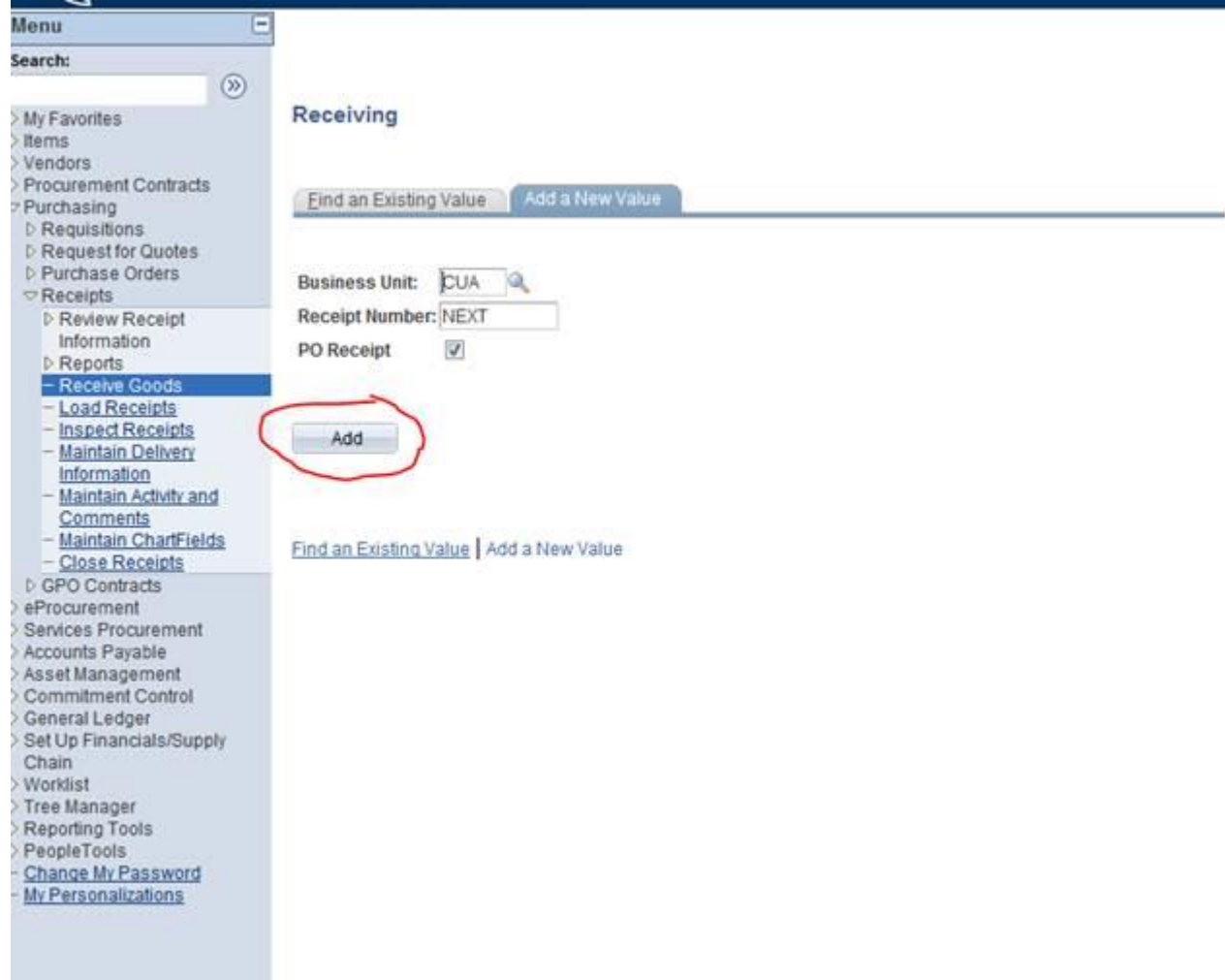


Step 1: Go to Receipts menu, click Receive Goods, click Add (make sure the PO receipt check box is checked).



Step 2: Make sure to erase everything in the box and then put your PO No. on the ID: box (see highlighted portion). Click Search.

Select Purchase Order

Search Criteria

| | | | |
|------------------|---|-------------------------|--|
| PO Unit: | <input type="text"/> | Days +/- Today: | <input type="text"/> |
| ID: | <input type="text" value="P.O. No."/> | Start Date: | <input type="text"/> |
| Line / Schedule: | <input type="text"/> / <input type="text"/> | End Date: | <input type="text"/> |
| Release: | <input type="text"/> | Vendor Name: | <input type="text"/> Vendor Lookup |
| Item ID: | <input type="text"/> | Vendor Item ID: | <input type="text"/> |
| Ship To: | <input type="text"/> | Manufacturer ID: | <input type="text"/> |
| Ship Via: | <input type="text"/> | Manufacturer's Item ID: | <input type="text"/> |

Retrieve Open PO Schedules

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Step 3: Click the checkbox and then OK.

