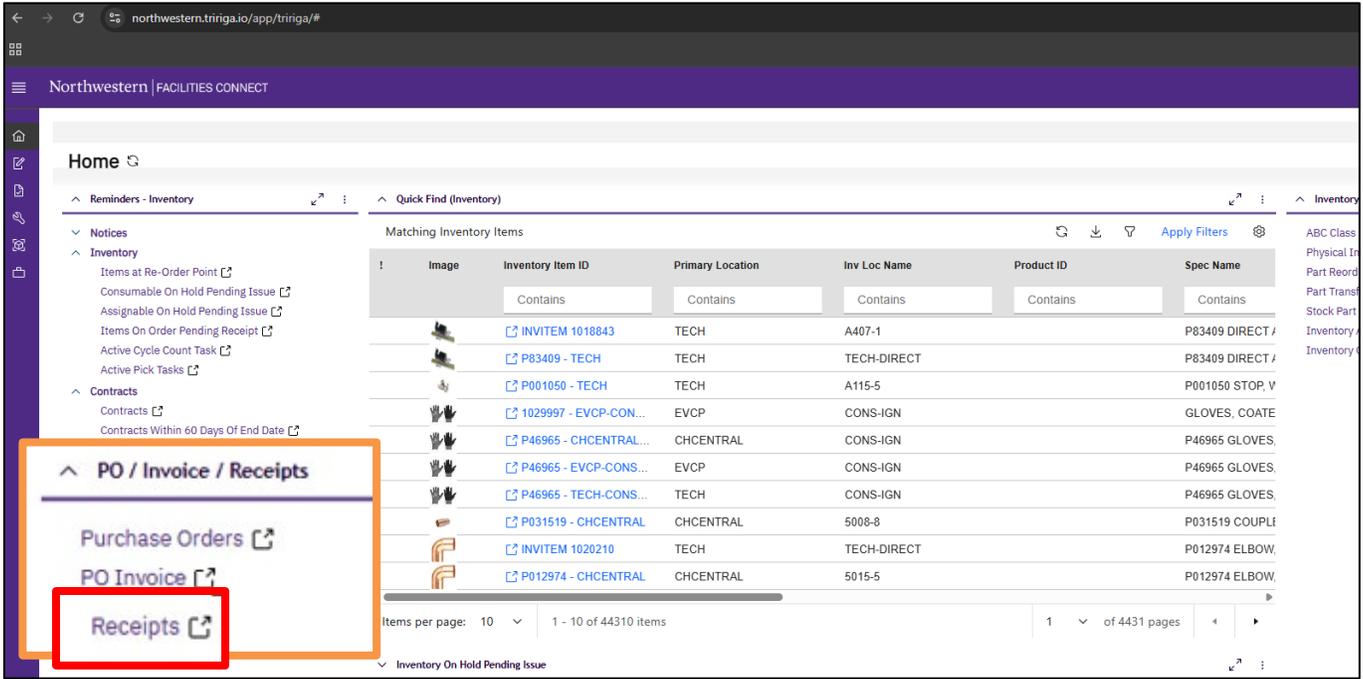


# WAREHOUSE PURCHASE ORDER DIRECT RECEIVING

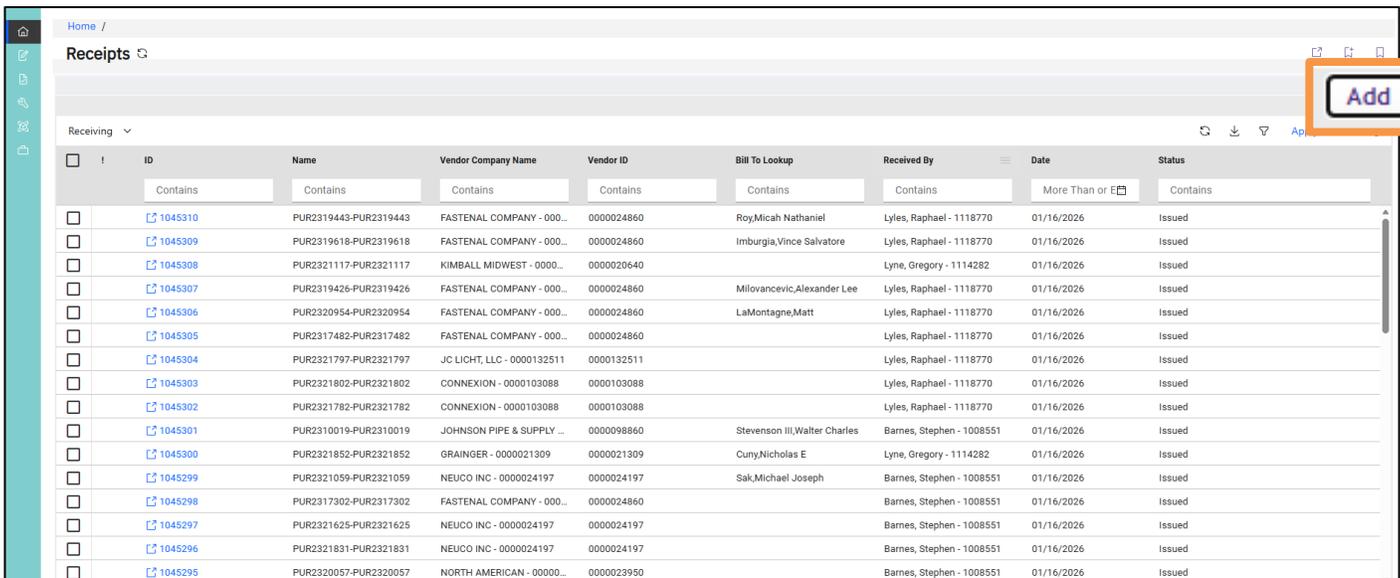
Provides guidance for how create a receipt for direct Purchase Orders using Facilities Connect.

## DIRECTIONS:

**1** From the **Facilities Connect Home Screen** click on the **Receipts** tab screen located under the PO/Invoice/Receipts header.



**2** From the **Receipts** home page, click **Add**.



# WAREHOUSE PURCHASE ORDER DIRECT RECEIVING

## DIRECTIONS:

3

The Receiving General Box will populate. Scroll down to the **Purchase Order** header, click **Find**

Receiving: Create Draft

**General** | Line Items | Item Life Cycle | Notifications | Notes & Documents | Audit Actions

Currency: US Dollars  
 Conversion Group: Default | Currency Exchange Date: 02/18/2026 09:35:12

**Details**

Ship Via: Not Specified | Ship/Pickup Date: 02/18/2026

Ship Tracking Number:   
 Vendor Tracking:   
 Total Received: 0 | Total Damaged: 0

**Purchase Order** | Find | Clear

Vendor:   
**Received From**  
 Received From: Lyne, Gregory P  
 First Name: Gregory | Last Name: Lyne  
 Organization Lookup: \Organizations\Workgroups\Facilities Warehouse

4

All Active Purchase Orders will populate. Enter the PO ID number.

