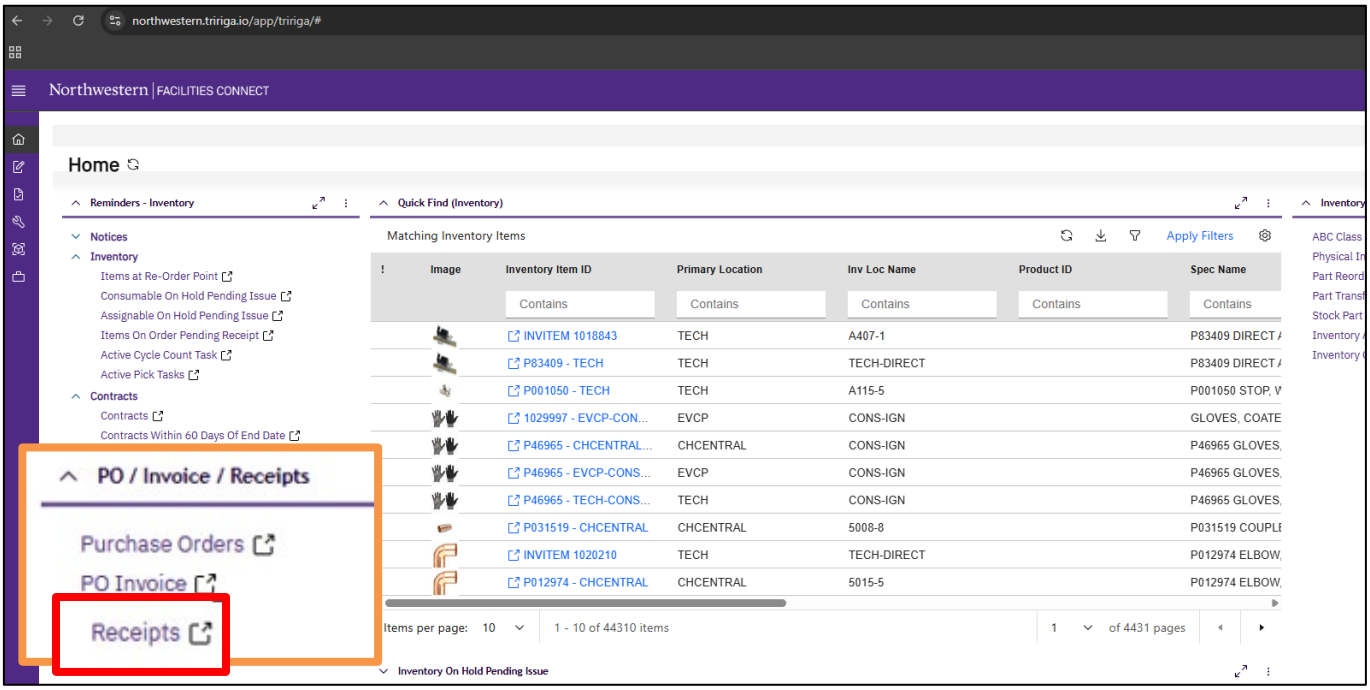
WAREHOUSE

PURCHASE ORDER STOCK RECEIVING

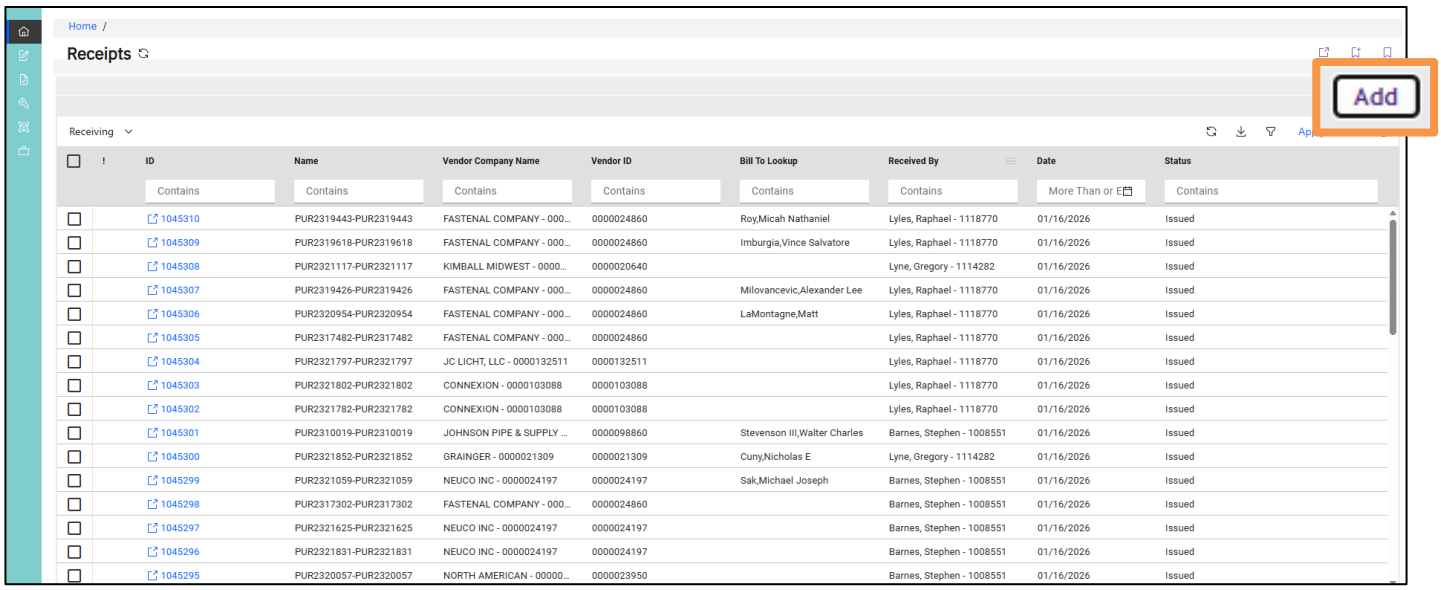
Provides guidance for how create a receipt for stock Purchase Orders using Facilities Connect.

DIRECTIONS:

1 From the **Facilities Connect Home Screen** click on the **Receipts** tab screen located under the PO/Invoice/Receipts header.



