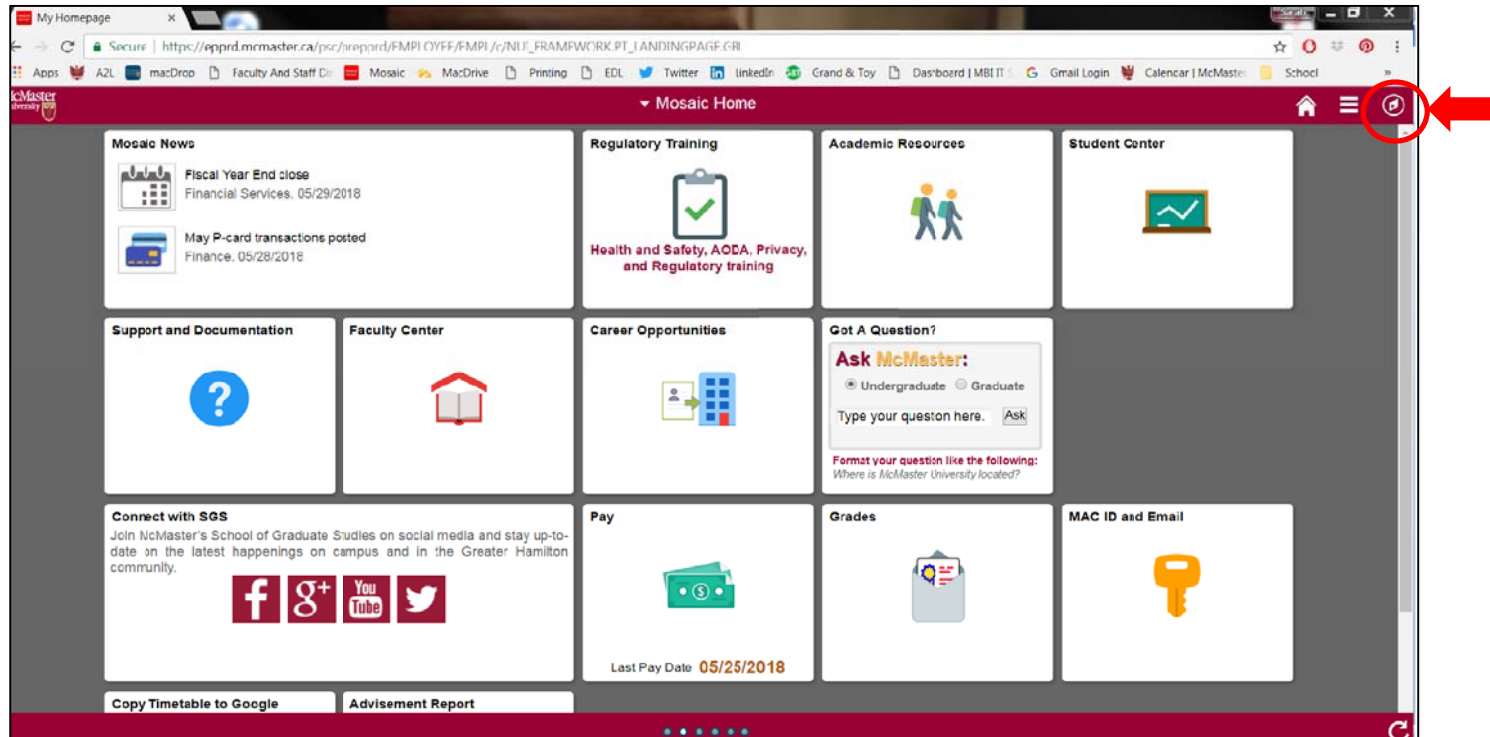
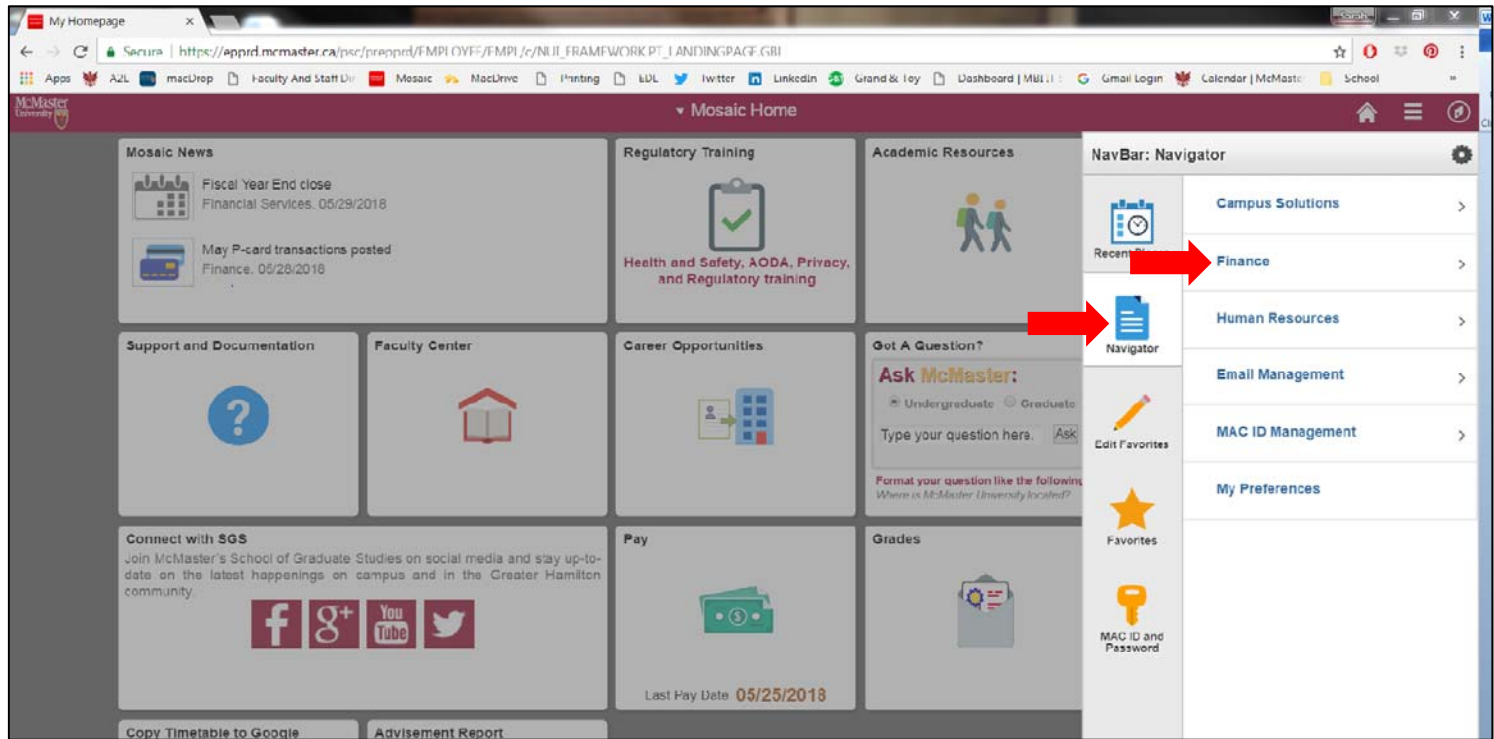


