Receive Property ADM

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- 2. Clearing Buyer Error Messages (Must clear all Error messages to Release)......Slides 8-14

Receive Property

Receive PO by Line

Click Numbers in Sequence Click / Complete items in or highlighted in Yellow

Purchasing Receiver	=	Manage Purcha	se Order Re	ceipts				
Forrest Benedict	Unr	released Released	Ready To Ar	rchive Drop Ship	Archived / Clc	osed All	Search Audit His	story Line Audi
	Unre	leased Purchase Or	der Receipts			🗍 Creat	e Receive All 📋 🗁	
				Purchas	e Order		Buyer	
		Company	Receipt 🗘	Purchase Order	PO R PO C	. ID	Name	Date
		= ▼	_▼	Q=		=•	[A] v	
Home		954	14	2		280527	SCHUUR, CONNIE C.	8/29/2023 12:30:46 PM
Receive Items		951	29	<u>9</u>		292690	PERKINSON, LAURIE	7/28/2023 11:47:27 AM
		951	23	4		292690	PERKINSON, LAURIE	7/27/2023 11:26:49 AM
Receipt Adjustment		444	80	<u>36</u>		270170	JUSTIN, JENNIFER M.	8/1/2023 2:28:27 PM
		444	51	<u>67</u>		270170	JUSTIN, JENNIFER M.	8/1/2023 1:04:29 PM
Receipt Lines Pending Inspection		444	49	<u>19</u>		282696	TRACY, JUDY M.	8/1/2023 11:22:44 AM
Inspection		360	9	12		283885	DARON, WILLIAM R.	8/1/2023 9:30:11 AM
		300	1	1		285014	CLEVE, ROBERT E.	7/21/2023 11:30:42 AM
Manual Buyer Messages		230	127	108		274952	BROOKS, DAVID M.	7/31/2023 2:32:54 PM
		230	126	<u>94</u>		274952	BROOKS, DAVID M.	7/26/2023 2:31:34 PM
Match Reconciliation Messages		230	120	522		274952	BROOKS, DAVID M.	7/28/2023 3:35:29 PM
Vendor Return								

Search for your Purchase Order to receive

	Purchase Order	Receipt	Search for PO
If asked for a date, pick a date before the PO was created	Company * Q= Reference Number Date, Time Received Date, Time Received Carrier Q= Bill of Lading	Purchase Order	<pre>Search for PO *</pre>
	Cancel		Submit

Receive Property

- See Slide 8 to clear any Buyer Messages
- Verify with Buyer about the Error Message

					6									
Purchasing Receiver	≡ Pur	chas	e Order Receipt 1	5	Release Release A	And Delive	r Relea	ise And De	liver No E	3ackorders	s Recei	ive All 🛛	A Q	
Forrest Benedict ම .ආ ය බ 🗊 🖸 🖄 🧷	Company 957 - HEALTI Purchase Or	H DISTR der R	Press "R RICT VII (EASTERN IDAHO) elease Code	elease" afte	e r Lines have been Receipt 15 Reference	filled ou	it and Si	aved Repeat	Status Unrelease for eacl	₂d h line ite	m			
Q Search Home	Invoice by m	nail • Order	Lines Receipt Lines	s Receiver	Comments			1. En 2. Sh 3. En 4. Sh	iter Qty ows Qt iter UO ows th	r Receive ty Ordere M e UOM f	ed ed for line i	item		
Receive Items	Purchase	Order	Lines							Sa	ive 📄] 5	E Q	
Receipt Adjustment		Line	Item	Description	Vendor Item	Ite	Locat	Received Quan	UOM	Pu Rem	urchase Ord	der Ship To	Bar	C ckord
Receipt Lines Pending Inspection		1	MAGIC ERASERS	Magic erasers	MAGIC ERASERS	Special		1 0.0000	3	21.0000	EA 4	IDFL	Default 1	To Nex
Inspection		<u> </u>	CEINIC JUICE BOXES	Juice boxes				L 0.0000	3	20.0000	4		20	• Ne
Manual Buyer Messages							•	lf no o •	quantit You	y shown can't rea	ceive th	e item		
Match Reconciliation Messages														
Vendor Return														

