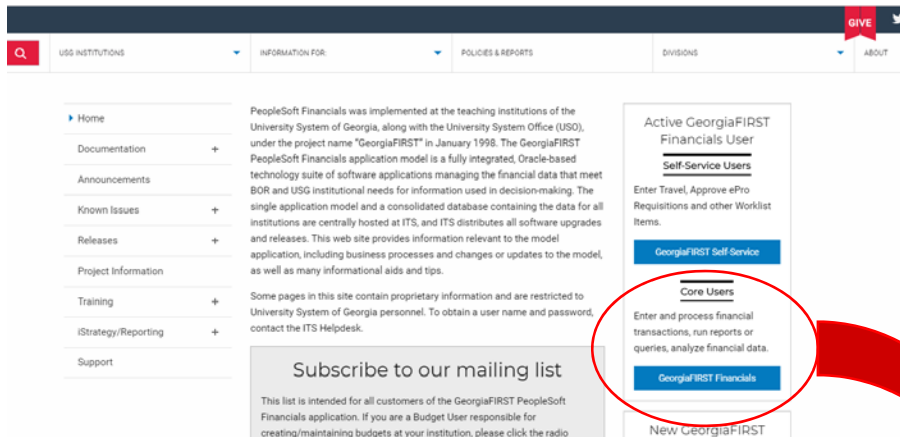


# Desktop Receiving

You may receive a system-generated email from donotreply@usg.edu to receive your ordered items in ePro. The following instructions are how to access the desktop receiving function within ePro:

Start here: <https://www.usg.edu/gafirst-fin/>



Next, click on "GeorgiaFIRST Financials":

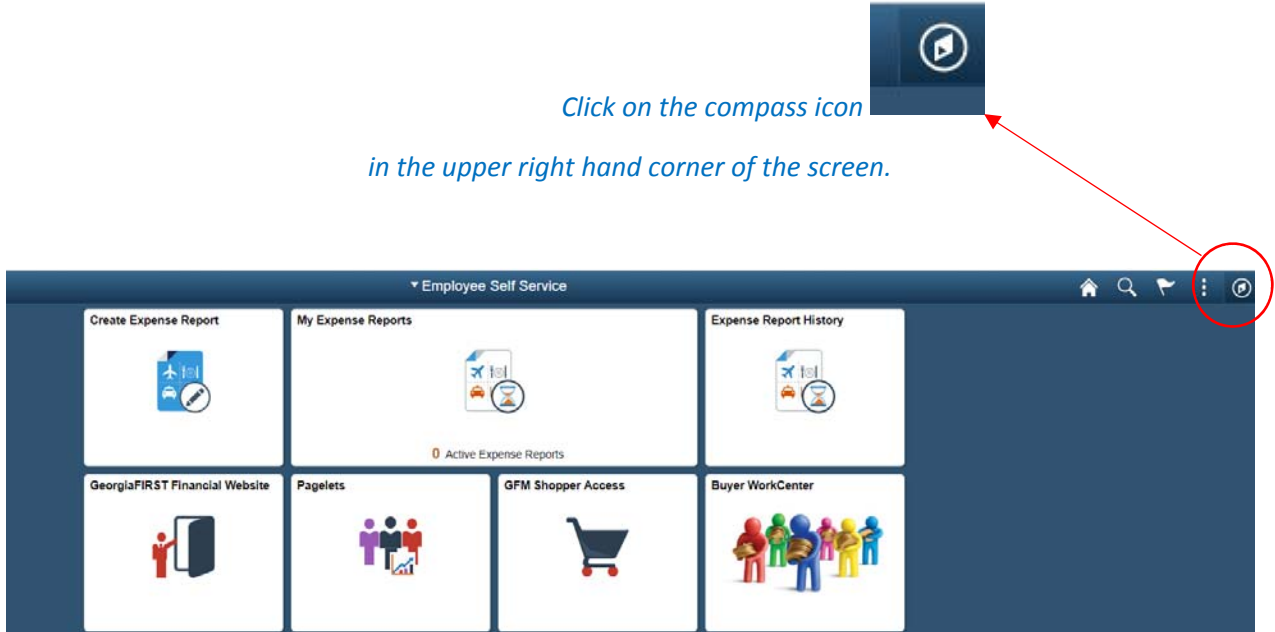
## Core Users

Enter and process financial transactions, run reports or queries, analyze financial data.

