

## How to Direct Receive (DRC) Receive Merchandise in eProcurement March 2007

Locate appropriate requisition to be received from the ePro, Manage Requisitions page and click the Truck icon:

### Manage Requisitions

Find a Requisition

**Req Name/ID:**  **Business Unit:**    
**Requester:**   **Date From:**   **Thru Date:**

**Entered By:**   **PO ID:**  **Show Status:**

Requisition Name	Req ID	Bus. Unit	Date	Status	Budget	Total	
▶ <a href="#">0000220847</a>	0000220847	UTMBG	03/19/2007	PO(s) Dispatched	Valid	115.00 USD	
▶ <a href="#">Office Max 3-19-07</a>	0000220840	UTMBG	03/19/2007	PO(s) Dispatched	Valid	50.55 USD	
▶ <a href="#">0000220839</a>	0000220839	UTMBG	03/19/2007	PO(s) Dispatched	Valid	300.20 USD	

All line items that have not been received appear in the list. Note on the bar, it shows how many lines items are being displayed (1-7 of 7). If not all line items appear, click on the View All hyperlink.

### Receive Items

**You have 7 lines open for receiving for requisition Office Max 3-19-07**

and go to the Receive Form.

[Customize](#) | [Find](#) | [View All](#) |  First  1-7 of 7  Last

Requisition	Item Description	Total Req Qty	Accepted to Date	Ship To	Vendor
<input type="checkbox"/> Office Max 3-19-07	<a href="#">TBS: RULER,12"PLAS,AST</a>	6	0	UTMBR	TODAY'S BU-001
<input type="checkbox"/> Office Max 3-19-07	<a href="#">TBS: SUGAR,CANISTER,20OZ</a>	3	0	UTMBR	TODAY'S BU-001
<input type="checkbox"/> Office Max 3-19-07	<a href="#">TBS: PACKET,SPLENDA,50BX</a>	2	0	UTMBR	TODAY'S BU-001

If receiving all line items, click the Check All button. Note: if receiving part of the line items, click on the box next to the appropriate line item(s) to be received.

<input checked="" type="checkbox"/>	Office Max 3-19-07	<a href="#">TBS: CREAMER,NONDAIRY,12OZ,CN</a>	2	0	UTMBR	TODAY'S BU-001
<input checked="" type="checkbox"/>	Office Max 3-19-07	<a href="#">TBS: COFFEEMATE,LIQUID,VAN</a>	2	0	UTMBR	TODAY'S BU-001
<input checked="" type="checkbox"/>	Office Max 3-19-07	<a href="#">TBS: TAB,NUMBER SIDE,1-10</a>	3	0	UTMBR	TODAY'S BU-001
<input checked="" type="checkbox"/>	Office Max 3-19-07	<a href="#">TBS: PAD,LGL,RDL,WE,8.5X113/4</a>	1	0	UTMBR	TODAY'S BU-001

Click the Receive Selected button to create the receipt:

**Receive Items**

You have 7 lines open for receiving for requisition Office Max 3-19-07

Receive Selected and go to the Receive Form.

Customize | Find | View All | First 1-7 of 7 Last

Requisition Lines to Receive | Purchase Order Details

Requisition	Item Description	Total Reg Qty	Accepted to Date	Ship To	Vendor
<input checked="" type="checkbox"/> Office Max 3-19-07	<a href="#">TBS: RULER,12"PLAS,AST</a>	6	0	UTMBR	TODAY'S BU-001

Note New Receipt shows 1-7 of 7 items:

**Receive**

New Receipt

Packing Slip:

Receipt Status: Open

\*Received Date:

[Reject Shipment](#)

Customize | Find | View All | First 1-7 of 7 Last

Item Description	Received Qty	UOM	Accept Qty	PK Slip No
------------------	--------------	-----	------------	------------

Change Received Qty for each item (if applicable):

New Receipt

Packing Slip:

Receipt Status: Open

\*Received Date:

[Reject Shipment](#)

Customize | Find | View All | First 1-7 of 7 Last

Item Description	Received Qty	UOM	Accept Qty	PK Slip No
<a href="#">TBS: RULER,12"PLAS,AST</a>	<input type="text" value="4.0000"/>	EA	6.0000	
<a href="#">TBS: SUGAR CANISTER 200</a>	<input type="text" value="3.0000"/>	EA	3.0000	

When creating a direct receipt in ePro for merchandise received from a vendor paid through the Evaluated Receipt Settlement (ERS) process (e.g., Fisher Scientific and Office Max/TBS), the invoice number shown on the packing slip must be entered into the Packing Slip field.

