

From the Transactions tab, click on Open Receiving •

Marketplace 🗗 🗸	MESSIAH COLLEGE	MC ONE\$0	OURCE			Search marketpla	ce	٩	₽ <mark>1</mark>	ු
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Messiah College Messiah College eMarke	tplace on Unimarket							Links Depa Proc	artment of	
③ Demo Site								MC (One\$ource F uctions	AQ
Dashboard Supp	iers Transaction	Procuremer	nt							
Recently Used Sup	pliers				Approvals					
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Grimm Trophy &	MakerBot	Airgas.	CAR @LINA							
			View suppl	iers				V	lew approva	ls
Requisitions in Progress				Orc	lers					
No requisitions to display				Blic	k 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				Rec	uests for Quote					
Blick Art Mater	PP500819	1/2/2019 2:42 PM	\$7.25	No	requests for quo	te 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	rder Number		Supp	Supplier 🗸			Last 90 Days			~	
Sear	Search			\odot							
	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, click drop down arrow
- Select Manual Close
- Note state reason for closing item
- Click **OK**.

<u>File Edit View History Bookmarks</u>	<u>T</u> ools <u>H</u> elp		- 0	×
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	Messiah College	MC	Receive tem 2 on Order PP500819 × $\mathbf{Q} \not\models^1 \mathcal{Q}$	4 ^
			Name Rulers	
Receiving			Manual Close Image: Close intervent any more goods from being receiving will prevent any more goods from being received and may prevent intervent any more goods from being received and may prevent intervent	
Order Number			invoices from being matched.	
Search			Note * Items are out of stock.	
Item	Buyer	Suppl	Ordered 3 Received Outstanding	
PP500819	Beth Aumen-Suite 3031	Blick Mater	Received 0 c c c c c c c c c c c c c c c c c c	
Pens			Returned 0 Q 2 0 J Reopen	
Rulers			Invoiced 0 Q 0 3 AReceive	
			OK Cancel	
				~

• 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.

der Number			Supplier 🗸			✓ Period Last 90 Days			~
rch				\checkmark					
ltem	Buyer	Supplier	Order Date	State	Subtotal	Ordered	Received	Outstanding	
PP500819	Beth Aumen- Suite 3031	Blick Art Materials	1/2/2019 2:42 PM	Closed					Ĵ Reopen All
Pens				Closed	\$2.00	1	@ 2	0	↑ Reopen

01/02/2019