

**Create
Purchase Order (PO)
Receipt**

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Create Purchase Order Receipt

Purchasing Receiver

Forrest Benedict

Home
Receipts
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Receipt Lines Pending Inspection
Receipt Inspections
Manual Buyer Messages
Match Reconciliation Messages
Vendor Return
Receipt Search

Manage Purchase Order Receipts

Unreleased
Pending Two Step Receiving
Released
Ready To Archive
Drop Ship
Archived / Closed
All
Search
Audit History
Line Audit History

Create Receive All
[Icon]
[Icon]
[Icon]
[Icon]
[Icon]
[Icon]

Unreleased Purchase Order Receipts

	Company	Re...	Purchase O...	PO R...	PO C...	ID	Name	Date	ID	Vendor Name
<input type="checkbox"/>	957	232	208			278381	WHITWORTH, HOLLY	11/14/2023 1:38:40 PM	33522	US BANK NATIONAL ASSOC
<input type="checkbox"/>	957	224	212			275664	VOLMER, SANDRA K.	11/14/2023 11:26:50 AM	32025	AMAZON COM LLC
<input type="checkbox"/>	957	218	149			271326	QUINTERO, ESMERALDA	11/13/2023 2:45:28 PM	33522	US BANK NATIONAL ASSOC
<input type="checkbox"/>	957	207	159			307055	Morrell, Sara E.	11/9/2023 9:53:11 AM	21211	HOBBY LOBBY STORES INC
<input type="checkbox"/>	957	179	127			260001	STODDARD, ANGELEE M.	10/25/2023 4:40:16 PM	33522	US BANK NATIONAL ASSOC
<input type="checkbox"/>	957	178	130			267752	SAYER, NICOLE L.	10/25/2023 4:30:35 PM	32967	SANOFI PASTEUR INC
<input type="checkbox"/>	957	177	129			299088	FREDERICKSON, CLAYSON S.	10/25/2023 4:29:59 PM	32025	AMAZON COM LLC
<input type="checkbox"/>	957	176	144			275664	VOLMER, SANDRA K.	10/25/2023 4:29:30 PM	30338	FKA OFFICE DEPOT BUSINE
<input type="checkbox"/>	957	175	140			269653	HANSEN, HEATHER	10/25/2023 4:29:07 PM	21680	JOURNEYWORKS PUBLISHI
<input type="checkbox"/>	957	173	132			267752	SAYER, NICOLE L.	10/25/2023 4:28:04 PM	2997	SMITHKLINE BEECHAM
<input type="checkbox"/>	957	172	114			267752	SAYER, NICOLE L.	10/25/2023 4:27:34 PM	2997	SMITHKLINE BEECHAM
<input type="checkbox"/>	957	171	135			267752	SAYER, NICOLE L.	10/25/2023 4:26:29 PM	1036	PFIZER INC
<input type="checkbox"/>	957	162	134			267752	SAYER, NICOLE L.	10/23/2023 3:47:44 PM	32967	SANOFI PASTEUR INC
<input type="checkbox"/>	957	143	119			278381	WHITWORTH, HOLLY	10/20/2023 10:46:22 AM	33522	US BANK NATIONAL ASSOC

Create Purchase Order Receipt

Add Receive All

Company * Purchase Order *

Reference Number

Date, Time Received

Received Location

Carrier

Bill of Lading Reprint Receipt

Tracking Number Labels

Navigation Menu: Forrest Benedict, Purchasing Receiver, Manage Purchases, Unreleased, Pending, Unreleased Purchase Orders, Search, Home, Receipts, Receipt Adjustment, Receipt Lines Pending Inspection, Receipt Inspections, Manual Buyer Messages, Match Reconciliation Messages, Vendor Return, Receipt Search.