Receive Property

Infor CloudSuite Financials & Supply Mar	nagement	gement Q Start Typing												
Purchasing Receiver	≡ Purchase Order Receipt 15			Release 🗎 🔉 …										
Forrest Benedict	Company 957 - HEALTH DISTRICT VII (EASTERN IDAHO) Purchase Order Release Code	Argen and Argen												
Q Search Home	17 Invoice by mail Receipt Lines * Receiver Comments	oice by mail												
Receive Items	Receipt Lines			▷ 🗄 Ξ Q …										
Receipt Adjustment	Vendor Item Ite Manu Image:	Received Description Locat Quan UOM [A] ▼ [A] ▼ [A] ▼ [A] ▼	Purchase Order Canc. Rem UOM Subs [A] ▼ ▼	Status Ma										
Receipt Lines Pending Inspection	MAGIC ERASERS Special	Magic erasers IDFL 1.0000 EA	0.0000 EA No	No Released / Inspected										
Inspection	CLINIC JUICE BOXES Special	Juice boxes IDFL 1.0000 EA	0.0000 EA No	No Released / Inspected										
Manual Buyer Messages				50 🔻										
Match Reconciliation Messages														
Vendor Return														
Receipt Search														

PO Receiving Has Been Completed

Receiving Property ADM Buyer Messages

Check with the Buyer about an error message you have received Don't proceed unless Buyer has been informed of the error for the PO

Purchasing Receiver		Purchase	Order Receipt 86				Release	Release	e And Delive	er Relea	se And Deli	ver No Bac	korders	Buyer Mess	ages ⟨		Q
Forrest Benedict チ ゆ 山 句 印 区 2	Compa 230 - DI	ny E PARTMENT O	FCORRECTIONS		Receipt 86						Status Unreleas e	ed					
Q Search	Purcha: <u>15</u> Invoice	se Order Rel	ease Code	All messa PO can be	Reference ages need to b e released	e clearec	l before	the			Unrelease	ed buyer me	ssages exist]			
Home	Purc	hase Order L	ines Receipt Lines * R	eceiver Comments						l: y	f this Er /ou will	ror mes need to	ssage ap o clear t	opears af he mess	fter you age	Click "S	ave",
Receive Items	Purch	ase Order L	ines											Add Subst	itute 💾	Ū Ŧ	Q
Receipt Adjustment		Line	ltem	Description		Vendor It	ltem	Location	Received Ouantity	UOM	Remai	Purchase Or UOM	der Ship To	Ca Back	ncel Remai	Inspec	Has Su
Receipt Lines Pending Inspection		1	<u>XPA8002</u>	X Tissue Bath ECOSOFT		XPA8002	Special	TFCR	3.0000	CA	0.0000	CA	TFCR	No	No	No	No
Inspection																	
Manual Buyer Messages																	20 🔻
Match Reconciliation Messages																	
Vendor Return																	
Receipt Search																	
Match Reference Adjustment																	

