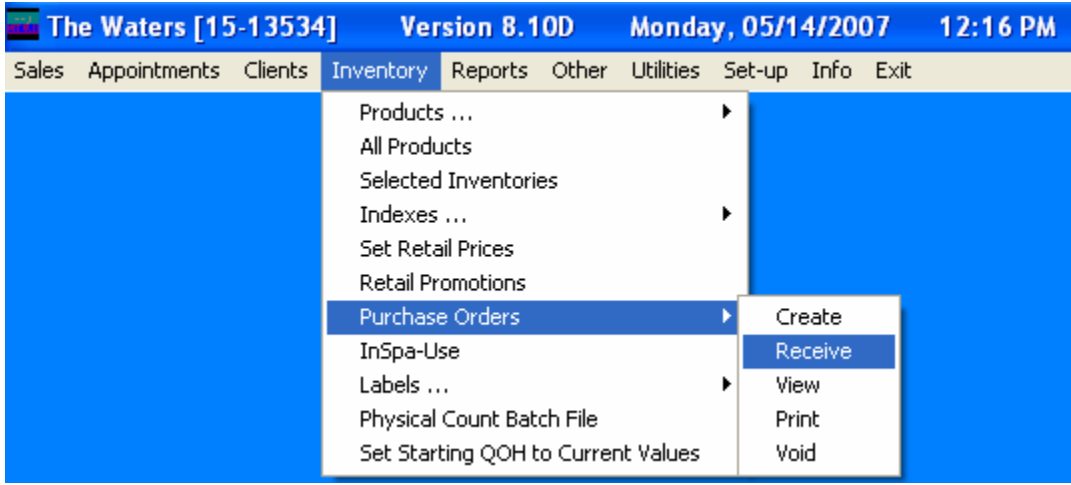


## Receiving Purchase Order

1. To receive a purchase order click on Inventory, Purchase Orders, Receive.



2. Then you will see the Receive Purchase Order window.

The 'INVENTORY RECEIVING' window contains the following fields and controls:

- Header:** INVENTORY RECEIVING
- Form Fields:** P.O. Number (with 'Man.' button), Vendor (dropdown), Date (05/14/2007), Reference, B.O. From, Date Req'd, Terms, How Ship.
- Buttons:** Cancel, Save, Print, Suspend, Look-Up, New Prod., Labels, Use Barcodes (checkbox).
- Table:** A table with columns: Sku (radio buttons for Man., Ven, Upc), Number, Product Description, Quantity Received, Price, Total, Tax, and an Add checkbox.
- Summary:** Sales Tax, Shipping, and TOTAL fields.
- Look-Up:** A section with dropdowns for Manufacturer, Category, and Product, and a Clear button.

- Next, enter the Purchase Order Number that you want to receive and click “enter” on your keyboard.

**INVENTORY RECEIVING**

Man.  P.O. Number  Vendor  Date  Reference  B.O. From   
  
  
  
  
  
  
 Use Barcodes

Date Req'd   
 Terms   
 How Ship

Sku	Number	Product Description	Quantity Received	Price	Total	Tax
<input checked="" type="radio"/> Man. <input type="radio"/> Ven <input type="radio"/> Upc	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/> Add

Sales Tax  Shipping  TOTAL

Look-Up  
 Manufacturer  Category  Product

- Now enter the Purchase Order Number that you want to receive and hit enter on your keyboard and your existing P.O. should come up.

**INVENTORY RECEIVING**

Man.  P.O. Number  Vendor  Date  Reference  B.O. From   
  
  
  
  
  
  
 Use Barcodes

Date Req'd   
 Terms   
 How Ship

Sku	Number	Product Description	Quantity Received	Price	Total	Tax
<input checked="" type="radio"/> Man. <input type="radio"/> Ven <input type="radio"/> Upc	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/> Add
	301	R Antioxidant Serum A 5 Oz	5	7.50	37.50	
	401	R Body Polish	1	9.00	9.00	
	221	R Cu/clay Oily Skin 4 Oz	8	7.50	60.00	
	381	R Chamsunt N/s 2 Oz	6	8.25	49.50	
	271	R Lemon No 4 Oz	8	6.00	48.00	
	531	R Sophia Antiaging	9	54.20	487.80	

Sales Tax  Shipping  TOTAL

- If you did not receive all the products that you originally ordered click on the specific product in this P.O and put in the quantity received and hit enter on your keyboard.

**INVENTORY RECEIVING**

Ordered  
 P.O. Number: 2 Vendor: Avalon Date: 05/14/2007 Reference: B.O. From:

Man. << >> View

Date Req'd:  Terms:  How Ship:

Cancel Save Print Suspend Look-Up New Prod. Labels Use Barcodes

Sku	Number	Product Description	Quantity Received	Price	Total	Tax
301	R	Antioxidant Serum A 5 Oz	5	7.50	37.50	✓ Del
401	R	Body Polish	1	9.00	9.00	
221	R	Cu/clay Oily Skin 4 Oz	8	7.50	60.00	
381	R	Chamsuntl N/s 2 Oz	6	8.25	49.50	
271	R	Lemon No 4 Oz	8	6.00	48.00	
531	R	Sophia Antiaging	9	54.20	487.80	

Sales Tax: 0.00 Shipping: 0.00 TOTAL: 691.80

- Then once you have made any changes you need to your QOH, click on save and all of your quantities on hand will automatically be updated.

**INVENTORY RECEIVING**

Ordered  
 P.O. Number: 2 Vendor: Avalon Date: 05/14/2007 Reference: B.O. From:

Man. << >> View

Date Req'd:  Terms:  How Ship:

Cancel Save Print Suspend Look-Up New Prod. Labels Use Barcodes

Sku	Number	Product Description	Quantity Received	Price	Total	Tax
301	R	Antioxidant Serum A 5 Oz	4	7.50	30.00	*
401	R	Body Polish	1	9.00	9.00	
221	R	Cu/clay Oily Skin 4 Oz	8	7.50	60.00	
381	R	Chamsuntl N/s 2 Oz	6	8.25	49.50	
271	R	Lemon No 4 Oz	8	6.00	48.00	
531	R	Sophia Antiaging	9	54.20	487.80	

Sales Tax: 2.48 Shipping: 0.00 TOTAL: 686.78

This document was created with Win2PDF available at <http://www.win2pdf.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.  
This page will not be added after purchasing Win2PDF.