Date	ID	Vendor Name
11/14/2023 1:38:40 PM	33522	US BANK NATIONAL ASSOC
11/14/2023 11:26:50 AM	32025	AMAZON COM LLC
11/13/2023 2:45:28 PM	33522	US BANK NATIONAL ASSOC
11/9/2023 9:53:11 AM	21211	HOBBY LOBBY STORES INC
10/25/2023 4:40:16 PM	33522	US BANK NATIONAL ASSOC
10/25/2023 4:30:35 PM	32967	SANOFI PASTEUR INC
10/25/2023 4:29:59 PM	32025	AMAZON COM LLC
10/25/2023 4:29:30 PM	30338	FKA OFFICE DEPOT BUSINE
10/25/2023 4:29:07 PM	21680	JOURNEYWORKS PUBLISH
10/25/2023 4:28:04 PM	2997	SMITHKLINE BEECHAM
10/25/2023 4:27:34 PM	2997	SMITHKLINE BEECHAM
10/25/2023 4:26:29 PM	1036	PFIZER INC
10/23/2023 3:47:44 PM	32967	SANOFI PASTEUR INC
10/20/2023 10:46:22 AM	33522	US BANK NATIONAL ASSOC

Create Purchase Order Receipt

- You can receive items at this time and Release PO (slide 6)
- Or receive items later

Receipt Number

The screenshot displays the Oracle CloudSuite Financials & Supply Management interface for a Purchase Order Receipt 376. The user is Forrest Benedict. The interface includes a left-hand navigation menu with options like Home, Receipts, Receipt Adjustment, Receipt Lines Pending Inspection, Receipt Inspections, and Manual Buyer Messages. The main content area shows the receipt details, including the company (200 - DEPARTMENT OF ADMINISTRATION), purchase order (182), and status (Unreleased). Below this, there are tabs for Purchase Order Lines, Receipt Lines, Receiver, and Comments (1). The Purchase Order Lines table is visible, showing one line item for Kleenex Facial Tissue.

						Received		Purchase Order			Cancel				
<input type="checkbox"/>	Line	Item	Description	Vend...	Ite...	Locat...	Quan...	UOM	Rem...	UOM	Ship To	Backorder	Rem...	Inspe...	Has S
<input type="checkbox"/>	1	333036	Kleenex Facial Tissue	333036	Special		0.0000		0.0000	P6	MAIN	Default To Next Level	No	No	

Receiving Property

Repeat for each line item

1. Enter Qty Receive

3

Purchase Order Receipt 376

Company: 200 - DEPARTMENT OF ADMINISTRATION
 Receipt: 376
 Status: Unreleased
 Reference Number: 182
 Invoice by mail

Release Release And Deliver Release And Deliver No Backorders Receive All

Save
2

**If this message appears
Go to Slide 9 to clear
and complete**

Unreleased buyer messages exist

Purchase Order Lines

Line	Item	Description	Vend...	Ite...	Locat...	Received		Purchase Order			Cancel			Has S
						Quan...	UOM	Rem...	UOM	Ship To	Backorder	Rem...	Inspe...	
1	333036	Kleenex Facial Tissue	333036	Special		1	0.0000	1.0000	P6	MAIN	Default To Next Level	No	No	

Receiving Property

Status will change to "Inspected/Inspected"

Purchasing Receiver
Forrest Benedict

Purchase Order Receipt 376

Company: 200 - DEPARTMENT OF ADMINISTRATION
Receipt: 376
Status: Released

Purchase Order: 182
Release Code: [Link]
Reference Number: [Link]

Invoice by mail

Receipt Lines * Receiver Comments (1)

	Line	Item	Ve...	Ite...	Manu...	Description	Locat...	Quan...	UOM	Rem...	UOM	Subs...	Canc...	Status	Ma..
	1	333036	333036	Special		Kleenex Facial Tissue	MAIN	1.0000	P6	0.0000	P6	No	No	Released / Inspected	

PO Receiving Has Been Completed

Receiving Property

Clearing Buyer Messages

Click to view/clear buyer message



Purchasing Receiver
Forrest Benedict

Purchase Order Receipt 353 Release Release And Deliver Release And Deliver No Backorders **Buyer Messages**

Company: 200 - DEPARTMENT OF ADMINISTRATION
Receipt: 353
Status: Unreleased

Purchase Order: 304
Reference Number: 304

Invoice by mail

Unreleased buyer messages exist

If this Error message appears after you Click "Save", you will need to clear the message

Purchase Order Lines Receipt Lines * Receiver Comments (1)