Active Purchase Orders

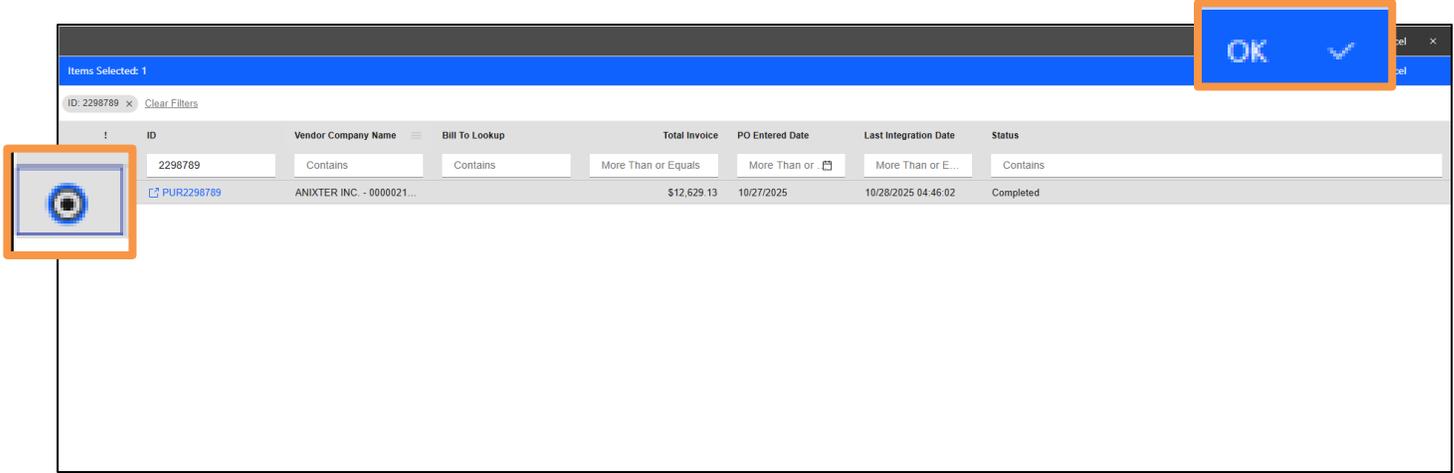
ID	Name	Bill To Lookup	Total Invoice	PO Entered Date	Last Integration Date	Status
000024197		Contains	\$ 0.00	02/11/2026	02/12/2026 05:03:46	Completed
PUR2331745	NEUCO INC - 0000024197	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:03:34	Completed
PUR2331708	NEUCO INC - 000024197	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:03:29	Completed
PUR2331699	FORZA CONSTRUCTION...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:03:25	Completed
PUR2331698	FRANK H STOWELL & S...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:03:22	Completed
PUR2331662	JOHNSON PIPE & SUPPL...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:03:18	Completed
PUR2331612	FASTENAL COMPANY - 0...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:03:04	Completed
PUR2331548	JOHNSON PIPE & SUPPL...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:02:36	Completed
PUR2331531	METROPOLITAN INDUST...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:02:32	Completed
PUR2331530	CONTINENTAL ELECTRI...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:02:29	Completed
