Receive Property

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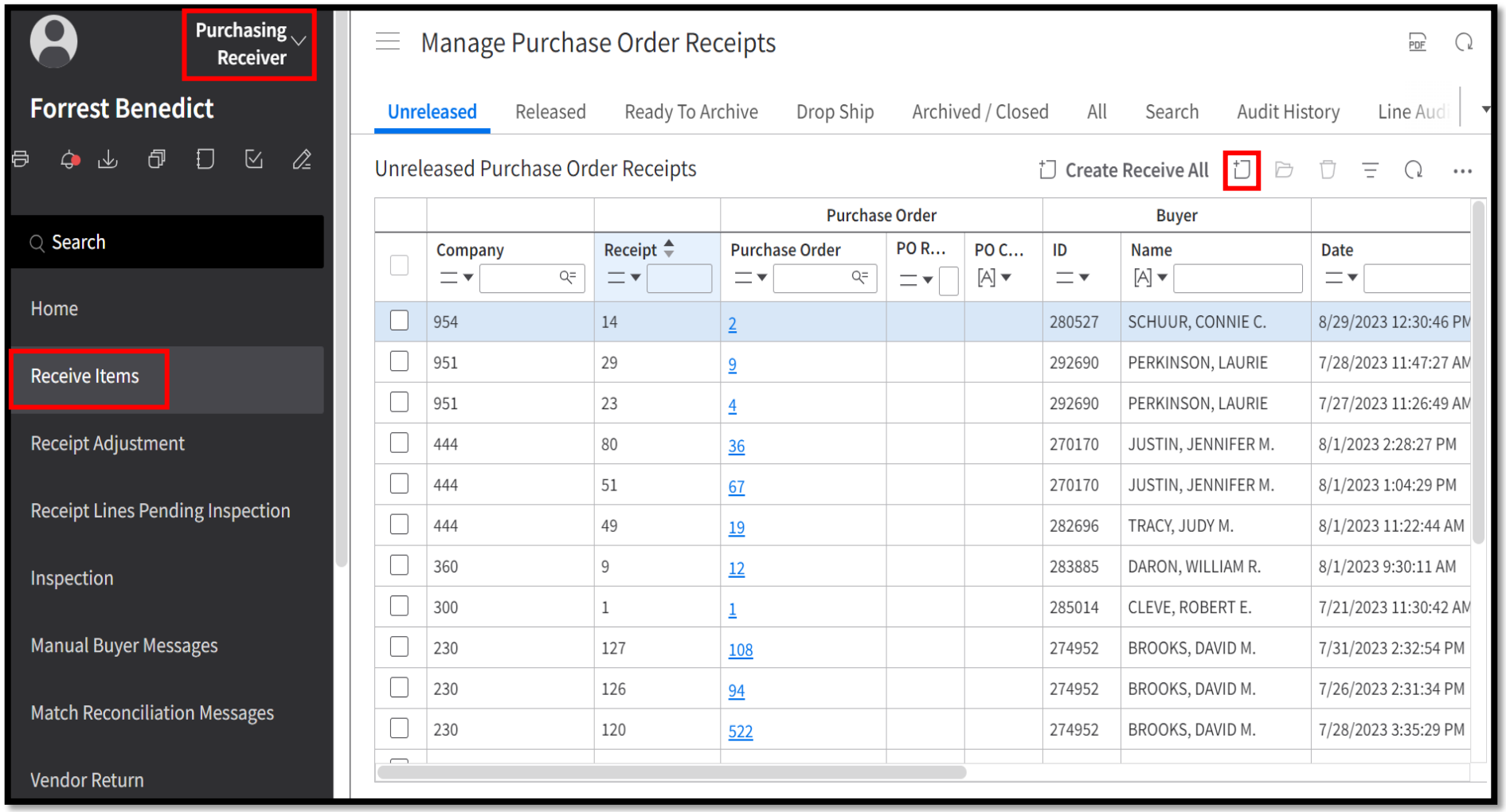
2. **Clearing Buyer Error Messages** *(Must clear all Error messages to Release)*……Slides 8-14

