TWO METHODS TO RECEIVING:

1st Method

SELECT ITEMS

1. RECEIVER DOCUMENT CODE………….. type the word……..NEXT

2. CLICK GO

3. RECEIVER METHOD:
   • CLICK SEARCH . . .
   • SELECT ONE OF THE THREE CHOICES

4. CARRIER: Note a requirement

5. PACKING SLIP:
   Type number that is on paperwork from vendor that is received with merchandise
   Note: If number not available create unique number.  ex. JDS021419
   Note: Packing slip number should never be same number.

6. BILL OF LADING – See on paperwork received from vendor.
   Note: not a requirement)

7. TYPE PURCHASE ORDER NUMBER
8. **ENTER** - See example below

9. **TOOLS**: Located at top on the right side of page
   - Scroll down until you see Options
   - Select Purchase Order Items

10. **Note**: CHECK QUANTITIES ACCEPTED TO VERIFY ITEM(S) HAVE NOT BEEN RECEIVED BEFORE YOU CHECK THE ‘ADD ITEM’ BOX.
11. For each item that you would like to receive

DOUBLE CLICK IN **ADD ITEM BOX**

12. SAVE (F10)

13. Message line will appear at top to let you know how many items you selected. See example:

14. Click on Number to remove messages. In this example click on the 2.

15. Click **X** (Close page)

16. **A valid Purchase/Blanker Order must be present.**

17. Below message will appear: Select Yes

18. On header page, click NEXT BLOCK/SECTION

19. Under Details, you will see the items that you selected to receive.
20. If you are receiving the entire line of description one (1), click **Final Received** box.

21. This will take you to next section for description one (1) below:

22. CURRENT – Type in Current total below:
   (Note: The Ordered box will tell you qty ordered)

23. TAB to U/M (it will automatically populate in field)

24. If more lines, REPEAT STEPS 20 through 22.

25. **Note**: After all intended items have been received,
   **Click NEXT BLOCK**

26. **CLICK COMPLETE**

27.
**RECEIVE ALL – 2ND Method**

1. RECEIVER DOCUMENT CODE…………..NEXT

2. Next Block

3. RECEIVER METHOD……………… CLICK SEARCH . . .
   • SELECT ONE OF THE THREE CHOICES

4. CARRIER – Not required

5. PACKING SLIP INFORMATION – GET OFF RECEIVING SLIP – if not available create a unique one.

6. BILL OF LADING – GET OFF RECEIVING SLIP (not required)

7. TYPE PO NUMBER – ENTER

8. TOOLS

9. RECEIVE ALL PURCHASE ORDER ITEMS

10. NEXT BLOCK

11. NEXT BLOCK – CLICK COMPLETE

```
ADD  RETRIEVE  RELATED  TOOLS  1

Receiver Document Y0016016 has been completed.
```

12. 

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