICE DEPOT	LSUSH		O'Ci B
LSUSH	0072090	Office Depot(R) Brand Pen-Style Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters	2	0	РК	OFFICE DEPOT	LSUSH		O'Cı B
LSUSH	0072091	Office Depot(R) Brand Transparent Tape Refills, 3/4 x 1,296, Clear, Pack Of 16	3	0	PK	OFFICE DEPOT	LSUSH		O'Ci B
LSUSH	0072091	Office Depot(R) Brand Pen-Style Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters	5	0	PK	OFFICE DEPOT	LSUSH		O'Cı B
Check All	Clear All								
Inquire Receipts									
inqui o recolpte									
4									+
i Ei	🩋 🖬 🛛	🖸 🔯 🕅	Ľ	1		🥥 72°F	~ 🖷 🥼	く <sup>5:25 PM</sup> 11/2/20	и 21 🖓

Step	Action
11.	Scrolling to the bottom of the Receiving Items page, there are yellow buttons to "Clear All" and "Clear All" as well as a link to Inquire on Receipts.
12.	In the display, the default sort order is by PO schedule description. Users can sort by supplier or any of the other columns.
	In this exercise, you will sort by supplier and then return to original order.
	Click the <b>Right</b> scrollbar.

S Receive Items	×	+							~ -	
$\leftrightarrow$ $\rightarrow$ C $$ rcba.psfs	s.lsuhsc.	edu/psp/fst	rn/EMPLOYE	E/ERP/	c/PV_MAIN	_MENU.PV_REG	CV_TSFR_WK.GBL	?FolderPath=PORTAL_RO	OT_OBJ 🛣	:
Favorites 🔻 Main Menu 🔻	> eP	rocurement <b>¬</b>	> Receiv	e Items				Worklist	🏫 Home 🛛	Sign Out
Financials TRN w2		All 👻	Search			» ,	dvanced Search	Add To		NavPar
						New W	/indow Help Per	sonalize Page	Notification	NavDai
ceive Form.										
						I	Personalize   Find	View All   🔄   📑 First	t 🕢 1-12 of 12	Last
ase Order Details		Tot Peg	Accepted to							
lem Description	Item ID	Qty/Amt	Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID Num	ber
Office Depot(R) Brand Pen-Style Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters		2	0	PK	LSUSH		O'Connor, Karen B	OFFICE DEPOT		
Office Depot(R) Brand Pen-Style Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters		5	0	PK	LSUSH		O'Connor, Karen B	OFFICE DEPOT		
)ffice Depot(R) Brand Multi-Use <sup>2</sup> aper, Letter Size (8 1/2 × 11), 96 U.S.) Brightness, 20 Lb, White, Ream Of 500 Sheets, Case Of 10 Reams		6	0	CS	LSUSH		O'Connor, Karen B	OFFICE DEPOT		
Office Depot(R) Brand 3-Hole Adjustable Punch, Black		2	0	EA	LSUSH		O'Connor, Karen B	OFFICE DEPOT		
Office Donat/D) Brand Transport	_									
🔳 🖾 🖉 📄		07		w	M	1 0		🤗 73°F 🔿 🗐	<i>(</i> € ⊈) 3:20	PM

Step	Action
13.	Click the <b>Supplier</b> column header.
	NOTE: This will change the requisition sort order to alphabetical.
	Supplier

Receive Items	×	+							× –	٥	×
$\leftrightarrow$ $\rightarrow$ C $$ rcba.psf	s.lsuhsc.	edu/psp/fst	rn/EMPLOYE	E/ERP/	c/PV_MAIN	I_MENU.PV_RE	CV_TSFR_WK.GBL	?FolderPath=PORTAL_RO	OT_OBJ	*	:
Favorites 🔻 Main Menu 🔻	> eP	rocurement *	> Receiv	e Items				Worklist	🟫 Home	Sig	n Out
Financials TRN w2		All 👻	Search			» ,	Advanced Search	Add To	Notifica	tion	Ø NavBar
						New V	Vindow Help Per	rsonalize Page	Notificu		tuv Dui
eceive Form.											
tase Order Details							Personalize   Find	View All 🛛 🗐 🔣 First	t 🕚 1-12 of	12 🕑 L	ast
Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID N	umber	
FB TRIPLE BEAM BAL 610GX.1G		3	0	EA	LSUSH		O'Connor, Karen B	FISHER SCI-002			
BEAKER HEVI DUTY 600ML 6/PK		3	0	РК	LSUSH		O'Connor, Karen B	FISHER SCI-002			
TK1231065T Masking Tape, Tape Backing Material Paper, Tape Adhesive Rubber, Tape Thickness 40 mil, Tape Width 1-1/2 In, Tape Length 60 yd, Tape Shape Continuous Rofi, Tape Color Tan, Clean Removal Time Not Rated, Min, Tape Performance Temp. 60 Degree		2	0	EA	LSUSH		O'Connor, Karen B	GRAINGER-001			
4											•
📲 🛱 🥭 🗮		<b>⊘</b> ≊		w	M	0 0		🥏 73°F 🔨 🖼	<i>信</i> 。 (小) 3 11	20 PM /2/2021	20

Step	Action
14.	Click the <b>Supplier</b> column header.
	NOTE: This will return the requisitions to their original sort order. Supplier
15.	Click the <b>Left</b> scrollbar.
	<

J	С	Receive It	tems	× +						~	- 6	x c
	←	$\rightarrow$ C	🔒 rcba.psfs.lsuh	sc.edu/psp/fstrn/EMPLOYEE/ERP	/c/PV_N	IAIN_MENU	J.PV_RECV_T	SFR_WI	K.GBL?FolderPath=F	PORTAL_ROOT_C	BJ ☆	😩 :
F	avo	rites 🔻	Main Menu 🔻 🛛 >	eProcurement  Receive Items					١	Worklist   🏫	Home	Sign Out
F	in	ancials	STRN w2	All - Search			» Advar	nced Sea	rch	Add To 👻	Notification	Ø NavBar
R	New Window   Help   Personalize Page 🔺											
	You	u have 12 li leceive Sele	ected and go to the F	Receive Form.								- 1
	Rec	uisition L	ines to Receive	chace Order Datails						Personalize	Find   View	Ali   🔁
	F	Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Supplier▼	Ship To	Ship To GLM	Atte
1		LSUSH	0072081	Office Depot(R) Brand Composition Book, 7-1/2 x 9-3/4, Wide Ruled, 100 Sheets, Black/White		2	0	EA	OFFICE DEPOT	LSUSH		O'Ci B
		LSUSH	0072090	Office Depot(R) Brand Pen-Style Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters		2	0	РК	OFFICE DEPOT	LSUSH		O'Cı B
		LSUSH	0072091	Office Depol(R) Brand Transparent Tape Refilis, 3/4 x 1,296, Clear, Pack Of 16		3	0	РК	OFFICE DEPOT	LSUSH		O'C' B
4	-	Ħ	6 🖬 🖸			0	<b>9</b>		🥚 73°F	∧ ₩ <i>(</i> .	(↓)) 3:23 PM (↓)) 11/2/20	, ∧ 21 □

Step	Action
16.	Requisitions are sorted by Item Description, meaning that all lines of the requisition are not grouped consecutively. Selecting the Requisition column header sorts the data by requisition number, thus sorting requisition lines consecutively. Click the <b>Requisition</b> column header. Requisition

e	Receive I	tems	× +							$\sim$	— ć	) ×
~	· > C	🔒 rcba.psf	s.lsuhsc.edu/psp/fstrn/	EMPLOYEE/ERP	/c/PV_N	AIN_MEN	U.PV_RECV_1	SFR_WI	K.GBL?FolderPath=P	ORTAL_ROOT_C	)BJ ☆	<b>.</b> :
Favo	orites 🔻	Main Menu 🔻	> eProcurement	Receive Items					١	Norklist   🏫	Home	Sign Out
Fin	nancials	S TRN w2	All 👻 Se	arch			» Adva	nced Sea	ırch	Add To 🔻	Notification	NavBar
Rec	Receive Items											
Yo	ou have 12 l	ines open for rece	eiving									
1	Receive Sel	ected and go t	o the Receive Form.									
Re	quisition l	ines to Receive	2							Personalize	Find   View	All [ 🔄 🛛
Re	equisition L	ines to Receive	Purchase Order Details			Tet Dee	A					_
	Req BU	Requisition	Item Description		Item ID	Qty/Amt	Date	UOM	Supplier	Ship To	Ship To GLM	Atte
	LSUSH	0072073	Office Depot(R) Bra Paper, Letter Size ( (U.S.) Brightness, 2 Ream Of 500 Shee Reams	and Multi-Use (8 1/2 x 11), 96 20 Lb, White, ets, Case Of 10		6	0	cs	OFFICE DEPOT	LSUSH		O'Cı B
	LSUSH	0072073	Office Depot(R) Bra Adjustable Punch,	and 3-Hole Black		2	0	EA	OFFICE DEPOT	LSUSH		O'Ci B
	LSUSH	0072080	TK1231065T Mask Backing Material P Adhesive Rubber, 4.80 mil. Tape Wid Length 60 yd., Tap Continuous Roli, Ta Clean Removal Tin Min. Tape Perform Degree	ing Tape, Tape aper, Tape Tape Thickness h 1-1/2 In., Tape s Shape spe Color Tan, ne Not Rated, ance Temp. 60		2	0	EA	GRAINGER-001	LSUSH		O'C' B
•		<u> </u>	<b>D A D</b>	<b>11</b> -	100		•		- 7005		3:24 PM	
	Bi				14	<b>U</b>	<u> </u>		🥑 73°F		<sup>(1)</sup> 11/2/20	21 4

