

## RECEIVING PROCEDURES with PACKING SLIP

- Date and mark packing slip as received (Received stamp or just write Rec'd & Date)
- Scan and save packing slip (save into a central receiving folder you create on your computer)
- Write on the pkg slip which letter your pkg slip was saved under so you know which one to attach

**FROM:**  
SCHOOL SPECIALTY  
10631 DESIGN DRIVE  
GREENVILLE  
WI 54942

**PACKING LIST**

LINE	ITEM ORDERED	QTY	QTY	UOM	DESCRIPTION	REFERENCE
	ITEM SHIPPED	ORDERED	SHIPPED			
1	EGO 20875	5	5	EA	VEST CLS 2, SPMCON, LXL, LM	1534728
2	EGO 20873	10	6	EA	VEST CLS 2, SPMCON, S/M, LM	1534728
3	EGO 20873	4	XXX	EA	SHIPPED FROM #33 sent Lake City	1534728
4	EGO 20877	5	5	EA	VEST CLS2, SPMCON, 2XL, X/L, LM	1534730

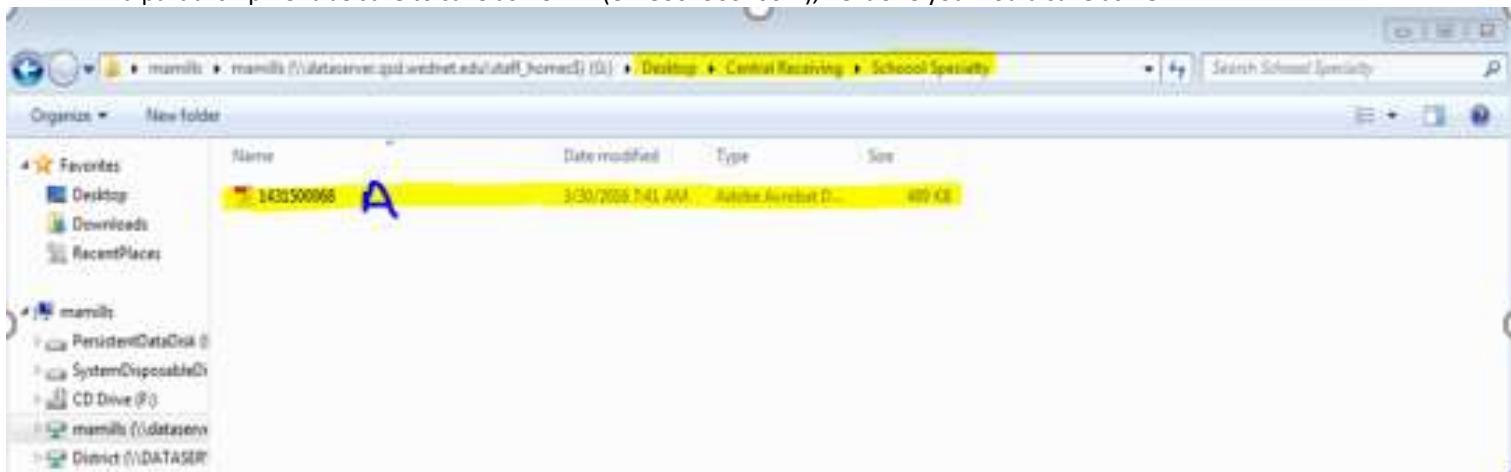
**TO:**  
SCHOOL SPECIALTY  
106 D ST NW  
QUINCY  
VA 98948  
ATTN: MARY BROWN MOORE

**ORDER NUMBER:** 28802878  
**DATE SHIPPED:** 03/28/2018  
**ORDER TYPE:** Drop Ship  
**ORDER BY:** EZ ORDER  
**SHIP VIA DISC:** UPS Ground (residential)  
**SHIP INSTRUCT:** 09-PARCELUPS  
**STAGE NUMBER:** 1  
**WAVE NUMBER:** 20160328024  
**ESTIMATED WTI:** 5.28

