

Exercise I: Marketplace Central / Advantage "Full" Receipt Cheat Sheet

If your department received the entire PO as ordered, use these instructions to enter a "Full Receipt" in MPC. In this exercise, we show you how to "fully" receive all the lines of a PO at one time, as long as, there are no backorders expected for any line on the receipt.

How Do I Start a "Full" Receipt? Search for & open the PO. Select **Document Actions > Create Quantity Receipt**.

What does MPC do for me? MPC automatically populates the receipt with **all** the PO's lines, the Quantity ordered and it inserts the **Quantity Remaining to be Received** in the Quantity box of each line.

What do I do first? **Look** at the Quantity MPC inserted in the Quantity boxes to be sure you aren't making a mistake! For example, if all the Quantity boxes = 0, it means this PO was fully received previously. Click the Delete button to discard a

What do I do next? Select **"Yes"**, in the FINAL RECEIPT LINE LEVEL OVERRIDE because **all** the lines of the PO have been fully delivered / provided.

How do I finish the receipt? Add any required Header Notes or Attachments. Click the Complete button. Be sure to **write down** the receipt number so you can reopen it if needed.

Exercise II: Marketplace Central / Advantage "Partial" Receipt Cheat Sheet

If your department DID NOT receive the entire PO as ordered, use these instructions to enter a "Partial Receipt" in Marketplace Central.

The **quantity ordered**, **quantity fulfilled** (i.e. delivered/provided) and **quantity still expected** (i.e. on back order) for each line of a PO, determine the info that is entered on a "Partial" receipt. There are six scenarios that can occur when entering a "Partial" receipt. In this exercise, we show you how to deal with each of them on a single receipt.

How Do I Start a "Partial" Receipt? Search for & open the PO. Select **Document Actions > Create Quantity Receipt**.

What does MPC do for me? MPC automatically populates the receipt with **all** the PO's lines, the Quantity ordered and inserts the **Quantity remaining to be received** in the Quantity box of each line.

What do I do first? If **nothing** was received on a line **and** a back order is still expected, **remove the line** from the receipt by clicking its Remove Line button. Note: Doing this does not remove the line from the PO.

What do I do next? At the FINAL RECEIPT LINE LEVEL OVERRIDE, select **"No"**, because there **is a backorder** for at least one of the lines on a "Partial" receipt. Scroll down to the receipt lines and click **"Show Receipt Details"**.

Using the chart below, update the Quantity boxes with the Quantity in the **Fullfiled** column, then select PARTIAL or FINAL as indicated in the Back Order **Expected** column.

PO Line #	If the Qty Ordered / Remaining on the Line is:	and the Qty the Vendor Fulfilled Today is:	and the Back Order Expected is:	What Do I Do In Marketplace Central?	What Gets Sent to Advantage?	What MPC says in its "Receiving" Column
PO Line 1	2	2	0	<p>SCENARIO #1: ALL QTY ORDERED ON THIS LINE WAS FULFILLED</p> <ul style="list-style-type: none"> Make sure the quantity MPC inserted in the Quantity box is right. If not, change it to what was fulfilled (i.e. delivered/provided). If NO backorder is expected for the line, at FINAL RECEIPT select FINAL. If a backorder is expected for the line, at FINAL RECEIPT select PARTIAL. 	2 - Final	"Fully Received"

PO Line #	If the Qty Ordered / Remaining on the Line is:	and the Qty the Vendor Fulfilled Today is:	and the Back Order Expected is:	What Do I Do In Marketplace Central?	What Gets Sent to Advantage?	What MPC says in its "Receiving" Column
PO Line 2	2	1	1	<p>SCENARIO #2: PART OF QTY ORDERED WAS SENT; BACK ORDER EXPECTED.</p> <ul style="list-style-type: none"> Make sure the quantity MPC inserted in the Quantity box is right. If not, change it to what was delivered/provided. If NO backorder is expected for the line, at FINAL RECEIPT select FINAL. If a backorder is expected for the line, at FINAL RECEIPT select PARTIAL. 	1 – Partial	"Partially Received"
PO Line 3	2	0	2	<p>SCENARIO #3: NO QUANTITY WAS FULFILLED; BACK ORDER EXPECTED</p> <p>If you haven't already removed this line from the receipt, do it now because 0 was fulfilled and a backorder is expected. You will issue another receipt later once it is fulfilled.</p>	---	"None"
PO Line 4	2	3	0	<p>SCENARIO #4: QUANTITY FULFILLED IS MORE THAN QUANTITY ORDERED</p> <ul style="list-style-type: none"> Make sure the quantity MPC inserted in the Quantity box is right. If not, change it to what was delivered/provided. If NO backorder is expected for the line, at FINAL RECEIPT select FINAL. If a backorder is expected for the line, at FINAL RECEIPT select PARTIAL. 	3 - Final, Received Over (RO)	"Over Received"
PO Line 5	2	1	0	<p>SCENARIO #5: PART OF QUANTITY ORDERED WAS FULFILLED; REMAINING QUANTITY WILL NOT BE FULFILLED.</p> <ul style="list-style-type: none"> Make sure the quantity MPC inserted in the Quantity box is right. If not, change it to what was delivered/provided. If NO backorder is expected for the line, at FINAL RECEIPT select FINAL. If a backorder is expected for the line, at FINAL RECEIPT select PARTIAL. 	1 - Final, Received Under (RU)	"Partially Received"
PO Line 6	2	0	0	<p>SCENARIO #6: NONE OF QTY ORDERED WILL EVER BE FULFILLED.</p> <ul style="list-style-type: none"> Make sure the quantity MPC inserted in the Quantity box is right. If not, change it to what was delivered/provided. If NO backorder is expected for the line, at FINAL RECEIPT select FINAL. If a backorder is expected for the line, at FINAL RECEIPT select PARTIAL. 	0 - Final, Received Under (RU)	"None"

How do I finish the receipt? Add any required Header Notes, Line Notes or Attachments. Click the Complete button. Be sure to write down the receipt number so you can reopen it if needed.