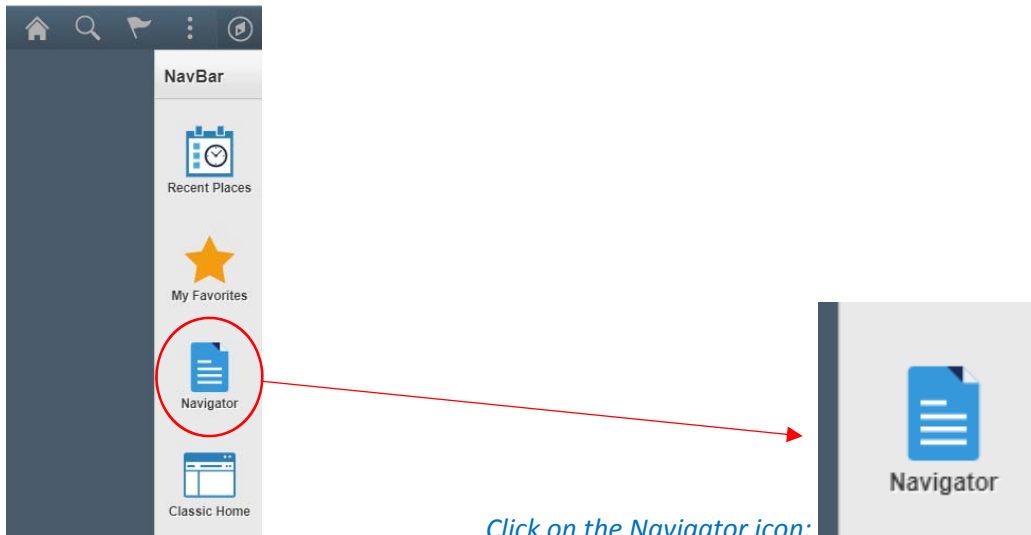
GeorgiaFIRST Financials

Click on the compass icon

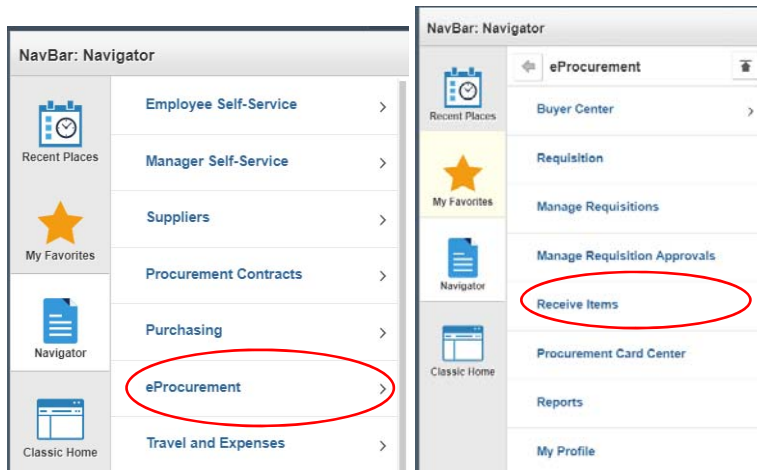
in the upper right hand corner of the screen.



This will display the NavBar:



Click on "eProcurement" then click on "Receive Items":



If you have requisition lines available to receive they will display similar to this screen from FPlay:

**Receive Items**

You have 17 lines open for receiving

[Receive Selected](#) and go to the Receive Form.

Desktop Receiving should not be used for Receipt of Assets.  
Request the appropriate staff on your campus to create a PO Receipt instead

Requisition Lines to Receive											
Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID Number
<input type="checkbox"/>	83000	0000506214	#6Q8030573703-000030#O2 GAS SENSOR	2	0	EA	MACON		Renat Khatmullin	VWRINT-CAT-001	
<input type="checkbox"/>	83000	CDW-G toner 972a	HP 972A black original PageWide ink cartridge	2	0	EA	COC		Julie Roland	CDWGOV-CAT-001	
<input type="checkbox"/>	83000	0000509436	Flonase, 50mcg 60 dose	10	0	EA	COC		Darsey,Sara	MCKESS-CAT-001	
<input type="checkbox"/>	83000	0000509436	Nasal Saline 3 oz	20	0	EA	COC		Darsey,Sara	MCKESS-CAT-001	
<input type="checkbox"/>	83000	0000509436	Azithromycin Tab 500 mg 30/bt	1	0	BTL	COC		Darsey,Sara	MCKESS-CAT-001	
<input type="checkbox"/>	83000	0000509436	Control, Urine Dipper Lev 1 & 2 12 ml	1	0	BOX	COC		Darsey,Sara	MCKESS-CAT-001	
<input type="checkbox"/>	83000	0000509693	HP 55A Black Toner Cartridge (CE255A)	2	0	EA	MACON		Brown,Rose	STAPLE-CAT-001	