Double Click your PO (line item) (blank area) to check Message and Release

Purchasing Receiver	≡ B	Buyer Messa	ages For Re	eceiver 80						
Forrest Benedict							Release	Create Manu	al Message 🛛 🗁	= Q
ə 🕁 🗗 🖸 🗠 🖉		Company	Purchase	Purchase	Line Num	Adjustme	Receipt Q	Excess Qu	Status	Buyer Me
		444	<u>36</u>	<u>80</u>	1		1.0000	1.0000	Unreleased	Receiving
Q Search		444	<u>36</u>	<u>80</u>	2		1.0000	1.0000	Unreleased	Receiving
		444	<u>36</u>	<u>80</u>	<u>3</u>		1.0000	1.0000	Unreleased	Receiving
Home		444	<u>36</u>	<u>80</u>	<u>4</u>		1.0000	1.0000	Unreleased	Receiving
Receive Items		444	<u>36</u>	<u>80</u>	<u>5</u>		1.0000	1.0000	Unreleased	Receiving
		444	<u>36</u>	<u>80</u>	<u>6</u>		1.0000	1.0000	Unreleased	Receiving
Receipt Adjustment		444	<u>36</u>	<u>80</u>	7		1.0000	1.0000	Unreleased	Receiving
		444	<u>36</u>	<u>80</u>	<u>8</u>		1.0000	1.0000	Unreleased	Receiving
Receipt Lines Pending Inspection		444	<u>36</u>	<u>80</u>	<u>9</u>		1.0000	1.0000	Unreleased	Receiving
Inspection		444	<u>36</u>	<u>80</u>	<u>10</u>		1.0000	1.0000	Unreleased	Receiving
		444	<u>36</u>	<u>80</u>	<u>11</u>		1.0000	1.0000	Unreleased	Receiving
Manual Buyer Messages		444	<u>36</u>	<u>80</u>	<u>12</u>		1.0000	1.0000	Unreleased	Receiving
		444	<u>36</u>	<u>80</u>	<u>13</u>		1.0000	1.0000	Unreleased	Receiving
Match Reconciliation Messages		444	<u>36</u>	<u>80</u>	<u>14</u>		1.0000	1.0000	Unreleased	Receiving
Vendor Return		444	<u>36</u>	80	<u>15</u>		1.0000	1.0000	Unreleased	Receiving
					< -					20 💌

Click for Previous Page

← C 👌 https://mingle35-porta	al.inforgov.com/IDAHO_TRN/e6db2828-a2d		Click to view more lines
Purchasing Receiver	📃 Buyer Message		
Forrest Benedict	Company 444 - DIVISION OF VETERANS SERVICES	Buyer JENNIFER JUSTIN	Purchase From
	Receiver Line 80 1	Purchase Order 36	Unit Cost 41.9700000
⊖ Search	Adjustment Document Number	PO Vendor 2311 - BRADY COMPANIES LLC	Received Date 8/1/2023 2:28:27 PM
Home	2311 Special	ltem -	Receiving Location BOISE HOME INVENTORY REPLENISHMENT (BOHM-NS)
Receive Items	Status Unreleased		
Receipt Adjustment	Message Date And Time 8/29/2023 1:34:53 PM		
Receipt Lines Pending Inspection	Buyer Error Mes	ssage (may be in different location	on on screen)
Inspection	Main Comments Additi	onal Information here	
Manual Buyer Messages	Unit Cost		
Match Reconciliation Messages	41.97000000		
Vendor Return	Receiver / Adjustment in Proce Receipt Quantity Excess Quanti 1.0000 CA 1.0000	ESS ty Unit Cost CA 41.9700 CA	Inspection Required No

Check all lines (received) in PO to Release

Purchasing Receiver		Buyer Mess	ages For Re	eceiver 80						
Forrest Benedict							Release	Create Manı	ual Message 🛛 🗁	<u> </u>
ē 🕁 dī 🗊 🖄 🖉		Company	Purchase	Purchase	Line Num	Adjustme	Receipt Q	Excess Qu	Status	Buyer Me
		444	<u>36</u>	<u>80</u>	1		1.0000	1.0000	Unreleased	Receiving
Q Search		444	<u>36</u>	<u>80</u>	2		1.0000	1.0000	Unreleased	Receiving
		444	<u>36</u>	<u>80</u>	<u>3</u>		1.0000	1.0000	Unreleased	Receiving
Home		444	<u>36</u>	<u>80</u>	<u>4</u>		1.0000	1.0000	Unreleased	Receiving
Receive Items		444	<u>36</u>	<u>80</u>	<u>5</u>		1.0000	1.0000	Unreleased	Receiving
Receipt AdjustmentReceipt Lines Pending InspectionInspectionManual Buyer MessagesMatch Reconciliation MessagesVendor Return										

