

Receipting on Blanket PO's

Purchasing > Receipts > Add/update Receipts > Add a new value
Receiving

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:

Receipt Number:

PO Receipt

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Enter PO ID in the ID: field and click search

Select Purchase Order

Search Criteria

PO Unit:	<input type="text" value="UMN01"/>	Days +/- Today:	<input type="text" value="30"/>
ID:	<input type="text"/>	Start Date:	<input type="text" value="10/23/2011"/>
Line/Sched Num:	<input type="text"/> / <input type="text"/>	End Date:	<input type="text" value="12/22/2011"/>
Release:	<input type="text"/>	Short 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

[Search](#)

[OK](#) [Cancel](#) [Refresh](#)

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

PO will show up – check the SEL box and click OK

Select Purchase Order

Search Criteria

PO Unit:	<input type="text" value="UMN01"/>	Days +/- Today:	<input type="text"/>
ID:	<input type="text" value="0000450662"/>	Start Date:	<input type="text"/>
Line/Sched Num:	<input type="text"/> / <input type="text"/>	End Date:	<input type="text"/>
Release:	<input type="text"/>	Short 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

[Search](#)

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows Customize | Find | View All | First 1 of 1 Last

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"/>	UMN01	0000450662	1	1		06/30/2012	1.0000	31.0000		CO2 and N2 as needed for accou

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

[OK](#) [Cancel](#) [Refresh](#)

Enter the amount on the invoice in the PRICE box. You will see an amount in there- this is the remaining amount on the PO. Click save and a new Receipt ID will be produced.

Maintain Receipts

Receiving

Business Unit: UMN01 Receipt Status: Open ✖
 Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

Header

[Select Purchase Order](#)

Receipt Lines [More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) [Source Information](#) [Customize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Line	PO Number	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1	0000450662	CO2 and N2 as needed for accou	4296.7700	1.0000	1.0000	Open			Device Track ✖

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[Run PO Receipt Accrual](#)

[Interface Asset Information](#)

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

[Add](#) [Update/Display](#)

Write the R# on the invoice and turn into scanning.

Maintain Receipts

Receiving

Business Unit: UMN01 Receipt Status: Received ✖
 Receipt ID: 0000484057 [Add Comments](#) [Activities](#)

[Header Details](#)

[Document Status](#)

Header

[Select Purchase Order](#)

Receipt Lines [More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) [Source Information](#) [Customize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Line	PO Number	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1	0000450662	CO2 and N2 as needed for accou	57.25000	1.0000	1.0000	Received			Device Track ✖

[Print Delivery Report](#)

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[Interface Asset Information](#)

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

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