New Receipt

Packing Slip:

Receipt Status: Open

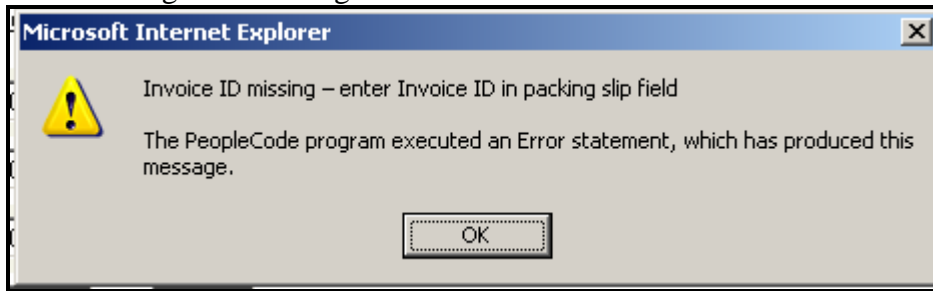
\*Received Date:

[Reject Shipment](#)

Customize | Find | View All | First 1-7 of 7 Last

Item Description	Received Qty	UOM	Accept Qty	PK Slip No
<a href="#">TBS: RULER,12"PLAS,AST</a>	<input type="text" value="4.0000"/>	EA	4.0000	

If the Packing Slip field is left blank when the “Save Receipt” button is clicked, the end-user will receive the following error message:



Click OK and enter the invoice number into the Packing Slip field.

**Receive**

**New Receipt** Packing Slip:

Receipt Status: Open

\*Received Date:  [Reject Shipment](#)

[Customize](#) | [Find](#) | [View All](#) | First  Last

Item Description	Received Qty	UOM	Accept Qty	PK Slip No
------------------	--------------	-----	------------	------------

Then click Save Receipt.

<a href="#">TBS: COFFEEMATE,LIQUID,</a>	<input type="text" value="2.0000"/>	BX	<input type="text" value="2.0000"/>	
<a href="#">TBS: TAB,NUMBER SIDE,1-</a>	<input type="text" value="3.0000"/>	PK	<input type="text" value="3.0000"/>	
<a href="#">TBS: PAD,LGL,RLD,WE,8.5</a>	<input type="text" value="1.0000"/>	DZ	<input type="text" value="1.0000"/>	

[Save Receipt](#)

## Receipt Saved Successfully

You have saved receipt # 0000251519 containing the following items:

Line	Item Description	Received Qty	Reject Qty	Accept Qty
1	TBS: RULER,12"PLAS,AST	4.0000		4.0000
2	TBS: SUGAR,CANISTER,20OZ	3.0000		3.0000
3	TBS: PACKET,SPLENDA,50BX	2.0000		2.0000
4	TBS: CREAMER,NONDAIRY,12OZ.CN	2.0000		2.0000
5	TBS: COFFEEMATE,LIQUID,VAN	2.0000		2.0000
6	TBS: TAB,NUMBER SIDE,1-10	3.0000		3.0000
7	TBS: PAD,LGL,RLD,WE,8.5X113/4	1.0000		1.0000

[Return to Requisition Manager](#)   [Return to Receiving](#)


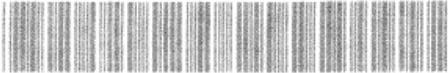
**Where do I get the invoice number?**

The invoice number appears on the packing slip that comes from the vendor with your merchandise. Below are two examples of packing slips.

