

## Partial Receiving

Step 1: Check if the PO is already received in the Cardinal Financials.

Step 2: Type the PO No. in the PO ID Box. Click Search.

### Purchase Order Inquiry

#### Purchase Order

Business Unit: CUA  
 PO ID: 0000084642  
 Change Order: 1

PO Status: Dispatched  
 Budget Status: Valid

#### Header

PO Date: 08/14/2015  
 Vendor Name: CDWGOVERN-001  
 Vendor ID: 0000014275 [Vendor Details](#)  
 Buyer: Richelle  
 Aime A.  
 Torres

Doc Tol Status: Valid  
 Backorder Status: Not Backordered  
 Receipt Status: Not Recv'd  
 Hold From Further Processing

#### PO Reference:

Online Src From Req 0000043673

#### Amount Summary

Merchandise: 6,454.00  
 Freight/Tax/Misc.: 0.00  
 Total: 6,454.00 USD  
 Encumbrance Balance: 0.00 USD

[Header Details](#)  
[Header Comments](#)  
[Change Order](#)

[Document Status](#)

[All RTV](#)  
[Matching](#)  
[Activity Summary](#)

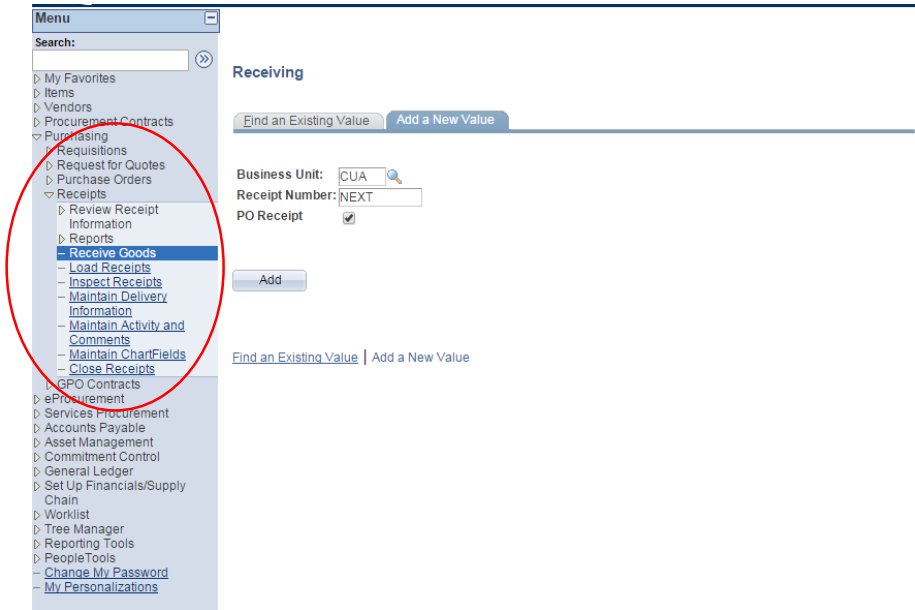
Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		ThinkCenter M93 Tiny	COMP	7.0000	EA	4,578.00 USD	Approved
2		Lenovo Tiny in One 23" Monitor	COMP	5.0000	EA	1,145.00 USD	Approved
3		Tiny Power Adapter	COMP	7.0000	EA	273.00 USD	Approved
4		CO TO PO# 84642 -additional 2	COMP	2.0000	EA	458.00 USD	Approved

[Return to Search](#) [Notify](#)

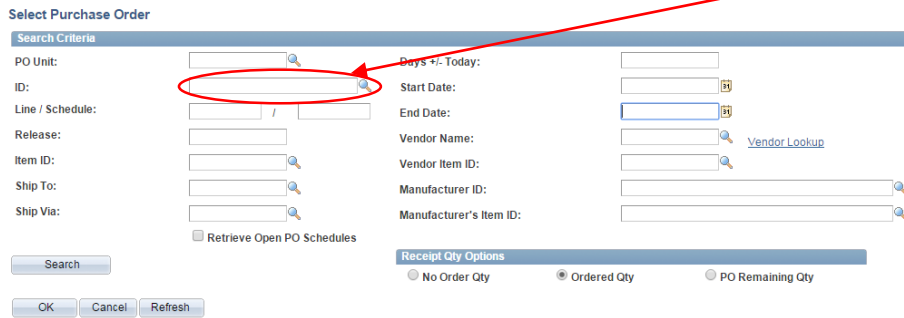
[Related Links](#)

Step 3. To receive an item in the PO, go to the following Menu.

Step 4. Click Add.



Step 5. Delete all\* the words (uncheck the check box) pre-completed in this page and type the PO No. to be received in the ID box.



\*if there are no items found using the above instructions, type in the CUA in the PO Unit and click Search.

