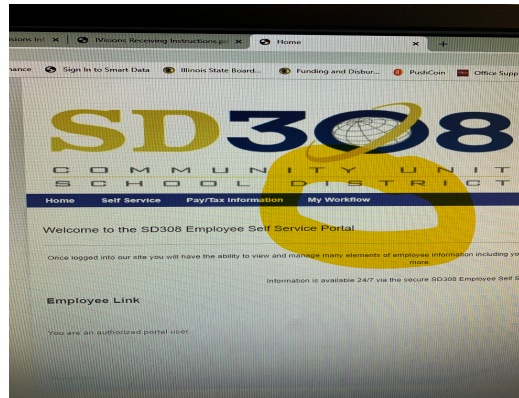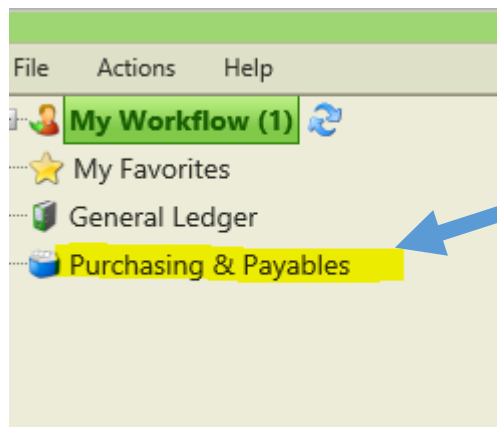# Receiving Instructions – iVisions Portal