Step	Action
17.	In this exercise, users will select items from requisition 0072073 to receive.
	Click the <b>0072073 - Line 1</b> option.
18.	Click the <b>00072073 - Line 2</b> option.
19.	Click the <b>Receive Selected</b> button.
	Receive Selected

3	Receive Items	× +								× -	- 0	×
←	→ C 🔒	rcba.psfs.lsuhsc.edu/psp/fstrn/E	MPLOYEE/ERP/c/PV		N_MENU.F	V_RECV_TSFR_W	K.GBL?F	olderPath	=PORTAL_ROC	T_OBJ	☆ 💄	:
avori	tes 🔻 🛛 Main N	tenu 🔻 > eProcurement 🔻 >	Receive Items						Worklist	合 Hom	e <b>Sig</b> r	n Out
ina	incials TRI	N w2 All - Sea	rch			Advanced Sea	arch		Add To 👻	Notifi	cation N	ø lavBar
200	aiua Itama								New Wind	ow Help	Personalize	e Pag
(ec	eive items											
lew	Receipt											
	Business Un	it LSUSH										
	Receipt Status	Open										
	*Received Dat	e 11/02/2021 🛐										
					Heade	Comments/Attachr	nents				Reject	Shipm
Re	ceipt Lines 🕐									Perso	nalize   Find	Viev
Line	Item Id	Item Description	Received Quantity		NOU	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocat Amt	ion
1		Office Depot(R) Brand M	6.0000	Þ	cs Q	6.0000	Ph.	$\Diamond$		N		
2		Office Depot(R) Brand 3	2.0000	Þ	EAQ	2.0000	Pa -	$\bigcirc$		N		
	Save Receipt											
	ouve receipt											
Add	New Receipt		Inquire Re	ceipts								

Step	Action						
20.	The <b>Receive Items</b> page includes several defaults such as the <i>Business Unit</i> and the <i>Receipt Status</i> of <u>Open</u> . The current date defaults into the <i>Received Date</i> .						
	NOTE: Users will enter the actual date items are received by the department, not the date the items are being entered into PeopleSoft.						
	Click the Calendar Received Date button.						
21.	Click the <b>1st</b> date/time field.						
	1						
22.	In the grid displaying the lines selected from the previous screen, the <i>Item Description</i> defaults. The Item Description field is limited to 30 characters, so it may be challenging to determine which line information you are receiving. By clicking on the Item Description for a specific line, users will be able to view the entire Item Description.						
	Click the Line 1 Item Description link.						
	Item Description						
	Office Depot(R) Brand M						
1							

← → C 🔒 rcba.psfs.lsuhsc.edu/psp/fstm/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_RECV_TSFR_WK.GBL?FolderPath=PORTAL_ROOT_OBJ	
	a 👗
Favorities  Main Menu  Porcurement  Favorities Worklist	Sign Out
Financials TRN w2 All Search Add To - Notifical	ion NavBar
Receive ID	alize Page
New Backin	Help
Office Depot(R) Brand Multi-Use Paper, Letter Size (8 1/2 x 11), 96 (U.S.) Brightness, 20 Lb, White, Ream Of 500 Sheets,	
Rece No Image Available Price 48 50000	
Category GENERIC ITEM CATEGORY	
Item ID	
Supplier OFFICE DEPOT LLC	ect Shipme
Receipt L Supplier Item ID 940593	ind   View
Line Item Id Manufacturer	Cation
1 Manufacturer's Item ID OC9011	
2 UPN Type	
Save UPN ID	
Return to Previous Page	
Add New Dr.	
Audinewike	
	_
	52 PM

Step	Action						
23.	23. The complete item description displays.						
	Click the <b>Return to Previous Page</b> link. Return to Previous Page						

٢	Receive Items	× +								v –	٥	×
$\leftarrow$	→ C	rcba.psfs.lsuhsc.edu/psp/fstrn/EM	1PLOYEE/ERP/c/PV_1	MAIN	N_MENU.P	/_RECV_TSFR_WI	K.GBL?Fo	olderPath:	=PORTAL_ROO	T_OBJ	\$	:
Favorit	es 🔻 🛛 Main M	enu 🔻 > eProcurement 🕶 >	Receive Items						Worklist	A Home	e   Sig	jn Out
Fina	ncials TRN	N w2 All - Searc	h			Advanced Sea	irch		Add To 🔻	Notific	ation	Ø NavBar
Rec	oivo Itoms								New Wind	ow Help	Personali	ze Page
Now	Pacaint											
NCWI	Rueingee IIn	it i ouou										
	Pocoint Status	Coop										
	*Received Date	11/01/2021										
	Received Date	11/0/1/2021										
Dee	-int lines				Header	Comments/Attachn	nents			0	Rejec	t Shipmer
Rec	eipt Lines 🌚								Procurement	Person	Unit Alloc	ation U
Line	Item Id	Item Description	Received Quantity	PA	UOM	Accept Quantity	Details	Receipt	Group ID	Unit	Amt	Q
1		Office Depot(R) Brand M	6.0000	1	CS Q	6.0000		0		N		
2		Office Depot(R) Brand 3	2.0000	41	EAQ	2.0000		Ŷ		N		
	Save Receipt											
Add N	New Receipt		Inquire Rece	eipts								
4											4.54 DM	•
	🗏 🤶	🥫 🖸 📴 🚺				2		🥏 74°F	_    	信句))	11/2/2021	$\Box$

Step	Action
24.	The <i>Received Quantity</i> defaults to the quantity ordered. If the amount <u>actually</u> received is different, users will enter the quantity <u>actually</u> received. If desired, you may enter comments for a particular line. If desired, users may enter comments for a particular line. <i>Repeat for each line to be received</i> .
	Enter the desired information into the <b>Received Quantity</b> field. Enter "4".
25.	Click the <b>Right</b> scrollbar.

3	Receiv	e Items	×	+									$\sim$	-	٥	×
$\leftarrow$	$\rightarrow$	C 🔒	rcba.psfs.lsuhsc.	edu/psp	/fstrn/EM	PLOYEE/ERP/c,	/PV_MAI	MENU.PV_RE	CV_TSFR_WK.GI	BL?Fol	derPat	th=PORTAL_RO	OT_OBJ	☆		:
Favori	es 🔻	Main M	lenu 🔻 > eP	rocureme	nt 🔻 >	Receive Items						Worklist	A H	ome	Sign	Out
Fina	incia	als TRI	N w2	All	<ul> <li>Search</li> </ul>	h		»	Advanced Search			Add To		۲	(	۵
						New Windo	w Help	Personalize Pag	je				N	ouncation	Na	avbar
		Heador	Comments/Attachr	nonte				Reject Shin	ment							
		Ticauci	Commentariate	ionto			Persor	nalize   Find   Vie	w All   🖾   🔜	Firs	t 🕢	1-2 of 2 🛞 Las	t			
antity		UOM	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty		PO	Cancel Line				
	Þ	CS Q	4.0000	På (	$\bigcirc$		Ν			R	$\bigcirc$	×				
	Þ	EA Q	2.0000	li i	$\bigcirc$		Ν				$\bigcirc$	×				
uire Re	ceipts															
					_											
	н	. 🥖		07	NR		171	0.0		-	73	• • •	€ th	3:35	РМ	
	- =	- C					1 de la				- 13		1176 47	/ 11/2/2	2021	~

Step	Action
26.	The <i>Distribution</i> , <i>PO Comments</i> and <i>Cancel Line</i> icons appear at the end of each line. Users may select the red <b>X</b> under <i>Cancel Line</i> to cancel a particular line if the item will not be received (i.e., item has been discontinued) Click the <b>Left</b> scrollbar.

