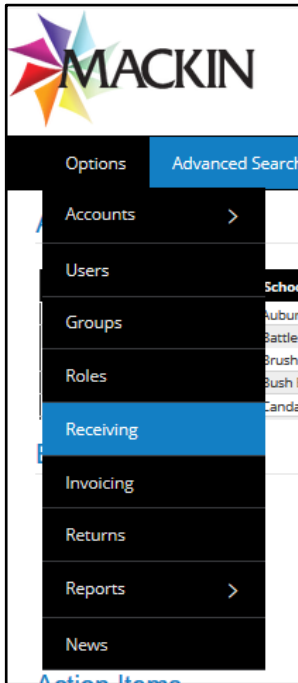


RECEIVING ROLE

The receiving role has been established to electronically check in Mackin orders. When an order is shipped, the packing slip in box one of the shipment will have the invoice number for that order. To check in an order, click on Receiving from the Options menu.



Receiving: Check in items

You can check in the items on your shipment one of two ways:

1. BATCH RECEIVE YOUR SHIPMENT

Enter Invoice Number:

2. SCAN/ENTER INDIVIDUAL ITEMS

Enter Invoice Number:

Choose Number Type:

Scan/Enter:

Not Received | Received | Flagged

Items Shipped:

Page 1 of 1 | 15 items per page

Barcode	ISBN	Title	Author	Format	Check-in Date	Received By	Condition
No items have been received for this invoice number.							

A. CHECKING IN AN ORDER

Type in the invoice number in the first field (Invoice Number) and click GO, or use your scanner to read the packing slip UPC information.

After entering the invoice number, a Batch Receive button will appear that allows you to check in all the items on your invoice at once. When you click on the Batch Receive button, you will be prompted with a pop up box stating “You will be receiving (Qty) items for (school name). Do you want to proceed?” Look at the first page of your packing slip to confirm this information. This note is offered as a double check to make sure you are receiving the correct items, as batch receiving cannot be undone.



Receiving: Check in items

You can check in the items on your shipment one of two ways:

1. BATCH RECEIVE YOUR SHIPMENT

Enter Invoice Number:

500706 GO

Batch Receive

2. SCAN/ENTER INDIVIDUAL ITEMS

Enter Invoice Number:

500706

Choose Number Type:

Barcode ▼

Scan/Enter:

Enter Barcode Add

Not Received 11 Received Flagged

Items Shipped: 11 Done

Page 1 of 1

Barcode	ISBN	Title	Format
33435053557590		BLOXELS VIDEO GAME TEAM BUILDER PACK	4
33435053557608		CHIBITRONICS CHIBI LIGHTS LED CIRCUIT STICKERS STEM STARTER	4
33435053557616		CHIBITRONICS CHIBI LIGHTS LED CIRCUIT STICKERS STEM STARTER	4
33435053557624		HUE ANIMATION STUDIO	4
33435053557632		HUE ANIMATION STUDIO	4
33435053557640		KEVA PLANK SCHOOL PACK, 400-PIECES	4
33435053557657		LEGO LARGE CREATIVE BRICK BOX	4
33435053557665		LITTLEBITS ARDUINO CODING KIT	4
33435053557673		MAKEDO CARDBOARD CONSTRUCTION SCRUB, 75 PACK	4
33435053557681		SPHERO SPRK+ ROBOT	4
33435053557699		MAKEDO CARDBOARD CONSTRUCTION TOOL KIT 120-PIECE	4

Book Condition ✕

Good
 Damaged
 Duplicate
 Wrong Item
 Return to Mackin

 Missing
 Replaced

Notes:

Save
Cancel

The OMS assumes that all items in your shipment are received in **Good** condition. If there are damaged or missing items, click the Good link for that title. Here, you can change the condition of that title. Include a note as to why the item is not Good as this info will be used later.

IMPORTANT NOTE: You will want to make sure you receive your materials. This process automatically updates a copy of the school’s MARC record file at Mackin so your collection analysis and TitleMatch feature are current with each new order you receive.

B. DAMAGES / SHORTS – INITIAL RECEIPT OF ORDER

If all materials in the order were received in Good condition, this step is unnecessary; simply close the screen and/or navigate away from the receiving module when you’re finished receiving all materials for the order. If there are items that need to be replaced after you’ve finishing receiving your order, click the Done – Flagged Action Items link. This link opens the Flagged Action Items from that order. Click



Send Email to send the detailed list to Mackin to initiate a replacements request. All of the required information will be emailed to Mackin and no further action is needed on your part.

Flagged Action Items

Receiving Information

Received By:	Mackin Admin
Invoice Number:	319198
Purchase Order Number:	CRN2011-89897
School Name:	Berwick Senior High

Items listed below were either not checked in or have Condition set as other than "Good". Please verify all of these items. If you need to correct any item on this list please click [here](#) to return to receiving.

After you have verified each item below, click the Send Email button to report the action items to Mackin. You will also receive a copy.

Email Notes:

[Print](#)

There are no extra or missed items on this invoice

There are no damaged or problem items on this invoice