1. Login to the iVisions portal and Select "**My Workflow**"

2. Click on **Purchasing & Payables.**

3. Click on **Receiving.**

4. Click **Purchase Order Receiving.**

5. Click the **green add sign** (+)
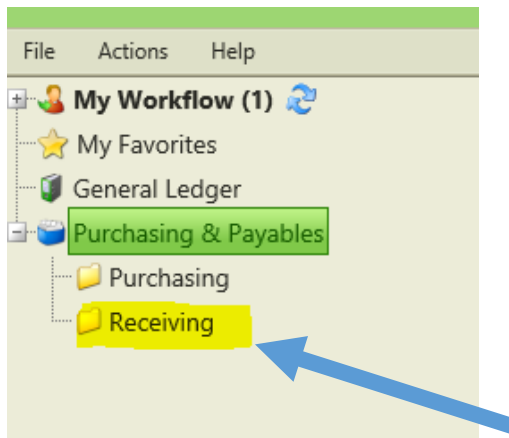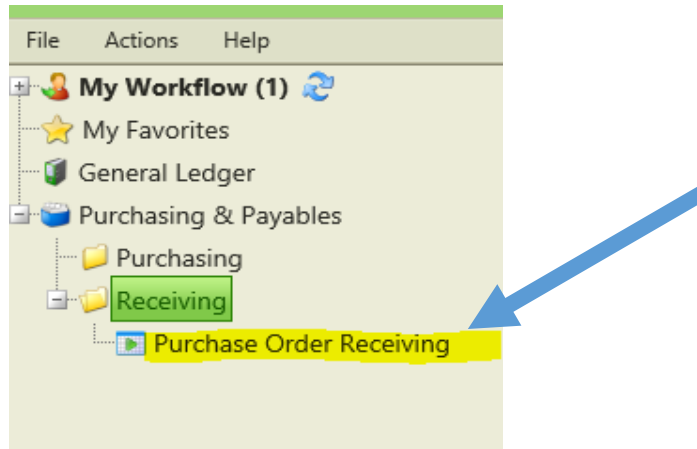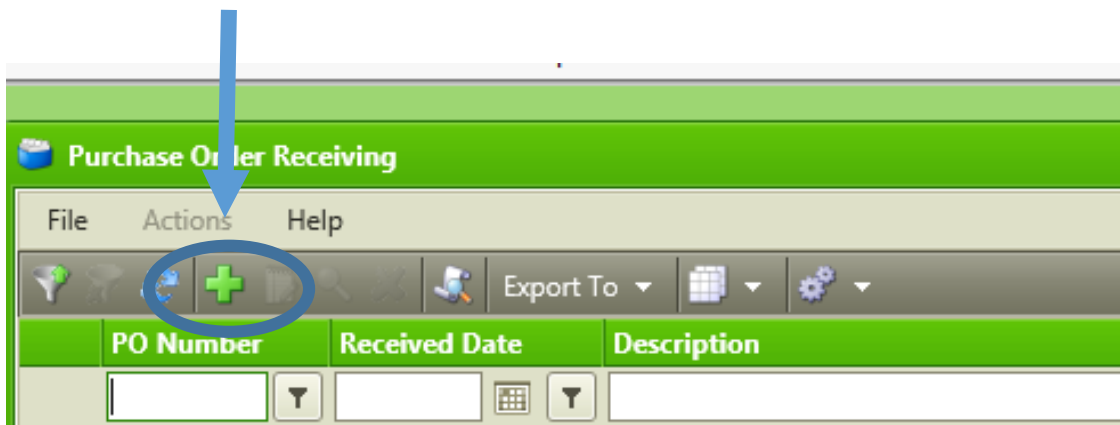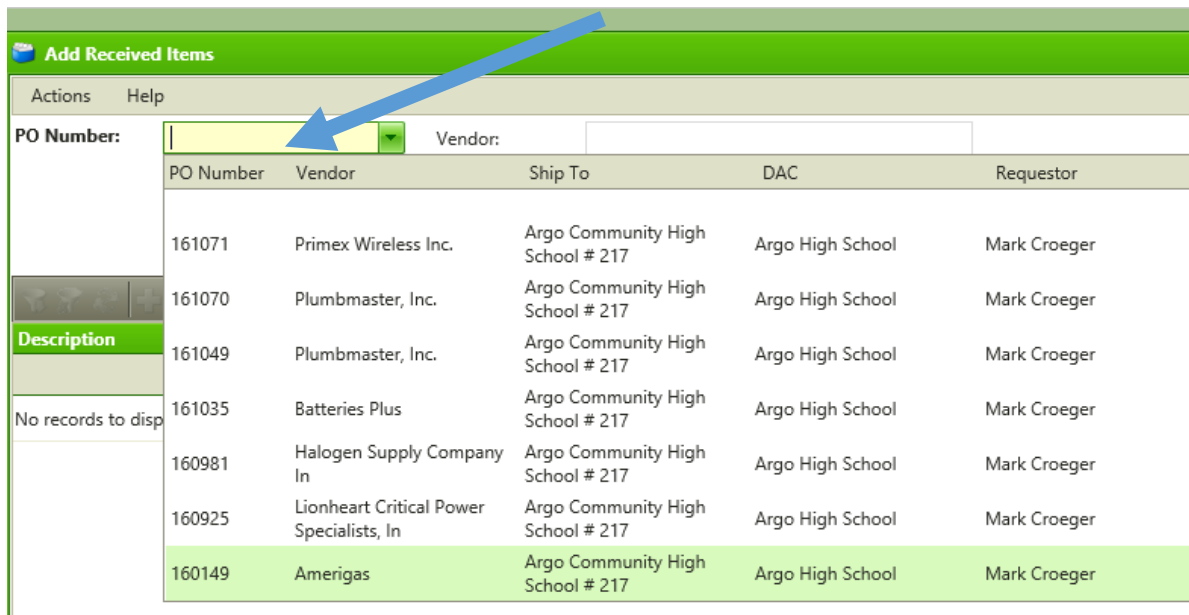
Receiving Instructions – iVisions Portal

