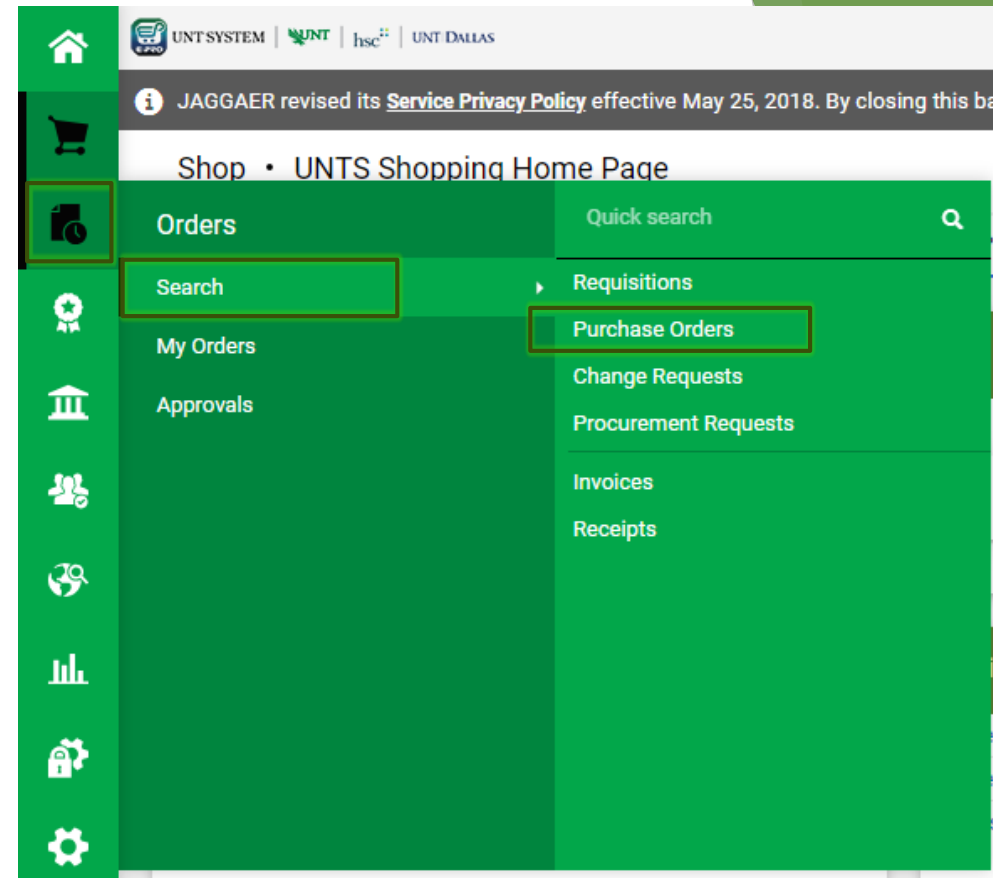




Desktop Receiving

Shopping is Easy in ePro!

Receipts can only be created for catalog and non-catalog POs. Service Form Request POs will require approval, not a receiver. To fully receive **goods** as a desktop receiver, search for the PO number on the global search on the top right of your homepage or by navigating to Orders menu > Search > Purchase Orders. Type the PO number into the search bar then select the hyperlink.



Created Date: Last 90 days ▾ NTT0000863

1-1 of 1 Results

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
NTT0000863	Cuevas Distribution Inc ⓘ	3/7/2024 3:13:22 PM	Completed	3977950	Buyer one	Sent To Supplier	No Matches	9,501.00 USD

UNT SYSTEM | UNT | hsc | UNT DALLAS

Purchase Order • Cuevas Distribution Inc • NTT0000863 Revision 0

1,326.00 USD

1 of 1 Results

[Add Comment](#)
[Add Notes to History](#)
[Create Receipt - If you do not see 'Create Quantity Receipt' option, you will be asked to approve the Invoice instead.](#)
[Print Fax Version](#)

General Information

PO Business Unit: University of North Texas (NT752)

PO/Reference No.: **NTT0000863**

Revision No.: 0

Supplier Name: Cuevas Distribution Inc

Purchase Order Date: 3/7/2024

Total: 9,501.00

Owner Name: Buyer one

Owner Department: no value

Owner Phone:

Owner Email: UNTS-JaggaerTest@untsystem.edu

Requisition Number: 3977950 [view](#) | [print](#)

Document Status

PO status: Open

Workflow: Completed (3/7/2024 3:15 PM)

The system distributed the purchase order using the method(s) indicated below the last time it was distributed: [view](#)

cXML (Electronic Integration): no value

Distribution Date/Time: 3/8/2024 10:50 AM

Supplier: Sent To Supplier

Details

Supplier Status

Sent To Supplier

Supplier: Cuevas Distribution Inc

Total (9,501.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal: 9,501.00

Shipping: 0.00

Handling: 0.00

9,501.00

Use the top box to select all items at once!

On the PO, click the ellipses then select “Create Receipt.” A new window will popup and the check marked boxes can be select or unselected to receive one item or multiple items on the PO.

