

Receive Property

Table of Contents


1. **Receive Items by Line Number** *(preferred way of Receiving)*.....Slides 3-6
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



Forrest Benedict



Home

Receive Items

Receipt Adjustment

Receipt Lines Pending Inspection

Inspection

Manual Buyer Messages

Match Reconciliation Messages

Vendor Return

Purchasing Receiver

Manage Purchase Order Receipts

Unreleased

Released

Ready To Archive

Drop Ship

Archived / Closed

All

Search

Audit History

Line Audit

Unreleased Purchase Order Receipts


Create Receive All ☐


			Purchase Order			Buyer		
<input type="checkbox"/>	Company = <input type="text"/>	Receipt = <input type="text"/>	Purchase Order = <input type="text"/>	PO R... = <input type="text"/>	PO C... [A] <input type="text"/>	ID = <input type="text"/>	Name [A] <input type="text"/>	Date = <input type="text"/>
<input type="checkbox"/>	954	14	2			280527	SCHUUR, CONNIE C.	8/29/2023 12:30:46 PM
<input type="checkbox"/>	951	29	9			292690	PERKINSON, LAURIE	7/28/2023 11:47:27 AM
<input type="checkbox"/>	951	23	4			292690	PERKINSON, LAURIE	7/27/2023 11:26:49 AM
<input type="checkbox"/>	444	80	36			270170	JUSTIN, JENNIFER M.	8/1/2023 2:28:27 PM
<input type="checkbox"/>	444	51	67			270170	JUSTIN, JENNIFER M.	8/1/2023 1:04:29 PM
<input type="checkbox"/>	444	49	19			282696	TRACY, JUDY M.	8/1/2023 11:22:44 AM
<input type="checkbox"/>	360	9	12			283885	DARON, WILLIAM R.	8/1/2023 9:30:11 AM
<input type="checkbox"/>	300	1	1			285014	CLEVE, ROBERT E.	7/21/2023 11:30:42 AM
<input type="checkbox"/>	230	127	108			274952	BROOKS, DAVID M.	7/31/2023 2:32:54 PM
<input type="checkbox"/>	230	126	94			274952	BROOKS, DAVID M.	7/26/2023 2:31:34 PM
<input type="checkbox"/>	230	120	522			274952	BROOKS, DAVID M.	7/28/2023 3:35:29 PM

Search for your Purchase Order to receive


Purchase Order Receipt

Search for PO →


Company * 


Purchase Order * 

Reference Number

Date, Time Received 

If asked for a date, pick a date before the PO was created →

Received Location 

Carrier 

Bill of Lading

☐ Reprint Receipt

Cancel **Submit**

Receive Property

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

6

Purchasing Receiver

Forrest Benedict

Search

Home

Receive Items

Receipt Adjustment

Receipt Lines Pending Inspection

Inspection

Manual Buyer Messages

Match Reconciliation Messages

Vendor Return

Purchase Order Receipt 15

Release

Release And Deliver

Release And Deliver No Backorders

Receive All

Status Unreleased

Press "Release" after Lines have been filled out and Saved

17

Invoice by mail

Purchase Order Lines

Receipt Lines

Receiver

Comments

Purchase Order Lines

	Line	Item	Description	Vendor Item	Ite...	Locat...	Received		Purchase Order				
							Quan...	UOM	Rem...	UOM	Ship To	Backord	
<input type="checkbox"/>	1	MAGIC ERASERS	Magic erasers	MAGIC ERASERS	Special		1 0.0000	3	2 1.0000	EA	4 IDFL	Default To Ne	
<input type="checkbox"/>	2	CLINIC JUICE BOXES	Juice boxes	CLINIC JUICE BOXES	Special		1 0.0000	3	2 0.0000	EA	4 IDFL	Default To Ne	

Save
5

1. Enter Qty Received
2. Shows Qty Ordered
3. Enter UOM
4. Shows the UOM for line item

Repeat for each line item

If no quantity shown
You can't receive the item

Receive Property

Infor CloudSuite Financials & Supply Management

Forrest Benedict

Purchasing Receiver

Purchase Order Receipt 15

Company: 957 - HEALTH DISTRICT VII (EASTERN IDAHO)

Receipt: 15

Purchase Order Release Code: 17

Reference

Invoice by mail

Receipt Lines * Receiver Comments

Receipt Lines

Vendor Item	Ite...	Manu...	Description	Locat...	Quan...	UOM	Rem...	UOM	Subs...	Canc...	Status	Ma...
MAGIC ERASERS	Special		Magic erasers	IDFL	1.0000	EA	0.0000	EA	No	No	Released / Inspected	
CLINIC JUICE BOXES	Special		Juice boxes	IDFL	1.0000	EA	0.0000	EA	No	No	Released / Inspected	

