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/](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 the Navigator icon:
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:

We want to receive REQ 506214:

Click the check box next to the line:
Click the “Receive Selected” box:

Receive Items

You have 17 lines open for receiving
and go to the Receive Form.

Next, click “Save Receipt”

You have successfully received your order in ePro!

Receipt Saved Successfully

You have saved receipt # 000052396S containing the following items:

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Received Quantity</th>
<th>Reject Quantity</th>
<th>Accept Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>#6Q8030573703-00003O2 GAS SENSOR</td>
<td>2.0000</td>
<td>2.0000</td>
<td></td>
</tr>
</tbody>
</table>

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.

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:

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.