



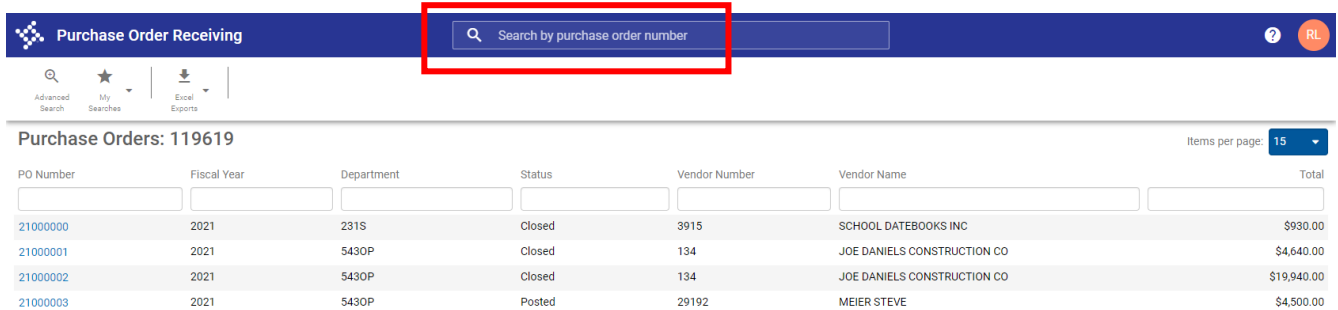
Purchasing Order Receiving Instructions

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

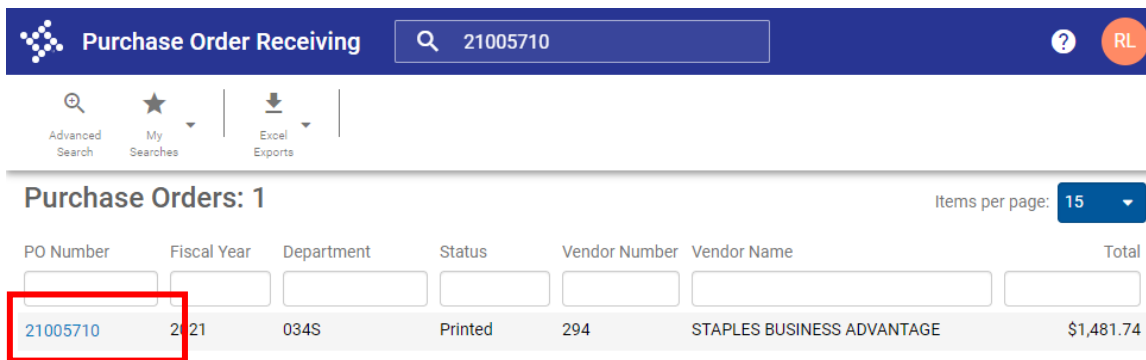
Purchase Order Receiving

Search by purchase order number

Purchase Orders: 119619

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



Purchase Order Receiving

21005710

Purchase Orders: 1

PO Number	Fiscal Year	Department	Status	Vendor Number	Vendor Name	Total
21005710	2021	034S	Printed	294	STAPLES BUSINESS ADVANTAGE	\$1,481.74

Purchase Order Details

Purchase order	Year	Department	Department desc	Vendor name	Status	Total amount
21005710	2021	034S	Van Hise School Requester	STAPLES BUSINESS ADVANTAGE	Printed	\$1,481.74