PUR2331529	METROPOLITAN INDUST...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:02:25	Completed
PUR2331528	MONSON NICHOLAS INC...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:02:21	Completed
PUR2331514	ANIXTER INC - 0000021...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:02:17	Completed
PUR2331513	JOHNSON PIPE & SUPPL...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:02:13	Completed
PUR2331510	G & O THERMAL SUPPLY...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:02:09	Completed
PUR2331495	NEUCO INC - 0000024197	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:02:05	Completed
PUR2331470	FASTENAL COMPANY - 0...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:01:55	Completed
PUR2331443	NORTH AMERICAN - 000...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:01:48	Completed
PUR2331432	NORTH AMERICAN - 000...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:01:46	Completed
PUR2331428	NORTH AMERICAN - 000...	More Than or Equals	\$ 0.00	02/11/2026	02/12/2026 05:01:40	Completed

Items per page: 50 | 1 - 50 of 87496 items | 1 of 1750 pages

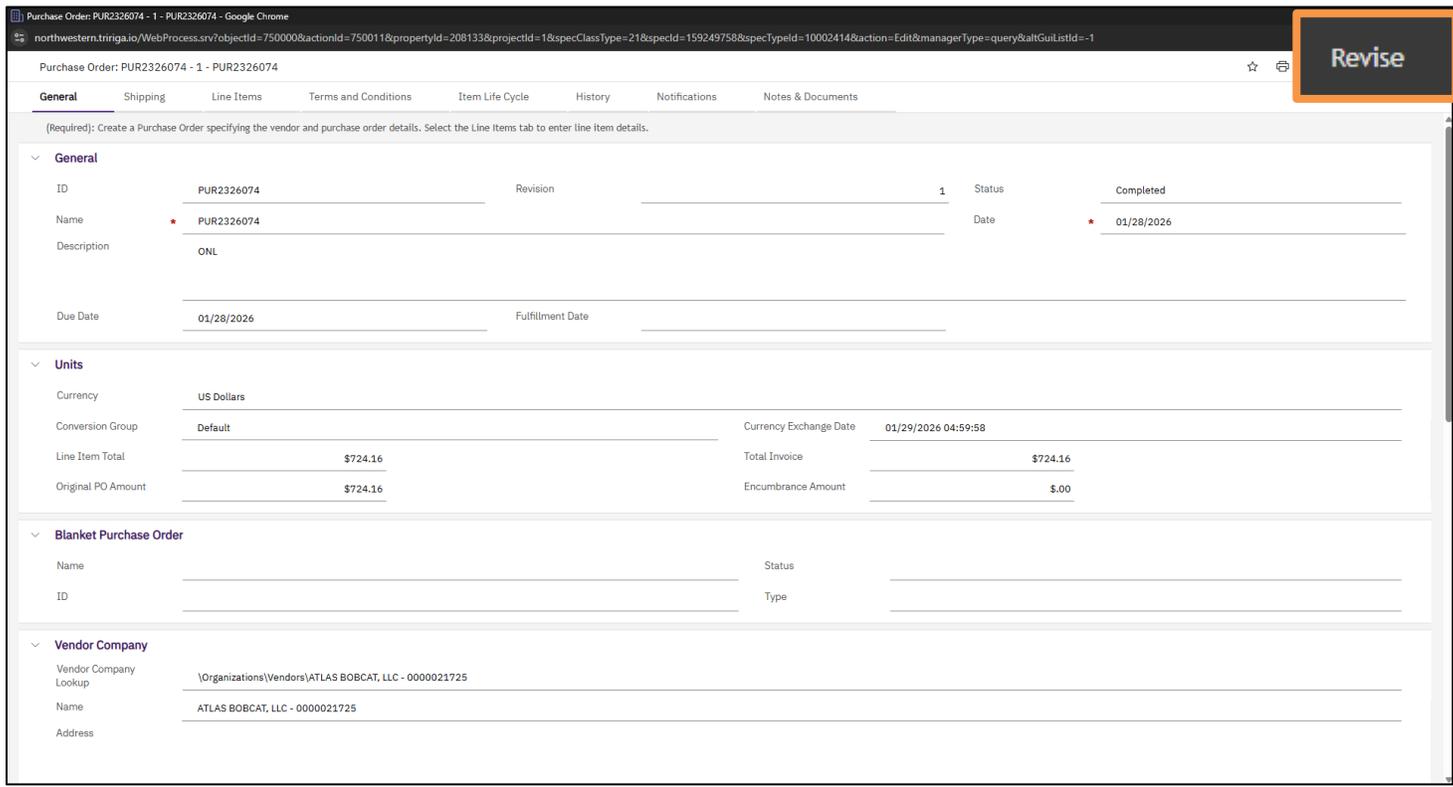
# WAREHOUSE PURCHASE ORDER DIRECT RECEIVING

