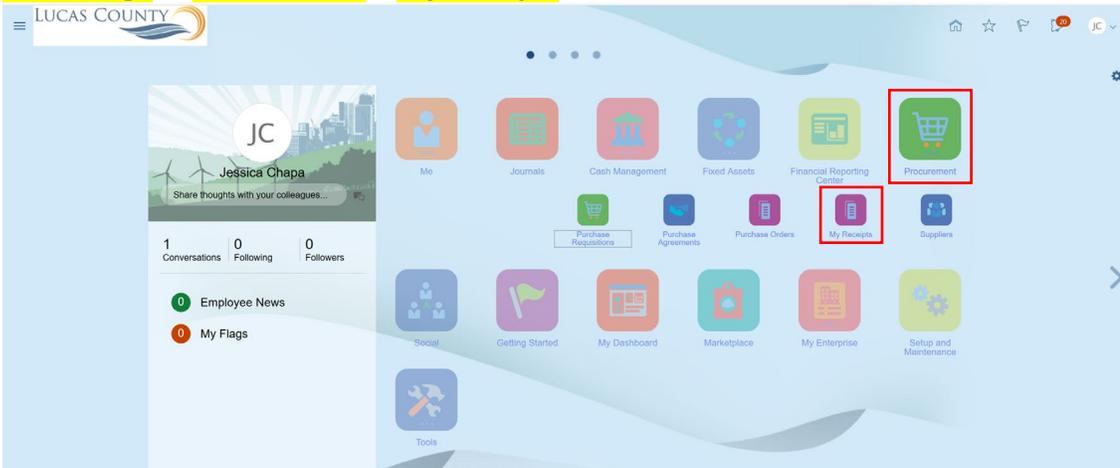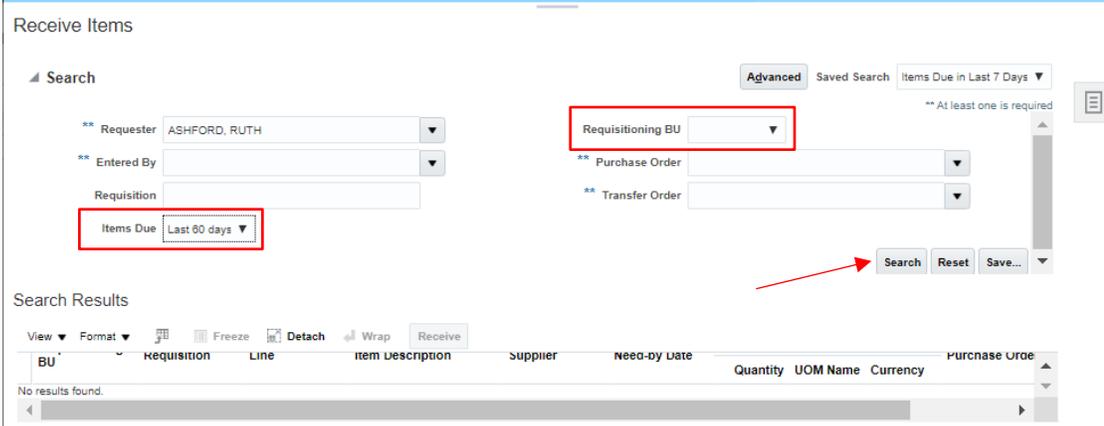# Receiving Requisitions

Audience: Requesters, Receivers

Purpose: This job aid will assist you with processing goods and services receipts as a Requester.

Step	Action
1	Log into Oracle. **Home Page** -> **Procurement** > **My Receipts**
2	The **Receive Items** page displays. Several fields in the **Search** section are indicated by double asterisks. Of these, at least one field is required to be filled. Your requester name is entered by default. You can search on multiple criteria. For this example, we will search by Items Due in the last 60 days. Click the **Items Due** list.
3	Click to select **Last 60 days** from the list.
4	Click the **Requisitioning BU** field and select the Business Unit. Click the **Search** button.

5	From the Search Results, select the row of a requisition to receive against.
	Receive Items
	▶ Search
	Search Results
	View ▼ Format ▼ 🔲 Freeze 📄 Detach 📐 Wrap **Receive**
	table of search results: Lucas County 1051 / 2 / Clorox Toilet Bowl Cleane... / Staples Inc / 5/28/19 / 1 Each; Lucas County 1051 / 3 / Rubbermaid Mop Head, ... / Staples Inc / 5/28/19 / 1 Each; Lucas County 1053 / 1 / First Aid Chair covered in ... / McKesson Medi... / 7/31/19 / 1 Each; Lucas County 1207 / 1 / First Aid Chair covered in ... / McKesson Medi... / 7/31/19 / 1 Each; Lucas County 1214 / 1 / First Aid Chair covered in ... / McKesson Medi... / 8/6/19 / 1 Each; Lucas County 1216 / 1 / First Aid Chair covered in ... / McKesson Medi... / 8/6/19 / 1 Each; Lucas County / Jeep Wagon / Compass Rose ... / 6/10/19 / 1 Each; Lucas County / Jeep Wagon / Compass Rose ... / 6/10/19 / 1 Each; Lucas County / FA Equipment / TASC of Northw... / 1 Each
6	Click the ==Receive== button.
7	The Create Receipts page displays for the requisition selected. Click the ==Show Receipt Quantity== button to show the quantity remaining to receive.
	Create Receipts Submit Cancel
	Actions ▼ View ▼ Format ▼ ✏️ 🔲 Freeze Detach Wrap Remove Line **Show Receipt Quantity**
	Requisition 1159 / Item Description: Logitech M310 USB ... / Receipt Quantity / UOM Name: Each / Currency / *Transaction Date: 10-29-201(/ Waybill / Packing Slip / Requisitioning BU: Lucas County / Purchase Order: 190078 / Transfer Order
	Columns Hidden 11
8	Compare the displayed quantity to what was received on hand. If different from what displays in the Quantity field, enter the quantity received.
	Create Receipts Submit Cancel
	Actions ▼ View ▼ Format ▼ ✏️ 🔲 Freeze Detach Wrap Remove Line Show Receipt Quantity
	Requisition 1159 / Item Description: Logitech M310 USB ... / Receipt *Quantity: 1 / UOM Name: Each / Currency / *Transaction Date: 10-29-201(/ Waybill / Packing Slip / Requ BU: Lucas
	Click the ==Submit== button.
9	Click the ==OK== button to acknowledge the receipt.
	✅ **Confirmation**
	You created the following receipt numbers: 2121.
	OK