## Quick Reference

### Receiving against a Blanket Order

**Responsibility:** ANY end user responsibility beginning with “ECU Purchasing”.

1. (N) iPprocurement Homepage
2. Click on the Receiving tab.
3. Click on one of the Receive Items hyperlinks to view all your requisitions to receive, or search for the requisition, or if the requisition is listed in your five most recent requisitions to receive, click on the Receive icon.
4. If you clicked on the Receive icon, you will only see the lines for that order. If you clicked one of the Receive Items hyperlinks, Oracle will return all your items to receive.
5. Select the line or lines you want to receive by putting a tick in the checkbox on the line/s.
6. Amend the Receipt Quantity to the amount you want to receive for this portion of the blanket order.

! IMPORTANT!
The amount you receive should be the ex-GST amount as all requisitions are raised without GST. GST will be added to the invoice at the time of matching to the purchase order.

7. Once you're happy with the receipt quantity, click the Next button.
8. Enter the receipt date (mandatory) and any packing slip or comments information if required. Click the Next button.
9. Review the receipt details to confirm the quantity etc you have received is correct.
10. If you aren't happy with the information, click on the Back button to return to the previous step.
11. If all details are correct, click on the Submit button.
12. If you want to cancel the receipt, click on the Cancel button.

! IMPORTANT!
Repeat steps 1-10 for any future portions of the blanket order that are due for payment. If there is a balance left outstanding on the order once it has been completed, please contact the FBSC Systems team on ext 2772 or email fbscsystems@ecu.edu.au and request they close the order.