Add Substitute

	Line	Item	Description	Vendor Item	Ite...	Locat...	Quan...	UOM	Rem...	UO
<input checked="" type="checkbox"/>	1	CF13DS/E/827	Satco 58366 lamps	CF13DS/E/827	Special	CMPS	1.0000	EA	0.0000	EA
<input type="checkbox"/>	2	473942	Philips 13T8/MAS/48-840//IF21/P/DIM lamps	473942	Special	CMPS	1.0000	EA	0.0000	EA
<input type="checkbox"/>	3	473942	Philips 13T8/MAS/48-840//IF21/P/DIM lamps	473942	Special	CMPS	1.0000	EA	0.0000	EA
<input type="checkbox"/>	4	22056962	ICF2S13H1LDK ballast	22056962	Special	CMPS	1.0000	EA	0.0000	EA
<input type="checkbox"/>	5	25406770	ICN2S28N35M ballast	25406770	Special	CMPS	1.0000	EA	0.0000	EA
<input type="checkbox"/>	6	476515	Philips 14T5HE/46-840//IF21/G/DIM lamps	476515	Special	CMPS	1.0000	EA	0.0000	EA
<input type="checkbox"/>	7	26352033	Ariadni, 3-Way Dimmer, Metal/Plastic, 120V ac, 600W, 60 Hz,	26352033	Special	CMPS	1.0000	EA	0.0000	EA

Receiving Property

Clearing Buyer Messages

Double click to open

The screenshot shows a software interface for managing buyer messages. On the left is a dark sidebar with a user profile for Forrest Benedict, a search bar, and a list of navigation items: Home, Receipts, Receipt Adjustment, Receipt Lines Pending Inspection, and Receipt Inspections. The main area has a blue header bar with a hamburger menu icon and the text 'Buyer Messages For Receiver 281'. To the right of the header are icons for 'Create Manual Message', a folder, a list, a search, and a more options menu. Below the header is a table with the following data:

<input type="checkbox"/>	Company	Purchase ...	Purchase ...	Line Num...	Adjustme...	Receipt Q...	Excess Qu...	Status	Buyer Mes...
<input type="checkbox"/>	957	208	281	1		1.0000	1.0000	Unreleased	Receiving

Receiving Property

Clearing Buyer Messages

Click to go back

← ↻ 🔒 https://mingle35-portal.infor.gov.com/IDAHO_TRN/e6db2828-a2c

Purchasing Receiver

Forrest Benedict

Search

- Home
- Receipts
- Receipt Adjustment
- Receipt Lines Pending Inspection
- Receipt Inspections
- Manual Buyer Messages
- Match Reconciliation Messages

Buyer Message

Company	Buyer	Purchase From	Status
200 - DEPARTMENT OF ADMINISTRATION		P-1 - PURCHASING - GRAYBAR ELECTRIC COMPANY INC	Unreleased
Receiver Line	Purchase Order	Unit Cost	Message Date And Time
353 1	304	6.12000000	1/19/2024 9:57:04 AM
Adjustment Document Number	PO Vendor	Received Date	
	875 - GRAYBAR ELECTRIC COMPANY INC	11/29/2023 12:50:36 PM	
Item Detail	Item Type	Item	
CF13DS/E/827	Special	-	
		Receiving Location	
		ADMIN CAPITOL MALL CENTRAL POSTAL SERVICES (CMPS)	

Main **Comments**

Comment

- Exceeds overshipment tolerance
-
-
-

Overreceived quantity

Buyer Error Message

Receiving Property

Clearing Buyer Messages

The screenshot shows a software interface for managing receiving property. On the left is a dark sidebar with a user profile for Forrest Benedict and a navigation menu with options: Home, Receipts, Receipt Adjustment, Receipt Lines Pending Inspection, and Receipt Inspections. The main area has a blue header 'Buyer Messages For Receiver 281'. Below the header is a table with columns: Company, Purchase ..., Purchase ..., Line Num..., Adjustme..., Receipt Q..., Excess Qu..., Status, and Buyer Mes... The first row of data shows Company 957, Purchase numbers 208 and 281, Line Num 1, Receipt Q 1.0000, Excess Qu 1.0000, Status Unreleased, and Buyer Mes Receiving. Above the table, there are action buttons: 'Release' (highlighted with a red box), 'Create Manual Message', and several icons for file management and search.