NTT0000987: Create Receipt - If You Do Not See 'Create Quantity Receipt' Option, You Will Be Asked To Approve The Invoice Instead. ✕

	Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	<input checked="" type="checkbox"/>
1	--	--	DELIVERY CHARGE	DELCHRG	EA	40.00	6 EA	240.00	<input checked="" type="checkbox"/>
2	--	--	FILL, NITROGEN BULK CF	NI BLK	EA	1.35	5,500 EA	7,425.00	<input checked="" type="checkbox"/>
3	--	--	HAZARDOUS MATERIAL CHARGE	HAZMAT CHG	EA	8.00	6 EA	48.00	<input checked="" type="checkbox"/>
4	--	--	RENTAL BULK TANK	RNTTANKBLK	EA	298.00	6 EA	1,788.00	<input checked="" type="checkbox"/>

Create Quantity Receipt

Upon selecting “Create Quantity Receipt,” you should see this page. Packing Slip No., Tracking No., Notes, and other identifying information may be added but are not required.

Quantity Receipt • 621995

Summary Comments Attachments History

Receipt Name: 2024-03-08 hcgallrec01 03

Receipt No: To Be Assigned

Receipt Date: 3/8/2024

Packing Slip No.

Supplier Name: Cuevas Distribution Inc

Received by: All Receiver (University of North Texas)

Receipt Address: No addresses defined in profile.
Deliver to: Buyer
Bldg/Rm: 123
UNT Central Receiving
2310 N. I-35E
Denton, TX 76205
United States

Carrier: Other

Tracking No.

Deliver To:

Box Quantity

Flexible Drop Down

Attachments: Add

Notes: 1000 characters remaining

Summary: Draft

Details

Creation Date: 3/8/2024 12:52:45 PM

Source: Manual

Supplier: Cuevas Distribution Inc

Received by: All Receiver(University of North Texas)

Total (2,076.00 USD)

Subtotal: 2,076.00













Related Documents

Purchase Order: NTT0000863

What's next?

When creating a receiver for POs with multiple quantities, be sure to edit the quantity to the amount being received. Line items on the receipt may be labeled as received, returned or cancelled from the drop-down box under “Status.” Lines can also be removed, add returned or cancelled lines.

PO • NTT0000863

Line	Item	Catalog No.	Qty/UOM Ordered	Quantity	Status	
1	DELIVERY CHARGE	DELCHRG	6 EA	6	Received	   
ITEM DETAILS						
3	HAZARDOUS MATERIAL CHARGE	HAZMAT CHG	6 EA	6	Received	   
ITEM DETAILS						
4	RENTAL BULK TANK	RNTTANKBLK	6 EA	6	Received	   
ITEM DETAILS						

cancelled

remove

returned

Received

Returned

Cancelled

i 1 draft receipts exist for this PO.
[view](#)

Records found: 1 +

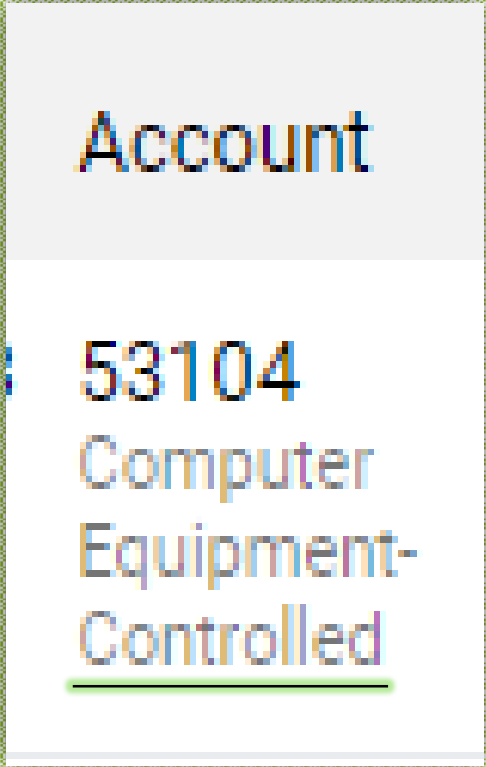
No.	Receipt Date	Receipt Type	Cost Amount	Receipt Status	Received by
623326	3/14/2024	Quantity	-	Completed	Receiver, All

Line Details

No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price
^ 1	+ DELIVERY CHARGE	DELCHRG	40.00 USD	6 EA	240.00 USD
			Qty / Cost (In)	Qty / Cost (Out)	Status
					Open
^ 2	+ FILL, NITROGEN BULK CF	NI BLK	1.35 USD	5,500 EA	7,425.00 USD
			Qty / Cost (In)	Qty / Cost (Out)	Status
			1		Received
				1	Cancelled
			5,498		Open
			1		Net Received

After receipt has been submitted, you will be able to view what has been received, cancelled or returned on the PO.

Please note, asset items that are “controlled” or “capitalized” will be received by your business unit’s Asset Management team. To determine if an item is controlled, look at the chart string under each line item and the account code will let you know. When departments create a receiver for controlled/capitalized items, the receipt will enter an approval workflow, similar to how invoices complete an approval workflow; however, the receipt will be rejected to prevent over-receiving in ePro. Any lines with a profile ID assigned must be received in EIS and not ePro.



No.	Receipt Date	Receipt Type	Cost Amount	Receipt Status	Received by
RZeroTest4	2/21/2024	Quantity	-	Rejected	Requestor, NT
EIS-0000005632	2/18/2024	Quantity	-	Completed	Batch User, PRODCNT