

Receiving Property

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Receiving Property

- Select Your purchase order
- Double Click to Open

1

3 Manage Purchase Order Receipts

Unreleased

Pending Two Step Receiving

Released

Ready To Archive

Drop Ship

Archived / Closed

All

Search

Unreleased Purchase Order Receipts

Receive All

Release

Create Receive All

	Company	Re...	Purchase O...	PO R...	PO C...	ID	Buyer Name	Date	ID
<input type="checkbox"/>	200	371	145			308026	Giffins, Lori Ann K.	12/1/2023 2:41:19 PM	31666
<input type="checkbox"/>	200	331	219			308026	Giffins, Lori Ann K.	11/17/2023 2:38:09 PM	28105
<input type="checkbox"/>	200	340	260		SPEC	308026	Giffins, Lori Ann K.	11/21/2023 7:30:05 AM	30338
<input type="checkbox"/>	200	342	260		SPEC	308026	Giffins, Lori Ann K.	11/21/2023 11:30:05 AM	30338
<input type="checkbox"/>	200	327	297			308026	Giffins, Lori Ann K.	11/17/2023 1:24:17 PM	2311
<input checked="" type="checkbox"/>	200	353	304			308026	Giffins, Lori Ann K.	11/29/2023 12:50:36 PM	875
<input type="checkbox"/>	200	320	311			308026	Giffins, Lori Ann K.	11/16/2023 1:55:45 PM	5956
<input type="checkbox"/>	200	344	341			308026	Giffins, Lori Ann K.	11/25/2023 11:30:02 AM	30338
<input type="checkbox"/>	200	375	343			308026	Giffins, Lori Ann K.	1/19/2024 8:54:35 AM	24482
<input type="checkbox"/>	200	347	354			308026	Giffins, Lori Ann K.	11/29/2023 7:30:04 AM	30338
<input type="checkbox"/>	200	349	354			308026	Giffins, Lori Ann K.	11/29/2023 11:30:07 AM	30338



Purchasing Receiver

Forrest Benedict



Search

Home

2

Receipts

Receipt Adjustment

Receipt Lines Pending Inspection

Receipt Inspections

Manual Buyer Messages


Match Reconciliation Messages

Receiving Property

Repeat for each line item

1. Enter Qty Received

3


Purchasing Receiver

☰ **Purchase Order Receipt 353**

Release
Release And Deliver
Release And Deliver No Backorders
Receive All

Company
200 - DEPARTMENT OF ADMINISTRATION

Purchase Order Release Code
[304](#)

Invoice by mail

Receipt
353

Reference Number

Status
Unreleased

☰ **Home**

Save
2

Purchase Order Lines

[Purchase Order Lines](#) | [Receipt Lines](#) | [Receiver](#) | [Comments \(1\)](#)

📄
🗑️
☰
🔍
⋮

	Line	Item	Description	Vendor Item	Ite...	Locat...	Received		Purchase Order			Cancel	
<input type="checkbox"/>							Quan...	UOM	Rem...	UOM	Ship To	Backorder	Ren
<input type="checkbox"/>	1	CF13DS/E/827	Satco S8366 lamps	CF13DS/E/827	Special		1	0.0000	1.0000	EA	CMPS	Default To Next Level	
<input type="checkbox"/>	2	473942	Philips 13T8/MAS/48-840//IF21/P/DIM lamps	473942	Special		0.0000		1.0000	EA	CMPS	Default To Next Level	
<input type="checkbox"/>	3	473942	Philips 13T8/MAS/48-840//IF21/P/DIM lamps	473942	Special		0.0000		1.0000	EA	CMPS	Default To Next Level	
<input type="checkbox"/>	4	22056962	ICF2S13H1LDK ballast	22056962	Special		0.0000		1.0000	EA	CMPS	Default To Next Level	
<input type="checkbox"/>	5	25406770	ICN2S28N35M ballast	25406770	Special		0.0000		1.0000	EA	CMPS	Default To Next Level	
<input type="checkbox"/>	6	476515	Philips 14T5HE/46-840//IF21/G/DIM lamps	476515	Special		0.0000		1.0000	EA	CMPS	Default To Next Level	
<input type="checkbox"/>	7	26352033	Ariadni, 3-Way Dimmer, Metal/Plastic, 120V ac, 600W, 60 Hz,	26352033	Special		0.0000		1.0000	EA	CMPS	Default To Next Level	