Ordered Items

Full shipment
 Close PO
 Received date*

 Packing slip

Full	Line	Item #	Description	Ordered	UOM	Received	Receiving	Remaining
<input type="checkbox"/>	1		ITEM: Mead 1-Subject Notebook, 8" x 10.5", Wide Ruled, 70 Sheets, As	188.00	EA	0.00	<input type="text" value="0.00"/>	188.00
<input type="checkbox"/>	2		ITEM: Staples 2-Pocket School Folders, Electric Blue, 25/Box (50754/2	2.00	BX	0.00	<input type="text" value="0.00"/>	2.00
<input type="checkbox"/>	3		ITEM: Staples 2-Pocket School Folders, Purple, 25/Box (50759/27536-	2.00	BX	0.00	<input type="text" value="0.00"/>	2.00
<input type="checkbox"/>	4		ITEM: Crayola Washable Watercolors, Assorted (53-0525) Supplier Pai	200.00	EA	0.00	<input type="text" value="0.00"/>	200.00
<input type="checkbox"/>	5		ITEM: Westcott 12" Plastic Standard Ruler, Assorted Colors (10526-00	30.00	EA	0.00	<input type="text" value="0.00"/>	30.00
<input type="checkbox"/>	6		ITEM: Pacon Writing Dry-Erase Whiteboard, 9" x 12" (CK-987710) Supp	14.00	PK	0.00	<input type="text" value="0.00"/>	14.00

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

Purchase Order Receiving 21005710

Back Return to Search Attach Supporting Apps Audit Receipts

Purchase Order Details

Purchase order	Year	Department	Department desc	Vendor name	Status	Total amount
21005710	2021	034S	Van Hise School Requester	STAPLES BUSINESS ADVANTAGE	Printed	\$1,481.74

Ordered Items

Full shipment
 Close PO
 Received date*
 Packing slip

Full	Line	Item #	Description	Ordered	UOM	Received	Receiving	Remaining
<input checked="" type="checkbox"/>	1		ITEM: Mead 1-Subject Notebook, 8" x 10.5", Wide Ruled, 70 Sheets, As	188.00	EA	0.00	<input type="text" value="188.00"/>	188.00
<input checked="" type="checkbox"/>	2		ITEM: Staples 2-Pocket School Folders, Electric Blue, 25/Box (50754/2	2.00	BX	0.00	<input type="text" value="2.00"/>	2.00
<input type="checkbox"/>	3		ITEM: Staples 2-Pocket School Folders, Purple, 25/Box (50759/27536-	2.00	BX	0.00	<input type="text" value="1.00"/>	2.00
<input type="checkbox"/>	4		ITEM: Crayola Washable Watercolors, Assorted (53-0525) Supplier Pai	200.00	EA	0.00	<input type="text" value="75.00"/>	200.00
<input type="checkbox"/>	5		ITEM: Westcott 12" Plastic Standard Ruler, Assorted Colors (10526-00	30.00	EA	0.00	<input type="text" value="0.00"/>	30.00
<input type="checkbox"/>	6		ITEM: Pacon Writing Dry-Erase Whiteboard, 9" x 12" (CK-987710) Supp	14.00	PK	0.00	<input type="text" value="0.00"/>	14.00
<input type="checkbox"/>	7		ITEM: CLI Dry Erase Erasers, Gray, 12/Pack (74520) Supplier Part No: '	14.00	PK	0.00	<input type="text" value="0.00"/>	14.00
<input type="checkbox"/>	8		ITEM: Staples EasyClose Security Tinted #10 Business Envelopes, 4.1	1.00	BX	0.00	<input type="text" value="0.00"/>	1.00

Save Cancel

- In the above selection, we received lines 1 & 2 in full and lines 3 & 4 in part.
- Scan the packing list on your MFD and save in your scan file.
- Click on **ATTACH** on your ribbon.
- Click the "PO Receivable" hyperlink

