

RECEIVING A “PARTIAL” ORDER
AT-A-GLANCE

1. Go to the PO30 screen
2. Enter the company (199)
3. Enter the purchase order number in the PO field
4. Click on the “Inquire” button
5. Enter an “A” in the FC box for the line item that you are receiving on
6. Enter the quantity received into the “Received” field
7. Click on “Add”
8. Click on “Release”

Note: If the vendor informs you that they will not be filling the remainder of the purchase order, then you will need to cancel the items still remaining on the purchase order. To do this:

Place a “C” in the FC box

Place a “Y” in the Cancel BO box of the line detail section

Click on the “Change” button

Click on the “Release” button

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More complete instructions on these procedures can be found on pages 29 & 30 of your Requisition User’s Manual.