2 From the **Receipts** home page, click **Add.**



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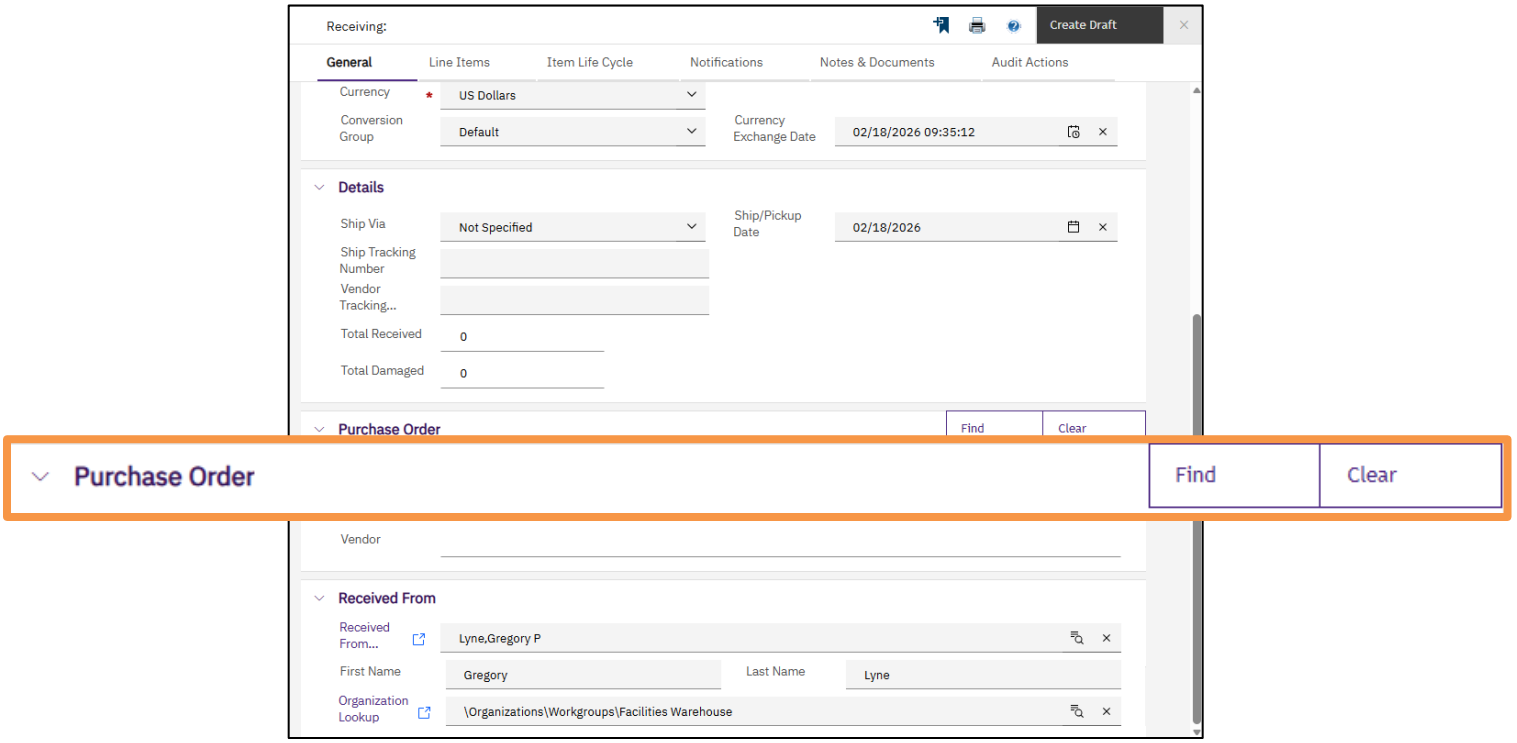
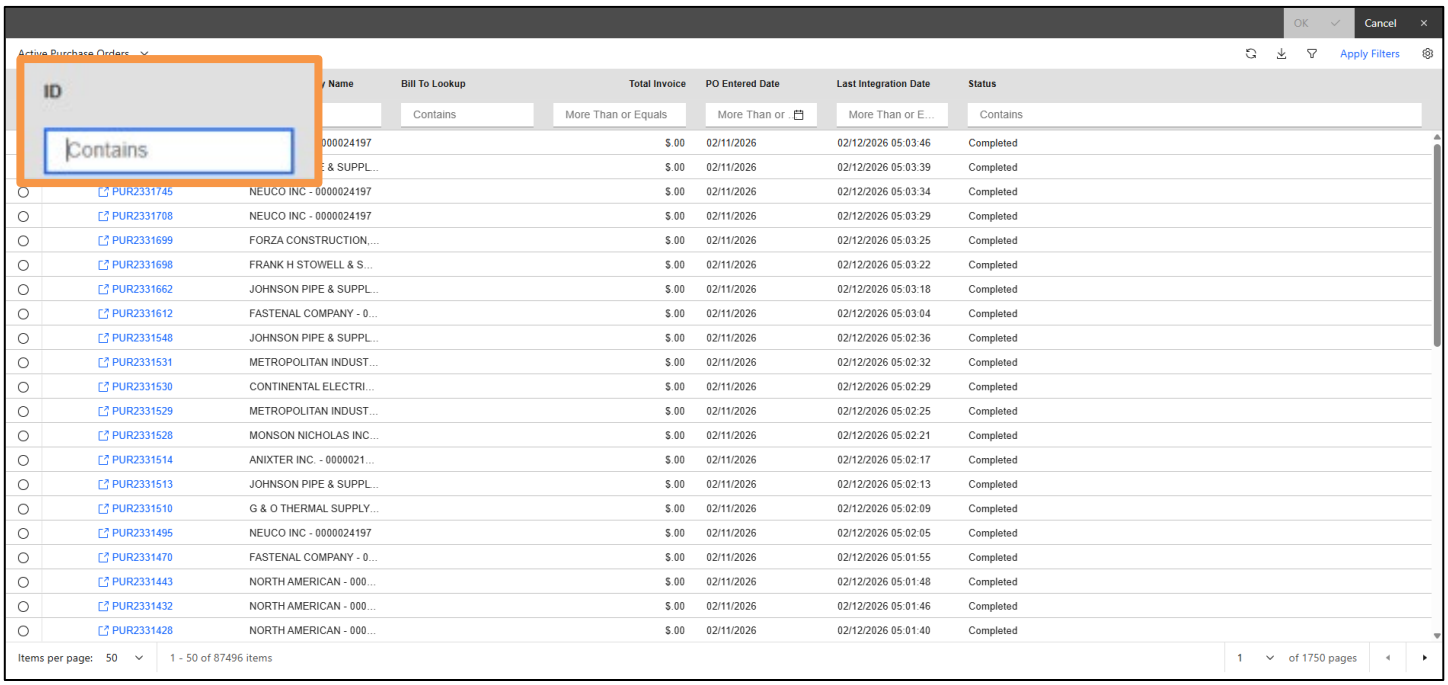
DIRECTIONS:

3 The Receiving General Box will populate. Scroll down to the **Purchase Order** header, click **Find**



4 All Active Purchase Orders will populate. Enter the PO **ID** number.



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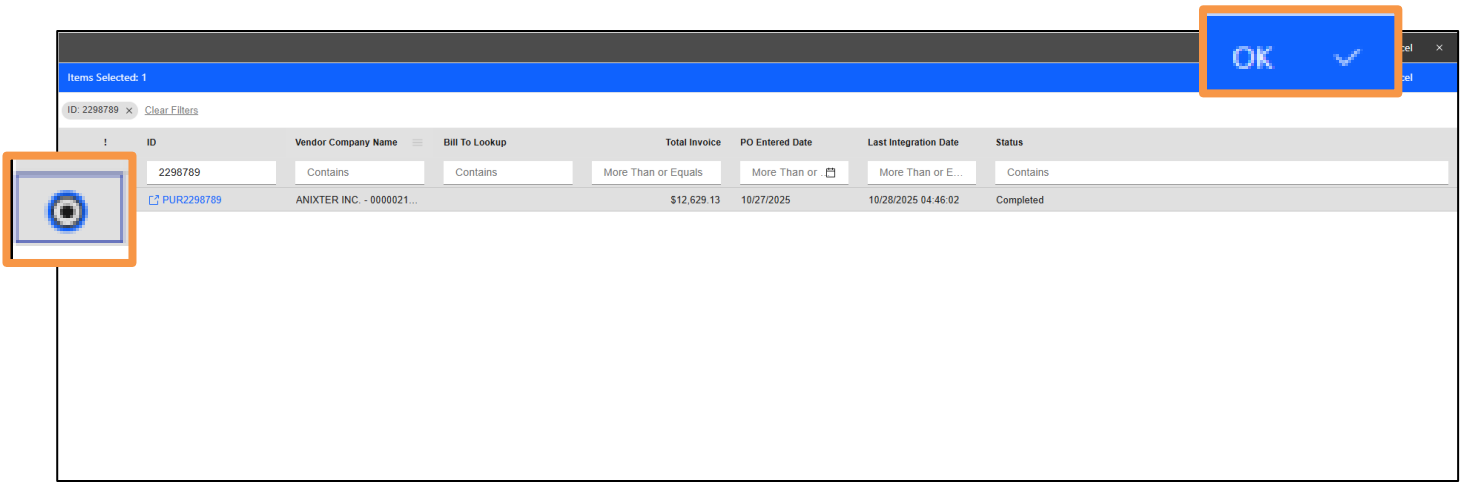