Once Released, the P	O lines won't pop	ulate the Buyer Messa	ge Page	buyer i	viessuge	3	
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Purchasing Receiver	🗏 Buyer Messa	ges For Receiver 51					
Forrest Benedict				Cre	ate Manual Mess	sage 🗁 🗧	Ξ Ω
∍ .↓ ₫ [] 또 .⁄≧	Company	Purchase Purchase	Line Number Adjustmen	Receipt Qu	Excess Qu	Status	Buyer M
् Search							
Home							
Receive Items							
Receipt Adjustment							
Receipt Lines Pending Inspection							
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Manual Buyer Messages							
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Vendor Return							

Receiving Property All Agencies

Infor CloudSuite Financials & Supply Ma	anagement											Q Sta	rt Typing		Forrest B	enedict N	⊿ <	ļ
Purchasing Receiver	≡ P	urchase	Order Receipt 127						Release	Release A	nd Deliver	Release	And Deliver	No Backoro	iers ⊲	\triangleright	Q	
Forrest Benedict	Compan 230 - DE	γ ραρτμένιτ ς			Receipt						Status	od						
╒ \$ ↓ ₽ [] & ℤ	Purchase	a Order Rel	ease Code		Reference			Statu	ıs will	chan	ge aft	er cli	cking "	Relea	se"			
Q Search	Invoice b	oy mail																
Home	Purch	ase Order L	ines Receipt Lines * F	Receiver Comments (5)														
Receive Items	Purcha	ise Order I	lines													ŪΞ	Q	
Receipt Adjustment									Received		F	urchase Or	der	Car	ncel			
		Line	Item	Description X-Dark brown pants		Vendor	Item	Location	Quantity 2.0000	UOM PR	Remai	PR	Ship To SICI	Back	Remai	Inspect	Has Su	0
Receipt Lines Pending Inspection		2	2	X- Work boots		2	Special	SICI	1.0000	PR	0.0000	PR	SICI	No	No	No	N	10
Inspection							d D	51			1						20 💌	
Manual Buyer Messages																	20	
Match Reconciliation Messages																		
Vendor Return																		
Receipt Search																		
Match Reference Adjustment																		
+ View Other Information																		
+ Purchasing Lists																		
Create Report																		
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Receiving Property All Agencies Completed

Purchasing Receiver	≡ P	Purchase Order Receipt 120										Release	e 🗸	\triangleright	Q		
iorrest Benedict දා ල් 🗍 🖸 🖄 🦧	Compar 230 - DE Purchas <u>522</u>	ny E PARTMEN Se Order – J	T OF CORRECT Release Code	IONS			Receipt 120 Reference			Status Releas	sed						
∖ Search	Invoice	ice by mail															
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eceive Items	Receip	ot Lines													Đ	<u> </u>	Q
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eceipt Lines Pending Inspection		- 1	6627337	4512813	Special		2023-2024 Day Designer Peyton Monthly Academic Wall Calendar	NCRC	1.0000	EA	0.0000	EA	No	No	Released	/ Inspected	J
nspection		2	345660	345660	Special		Xerox® Vitality Colors%E2%84%A2 Color Multi-Use Printer & Co	NCRC	1.0000	EA	0.0000	EA	No	No	Released	/ Inspected	1
		3	7737A001	784038	Special		Canon® KP-36IP Tri-Color Ink Cartridge And Photo Paper Kit,	NCRC	1.0000	EA	0.0000	EA	No	No	Released	/ Inspected	
Ianual Buyer Messages		4	944898	944898	Special		Office Depot [®] Brand Pre-Inked Message Stamp, "Copy", Blue	NCRC	1.0000	EA	0.0000	EA	No	No	Released	/ Inspected	
latch Reconciliation Messages		5	196517	196517	Special		Boise® X-9® Multi-Use Printer & Copier Paper, Letter Size (8	NCRC	1.0000	EA	0.0000	EA	No	No	Released	/ Inspected	
		6	907354	907354	Special		uni-ball® Vision%E2%84%A2 Rollerball Pens, Fine Point, 0.7 m	NCRC	1.0000	EA	0.0000	EA	No	No	Released	/ Inspected	
endor Return																	50
leceipt Search																	

PO Receiving Has Been Completed