

Alternate Method for Electronic Receiving

Step 1: Type Form# “PO30” in the “Go to Box” and click GO

Step 2: Type in Company “2”, the **Purchase Order #**, and code “PO”

Step 3:
Click
Inquire

Step 4:
If the entire order was received then click “Add Received All”. If not then go to Step 5

Step 5:
Change function code to “A”, then type in the quantity received. Do this for all applicable lines. When finished click “Add”, then click “Release”

Step 6: If you have additional invoices (packing slips) to receive you must click “Inquire” before continuing.

Please note: 1) If you have multiple invoices to be received you must receive and release them individually

2) If you are receiving for a “Blanket Order” the quantity to be received must be equal to the dollar amount of the invoice