Receiving Property

Status will change to "Inspected/Inspected"

Purchase Order Receipt 353

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

Purchase Order Release Code: 304
 Reference Number

Invoice by mail

Receipt Lines * Receiver Comments (1)

Unreleased buyer messages exist

- If this message appears
- Go to Slide 7 to clear and complete

Line	Item	Vendor Item	Ite...	Manu...	Description	Received			Purchase Order		Subs...	Canc...	Status
						Locat...	Quan...	UOM	Rem...	UOM			
1	CF13DS/E/827	CF13DS/E/827	Special		Satco S8366 lamps	CMPS	1.0000	EA	0.0000	EA	No	No	Released / Inspected
2	473942	473942	Special		Philips 13T8/MAS/48-840//IF21/P/DIM lamps	CMPS	1.0000	EA	0.0000	EA	No	No	Released / Inspected
3	473942	473942	Special		Philips 13T8/MAS/48-840//IF21/P/DIM lamps	CMPS	1.0000	EA	0.0000	EA	No	No	Released / Inspected
4	22056962	22056962	Special		ICF2S13H1LDK ballast	CMPS	1.0000	EA	0.0000	EA	No	No	Released / Inspected
5	25406770	25406770	Special		ICN2S28N35M ballast	CMPS	1.0000	EA	0.0000	EA	No	No	Released / Inspected
6	476515	476515	Special		Philips 14T5HE/46-840//IF21/G/DIM lamps	CMPS	1.0000	EA	0.0000	EA	No	No	Released / Inspected
7	26352033	26352033	Special		Ariadni, 3-Way Dimmer, Metal/Plastic, 120V ac, 600W, 60 Hz,	CMPS	1.0000	EA	0.0000	EA	No	No	Released / Inspected

PO Receiving Has Been Completed

Receiving Property

Clearing Buyer Messages

Forrest Benedict

Purchasing Receiver

Search

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

☰ 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](#) Release Code: Reference Number: Unreleased buyer messages exist

Invoice by mail

Purchase Order Lines Receipt Lines * Receiver Comments (1)

Purchase Order Lines Add Substitute 📄 🗑️ ☰ 🔍 ⋮

	Line	Item	Description	Vendor Item	Ite...	Locat...	Received	UOM	Rem...	Purcha
<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

Click to view/clear buyer message

↓

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

↑

Receiving Property

Clearing Buyer Messages

Double click a line to view Buyer Message

The screenshot shows a software interface with a dark sidebar on the left and a main content area. The sidebar includes 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 content area has a blue header 'Buyer Messages For Receiver 353' and a table of data. The table has columns for checkboxes, Company, Purchase Order numbers, Line Number, Adjustment, Receipt Quantity, Excess Quantity, Status, and Buyer Message. The first row is highlighted, and its checkbox is enclosed in a red box. An orange arrow points from the instruction text above to this checkbox.

<input type="checkbox"/>	Company	Purchase Or...	Purchase Or...	Line Number	Adjustment ...	Receipt Qua...	Excess Quan...	Status	Buyer Messa...
<input type="checkbox"/>	200	304	353	1		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	200	304	353	2		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	200	304	353	3		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	200	304	353	4		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	200	304	353	5		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	200	304	353	6		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	200	304	353	7		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