**COMMENTS:**  
EZ ORDER E.O.I. PURCHASE ORDER  
P.O. # 4180240  
REF. # 1431500098  
COMMENT: Ship via School Specialty 2012/2013 Routing Guide.  
COMMENT: To obtain your copy of the 2012/2013 Routing Guide  
COMMENT: .  
COMMENT: please call 800-223-8017 or contact SSI@routing@CCH  
COMMENT: osonson.com  
COMMENT: To expedite this order, 2 warehouses were used.  
COMMENT: Additional order #s: 33583004.  
COMMENT: Please allow time for the full order to arrive.

**RECEIVED**  
MAR 30 2018

- If a partial shipment be sure to save as PO # A (ex: 8001500400 A), next one you would save as PO # B



- Skyward – PU-Purchasing/PR-Purchase Order Receiving/RC-Receiving

https://www2.ncrdc.wa-k12.net/ - Web Financial Management - WF - 10636 - 05.16.02.00.04 - Internet Explorer

QUINCY SCHOOL DISTRICT #144

Margaret Mills Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable

Purchasing - PU Setup

Purchasing Activity - VA View My Purchase Orders - VO

Purchase Order Receiving - PR Receiving - RC Reports - RE

Purchasing Order Processing -... Email Purchase Orders - EP eCommerce Ordering - EC

My Requisition Processing - MR Requisitions - RQ My Requisition Approval History - MR Approve Requisitions - AR

Financial Management Home WF View My Purchase Orders WFPUIVOVO Receiving WFPUIPRRC Requisitions WFPUIMRIRQ Budgetary Data Mining WFLAMRPIDMDM Chart of Accounts WFLAMICAICA Transfers WFLAMIBMITRITR Activity WFLAMIBMITRIACIAC Reports WFLAMIPGIRE Employee Access Home

Requisition/Purchase Order Printing Completed Requisition/Purchase Order Printing Completed Requisition/Purchase Order Printing Completed R/E Sum Rot: MAINTENANCE BUDGET REPORT 03/2016 Completed

- Add (on right hand side)

https://www2.ncrdc.wa-k12.net/ - Receiving - WF\PU\PR\RC - 10746 - 05.16.02.00.04 - Internet Explorer

QUINCY SCHOOL DISTRICT #144

Margaret Mills Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable

Receiving

Views: By Purchase Order Number Filters: \*Skyward Default

PO Number	Date	Time	Batch Number	PO Status	BP	Catalog	Description	Unit Desc
8001500161	03/11/2016	9:33 AM	04	O		96071	Correction tape, white, regular, 1/6"x400", 2/pkg.	Package
8001500161	03/11/2016	9:33 AM	04	O		31912	Plastic garbage can gray, 32 gallon, 22" dia. x 27-1/4"h. Fits lids KCDA Nos. 31909, 31910 and 31914.	Each
8001500161	03/11/2016	9:33 AM	04	O		30034	Metal round waste basket, brown, 13" dia. x 14".	Each
8001500161	03/11/2016	9:33 AM	04	O		25171	Jumbo felt tip marker, red, chisel point, extra broad wedge tip.	Each
8001500161	03/11/2016	9:33 AM	04	O		20546	Sharpie retractable markers, red fine point.	Dozen
8001500161	03/11/2016	9:33 AM	04	O		20193	Box sealing tape, clear, 2"x60 yards, 3" core. Use with hand dispenser KCDA No. 20145.	ROLL
8001500161	03/11/2016	9:33 AM	04	O		20145	Tape dispenser, box sealing, 2" maximum tape width, plastic. For box sealing tapes, KCDA Nos. 20190, 20191 and 20193.	Each
8001500155	02/29/2016	7:09 AM	22	H			CE413A MAGENTA	
8001500155	02/29/2016	7:09 AM	22	H			CE412A YELLOW	
8001500155	02/29/2016	7:09 AM	22	H			CE411A CYAN	
8001500155	02/29/2016	7:09 AM	22	H			CE410X BLACK	
8001500154	03/01/2016	7:13 AM	11	O		71348	File cabinet, vertical, 4 drawer, letter size, desert putty. 52" H x 15" W x 25"	Each

