

## How To Receive and Return Items in iProcurement

### Login in to iProcurement

#### Receive an Item:

1. Click the **Receiving** tab.
2. Click the underlined number of the **Requisition** you want to receive.
3. Click the **Receive** button.
4. Click the **Select** checkbox beside each item you want to receive.
5. Click the **Next** button.
6. If desired (*These fields can be left blank*) enter **Waybill** and **Packing Slip** numbers and **Receipt Comments**.
7. Click the **Next** button.
8. Review the information you've entered and click the **Submit** button.

#### Return an Item:

1. Contact SEAS Procurement office (5-4461 or [Procurementhelp@seas.harvard.edu](mailto:Procurementhelp@seas.harvard.edu)) who will contact the vendor on your behalf to obtain a Return Authorization Number and arrange to get the product shipped back.
2. Click the **Receiving** tab; then the **Return Items** link.
3. Enter a **Return Quantity** next to the item being returned.
4. Click the **Next** button.
5. Click the **flashlight icon** beside **Reason** to search for and select the reason that most closely matches your reason.
6. Enter the RMA number you obtained from the SEAS Procurement Office next to **Return Material Authorization**.
7. Click the **Submit** button.

#### Correct a Receipt:

1. Click the **Receiving** tab.
2. Click the **Correct Receipts** link. Modify the incorrect information.
3. Click the **Continue** button
4. Then click the **Submit** button.

*For assistance call 5-4461 or email [Procurementhelp@seas.harvard.edu](mailto:Procurementhelp@seas.harvard.edu)*