

## Purchasing Order Receiving Instructions

## From your DEPARTMENTAL FUNCTIONS folder open PURCHASE ORDER RECEIVING.

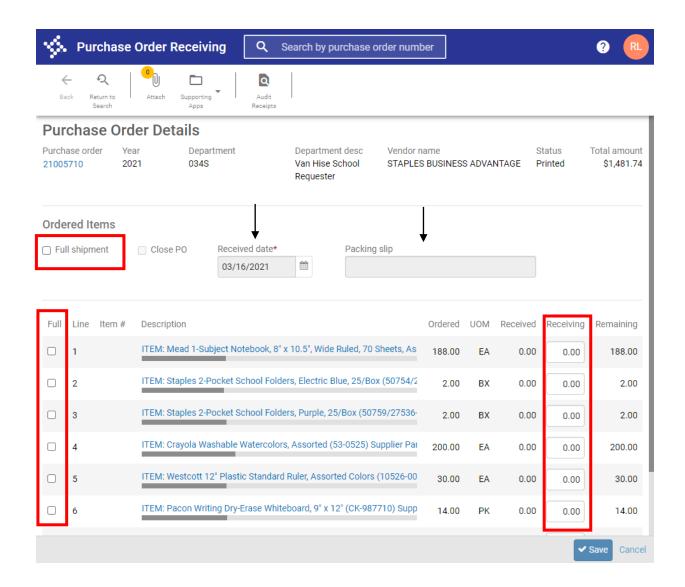
You can receive in several ways:

- Order in full
- Line in full
- Lines not yet fully received
- 1. Search for the PO # in search bar and click enter

		_				
Y Purchase Order Receiving			Q Search by purchase or	der number		<b>2</b> 🔍
Q 🗙 Advanced My Search Searches	Excel Exports	L				
Purchase Ord	ers: 119619					Items per page: 15 🔹
PO Number	Fiscal Year	Department	Status	Vendor Number	Vendor Name	Total
21000000	2021	231S	Closed	3915	SCHOOL DATEBOOKS INC	\$930.00
21000001	2021	5430P	Closed	134	JOE DANIELS CONSTRUCTION CO	\$4,640.00
21000002	2021	5430P	Closed	134	JOE DANIELS CONSTRUCTION CO	\$19,940.00
21000003	2021	5430P	Posted	29192	MEIER STEVE	\$4,500.00

2. The PO will come up in the list below, click on the PO# hyperlink

Y Purch	nase Order F	Receiving	<b>Q</b> 2100571	10		?	RL
€ Advanced Search Se		Excel cports					
Purchase	orders: 1				n	tems per page: 15	•
PO Number	Fiscal Year	Department	Status	Vendor Number	Vendor Name		Total
21005710	2021	034S	Printed	294	STAPLES BUSINESS ADVANTAGE	\$1,4	181.74



- 3. Update received date and enter packing slip #
- 4. Click how you want to receive. You have 3 options
  - a. Click to receive "Full Shipment"
    - i. Selecting this will automatically check each line and put the remaining quantity in the "Receiving" box
    - ii. You can modify this manually, if something was not received (ie, you only received 187 notebooks on line 1)
  - b. Click to receive "Full" by line
    - i. Selecting this by line will automatically put the remaining quantity in the "Receiving" box
  - c. Receive partial amounts by line
    - i. Manually enter the amount received on each line

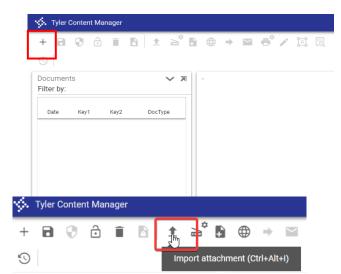
\$	Purc	chase	Order Receivir	ng Q	21005710							?	RL
Ba	, ok Reti	Q urm to arch	Attach Supporting Apps	Audit Receipts									
Pur	Purchase Order Details												
Purch 21005	ase orde 710	r Yea 202		ment	Departmen Van Hise So Requester		Vendor n STAPLES	ame BUSINESS	S ADVAI		rinted	Total am \$1,48	_
Orde	red Ite	ms											
🗌 Ful	l shipme	nt	Close PO	Received date*		Packing s	slip						
Full	Line	Item #	Description					Ordered	UOM	Received	Receiving	Remair	ning
	1		ITEM: Mead 1-Subj	ject Notebook, 8"	x 10.5", Wide F	Ruled, 70 Sl	heets, As	188.00	EA	0.00	188.00	188	3.00
	2		ITEM: Staples 2-Po	ocket School Fold	ers, Electric Bli	ue, 25/Box	(50754/2	2.00	вх	0.00	2.00	2	2.00
	3		ITEM: Staples 2-Po	ocket School Fold	ers, Purple, 25/	/Box (5075	9/27536-	2.00	ΒХ	0.00	1.00	2	2.00
	4		ITEM: Crayola Was	hable Watercolor	s, Assorted (5	3-0525) Su	pplier Pai	200.00	EA	0.00	75.00	200	0.00
	5		ITEM: Westcott 12	Plastic Standard	d Ruler, Assorte	ed Colors ('	10526-00	30.00	EA	0.00	0.00	30	0.00
	6		ITEM: Pacon Writir	ng Dry-Erase Whit	eboard, 9" x 12	2" (CK-9877	10) Supp	14.00	PK	0.00	0.00	14	4.00
	7		ITEM: CLI Dry Eras	e Erasers, Gray, 1	2/Pack (74520	)) Supplier I	Part No: 1	14.00	PK	0.00	0.00	14	4.00
-	î		ITEM: Stanles Fact	(Close Security Ti	inted #10 Rusi	nece Envel	00066 / 1	4 00	5.7			Save 0	Cancel

