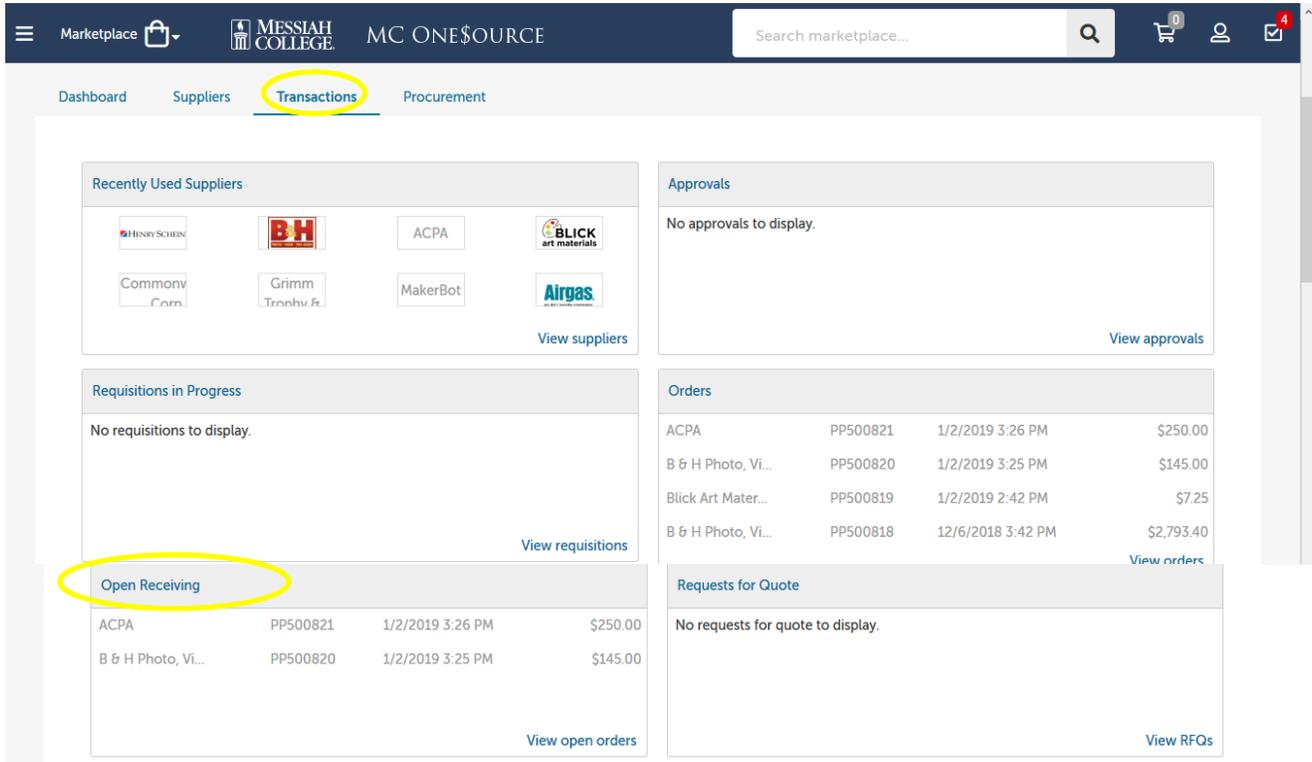


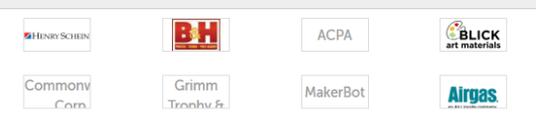
- From the Transactions tab, click on the **Open Receiving**.



Marketplace  MESSIAH COLLEGE MC ONE\$OURCE Search marketplace...   

Dashboard Suppliers **Transactions** Procurement

Recently Used Suppliers



[View suppliers](#)

Approvals

No approvals to display.

[View approvals](#)

Requisitions in Progress

No requisitions to display.