**Select Purchase Order**

**Search Criteria**

PO Unit:  Days +/- Today:

ID:  Start Date:

Line / Schedule:  /  End Date:

Release:  Vendor Name:  [Vendor Lookup](#)

Item ID:  Vendor Item ID:

Ship To:  Manufacturer ID:

Ship Via:  Manufacturer's Item ID:

Retrieve Open PO Schedules

**Receipt Qty Options**

No Order Qty  Ordered Qty  PO Remaining Qty

**Retrieved Rows**

Selected Rows Shipping Related More Details

Set	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	CUA	0000084642	1	1		08/19/2015	7.0000			ThinkCenter M93 Tiny
<input type="checkbox"/>	CUA	0000084642	2	1		08/19/2015	5.0000			Lenovo Tiny in One 23" Monitor
<input type="checkbox"/>	CUA	0000084642	3	1		08/19/2015	7.0000			Tiny Power Adapter
<input type="checkbox"/>	CUA	0000084642	4	1		09/04/2015	2.0000			CO TO PO# 84642 : additional 2

Select All  Clear All

Step 6. Check the checkbox for only those items that will be received. Click Ok.

- For this example, assuming that we only received the ff.:

- ThinkCentre M93 Tiny 2 units
- Tiny Power Adapter 2 units

**Select Purchase Order**

**Search Criteria**

PO Unit:  Days +/- Today:

ID:  Start Date:

Line / Schedule:  /  End Date:

Release:  Vendor Name:  [Vendor Lookup](#)

Item ID:  Vendor Item ID:

Ship To:  Manufacturer ID:

Ship Via:  Manufacturer's Item ID:

Retrieve Open PO Schedules

**Receipt Qty Options**

No Order Qty  Ordered Qty  PO Remaining Qty

**Retrieved Rows**

Selected Rows Shipping Related More Details

Set	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	CUA	0000084642	1	1		08/19/2015	7.0000			ThinkCenter M93 Tiny
<input type="checkbox"/>	CUA	0000084642	2	1		08/19/2015	5.0000			Lenovo Tiny in One 23" Monitor
<input checked="" type="checkbox"/>	CUA	0000084642	3	1		08/19/2015	7.0000			Tiny Power Adapter
<input type="checkbox"/>	CUA	0000084642	4	1		09/04/2015	2.0000			CO TO PO# 84642 : additional 2

Select All  Clear All

Step 7. Type in the quantity received in the Receipt Qty box. Click Save.

**Maintain Receipts**  
**Receiving**

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

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Header

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

**Receipt Lines**      [More Details](#)      [Links and Status](#)      [Item / Mfg Data](#)      [Optional Input](#)      [Source Information](#)      [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1-2](#)

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status
1		ThinkCenter M93 Tiny	<input type="text" value="2.0000"/>	EA	654.00000	7.0000	Open	<input type="checkbox"/>			EA	Pending
2		Tiny Power Adapter	<input type="text" value="2.0000"/>	EA	39.00000	7.0000	Open	<input type="checkbox"/>			EA	Pending

Run Close Short      [Interface Asset Information](#)

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

Page should look like this with the 2 units already received.

**Maintain Receipts**  
**Receiving**

Business Unit: CUA      Receipt Status: Fully Received ✘  
 Receipt ID: 0000040452      [Add Header Comments](#)      [Activities](#)  
[Header Details](#)      [Document Status](#)

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Header

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

**Receipt Lines**      [More Details](#)      [Links and Status](#)      [Item / Mfg Data](#)      [Optional Input](#)      [Source Information](#)      [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1-2](#)

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status
1		ThinkCenter M93 Tiny	<input type="text" value="2.0000"/>	EA	654.00000	2.0000	Received	<input type="checkbox"/>			EA	Pending
2		Tiny Power Adapter	<input type="text" value="2.0000"/>	EA	39.00000	2.0000	Received	<input type="checkbox"/>			EA	Pending

Run Close Short      [Interface Asset Information](#)

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

PO will indicate that it is Partially Received.

**Purchase Order Inquiry**  
**Purchase Order**

Business Unit: CUA      PO Status: Dispatched  
 PO ID: 0000084642      Budget Status: Valid  
 Change Order: 1

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Header

PO Date: 08/14/2015      Doc Tot Status: Valid  
 Vendor Name: CDWGOVERN-001      Backorder Status: Not Backordered  
 Vendor ID: 0000014275      **Receipt Status: Partial** ✘  
 Buyer: Richelle Torres       Hold From Further Processing

PO Reference: Online Src From Req 0000043673

[Header Details](#)      [All RTV](#)      [Document Status](#)  
[Header Comments](#)      [Matching](#)  
[Change Order](#)      [Activity Summary](#)

**Amount Summary**

Merchandise:	6,454.00
Freight/Tax/Misc.:	0.00
<b>Total:</b>	<b>6,454.00 USD</b>
Encumbrance Balance:	0.00 USD

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**Lines**      [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1-4](#) of 4 | [Last](#)

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status		
1		ThinkCenter M93 Tiny	COMP	7.0000	EA	4,578.00 USD	Approved		
2		Lenovo Tiny in One 23" Monitor	COMP	5.0000	EA	1,145.00 USD	Approved		
3		Tiny Power Adapter	COMP	7.0000	EA	273.00 USD	Approved		
4		CO TO PO# 84642 .additional 2	COMP	2.0000	EA	458.00 USD	Approved		

[Return to Search](#)   [Notify](#)      [Related Links](#)

To receive the remaining items, follow **steps 3 to 7**.