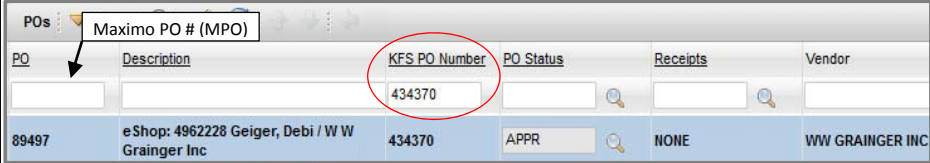
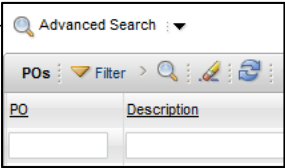
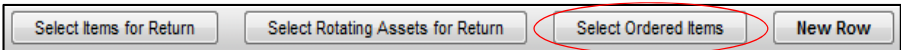


Purpose:	To receive line items on a Maximo PO that have been physically received
When:	Materials have been delivered in receiving area
Who:	FM Procurement Team Member (Receiver)
Resources to Complete Tasks	
A computer	A Maximo account, with FM Procurement access
Perform These Tasks:	Do These Steps/Notes:
1. Receive a shipment of materials ordered for a Maximo work order	<p>a. Review the box label or packing slip</p> <p>b. Look for the KFS PO #, Maximo PO # (MPO), or Vendor information provided</p>
2. Log into Maximo with your Cornell NetID and password.	<p>a. Go to http://maximo.fs.cornell.edu</p> <ul style="list-style-type: none"> • Hover over “Login” on the menu bar • Click “Maximo 7.5 Production”
3. Go to the Receiving application and open the Maximo PO	<p>a. Click Go To – Purchasing – Receiving</p> <p>b. If the the KFS PO # was provided, type it into the “KFS PO Number” field (column filter) and click the “Enter” key</p>  <ul style="list-style-type: none"> • OR, search by any of the following information using the column filters and clicking the “Enter” key: <ul style="list-style-type: none"> o MPO, Description, Vendor name • OR, use the “Advanced Search” button  to search by any of the following information: <ul style="list-style-type: none"> o Work Order (#), Location (facility code), Ordered Date, Ship To (buyer) <p>c. Verify the correct PO came up in the search</p> <p>d. Click on the Maximo PO # in the far left column (“PO” column) to open the Material Receipts tab</p> <ul style="list-style-type: none"> • NOTE: Only MPOs in APPR status can be received on. If the MPO is in a status other than APPR, let one of the buyers know.
4. Receive material lines	<p>a. Click the “Select Ordered Items” button</p> 

- b. Check the box to the left of each material line that was received in the shipment
- If all materials have been received, check the box on the top left to check all (see illustration on the next page)

PO Line	Item Description	Packing Slip	To Storeroom	Quantity Due
<input type="checkbox"/>	Engraver Electric Engraver 7200 Strokes Perf Inc 5-P Dia Style Soft Grip Includes 4 Carbide Engraving Tip	ent	<input type="checkbox"/>	1.00
<input type="checkbox"/>	Electrical Tape Material Flame Retardant Vinyl White Shape Continuous Roll Width 34 In. Length 66 ft. Thickness 7 mil Max. Voltage 600 Tensile Strength 17 lb.in. Adhesion Strength 20 oz.in. Pressure Sensitive Rubber Adhesive Performance Tem		<input type="checkbox"/>	6.00
<input type="checkbox"/>	All Weather Foil T Silver Shape Con Length 48m Thick Strength 14 lb.in. Adhesion Strength 45 oz.in. Acrylic Adhesive Performance Tem -35 Degrees to 260 Degrees F		<input type="checkbox"/>	2.00

- c. Click "OK"
- One each line, the "Type" column will show "RECEIPT"

PO Line	Item	Description	Quantity	Order Unit	Type	GL Debit
2		Electrical Tape Material Flame Retardant Vinyl White Shape Cr	6.00	EACH	RECEIPT	IT-752366
4		Foil Tape Material Aluminum Foil Silver Shape Continuous Roll	2.00	EACH	RECEIPT	IT-752366

- d. Click the "Save" button
- If not all of the lines have been received, the "Receipts" field will show "PARTIAL" on the top right of the screen
- e. If all lines have been received, the "Receipts" field will show "COMPLETE" on the top right of the screen

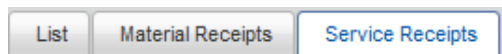
PO Status: APPR
Receipts: PARTIAL
Ordered Date: 6/9/15 11:26 AM
Attachments

PO Status: APPR
Receipts: COMPLETE
Ordered Date: 6/9/15 11:26 AM
Attachments

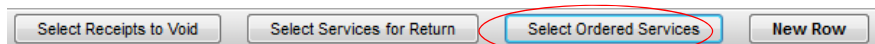
5. Receive on Services (if applicable)

- a. Review the Receipt status. If the status shows as "PARTIAL", but you selected all ordered items, you may need to receive on a service line

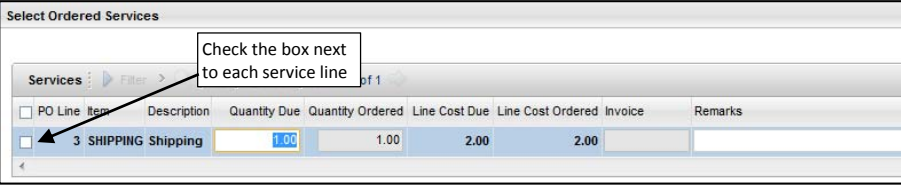



- b. Click on the "Service Receipts" tab



- c. Click on the "Select Ordered Services" button



- d. Check the box to the left of the service line(s)
- (See illustration on next page)

	 <p>e. Click “OK”</p> <ul style="list-style-type: none"> • One each line, the “Type” column will show “Receipt” <p>f. Click the “Save” button </p> <ul style="list-style-type: none"> • The “Receipts” field should now show as “COMPLETE” on the top right of the screen <div data-bbox="1219 522 1503 695" style="border: 1px solid black; padding: 5px;"> <p>PO Status: APPR</p> <p>Receipts: COMPLETE</p> <p>Ordered Date: 6/9/15 11:26 AM</p> <p>Attachments </p> </div>
<p>6. Print the Receiving Label</p>	<p>a. Click the “Print” icon </p> <ul style="list-style-type: none"> • This will print the CU Receiving Label directly to the default printer that is set up for your computer. • Print more than one label if the order came in multiple boxes • Below is an example of the information displayed on the receiving label. The label will show the items that were received on that MPO within the last 15 minutes, and the receipt status. <p>b. Affix the Receiving Label to the box or boxes the materials were shipped in</p> <ul style="list-style-type: none"> • Place the box in an appropriate spot in the pick-up area <p style="text-align: center;"><i>Receiving Label example</i></p> <div data-bbox="737 1224 1360 1654" style="border: 1px solid black; padding: 10px;"> <p>MPO: 89721 Facility: East Hill Plaza, Pine Tree 365 Work Group: EN</p> <hr/> <p>For: (Requestor’s Name Here)</p> <hr/> <p>Work Order: 7647801 Receipts: PARTIAL</p> <p>Jun 18, 2015 10:07 AM (4) - SQUARE DUCT WIREWAY CLOSING PLATE 4”</p> <p>Jun 18, 2015 10:07 AM (5) - Belt, V, A96</p> </div>
<p>The Result Will Be:</p>	
<p>Reference Information:</p>	