Create Purchase Order (PO) Receipt

Table of Contents

1.	Create Receipt for PO	Slides 3-7
2.	Clearing Buyer Error Messages (Must clear all Error messages to Release)	Slides 9-16

Create Purchase Order Receipt

Purchasing Receiver	≡ Manag	e Purchase Orde	er Receipts							R Q
Forrest Benedict	Unreleased	Pending Two Step	Receiving Rel	eased	Ready To /	Archive	Drop Ship Archived / Closed	d All Search A	udit Histo	ory Line Audit Hi
🖶 🧔 🖢 🗗 🖸 🖄 Unreleased Purchase Order Receipts									10 6	D = Q
			Purch	ase Order			Buyer			Vendor
Q Search	Compa	ny Re 🌻	Purchase O	PO R	PO C	ID	Name	Date	ID	Vendor Name
		৹=	= ▼] =-	[A] T	=-	[A] v	=▼	=-	[A] v
Home	957	232	208			278381	WHITWORTH, HOLLY	11/14/2023 1:38:40 PM	33522	US BANK NATIONAL ASSOC
Receipts	957	224	212			275664	VOLMER, SANDRA K.	11/14/2023 11:26:50 AM	32025	AMAZON COM LLC
	957	218	<u>149</u>			271326	QUINTERO, ESMERALDA	11/13/2023 2:45:28 PM	33522	US BANK NATIONAL ASSOC
Receipt Adjustment	957	207	<u>159</u>			307055	Morrell, Sara E.	11/9/2023 9:53:11 AM	21211	HOBBY LOBBY STORES INC
	957	179	<u>127</u>			260001	STODDARD, ANGELEE M.	10/25/2023 4:40:16 PM	33522	US BANK NATIONAL ASSOC
Receipt Lines Pending Inspection	957	178	<u>130</u>			267752	SAYER, NICOLE L.	10/25/2023 4:30:35 PM	32967	SANOFI PASTEUR INC
Receipt Inspections	957	177	<u>129</u>			299088	FREDERICKSON, CLAYSON S.	10/25/2023 4:29:59 PM	32025	AMAZON COM LLC
	957	176	<u>144</u>			275664	VOLMER, SANDRA K.	10/25/2023 4:29:30 PM	30338	FKA OFFICE DEPOT BUSINE
Manual Buyer Messages	957	175	<u>140</u>			269653	HANSEN, HEATHER	10/25/2023 4:29:07 PM	21680	JOURNEYWORKS PUBLISH
Match Reconciliation Messages	957	173	<u>132</u>			267752	SAYER, NICOLE L.	10/25/2023 4:28:04 PM	2997	SMITHKLINE BEECHAM
Match Reconciliation Messages	957	172	<u>114</u>			267752	SAYER, NICOLE L.	10/25/2023 4:27:34 PM	2997	SMITHKLINE BEECHAM
Vendor Return	957	171	<u>135</u>			267752	SAYER, NICOLE L.	10/25/2023 4:26:29 PM	1036	PFIZER INC
	957	162	<u>134</u>			267752	SAYER, NICOLE L.	10/23/2023 3:47:44 PM	32967	SANOFI PASTEUR INC
Receipt Search	957	143	<u>119</u>			278381	WHITWORTH, HOLLY	10/20/2023 10:46:22 AM	33522	US BANK NATIONAL ASSOC

Create Purchase Order Receipt

		Add Receive All					
Purchasing Receiver	⊟ Manage Pure	Company *	Purchase Order *	h			ଛ ର
Forrest Benedict	Unreleased Pend Unreleased Purch	Reference Number		Clos	ed All Search A	1	ory Line Audit Hi 🛛 🍷
C Search	Company	Date, Time Received	Ö		Date	ID ▼	Vendor Vendor Name [A] 🔻
Home	957	Received Location					US BANK NATIONAL ASSOC
Receipts	957		Q=				AMAZON COM LLC US BANK NATIONAL ASSOC
Receipt Adjustment	957	Carrier				21211	HOBBY LOBBY STORES INC
Receipt Lines Pending Inspection	957	Q₹					US BANK NATIONAL ASSOC SANOFI PASTEUR INC
Receipt Inspections	957	Bill of Lading	Reprint Receipt				AMAZON COM LLC
Manual Buyer Messages	957	Tracking Number	Labels				
Match Reconciliation Messages	957						SMITHKLINE BEECHAM
Vendor Return	957						PFIZER INC
Receipt Search	957						
		Cancel	Submit			-	

