

Receiving in The Purch

*****Receiving is to be done after the PO has been completed and after the goods or services have been received on campus. By completing the receiving you are authorizing Accounts Payable to issue a check.**

Purchase Order • P0083815 Revision 0

Status Summary Revisions Confirmations Shipments Change Requests Receipts Invoices Comments Attachments History

General Information

PO/Reference No.	P0083815
Revision No.	0
Supplier Name	Sherwin Williams Paint
Purchase Order Date	12/9/2021
Total	1,181.49
Owner Name	Alissa Williams
Owner Email	lyman@msuok.edu
Requisition Number	3403003 view print
Receiving	none
Invoicing	none

Document Status

A/P status: Open

Workflow: ✔ Completed (12/9/2021 5:56 PM)

The system distributed the purchase order using the method(s) indicated below the last time it was distributed: [view](#)

Email (HTML Body): stcredit@sherwin.com

Manual

Distribution Date/Time: 12/9/2021 5:56 PM

Supplier: Sent To Supplier

Line Details

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✔ 📄 Emerald Interior Latex Semi-Gloss Paint - Pavilion Beige	12032021	1gal 1/EA	72.49	15 EA	1,087.35

[^ DETAILS](#)

Supplier	Receiving	Invoicing	Matching
Sent To Supplier	none	none	No Matches

Total (1,181.49 USD)

Subtotal 1,181.49

1,181.49

Related Documents

Requisitions: 3403003

What's next?

Workflow Status: ● Completed

Workflow

Show skipped steps

✔ Submitted 12/9/2021 5:55 PM Alissa Williams

✔ Create Banner PO Completed

✔ RevisePO Completed

✔ PODistribution Completed

✔ **Completed** 12/9/2021 5:56 PM

1. After locating and selecting the purchase order, select the Receipts tab. (There may or may not already be Records Found depending on the PO).
2. Click the plus mark on the right side of the page to begin a new receiving document.

Purchase Order · P0083815 Revision 0

Status Summary Revisions 1 Confirmations Shipments Change Requests Receipts Invoices Comments Attachments History

2 draft receipts exist for this PO.
[View](#)

Records found: 0
+
There are no receipts for this PO.

Completed

Details

Supplier Status
Sent To Supplier

Supplier
Sherwin Williams Paint

Total (1,181.49 USD)

Subtotal 1,181.49
1,181.49

Related Documents

Requisitions: 3409003

What's next?

3. Once in the Quantity Receipt page fill out as much information as possible.

Receipt Name: Auto populates with the date and Vendor Number. This can be left alone or changed.

Receipt Date: This should reflect the date that the items were received or services rendered.

Packing Slip No: If applicable can be entered here.

Carrier: Select the carrier from the drop-down menu or select "Other".

Tracking No: If applicable can be entered here.

Attachments: If applicable can be uploaded here.

Notes: If needed can be entered here.

Quantity Receipt • 476563

Summary Comments Attachments History

Receipt Name: 2021-12-09 N00133755 03

Receipt No:

Receipt Date: 12/9/2021

Packing Slip No:

Supplier Name: Sherwin Williams Paint

Received by: Red Walker

Receipt Address: Shipping and Receiving, Attn: Alissa Williams/Purchasing, 148 Short Street, Tahlequah, OK 74464, United States

Carrier: Other

Tracking No.:

Flexible Text Field:

Flexible Text Field 2:

Flexible Drop Down:

Attachments:

Notes:

Total (1,181.49 USD)

Subtotal: 1,181.49

Related Documents: Purchase Order: P0083815

Line Details

PO • P0083815

Line	Item	Catalog No.	Quantity	Status
1	Emerald Interior Latex Semi-Gloss Paint - Pavilion Beige	12032021	15	Received

ITEM DETAILS

Contract No. no value

4. Scrolling down to the Line Details.
5. For each line, select the quantity received and the status.



Line Details

PO - P0083815

Line	Item	Catalog No.	Quantity	Status
1	Emerald Interior Latex Semi-Gloss Paint - Pavilion Beige	12032021	15	Received
ITEM DETAILS Contract No. no value Flex Field 2 Attachments Add Notes <small>1000 characters remaining</small>				
2	Sherwin Williams Professional Roller Cover Value Pack (6PK)	1803352	3 EA	Received
ITEM DETAILS Contract No. no value Flex Field 2 Attachments Add				

Details (Draft)

Creation Date: 12/9/2021 6:07:34 PM
 Source: Manual
 Supplier: Sherwin Williams Paint
 Received by: Red Walker

Total (1,181.49 USD)
 Subtotal: 1,181.49
1,181.49

Related Documents
 Purchase Order: P0083815

6. After ensuring the amounts and status are correct, scroll back to the top of the page and click complete.

Quantity Receipt - 476563

Summary Comments Attachments History

Receipt Name: 2021-12-09 N00133755 03
 Receipt No: To Be Assigned
 Receipt Date: 12/9/0021
 Packing Slip No.
 Supplier Name: Sherwin Williams Paint
 Received by: Red Walker
 Receipt Address: Shipping and Receiving, Attn: Alissa Williams/Purchasing, 149 Short Street, Tahlequah, OK 74464, United States

Carrier: Other
 Tracking No.
 Flexible Text Field
 Flexible Text Field 2
 Flexible Drop Down
 Attachments Add
 Notes

Details (Draft)

Creation Date: 12/9/2021 6:07:34 PM
 Source: Manual
 Supplier: Sherwin Williams Paint
 Received by: Red Walker

Total (1,181.49 USD)
 Subtotal: 1,181.49
1,181.49

Related Documents
 Purchase Order: P0083815


Line Details

PO - P0083815

Line	Item	Catalog No.	Quantity	Status
1	Emerald Interior Latex Semi-Gloss Paint - Pavilion Beige	12032021	15	Received

7. You will be taken to a screen below where the receiving number can be recorded for you records if necessary.

✔ Receipt Created

Summary	Next Steps
Receipt No Y0000003 	Create Qty Receipt
Created for the PO No(s) P0083815 