[View requisitions](#)

Orders

Supplier	Order Number	Date	Amount
ACPA	PP500821	1/2/2019 3:26 PM	\$250.00
B & H Photo, Vi...	PP500820	1/2/2019 3:25 PM	\$145.00
Blick Art Mater...	PP500819	1/2/2019 2:42 PM	\$7.25
B & H Photo, Vi...	PP500818	12/6/2018 3:42 PM	\$2,793.40

[View orders](#)

Open Receiving

Supplier	Order Number	Date	Amount
ACPA	PP500821	1/2/2019 3:26 PM	\$250.00
B & H Photo, Vi...	PP500820	1/2/2019 3:25 PM	\$145.00

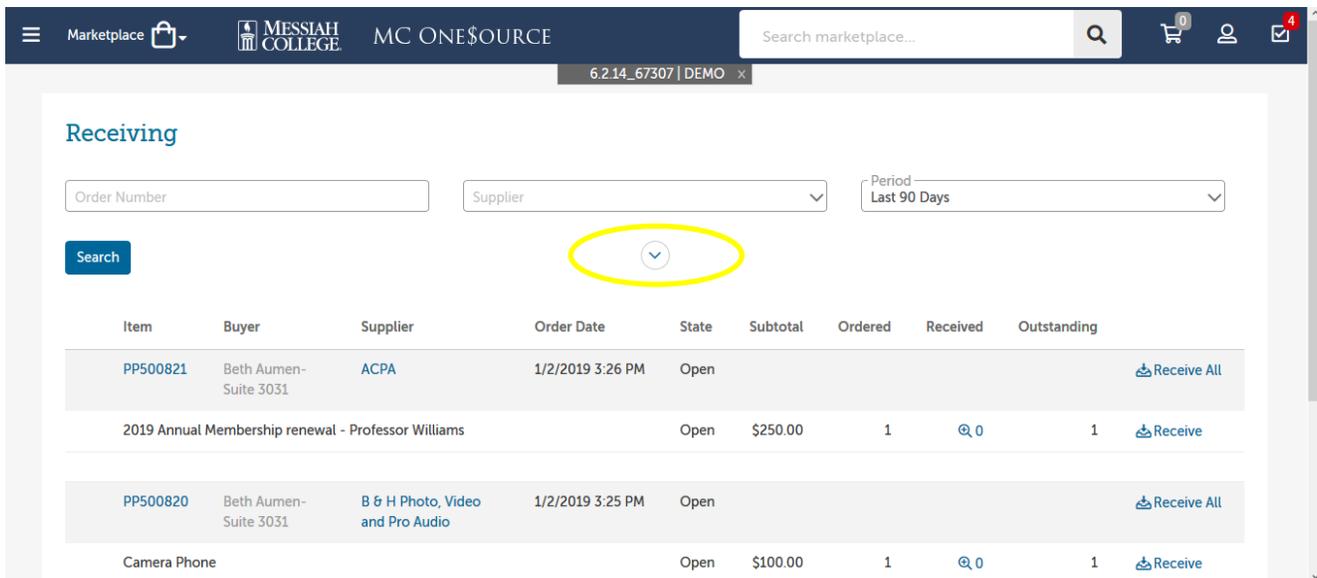
[View open orders](#)

Requests for Quote

No requests for quote to display.

[View RFQs](#)

- Click on for **drop down arrow** for more options.



Marketplace  MESSIAH COLLEGE MC ONE\$OURCE Search marketplace...   

