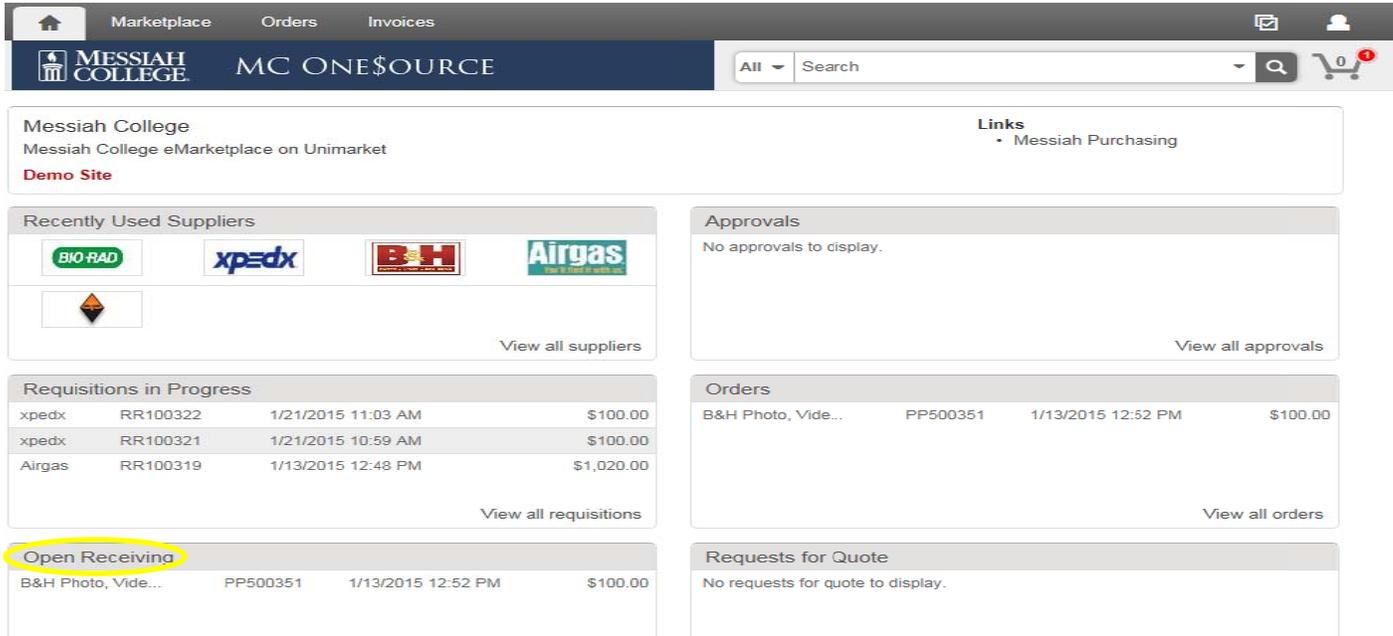


- Under **Open Receiving**, the last four open receiving purchase orders will be listed, click on Supplier name or click View all open orders to search for the appropriate PO.



The dashboard includes sections for: Marketplace, Orders, Invoices, Search, Links (Messiah Purchasing), Recently Used Suppliers (BVO-RAD, xpedx, B&H, Airgas), Approvals (No approvals to display), Requisitions in Progress (listing xpedx and Airgas requisitions), Orders (listing B&H Photo, Video and Pro Audio order PP500351), Requests for Quote (No requests for quote to display), and Open Receiving (listing B&H Photo, Video and Pro Audio order PP500351).

- Each item is listed separately for receiving. Click on **Receive**.

B&H Order PP500351
 Messiah College > B&H Photo, Video and Pro Audio
 Management: Copy Receive All
 Resend: Email
 PDF files require Adobe Reader. If you do not have it then click here to install it.

Purchase Order	
Order Number PP500351	Requisition RR100320
Buyer Beth Aumen	Originators
Order Date 1/13/2015 12:52 PM	State Open
Created Date 1/13/2015 12:52 PM	Receiving State Open
Order Submission Send Electronically	Documents Purchase Order Transaction Summary
Organization Unit	Financial Year FY15
Attachments + Add Attachment »	Order Receiving Receive Manually

Supplier	Ship To	Bill To
B&H Photo, Video and Pro Audio 440 Ninth Avenue, 5th Floor New York, NY 10001 United States		

Items

Product	Qty.	Price	Subtotal
Paper	1	\$100.00 / Each	\$100.00
Receiving Open Account 2740-6320-	0	\$100.00 / Each	\$0.00
			Receive
			Details
Subtotal			\$100.00
Shipping			\$20.00
Total			\$120.00

- 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.

Receive Item 1 on Order PP500351
✕

Name	Paper		
Action *	Receive ▼		
Receiving Date *	1/23/2015	7 10	: 17 AM ▼
Received Quantity *	1		
Note			

	Qty.
Ordered	1
Delivered	0
Received	0
Returned	0
Invoiced	0

OK
Cancel

- Received Quantity is defaulted to number ordered, **change to actual number received.**
- Use Note field to document changes in Quantity
- Click **OK**

Receive Item 1 on Order PP500351
✕

Name	Paper		
Action *	Receive ▼		
Receiving Date *	1/23/2015	7 10	: 17 AM ▼
Received Quantity *	3		
Note	Received 2 extra boxes of paper		

	Qty.
Ordered	1
Delivered	0
Received	0
Returned	0
Invoiced	0

OK
Cancel

- Under Qty the number ordered and number received will be displayed and Receiving will be closed.
- Repeat steps for each additional item received.

Items

Product	Qty.	Price	Subtotal
 Paper Receiving Closed Account 2740-6320-	1	\$100.00 / Each	\$100.00
	3	\$100.00 / Each	\$300.00
			Reopen
			Details
Subtotal			\$100.00
Shipping			\$20.00
Total			\$120.00

- Click on the **home key** to return to the dashboard.
- The Order should be removed from your Open Receiving.

 Marketplace
Orders
Invoices




MC ONE\$OURCE
All Search 
 0

Messiah College
Messiah College eMarketplace on Unimarket
[Demo Site](#)

Links
• [Messiah Purchasing](#)

Recently Used Suppliers








[View all suppliers](#)

Approvals

No approvals to display.

[View all approvals](#)

Requisitions in Progress

xpedx	RR100322	1/21/2015 11:03 AM	\$100.00
xpedx	RR100321	1/21/2015 10:59 AM	\$100.00
Airgas	RR100319	1/13/2015 12:48 PM	\$1,020.00

[View all requisitions](#)

Orders

B&H Photo, Vide...	PP500351	1/13/2015 12:52 PM	\$100.00
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[View all orders](#)

Open Receiving

No open orders to display.

Requests for Quote

No requests for quote to display.