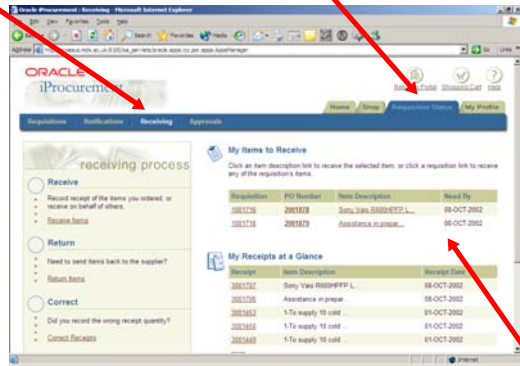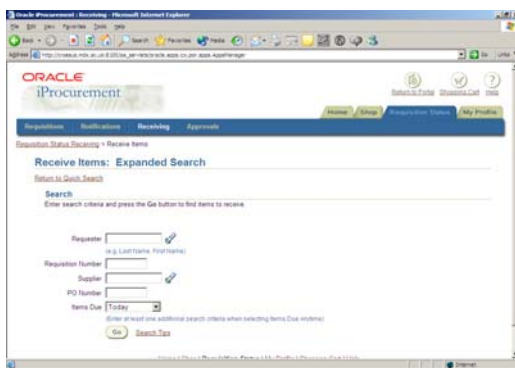## Finding Items to Receipt

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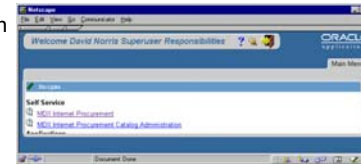
The form displayed will allow you to search for an order by requisition number, purchase order number, supplier name and due date. Fill in the appropriate boxes and select the correct due date range then press go to search.
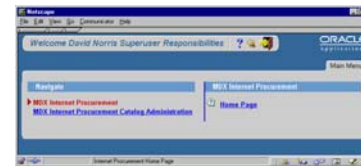
Connecting to iProcurement

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.

purchasing process

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

iProcurement

MIDDLESEX UNIVERSITY

ORACLE®

Receipting Goods and Services

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

Receipting 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.

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.

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.