S Receive Iten	ns × +								~ -	- 0	×
$\leftrightarrow$ $\rightarrow$ C	rcba.psfs.lsuhsc.edu/psp/fstrn/EM	IPLOYEE/ERP/c/PV_	MAIN	I_MENU.P	V_RECV_TSFR_W	K.GBL?Fo	olderPath	=PORTAL_ROO	DT_OBJ	\$	:
Favorites 🔻 🛛 🕅	fain Menu 🔻 > eProcurement 💌 >	Receive Items						Worklist	🏫 Hom	e Sigr	n Out
Financials <sup>-</sup>	TRN w2 All - Sear	ch			Advanced Set	arch		Add To 👻	Notifi	cation N	ø avBar
Dessitive Here								New Wind	low Help	Personalize	e Page
Receive iter	ms										
New Receipt											
Busines	ss Unit LSUSH										
Receipt S	Status Open										
*Receive	d Date 11/01/2021										
				Header	Comments/Attach	nents				Reject	Shipme
Receipt Lines	; (?)								Perso	nalize   Find	View
Line Item Id	Item Description	Received Quantity		NOU	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocat Amt	ion U
1	Office Depot(R) Brand M	4	Þ	CS Q	6.0000	P+	$\bigcirc$		Ν		
2	Office Depot(R) Brand 3	2.0000	Þ	EA 🔍	2.0000	P:	$\bigcirc$		Ν		
Save Rece Add New Receipt	aipt t	Inquire Rec	ceipts								
(											Þ
🗧 🖾	🥭 🔚 🖸 🔯 🚺	AB 🛛 🚺	1		9		🙆 62°F	^ 10	<b>(</b> ~ \$)	3:01 PM 11/4/2021	5

Step	Action
27.	Click the Header Comments/Attachments link.
	Header Comments/Attachments

S Receive Items	x + ~ ~ -	· o ×
← → C (	cba.psfs.lsuhsc.edu/psp/fstm/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_RECV_TSFR_WK.GBL?FolderPath=PORTAL_ROOT_OBJ	☆ 😩 :
Favorites 🔻 Main	n Menu 🔻 > eProcurement 🔻 > Receive Items  Worklist 🛛 🎓 Home	e Sign Out
Financials TR	RN w2 All V Search Add To V Notific	cation NavBar
Receive Items	Receipt Header Comments	Personalize Page
New Receipt Business I Receipt Stat	Help Business Unit LSUSH Receipt Status, Oren	
*Received D	Comments Find First (a) 1 of 1 (b) Last	Reject Shipmer
Receipt Lines (2) Line Item Id		alize   Find   View A Unit Allocation Ui Amt Q
Save Receipt	Associated Document Attachment Attach View Delete	
Add New Receipt	OK Cancel	
	🗧 📻 🖸 🔯 📲 📲 🏴 🎁 🧿 🧼 62°F ^ 🛥 🦟 🕬 .	3:03 PM 11/4/2021

Step	Action
28.	In the <b>Use Standard Comments</b> box, enter comments such as name of the person who signed for the goods and the date the goods were received.
	Enter the desired information into the Use Standard Comments field. Enter
	"Packing Slip attached for Office Depot order received by KOCONN on 11/1//21.".
29.	NOTE: The Packing Slip <u>must</u> be signed, dated, and attached to the receipt. All Office Depot orders come with a Packing Slip. If one is not received, contact our Office Depot representative. Currently the Office Depot representative is Lisa Patton, at Lisa.Patton@officedepot.com. Lisa will send a copy of the packing slip to you.
	Click the <b>Attach</b> button.
	Attach

S Receive Items	× +	~ - @ ×
$\leftrightarrow$ $\rightarrow$ C (	rcba.psfs.lsuhsc.edu/psp/fstrn/EMPLOYEE/ERP/c/PV_MAIN_M	ENU.PV_RECV_TSFR_WK.GBL?FolderPath=PORTAL_ROOT_OBJ 🛧 😩 🗄
Favorites 🔻 Main	Menu	Worklist   🏫 Home   Sign Out
Financials TF	RN w2 All V Search	Advanced Search Add To 👻 😿 Notification NavBar
Receive Items		New Window   Help   Personalize Page
New Receipt Business	Receipt Header Comments	(X) Help
Receipt Stat	Business Unit LSUSH Receipt Status Open	
Receipt Lines ( Line Item Id 1 2 Save Receipt	Show at Voucher     Attachment     User/Date Time	Image: Second
	OK Cancel	

Step	Action
30.	Click the <b>Choose File</b> button.
	Choose File

<ul> <li>Receive Items</li> <li>← → C</li> <li>Favorites ▼</li> <li>Main Me</li> <li>Financials TRN</li> </ul>	× + © Open ← → ∨ ↑ 🗟 > This F Orcanize ▼ New folder	VEMDI OVEE JEDD /2/DV MAIN	MENILIDV. DECV. TSED. WK. GRI	2EoldorPath=POPTAL_POOT P Search Documents 88 ▼ ■		□       ☆     ▲       ≥             Sign	× i Out
Receipt ltems Receipt Stat "Receipt Stat "Received D Receipt Lines (2) Line Item Id 1 2 Save Receipt	This PC This PC Desktop Downloads Music Pictures Videos Local Disk (C:) a afcsdats (\\entfi a afcsdats (\\entfi File nam	Custom Office Templates eProc Pre Imp Training Prop Fax Firebird Grad School Installers OneNote Notebooks Online Certification Outloob Files Scanned Documents Snagit UPK Info	UPK Logo - DO NOT REMOVE UPK Manual Page Master User Productivity Kit WBT Info Zoom ∰ App Eval ∰ Binders ∰ Copyright Copyright Gots Transfer ∰ ExBEC Eval ∰ Enter a Requisition Question Sh	All Files		Reject alize   Find Unit Allocat Amt	Shipme
Add New Receipt	OK Cancel	8 A3 W3 194	19	62°F ∧ ₩ //	:: :: ((ه »	3:04 PM	

Step	Action			
31.	ick the ePro Pack Slip 2 list item.			
	ePro Pack Slip 2			
32.	Click the <b>Open</b> button.			
	Open			

Receive Items	× +		~ - @ ×
← → C ín Favorites ▼ Main	rcba.psfs.lsuhsc.edu/psp/fstrn/EMPLOYEE/ERP/c/PV Menu >> eProcurement >> Receive Items	_MAIN_MENU.PV_RECV_TSFR_WK.GBL?FolderPa	uth=PORTAL_ROOT_OBJ ☆ 🏝 : Worklist   🎓 Home   Sign Out
Financials TR	N w2 All - Search	Advanced Search	Add To 👻 🏹 😥 Notification NavBar
Receive Items New Receipt Business Receipt Stat "Receipt Lines Line Item Id 1 2 Save Receipt Add New Receipt	Receipt Header Comments Business Unit LSUSH Receipt Status Open Comments Use Standard Comments I Packing Slip attached for Office Depe Choose File OK Cancel OK Cancel	ent III aPro Pack Slip 2 docx cel	New Window   Heip   Personalize Page

Step	Action
33.	Click the <b>Upload</b> button.
	Upload

Receive Items	× +	$\sim$	-	٥	×
← → C i	rcba.psfs.lsuhsc.edu/psp/fstm/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_RECV_TSFR_WK.GBL?FolderPath=PORTAL_R	OOT_OB	J 7	۲ 🔒	:
Favorites Vain	Menu  Verklist Worklist	A H	ome	Sign	Out
Financials TR	N w2 All - Search Add To	- N	<b>P</b> Iotificati	( ion Na	ø avBar
Receive Item	New W	indow   H	elp P	ersonalize	Page
New Receipt Business I Receipt Stat	Business Unit LSUSH Receipt Status Open	н	elp		
*Received D Receipt Lines ( Line Item Id 1 2 Save Receipt Add New Receipt	Comments     Find     First () 1 of 1       Use Standard Comments     Entered On: 11/04/2021 3:02:57PA       1     Packing Slip attached for Office Depot order received by KOCONN on 11//21.       ()     Show at Voucher       Associated Document     Attachment ePro_Pack_Slip_2.docx       User/Date Time KOCON12021-11-04-15.04.13.720     Attach       OK     Cancel	Last	ali: U A	Reject : ze   Find nit Allocati mt	Shipmer View A on Ui Q
() ••••••••••••••••••••••••••••••••••••	🖡 🖸 🔯 📲 📓 🕼 🏮 🎯	<i>(i</i> . 4	عند بال 11/	04 PM 4/2021	, T

