Title: Managing Desktop Receiving

The Desktop Receiving feature allows you to input receipt of items directly at your desktop.

**Note:** Desktop Receiving should be used for receiving such things as services, while goods should be delivered directly to the University’s Central Receiving office.

To receive an item, follow the steps below:

1. Enter **EUID** and **Password**.
2. Click **Sign In**.

![Enterprise Information System](image-url)

- **EUID (required)**: 
- **Password (required)**: 
- **Sign In**: 

**Scheduled Maintenance**

Service may be interrupted during these regular maintenance times:
- Tuesday 7:00 – 9:30 pm
- Thursday 7:00 – 9:30 pm
- Saturday 7:00 pm to noon Sunday
3. Click **Main Menu**.

4. Navigate to **Manage Requisitions** by clicking on Employee Self-Service>Procurement> Manage Requisitions.
5. Select **PO(s) Dispatched** from the **Request State** dropdown menu.
6. Enter the appropriate search date range into the **Date From** and **Date To** fields. **Note:** Leave the **Date From** and/or **Date To** fields blank to expand your search.
7. Click **Search**.

![Image of Manage Requisitions screen]

8. Review the list of requisitions to locate the appropriate record.
9. Select **Receive** from the requisition’s associated dropdown menu.
10. Click **Go**.

![Image of Requisitions screen]
11. Check the appropriate boxes for the items you have received. 
**NOTE:** To select the boxes of all of the listed items, click **Check All**.

12. Click **Receive Selected**.

13. Enter the **Received Date** by clicking the calendar icon and selecting the items received date.

14. Enter the quantity of items received in **Received Quantity**.

15. Click the **Comment** icon located under **Receipt**.
16. Select Good, Fair, or Damaged next to Condition based on the condition of the item received. **Note:** Contact the vendor if you have issues with the condition of the item.

17. Enter comments in the Use Standard Comments field, as needed.

18. Click Attach to attach associated documentation, such as a copy of the packing slip.

19. Click Browse in the File Attachment box.
20. Select file to upload from browser window.

21. Click Open.

22. Click Upload in File Attachment box.
23. Confirm file was uploaded by verifying file is showing in the **Associated Document** section.

24. Click **OK**.

**Note:** Marks will appear on the **Comment** icon indicating either a note or file attachment has been added.

25. Repeat steps 14-24 for each line item.

26. Click **Save Receipt**.

**Note:** The **Receipt Saved Successfully** screen will open.