

From the Transactions tab, click on Open Receiving •

Marketplace 🗗 🗸	Messiah College.	MC ONE\$OUR	RCE			Search marketpla	ice	Q	F	2
			6.2.1	4_67307	7   DEMO ×					
Messiah College Messiah College eMar	ketplace on Unimarket							Links Depa Proc	artment of urement	
③ Demo Site								MC ( Instr	One\$ource F uctions	AQ
Dashboard Sup	pliers Transactio	Procurement								
Recently Used St	uppliers				Approvals					
HENRY SCHEIN	BLICK	BH	Commonv		No approvals to	o display.				
Grimm Tropby &	MakerBot	Airgas.	<b>CAROLINA</b>							
			View supplie	ers				V	liew approva	ls
Requisitions in Progres	s			Orde	rs					
No requisitions to displ	ay.			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	requisitions					Viev	v orders	
Open Receiving				Requ	ests for Quote					
Blick Art Mater	PP500819	1/2/2019 2:42 PM	\$7.25	No re	quests for quot	e to display.				
		View	open orders					Vie	w RFQs	

- 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

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Orde	r Number		Supp	olier		~	Period Last 9	0 Days		~
Sear	ch			$\sim$						
	ltem	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, 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**.

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← → C ☆ ③ ▲ https://mess	iah.unimarket-demo.com/app/community/marketplace/receiving?37	💟 🏠 🔍 Search	<u>↓</u> III\ 🗊 =
r Most Visited 🖨 Getting Started 🖨 Getting Started 🖨 Wel	lcome To Applicati 🜐 How To Create Stunni 🚾 Visa IntelliLink Spend	🏟 Dashboard   Messiah 🛛 File Upload 🙀 Lo	ck Haven University
$\equiv Marketplace \bigcirc \  \  \  \  \  \  \  \  \  \  \  \  \$	MC Receive Item 1 on Order PD500819	×	Q ⊭ <sup>1</sup> ≗ ₫
	Name Pens		
Receiving	Action * Receive V		
	* 🖻 1/2/2019 2:52 PM	d	
Order Number	Received Quantity * 2	10 Days	V
	Note Received one extra pen		
Item Buyer	Supj	Quantity Received Outsta	Inding
PP500819 Beth Aumen-Suite	Blick Ordered	1	📥 Receive All
3031	Mate Delivered	0	
Pens	Received	0 🔍 0	1 📥 Receive
Rulers	Returned	0 ⊕ 0	3 📥 Receive
	Invoiced	0	
	OK Cancel		
			~

- 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.

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ltem	Buyer	Supplier	Order Date	State	Subtotal	Ordered	Received	Outstanding	
PP500819	Beth Aumen-Suite 3031	Blick Art Materials	1/2/2019 2:42 PM	Partial					& Receive All ↑ Reopen All
Pens			(	Closed	\$2.00	1	<b>@</b> 2	0	∱ Reopen
Dulara				Open	\$5.25	3	⊕ 0	3	A Receive

## 01/02/2019