

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.

Links ge eMarketplace on Unimarket       Links • Messiah Purchasing         ed Suppliers       Approvals         Image: Second State	Links       • Messiah Purchasing         Messiah College eMarketplace on Unimarket       • Messiah Purchasing         Demo Site	Market	place Orders 뷰 MC C	Invoices		All - Search			- Q	<u> </u>
Approvals         Image: Section of the	Approvals         Approvals         Approvals         Open Receiving         Open Receiving         Street of the section of the sect	Messiah College Messiah College Demo Site	ge eMarketplace on U	nimarket			Lin	<b>ks</b> Messiah Purchasing		•
Image: No approvals to display.           View all suppliers         View all suppliers           Image: No approvals to display.           View all suppliers         View all approvals           Image: No approvals to display.         View all orders           Image: No approvals to display.         View all orders           Image: No approvals to display.         View all orders	Image: Stress     View all suppliers     Orders   B&H Photo, Vide   PP500351   1/13/2015   1/13/2015   1/13/2015   1/13/2015   1/13/2015   1/13/2015   1/13/2015   1/13/2015   1/13/2015   1/13/2015   1/13/2015   1/13/2015   1/13/2015   1/13/2015   1/13/2015   1/13/2015   1/13/2015	Recently Used	Suppliers			Approvals				
View all suppliers         View all suppliers         View all approvals           in Progress         1/21/2015 11:03 AM         \$100.00           1/100321         1/21/2015 10:59 AM         \$100.00           1/100319         1/13/2015 12:48 PM         \$1,020.00           View all requisitions           View all requisitions           View all requisitions           Requests for Quote           No requests for quote to display.	View all suppliers       View all suppliers       View all suppliers         Requisitions in Progress       Pedx       RR100322       1/21/2015 11:03 AM       \$100.00         pedx       RR100321       1/21/2015 10:59 AM       \$100.00         irgas       RR100319       1/13/2015 12:48 PM       \$1,020.00         View all requisitions         View all requisitions         Peneceiving         Requests for Quote         No requests for Quote to display.	BIO RAD	xp=dx		<b>Airgas</b>	No approvals to display	<i>t</i> .			
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Each item is listed separately for receiving. Click on Receive. •

Orde Messiah	College > 8&H Photo, Video ar F files require Adobe Reader. If	nd Pro Audio f you do not have it then clic	k here to install it.	Managen	nent: 🗋 Copy Re	e 🗳 Receive All esend: 🗘 Email
Purchase Order				Supplier	Ship To	Bill To
Order Number	PP500351	Requisition	RR100320	B&H Photo, V	ideo and Pro A	Audio
Buyer	Beth Aumen	Originators		A40 Ninth Ave New York, N	nue, 5th Floor Y 10001	
Order Date	1/13/2015 12:52 PM	State	Open	United States		
Created Date	1/13/2015 12:52 PM	Receiving State	Open			
Order Submission	er Submission Send Electronically		> Purchase Order			
		Financial Year	FY15			
Organization Unit		Order Receiving	Receive Manually			
Attachments	+ Add Attachment »					
Items						

Product		Qty.	Price	Subtotal
	Paper	1	\$100.00 / Each	\$100.00
	Receiving Open	0	\$100.00 / Each	\$0.00 😃 Receive
	Account 2740-6320-			<ul> <li>Details</li> </ul>
			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	$\rightarrow$
Name	Paper	
Action *	Receive 🖌	
Receiving Date *	1/23/2015 7 10 : 17 AM 🗸	
Received * Quantity	1	
Note		
		Qty
Ordered		1
Delivered		C
Received		C
Returned		C
Invoiced		C
	OK Cancel	

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

Receive Item 1 on	Order PP500351	$\times$
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		$\frown$			
Product		Qty.	Price	Subtotal	
	Paper	1	\$100.00 / Each	\$100.00	
Page	Receiving Closed Account 2740-6320-	3	\$100.00 / Each	\$300.00 (* Rec Det	pen ails
			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.

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