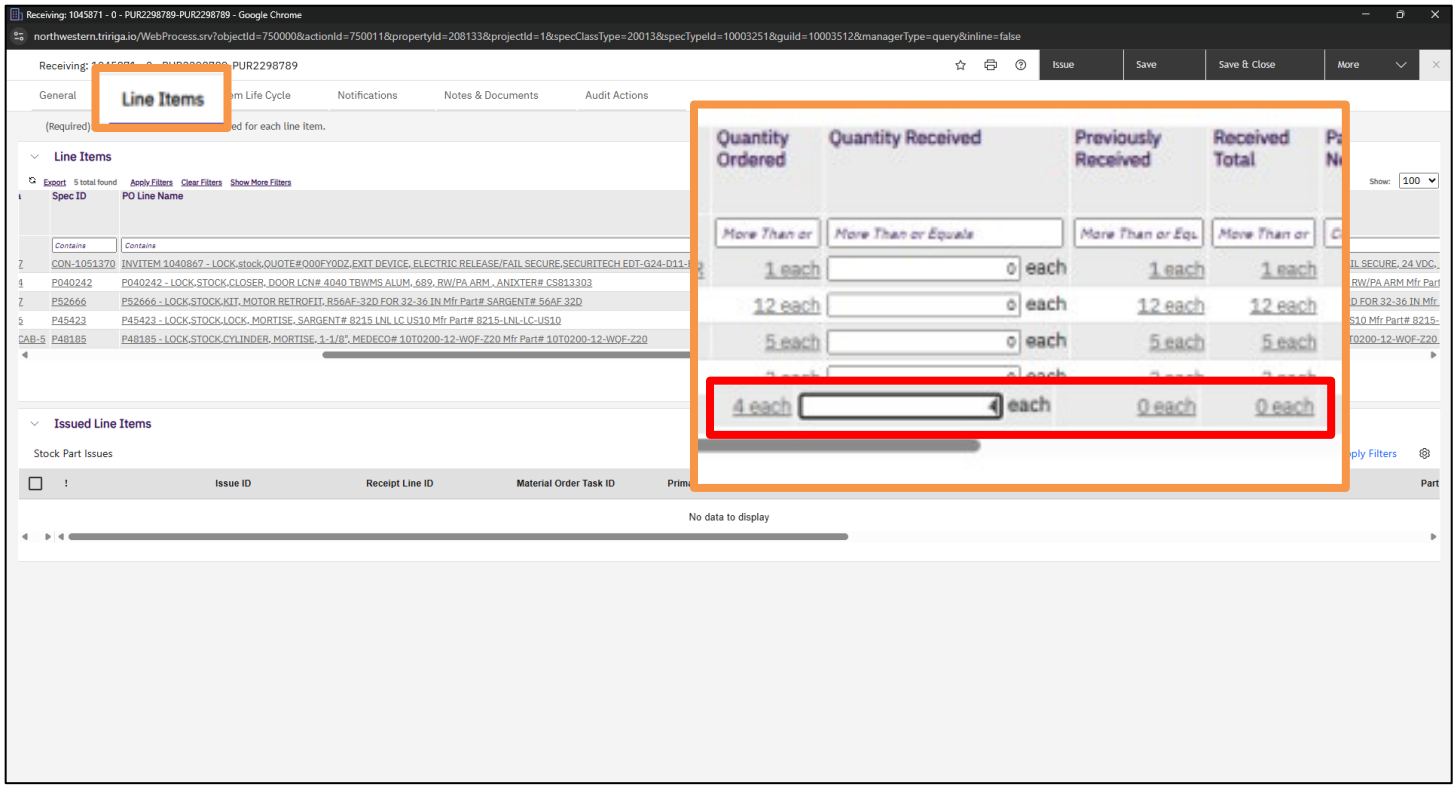
DIRECTIONS:

5 Once the PO has populated, click the **radio button**, then press **OK**.



6 On the **Line Items** tab, scroll over to check the **Quantity Order** to the **Received Total**. The Received Total must be less than Quantity Order to proceed.