6. Using the drop down arrow, select the PO you are receiving on.

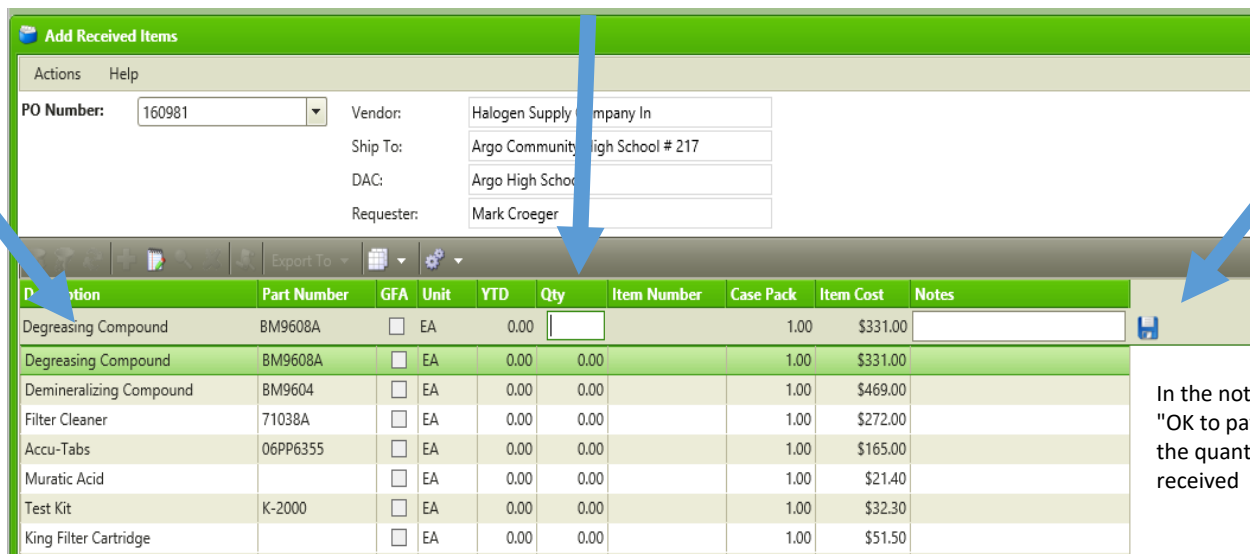| PO Number	Vendor	Ship To	DAC	Requestor
161071	Primex Wireless Inc.	Argo Community High School # 217	Argo High School	Mark Croeger
161070	Plumbmaster, Inc.	Argo Community High School # 217	Argo High School	Mark Croeger
161049	Plumbmaster, Inc.	Argo Community High School # 217	Argo High School	Mark Croeger
161035	Batteries Plus	Argo Community High School # 217	Argo High School	Mark Croeger
160981	Halogen Supply Company In	Argo Community High School # 217	Argo High School	Mark Croeger
160925	Lionheart Critical Power Specialists, In	Argo Community High School # 217	Argo High School	Mark Croeger
160149	Amerigas	Argo Community High School # 217	Argo High School	Mark Croeger

7. **Double Click** on item you are receiving on, enter the quantity you received and click the blue save disk on the right of screen.

PO Number: 160981
Vendor: Halogen Supply Company In
Ship To: Argo Community High School # 217
DAC: Argo High School
Requester: Mark Croeger

