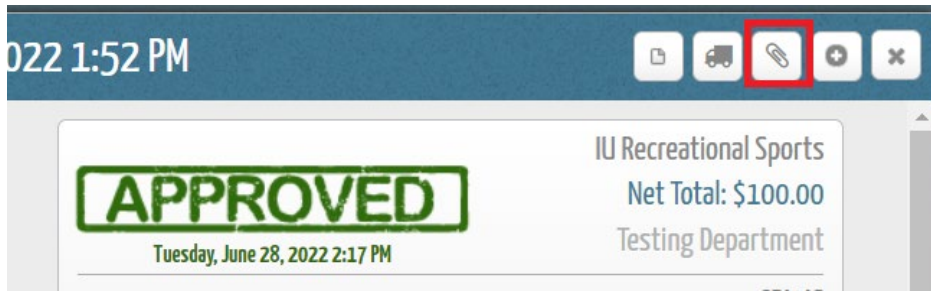


How to Document Deliveries of POR Items

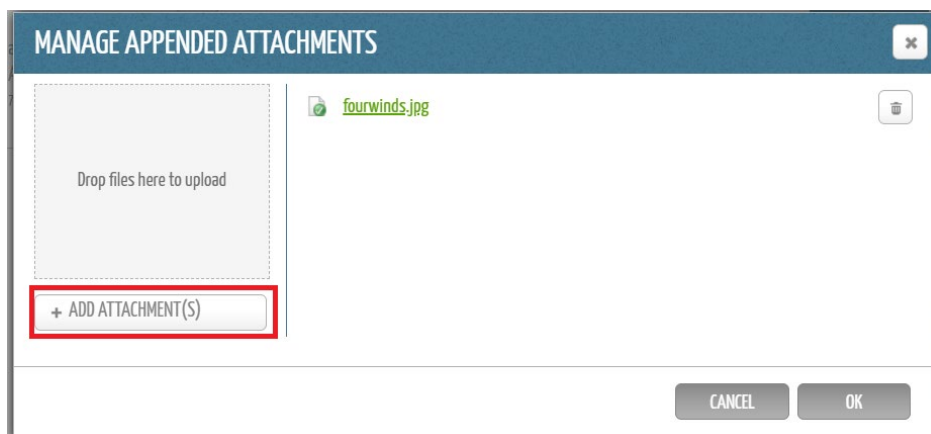
The POR system has a nice feature for tracking item deliveries. Follow the steps below to add delivery information as items are received.

To document deliveries correctly you need to upload your packing slip as well as mark off what items have been delivered. **DO NOT** mark all deliveries as being received before uploading your packing slip(s)

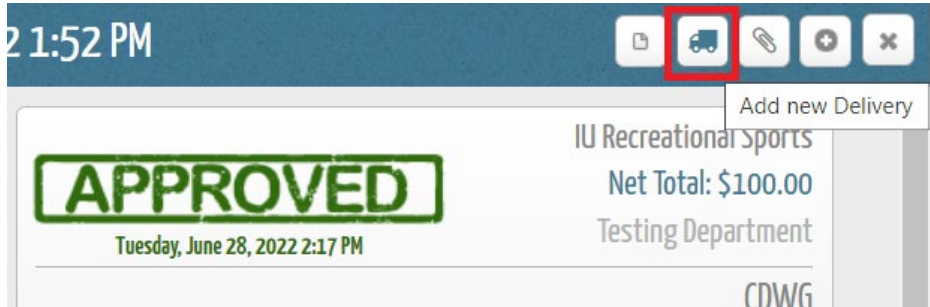
Click the POR that you want to document a delivery for. Once the POR has loaded then you can click the **Paper Clip icon** in the top right to open the attachments field.



Simply add your scanned packing slip attachment and click **Save**. If you need to review an uploaded packing slip you can open the POR and click the **Paper Clip** icon and then click the file name to view it full size.



Once you've uploaded your packing slip attachment then you can click the **Delivery truck icon** in the top right of the POR to open the **Add Delivery** window.



In the **Add Delivery** screen you can enter all of the delivery information you have at the time. For the **Order No.** just put in sequentially what delivery update this is starting with 1, 2, 3 etc. Enter the **Delivery Date** you received the item(s) and then put in the numbers of items you received for this delivery date in the **In This Delivery** fields. Finally add any comments you'd like the box and click **Save**. If you have received only a partial shipment, mark what was received, add a comment, and then click **Save**.