Receive Property

Receive PO by Line

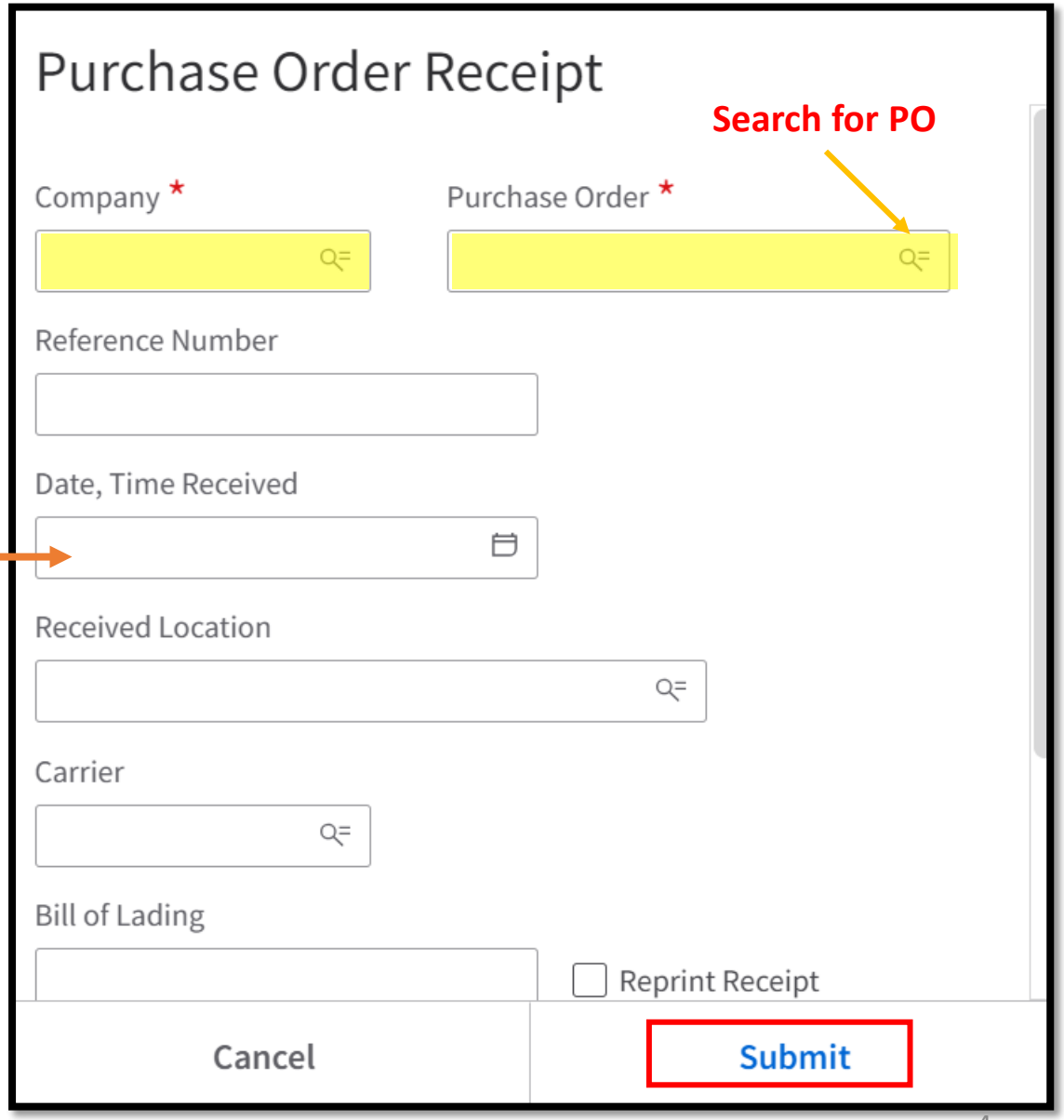
Click Numbers in Sequence

Click / Complete items in ☐ or highlighted in Yellow



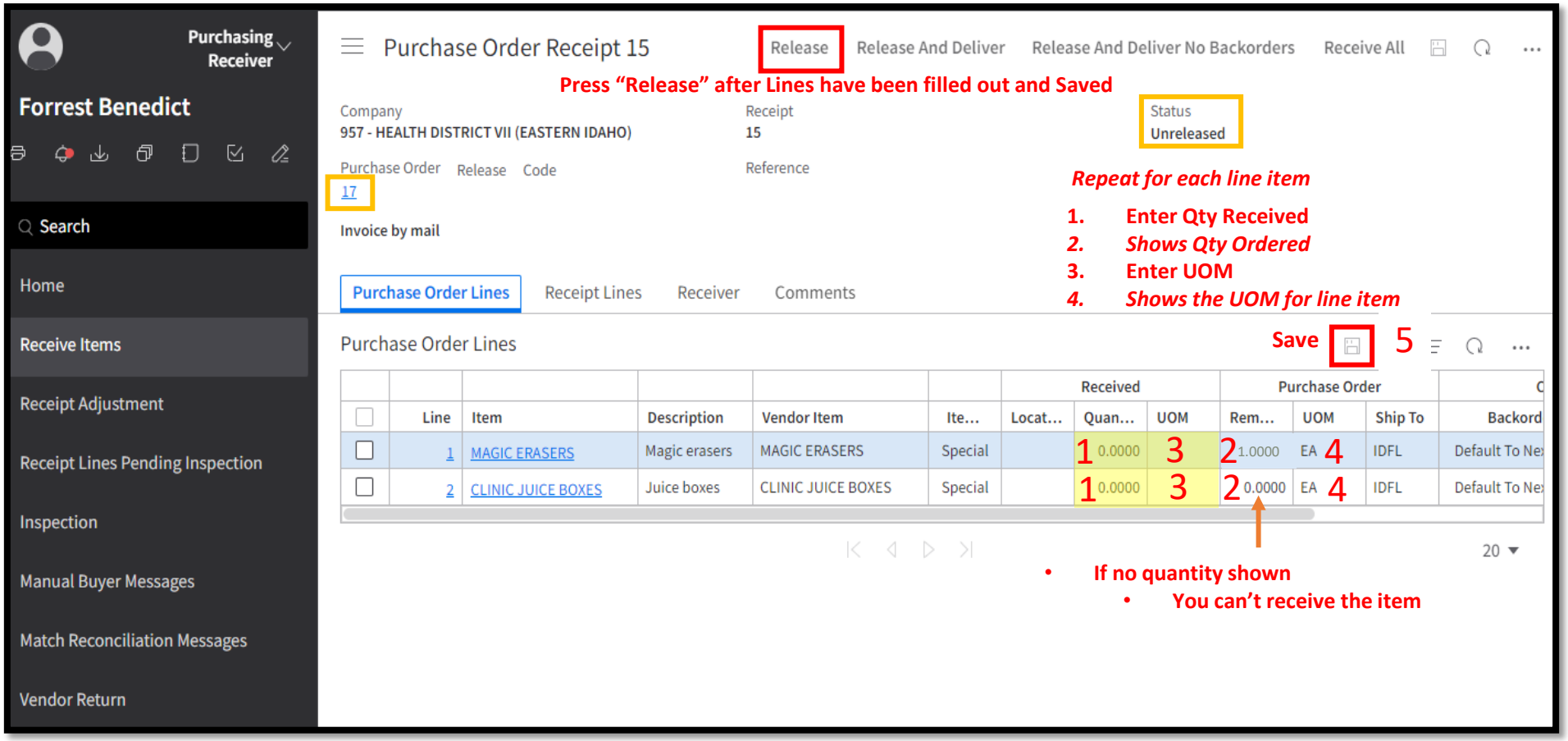
Search for your Purchase Order to receive

