Receiving in MSCM – View Only Access

*MSCM is a different program from MSSS where requisition are created.*

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**Log into MSCM Purchasing**

Click the Start icon (bottom left corner)

Click All Programs. Note, if All Programs disappears, skip to the next step.

Click McKesson Supply Chain Management

Click Purchasing.

Log in using your Cane ID username and password.

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**Find a PO**

Click the Query tab.

From the Where field, click the drop down and select Requisition Number.

*Searches can also be done by PO#.*

In the Begins With field, type the requisition number.

*CAPS are required.*

The Created After field should be the date before it was created or leave it blank. Click Search.

Double click the PO number. The Cover Sheet window will appear.
**Review the PO Header Info:**

**Buyer Name, Status, ETA, Ship To Location and Buyer Notes**

- **Buyer Name**
- **Status:**
  - *On Order* – PO is issued, not received
  - *Killed* – Cancelled, Contact the Buyer.
  - *Complete* – Received and Delivered
  - *Partial* – Partially Received
- **ETA / Delivery Date**
  *Estimated date of arrival to the receiving dock. Additional time may be required for department delivery. Small companies may take longer.

**Ship To Location**

**Buyer Notes**

Click OK to view the line item details.

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**View the Line Item Details:**

**Line Item Notes, Item #, Req #, Qty, UOM, Delivery Location, Company and Cost Center**

**Line Item Color Legend:**

- **Yellow**
  - This line is selected.
- **Gray**
  - Received
- **White**
  - Not Received
  - Partially Received
  - On Backorder

**Line Item Notes** - Click the pushpin.

For a new search click the folder.

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**View Receiving Details: Date, Qty, UOM, Received By**

Select the line. It will appear yellow.

Click History.

Received by Materials Management

**PMM Auto = Owens & Minor, Auto**

Received. For corrections and clarifications, contact Materials Management.