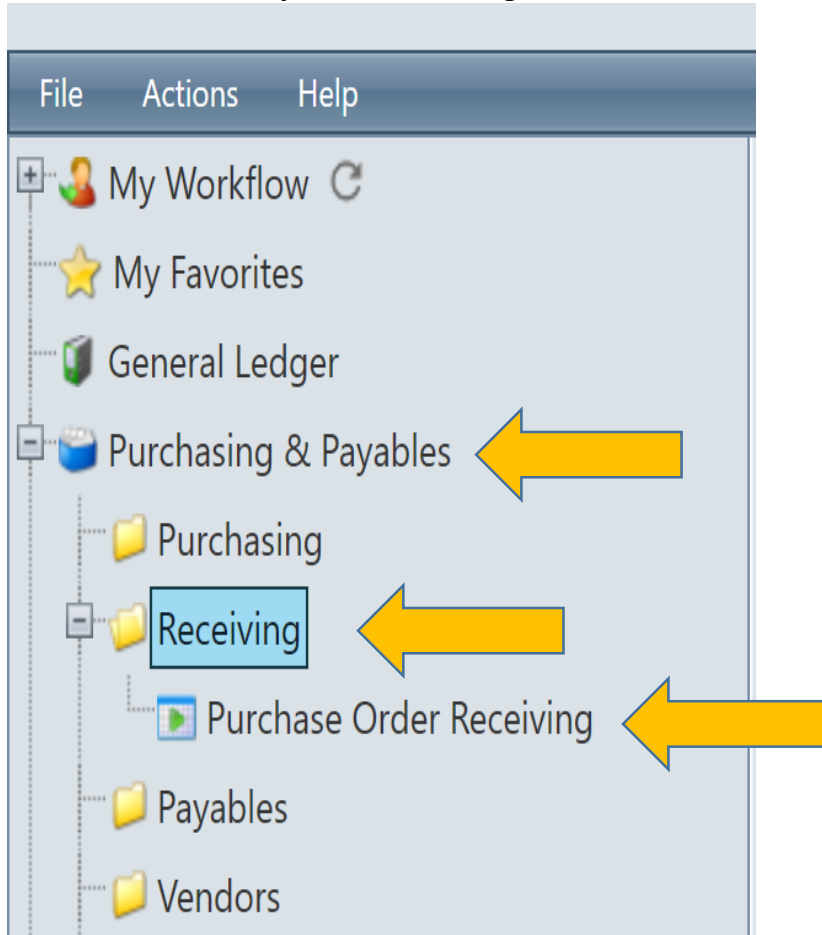


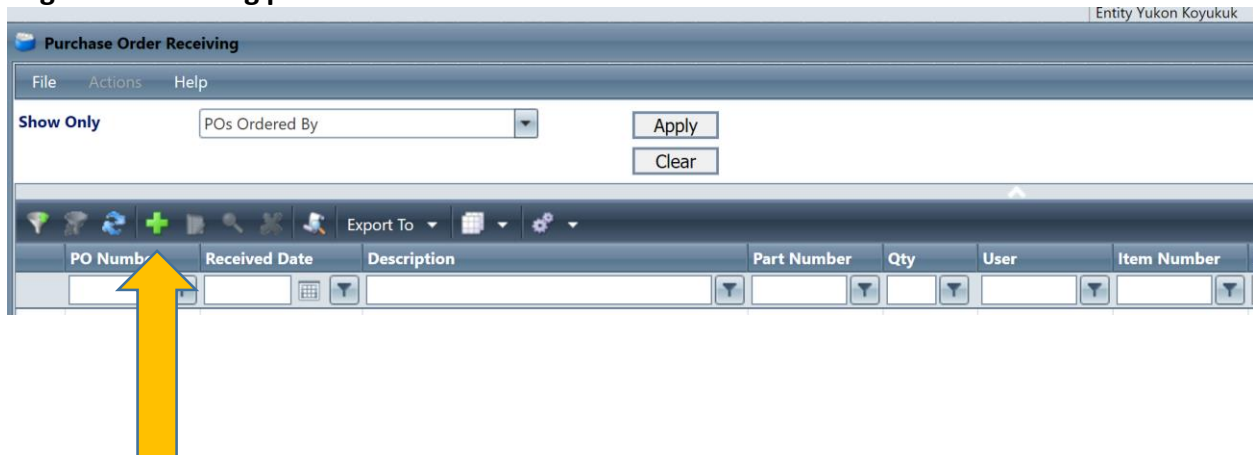
## Receiving Purchase Order Items in iVisions

You will Purchase Order items through iVisions Workflow.

