Select Purchase Order

Search Criteria:

PO Unit: FU01
ID: 0000130009
Line/Sched Num: 1
Release: 
Item ID: 
Manufacturer ID: 
Vendor Name: 
Vendor Item ID: 
Vendor Lookup
Manufacturer's Item ID: 

Days for Today: 30
Start Date: 
End Date: 

Ship To: 
Ship Via: 

Retrieve Open PO Schedules

Receipt Qty Options:
○ No Order Qty  ○ Ordered Qty  ○ PO Remaining Qty

Search  OK  Cancel  Refresh

Click on Search

Select Purchase Order

Search Criteria:

PO Unit: FU01
ID: 0000130009
Line/Sched Num: 1
Release: 
Item ID: 
Manufacturer ID: 
Vendor Name: 
Vendor Item ID: 
Vendor Lookup
Manufacturer's Item ID: 

Days for Today: 
Start Date: 
End Date: 

Ship To: 
Ship Via: 

Retrieve Open PO Schedules

Receipt Qty Options:
○ No Order Qty  ○ Ordered Qty  ○ PO Remaining Qty

Selected Rows

<table>
<thead>
<tr>
<th>PO Unit</th>
<th>PO ID</th>
<th>Line</th>
<th>Sched</th>
<th>Release</th>
<th>Due Date</th>
<th>PO Qty</th>
<th>Prior Receipt</th>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FU01</td>
<td>0000130009</td>
<td>1</td>
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<td></td>
<td>08/01/2014</td>
<td>2.0000</td>
<td></td>
<td></td>
<td>KG40001 CS5505 LOCK CORRE B 1K4 BR</td>
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<tr>
<td>✔ FU01</td>
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<td>1</td>
<td></td>
<td>08/04/2014</td>
<td>1.0000</td>
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<td>SKG4361 SF06W PROXITY PEDESTAL</td>
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<td>08/04/2014</td>
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<td></td>
<td>SKG3618 PB6287W PROXITY 3DX18W</td>
</tr>
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</table>

Select All  Cancel  Refresh

Select the row to receive and click OK
Maintain Receipts

Receiving

Business Unit: FJ101
Receipt ID: NEXT
Receipt Status: Open

Header Details

Select Purchase Order

*Receipt ID: 10072014

Click on the Header Details link above

Notice the Receipt Date and Time defaults to today's date and Time
Change the Receipt Date to the date the good was received

Click OK
Maintain Receipts

Receiving

Business Unit: FL01
Receipt ID: NEXT
Receipt Status: Open

Select Purchase Order

Receipt Lines

Line Item Description Price
1 50K241SPFWY PRIORITY PEDESTAL 388.57000

Device Track

Save Notify Refresh

Click Save

Maintain Receipts

Receiving

Business Unit: FL01
Receipt ID: 00000087422
Receipt Status: Received

Select Purchase Order

Receipt Lines

Line Item Description Price
1 50K241SPFWY PRIORITY PEDESTAL 388.57000

Device Track

Note the Receipt ID
**To Review a Receipt**

Favorites > Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts

**Receiving**

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>FIU01</td>
</tr>
<tr>
<td>Receipt Number</td>
<td>0000287422</td>
</tr>
<tr>
<td>Bill of Lading</td>
<td></td>
</tr>
<tr>
<td>PO Business Unit</td>
<td></td>
</tr>
<tr>
<td>Item ID</td>
<td></td>
</tr>
<tr>
<td>User ID</td>
<td></td>
</tr>
<tr>
<td>PO Number</td>
<td></td>
</tr>
<tr>
<td>Ship To Location</td>
<td></td>
</tr>
<tr>
<td>Vendor ID</td>
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<td>Received Date</td>
<td></td>
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<tr>
<td>Receipt Status</td>
<td></td>
</tr>
</tbody>
</table>

Limit the number of results to (up to 300): 300

Click on Search
Click on the Header Details link above

**Header Details**

- **Business Unit:** FIU01
- **Receipt No:** 0000287422
- **Source:** On-line
- **Location:** POMPANO BE
- **Last Change Date:** 10/07/2014 4:44:29PM
- **Receipt Date:** 10/01/2014
- **Receipt Time:** 9:30AM
- **User ID:** 4287986
- **Receipt Status:** Received
- **Name:** OFFICE ELEMENTS INC
- **Ship To:** CENTRL REC
- **Last User to Modify:** 4287986
- **Container ID:**
- **Nbr of Cartons:**
- **Pallets In:**
- **Pallets Out:**
- **Port Of Unloading:**
- **Ship From Country:** USA
- **Ship From Location:**
- **□ Allow ERS**
- **Match Status:** To Match
- **Match Rule:** STANDARD

Note the Receipt Date is different than today’s date (last Change Date above). The same holds true if you run a query on the RECV_HDR table.