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

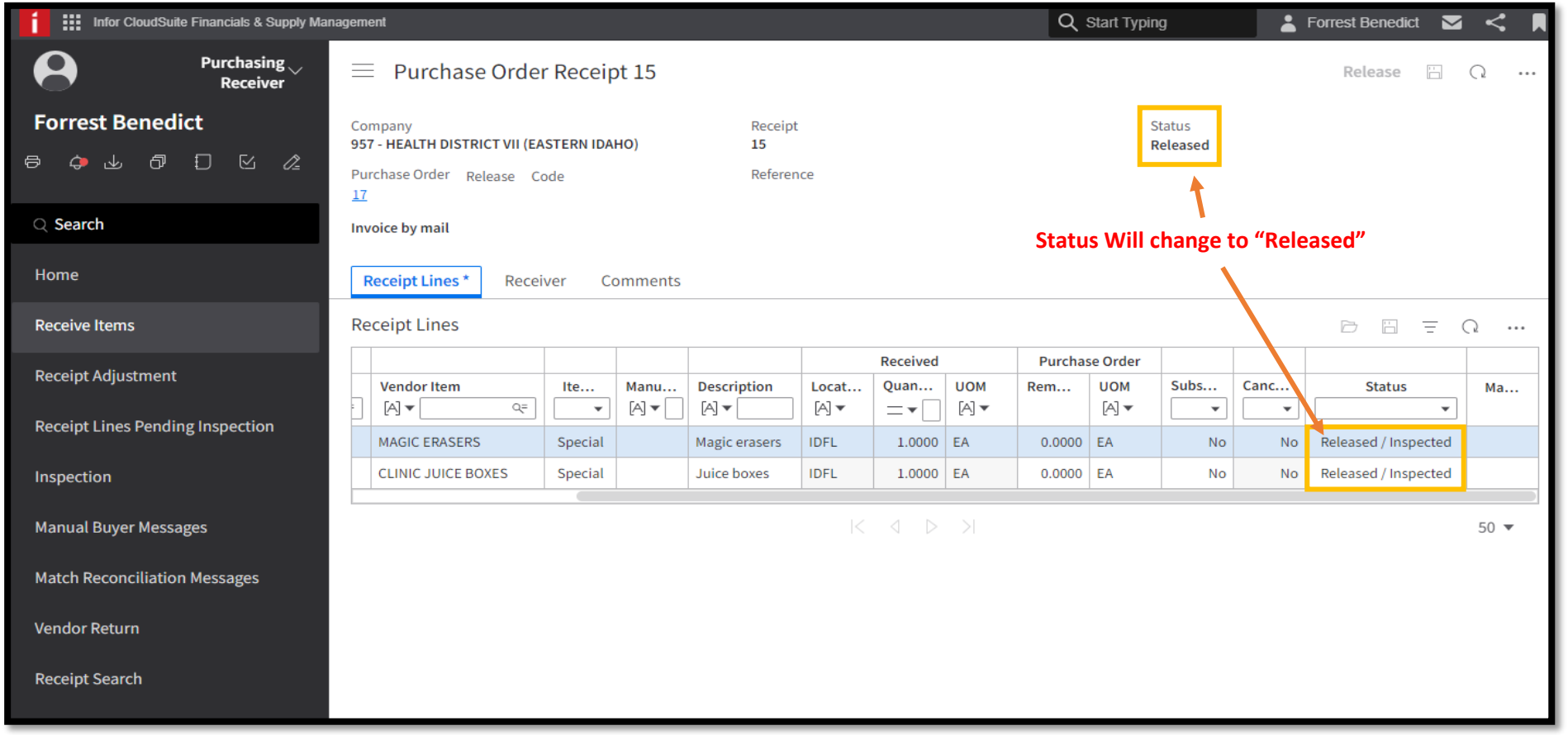


Receive Property

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