The 'ADD DELIVERY' form has a dark blue header with the title and a close button. Below the header are two input fields: 'Order No' with the value '1' and 'Date of Delivery' with the value '6/28/2022'. A table follows with columns for 'Item', 'Received', and 'In this Delivery'. The first row is 'Network Cables - 10ft restock' with '1 / 1' received and '1' in this delivery. The second row is 'Tripp Lite Network Cable - 10ft' with '10 / 10' received and '10' in this delivery. Below the table is a 'Comment / Notes' text area containing 'Received all items for this POR.'. At the bottom are 'CANCEL' and 'SAVE' buttons.

Item	Received	In this Delivery
Network Cables - 10ft restock	1 / 1 ✓	1
Tripp Lite Network Cable - 10ft	10 / 10 ✓	10

You will now see towards the bottom of the POR a **Deliveries** area with information about what has been delivered.

Deliveries

Delivery #1 Date 6/28/2022	11 Items Order Number 1
---	--------------------------------------

11 / 11 Items

If you click on the **Delivery** then you can view the Delivery details and make an edit if something is incorrect.

- **NOTE:** If you need to remove an item received that was broken or incorrectly entered you can just put in a negative number like "-1" to take away from the inventory and make it accurate.

EDIT DELIVERY







Order No: 1 Date of Delivery: 6/28/2022






Item	Received	In this Delivery
Network Cables - 10ft restock	1 / 1 ✓	1
Tripp Lite Network Cable - 10ft	10 / 10 ✓	10

Comment / Notes
Received all items for this POR.

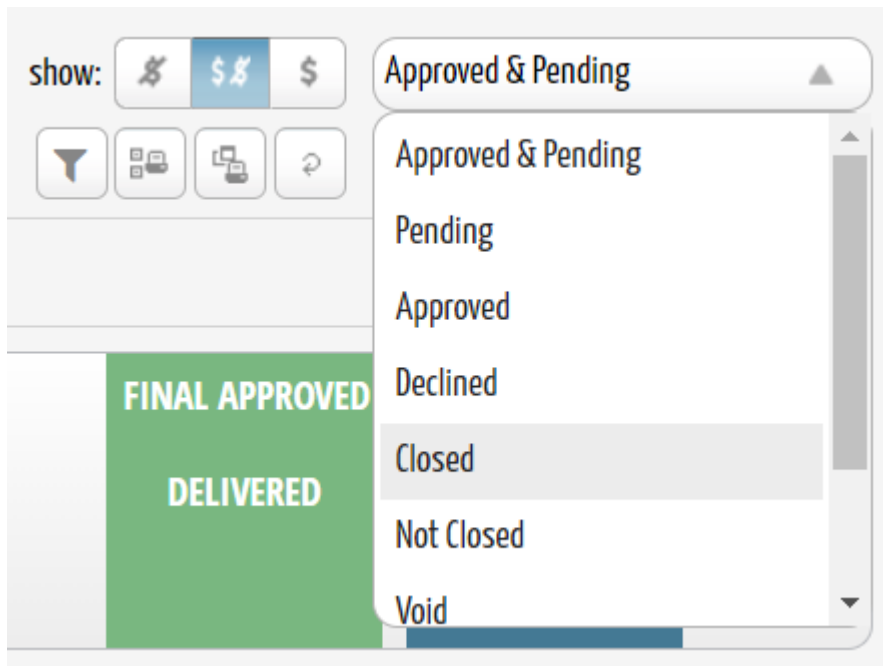
Created by RSIT Team on Monday, June 27, 2022 8:00 PM Edited by RSIT Team on Tuesday, June 28, 2022 2:49 PM


Once you close the POR you will see that the status has changed to "**Delivered**". If you only have part of your delivery documented it will say "**Part. Delivered**". You'll also notice the paperclip icon with a number indicating the attachments.

P.O. 23009 / Rachel new PC Supplier: CDWG, 123 CDWG Street, 23423 Chicago IL, USA Department: Testing Department		FINAL APPROVED DELIVERED	TOTAL \$900.00	    
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P.O. 23004 / IT Office Supplies Supplier: CDWG, 123 CDWG Street, 23423 Chicago IL, USA Department: Testing Department Requisition Number: 2423423423		FINAL APPROVED PART. DELIVERED	TOTAL \$146.29	    
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Once you have documented your POR as fully delivered then Financial Affairs will go in and set the POR to **Closed** status thus removing the POR from your default view. You will then have to change your status dropdown to "**Closed**" to see these finalized PORs.



show: 

FINAL APPROVED
DELIVERED

Approved & Pending

- Approved & Pending
- Pending
- Approved
- Declined
- Closed**
- Not Closed
- Void