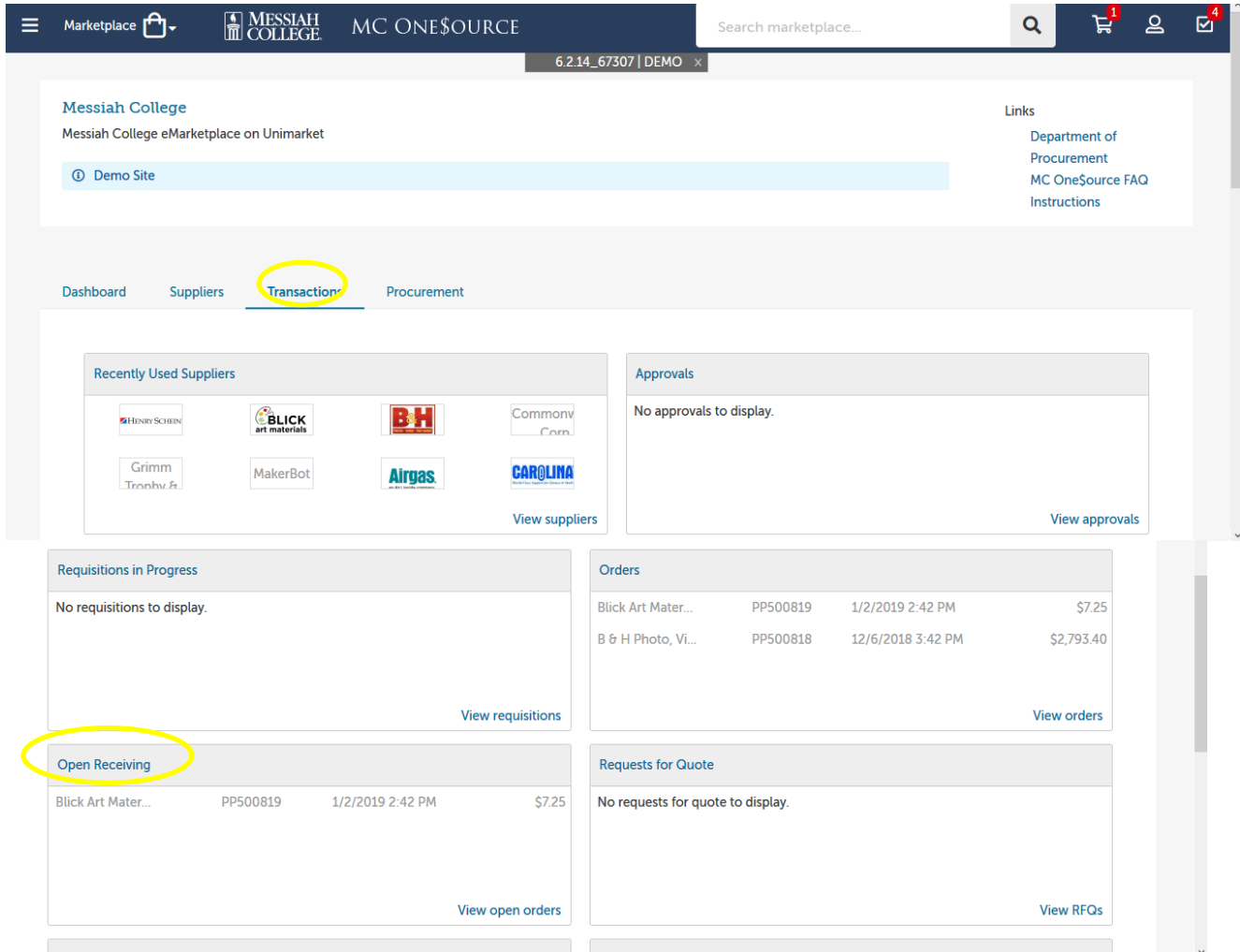


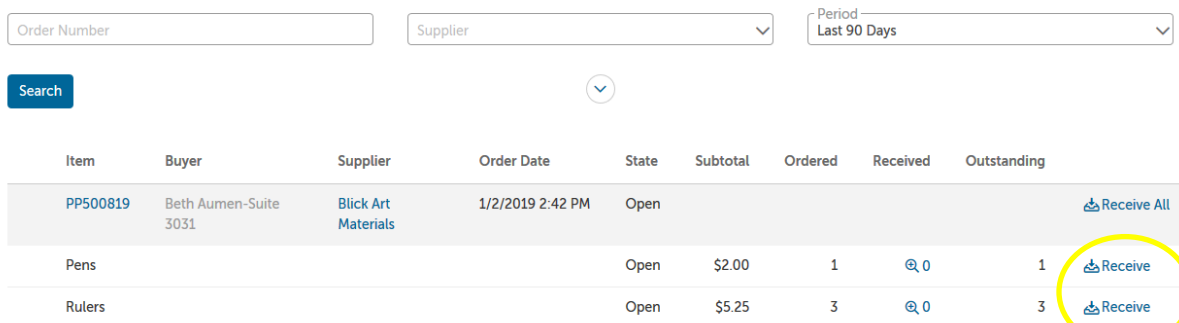
- From the **Transactions** tab, click on **Open Receiving**