Step	Action
34.	Click the <b>OK</b> button.
	ОК

S Rece	eive Items	×	+										~ -	- 0	×
$\leftrightarrow$ $\rightarrow$	C 🔒	rcba.psfs.lsuhsc	.edu/psp/fstr	m/EMPLO	DYEE/ERP/c/P	V_MA	IN_MEI	NU.PV	_RECV_TSFR_W	K.GBL?Fo	olderPath	=PORTAL_ROO	OT_OBJ	☆ 😩	:
Favorites 🔻	<ul> <li>Main M</li> </ul>	enu 🔻 > el	Procurement 🔻	> Rec	ceive Items							Worklist	🟫 Hom	e Sign	Out
Financ	ials TRN	<b>J</b> w2	All 👻	Search					Advanced Se	arch		Add To 👻	Notifi	cation Na	øvBar
Dessiv	e Itama											New Wind	dow Help	Personalize	Page
Receiv	e items														
New Rece	eipt														
	Business Uni	t LSUSH													
Re	eceipt Status	Open													
*R	Received Date	11/01/2021	31												
							Li	ne Cor	nments/Attachme	ntsi				Reject	Shipmer
Receipt	t Lines 🕐												Perso	nalize   Find	View A
Line Item	n Id	Item Description		Re	ceived Quantity	У	*UON		Accept Quantity	Details	Receipt	Group ID	Unit	Amt	on Ui Q
1		Office Depot(R) E	rand M	4.	.0000		CS	Q	4.0000	li i	$\bigcirc$		N		
2		Office Depot(R) E	Irand 3	2.	.0000		EA	Q	2.0000	li i	Q		N		
Sa Add New	ve Receipt Receipt				Inquire F	Receipt	3								
€															Þ
	i 🥭	<b>i</b>	<b>0</b> 2 I			K	0		>		🙆 62°F	^ 10	<b>(</b> (10)	3:05 PM 11/4/2021	1

Step	Action
35.	Click the Save Receipt button.
	Save Receipt

S Rec	ceive Items × +						v -	- 0	×
` ← →	C ircba.psfs.lsuhsc.edu/psp/fstrn/	EMPLOYEE/ERP/c,	PV_MAIN_MENU	J.PV_RECV_TSFR_WK.C	GBL?FolderPath=	PORTAL_RO	OT_OBJ	\$	1 1
Favorites	✓ Main Menu ▼ > eProcurement ▼	> Receive Items				Worklist	🟫 Horr	ie Si	gn Out
Finand	cials TRN w2	arch		Advanced Search	ch	Add To	Notif	ication	Ø NavBar
Rocoir	ot Saved Successfully					New Win	dow Help	Personal	ize Page
You have	e saved receipt # 0260774 containing the follow	ing items:							
Receip	it Lines	Personalize   Find	i 💷 i 🔣 🛛 Fin	st 🛞 1-2 of 2 🛞 Last	t				
Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity					
1	Office Depot(R) Brand Multi-Use Paper, Letter Size (8 1/2 x 11), 96 (U.S.) Brightness, 20 Lb, White, Ream Of 500 Sheets, Case Of 10 Rear	4.0000 ns		4.0000					
2	Office Depot(R) Brand 3-Hole Adjustable Pund Black	<sup>h,</sup> 2.0000		2.0000					
Return to	Manage Requisitions Return	to Receiving							
4	H 🥭 🥅 🖸 🔯 🕅		M ()	<b>9</b>	💪 62°F	~ 19	<b>(</b> . <b>4</b> ))	3:06 PM 11/4/2021	5

Step	Action							
36.	To add another receipt, select the Return to Receiving link.							
	Click the <b>Return to Receiving</b> link.							
	Return to Receiving							
37.	This completes <i>Receive ePro Goods in the Department</i> . End of Procedure.							

### **Reject ePro Goods in the Department**

#### Procedure

In this topic you will learn how to **Reject ePro Goods in the Department**.

Ģ	Receive	ltems	× +						$\vee$	- 6	×
<	$\rightarrow$ (	🗎 🔒 rcba.psfs	s.lsuhsc.edu/psp/fstrn/EMPLOYEE/ERF	P/c/PV_N	MAIN_MEN	NU.PV_RECV_	TSFR_W	K.GBL?FolderPath	=PORTAL_ROOT_(	OBJ ☆	<b>.</b> :
Fav	orites 🔻	Main Menu 🔻	$ ightarrow$ eProcurement ${f  abla}$ $ ightarrow$ Receive Items						Worklist 🕴 🏠	Home   S	Sign Out
Fir	ancial	s TRN w2	All - Search			» Adva	nced Se	arch	Add To 🔫	Notification	Ø NavBar
Rec	eive Iten	ns							New Window H	ielp   Personaliz	e Page 🔺
Yo	u have 9 l	ines open for receiv	ving								- 1
	Receive Se	elected and go to	the Receive Form.								- 1
Re	quisition	Lines to Receive							Persona	lize   Find   Vie	w All   🖉
Re	quisition	Lines to Receive	Purchase Order Details								_
	Req BU	Requisition	Item Description	Item ID	Qty/Amt	Accepted to Date	UOM	Supplier	Ship To	Ship To GLN	Atte
	LSUSH	0072090	Office Depot(R) Brand Transparent Tape Refills, 3/4 x 1,296, Clear, Pack Of 16		1	0	PK	OFFICE DEPOT	LSUSH		O'Ci B
	LSUSH	0072090	Office Depot(R) Brand Pen-Style Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters		2	0	РК	OFFICE DEPOT	LSUSH		O'C B
	LSUSH	0072091	Office Depot(R) Brand Pen-Style Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters		5	0	РК	OFFICE DEPOT	LSUSH		O'C B
	LSUSH	0072091	Office Depot(R) Brand Binder Clips, Medium, 1-1/4 Wide, 5/8 Capacity, Black, Pack Of 24		2	0	РК	OFFICE DEPOT	LSUSH		O'C B
	LSUSH	0072091	Office Depot(R) Brand Transparent Tape Refills, 3/4 x 1,296, Clear, Pack Of 16		3	0	PK	OFFICE DEPOT	LSUSH		0'C
4	. ⊒i	6				0		🥏 57°F	· ~ != @	(小) 1:42 PM (小) 11/5/202	1

Step	Action
1.	In this exercise, requisition <b>0072091</b> will be used to reject and received items. The requisition has three (3) merchandise lines: one for highlighters, one for binder clips and one for transparent tape.
	Five (5) packs of highlighters have been ordered. Only three (3) packs will be received. All three (3) packs of tape will be received. The two (2) packs of binder clips will be rejected for being the wrong item and will be returned for replacement.

¢	Receive	ltems	× +						$\sim$	- 0	×
÷	$\rightarrow$ C	🗎 rcba.psfs.lsu	uhsc.edu/psp/fstrn/EMPLOYEE/ERP	/c/PV_N	AIN_MEN	J.PV_RECV_1	SFR_W	K.GBL?FolderPath=	PORTAL_ROOT_	OBJ 🕁	<b>.</b> :
Favo	orites 🔻	Main Menu 🔻 💦 🔿	eProcurement						Worklist 📔 🏫	Home	Sign Out
=in	ancial	s TRN w2	All - Search			» Advar	nced Sea	ırch	Add To 👻	Notification	NavBar
Rec	eive Iten	15								Nouncation	- Nuv Bui
Yo	u have 9 li	nes open for receiving	1								- 1
1	Receive Se	lected and go to the	e Receive Form.								
Re	quisition	Lines to Receive							Persona	lize   Find   Vie	w All   🖉
Re	quisition I	ines to Receive	urchase Order Details								
	Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Supplier	Ship To	Ship To GLN	Atte
	LSUSH	0072090	Office Depot(R) Brand Transparent Tape Refills, 3/4 x 1,296, Clear, Pack Of 16		1	0	РК	OFFICE DEPOT	LSUSH		O'C' B
	LSUSH	0072090	Office Depot(R) Brand Pen-Style Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters		2	0	РК	OFFICE DEPOT	LSUSH		O'C B
	LSUSH	0072091	Office Depot(R) Brand Pen-Style Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters		5	0	РК	OFFICE DEPOT	LSUSH		O'C B
	LSUSH	0072091	Office Depot(R) Brand Binder Clips, Medium, 1-1/4 Wide, 5/8 Capacity, Black, Pack Of 24		2	0	PK	OFFICE DEPOT	LSUSH		O'C B
	LSUSH	0072091	Office Depot(R) Brand Transparent Tape Refills, 3/4 x 1,296, Clear, Pack Of 16		3	0	PK	OFFICE DEPOT	LSUSH		O'C B
(		1		-	1	1	1	1			+

Step	Action
2.	Select all the lines associated with the requisition.