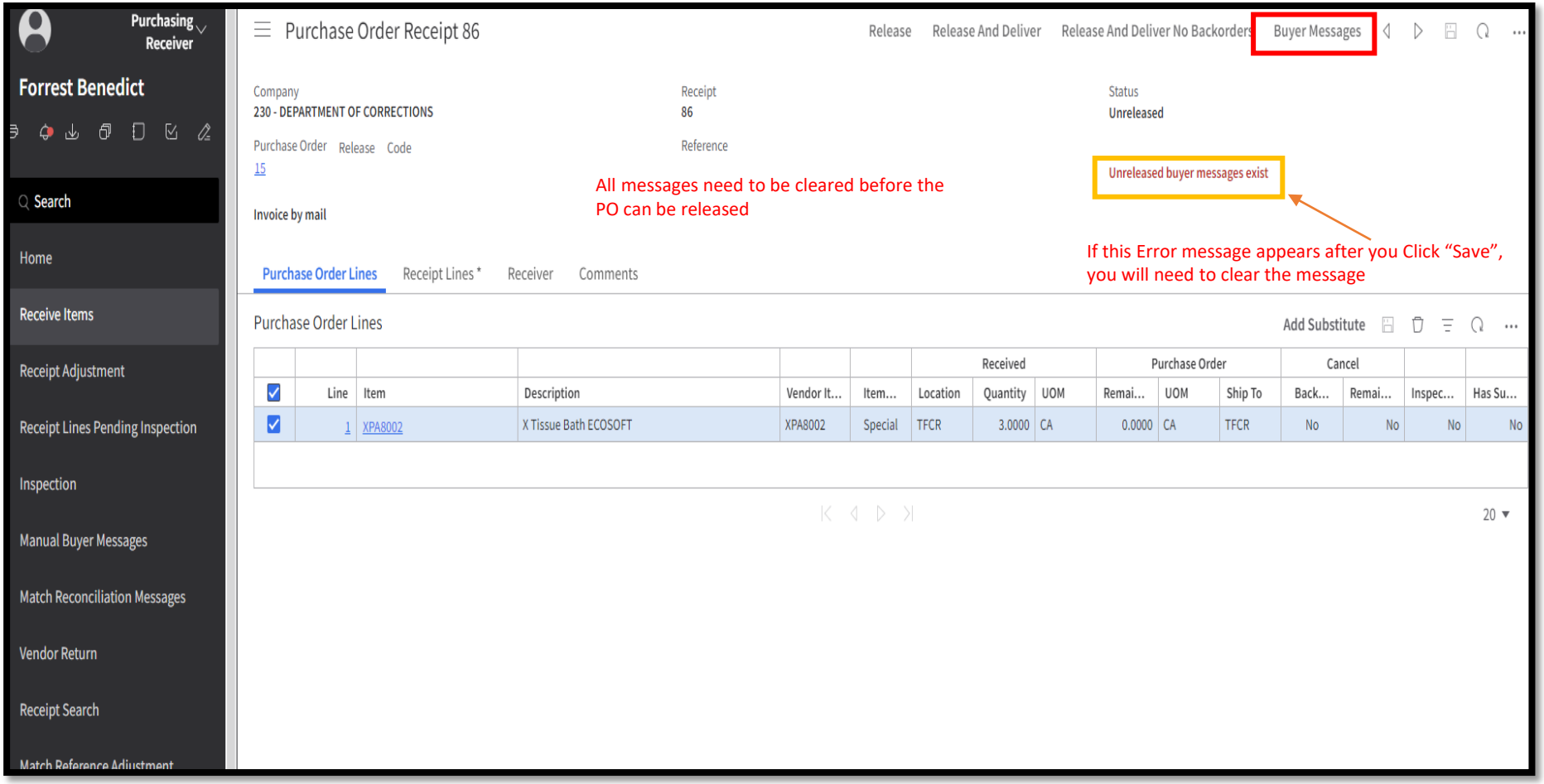
Receive Property



PO Receiving Has Been Completed

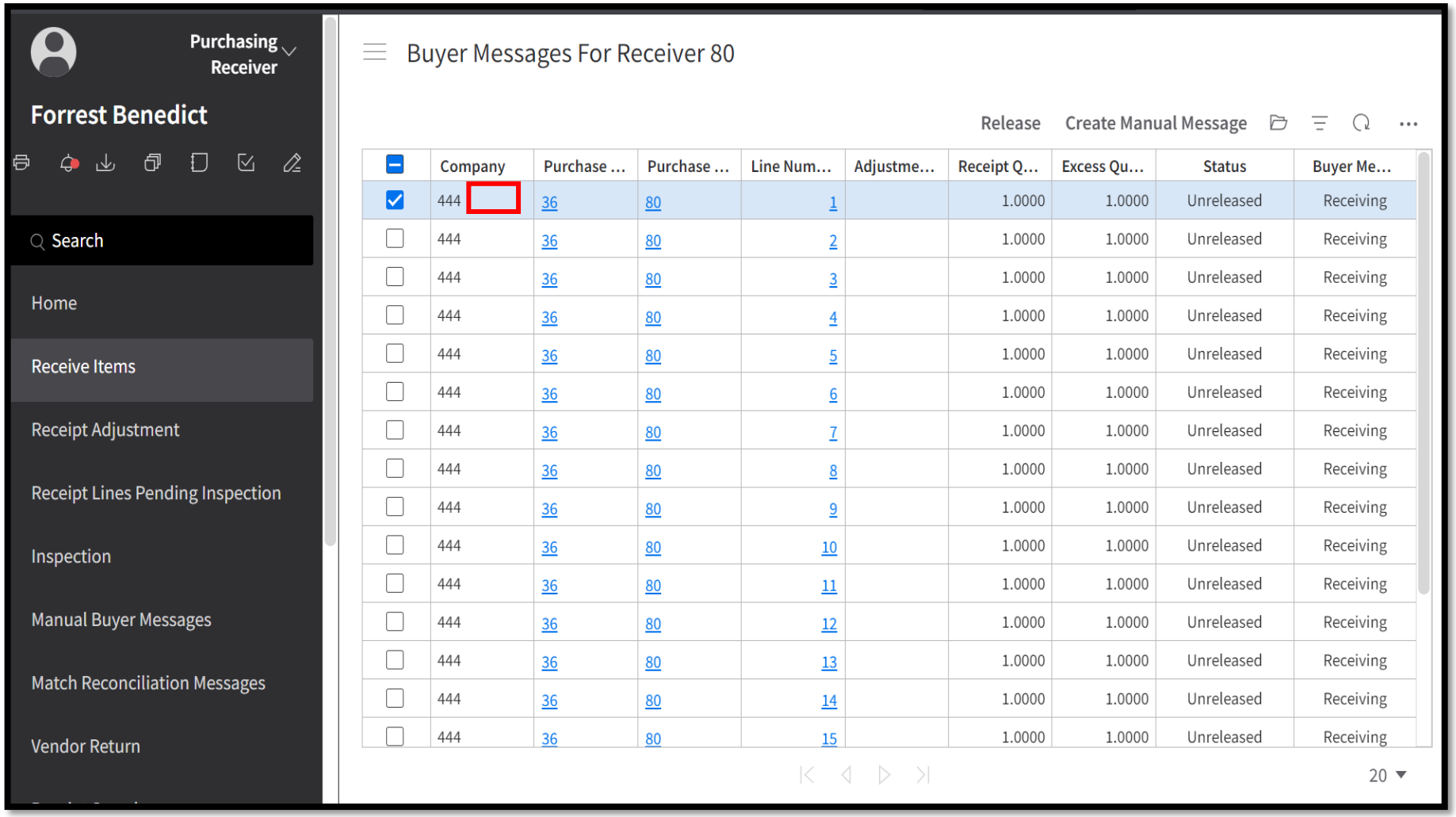
Receiving Property
All Agencies
Buyer Messages

