

Receive A PO Training Manual

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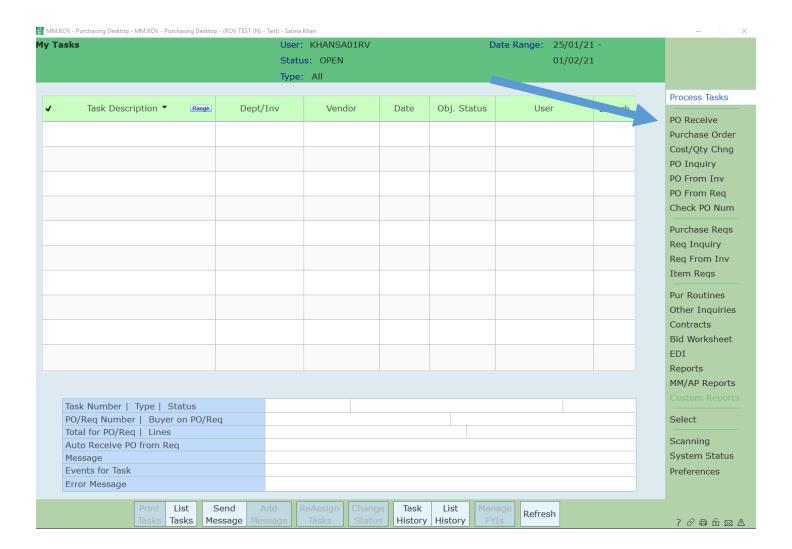


How to Receive A PO

Please follow the screenshots below to receive a PO

Step 1 - Purchasing Desktop

In the Purchasing Desktop, click on PO Receive on the right hand side



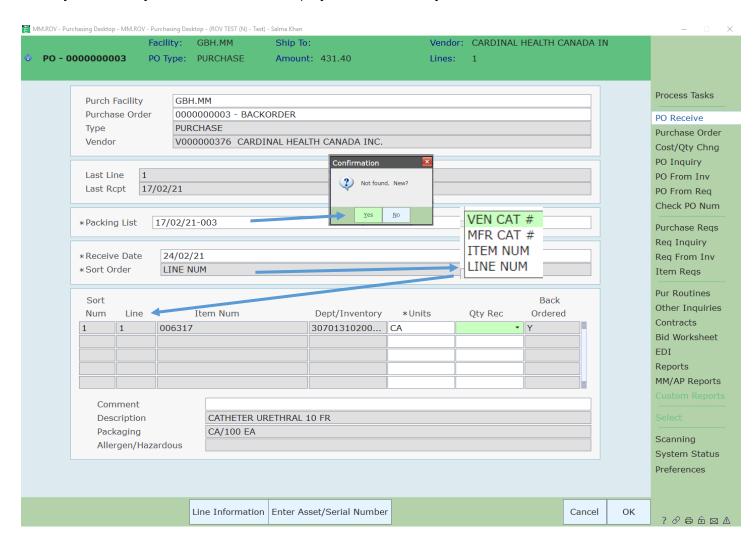
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Step 2 - PO Selection

Fill in the fields as shown

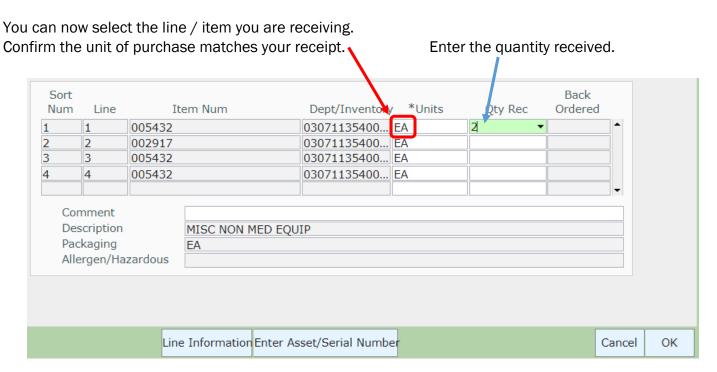
- 1 Select the Purchasing Facility
- 2 Enter the PO number if you know what it is or use the drop down and select the PO
- 3 Enter the Packing Slip number for this shipment Reminder, this number will be used to match up with the invoice on the AP side so it's important that it is as accurate as possible.
- 4 Enter the date of the receipt or 'T' for today.
- 5 From the drop down select how you would like to see the lines on the PO displayed. If you select by Line the items will display in the order they were entered on the PO.



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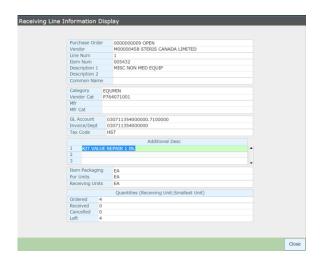
Step 3 - Enter Quantities Received



Step 4 - Additional Line Item Information

If you require more information on an item there are a couple of things you can access depending on what you need.

1 - Click on 'Line Information' at the bottom of the screen and you will see a pop up screen



Or

2 - Use the drop down available on the Qty

You will see a Message showing

What was Ordered, already Received and what is on Backorder

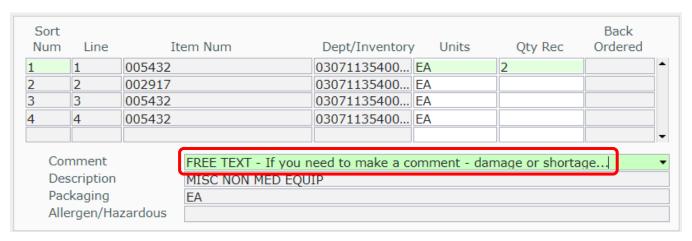


Step 5 - Line / Item Comments

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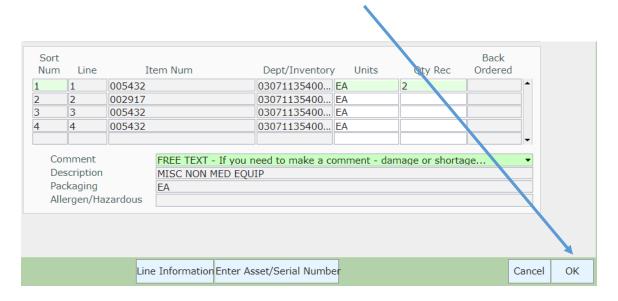


You have the ability to add a comment to an item. This is free text for each item and can be used to note a shortage or damage or a problem with a shipment.



Step 6 - Complete Receiving

Continue to receive all of your items and once finished click 'OK'



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