



## EPIC – How to Complete a Receiving (RC) Document

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*.

ID	Date ↓	From	Status	Title	Required Action
NSR1	11/27/2019	Renita Peters	Denied	Supplier Request Form Document	Approve
IR3222222222-45508	9/23/2019	That Furniture Guy	Reconciling	3222222222 (\$16.80 CAD)	Reconcile
IR471471-45356	9/25/2018	That Furniture Guy	Reconciling	471471 (\$8,757.50 CAD)	Reconcile
IR951159-45328	9/25/2018	That Furniture Guy	Reconciling	951159 (\$9,984.68 CAD)	Reconcile
RC45067		Natasha Ann Martin	Composing	Summer tables 2020	Receive
RC45050		Natasha Ann Martin	Composing	New Car	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.

Receiving Steps    Receipt RC45015: PO45656 - Picnic Tables for 2020    [Next] [Submit] [Exit]

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. If you reject receipt line items, you must provide comments to explain your action.

1 Select Receipt    **Accept All**

2 Receive    Order ID: PO45656    Date: Mon, 9 Dec, 2019

3 Additional Info    Order Title: Picnic Tables for 2020    Processing Status: Receiving

4 Summary    My Labels: Apply Label... ⓘ

Line Items - Receive by Quantity

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Invoiced	Reconciled	Ship Notice	Unit Price	Date Received
▼ Total Received: 0 (1)													
1	5	Summerset Picnic Patio Tables	each	123456789	0	0	<input type="text"/>	<input type="text"/>	0	0			Mon, 9 Dec, 2019

[Update Totals]

Close Order:  Yes  No ⓘ

- If you have only received part of your order, enter the quantities accordingly in the *Accepted* field.

Line Items - Receive by Quantity

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Invoiced	Reconciled	Ship Notice	Unit Price	Date Received
Total Received: 0 (1)													
1	5	Summerset Picnic Patio Tables	each	123456789	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0			Mon, 9 Dec, 2019

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.

Line Items - Receive by Quantity

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Invoiced	Reconciled	Ship Notice	Unit Price	Date Received
Total Received: 2 (1)													
1	5	Summerset Picnic Patio Tables	each	123456789	2	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0			Mon, 9 Dec, 2019

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

Comments - Entire Receipt

Comments:

Attachments - Entire Receipt

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

Receipt RC45032: PO45656 - Picnic Tables for 2020

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. If you reject receipt line items, you must provide comments to explain your action.

Order ID: PO45656 Date: Mon, 9 Dec, 2019

Order Title: Picnic Tables for 2020 Processing Status: Receiving

My Labels: [Apply Label...](#)

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

Receiving - Done

You successfully received the selected items. Continue receiving or return to the home page.

PO45656 - Picnic Tables for 2020 has been received.

[Select another request to receive](#)

[Return to the Ariba Buyer Home page](#)