Receiving against a Blanket Order in iProcurement

**! IMPORTANT!**

If you have created a blanket order, it is absolutely essential that you receive the portion due for payment in a timely fashion, otherwise payment will not go out to the supplier and the whole process will fail.

**To receive a blanket order in iProcurement**

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

1. (N) iProcurement Homepage.

   This will display the iProcurement homepage.

2. (T) Receiving.
3. Click on one of the **Receive Items** hyperlinks to search for your requisition, or if the requisition is listed in your list of five most recent Requisitions to Receive, click on the **Receive** icon for the line.
4. If you clicked on the Receive icon for the order you want to receive, the system will only show the lines for that order as per the screenshot above. If you clicked on one of the Receive Items hyperlinks, Oracle will return each line from each requisition that you have ready to receive and you will need to select the appropriate lines.

5. Select the line or lines you want to receive by putting a tick in the checkbox on the line.
6. Amend the Receipt Quantity to the amount you want to receive for this portion of the blanket order. For example if the supplier has sent an invoice for $1,100, you will only receipt the e-GST amount this time (e.g. 1,000). You will receipt the balance later as required when invoices are received.

! IMPORTANT!

Remember, 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. (B) Next once you're happy with the Receipt Quantity.

8. Enter the Receipt Date (mandatory) and any packing slip or comments information if required.

9. (B) Next.
10. Review the receipt details to confirm the quantity etc that you have received is correct.

11. (B) **Back** if you aren’t happy with the information to return to the previous step to make changes.

12. (B) **Submit** if all details are correct.

13. (B) **Cancel** if you want to cancel the receipt.

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**IMPORTANT!**

Repeat steps 1 to 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 2772 or email **fbscsystems@ecu.edu.au** and request that they close the order.