Create Purchase Order Receipt

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

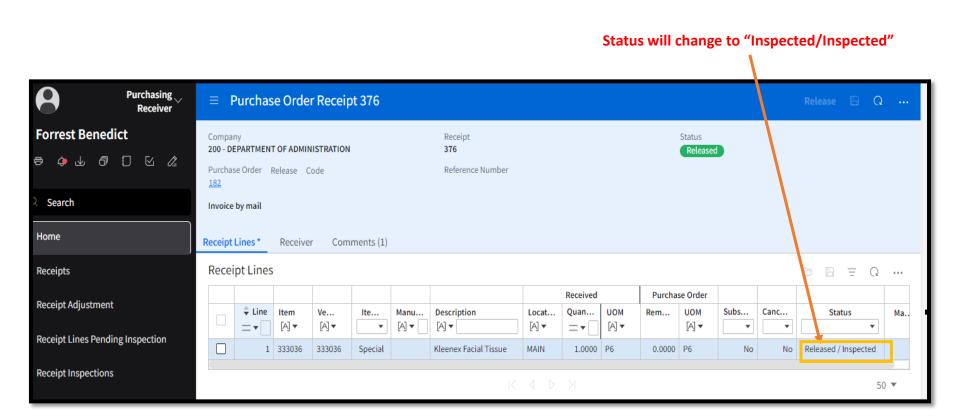
иног Сюцозике гипанская & Supply Ma	inagement										L 214	art Typing	- Forre	st Deneaict	¥ •	5 M
Purchasing Receiver	≡	Purchas	se Orde	r Receipt 376			Releas	e Relea	ase And D	eliver F	telease A	nd Deliver	No Backorders Re	ceive All	B Q	
Forrest Benedict	200 - [DO - DEPARTMENT OF ADMINISTRATION 33 urchase Order Release Code Re					Receipt Status 376 Unreleased Reference Number Vertical Status									
Q Search																
Home	Purcha	ise Order L	ines R	eceipt Lines Receive	er Cor	nments (1)									
Receipts	Purc	hase Ord	der Lines	5										ÐŪ	ΞQ	
Receipt Adjustment					Received			Purchase Order			Cancel					
		Line		Description	Vend	Ite	Locat	Quan	UOM	Rem	UOM	Ship To	Backorder	Rem	Inspe	Has S
Receipt Lines Pending Inspection		1	<u>333036</u>	Kleenex Facial Tissue	333036	Special		0.0000		0.0000	P6	MAIN	Default To Next Level	No	No	
Receipt Inspections															20) 🔻
Manual Buyer Messages																

