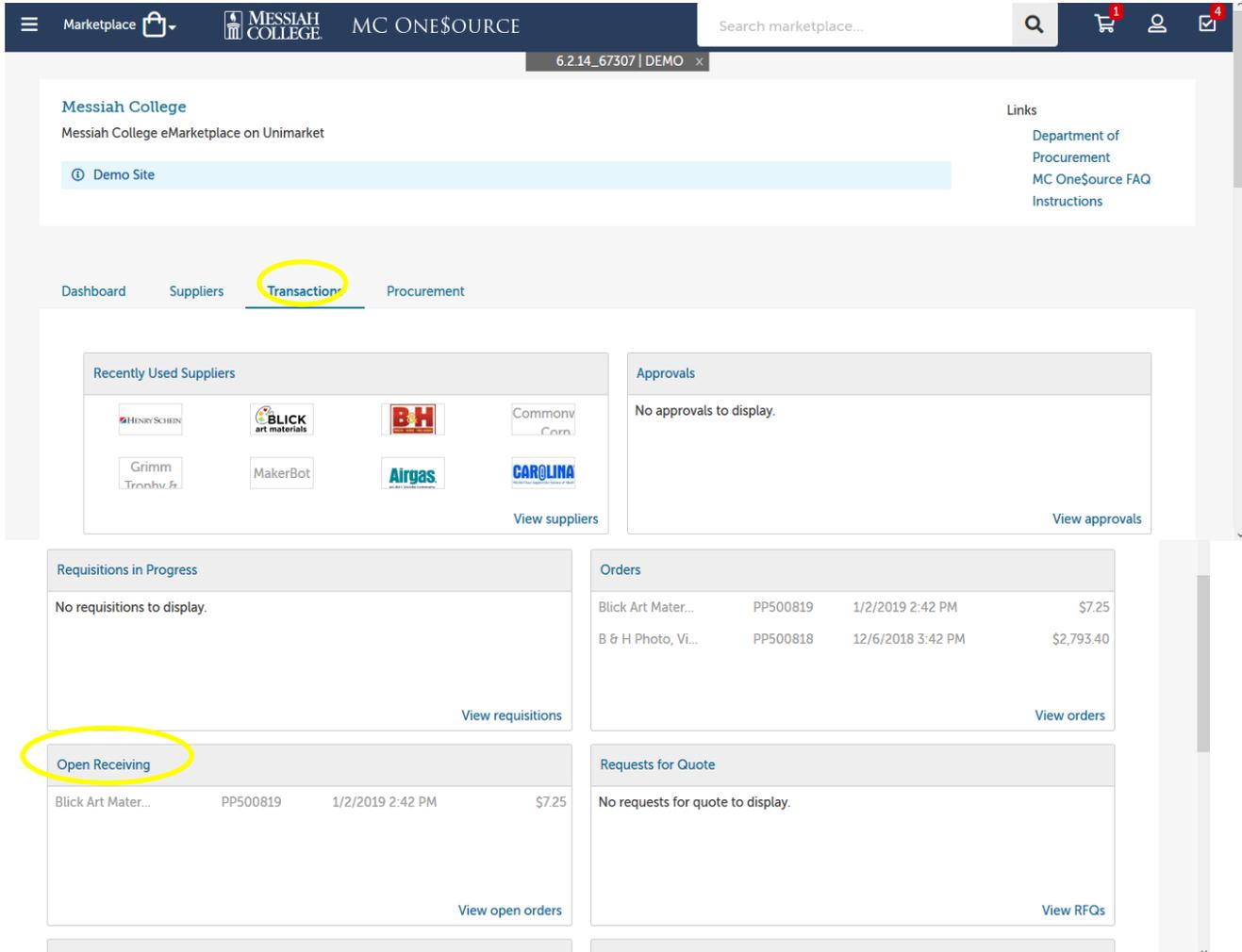


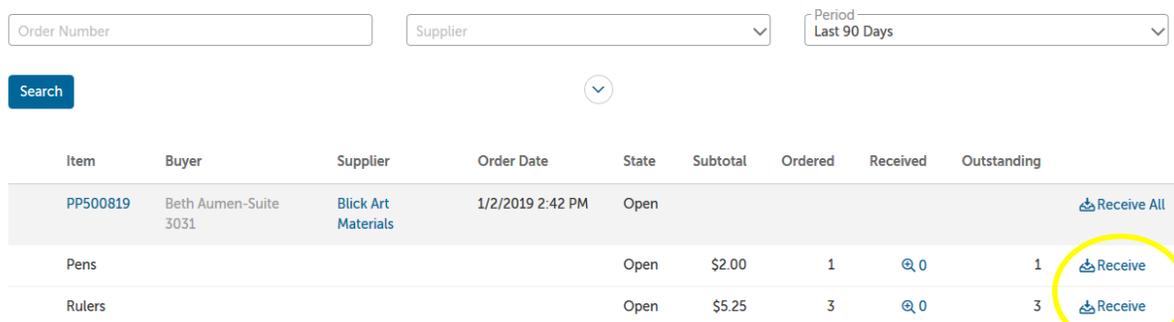
- From the **Transactions** tab, click on **Open Receiving**



The screenshot shows the MC OneSource interface. At the top, there is a navigation bar with 'Marketplace', 'MESSIAH COLLEGE', and 'MC ONE\$OURCE'. A search bar is on the right. Below the navigation bar, there are tabs for 'Dashboard', 'Suppliers', 'Transaction' (highlighted in yellow), and 'Procurement'. The main content area is divided into several sections: 'Recently Used Suppliers' (listing HENRY SCHEN, BLICK art materials, B & H Photo, Grimm Trochu, MakerBot, Airgas, and CAROLINA), 'Approvals' (No approvals to display), 'Requisitions in Progress' (No requisitions to display), 'Orders' (listing Blick Art Mater... and B & H Photo, Vi...), 'Open Receiving' (highlighted in yellow, listing Blick Art Mater...), and 'Requests for Quote' (No requests for quote to display).