20 records displayed PO Number: ABC

- Enter PO number (Enter)

- If entire order has been received or completed, you can hit Receive All on right
- If only part of order you must go to each Quantity Received and put in # of items received
- You will need to add the packing slip – click Attach on the right

Line Number	Catalog	Description	U of M	Qty Ordered	Qty Received	Qty Remaining	Cost
100	1534729	VEST CLS-2 SPRECON L/XL LIM EGO20975	EA	5	0	5	0
110	1534730	VEST CLS2 SPRECON 2XL/3XL LM EGO20977	EA	5	0	5	0
120	1534728	VEST CLS-2 SPRECON S/M LIM EGO20973	EA	10	0	6	4
130	004540	AIR HORN 8 OZ	EA	5	0	0	5
140	1513441	BALL - GYMNIC CLASSIC 35CM (21.5 IN) VINYL	EA	5	0	0	5

- Add File

- Type - choose Attachments
- Description - (type in ALL CAPS) PKG SLIP A (remember if partial order you will be entering PKG SLIP A, PKG SLIP B, etc.)
- Browse
- Go to the file you saved on your computer and attach the PKG SLIP
- Open
- Save

https://www2.ncrdc.wa-k12.net/TisPopup=true - Purchase Order Attachments - WF\PU\PR\AT - 25237 - Internet Explorer

### Purchase Order Attachments

Add Purchase Order Attachment for PO Number 1431500068

\* Type: Attachments PO

Entered Date: 03/30/2016

Entered Time: 7:52 AM

Entered By: MARGARET MILLS

\* Description: PKG SLIP A

\* Attached File: \\dataserver.qsd.wednet.edu\SI Browse...

☐ Email to Vendor with Purchase Order

Asterisk (\*) denotes a required field

Save Back

- Back

https://www2.ncrdc.wa-k12.net/TMenuIDOverride=25237&isPopup=true - Attachments - WF\PU\PR\AT - Internet Explorer

### Attachments

Purchase Order Attachments

Available Attachments for PO Number 1431500068

Type	Description	Entered By	Entered Date	Entered Time	File Size
Attachments	PKG SLIP A	MARGARET MILLS	03/30/2016	7:54 AM	489 KB

View Attachment Add File Add Link Edit Delete Back

- Save

https://www2.ncrdc.wa-k12.net/TisPopup=true - PO Line Items - WF\PU\PR\RC - 10746 - 05.16.02.00 - Internet Explorer

### PO Line Items

Enter PO Number: 1431500068 Search by PO Search by Vendor

Views: General Filters: \*Skyward Default

Line Number	Catalog	Description	U of M	Qty Ordered	Prev Received	Qty Received	Qty Remaining	Com
100	1534729	VEST CLS-2 SPRECON L/XL LIM EGO20975	EA	5	0	5	0	
110	1534730	VEST CLS2 SPRECON 2XL/3XL LM EGO20977	EA	5	0	5	0	
120	1534728	VEST CLS-2 SPRECON S/M LIME EGO20973	EA	10	0	6	4	
130	004540	AIR HORN 8 OZ	EA	5	0	0	5	
140	1513461	BALL - GYMNIC CLASSIC 55CM (21.5 IN) VINYL	EA	5	0	0	5	

Save Receive All Reset All Qty Received to Zero Show All Detail Items Notes \*\*Attach Close

- Keep the hard copy of the paper packing slip in your building and save the file in your computer (don't delete it as it will lose the connection in Skyward attached documents)

\*\*\* You are now done. Your purchase order has been received. You no longer need to complete a paper VOS.