When an item is more than $2,500 OR an order is more than $25,000, you will be prompted to complete a Receiving (RC) document. This document is to acknowledge that you have received the goods or services ordered and payment can be processed when the invoice is in the system. The following guide will provide you step-by-step instructions on completing this document in EPIC.

**Receiving**

Only complete receiving when you have physically received the goods or when the services have been completed.

1. Locate the RC document in your To Do box and click *Receive*.

2. Your document will open with the list of items from your Purchase Order.
   - If all items or services have been received, select the *Accept All* button at the top of screen.
• If you have only received part of your order, enter the quantities accordingly in the Accepted field.

The quantity that you ordered will appear in the second column of details.

Note: If you complete the receiving document with only part of your order, a new receiving document will generate in your To Do box the next day. The Previously Accepted column will have the quantity that you completed so far.

3. There are optional fields to add Comments and to Add Attachment.

4. Once you complete entering receiving, click on Submit.

5. A confirmation will appear that your receiving has been submitted.