

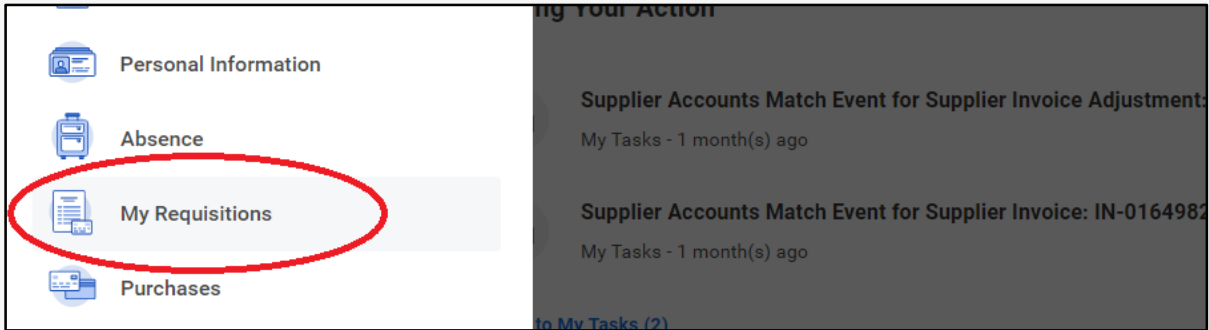
RECEIVING PURCHASE ORDERS



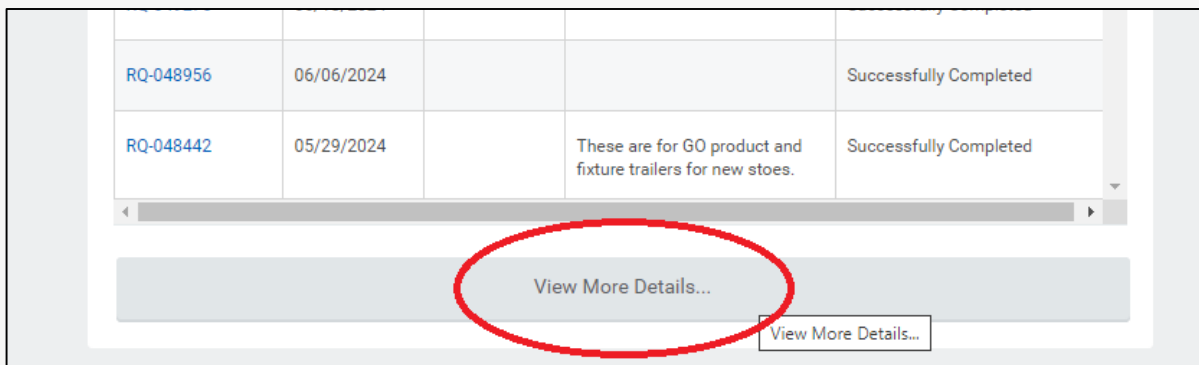
FOR INVENTORY CONTROL

Receiving Purchase Orders Steps

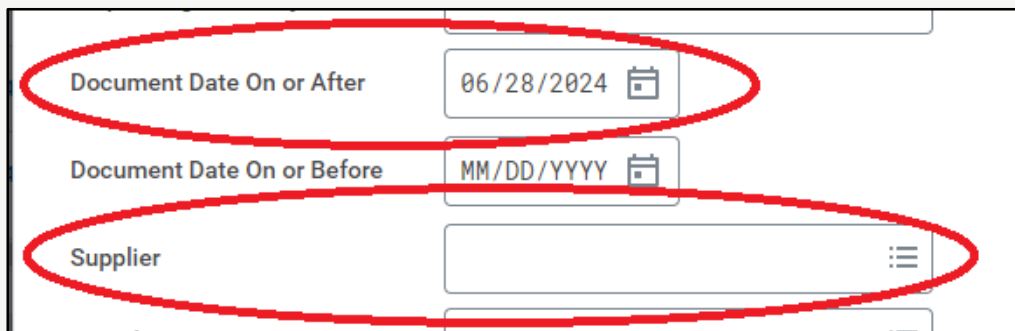
1. Obtain a list of everything received and have it in front of you when receiving it in Workday. Depending on the vendor and carrier, this may be a packing list you have checked off, or you may need to hand-write a list.
2. Go to **My Requisitions** in Workday from the drop-down menu.



3. Click **View More Details**.



4. Set the date back as necessary for when you placed the order. If you select the supplier, it will limit the number of requisitions to select from.



5. Click the dots that appear when you hover your mouse over the PO number to check the contents of each PO till you find the correct PO. You may also reference the Total Amount column if you know the cost range for the order. From the same pop-up window, click the **Receipt**, then Create actions on the left.

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders
RQ-048421			05/28/2024	58.84	USD	ODP Business Solutions, LLC	PO-045941

Purchase Order
PO-045868

Actions
Purchase Order >
Favorite >
Receipt >
Return >

Create

Invoice Status Partially Invoiced
Receiving Status Partially Received
Company Goodwill of Central & Northern Arizona
Document Date 06/05/2024

Purchase Order Lines 3 items

Line	Company	Description	Spend Category
1	Goodwill of Central & Northern Arizona	shipping	Prepaid Expenses - Retail
2	Goodwill of Central & Northern Arizona	Vendo-HANDI WIPES- N/A	Prepaid Expenses - Retail
3	Goodwill of Central & Northern Arizona	tax	Prepaid Expenses - Retail

6. If you know you have received everything, you may check the Fully Receive box, which will fill in everything with the full amount ordered on the next screen. If this is done by mistake, you can still adjust the numbers on the next screen. Click OK.