6	Receive	Items	× +						~	- 0	×
÷	- > C	🗎 🔒 rcba.psfs.lsu	uhsc.edu/psp/fstrn/EMPLOYEE/ER	RP/c/PV_N	AIN_MEN	U.PV_RECV_1	ISFR_W	K.GBL?FolderPath=	PORTAL_ROOT_O	вј 🛧 🖁	:
av	orites 🔻	Main Menu 🔻 💦 🔿	eProcurement						Worklist 📔 🏠	Home Si	gn Out
=ir	nancial	IS TRN w2	All - Search			» Advar	nced Sea	ırch	Add To 👻	Notification	Ø NavBar
Rec	ceive Iten	ns									
Yo	ou have 9 l	ines open for receiving	1								
	Receive Se	elected and go to the	e Receive Form.								
Re	quisition	Lines to Receive							Personaliz	ze   Find   View	All   🖉
R	equisition	Lines to Receive	urchase Order Details								
	Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Supplier	Ship To	Ship To GLN	Atte
	LSUSH	0072090	Office Depot(R) Brand Transparent Tape Refills, 3/4 x 1,296, Clear, Pack Of 16		1	0	PK	OFFICE DEPOT	LSUSH		O'Ci B
	LSUSH	0072090	Office Depot(R) Brand Pen-Style Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters		2	0	PK	OFFICE DEPOT	LSUSH		O'Ci B
	LSUSH	0072091	Office Depot(R) Brand Pen-Style Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters		5	0	PK	OFFICE DEPOT	LSUSH		O'Ci B
	LSUSH	0072091	Office Depot(R) Brand Binder Clips Medium, 1-1/4 Wide, 5/8 Capacity, Black, Pack Of 24	i,	2	0	PK	OFFICE DEPOT	LSUSH		O'Ci B
	LSUSH	0072091	Office Depot(R) Brand Transparent Tape Refills, 3/4 × 1,296, Clear, Pack Of 16		3	0	РК	OFFICE DEPOT	LSUSH		O'Ci B
•										4.0004	•
H	₽i	🥭 📒 I	🖸 🔯 🕅 🚺			9		🥏 57°F	^ 1⊡ <i>(</i> @.	中) 1:43 PM 11/5/2021	-

Step	Action					
3.	Click the <b>Line 2 - 0072091</b> option.					
4.	Click the Line 3 - 0072091 option.					
5.	Click the <b>Receive Selected</b> button.					
	Receive Selected					

S Receive Iten	ns X	+								× -	- 0	×
e → C	rcba.psfs.lsuhsc	.edu/psp/fstrn	/EMPLOYEE/ERP/	c/PV_MAI	N_MENU.P	V_RECV_TSFR_W	/K.GBL?Fo	olderPath	=PORTAL_ROO	OT_OBJ	☆ 💄	:
Favorites 🔻 🛛 🕅	lain Menu 🔻 > eP	rocurement 🔻 >	Receive Items						Worklist	🟫 Hom	e Sign	Out
-inancials	TRN w2	Ali 🔻 S	earch			Advanced Se	arch		Add To 🔻	Notifi	cation Nav	) /Bar
									New Wind	low Help	Personalize	Page
Receive Iter	ns											
New Receipt												
Busine	ss Unit LSUSH											
Receipt \$	tatus Open											
*Receive	d Date 11/05/2021	31										
					Header	r Comments/Attach	ments				Reject SI	hipme
Receipt Lines	(?)									Perso	nalize   Find	View /
Line Item Id	Item Description		Received Quar	ntity	UOM	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocatio Amt	n U Q
1	Office Depot(R) B	rand T	3.0000	Þ	PK Q	3.0000	Ph.	$\bigcirc$		N		
2	Office Depot(R) B	Irand P	5.0000	Þ	PK Q	5.0000		$\bigcirc$		N		
3	Office Depot(R) B	rand B	2.0000	h	PK Q	2.0000	P	$\bigcirc$		N		
Save Rece	int											
Jave Nece	ipt											
Add New Receipt			Inqui	re Receipts								
												•
	🖉 🖿 🖪	5 1		1011	<b>1</b>			-			1:43 PM	

Step	Action
6.	Line 1 is the tape, line 2 is the highlighters and line 3 is the binder clips. All <i>three</i> (3) packs of tape will be received on <i>Line 1</i> , so the <b>Received Quantity</b> will remain as defaulted. You will receive <i>three</i> (3) packs of highlighters on <i>Line 2</i> .
	Enter the desired information into the Line 2 - Received Quantity field. Enter "3".

4	→ C	a rcha psfs lsubsc edu/psp/fstrp	/EMPLOYEE/ERP/c/PV			PV RECV TSER M	/K GBL2E	olderPath	-PORTAL ROO	DT OBI	÷ •	:
Favorit	es 🔻 🛛 Mi	ain Menu ▼ > eProcurement ▼ >	Receive Items	_100 41	1 merre		N.ODE.IN	Jachath	Worklist	A Home	e Sigr	n Out
Fina	ncials 1	TRN w2 All - s	earch			> Advanced Se	arch		Add To 🔻	Notifie	cation N	(Ø) NavBar
Rec	eive Iter	ns							New Wind	low Help	Personaliz	e Page
New F	Receipt											
	Busines	s Unit LSUSH										
	Receipt S	tatus Open										
	*Received	Date 11/05/2021										
					Head	ler Comments/Attach	ments				Reject Shi	ipment
Rec	eipt Lines	?								Persor	alize   Find	View
Line	Item Id	Item Description	Received Quantity		NOU	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocat Amt	tion
1		Office Depot(R) Brand T	3.0000	Þ	PK	3.0000	-	$\bigcirc$		N		
2		Office Depot(R) Brand P	3	Þ	PK	\$ 5.0000	Ph.	$\bigcirc$		Ν		
3		Office Depot(R) Brand B	2.0000	Ð	PK	2.0000		$\bigcirc$		Ν		
	Save Rece	ipt										
Add N	lew Receipt		Inquire Re	eceipts								
4												

Step	Action
7.	Click the <b>Reject Shipment</b> link.
	Reject Shipment

S Receive Item	ıs × +						~	-	٥	×
← → C Favorites ▼ Ma	rcba.psfs.lsuhsc.edu/ps ain Menu	sp/fstrn/EMPLO ent 🔻 > Receiv	YEE/ERP/c/PV_MAII e Items	N_MENU.PV_RECV	_TSFR_WK.GBL?Fold	lerPath=POR Work	TAL_ROOT_O	BJ ∱ Home	r 🏝   Sign	: Out
Financials T		I 👻 Search		Adv	anced Search		Add To 👻	Notificatio	( on N	øvBar
Receive Iten	ns					1	New Window	Help   Pe	ersonalize	Page
New Receipt Busines Receipt St *Received	Reject Shipment	SH						× Help		
	Receipt Detail			Personalize	View All   🔄   🔣	First 🕚 1	l-3 of 3    La	st	Reject	Shipmer
Receipt Lines	Item Description           1         Office Depot(R) Brand T	Received Ud 3.0000 Pl	DM Reject Qty	Reject Reason	Reject Action	RMA Number	RMA Line	1	te   Find hit Allocat ht	View A
2 3	2 Office Depot(R) Brand P	3.0000 PI	K							
Save Rece Add New Receipt	OK Cancel	2.0000 Pi	K							
								_		
										Þ
🖬 🖾	6 🖬 🛛 🙋		I 🛛 🔟	0 🧿	-	57°F ∧	🖮 <i>(</i> (;	(中) 1:4 (中) 11/5	4 PM 5/2021	4

Step	Action
8.	Enter the <b>Reject Qty</b> for Line 3. In this exercise, both packs will be rejected.
	Enter the desired information into the <b>Reject Qty</b> field. Enter "2".

S Receive Item	ns × +					V	· _	o ×
$\leftarrow \  \   \rightarrow \  \   G$	rcba.psfs.lsuhsc.edu/ps	sp/fstrn/EMPLOYEE,	ERP/c/PV_MAIN_	MENU.PV_RECV_	TSFR_WK.GBL?Folde	erPath=PORTAL_ROOT	_OBJ 🏠	- 😩 E
Favorites 🔻 Ma	ain Menu 🔻 > eProcurem	ent ▼ > Receive Iter	ns			Worklist	A Home	Sign Out
Financials T	TRN w2	II 🔻 Search		Adva	anced Search	Add To 🔫	Notificatio	on NavBar
Receive Iten	ns					New Window	w   Help   Pe	ersonalize Page
New Receipt	Reject Shipment						×	
Receipt St *Received	New Receipt Business Unit LSU	SH					Help	
	Receipt Detail			Personalize	View All   🔄   🔣	First 🕚 1-3 of 3 🕟	Last	Reject Shipme
Receipt Lines	Item Description	Received UOM Qty	Reject Qty	Reject Reason	Reject Action	RMA Number RMA Line	2	e   Find   View
Line Item Id	1 Office Depot(R) Brand T	3.0000 PK		]				nt G
2	2 Office Depot(R) Brand P	3.0000 PK		]				
Save Recei	3 Office Depot(R) Brand B	2.0000 PK	2	]				
	OK Cancel							
Add New Receipt							.:	
	i 🔁 🗮 🖸 🙋		<b>W</b>	9	-	57°F ^ 🖻 🧖	(4)) 1:4 (1)/5	4 PM

Step	Action
9.	The <i>Reject Reason</i> and <i>Reject Action</i> <u>must</u> also be entered.
	Press <b>[Tab]</b> key on your keyboard to activate the <i>Reject Reason</i> and <i>Reject Action</i> fields.

