Logging In:
Login to eProcurement through the Galaxy Portal.

Desktop Receiving: Receiving through eProcurement allows users to electronically state that they have received goods or services associated with a Purchase Order, without having to re-enter information. The receipt information will be used when determining if invoices should be paid.

UT Dallas has set the receiving thresholds based on the amount of the entire PO. If the PO amount is greater than or equal to $500.00, the user will be required to create a receipt for payment to be issued.

Matching: eProcurement will attempt to automatically match all Purchase Orders if the PO amount is greater than or equal to $500.00. Auto-matching means that the invoice validates the goods or services that have been received and the amount invoiced is equal to the purchase order. When one of the three documents (PO, invoice, receipt) are found by the system, the Requestor is notified.

As goods or services are invoiced, an email notification will be generated reminding Requestors that a receipt needs to be entered.

A user can create two types of receipts: Quantity receipts and Cost receipts.

Quantity Receipts: receipts used for goods. A running total of goods ordered is maintained in eProcurement – the total is reflected when users create subsequent receipts for the same PO. This helps reduce the risk of payment for under-received items.

Cost Receipts: receipts used for services. For example, as services are provided throughout the year against a PO, employees can create Cost Receipts to track the services delivered.

Email Notification: Through eProcurement, Requestors will automatically receive one email reminder that a receipt is required. Subsequent emails will be escalated to the appropriate Approver and/or Fiscal Officer.

Creating a Quantity Receipt:
Locate the purchase order through the Quick Search feature on the home page. From the Available Actions drop-down box, select Create Quantity Receipt, click Go.

This feature will not work on closed POs.

The Receipt Header and Receipt Line detail will be automatically populated with the PO information, including the remaining number of items to be received. The line detail can be viewed by simply scrolling down the page.

Review the line level data. Remove lines that are not received but add the quantity that has been received. Click Save Updates, then Complete. The Receipt Number will be displayed on the screen.

The Receipt Name consists of the current date and the Requestor's name.
Once a receipt is created, the Receipt Date is saved, which indicates the date the goods were received.

**Creating a Cost Receipt:**
Locate the purchase order through the Quick Search feature on the home page. From the Available Actions drop-down box, select **Create Cost Receipt**, click **Go**.

This feature will not work on closed POs.

Click **Save Updates**, then **Complete**. The Receipt Number displays on the screen.

Please note that any comments entered in the 'Notes' section, will be transferred to the Comments tab of the PO.