

Dock Operations

How to Make a Purchase Order Receipt

Prerequisite

A Purchase Order Station must be created before a Purchase Order can be made. A Purchase Order Receipt Station must be created to receive items from a Purchase Order.

Where is the Purchase Order Receipt Located?

- **Company > Dock Operations > Start a Task > New Purchase Order Receipt**

Why & When a Purchase Order Receipt is used

This function enables you to receive purchased items and tag them to include the items in your inventory. Use a Purchase Order Receipt when you have bought items that will be included, used, or resold from your inventory.

How to Make a Purchase Order Receipt Item

1. **Company > Dock Operations > Start a Task > New Purchase Order Receipt**
2. In the Purchase Order Station field, click the dropdown to select the Purchase Order Station where the items will be received.
3. In the Load field, click to select your Load.
4. The load information will populate the Order Number, Supplier, and Ship To fields.
5. There are a few ways to progress forward:
 - Click the Print/Receive All button. Click the checkbox to Receive All Items and Print All Tags if desired. Click GO.
 - All the items will be set to the Ship To location. All items will not show in the bottom grid if this function is used. You must click the product line manually to see it in the bottom grid. The quantity in the Received column in the top grid will update.
 - OR click a line item in the product grid. Then click Receive Item to receive one item and print one tag OR Multiple Items to receive one item and print more than one pallet tag.
 - * Use the one item/one tag option, Receive Item, if you want all the items to be on one pallet tag. Use the Multiple Items button to break the received product into multiple tagged inventory. For example. 20 Onion Raw Yellow 20BB arrive on this purchase order. Using Receive Item creates a tag number P8365 with a quantity of 20. OR Using Multiple Items allows the receiving clerk to create four tags of five (any even split may occur) each and assign a new storage location: the tags are P8366 - P8369 and show a Received quantity of 5 each.

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6. When all items are received, click the **Fully Received** checkbox to switch the **Order Status** Field to Received.
7. **Save and Close.**

Troubleshooting & Tips

- You cannot receive product that the system does not have in its product list. Verify the elements are created in the Commodity, then create the product and be sure to add the weights to both. See [How to Adjust Weight Definitions](#).

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