How to Receive a PO: On Quantity

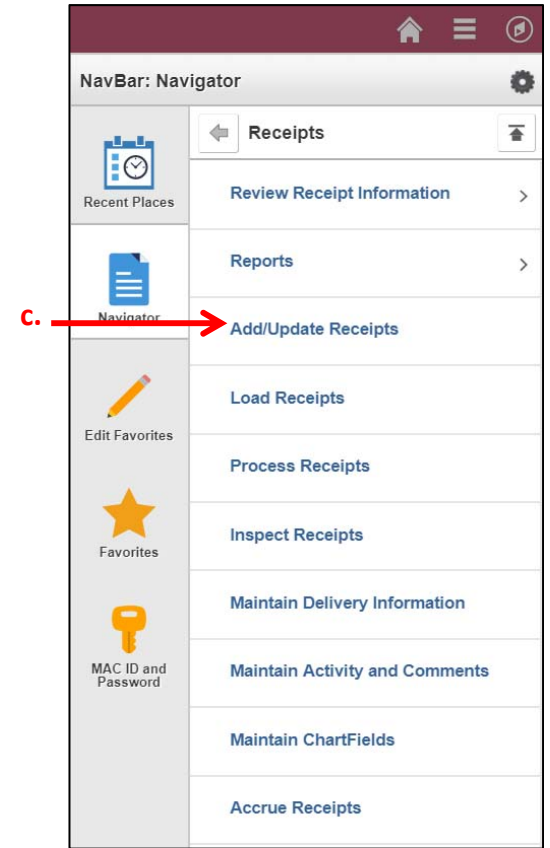
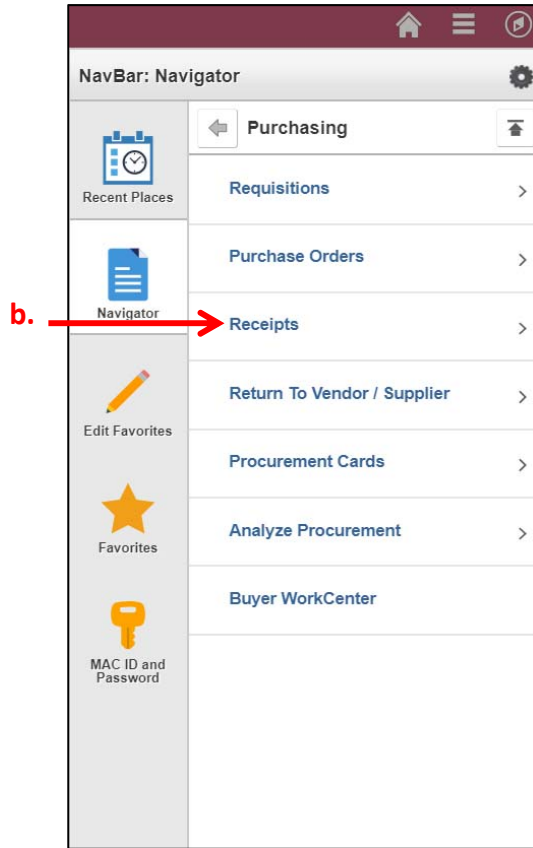
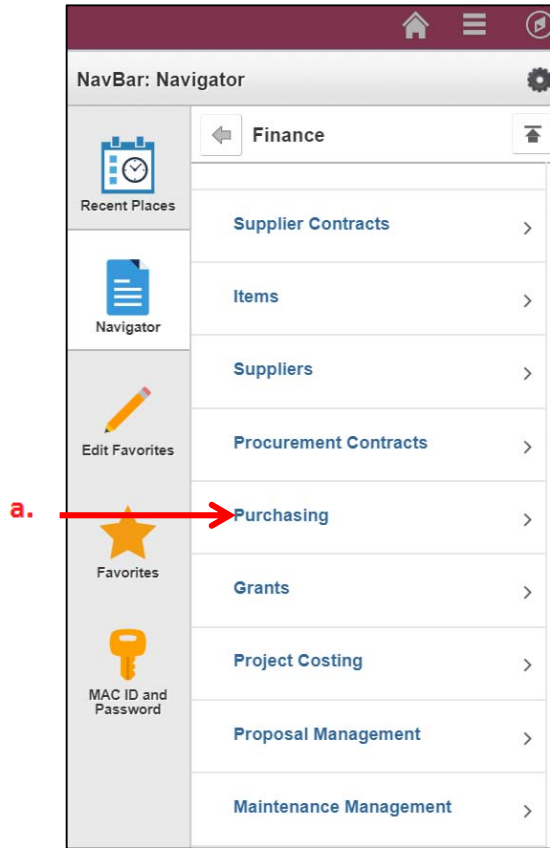
1. Login to MOSAIC
2. Select the NavBar Icon at the top of the screen