Check with the Buyer about a message you have received



Receiving Property
All Agencies
Buyer Messages

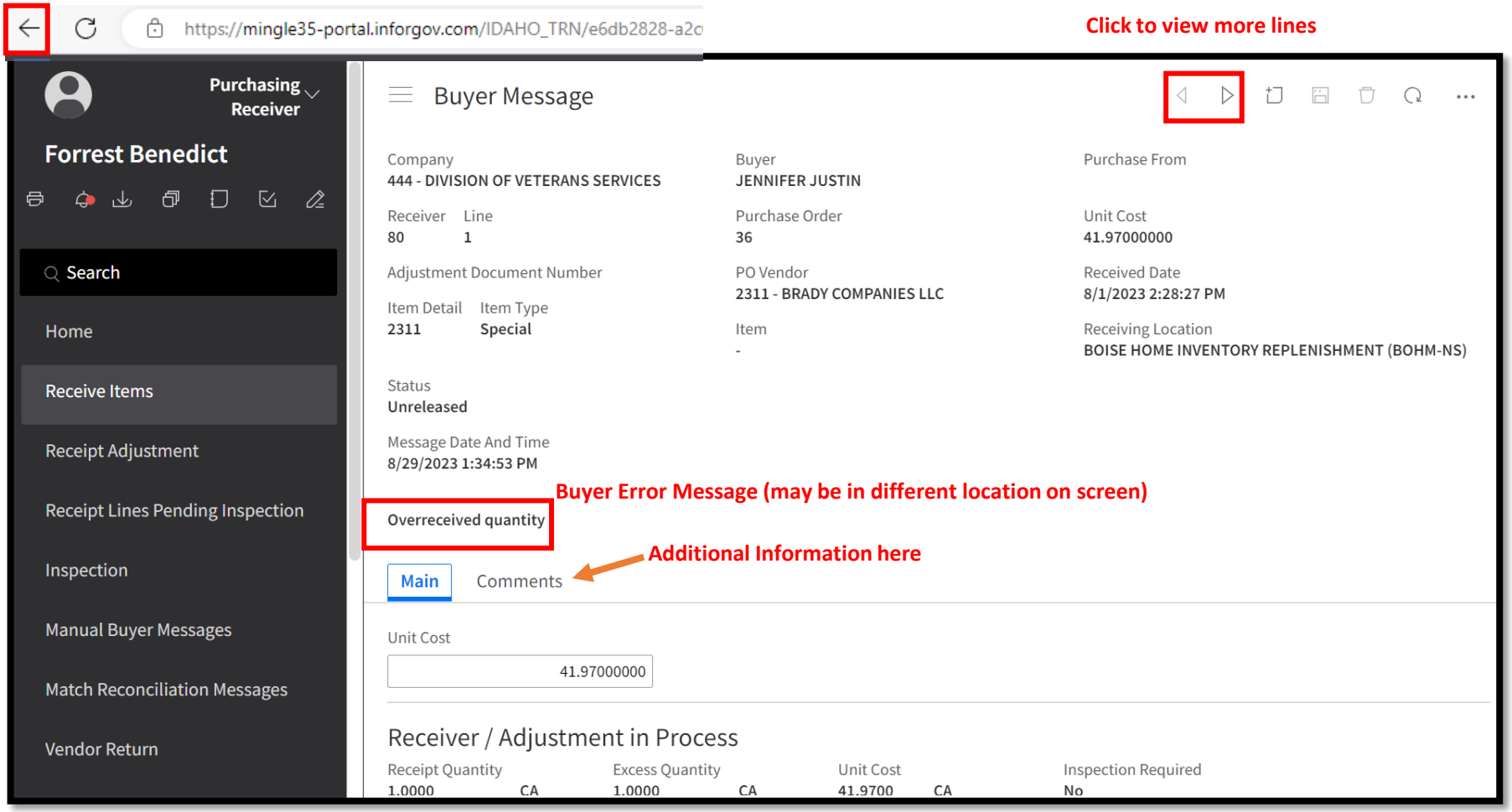
Double Click your PO (line item) (blank area) to check Message and Release



