Purchasing	AiM User Guide
Purchase Order Receiving	Commented [CP1]: we are adding the quantity in the in the
Purchase Orders are used to purchase materials from Contractors (vendown where the Status Flag is Finalized can be received.	description the rejection not in the header. Commented [CP2]: click new to find the po that need to be received and then enter the po#
 There are two ways to start a Purchase Order Receiving; from the Purchase Order application. 	Purchase Receive application or the
2. OPTION 1: From the menu, under Purchasing – Purchase Receive	
 ★ Purchasing ● Purchase Generator ● Q + Purchase Order 	Commented [CP3]: Missing instructions on how to attch packing slip Commented [CP4R3]: add screenshot of Disburse the order
Image: Control of the second secon	
a. Click Purchase Receive hyperlink and then click New	
Note: Do not click SEARCH here. Go to the next step to find t	he issued Purchase Order.
b. Alternatively, you can click + from the menu.	
AIM Purchase Order	
Execute Basic Search Keset	
New Query Purchase Order Image: Control C	٩
View PO Code = V	
Address Code	
Blanket Number =	٩
Contact = V Warehouse = V	
Shipment Type	
Ordered By	
Edit Date (= 🗸	
c. Fill in the search screen to find the Purchase Order you w click	ant to do the receiving for and then

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	b. Enter the criteria needed to fi	ind the Purchase Order	
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and click c. Find the Purchase Order you need to update and click the PO Code hyperlink. M Purchase Order Soft			
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4. Once	you have fo	ound the Pure	chase Order	, you can start the receiving.		
AIM Purchase Receive	2					SCOTT 🚯 🚱 🚱
Save Cancel						
View Extra Description	1029			Created By SCOTT LLOYD On 10/20/22 11:31 AM Last Edited by SCOTT LLOYD On 10/20/22 11:31 AM	Status	PENDING RECEIVING Q
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Notes Log Status History					Туре	NON-STOCK PO
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Purchasing					AiN	1 User (Guide
AIM Purchase Receive		_			SCOTT	0	0 0
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Shipping Information Notes Log Status History	AUTO-GENERATED PO DIFFERENTIAL PRESSURE GAUGE - DWYER INSTRUMENTS			PO Code Type	3942 AUTO-GENERATED P NON-STOCK PO	D	
Related Documents	Contractor Q	Warehouse	STORES Q	Received By	ONE-TIME MARKETP	LACE PO FOR N	ION-STOCK
	DWYER INSTRUMENTS	Shipment Type	STORES WAREHOUSE	Date Received	Oct 20, 2022	ן	
	Blanket Number	Ordered By		Packing Slip	6499190043	_	
	Contact	Reference Number		Packing Slip Dat	0ct 18, 2022)	
	Line Item						Remove
	Ine PO Line Vendor Part Inventory Part 1 1 2010	Description Differential PRESSURE GA	UGE, INCH OF WATER, 0-10" RANGE, +/-2%, 2000 SERIES	EA C	Ardered Received	Accepted	Prior Received 0.0000

6. If a quantity other than what was ordered is received, click the hyperlink for the appropriate Receiving Line Item.

Line PO Line	Vendor Part	Inventory Part	Description			UOM	Ordered	Received	Accepted	Prior Rec
	2010		DIFFERENTIAL PRESS	URE GAUGE, INCH C	F WATER, 0-10" RANGE, +/-2%, 2000 SERIES	EA	1.0000	1.0000	1.0000	0.
Purchase Receive Li	he item					_	_	_	SCOTT	0 0
Done Cancel										
	1				Last Edited by SCOTT LLOYD On 10/20/22 11:3	1 AM	PO Line	1		
Description										
ted Documents	Vendor Part	2010		Inventory Part			Prior Receives			0.0
	11014	-					Disbursed			0.0
	UUM	EA.		UOM			Quantity		2.0	000
	Hall Cont	EACH	477 5050							
	Unit Cost		\$75.5900	Unit Cost		0.0000	Received			1.0
	Issue Factor		1.0000	Stock Quantity		1.0000	Rejected			u
	Order Quantity		1.0000				Quantity Remaining			0.0
	Rejections								Remove	Add

If the ordered quantity does not match the received quantity, adjust the **Quantity** to match the actual number received. You can chose to Reject extras or accept them.

