Receiving

Procurement and sourcing > Common > Purch. orders > All purch. orders > Receive tab

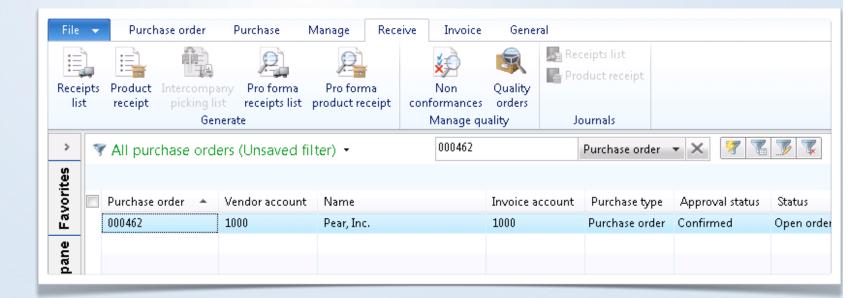
Summary Use the Receiving process to track goods that have arrived from the vendor. This section has a simplified receiving process; many times this is done through a handheld scanner.

- Steps 1. Find the Purchase order
 - 2. Enter the quantity received
 - 3. Posting product receipt

 \underline{Tips} • Turn on financial posting of packing slips in inventory settings

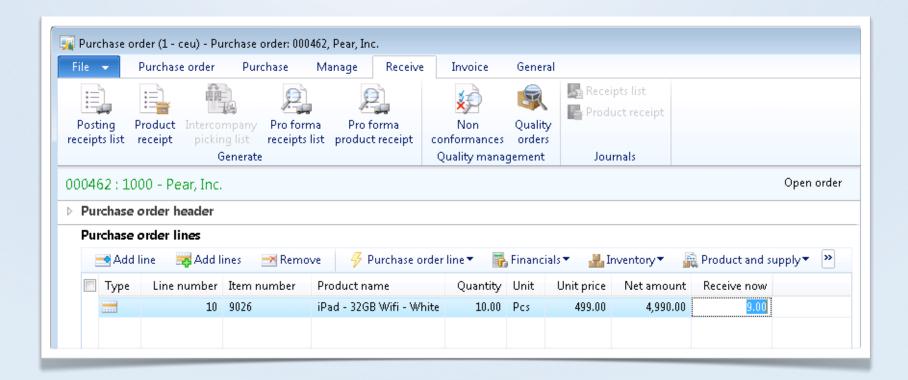
Find the Purchase order

- Type the **Purchase order** number in the quick filter.
- Click the **Edit** button on the **Purchase order tab**.

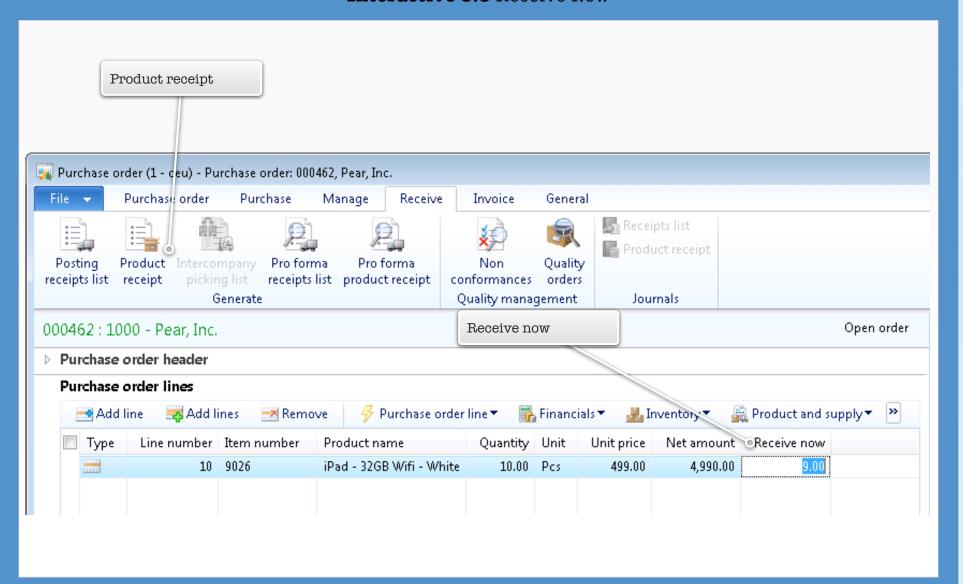


Enter the quantity received

- **Receive now** the quantity shipped by the vendor.
- Click the Receive tab.
- Click the **Product receipt button**.



Interactive 3.3 Receive Now

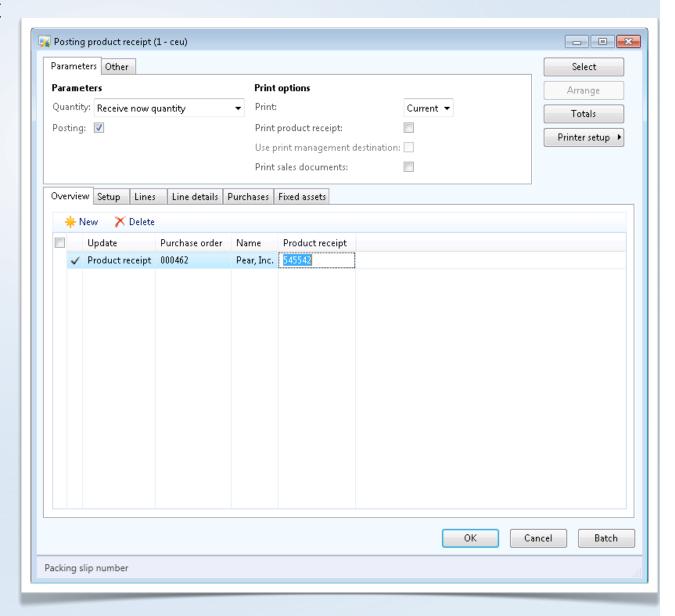


2

[1]

Posting product receipt

- Select Receive now quantity in the Quantity field.
- Check **Posting**.
- Put the vendor's packing slip number in **Product receipt**.
- Click OK.



Movie 3.3 Packing Slip Receipt