Receive Items	s × +						~	-	٥	×
$\leftarrow \  \   \rightarrow \  \   G$	rcba.psfs.lsuhsc.edu/ps	sp/fstrn/EMPLOY	'EE/ERP/c/PV_MAIN	_MENU.PV_RECV_	TSFR_WK.GBL?Fold	lerPath=PORT/	AL_ROOT_C	BJ 🖍	z 😩	:
Favorites 🔻 Ma	ain Menu 🔻 🛛 > eProcurem	ent ▼ > Receive	Items			Workl	ist 📔 🏫	Home	Sign	Out
Financials T	TRN w2	I 👻 Search		Adva	anced Search	A	id To 🔻	Notificati	on N	ø avBar
Receive Item	ns					N	ew Window	Help P	ersonalize	Page
Busines Receipt S *Received	Reject Shipment New Receipt Business Unit LSUS	SH						Help		
	Receipt Detail			Personalize	View All   🔄   🔜	First 🕢 1-	3 of 3 🕟 La	ast	Reject	Shipmer
Receipt Lines	Item Description	Received UO Qty UO	M Reject Qty	Reject Reason	Reject Action	RMA Number	RMA Line		ze   Find	View A
Line Item Id	1 Office Depot(R) Brand T	3.0000 PK							nt	Q
2	2 Office Depot(R) Brand P	3.0000 PK								
Save Recei	3 Office Depot(R) Brand B	2.0000 PK	2	Q		~				
Add New Receipt	OK Cancel									
4										
	é 🔲 🛛 🔯		<b>M</b>	0 🧿	<i>_</i> 57	°F ^ 🖂	90 <i>(</i> (;	(中) 1:4 (中) 11/3	15 PM 5/2021	-5

Step	Action
10.	Click the Look up Reject Reason button.
	Q

S Receive Items	s X	+			v –	٥	×
$\leftrightarrow$ $\rightarrow$ C	rcba.psfs.lsuhsc.ed	u/psp/fstrn/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_RECV_TSFR_WK.GBL?Fo	olderPath=	PORTAL_ROO	T_OBJ	☆ 🔒	) E
Favorites 🔻 Ma	ain Menu 🔻 🛛 > eProc	rement 🔻 > Receive Items		Worklist	🟫 Home	Sig	n Out
Financials T	RN w2	All V Search Advanced Search	_	Add To 🔻	Notifica	, tion N	NavBar
Receive Item	าร			New Willo	an Lucip L	Groonaliz	.e r age
New Receipt	Reject Shipment	Look Up Reject Reason	×		X		
Receipt S	New Receipt	Search by: Reject Reason Code begins with			Help		
Received	Receipt Detail	Search Resulte		④ 1-3 of 3	🕑 Last	Rejec	Shinma
Receipt Lines	Item Description	View 100 First (1-6 of 6 ) Last		ber RMA Li	ne	te   Find	View
Line Item Id	1 Office Depot(R) Brand	DAM Damaged Goods FAL Failed Inspection				nt	G
2	2 Office Depot(R) Brand	LAT Late Shipment RLY Early Shipment					
Save Rece	3 Office Depot(R) Brand	WRG Wrong Goods or Service					
	OK Cancel						
Add New Receipt		4	Þ				
			.:				
4					1	:45 PM	•
	e 🖬 🖸	💁 🖬 🖬 💴 🕨 🌖 🧼	57°F ∧	🗹 🖆 /	信 ( <sup>4))</sup> 11	/5/2021	5

Step	Action
11.	Click the <b>WRG</b> list item.
	WRG

S Receive Item $\leftrightarrow$ $\rightarrow$ C	s	× + rcba.psfs.lsuhsc.edu/p	sp/fstrn/EN	IPLOYEE	/ERP/c/PV_MA	IN_MENU.PV_RECV_	TSFR_WK.GBL?FolderPa	ath=PORT	V AL_ROOT_C	- BJ ☆		×
Favorites 🔻 Ma	ain N	Menu 🔻 🛛 > eProcuren	nent 🔻 > Re	eceive Ite	ems			Work	ist 📔 🏫	Home	Sign	Out
Financials T	ſR	N w2	II 🔻 Searc	h		Adva	inced Search		dd To 🔻	Notificatio	( on N	øvBar
Receive Iten	ns	eiert Shinment						N	ew Window	Help P	ersonalize	Page
Busines Receipt S *Received	N	ew Receipt Business Unit LSU	SH							Help		
	R	eceipt Detail				Personalize	View All   🔄   🔣	First 🕢	1-3 of 3 🛞	Last	Reject	Shipmer
Receipt Lines		Item Description	Received Qty	NON	Reject Qty	Reject Reason	Reject Action	RMA Number	RMA Line		e   Find	View A
Line Item Id	1	Office Depot(R) Brand T	3.0000	РК							nt	Q
2	2	Office Depot(R) Brand P	3.0000	PK								
Save Rece	3	Office Depot(R) Brand B	2.0000	PK	2.0000	WRG	<b>~</b>					
Add New Receipt		OK Cancel										
4							_					+
📲 🛱	e	🗖 🖸 🔯	2 N		<b>W</b>	0 🧿	▲ 57°F	^ ⊻	🖻 <i>(</i> (;	(中) 1:4 (中) 11/5	5 PM 5/2021	5

Step	Action
12.	Click the button to the right of the <b>Reject Action</b> field.

S Receive Item	s × +						~	-	o ×
← → C Favorites ▼ Ma	rcba.psfs.lsuhsc.edu/p ain Menu	osp/fstrn/EMPLO	YEE/ERP/c/PV_MAIN	_MENU.PV_RECV_	TSFR_WK.GBL?FolderPa	ath=PORTA Worklis	L_ROOT_O	BJ ⊀ Home	t 😩 : Sian Qu
Financials T	FRN w2	All 👻 Search	_	Adv	anced Search	Ade	d To 👻	Notificati	on NavBa
Receive Iten	ns Reject Shipment					110	in mindow [	X	
Busines Receipt S *Received	New Receipt Business Unit LSL	ISH						Help	
	Receipt Detail			Personaliz	e   View All   🔄   🏢	First 🕢 1	-3 of 3 🛞	Last	Reject Ship
Receipt Lines	Item Description	Received UO Qty	M Reject Qty	Reject Reason	Reject Action	RMA Number	RMA Line		e   Find   Vie
Line item id	1 Office Depot(R) Brand T	3.0000 PK							nt
2	2 Office Depot(R) Brand P	3.0000 PK							
Save Rece	3 Office Depot(R) Brand B	2.0000 PK	2.0000	WRGQ	·				
	OK Cancel								
Add New Receipt					Return For Replacemen	t			
					Return for Credit	_			
	🖉 🗖 🗖 🗖	- NR _M		0 0		7°⊑ ∧	ŝa (	rbi) <sup>1:4</sup>	15 PM

Step	Action
13.	Click the pane.
	Return For Replacement
14.	Click the <b>OK</b> button.
	ОК