## DIRECTIONS:

**5** Once the PO has populated click the **radio button**, then press **OK**.



**6** From the **General** tab, click **Revise**.



# WAREHOUSE PURCHASE ORDER DIRECT RECEIVING

## DIRECTIONS:

7 Under Contract Revision, click Continue

Purchase Order: PUR2326074 - 1 - PUR2326074

Contract Revision:

(Required): Describe why you are revising the contract.

Change Type

Change Type Revise  Data Revise  
 Revision

Revision Details

Revision Date: 02/12/2026  
Revised By: \_\_\_\_\_

Description: \_\_\_\_\_

Continue

8 Scroll to the **Bill To** header and enter the Resource you are issuing the item to, click **Save & Close**.

Purchase Order: PUR2326074 - 1 - PUR2326074

Vendor Contact

Response Required?

Vendor Contact Lookup

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Organization Lookup

Bill To

Bill To Lookup

Work Phone: 708/732-0988 Work Fax: \_\_\_\_\_

eMail: dominic.giannosa@northwestern.edu

Address: 2020 Ridge Ave #200

Zip/Postal Code: 60208

City: EV

State/Province: IL Country: \_\_\_\_\_

Save & Close

Contacts

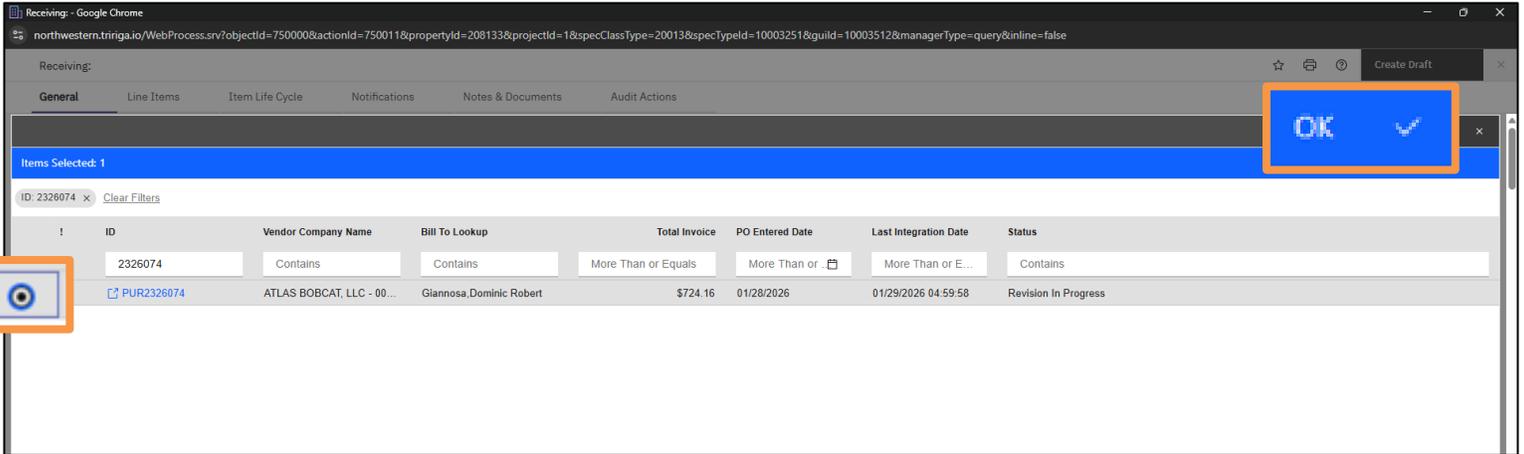
Role	Person	Work Phone	Mobile	Email	Primary Organization
No data to display					