6.2.14_67307 | DEMO x

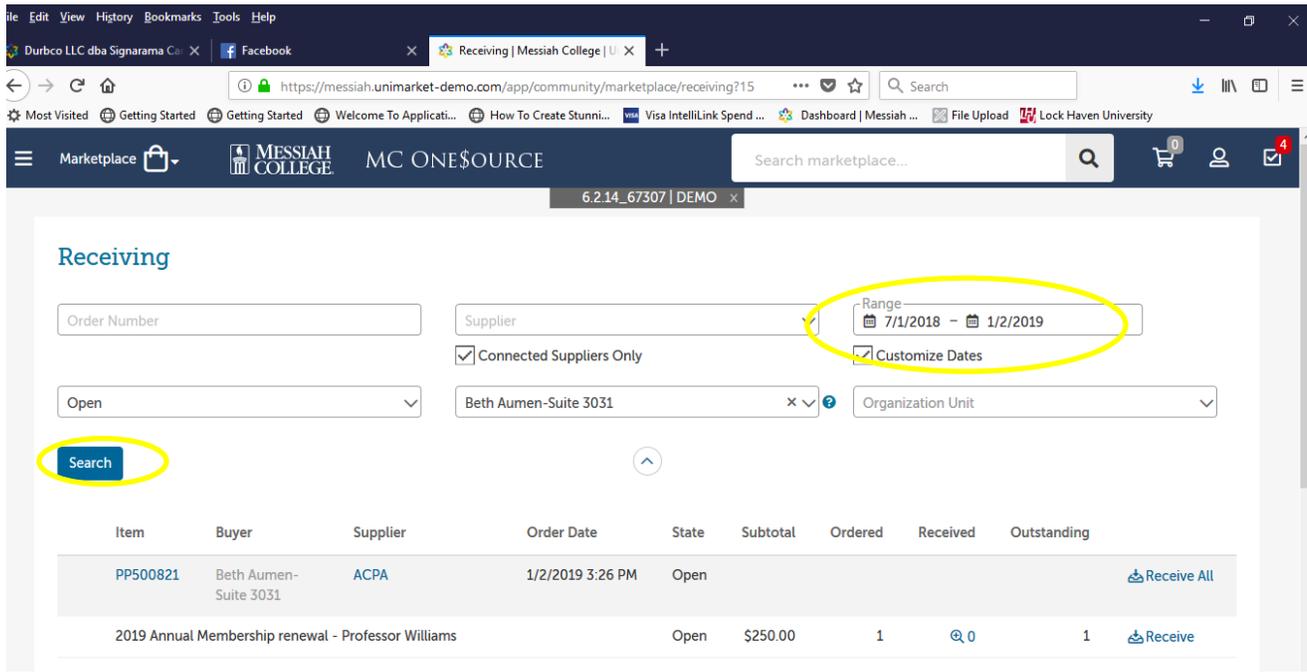
Receiving

Order Number Supplier Period

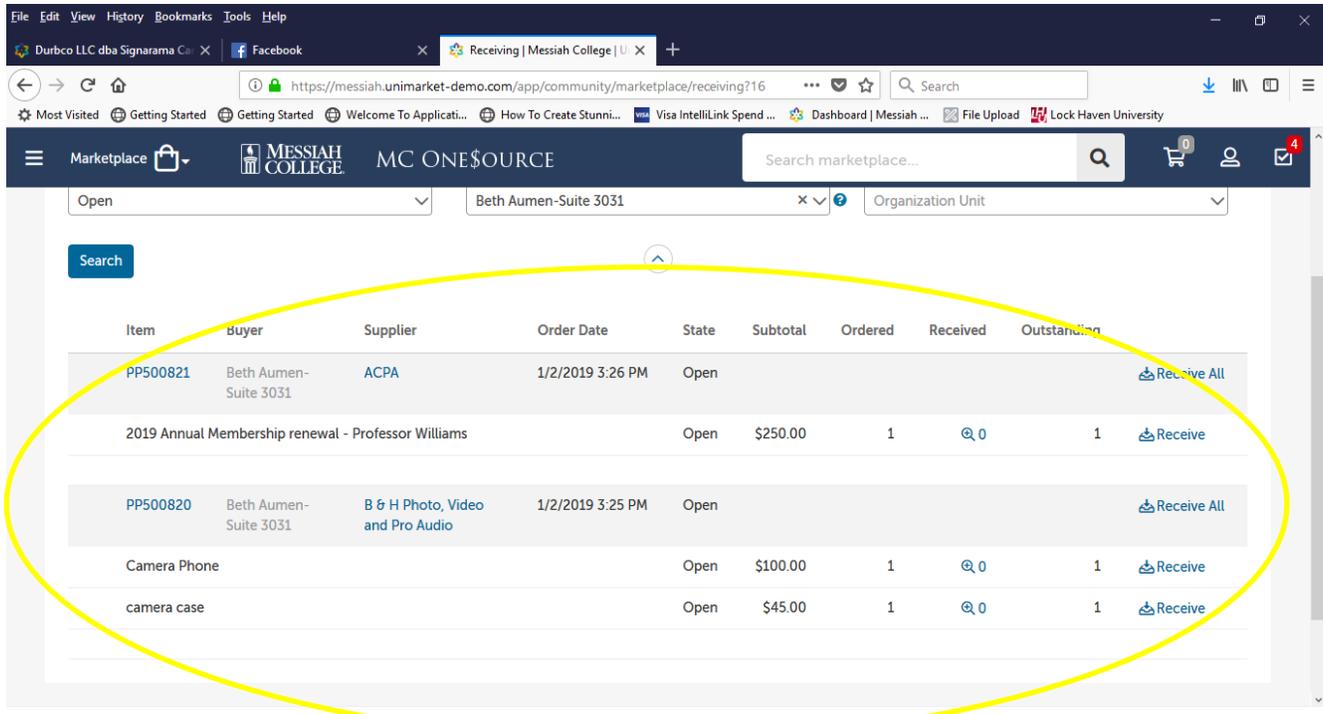


Item	Buyer	Supplier	Order Date	State	Subtotal	Ordered	Received	Outstanding	
PP500821	Beth Aumen-Suite 3031	ACPA	1/2/2019 3:26 PM	Open					Receive All
2019 Annual Membership renewal - Professor Williams				Open	\$250.00	1	 0	1	Receive