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 with a yellow circle), and 'Procurement'. The main content area is divided into several sections: 'Recently Used Suppliers' (listing HENRY SCHEN, BLICK art materials, B & H, Commonv, Grimm, 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 with a yellow circle, 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**

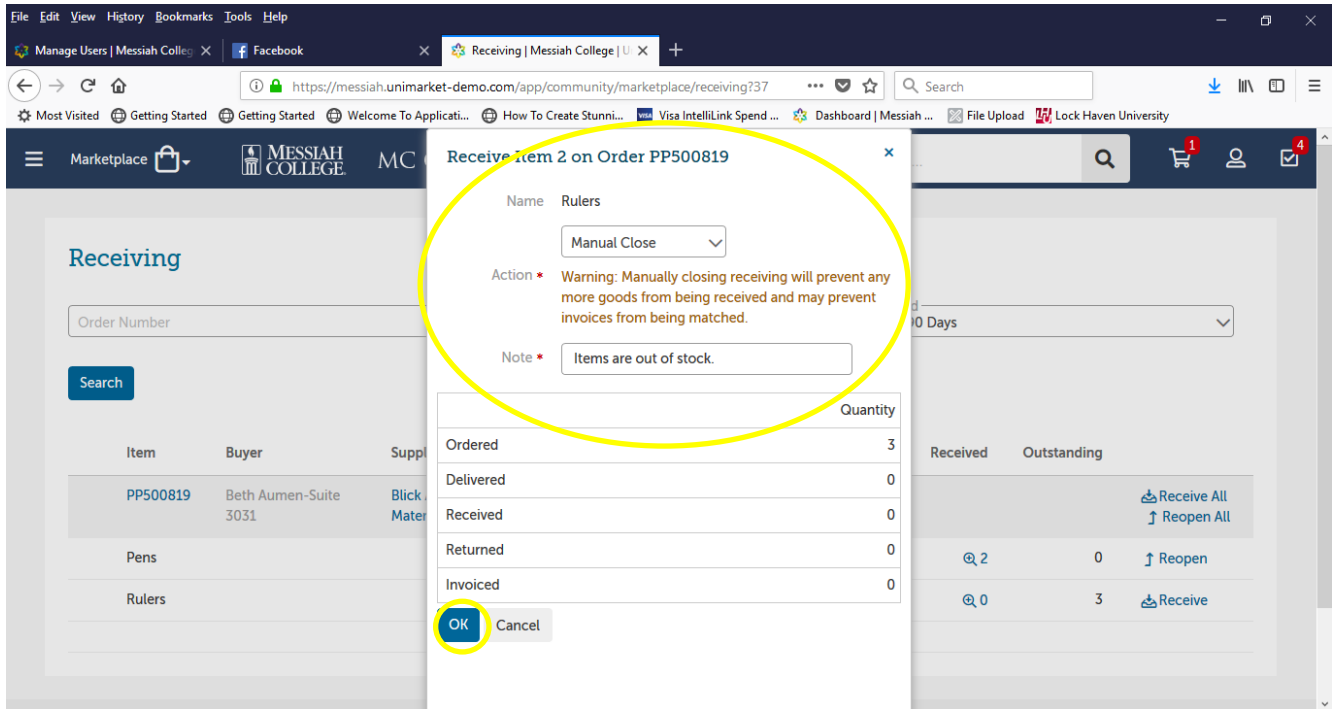
Receiving



The screenshot shows the 'Receiving' search interface. It includes a search bar with 'Order Number', 'Supplier', and 'Period' (Last 90 Days) dropdowns. A 'Search' button is on the left. Below the search bar is a table of purchase orders:

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					Receive All
Pens				Open	\$2.00	1	0	1	Receive
Rulers				Open	\$5.25	3	0	3	Receive

- A **Receive Item** box will appear for that item.
- **Action** is defaulted to Receive, click **drop down arrow**
- Select **Manual Close**
- **Note** – state reason for closing item
- Click **OK**.



- The item will be shown as Manually Closed. The purchase order will remain on the receiving screen until all items on the order have been received or manually closed.

Receiving

Order Number: Supplier: Period: Last 90 Days

Item	Buyer	Supplier	Order Date	State	Subtotal	Ordered	Received	Outstanding	
PP500819	Beth Aumen-Suite 3031	Blick Art Materials	1/2/2019 2:42 PM	Closed					↑ Reopen All
Pens				Closed	\$2.00	1	@ 2	0	↑ Reopen
Rulers				Manually Closed	\$5.25	3	@ 0	3	↑ Reopen

01/02/2019