On Office Max' Packing Slip, use the "Invoice Number" at the top middle of the page:

<b>A BOISE COMPANY</b> <small>OfficeMax - A Boise Company</small> 6355 CLARA RD SUITE 100 HOUSTON TX 77041 (800)472-6473 www.boiseoffice.com		<b>PACKING LIST</b>		
		17 3624180		
SOLD TO  SHIPPED TO	Acct.#:0268834    Consignee:BILLTO UT MEDICAL BRANCH GALVESTN ACCOUNTS DIVISION 301 UNIVERSITY BLVD RT0907 GALVESTON TX 77550	<b>Invoice Number</b> 68271290	<b>Customer PO Number</b> G_0000053448	<b>Reference No.</b> 68271290
	Acct.#:0268834    Consignee:UTMBR    CC: UT MEDICAL BRANCH GALVESTN    CC Desc: UTMB CENTRAL RECEIVING    Rel: 14TH STRAND CENTRAL RECV    Briscoe, Sharon GALVESTON TX 77550	Routing :		
Item Number	Quantity			Description
	Ordered	Shipped	Not Shipped	
BIG547-00	1 EA	1 EA	0 EA	PLANNER, 6X8, JAN-DEC, BK ;20 Boise Office Products - Fo rmul: PLANNER, 6X8, JAN-DEC, BK
NO MERCHANDISE ACCEPTED FOR CREDIT UNLESS ARRANGED FOR IN ADVANCE.    CLAIMS MUST BE MADE WITHIN 30 DAYS AFTER DATE OF INVOICE.				
Page 4 of 4		8/06/2004    17:22:39		

On Fisher Scientifics' Packing Slip, use the "Order Number" at the top of the page:

PACKING SLIP										
CUSTOMER SERVICE OFFICE			PRINT DATE	RPT NAME	SHIP W/SE	ORDER NO.	PL	PAGE		
DUSTON			09/11/03		CHS	H32543305-01	1	1		
CUSTOMER ACCOUNT NO.		CUSTOMER PURCHASE ORDER NUMBER			RELEASE NUMBER					
21354-001		LCLTN-000000225								
UTMB GALVESTON 14TH & STRAND STREETS CARRIER: MONDAY - TRG T-F - DSI GALVESTON TX 77555					S UNIVERSITY OF TEXAS O MEDICAL BRANCH L ACCTS PAYABLE D 301 UNIVERSITY BLVD T GALVESTON TX 77555 O CORLENE JOHNSON					
					FISHER HEALTHCARE 					
					Visit the Fisher Web Site: <a href="http://fishersci.com">fishersci.com</a>					
DOCUMENT TYPE: ORDER SUMMARY DOCUMENT					INSTRUCTIONS					
CALLER: SHERRI PITHAN										
PHONE NUMBER: (409) 747-8025 EXT:										
NOTE: QUANTITY INDICATED IN THIS COLUMN IS BEING SHIPPED DIRECT TO YOU FROM INDICATED ALTERNATE WAREHOUSE. SEE REVERSE SIDE FOR ABBREVIATIONS.										
LINE	QUANTITY ORDERED	QUANTITY SHIPPED	BACK ORDERED	ALT. W/SE	UNIT	CATALOG NUMBER	SUPPLIER CAT. NO.	DESCRIPTION	UNIT PRICE	AMOUNT
001	8	8			PK	23 262375		SICKLESCREEN 1200ET/PK 10-0258		
								8 LT 258308 033005		
								DAYS SRC EXPIRE: 60		
								C 224		
								116688553		
								①		
								Receipt # 187		
TOTAL TRANSPORTATION PREPAID										
LAW: CHS CARRIER: 150										
OPEN AND INSPECT IMMEDIATELY QUESTIONS REGARDING THIS SHIPMENT SHOULD BE DIRECTED TO YOUR CUSTOMER SERVICE OFFICE WITHIN TEN (10) DAYS TEL: 800 640-0640					H FDL/ / / V VEL/ / / W VEL/ / / H VEL/ / / F VEL/ / / S / / / S / / /					
PLEASE REFERENCE THE ORDER NUMBER SHOWN ABOVE IN ALL CORRESPONDENCE. RETURNS WILL NOT BE ACCEPTED WITHOUT PRIOR AUTHORIZATION.					 H32543305001					
CUSTOMER ACCOUNT NO.	ORDER NO.	POS.	CARRIER	SHIP DATE	WEIGHT	ASSEM. BY	PACKED BY	SHIPPED BY		
521354-001	H32543305-01			9-11-03	5			S D		

Note: Currently, the Packing Slip field is required for only those purchase orders issued to Fisher Scientific or Office Max/TBS; however, additional vendors may be added to the ERS process in the future.