- Open and partial purchase orders for the Last 90 Days are listed.
- Scroll Down to the order and click on **Receive** next to the item.
- Alternately, search for the purchase order by entering the purchase order number and clicking on **Search**

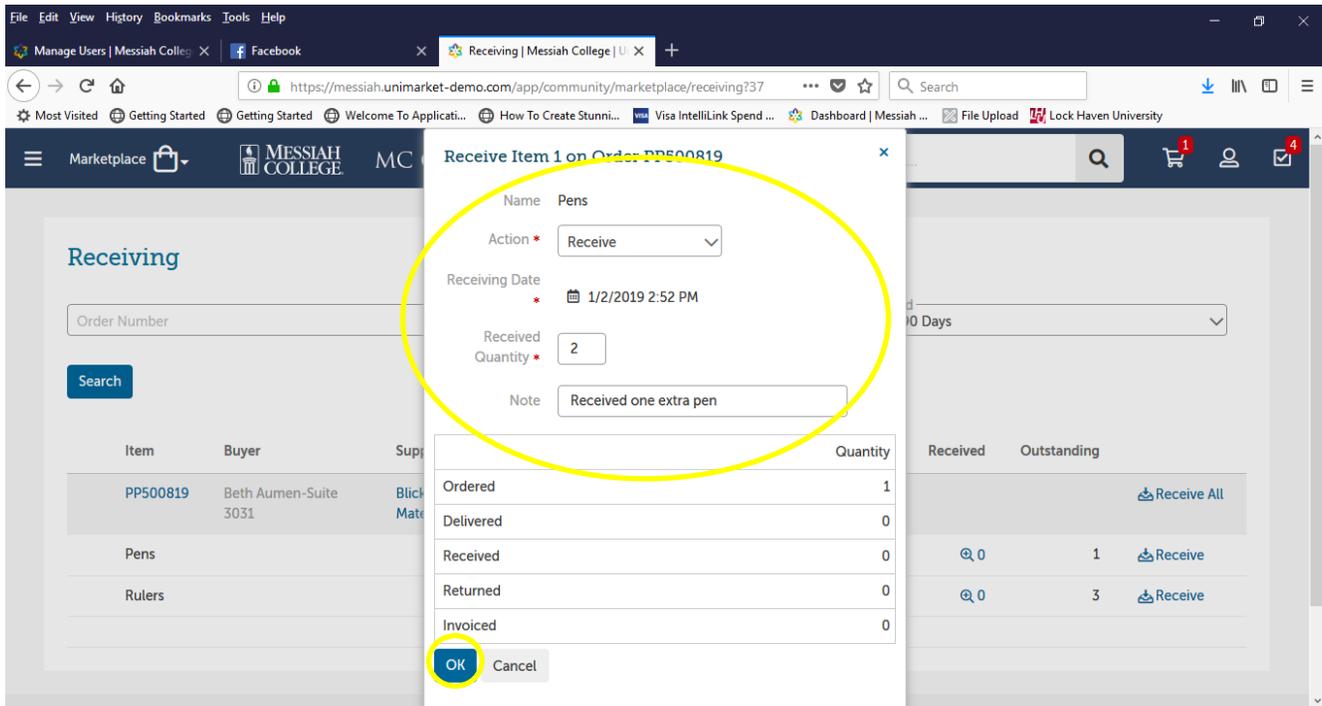
### Receiving



The screenshot shows the 'Receiving' search interface. It includes a search bar with fields for 'Order Number', 'Supplier', and 'Period' (set to 'Last 90 Days'). A 'Search' button is on the left. Below the search bar is a table with the following data:

Item	Buyer	Supplier	Order Date	State	Subtotal	Ordered	Received	Outstanding	
PP500819	Beth Aumen-Suite 3031	Blick Art Materials	1/2/2019 2:42 PM	Open					<a href="#">Receive All</a>
Pens				Open	\$2.00	1	0	1	<a href="#">Receive</a>
Rulers				Open	\$5.25	3	0	3	<a href="#">Receive</a>

- A **Receive Item** box will appear for that item.
- **Action** is defaulted to Receive, **do not change**.
- **Receiving Date** is defaulted; **change to the actual date item was received**.
- **Received Quantity** is defaulted to number ordered, **change to actual number received**.
- Use Note field to document difference in quantity.
- Click **OK**.



- Quantity received will be shown in the Received column.
- Repeat steps for each additional item received.
- When total quantity received is equal to or greater than total quantity ordered, the item will be shown as closed. The purchase order will remain on the receiving screen until all items on the order have been received.

Item	Buyer	Supplier	Order Date	State	Subtotal	Ordered	Received	Outstanding	
PP500819	Beth Aumen-Suite 3031	Blick Art Materials	1/2/2019 2:42 PM	Partial					<a href="#">Receive All</a> <a href="#">Reopen All</a>
Pens				Closed	\$2.00	1	2	0	<a href="#">Reopen</a>
Rulers				Open	\$5.25	3	0	3	<a href="#">Receive</a>

01/02/2019