3. Select **Navigator**, then **Finance**

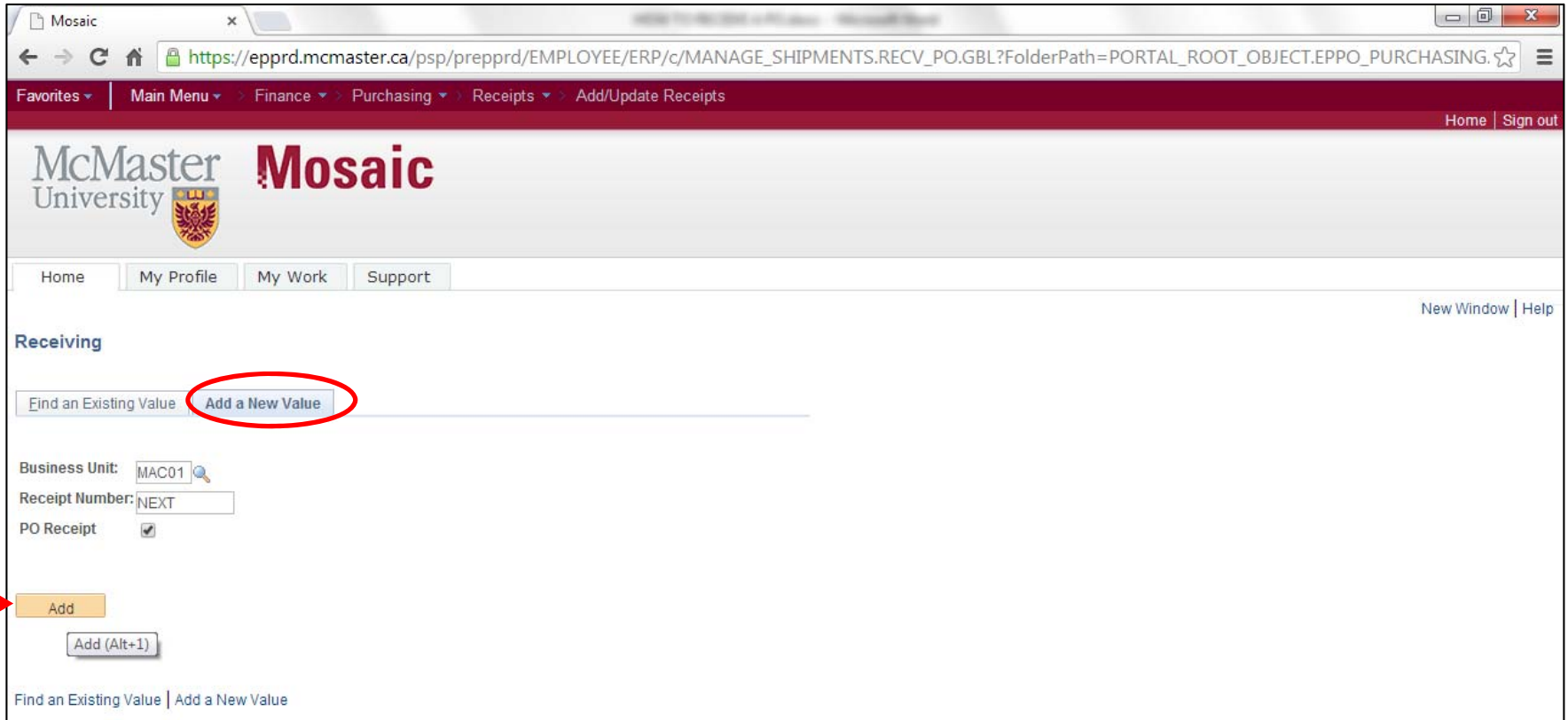


- 4. Choose:
 - a. **Purchasing**
 - b. **Receipts**
 - c. **Add/Update Receipts.**