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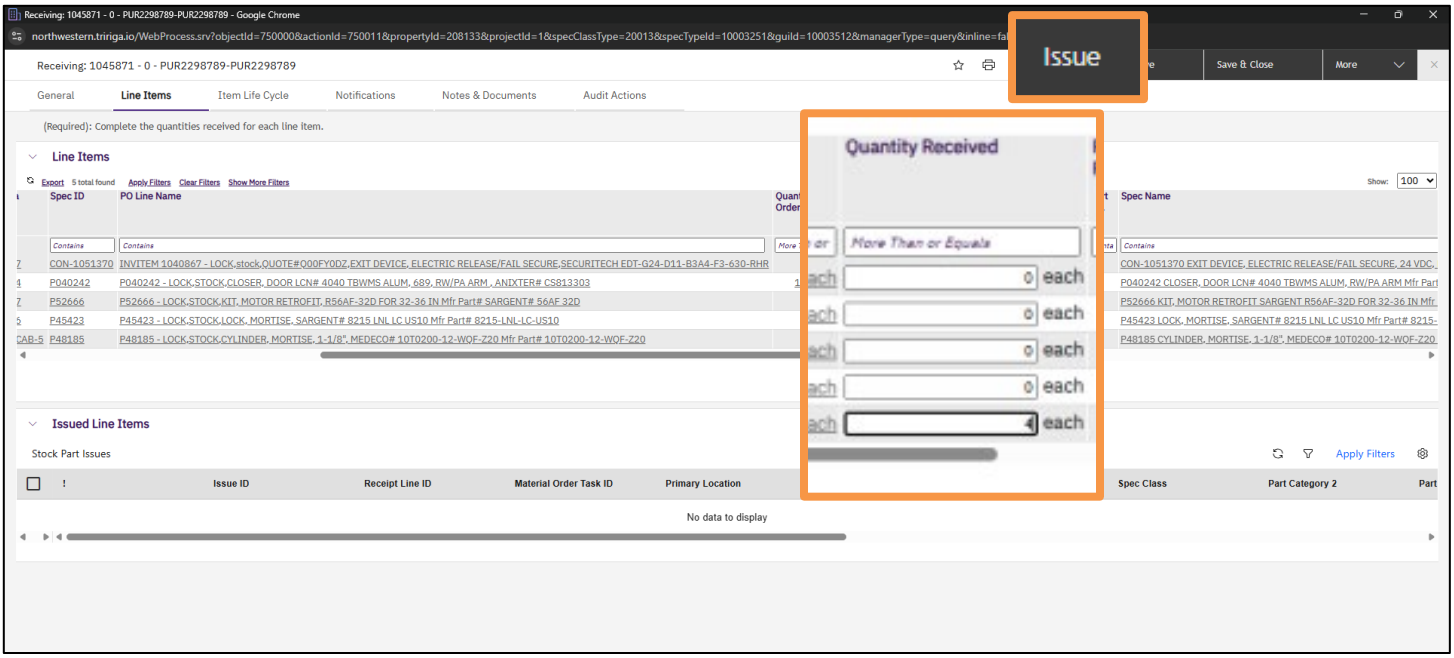
DIRECTIONS:

7 Update **Quantity Received** for the needed item, click **Issue.**



8 A completed Line Items Receipt will be accessible under the **Line Items** tab once it has been issued. This receipt provides details such as current stock levels, quantities ordered, quantities received, and related information.