<input checked="" type="checkbox"/>	Company	Purchase ...	Purchase ...	Line Num...	Adjustme...	Receipt Q...	Excess Qu...	Status	Buyer Mes...
<input checked="" type="checkbox"/>	957	208	281	1		1.0000	1.0000	Unreleased	Receiving

Receiving Property

Clearing Buyer Messages

Click to go back

The screenshot shows a web browser window with the address bar containing the URL https://mingle35-portal.inforgov.com/IDAHO_TRN/e6db2828-a2c. The browser's back button is highlighted with a red box. The page content is a web application interface for a purchasing receiver. The sidebar on the left identifies the user as Forrest Benedict, a Purchasing Receiver, and provides navigation options: Home, Receipts, Receipt Adjustment, Receipt Lines Pending Inspection, and Receipt Inspections. The main content area is titled 'Buyer Messages For Receiver 282' and displays a table with the following columns: Company, Purchase Order, Purchase Order Receipt, Line Number, and Adjustment Document. The table is currently empty.

Receiving Property

Clearing Buyer Messages

The screenshot shows a software interface for managing purchase orders. On the left is a dark sidebar with a user profile for 'Forrest Benedict' and a navigation menu including 'Home', 'Receipts', 'Receipt Adjustment', 'Receipt Lines Pending Inspection', 'Receipt Inspections', and 'Manual Buyer Messages'. The main area has a blue header with the title 'Purchase Order Receipt 281' and a 'Release' button highlighted with a red box. Other buttons include 'Release And Deliver' and 'Release And Deliver No Backorders'. Below the header, there are fields for 'Company' (957 - HEALTH DISTRICT VII (EASTERN IDAHO)), 'Receipt' (281), and 'Status' (Unreleased). A 'Purchase Order' link with the number '208' is also visible. The main content area is titled 'Purchase Order Lines' and contains a table with one row of data. The table has columns for 'Line', 'Item', 'Description', and 'Vendor Item'. The first row shows '1' in the Line column, 'NOV. GROUP CONNECTION SUPPLIES' in the Item column, 'November Group connection supplies' in the Description column, and 'NOV. GROUP CONNECTION SUPPLIES' in the Vendor Item column. There are also navigation icons and a page number '20' at the bottom right of the table area.

Purchasing Receiver

Forrest Benedict

Search

Home

Receipts

Receipt Adjustment

Receipt Lines Pending Inspection

Receipt Inspections

Manual Buyer Messages

Purchase Order Receipt 281 **Release** Release And Deliver Release And Deliver No Backorders

Company: 957 - HEALTH DISTRICT VII (EASTERN IDAHO) Receipt: 281 Status: Unreleased

Purchase Order: [208](#) Release Code Reference Number

Invoice by mail

Purchase Order Lines Receipt Lines * Receiver Comments

Purchase Order Lines Add Substitute

<input checked="" type="checkbox"/>	Line	Item	Description	Vendor Item
<input checked="" type="checkbox"/>	1	NOV. GROUP CONNECTION SUPPLIES	November Group connection supplies	NOV. GROUP CONNECTION SUPPLIES

20

Receiving Property

Clearing Buyer Messages

Status will change to "Inspected/Inspected"

Purchasing Receiver
Forrest Benedict

Purchase Order Receipt 376 Release 📄 🔍 ⋮

Company: 200 - DEPARTMENT OF ADMINISTRATION
Receipt: 376
Status: Released

Purchase Order: 182
Release Code:
Reference Number:
Invoice by mail

Receipt Lines* Receiver Comments (1)

Receipt Lines

	Line	Item	Ve...	Ite...	Manu...	Description	Locat...	Quan...	UOM	Rem...	UOM	Subs...	Canc...	Status	Ma..
<input type="checkbox"/>	1	333036	333036	Special		Kleenex Facial Tissue	MAIN	1.0000	P6	0.0000	P6	No	No	Released / Inspected	

PO Receiving Has Been Completed