PP500820	Beth Aumen-Suite 3031	B & H Photo, Video and Pro Audio	1/2/2019 3:25 PM	Open					Receive All
Camera Phone				Open	\$100.00	1	 0	1	Receive

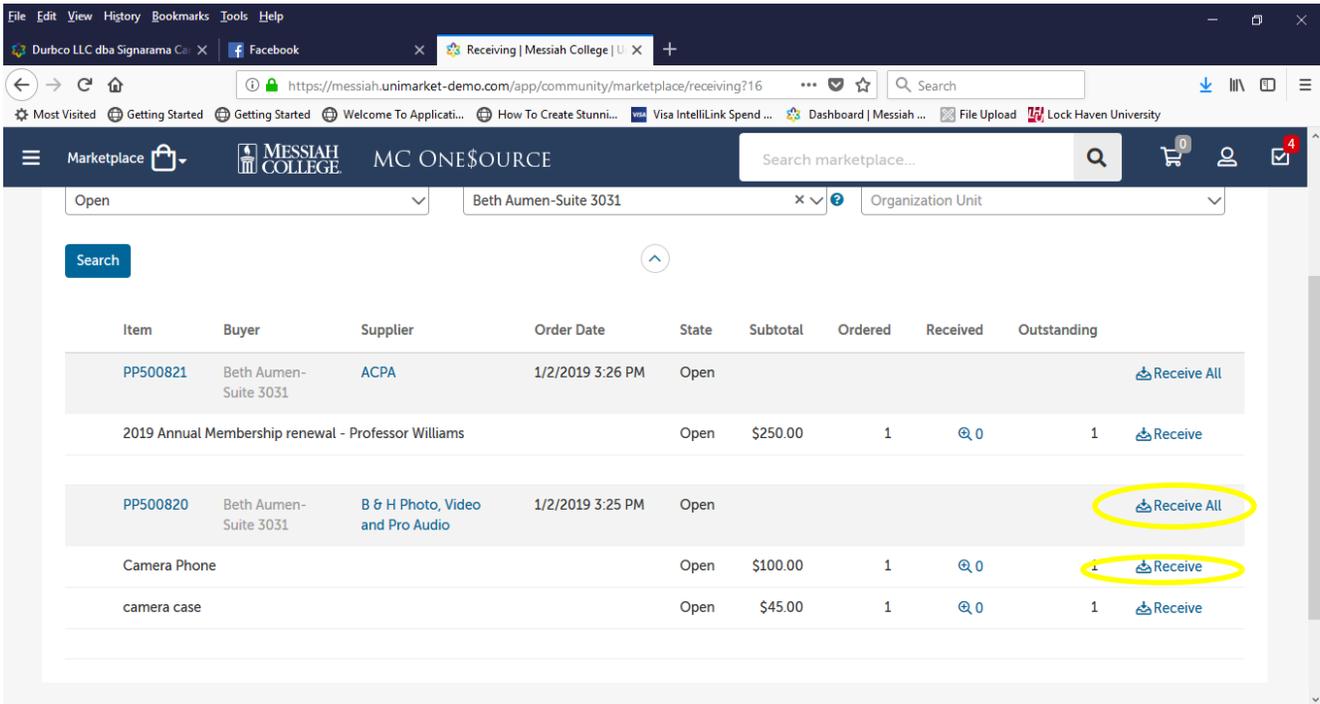
- Check the **Customize Dates** box.
- Enter the first date of the current fiscal year (7/1/20XX) in the first box and today's date in the second.
- Click Search