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
444	36	80	6		1.0000	1.0000	Unreleased	Receiving
444	36	80	7		1.0000	1.0000	Unreleased	Receiving
444	36	80	8		1.0000	1.0000	Unreleased	Receiving
444	36	80	9		1.0000	1.0000	Unreleased	Receiving
444	36	80	10		1.0000	1.0000	Unreleased	Receiving
444	36	80	11		1.0000	1.0000	Unreleased	Receiving
444	36	80	12		1.0000	1.0000	Unreleased	Receiving
444	36	80	13		1.0000	1.0000	Unreleased	Receiving
444	36	80	14		1.0000	1.0000	Unreleased	Receiving
444	36	80	15		1.0000	1.0000	Unreleased	Receiving

Receiving Property
All Agencies
Buyer Messages

Click for Previous Page



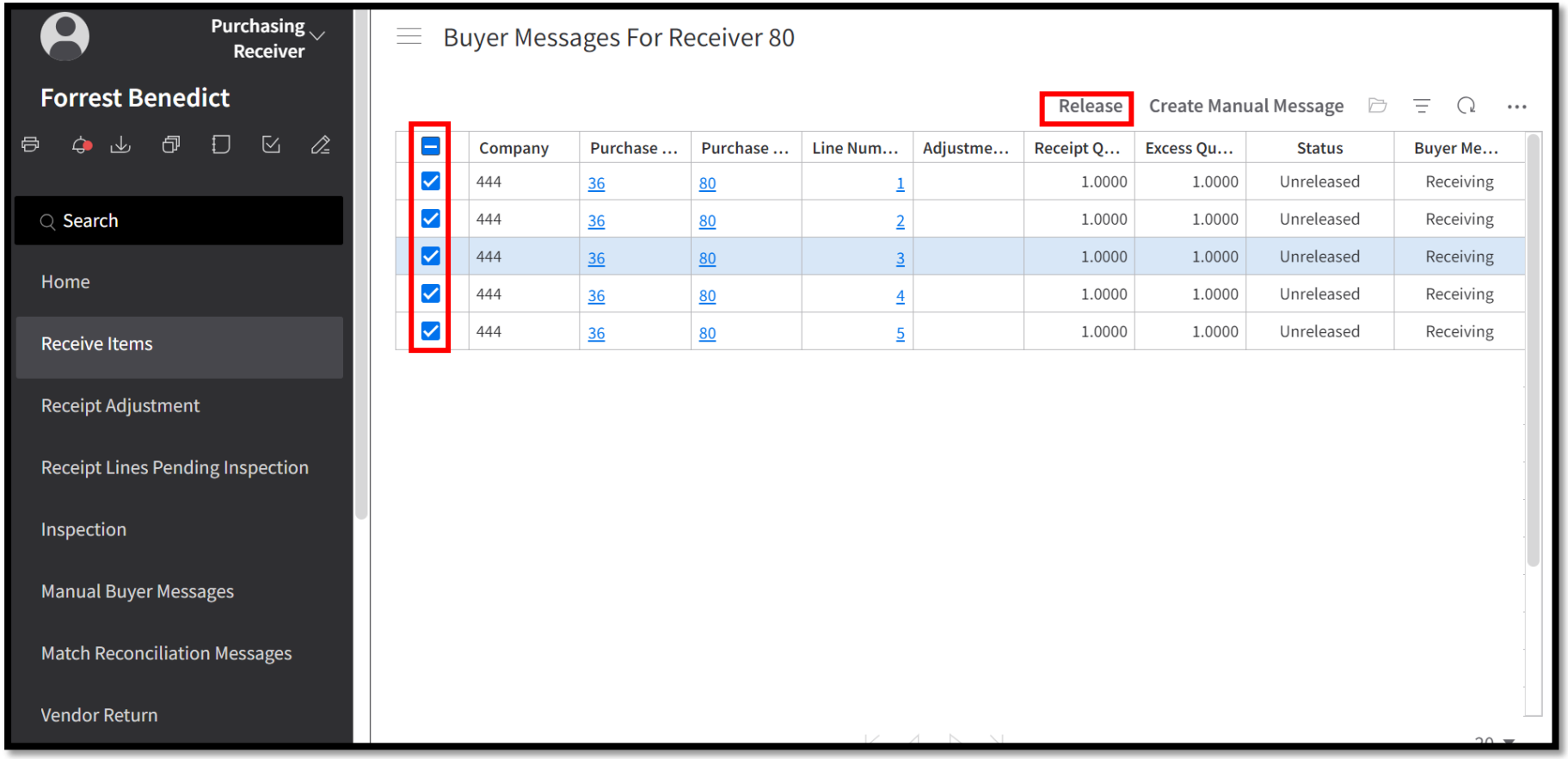
Click to view more lines

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

Additional Information here

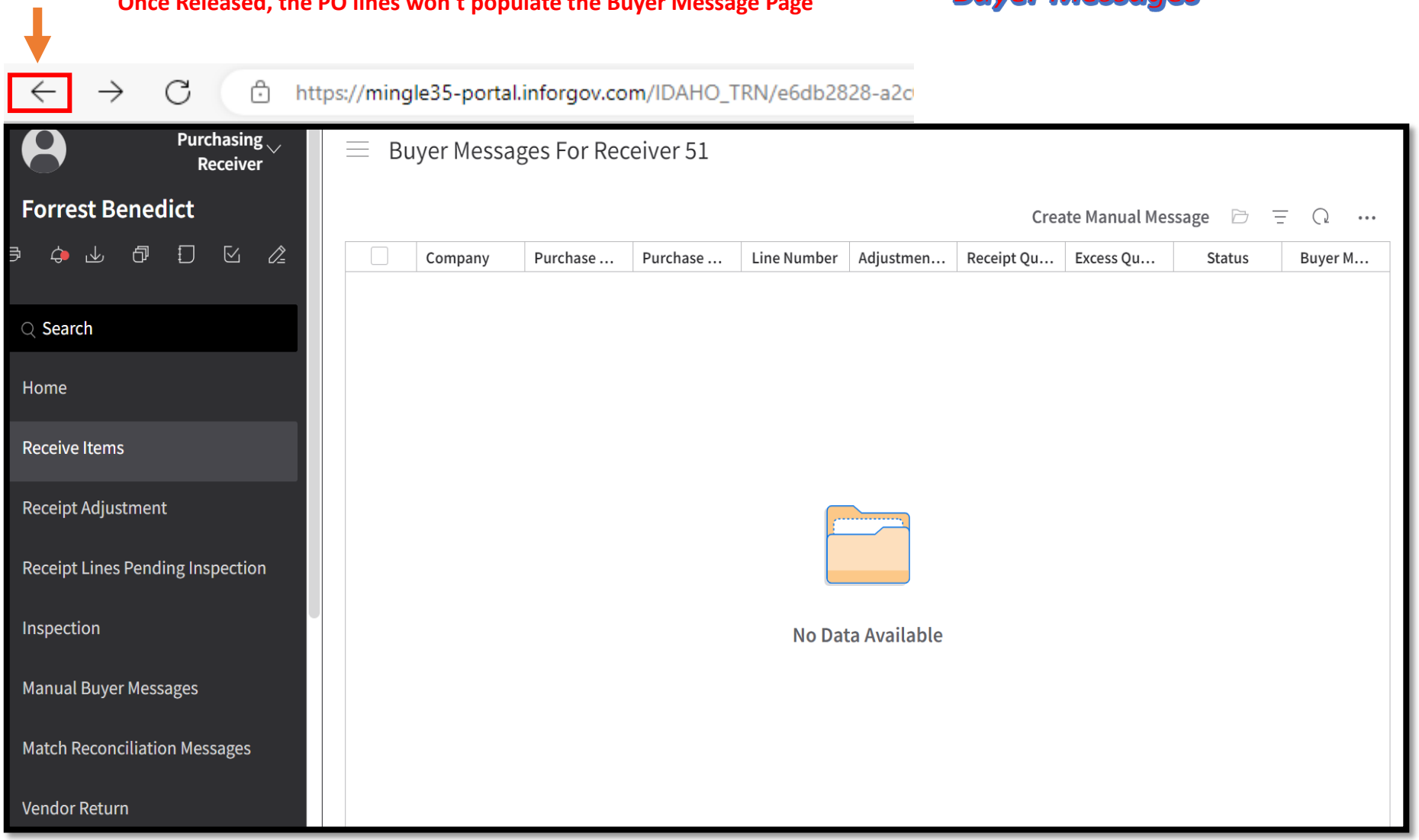
Receiving Property
All Agencies
Buyer Messages