- 5. In the above selection, we received lines 1 & 2 in full and lines 3 & 4 in part.
- 6. Scan the packing list on your MFD and save in your scan file.

7	Click on <b>ATTACH</b> on your ribbon.			• Purchase Order Receiving							
7.		<u>en</u> on you hobon.	$\leftarrow$	Q	•		۵				
8.	Click the "PO	lick the "PO Receivable" hyperlink			Attach	Supporting Apps	Audit Receipts				
	Attached Document	ts									
	Mapping Name					Count					
	PO Receivable	PO Receivable					0				

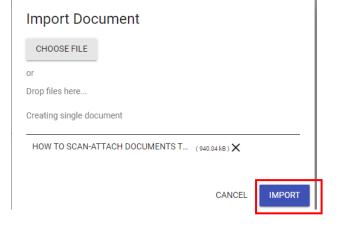
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9. Click on + and then the up arrow



10. Drag and drop file or click "Choose File" to browse your computer. Find your scanned packing list and click on open.

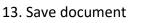
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🐌 Downloads 🗐 Recent Places	^	Name	Date modifier 4/24/2015 1:0:
Documents		13349_201504271439           1.6032_201504271511           1.7955_201504271511	4/27/2015 2:40 4/27/2015 3:1: 4/27/2015 3:1:
J Music ■ Pictures Videos	в	<ul> <li>7966_201504271511</li> <li>726275_201504281204</li> <li>7201504240800</li> </ul>	4/27/2015 3:1: 4/28/2015 12:1 4/24/2015 8:0:
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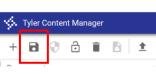
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## 11. Click Import

12. On the right side, click the dropdown for Description and select "Packing Slip"



14. Click on CLOSE VIEWER.



	PURCHASEORDER AUDIT
	Public No ~
	Description PACKING SLIP
	Date Received
foli	» Other bookmarks
	0
	VIEW 🗸 🎤 🗙
Docu	ıment Information 🗸 🛪

Receiving Instructions MARCH 16, 2021

## 15. Click "Save" on your PO Receiving screen

You will see a summary of your order. A few things to note:

- 1. Lines 1 & 2 are fully received
- 2. Lines 3 & 4 are partially received (can no longer be fully received)
- 3. The packing slip # is 12345
- 4. There is 1 item attached

$\langle \! \rangle$	• Purcha	ise Order F	Receiving	٩	21005710							?	RL
	स् २ ack Return to Search	Attach	Supporting Apps	Q Audit Receipts									
Pu	rchase (	Order Det	ails										
Purch 2100	ase order 5710	Year 2021	Department 034S	t	Departme Van Hise Requeste	School	Vendor na STAPLES I		ADVAN		atus inted	Total a \$1,4	mount 481.74
	ered Items ose PO	Received date	₽* ₩	Packing 12345	slip								
Full	Line Item	n# Descrij	otion					Ordered	UOM	Received	Receiving	Rema	ining
	<b>`</b> 1	ITEM: I	Mead 1-Subject	Notebook,	8" x 10.5", Wide	Ruled, 70 S	heets, Asso	188.00	EA	188.00	0.00		0.00
	2	ITEM:	Staples 2-Pocke	t School Fo	lders, Electric E	Blue, 25/Box	(50754/27!	2.00	вх	2.00	0.00	· 2=.	0.00
Ō	3	ITEM: S	Staples 2-Pocke	t School Fo	lders, Purple, 2	5/Box (5075	9/27536-C(	2.00	вх	1.00	0.00		1.00
	4	ITEM:	Crayola Washab	le Watercol	ors, Assorted (	53-0525) Su	pplier Part I	200.00	EA	75.00	0.00	12	25.00
	5	ITEM:	Westcott 12" Pla	stic Standa	ard Ruler, Assor	ted Colors (	10526-001)	30.00	EA	0.00	0.00		30.00
	6	ITEM: I	Pacon Writing D	ry-Erase Wł	niteboard, 9" x 1	12" (CK-9877	10) Supplie	14.00	PK	0.00	0.00	1	14.00