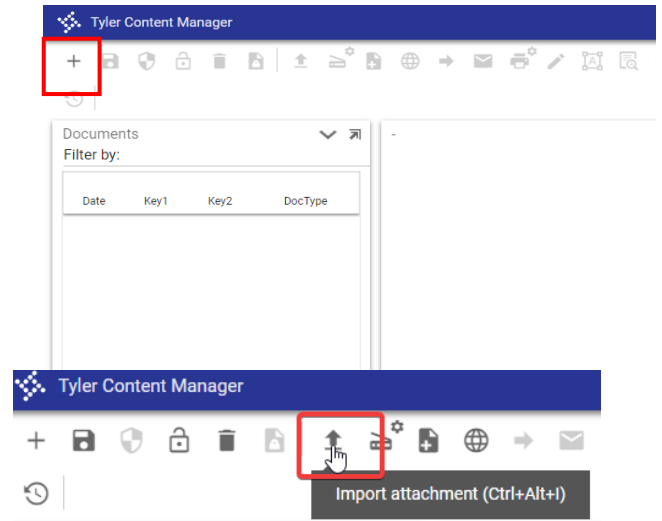
Purchase Order Receiving

Back Return to Search **Attach** Supporting Apps Audit Receipts

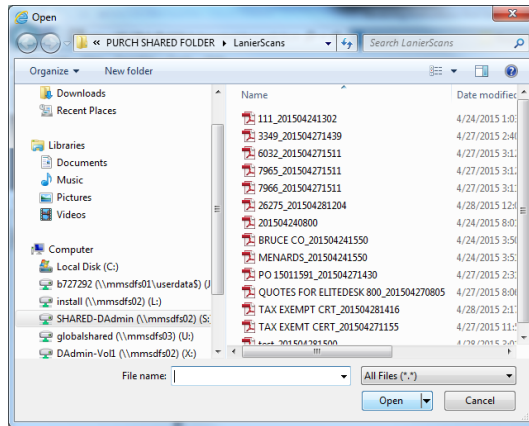
Attached Documents

Mapping Name	Description	Count
PO Receivable	PO Receivable	0

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.



Import Document

CHOOSE FILE

or
Drop files here...

Creating single document

HOW TO SCAN-ATTACH DOCUMENTS T... (940.04 kB) X

CANCEL

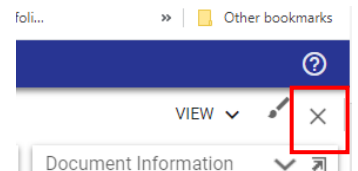
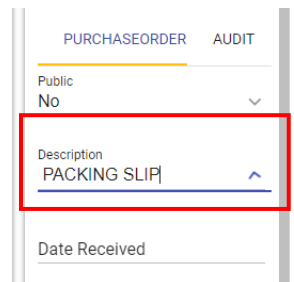
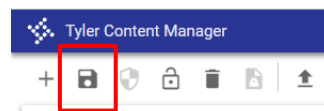
IMPORT

11. Click Import

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

13. Save document

14. Click on CLOSE VIEWER.



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

Purchase Order Receiving 21005710

Back Return to Search **Attach** Supporting Apps Audit Receipts

Purchase Order Details

Purchase order	Year	Department	Department desc	Vendor name	Status	Total amount
21005710	2021	034S	Van Hise School Requester	STAPLES BUSINESS ADVANTAGE	Printed	\$1,481.74

Ordered Items

Close PO Received date* 03/16/2021 Packing slip 12345

Full	Line	Item #	Description	Ordered	UOM	Received	Receiving	Remaining
<input checked="" type="checkbox"/>	1		ITEM: Mead 1-Subject Notebook, 8" x 10.5", Wide Ruled, 70 Sheets, Asso	188.00	EA	188.00	0.00	0.00
<input checked="" type="checkbox"/>	2		ITEM: Staples 2-Pocket School Folders, Electric Blue, 25/Box (50754/27!	2.00	BX	2.00	0.00	0.00
<input type="checkbox"/>	3		ITEM: Staples 2-Pocket School Folders, Purple, 25/Box (50759/27536-Cr	2.00	BX	1.00	0.00	1.00
<input type="checkbox"/>	4		ITEM: Crayola Washable Watercolors, Assorted (53-0525) Supplier Part I	200.00	EA	75.00	0.00	125.00
<input type="checkbox"/>	5		ITEM: Westcott 12" Plastic Standard Ruler, Assorted Colors (10526-001)	30.00	EA	0.00	0.00	30.00
<input type="checkbox"/>	6		ITEM: Pacon Writing Dry-Erase Whiteboard, 9" x 12" (CK-987710) Supplie	14.00	PK	0.00	0.00	14.00