Status Released

Status Will change to "Released"

PO Receiving Has Been Completed

Receiving Property

All Agencies

Buyer Messages

Check with the Buyer about a message you have received

Purchasing Receiver

Forrest Benedict

Search

Home

Receive Items

Receipt Adjustment

Receipt Lines Pending Inspection

Inspection

Manual Buyer Messages

Match Reconciliation Messages

Vendor Return

Receipt Search

Match Reference Adjustment

Purchase Order Receipt 86

Release Release And Deliver Release And Deliver No Backorders

Buyer Messages

Company 230 - DEPARTMENT OF CORRECTIONS

Receipt 86

Status Unreleased

Purchase Order Release Code

Reference

Invoice by mail

Purchase Order Lines Receipt Lines * Receiver Comments

Purchase Order Lines

Add Substitute

						Received			Purchase Order			Cancel			
	Line	Item	Description	Vendor It...	Item...	Location	Quantity	UOM	Remai...	UOM	Ship To	Back...	Remai...	Inspec...	Has Su...
<input checked="" type="checkbox"/>	1	XPA8002	X Tissue Bath ECOSOFT	XPA8002	Special	TFCR	3.0000	CA	0.0000	CA	TFCR	No	No	No	No

All messages need to be cleared before the PO can be released

Unreleased buyer messages exist

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

Receiving Property

All Agencies

Buyer Messages

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

Purchasing Receiver
Forrest Benedict

Search

Home

Receive Items

Receipt Adjustment

Receipt Lines Pending Inspection

Inspection

Manual Buyer Messages

Match Reconciliation Messages

Vendor Return

Buyer Messages For Receiver 80

Release
Create Manual Message

	Company	Purchase ...	Purchase ...	Line Num...	Adjustme...	Receipt Q...	Excess Qu...	Status	Buyer Me...
<input checked="" type="checkbox"/>	444	36	80	1		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	444	36	80	2		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	444	36	80	3		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	444	36	80	4		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	444	36	80	5		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	444	36	80	6		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	444	36	80	7		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	444	36	80	8		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	444	36	80	9		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	444	36	80	10		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	444	36	80	11		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	444	36	80	12		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	444	36	80	13		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	444	36	80	14		1.0000	1.0000	Unreleased	Receiving
<input type="checkbox"/>	444	36	80	15		1.0000	1.0000	Unreleased	Receiving

20

Receiving Property

All Agencies

Buyer Messages

[Click for Previous Page](#)

[←](#) [↻](#) https://mingle35-portal.inforgov.com/IDAHO_TRN/e6db2828-a2c

Purchasing Receiver

Forrest Benedict

[Home](#)

[Receive Items](#)

[Receipt Adjustment](#)

[Receipt Lines Pending Inspection](#)

[Inspection](#)

[Manual Buyer Messages](#)

[Match Reconciliation Messages](#)

[Vendor Return](#)

Buyer Message

Company
444 - DIVISION OF VETERANS SERVICES

Receiver
80

Line
1

Adjustment Document Number

Item Detail
2311

Item Type
Special

Status
Unreleased

Message Date And Time
8/29/2023 1:34:53 PM

Buyer
JENNIFER JUSTIN

Purchase Order
36

PO Vendor
2311 - BRADY COMPANIES LLC

Item
-

Purchase From

Unit Cost
41.97000000

Received Date
8/1/2023 2:28:27 PM

Receiving Location
BOISE HOME INVENTORY REPLENISHMENT (BOHM-NS)

◀ ▶

Overreceived quantity

Main

Comments

Unit Cost

Receiver / Adjustment in Process

Receipt Quantity	Excess Quantity	Unit Cost	Inspection Required
1.0000 CA	1.0000 CA	41.9700 CA	No

[Click to view more lines](#)

Buyer Error Message (may be in different location on screen)