# WAREHOUSE PURCHASE ORDER DIRECT RECEIVING

## DIRECTIONS:

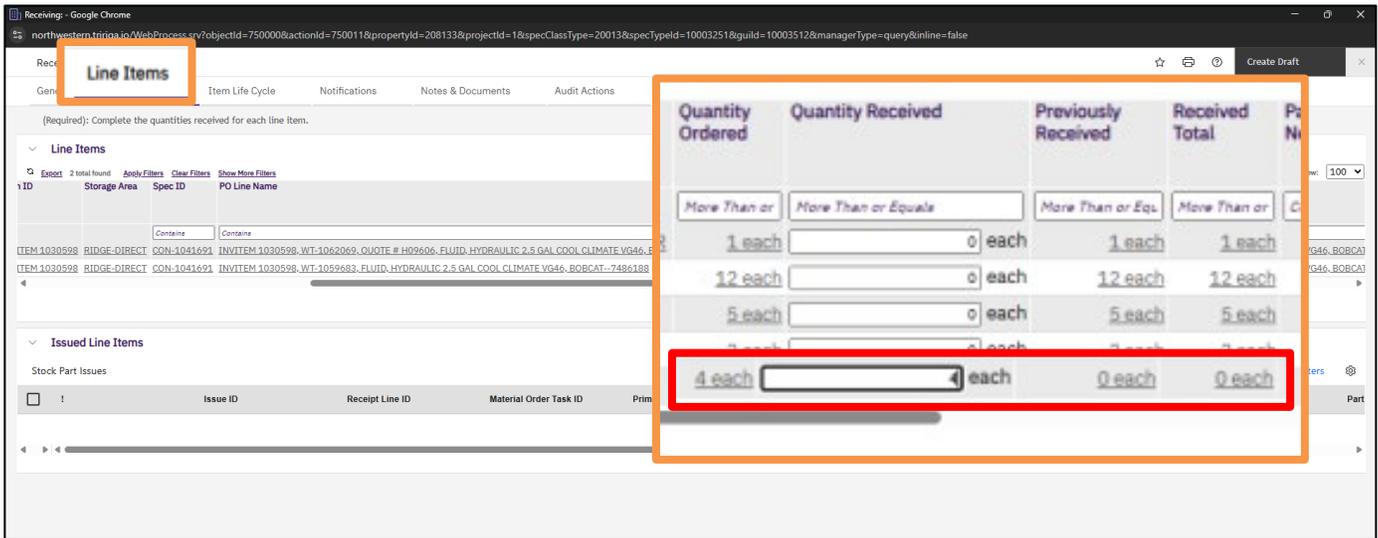
9

The Resource will now be updated under the Bill To Lookup. Check the **radio button**, then click **OK**.



10

On the **Line Items** tab, scroll over to check the **Quantity Order** to the **Received Total**. The **Received Total** must be less than **Quantity Order** to proceed.



▼ TIP & TRICKS

Line Items must have a Work Task associated with them. If there is not Work Task, contact the Tech to issue a Work Task to the items.