You are now ready to receive the PO.

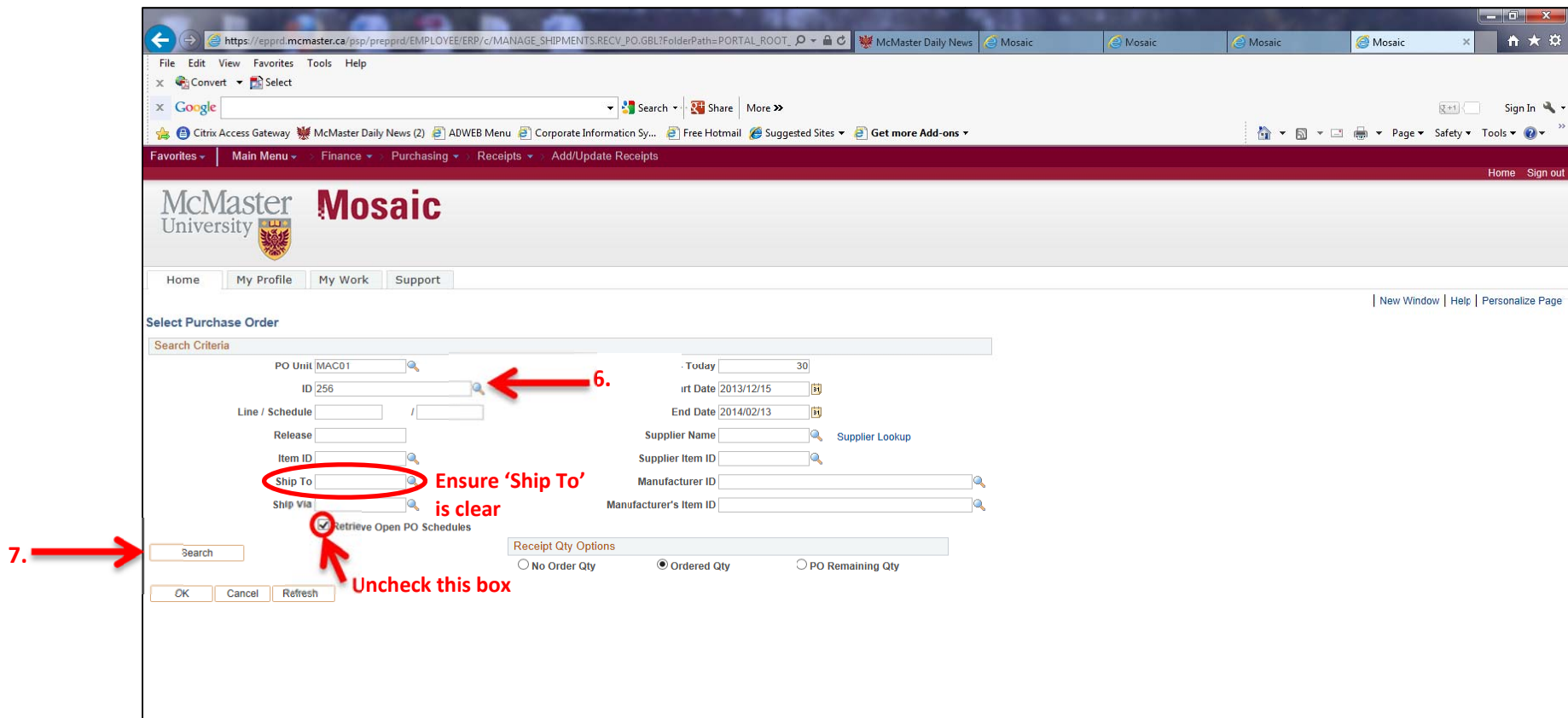
5. Click on the **Add a New Value** tab and select **Add**.