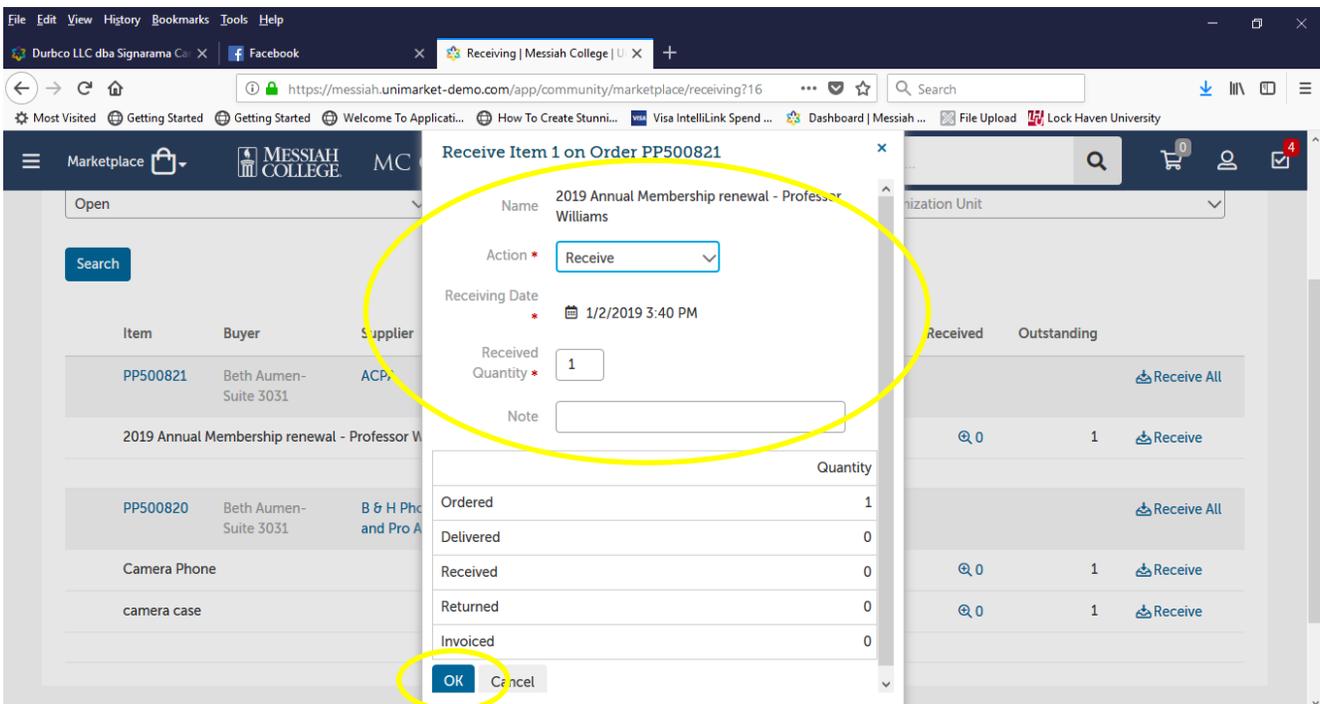
- All orders, since the beginning of the fiscal year that are not fully received will be displayed.



- Receive individual line items by clicking on **Receive**.
- Receive all remaining open items on the purchase order by clicking on **Receive All**.



- Enter correct **Receiving Date**.
- Enter correct **Received Quantity**.
- Add a **Note** if appropriate.
- Click **OK**.



01/02/2019