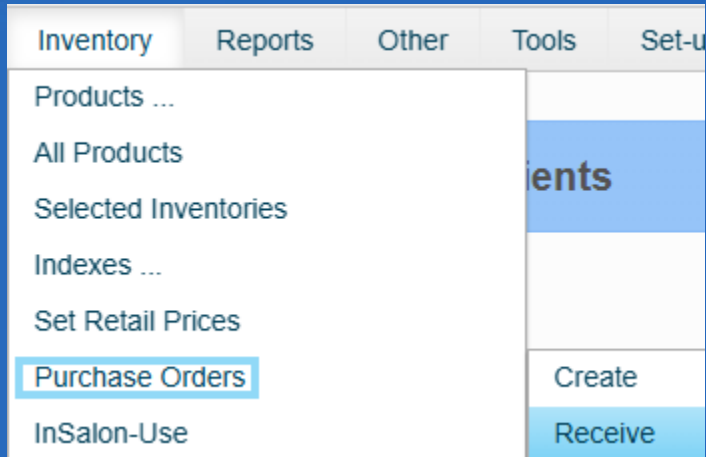
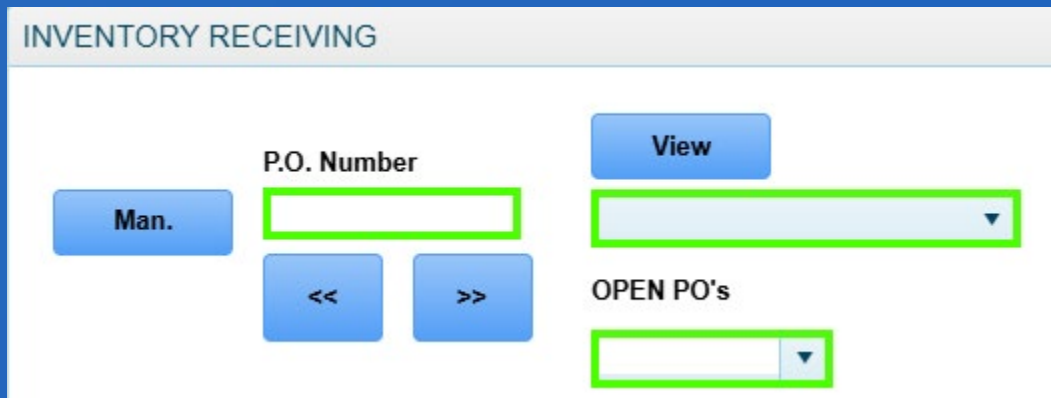


# Receiving a Purchase Order

1. From the main screen click Inventory / Purchase Orders / Receive.



2. In the top left corner of the Purchase Order screen, either type in the purchase order number you're receiving if you have it, otherwise using the drop-down boxes, select the Vendor you're receiving from, then choose from the "Open Purchase Orders" dropdown.



3. If you received everything exactly like you ordered, simply click the 'Save' button to update your inventory quantities.

The screenshot shows a purchase order management interface. At the top, there are fields for 'Ordered P.O. Number' (1542), 'View' button, 'Date' (08/02/2024), 'Reference', and 'B.O. From'. Below these are 'OPEN PO's' and 'Date Req'd' fields. A table lists items with columns for Sku, Type, Product, Qty, Price, and Total. The 'Save' button is highlighted in red. Other buttons include 'Cancel', 'Print', 'Look-Up', 'New Prod.', 'Use Barcodes', and 'Labels'. At the bottom, there are fields for 'Sales Tax' (55.35), 'Shipping' (0.00), and 'TOTAL' (1274.60).

Sku	Type	Product	Qty	Price	Total
12681	P	Face Lift 4oz	4	86.70	346.80 *
13441	P	Cashmere Cleanse	1	44.00	44.00 *
14331	P	Firming Vitamin C Mask	1	35.45	35.45 *
12701	P	Power Lift 4oz	1	130.00	130.00 *
12691	R	Power Lift	4	55.00	220.00
12671	R	Face Lift 1oz	4	41.50	166.00
12921	R	Redefining Serum	1	66.00	66.00
13081	R	Solar Defense Tinted	6	26.50	159.00

4. If, however, you did not receive all of the products you ordered, you can highlight a line item which will bring that product to the top of the page. Type in a new 'Quantity Received' and click 'Enter' on your keyboard. Then click the Update (Upd) button to update the purchase order. If the amount you received is zero, type zero and update as opposed to deleting the product line.

The screenshot shows the purchase order management interface with a line item selected. The 'Number' field is 12681, 'Product Description' is Face Lift 4oz, 'Quantity Received' is 2, 'Price' is 86.70, and 'Total' is 173.40. The 'Upd' button is highlighted in red. Below the form is a table with columns for Sku, Type, Product, Qty, Price, and Total.

Sku	Type	Product	Qty	Price	Total
12681	P	Face Lift 4oz	4	86.70	346.80 *
13441	P	Cashmere Cleanse	1	44.00	44.00 *
14331	P	Firming Vitamin C Mask	1	35.45	35.45 *

5. Once you have made your changes, click the 'Save' button.

The screenshot shows the purchase order management interface with the 'Save' button highlighted in red. The 'B.O. From' field is empty, 'Date Req'd' is empty, 'Terms' is empty, and 'How Ship' is empty. Below these are 'Price', 'Total', and 'Tax' fields, and an 'Add' button. At the bottom, there is a table with columns for Price and Total.

Price	Total
86.70	346.80 *