All Search Advanced Search Advanced Search Advanced Search Advanced Search Notification National New Window Help Personalize Seven Receipt Business Unit LSUSH Receipt Status Open "Received Date 11/05/2021 13" Header Comments/Attachments Fejerici Seven Receipt Comments/Attachments Personalize I find 1 mile Description Received Quantity SUGM Accept Quantity Details Receipt Conversement America America Advanced Search New Window Help Personalize Find 1 Source Depot(R) Brand T Source Opent(R) Brand B 20000 Price Price New Open New Open New Open New Open Seven Receipt Seven		ain Menu V > eProcurement V	> Receive Items							Worklist	A Hom	e Sign (	Ou ~
ever New Window   Heip   Personalize ever Receipt Business Unit LSUSH Receipt Status Open *Received Date 11/05/2021 [1] Receipt Comments/Attachments Receipt Lines @ Personalize   Find   Ine Hem Id Item Description Received Quantity SUGM Accept Quantity Details Receipt Procurement Unit Allocatio Unit Allocatio Office Depot(R) Brand T 3.0000 PF PK Q 3.0000 PF Quantity Details Receipt Procurement Vinit Allocatio Office Depot(R) Brand P 3.0000 PF Quantity Details Receipt N N Interview	nancials 1		earch			×	Advanced Sea	irch		Add To 🔻	Notifi	ication Nav	9) VBa
ecceipt ew Receipt Business Unit LSUSH Receipt Status Open *Received Date 11/05/2021  B Header Comments/Attachments Received Date 11/05/2021  B Header Comments/Attachments Received Date 11/05/2021  B Received Date 11/05/2021										New Wind	low Help	Personalize F	Pa
ew Receipt Business Unit LSUSH Receipt Status Open *Received Date 11/05/2021 B Header Comments/Attachments	eceive iter	ns											
Business Unit LSUSH Receipt Status Open *Received Date 11/105/2021 p Header Comments/Attachments Receipt Lines Telepit L	w Receipt												
Receipt Status Open *Received Date 11/05/2021 [B] Header Comments/Attachments Received Date 11/05/2021 [B] Header Comments/Attachments  Received Quantity Header Comments/Attachments  Received Quantity UOM Accept Quantity Details Received Procurement Primary Unit Allocatio Office Depot(R) Brand T 3,0000 PK  3,0000 PK  N  N  Save Receipt Invaria B 2,0000 PK  Accept Quantity PK  Accept Procurement	Busines	ss Unit LSUSH											
Received Date 11/05/2021 IB         Received Date 11/05/2021 IB         Received Comments/Attachments         Received Comments/Attachments         Received Quantity       SUOM       Accept Quantity       Details       Received       Personalize   Find           ne       Item Id       Item Description       Received Quantity       SUOM       Accept Quantity       Details       Received       Procurement         Onit Accept Quantity       Item Id       Item Description       N </th <th>Receipt S</th> <th>tatus Open</th> <th></th>	Receipt S	tatus Open											
Receipt Lines @       Receipt Lines @         Personalize I Find I         ne item lid       Item Description       Received Quantity       9UOM       Accept Quantity       Delais       Received Procurement Find I         Office Depot(R) Brand T       3.0000       PFK Q       3.0000       N         Office Depot(R) Brand P       3.0000       PFK Q       3.0000       N         Office Depot(R) Brand B       2.0000       PFK Q       N       N         Save Receipt	*Received	1 Date 11/05/2021											
Personalize   Find           Ine       Item Id       Item Description       Received Quantity       SUOM       Accept Quantity       Details       Received Procurement From Printing Varit Allocation Unit Allocation Unit Allocation Unit Allocation Unit Allocation Unit Allocation       Procurement From Printing Varit Allocation       Price Pr					He	ader C	omments/Attachn	nents				Reject SI	hip
Item Id     Item Description     Received Quantity     SUOM     Accept Quantity     Details     Receipt     Procurement Group ID     Prinary Unit Allocation Attributed       Office Depot(R) Brand T     3.0000     PK Q     3.0000     PK Q     3.0000     N     N       Office Depot(R) Brand P     3.0000     PK Q     3.0000     PK Q     0     N     N       Office Depot(R) Brand B     2.0000     PK Q     0     N     N	Receipt Lines	?									Perso	nalize   Find	Vie
Office Depot(R) Brand T         3.0000         PK Q         3.0000         PK Q         N           Office Depot(R) Brand P         3.0000         PK Q         3.0000         PK Q         N           Office Depot(R) Brand B         2.0000         PK Q         N         N           Save Receipt         Imuire Beceipts         N         N	ine Item Id	Item Description	Received Quantity	/	NOU		Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocatio Amt	n
Office Depot(R) Brand P     3.0000     PK     3.0000     PK     N       Office Depot(R) Brand B     2.0000     PK     N     N		Office Depot(R) Brand T	3.0000	È	PK	Q	3.0000		$\bigcirc$		Ν		
Office Depot(R) Brand B 2.0000 PK Q PK Q N				Ph.	PK	Q	3.0000	P+	$\bigcirc$		N		
Save Receipt		Office Depot(R) Brand P	3.0000	비크									
a round toopt		Office Depot(R) Brand P Office Depot(R) Brand B	3.0000	ĥ	PK	٩		Pi -	0		N		
	Save Rece d New Receipt	Office Depot(R) Brand P Office Depot(R) Brand B	3.0000 2.0000	Receipts	PK	<b>Q</b>			\$		N		
	Save Rece d New Receipt	Office Depot(R) Brand P Office Depot(R) Brand B	3.0000 2.0000	Receipts	PK	2			Q		N		

Step	Action
15.	Click the Header Comments/Attachments link.
	Header Comments/Attachments

S Receive Items	× +	~ -	- 0	×
← → C (	rcba.psfs.lsuhsc.edu/psp/fstm/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_RECV_TSFR_WK.GBL?FolderPath=PORTAL_ROC	DT_OBJ	\$	:
Favorites 🔻 Main	Menu ▼ > eProcurement ▼ > Receive Items Worklist	😭 Hom	ie <b>Sig</b> i	n Out
Financials TF	N w2 All • Search Add To •	Notif	ication N	ø lavBar
Receive Items	New Wind Receipt Header Comments	low   Help	Personaliz	e Page
New Receipt Business Receipt Stat *Received D	Business Unit LSUSH Receipt Status Open	Help		
Receipt Lines (2) Line Item Id	Comments Find First (a) 1 of 1 (a) Use Standard Comments Entered On: 11/05/2021 1:46:05PM 1	Last	Reject alize   Find Unit Alloca Amt	Shipmer
2 3 Save Receipt	Show at Voucher       Associated Document       Attachment       User/Date Time			
Add New Receipt	OK Cancel			
	9 🔜 🖸 🔯 🔝 🛤 🛍 🌘 🌍 🔷 57°F 🔨 🖮 1	<i>(i</i> . (1))	1:46 PM 11/5/2021	,

Step	Action
16.	In the <b>Use Standard Comments</b> box, enter comments such as name of the person who signed for the goods and the date the goods were received.
	Enter the desired information into the Use Standard Comments field. Enter "Packing Slip attached for Office Depot for goods received and rejected by Karen O'Connor on 11/4/21.".
17.	NOTE: The Packing Slip <u>must</u> be signed, dated, and attached to the receipt. All Office Depot orders come with a Packing Slip. If one is not received, contact our Office Depot representative, Lisa Patton, at Lisa.Patton@officedepot.com. Lisa will send a copy of the packing slip to you.
	Click the Attach button. Attach

S Receive Items	× +			~	-	٥	×
← → C	rcba.psfs.lsuhsc.edu/psp/fstrn/EMP	LOYEE/ERP/c/PV_MAIN_MENU	.PV_RECV_TSFR_WK.GBL?FolderPath	=PORTAL_ROOT_OB	l ☆		:
Favorites  Main	Menu ▼ → eProcurement ▼ > Rec	eive Items		Worklist   🏫 H	ome	Sign	Out
Financials TR	N w2 All - Search		Advanced Search	Add To 🔫 N	otificatio	( on Na	🔊 avBar
Receive Items	Receipt Header Comments			New Window   H	elp Pe	rsonalize	Page
Business I Receipt Stat	Business Unit LSUSH Receipt Status Open						
Receipt Lines ( Line Item Id 1 2 3	Comments Use Standard Comments I Karen O'Connor received and rejecte Show at Voucher Associated Document	File Attachment Choose File No file chosen Upload Cancel	Find First Help d On: 11/05/20	21 1:46:05PM	aliz Un An	Reject \$	Shipmer View A on Ui Q
Save Receipt	Attachment User/Date Time		Attach View	Delete			
			572		1:4	7 PM	,

Step	Action
18.	Click the <b>Choose File</b> button.
	Choose File

Line item Id my documents ( g my documents (		× +      cha nefe lesihee adviseen/fete      ⊙ Open      ← → ✓ ↑ ☆ > This I      Organize ▼ New folder      This PC      ③ 3D Objects      Downloads      Music      Pictures      Videos      V	-/EMDLOVEE/EDD/-/DV_MAIN PC > Documents > Custom Office Templates eProc Pre Imp Training Prop Fax Firebird Grad School Installers OneNote Notebooks Online Certification Outlook Files Scanned Documents	MAENII DV. DECV. TRED. WK CRI  UPK Logo - DO NOT REMOVE UPK Manual Page Master Cost Transfer Cos	2EolderPath - DODTAL DOOT 2 Search Documents			X Out VBar Page Shipme View
	Receipt Lines @ Line Item Id 1 2 3 Save Receipt Add New Receipt	Predies     Videos     Videos     videos     videos     videos     videos     videos     my documents (     a afcsdat5 (\\entities     v < cancel     Videos     Videos     Videos	Outlook Files Scanned Documents Scangit UPK Info	Cost Transfer C	All Files	, , ,	Reject S alize   Find   Unit Allocatic Amt	Shipmer View A on Ui

