HOW TO RECEIVE A PURCHASE ORDER

1. Select Distribution
2. Select Purchase Order

Graphical user interface, application

Description automatically generated

1. Select Purchase Order Receipt Entry

Graphical user interface, text, application, email

Description automatically generated

1. Hit F2 and enter the PO number. Enter. This will bring your vendor info in as well.
2. Hit F1 to get your Receiver #. Write that number on your PO. Hit enter.

Graphical user interface, application

Description automatically generated

1. Click OK. If you are completely receiving the PO in (did everything, come in on the PO?).

Graphical user interface

Description automatically generated

Graphical user interface

Description automatically generated

1. Click this box if everything came in on the PO



1. Uncheck this box if everything did not come in on the PO; this would be partial receiving the PO



1. Enter the quantities you want to receive in for the partial receiving.

Table

Description automatically generated

1. Click OK.

Graphical user interface, application

Description automatically generated

1. Click No.