7. If there are Rejections, click Add

	Add Cancel				
			Last Edited by SCOTT LLOYD On 10/20/22 11:46 AM	Transaction	1029
					AUTO-GENERATED PO
				Line	1
					DIFFERENTIAL PRESSURE GAUGE, INCH OF WATER, 0-10* RANGE, +/-29
ttion	Q				
antity					
8 En	iter a description an	d the Rejection re	ason by clicking Q and se	lect the	rejection reason
8. En	iter a description an	d the Rejection rea	ason by clicking ${ extsf{Q}}$ and se	lect the	e rejection reason.
8. En	iter a description an	d the Rejection rea	ason by clicking ${ extsf{Q}}$ and se	lect the	e rejection reason.
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unasing						AIM	user Guide
		AiM Rejection	ı				
		Done	Search	Cancel			
		Delection Decree II	Scarem	Description			
		Rejection Reason &		Description			
		OTHER		OTHER			
		WRONG PART ORD		WRONG PART ORDERED			
		WRONG PART REC		WRONG PART RECEIVED			
9. Enter th	ne Quantity bei	ng rejected.					
AIM Rejection							SCOTT 🚺 🕞
Done Ad	d Cancel	_	-	Last Edited by SCOTT I LOVD On 10/20/22 11:46 AM	Transaction	1029	
RECEIVED ONE TOO MAN	VY. SENDING IT BACK.					AUTO-GENERATED PO	
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Rejection OTHER	Q						
OTHER							
Quantity							
_							
10. Click	Done						
Purchase Receive Lin	ne Item						SCOTT 🚯 🕩
Done Cancel							
Description	1			Last Edited by SCOTT LLOYD On 10/20/22 11:31 AM	PO Line	1	
d Documents	Vendor Part 2010	h	nventory Part		Prior Receives Disbursed		0.0000
	UOM EA EACH	L	MOK		Quantity		2.0000
	Unit Cost Issue Factor	\$75.5900 ل 1.0000	Jnit Cost	\$0.0000	Received Rejected		1.0000
	Order Quantity	1.0000 S	itock Quantity	2.0000	Quantity Rem	aining	0.0000
	Rejections	Description		Currentity Editor		tor	Remove Add
	1 OTHER	RECEIVED ONE TOO MANY, SENDING IT B	IACK.	Quantity Editor	sc sc	DTT LLOYD	Oct 20, 2022 11:46 AM
_							
11. Click	Done						

Revised: June 1, 2023

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Save Cancel				Created By SCOTT LLOYD On 10/20/22 11:21 AM	Castro	
Extra Description	1029	10 MQ		Last Edited by SCOTT LLOYD On 10/20/22 11:31 AM	20.5.1	PENDING RECEIVING Q
Shipping Information Notes Log	DIFFERENTIAL PRE	D PO ESSURE GAUGE - DWYER INSTRUMENTS			PO Code	1042 AUTO-GENERATED PO
<u>Status History</u> Related Documents			/iis		Туре	NON-STOCK PO
	Contractor		Watehouse	()	Parahuad Pu	
	Conductor	0000000137 Q	The choose	STORES WAREHOUSE	incence by	SCIL4113 Q
	Address Code	DWYER INSTRUMENTS	Shipment Type	٩	Date Received	Oct 20, 2022
	Address Code	NA Q	Ordered By		Packing Slip	6499190043
	Blanket Number		Reference Number		Packing Slip Date	Oct 18, 2022
			Nererence Number			
	Line Item	ine Vendor Part Inventory Part	Description		UOM Orden	ed Received Accepted Prior Received
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12. When	everythin	g is complete, set tl	ne Status to v	with a status flag of Fina	alized.	
iM Purchase Receive)					SCOTT 🟮 😧 🕩
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liew Extra Description	1029			Created By SCOTT LLOYD On 10/20/22 11:31 AM Last Edited by SCOTT LLOYD On 10/20/22 11:31 AM	Status	FINALIZED Q
Shipping Information	AUTO-GENERATEI DIFFERENTIAL PR	ED PO ESSURE GAUGE - DWYER INSTRUMENTS			PO Code	<u>1042</u>
Notes Log Status History					Туре	NON-STOCK PO
Related Documents						ONE-TIME MARKETPLACE PO FOR NON-STOCK
	Contractor	0000000137 Q	Warehouse	STORES Q	Received By	SCLL4113 Q
		DWYER INSTRUMENTS	Shipment Type	STORES WAREHOUSE	Date Received	Oct 20, 2022
	Address Code	NA Q			Packing Slip	6499190043
	Blanket Number		Ordered By		Packing Slip Date	0rt 18 2022
	Contact		Reference Number			
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13. Click						
13. Click 14. You a	re now rea	ady to Disburse the	order.			
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