Receipt Number

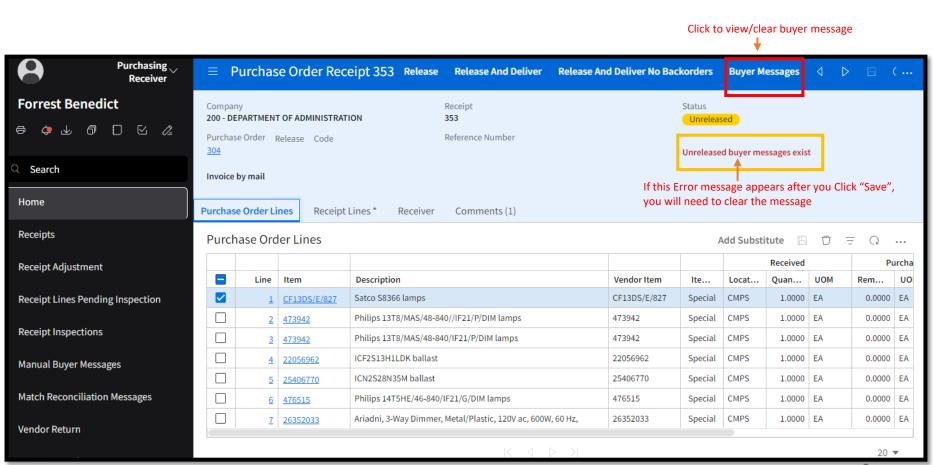
Repeat for each line item

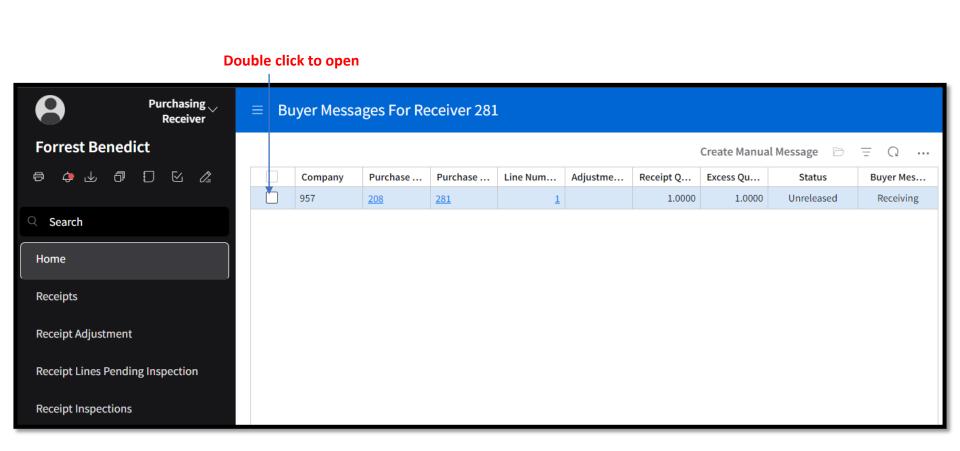
1. Enter Qty Receive

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Purchasing Receiver	≡ F	Purchas	e Orde	r Receipt 376			Releas	e Relea	ase And D	eliver Release And Deliver No Backorders Receive All 🕒						
Forrest Benedict		Receipt Status Save 376 Unreleased 2 Reference Number 2 • If this message appears Unreleased buyer messages exist														
Search Invoice by mail Go to Slide 9 to clear																
Home	Purchase Order Lines Receipt Lines Receiver Comments (1)															
Receipts	Purch	nase Ord	er Line	5										ÐŪ	ΞQ	
Receipt Adjustment		Line	Item	Description	Vend	Ite	Locat	Received Quan	UOM	Pu Rem	irchase Ord UOM	ler Ship To	Cance Backorder	Rem	Inspe	Has S
Receipt Lines Pending Inspection		1	<u>333036</u>	Kleenex Facial Tissue	333036	Special		1 0.0000	0011	1.0000		MAIN	Default To Next Lev		No	
Receipt Inspections															20) 🔻
Manual Buyer Messages																



