



Print Receiving Documents Training Manual

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How to Print Receiving Documents

Please follow the screenshots below to print your receiving document

Step 1 – Purchasing Desktop

In the **Purchasing Desktop**, click on **Reports** on the right hand side

MMROV - Purchasing Desktop - MMROV - Purchasing Desktop - (ROV TEST (N) - Test) - Salma Khan

My Tasks User: KHANSA01RV Date Range: 25/01/21 - 01/02/21
Status: OPEN
Type: All

✓	Task Description	Range	Dept/Inv	Vendor	Date	Obj. Status	User	Launch

Process Tasks

- PO Receive
- Purchase Order
- Cost/Qty Chng
- PO Inquiry
- PO From Inv
- PO From Req
- Check PO Num
- Purchase Reqs
- Req Inquiry
- Req From Inv
- Item Reqs
- Pur Routines
- Other Inquiries
- Contracts
- Bid Worksheet
- EDI
- Reports
- MM/AP Reports
- Custom Reports

Select

- Scanning
- System Status
- Preferences

Task Number	Type	Status
PO/Req Number	Buyer on PO/Req	
Total for PO/Req	Lines	
Auto Receive PO from Req		
Message		
Events for Task		
Error Message		

Print Tasks List Tasks Send Message Add Message ReAssign Tasks Change Status Task History List History Manage FYIs Refresh



Step 2 – Selection Purchasing Reports

Next click on ‘Receiving Document’

Purchasing Reports	
	PO Inquiry (Multiple)
-	Purchasing Reports
	Print Purchase Orders
	Receiving Document
	Receiving Report
	Print Receiving Report by Date
	List Purchase Order Changes

Step 3 – Selecting Specific POs

Here you have two options;

Printing Specific POs – you can identify the PO numbers you want to print.

MM.ROV - MM Receiving Document

Specific or Selected POs:

*Include all Receiving Comments:

Purchasing Facility:

Selected POs:

From Date	Thru Date	From PO Number	Thru PO Number

Vendor:

Specific POs:

Purchase Orders
0000000005

Cancel OK

Don't forget to select you Purchasing Facility

Once you have entered all of you PO numbers click on 'OK'



Step 4 – Selecting Select POs

Here you have additional options with select criteria – you can select one or more range.

Order date range

POs for a selected vendor

One or more PO number ranges

MM.ROV - MM Receiving Document

Specific or Selected POs: SELECTED

*Include all Receiving Comments: N

Purchasing Facility: GBH.MM

Selected POs

*From Date: 17/01/21
*Thru Date: 01/02/21

From PO Number: 0000000003
Thru PO Number: 0000000005

*Vendor: ALL

Specific POs

Purchase Orders

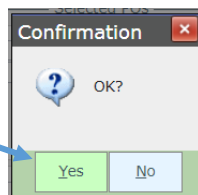
Cancel OK

Don't forget to select your Purchasing Facility

Once you have entered all of your PO numbers click on 'OK'

Step 5 – Confirm your Selections

Click on 'Yes'





Step 6 – Print Document

Select Print to send the document to a printer.

Most Recent will display the printer you have accessed recently.

Your site will display all printers that are available to you.

The printer you have selected will now display at the bottom of the screen.

You can also choose to print multiple copies if you need to include one with the delivery of the ordering department

Click 'OK'