We want to receive REQ 506214:

Requisition Lines to Receive											
Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID Number
<input checked="" type="checkbox"/>	83000	0000506214	#6Q8030573703-000030#O2 GAS SENSOR	2	0	EA	MACON		Renat Khatmullin	VWRINT-CAT-001	

Requisition Lines to Receive			Purchase Order Details		
Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date
<input checked="" type="checkbox"/>	83000	0000506214	#6Q8030573703-000030	2	0

Click the check box next to the line:

Click the "Receive Selected" box:

## Receive Items

You have 17 lines open for receiving

**Receive Selected** and go to the Receive Form.

Next, click "Save Receipt"

← usual User Receiving With PO Receive Items

Receive Items

New Receipt

\*Business Unit

Receipt Status

\*Received Date

Header Comments/Attachments Reject Shipment

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Cancel Line
1		#6Q8030573703-000030#O2	<input type="text" value="2.0000"/>	<input type="text" value="EA"/>	<input type="text" value="2.0000"/>				N				

**Save Receipt**

Add New Receipt Manage Return To Supplier Inquire Receipts

You have successfully received your order in ePro!

## Receipt Saved Successfully

You have saved receipt # 0000523968 containing the following items:

### Receipt Lines

Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity
1	#6Q8030573703-000030#O2 GAS SENSOR	2.0000		2.0000

[Return to Manage Requisitions](#)

[Return to Receiving](#)

## Important Notes:

Please note that you cannot use the desktop receiving functionality for assets – one single item that costs \$3,000 or more.

When you receive an asset or you just do not want to use the desktop receiving option, please provide the packing slip and any other receiving information to Martie Smith at [martie.smith@mga.edu](mailto:martie.smith@mga.edu).

If you have the invoice and your order is not received in the EPro system, please verify that you received the order or that the services were provided satisfactorily. Please send the invoice with P.O. number to Martie Smith and Accounts Payable with an approval signature on the invoice e.g. Approved to pay – signature of budget manager

This can be done electronically as well if you received the invoice via email:

Okay to pay by KC Harris - 1/28/19 / University Pointe

**RECEIVED**  
By Teresa Hollingsworth at 8:56 am, Jan 25, 2019

**ACE TECHNOLOGIES**

ACE TECHNOLOGIES  
PO BOX 2352  
VALDOSTA GA 31604  
P 229-244-6412 F 229-247-1966

Currently accepting VISA and MasterCard.

**Invoice 2976A** P.O. 521138

<b>Bill to:</b> MIDDLE GEORGIA STATE COLLEGE (FORMALY MACON STATE COLLEGE) 100 COLLEGE STATION DRIVE MACON, GA 31206	<b>Job:</b> MIDDLE GA STATE UNIVERSITY 100 UNIVERSITY PKWY MACON GA 31206
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REMIT TO: PO BOX 2352 VALDOSTA GA 31604

Invoice #: 2976A	Date: 01/17/19	Customer P.O. #:
Payment Terms: NET 30		Salesperson:
Customer Code: 89		

Remarks: MIDDLE GA STATE UNIVERSITY WO# 2976 (If Applicable) SALES TAX INCLUDED IN MATERIAL COST

Quantity	Description	U/M	Unit Price	Extension
1.00	TECHNICIAN HOURS	E	110.00	110.00
			<b>Subtotal:</b>	<b>110.00</b>
			<b>Total:</b>	<b>110.00</b>

ASKED TO TROUBLESHOOT APARTMENT VOICE DIALERS THAT WERE NOT WORKING. ARRIVED ONSITE TO FIND THEY HAD ALREADY BEEN REPAIRED.

**APPROVED**  
By Laura Gay at 3:37 pm, Jan 28, 2019

The “APPROVED” date/time stamp is acceptable and eliminates the need to print the invoice.

Whether you use the desktop receiving option or send your packing slip indicating the items received to Martie Smith, please make sure to forward any invoices that you have received and that are based on a requisition/purchase order to Accounts Payable at [acctspay@mga.edu](mailto:acctspay@mga.edu).