Go to Purchase & Payables / Receiving / Purchase Order Receiving



The following Purchase Order Receiving window will open up. Click on the Green + button to begin the receiving process.



A new window will open. In the “PO Number” field, highlighted in yellow, enter the Purchase Order number you have items that need received or you can choose from the drop down menu.

The screenshot shows the 'Add Received Items' window. The 'PO Number' field is highlighted in yellow and circled in black. The window includes fields for Vendor, Ship To, DAC, and Requester, and a table with columns: Description, Part Number, Account, GFA, Unit, YTD, Qty, Qty Ordered, Item Number, Case Pack, Item Cost, and Notes.

The list of line items from the Purchase Order will load.

The screenshot shows the 'Add Received Items' window with the 'PO Number' field populated with '185497'. The table shows one line item: 'BLANKET PO TO COVER FY18/ SHREDDING SERVICES DISTRICT OFFICE' with a quantity of 1.00 and a cost of \$850.00.

If you want to receive certain line items on the Purchase or partial quantities, double click on the line you want to receive and it will bring the information up in the editable fields at the top of the line items.

The screenshot shows the 'Add Received Items' window with the 'Qty' field for the first line item highlighted in blue and a yellow arrow pointing to it. The table shows two line items: 'BLANKET PO TO COVER FY18/ SHREDDING SERVICES DISTRICT OFFICE' with a quantity of 1.00 and a cost of \$850.00, and another identical line item below it.

Enter the quantity to receive in the “Qty” field. Click on the “floppy disk at the end of the line to save the record.

Be careful not to receive more than ordered. It will create a negative, which will have to be corrected.

**Add Received Items**

Actions Help

PO Number: 185497 Vendor: SHREDWAY  
 Ship To: YUKON KOYUKUK SCHOOL DISTRICT  
 DAC: Business  
 Requester:

Description	Part Number	GFA	Unit	YTD	Qty	Qty Ordered	Item Number	Case Pack	Item Cost	Notes
BLANKET PO TO COVER FY18/ SHREDDING SERVICES DISTRICT OFFICE			EA	1.00	<input type="text" value="1.00"/>	1.00		1.00	\$850.00	
BLANKET PO TO COVER FY18/ SHREDDING SERVICES DISTRICT OFFICE			EA	1.00	0.00	1.00		1.00	\$850.00	

Once you save an item, the line item will load the quantity you entered, then the line will drop down below the editable line.

**Add Received Items**

Actions Help

PO Number: 185497 Vendor: SHREDWAY  
 Ship To: YUKON KOYUKUK SCHOOL DISTRICT  
 DAC: Business  
 Requester:

Description	Part Number	GFA	Unit	YTD	Qty	Qty Ordered	Item Number	Case Pack	Item Cost	Notes
BLANKET PO TO COVER FY18/ SHREDDING SERVICES DISTRICT OFFICE			EA	1.00	1.00	1.00		1.00	\$850.00	

If you have more lines to receive, continue the same process of double clicking on the line item, adding the quantity, then clicking on the “floppy disk” to save the record.

If you want to quickly receive everything on the Purchase Order at one time, click “Actions” from the top menu and select “receive all remaining items” from the list. This eliminates time if you know all the items on the Purchase Order were received.

**Add Received Items**

Actions Help

PO Number: 185497 Vendor: SHREDWAY  
 Ship To: YUKON KOYUKUK SCHOOL DISTRICT  
 DAC: Business  
 Requester: Jenny Martens

Manage Documents  
 Clear Quantity Column  
 Receive All Remaining Items

Description	Part Number	GFA	Unit	YTD	Qty	Qty Ordered	Item Number	Case Pack	Item Cost	Notes

When you are finished receiving click “Close after update?” at the bottom of the page, then click “OK”. If you have more POs to receive items against, then don’t click “Close after update?”.