



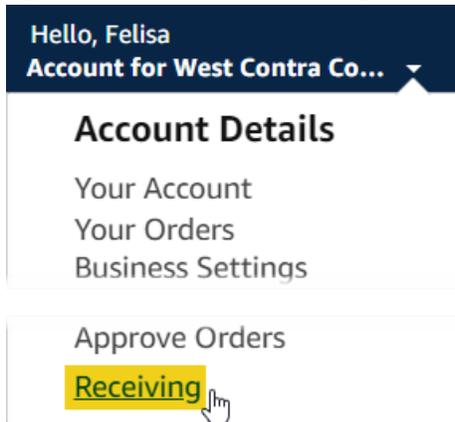
Receiving

WCCUSD Amazon Business customers can track the receiving status of their order and mark items as received, partially received or not received.

Updating receiving confirmation

To update receiving confirmation for a shipment:

1. Sign on to Amazon. To navigate to the Receiving page, hover over your name and select **Receiving**:



2. On the Receiving page, select the order for which you want to update receiving. You can use the Refine by filter or use the Date range filter to find orders.

A screenshot of the Amazon Receiving page. The header shows "West Contra Costa USD" and a search bar. Below the header, there are filters for "Refine by" (with a search box containing "20230364"), "Receiving status" (with checkboxes for Pending, All items received, Partially received, and Items missing), and "Date range" (with a dropdown set to "Last 30 days"). The main content is a table with columns: Date, Order #, PO #, Delivery status, and Receiving status. The table contains five rows of order data.

Date	Order #	PO #	Delivery status	Receiving status
07/26/2022	114-0234838-1421049	20230364 - ExecDir for Schools	Preparing to ship	Pending
07/25/2022	114-2022345-5818618 1 shipment, 1 item	20230364 - ExecDir for Schools	On its way	Pending
07/22/2022	114-3692075-5313042 1 shipment, 2 items	20230364 - ExecDir for Schools	Delivered	Pending
07/22/2022	114-2927262-6149858 2 shipments, 9 items	20230364 - ExecDir for Schools	On its way	Pending
07/22/2022	114-4281809-0712218	20230364 - ExecDir for Schools	Cancelled	Pending

Delivery status

- On its way
- Preparing to ship
- Delivered
- Cancelled (order was not approved)
- Partially delivered

Refine by

Enter the Order # or PO #

Date Range

Default is Last 30 Days
If you receive items as they are delivered, you won't need to change the default date range.

3. Click on the blue hyperlink Order # that you are reviewing. For each item in the shipment, enter the quantity of items received or select Mark everything received to mark all items as received. If you haven't received the item, you can enter the quantity 0.

[Back to Pinole Valley High School receiving](#)

Order Number

112-5001534-7375439

Enter the quantity of items received, check order details

Cancel

Save

<p>Receiving confirmation</p> <p>Mark everything received</p> <p><input type="text" value="6"/> of 6 items</p>	<p>Shipment 1 of 1: Delivered on May 12, 2022</p>  <p>3-Foot Crowd Control Stanchions with 6.25-Foot Retractable Belt by Pudgy Pedro's Party Supplies (Black)</p> <p>Sold by: E-Brands</p> <p>\$80.99 <input type="text" value="Quantity: 6"/></p> <table border="0"><tr><td>Carrier</td><td>Tracking number</td><td>Packing slip</td></tr><tr><td>FedEx</td><td>272854738308</td><td>View details</td></tr></table>	Carrier	Tracking number	Packing slip	FedEx	272854738308	View details	<p>Order Details</p> <p>Group Pinole Valley High School</p> <table border="0"><tr><td>Ordered by msiembida@wccusd.net</td><td>Order date 05/05/2022</td></tr><tr><td>Order total \$538.81</td><td>PO number 20220179</td></tr></table> <p>Delivery Details</p> <p>Overall delivery status Delivered 1/1 shipments delivered</p> <p>Overall receiving status Pending 0/6 items received</p>	Ordered by msiembida@wccusd.net	Order date 05/05/2022	Order total \$538.81	PO number 20220179
Carrier	Tracking number	Packing slip										
FedEx	272854738308	View details										
Ordered by msiembida@wccusd.net	Order date 05/05/2022											
Order total \$538.81	PO number 20220179											

If you enter a quantity less than the quantity ordered, the **Receiving status** will be **Partially received**.

Receiving confirmation

Mark everything received

of 2 items

Partially received

If you enter a quantity of 0, the **Receiving status** will be **Items missing**.

Receiving confirmation

Mark everything received

of 2 items

Items missing

4. Select Save to save the details.