Select all received lines to release



Buyer Messages For Receiver 353

Release Create Manual Message

<input checked="" type="checkbox"/>	Company	Purchase ...	Purchase ...	Line Num...	Adjustme...	Receipt Q...	Excess Qu...	Status	Buyer Mes...
<input checked="" type="checkbox"/>	200	304	353	1		1.0000	1.0000	Unreleased	Receiving
<input checked="" type="checkbox"/>	200	304	353	2		1.0000	1.0000	Unreleased	Receiving
<input checked="" type="checkbox"/>	200	304	353	3		1.0000	1.0000	Unreleased	Receiving
<input checked="" type="checkbox"/>	200	304	353	4		1.0000	1.0000	Unreleased	Receiving
<input checked="" type="checkbox"/>	200	304	353	5		1.0000	1.0000	Unreleased	Receiving
<input checked="" type="checkbox"/>	200	304	353	6		1.0000	1.0000	Unreleased	Receiving
<input checked="" type="checkbox"/>	200	304	353	7		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`. A red box highlights the back arrow icon in the browser's navigation bar. The application interface is titled "Buyer Messages For Receiver 353" and features a sidebar for user "Forrest Benedict" with a "Purchasing Receiver" role. The sidebar includes a search bar and a menu with options: Home, Receipts, Receipt Adjustment, and Receipt Lines Pending Inspection. The main content area displays a table with columns: Company, Purchase ..., Purchase ..., Line Num..., Adjustme..., Receipt Q..., Excess Qu..., Status, and Buyer M... The table is currently empty.

Receiving Property

Clearing Buyer Messages



Purchasing Receiver

Forrest Benedict

🏠 📧 📄 📁 📌 📝

🔍 Search

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

☰ Purchase Order Receipt 353 **Release** Release And Deliver Release And Deliver No Backorders

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

Purchase Order: [304](#) Release Code Reference Number

Invoice by mail

Purchase Order Lines Receipt Lines * Receiver Comments (1)

Purchase Order Lines Add Substitute 📄 🗑️ ☰ 🔍 ...

	Line	Item	Description	Vendor Item	Ite...	Locat...	Received Quan...
<input checked="" type="checkbox"/>	1	CF13DS/E/827	Satco S8366 lamps	CF13DS/E/827	Special	CMPS	1.0000
<input type="checkbox"/>	2	473942	Philips 13T8/MAS/48-840//IF21/P/DIM lamps	473942	Special	CMPS	1.0000
<input type="checkbox"/>	3	473942	Philips 13T8/MAS/48-840//IF21/P/DIM lamps	473942	Special	CMPS	1.0000
<input type="checkbox"/>	4	22056962	ICF2S13H1LDK ballast	22056962	Special	CMPS	1.0000
<input type="checkbox"/>	5	25406770	ICN2S28N35M ballast	25406770	Special	CMPS	1.0000
<input type="checkbox"/>	6	476515	Philips 14T5HE/46-840/IF21/G/DIM lamps	476515	Special	CMPS	1.0000
<input type="checkbox"/>	7	26352033	Ariadni, 3-Way Dimmer, Metal/Plastic, 120V ac, 600W, 60 Hz,	26352033	Special	CMPS	1.0000

Receiving Property

Clearing Buyer Messages

Status will change to "Inspected/Inspected"

Purchase Order Receipt 353

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

Purchase Order: 304
 Reference Number

Invoice by mail

Receipt Lines * Receiver Comments (1)

Line	Item	Vendor Item	Ite...	Manu...	Description	Locat...	Quan...	UOM	Rem...	UOM	Subs...	Canc...	Status
1	CF13DS/E/827	CF13DS/E/827	Special		Satco S8366 lamps	CMPS	1.0000	EA	0.0000	EA	No	No	Released / Inspected
2	473942	473942	Special		Philips 13T8/MAS/48-840//IF21/P/DIM lamps	CMPS	1.0000	EA	0.0000	EA	No	No	Released / Inspected
3	473942	473942	Special		Philips 13T8/MAS/48-840//IF21/P/DIM lamps	CMPS	1.0000	EA	0.0000	EA	No	No	Released / Inspected
4	22056962	22056962	Special		ICF2S13H1LDK ballast	CMPS	1.0000	EA	0.0000	EA	No	No	Released / Inspected
5	25406770	25406770	Special		ICN2S28N35M ballast	CMPS	1.0000	EA	0.0000	EA	No	No	Released / Inspected
6	476515	476515	Special		Philips 14T5HE/46-840//IF21/G/DIM lamps	CMPS	1.0000	EA	0.0000	EA	No	No	Released / Inspected
7	26352033	26352033	Special		Ariadni, 3-Way Dimmer, Metal/Plastic, 120V ac, 600W, 60 Hz,	CMPS	1.0000	EA	0.0000	EA	No	No	Released / Inspected

PO Receiving Has Been Completed