Select Purchase Order

Search Criteria

| | | | |
|------------------|---|-------------------------|--|
| PO Unit: | <input type="text"/> | Days +/- Today: | <input type="text"/> |
| ID: | <input type="text" value="0000083817"/> | Start Date: | <input type="text"/> |
| Line / Schedule: | <input type="text"/> / <input type="text"/> | End Date: | <input type="text"/> |
| Release: | <input type="text"/> | Vendor Name: | <input type="text"/> Vendor Lookup |
| Item ID: | <input type="text"/> | Vendor Item ID: | <input type="text"/> |
| Ship To: | <input type="text"/> | Manufacturer ID: | <input type="text"/> |
| Ship Via: | <input type="text"/> | Manufacturer's Item ID: | <input type="text"/> |

Retrieve Open PO Schedules

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows

| Selected Rows | Shipping Related | More Details | | | | | | | | |
|-------------------------------------|------------------|--------------|------|-------|---------|------------|--------|---------------|------|--------------------------------|
| Sel | PO Unit | PO ID | Line | Sched | Release | Due Date | PO Qty | Prior Receipt | Item | Description |
| <input checked="" type="checkbox"/> | CUA | 0000083817 | 1 | 1 | | 05/04/2015 | 1.0000 | | | Rental Fees SR Orchestral GORH |

[Select All](#) [Clear All](#)

Step 4: Click Save.

Maintain Receipts

Receiving

Business Unit: CUA Receipt Status: Open **X**
Receipt ID: NEXT [Add Header Comments](#) [Activities](#)
[Header Details](#)

Header

Select Purchase Order [Close Short All Lines](#) [Print Delivery Report](#) [Run PO Receipt Approval](#)

Receipt Lines [Personalize](#) | [End](#) | [View All](#) | [Print](#) | [Up](#)

| Line | Item | Description | Receipt Qty | Receipt Price | Accept Qty | Status | Close Short | Serial | Device Track | Device Track |
|------|------|--|-------------|---------------|------------|--------|--------------------------|--------------------------|--------------------------|------------------------------|
| 1 | | Rental Fees SR Orchestral GORH | 1.0000 | 1157.44000 | 1.0000 | Open | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Device Track |

Run Close Short [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Up](#)

Step 5: Your Receipt Status should change to Fully Received.

Maintain Receipts

Receiving

Business Unit: CUA Receipt Status: Fully Received **X**
Receipt ID: 0000036188 [Add Header Comments](#) [Activities](#)
[Header Details](#) [Document Status](#)

Header

Select Purchase Order [Close Short All Lines](#) [Print Delivery Report](#) [Run PO Receipt Approval](#)

Receipt Lines [Personalize](#) | [End](#) | [View All](#) | [Print](#) | [Up](#)

| Line | Item | Description | Receipt Qty | Receipt Price | Accept Qty | Status | Close Short | Serial | Device Track | Device Track |
|------|------|--|-------------|---------------|------------|----------|--------------------------|--------------------------|--------------------------|------------------------------|
| 1 | | Rental Fees SR Orchestral GORH | 1.0000 | 1157.44000 | 1.0000 | Received | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Device Track |

Run Close Short [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Up](#)

To review if PO was received:

The screenshot displays a 'Purchase Order Inquiry' window. The main header shows 'Purchase Order' with details: Business Unit: CJA, PO ID: 0000083817, PO Status: Dispatched, and Budget Status: Valid. The 'Header' section includes PO Date (05/04/2015), Vendor Name (BOOSEYHAWK-001), Vendor ID (0000000245), Buyer (Richelle Aine A. Torres), and PO Reference (Online Src From Req 0000041617). A red circle highlights the 'Receipt Status' field, which is set to 'Received'. Other fields include 'Doc Tol Status: Valid', 'Backorder Status: Not Backordered', and 'Hold From Further Processing' (unchecked). An 'Amount Summary' table shows Merchandise (1,157.44), Freight/Tax/Misc. (0.00), Total (1,157.44 USD), and Encumbrance Balance (1,157.44 USD). A 'Lines' table at the bottom contains one entry: Line 1, Item ID, Item Description 'Rental Fees SR Orchestral GORH', Category 'RENTALS', PO Qty 1.0000, UOM EA, Merchandise Amount 1,157.44 USD, and Status 'Approved'. The interface includes a left-hand menu with various options like 'Purchase Orders', 'Reports', and 'Budget Check', and top navigation buttons for 'New Window', 'Help', and 'Personalize Page'.