****Whenever you receive something always select **Add a New Value**, even if you have partially received the PO before. Each receipt is a new action. You would only select '**Find an Existing Value**' if you wanted to look receipt you performed previously.**

- Click on the magnifying box next to **ID** to find your purchase order number.
Remember- always receive on PO number, not the requisition number. Once you have found the PO number and it populates in the **ID** field hit the **Search** button.

Important: Make sure the 'Ship To' field is cleared, that there isn't a location listed in that field. The only field that requires information is the PO ID#.



- Once you hit the **Search** button, the lines of the purchase order will populate below.

8. Next to each line checkmark the “Sel” box to ensure they are checked off for the lines you want to receive.
If receiving all lines ensure “Select All” is checked off and select **Ok**.

The screenshot shows the 'Select Purchase Order' interface in the Mosaic system. The search criteria are filled with: PO Unit (MAC01), ID (256), Line / Schedule (1 / 1), Release, Ship To, Ship Via, Days +/- Today, Start Date, End Date, Supplier Name, Supplier Item ID, Manufacturer ID, and Manufacturer's Item ID. The 'Retrieve Open PO Schedules' checkbox is checked. Under 'Receipt Qty Options', 'Ordered Qty' is selected. The 'Retrieved Rows' table contains one row with the following data:

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	MAC01	000000256	1	1		2014/01/07	1.0000			entrance mats

Below the table, the 'Select All' checkbox is checked. At the bottom, the 'OK' button is circled in red, along with 'Cancel', 'Refresh', and 'Ok (Enter)' buttons.

9. A new box will open listing the purchase order lines.
 - a. Fully Receive- If you want to receive the entire quantity hit **Save** and the lines will be fully received. A receiving number will be generated.
 - b. Partially Receive- If you want to partially receive type over the **Receive Qty** with the quantity you want to receive and hit **Save**. A receiving number will be generated.

The receipt status will be changed to Fully Received which means the quantity you just received is fully received, it does not necessarily mean that the purchase order has been completely received.

Receiving

Business Unit MAC01 Receipt Status Open ✖

Receipt ID NEXT Header Comments/Attachments Activities

Header Details

▶ Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines Personalize | Find | View All | First 1-4 of 4 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track	
1		QSCRIPT CDNA SUPERMIX 100R Cat	3.0000	EA	410.97000	3.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	✖
2		VWR PIPET TIP 20UL RCK FLTR LR	1.0000	PK	46.20000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PK	Device Track	✖
3		VWR PIPET TIP 200UL FLT LR PS	1.0000	PK	46.20000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PK	Device Track	✖
4		VWR PIPET TIP 125UL RK FLT LR	1.0000	PK	46.20000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PK	Device Track	✖

Interface Receipt Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display