PO Receiving Has Been Completed





Clearing Buyer Messages

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e	Purchasing Receiver	≡ Buyer Message		٩	
Fo ®	rrest Benedict 🤿 🕁 🗇 🗊 🗠 🖉	Company 200 - DEPARTMENT OF ADMINISTRATION Receiver Line 353 1	Buyer Purchase Order 304 PO Vendor	Purchase From P-1 - PURCHASING - GRAYBAR ELECTRIC COMPANY INC Unit Cost 6.12000000	Status Unreleased Message Date And Time 1/19/2024 9:57:04 AM
Q S	Search	Adjustment Document Number	875 - GRAYBAR ELECTRIC COMPANY INC	Received Date 11/29/2023 12:50:36 PM	Overreceived quantity
Hor	ne	Item Detail Item Type CF13DS/E/827 Special	Item -	Receiving Location ADMIN CAPITOL MALL CENTRAL POSTAL SERVICES (CMPS	
Rec	eipts	Main Comments			
Rec	eipt Adjustment	Comment			
Rec	eipt Lines Pending Inspection	1 Exceeds overshipment tolerance	Buyer E	rror Message	
Rec	eipt Inspections	2			
Mar	nual Buyer Messages	3			
Mat	ch Reconciliation Messages				

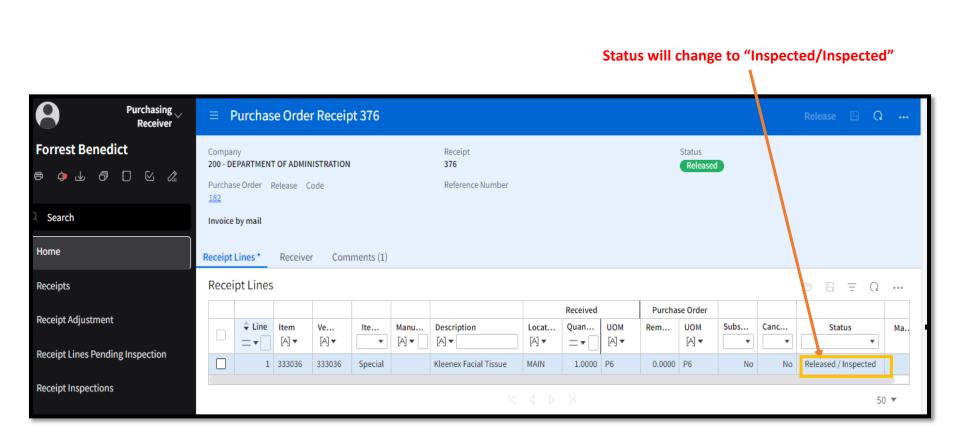
Purchasing Receiver	≡ Bι	Buyer Messages For Receiver 281										
Forrest Benedict							Release	Create Manua	l Message 🗁	Ξ Ω		
e 🖕 🕁 🗗 🖸 🖄 🖉	\checkmark	Company	Purchase	Purchase	Line Num	Adjustme	Receipt Q	Excess Qu	Status	Buyer Mes		
		957	208	<u>281</u>	1		1.0000	1.0000	Unreleased	Receiving		
C Search												
Receipts												
Receipt Adjustment												
Receipt Lines Pending Inspection												
Receipt Inspections												

Clearing Buyer Messages

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8		Purchasi Recei	ing ver	≡ Buyer Messa	Buyer Messages For Receiver 282										
For	rest Bene	dict													
Ð	¢ 🕁 đ		l2		Company	Purchase Order	Purchase Order Receipt	Line Number	Adjustment Docume						
C Se Hom Rece															
	ipt Adjustme														
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Purchasing Receiver	≡ Purchas	e Order Receipt 281	Release Release And Deliver	Release And Deliver No Backorders	ΒQ							
Forrest Benedict	Company		Receipt	Status								
ē \$ \$ \$ \$ \$ \$ \$ \$ \$			81 Reference Number	Unreleased								
Q Search	Invoice by mail											
Home	Purchase Order L	chase Order Lines * Receiver Comments										
Receipts	Purchase Ord	ler Lines		Add Substitute 🕒 🗇	ΞQ	•••						
Receipt Adjustment	Line	Item	Description	Vendor Item								
Receipt Lines Pending Inspection	✓ 1	NOV. GROUP CONNECTION SUPPLIE	S November Group connectio	n supplies NOV. GROUP CONNECTION SU	PPLIES	S						
Receipt Inspections												
Receipt inspections					20	•						
Manual Buyer Messages												



PO Receiving Has Been Completed