Step	Action
19.	Click the ePro Pack Slip list item.
	ePro Pack Slip
20.	Click the <b>Open</b> button.
	Open

Receive Items	× +	~ -	-	٥	×
← → C (	rcba.psfs.lsuhsc.edu/psp/fstm/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_RECV_TSFR_WK.GBL?FolderPath=PORTAL_RO	OT_OBJ	☆		:
Favorites 🔻 Main	Menu * > eProcurement * > Receive Items Worklist	😭 Hom	e	Sign	Out
Financials TR	N w2 All - Search Add To -	Notif	cation	( Na	Bar
Receive Items	New Wir Receipt Header Comments	Idow   Help	Pers	onalize	Page
New Receipt Business I Receipt Stat "Received D	Business Unit LSUSH Receipt Status Open	Help			
Receipt Lines ( Line Item Id 1 2 3 Save Receipt	Comments     File Attachment       Use Standard Comments     File Attachment       1     Karen O'Connor received and rejecte       Choose File     ePro Pack Slip.docx       Image: Show at Voucher     Upload       Associated Document		alize Unit Amt	Reject S	hipmer View A on Ui Q
Add New Receipt			1:47 (	PM	,

Step	Action
21.	Click the <b>Upload</b> button.
	Upload

Receive Items	× +		~	- 0	×
Favorites V Main	Menu	U.PV_RECV_ISFR_WK.GBErFolderPath=PORTA Worklis	st   🏫 Ha	ome   Sig	gn Out
Financials TR	N w2 All - Search	Advanced Search Add	1To <del>▼</del> No	otification	Ø NavBar
Receive Items New Receipt Business I Receipt Stat	Receipt Header Comments Business Unit LSUSH Receipt Status Open	Ner	v Window   He	Personali:	ze Page
Receipt Lines (2) Line Item Id	Comments Use Standard Comments 1 Karen O'Connor received and rejected the goods on 11/4/21. C Show at Voucher Associated Document Attachment ePro Park Slin docy.	Find First	5PM	Rejec alize   Finn Unit Alloca Amt	t Shipm d   View ation
Save Receipt	User/Date Time KOCON12021-11-05-13.46.59.693				
= # <i>(</i> e	-		<b>9</b> <i>(i</i> , ¢)	1:47 PM 11/5/2021	5

Step	Action
22.	Click the <b>OK</b> button.
	ОК

vorites 🔻 Mai	in Menu 🔻 🔰 🦻 eProcurement 💌 🔅	Pocoivo Itomo									_
		/ Neceive hems						Worklist	🟫 Hom	e 🕴 Sign C	Dut
nancials T	RN w2 All 👻 s	earch			Advanced Set	earch		Add To 🔻	Notifi	cation Nav	) Bar
								New Wind	low Help	Personalize F	age
eceive Item	S										
ew Receipt											
Business	Unit LSUSH										
Receipt Sta	atus Open										
*Received I	Date 11/05/2021										
				Line	Comments/Attachme	ents				Reject Sh	1ipm
Receipt Lines (	?								Perso	nalize   Find   \	View
ine Item Id	Item Description	Received Quantit	y	NOU	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	n
	Office Depot(R) Brand T	3.0000	Þ	PK	Q 3.0000	<b>.</b>	$\bigcirc$		N		
	Office Depot(R) Brand P	3.0000	Þ	PK	3.0000	Þ	$\bigcirc$		N		
	Office Depot(R) Brand B	2.0000	h	PK	Q	<b>B</b>	0		N		
Save Recein	.t										
Gave Receip											
ad New Receipt		inquire	Receipts								

Step	Action
23.	Click the Save Receipt button.
	Save Receipt

🕄 Re	ceive Items × +						× -	٥	×
$\leftarrow \rightarrow$	C rcba.psfs.lsuhsc.edu/psp/fstrn/E	MPLOYEE/ERP/c/	PV_MAIN_MEN	J.PV_RECV_TSFR_WK.	GBL?FolderPat	h=PORTAL_RO	OT_OBJ	\$	<b>.</b> :
Favorites	▼ Main Menu ▼ > eProcurement ▼ > I	Receive Items				Worklist	合 Hom	e   Si	ign Out
Finano	cials TRN w2	ch		Advanced Searc	ch	Add To	Notifi	cation	Ø NavBar
Recei	ot Saved Successfully					New Win	idow   Help	Persona	lize Page
You have	e saved receipt # 0260778 containing the followin	q items:							
Receip	t Lines	Personalize Find	💷   🔣 🛛 Fir	st 🕚 1-3 of 3 🛞 Las	st				
Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity					
1	Office Depot(R) Brand Transparent Tape Refills, 3/4 x 1,296, Clear, Pack Of 16	3.0000		3.0000					
2	Office Depot(R) Brand Pen-Style Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters	3.0000		3.0000					
3	Office Depot(R) Brand Binder Clips, Medium, 1- 1/4 Wide, 5/8 Capacity, Black, Pack Of 24	2.0000	2.0000						
Return to	Manage Requisitions	o Receiving							
	H 🙆 🖬 🖸 💁 🕼		M ()	<b>O</b>	<i>6</i> 57°	F ^ 🖻	<i>(ii</i> , \$\$)	1:48 PM 11/5/2021	5

Step	Action
24.	The <i>Receipt</i> confirmation displays the <i>receipt number</i> , the quantity and goods received, and the quantity and goods rejected.
	NOTE: The receiver should then reach out to the buyer to relay this information.
	Click the <b>Return to Receiving</b> link.
	Return to Receiving

e	Receive I	tems	× +						~	- 0	×
~	$\rightarrow$ C	🔒 rcba.psfs.lsu	uhsc.edu/psp/fstrn/EMPLOYEE/ERF	P/c/PV_N	AIN_MEN	J.PV_RECV_1	SFR_W	K.GBL?FolderPath=	PORTAL_ROOT_	OBJ ☆	<b>.</b> :
Fav	orites 🔻	Main Menu 🔻 💦 🗧	eProcurement <ul> <li>Receive Items</li> </ul>						Worklist	Home	Sign Out
Fir	ancials	S TRN w2	All - Search			» Adva	nced Sea	arch	Add To 🔻	Notification	Ø NavBar
Rec	eive Item	s							New Window	lelp Personaliz	e Page 🗠
		-									- 1
Yo	u have 8 lin	tes open for receiving	) Descher Frenz								
- Do	ruisition I	ines to Receive	e Receive Form.						Persona	lize   Find   Vie	w All L 2
Re	quisition L	ines to Receive	urchase Order Details						1 0100110		11 Y 11 1 1 12-
	Req BU	Requisition •	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Supplier▼	Ship To	Ship To GLN	Atte
	LSUSH	0072090	Office Depot(R) Brand Pen-Style Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters		2	0	РК	OFFICE DEPOT	LSUSH		O'C) B
	LSUSH	0072090	Office Depot(R) Brand Transparent Tape Refills, 3/4 x 1,296, Clear, Pack Of 16		1	0	PK	OFFICE DEPOT	LSUSH		O'Ci B
	LSUSH	0072091	Office Depot(R) Brand Binder Clips, Medium, 1-1/4 Wide, 5/8 Capacity, Black, Pack Of 24		2	0	РК	OFFICE DEPOT	LSUSH		O'C B
	LSUSH	0072091	Office Depot(R) Brand Pen-Style Highlighters, 100 Recycled, Assorted Colors, Pack Of 6 Highlighters		5	3	PK	OFFICE DEPOT	LSUSH		O'C B
			TK1231066T Chemical								
	⊟i	6 🖬 🛛	D 💁 Ni 🚺 🛛			9		🥏 57°F	~ 🖻 🌾	(1:49 PM (11/5/202	1 🐻

Step	Action
25.	<ul> <li>Two of the 0072091 requisition items remain in the Requisition Lines to Receive panel as Pending. Line 1 is the binder clips which were rejected, but rejected for replacement. The binder clip packs remain so they can be received when the correct binder clip is sent by Office Depot.</li> <li>Line 2 is the highlighters. Only a partial shipment was received, so two (2) packs are still outstanding. This line remains so that those two (2) packs can be received when sent by Office Depot.</li> </ul>
26.	This completes <i>Reject ePro Goods in the Department</i> . End of Procedure.