Check all lines *(received)* in PO to Release

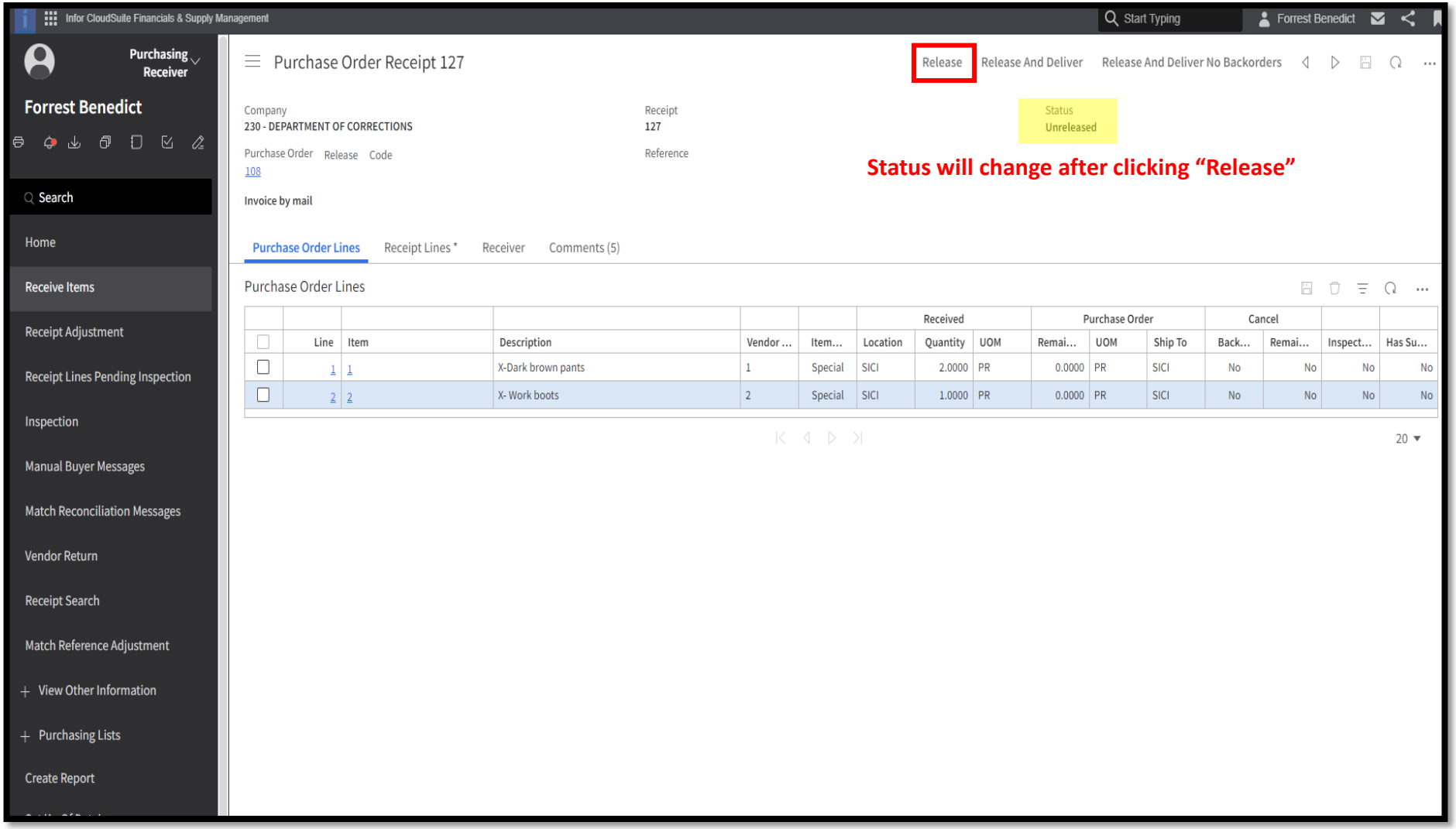


Receiving Property
All Agencies
Buyer Messages

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



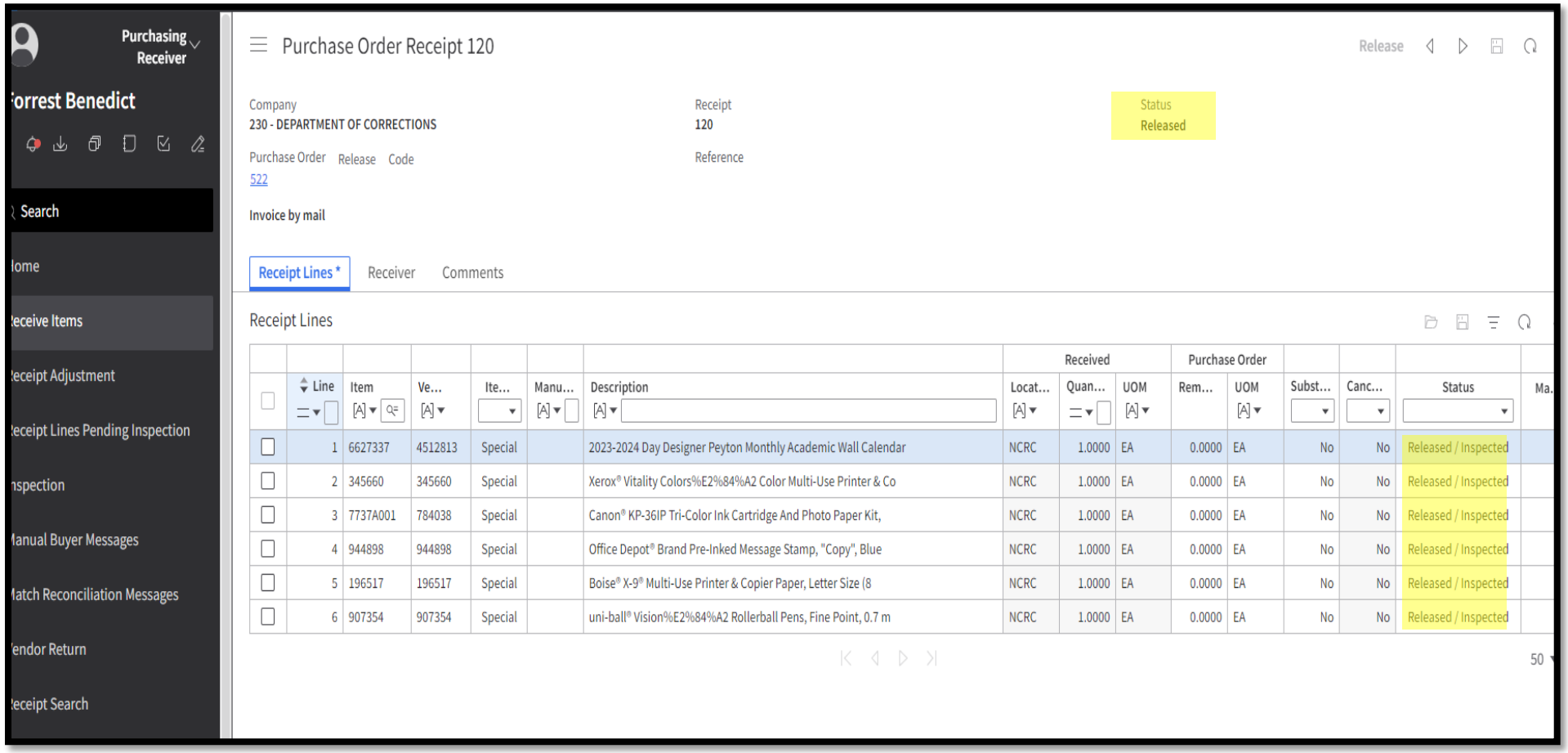
Receiving Property
All Agencies



Receiving Property

All Agencies

Completed



PO Receiving Has Been Completed