Create Receipt

Please attach supporting documentation if receipt amount is different than what was included on the shipping documentation.
Retail - New Goods please remember to Receive your items in Dynamic 365.

Document Number * PO-045868 (Delivered Textiles)

Fully Receive ☒

Tracking Number

Cancel **OK**

7. Fill in the **Quantity to Receive** if you have not already checked the Fully Receive box. Do this for every item verifying against your checked-off packing list or handwritten list. Also, fill the shipping and tax service lines with the correct amount.

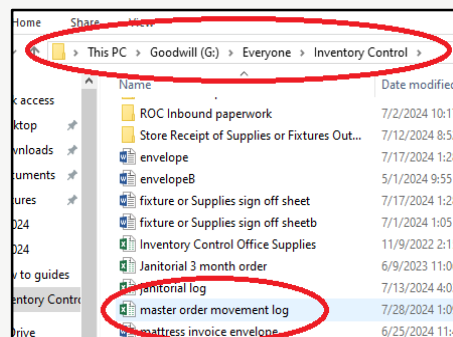
Item Description Vendo-HANDI WIPES-N/A
PO Line PO-045868 - Line 2
Quantity to Receive 94
Unit of Measure Bundle

- a. Split shipments are not uncommon with larger orders. Partial receipts should be made even if the balance of the order has not arrived.
- b. If the remaining product is not coming, notify Purchasing@goodwillaz.org that the order will not be fully received and why. They may give further instructions. Generally, “receive” the tax and shipping if the quantity received is close to 100% of the order; otherwise, ask the vendor for an updated invoice.

8. If you have a checked-off packing list, sign and date it before scanning it to your email. Drag and drop the attachment from your email to the attachments section at the bottom of the PO. Click **Submit**. The PO is now received in Workday.



9. Open the master order movement log located at G > Everyone > Inventory Control.



10. Go to the sheet labeled PO inbound to ROC. Fill in the information for the order on a new line. Click Save.

NOTE: This is the same section we fill out for orders we are transferring out to other stores or passing on to other departments at the ROC.

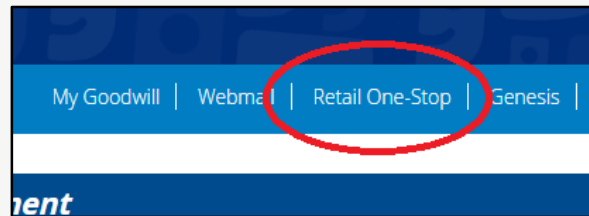
	A	B	C	D	E	F	G
	placement date	store or ROC	vendor	PO, invoice or tracking number	received date	receiving IC member	description of order and comments
1		placed order					
392	6/17/2024	841	Fixture Zone	046371	6/17/2024	Gilbert	Hangers and shelves and supplies
393	6/18/2024	834	Fixture Zone	046488	6/18/2024	Gilbert	Hangers and supplies
394	6/18/2024	837	Fixture Zone	046498	6/18/2024	Gilbert	Hangers and heavy duty Skirt
395	6/17/2024	839	Fixture Zone	046450	6/18/2024	Gilbert	bar and pencils and supplies
396	6/5/2024	inventory	Dahdoul	045868	6/20/2024	Elliott	customer wipes for ROS
397	6/24/2024	202	Fixture Zone	046998	6/24/2024	Gilbert	customer wipes for ROS
		ROS supplies sent out		PO inbound to ROC			
				PO outbound from ROC			
				validation			

11. Follow the next instruction set that matches the type of product you are receiving.

12. Depending on whether the PO was for **Retail One-Stop** items offered to the stores or **janitorial items** dispersed at the ROC, you will update one of two inventories.

RETAIL ONE-STOP ITEMS

- a. If it was ordered for the stores. Go to the Gazette. Click on Retail One-Stop.



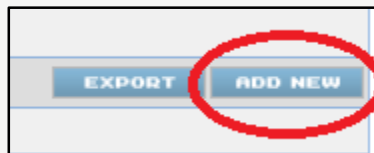
- b. Click on **Administer Supplies**.



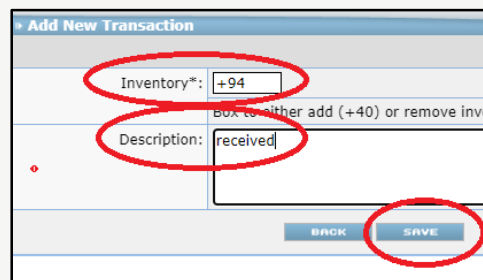
- c. Go to the first item on the PO and click on **Details**.



- d. Click **ADD NEW**.



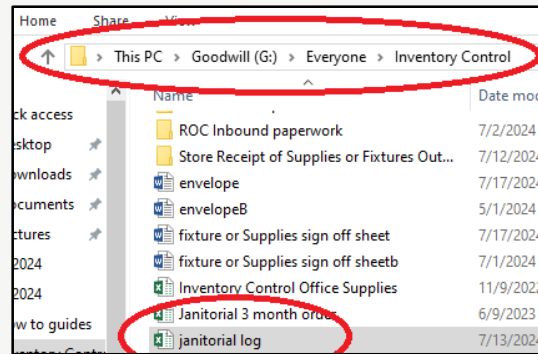
- e. Enter the quantity received in the inventory field. Enter **received** in the description field. Click **SAVE**.



- f. There will be an inventory request generated that you will notice when fulfilling Retail One-Stop orders. You can fulfill it when doing store orders. Reference the Pulling Retail One-Stop Supply Orders guide.

JANITORIAL ITEMS

- a. If you are receiving a PO for janitorial products, open the janitorial log in G > Everyone > Inventory Control.



- b. Go to the Movement Log sheet. Fill in all fields on a new line. Click Save.