# WAREHOUSE PURCHASE ORDER DIRECT RECEIVING

## DIRECTIONS:

**11** Check Items, click **Create Draft**

The screenshot shows the 'Receiving' interface in a web browser. At the top right, a dark button labeled 'Create Draft' is highlighted with an orange box. Below the navigation tabs, a table of 'Line Items' is visible. The table has columns for 'Purchase Price Per Unit', 'Unit Cost', 'Unit of Measure Conversion Needed', 'PO ID', 'PO Line Comment', 'PO Line Number', 'PO Bill To Lookup', 'Item ID', 'Storage Area', 'Spec ID', 'PO Line Name', and 'Quantity Ordered'. Two line items are listed, both with a quantity of 4 each.

**12** Scroll to Quantity. Update the **Quantity Received**, click **Issue**.

This screenshot shows the 'Receiving' page with a modal window open for editing a line item. The modal is titled 'Quantity Received' and contains a dropdown menu with 'More Than or Equals' selected, and two input fields, both containing the number '4' and the unit 'each'. The 'Issue' button at the top right of the modal is highlighted with an orange box. The background shows the 'Line Items' table with the same two items as in the previous screenshot.

# WAREHOUSE PURCHASE ORDER DIRECT RECEIVING

## DIRECTIONS:

13

A completed Line Items Receipt will be accessible under the **Line Items** tab once it has been issued. This receipt provides details such as current stock levels, quantities ordered, quantities received, and related information.

Receiving: 1045872 - 0 - PUR2326074 - PUR2326074 - Google Chrome

northwestern.tririga.io/WebProcess.srv?objectId=750000&actionId=750011&propertyId=208133&projectId=1&specClassType=20013&specTypeId=10003251&guild=10003512&managerType=query&inline=false

Receiving: 1045872 - 0 - PUR2326074 - PUR2326074

General		Line Items			Item Life Cycle		Notifications		Notes & Documents		Audit Actions													
Purchase Price Per Unit	Unit Cost	Unit of Measure Conversion Needed	Issue ID	Issue Status	PO ID	PO Line Comment	PO Line Number	PO Bill To Lookup	Item ID	Storage Area	Spec ID	PO Line Name	Quantity Ordered	Quantity Received	Previously Received	Received Total	Part No.	Spec Name	PO Vendor Name	Reference Task ID	PO Entered Date	Last Interfaced Date	Quantity Damaged	Previous Damaged
Equals	Equals	Contains			Contains	Contains	Equals	Contains			Contains	Contains	More Than or	More Than or	More Than or Equ	More Than or	Conta	Contains	Contains	Contains	More Than or	More Than or Equ	More Than or	More Than
\$90.52	\$89.19	<input type="checkbox"/>	1477030	Active	PUR2326074	WT-1062069	1	Giannosa, Dominic Robert	INVITEM 1030598	RIDGE-DIRECT	CON-1041691	INVITEM 1030598, WT-1062069, QUOTE # HD9606, FLUID, HYDRAULIC 2.5 GAL COOL CLIMATE VG46, BOBCAT-7486188	4 each	4 each	0 each	4 each		CON-1041691 FLUID, HYDRAULIC 2.5 GAL COOL CLIMATE VG46, BOBCAT-7486188	ATLAS BOBCAT, LLC	0000021725	01/28/2026	01/29/2026 04:59:58	0 each	
\$90.52	\$89.19	<input type="checkbox"/>	1477031	Active	PUR2326074	WT-1059683	2	Giannosa, Dominic Robert	INVITEM 1030598	RIDGE-DIRECT	CON-1041691	INVITEM 1030598, WT-1059683, FLUID, HYDRAULIC 2.5 GAL COOL CLIMATE VG46, BOBCAT-7486188	4 each	4 each	0 each	4 each		CON-1041691 FLUID, HYDRAULIC 2.5 GAL COOL CLIMATE VG46, BOBCAT-7486188	ATLAS BOBCAT, LLC	0000021725	01/28/2026	01/29/2026 04:59:58	0 each	

Issued Line Items

Stock Part Issues

Issue ID	Receipt Line ID	Material Order Task ID	Primary Location	Issued Date/Time	Spec ID	Spec Class	Part Category 2	Part Category
Contains	Contains	Contains	Contains	More Than or Equals	Contains	Contains	Contains	Contai
<a href="#">1477030</a>	RLI-1215107		RIDGE	02/12/2026 08:55:22	CON-1041691		Ignition & Tune-Up	Fluid
<a href="#">1477031</a>	RLI-1215108		RIDGE	02/12/2026 08:55:23	CON-1041691		Ignition & Tune-Up	Fluid