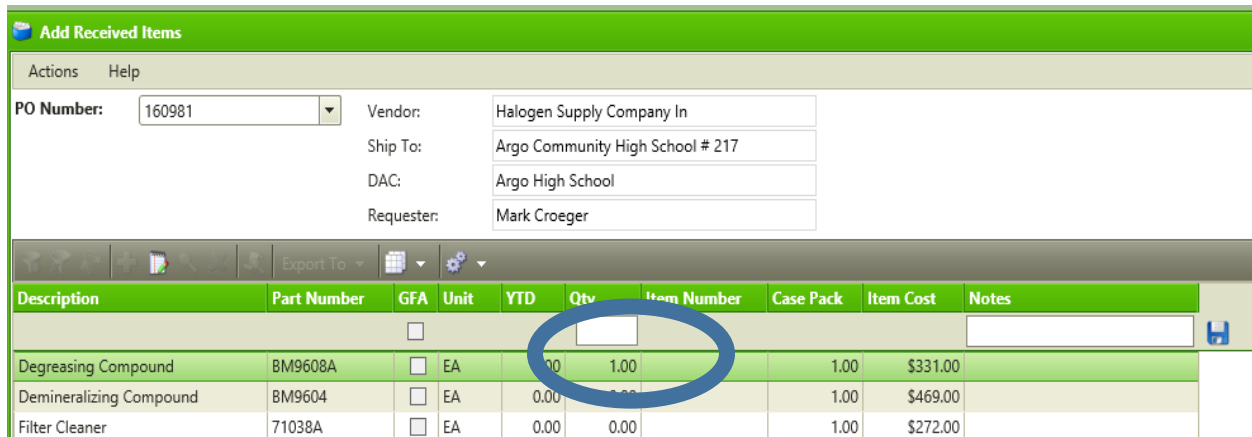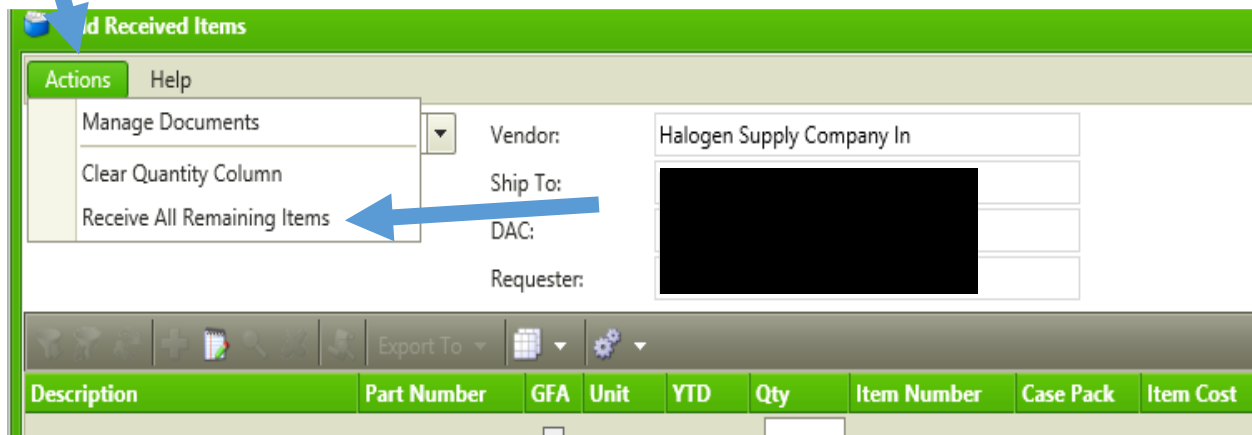| Description	Part Number	GFA	Unit	YTD	Qty	Item Number	Case Pack	Item Cost	Notes
Degreasing Compound	BM9608A	☐	EA	0.00			1.00	$331.00	
Degreasing Compound	BM9608A	☐	EA	0.00	0.00		1.00	$331.00	
Demineralizing Compound	BM9604	☐	EA	0.00	0.00		1.00	$469.00	
Filter Cleaner	71038A	☐	EA	0.00	0.00		1.00	$272.00	
Accu-Tabs	06PP6355	☐	EA	0.00	0.00		1.00	$165.00	
Muratic Acid		☐	EA	0.00	0.00		1.00	$21.40	
Test Kit	K-2000	☐	EA	0.00	0.00		1.00	$32.30	
King Filter Cartridge		☐	EA	0.00	0.00		1.00	$51.50	

In the notes section, Type "OK to pay in full" or adjust the quantity of the amount received

Receiving Instructions – iVisions Portal

8. After you click the blue save disk, your **Qty** received will reflect your entry.

Repeat above steps for each line item you are receiving on and then click OK on bottom right of screen and you are done.

9. You can also Receive ALL items by selecting ACTIONS and Receive All Remaining Items.