Additional Information here


10

Receiving Property

All Agencies








Buyer Messages

Check all lines (received) in PO to Release



Purchasing Receiver

Forrest Benedict



Home

Receive Items

Receipt Adjustment


Receipt Lines Pending Inspection

Inspection

Manual Buyer Messages


Match Reconciliation Messages


Vendor Return


 Buyer Messages For Receiver 80


Release








Create Manual Message





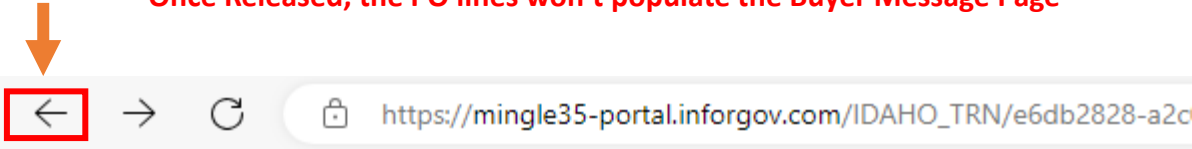




 	Company	Purchase ...	Purchase ...	Line Num...	Adjustme...	Receipt Q...	Excess Qu...	Status	Buyer Me...
	444	36	80	1		1.0000	1.0000	Unreleased	Receiving
	444	36	80	2		1.0000	1.0000	Unreleased	Receiving
	444	36	80	3		1.0000	1.0000	Unreleased	Receiving
	444	36	80	4		1.0000	1.0000	Unreleased	Receiving
	444	36	80	5		1.0000	1.0000	Unreleased	Receiving

Receiving Property
All Agencies
Buyer Messages

Once Released, the PO lines won't populate the Buyer Message Page



Purchasing Receiver

Forrest Benedict

Search

Home

Receive Items

Receipt Adjustment

Receipt Lines Pending Inspection

Inspection

Manual Buyer Messages

Match Reconciliation Messages

Vendor Return

Buyer Messages For Receiver 51

Create Manual Message

<input type="checkbox"/>	Company	Purchase ...	Purchase ...	Line Number	Adjustmen...	Receipt Qu...	Excess Qu...	Status	Buyer M...
<div></div> <div>No Data Available</div>									

Receiving Property All Agencies

Forrest Benedict

Home

Receive Items

Receipt Adjustment

Receipt Lines Pending Inspection

Inspection

Manual Buyer Messages

Match Reconciliation Messages

Vendor Return

Receipt Search

Match Reference Adjustment

+ View Other Information

+ Purchasing Lists

Create Report

Purchasing Receiver

Forrest Benedict

Search

Home

Receive Items

Receipt Adjustment

Receipt Lines Pending Inspection

Inspection

Manual Buyer Messages

Match Reconciliation Messages

Vendor Return

Receipt Search

Match Reference Adjustment

+ View Other Information

+ Purchasing Lists

Create Report

Purchase Order Receipt 127

Release

Release And Deliver

Release And Deliver No Backorders

Company

230 - DEPARTMENT OF CORRECTIONS

Receipt

127

Purchase Order

Release

Code

108

Reference

Status

Unreleased

Invoice by mail

Purchase Order Lines

Receipt Lines *

Receiver

Comments (5)

Purchase Order Lines

						Received			Purchase Order			Cancel			
<input type="checkbox"/>	Line	Item	Description	Vendor ...	Item...	Location	Quantity	UOM	Remai...	UOM	Ship To	Back...	Remai...	Inspect...	Has Su...
<input type="checkbox"/>	1	1	X-Dark brown pants	1	Special	SICI	2.0000	PR	0.0000	PR	SICI	No	No	No	No
<input type="checkbox"/>	2	2	X- Work boots	2	Special	SICI	1.0000	PR	0.0000	PR	SICI	No	No	No	No

<<

<

>

>>

20

Receiving Property

All Agencies

Completed

Purchasing Receiver ✓

forrest Benedict

Search

Home

Receive Items

Receipt Adjustment

Receipt Lines Pending Inspection

Inspection

Manual Buyer Messages

Match Reconciliation Messages

Vendor Return

Receipt Search

Purchase Order Receipt 120

Release

Company
230 - DEPARTMENT OF CORRECTIONS

Receipt
120

Status
Released

Purchase Order
Release
Code
522

Reference

Invoice by mail

Receipt Lines *
Receiver
Comments

Receipt Lines

							Received			Purchase Order					
	Line	Item	Ve...	Ite...	Manu...	Description	Locat...	Quan...	UOM	Rem...	UOM	Subst...	Canc...	Status	Ma.
	Line	[A]	[A]		[A]	[A]	[A]		[A]		[A]				
	1	6627337	4512813	Special		2023-2024 Day Designer Peyton Monthly Academic Wall Calendar	NCRC	1.0000	EA	0.0000	EA	No	No	Released / Inspected	
	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	
	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	
	4	944898	944898	Special		Office Depot® Brand Pre-Inked Message Stamp, "Copy", Blue	NCRC	1.0000	EA	0.0000	EA	No	No	Released / Inspected	
	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	

PO Receiving Has Been Completed