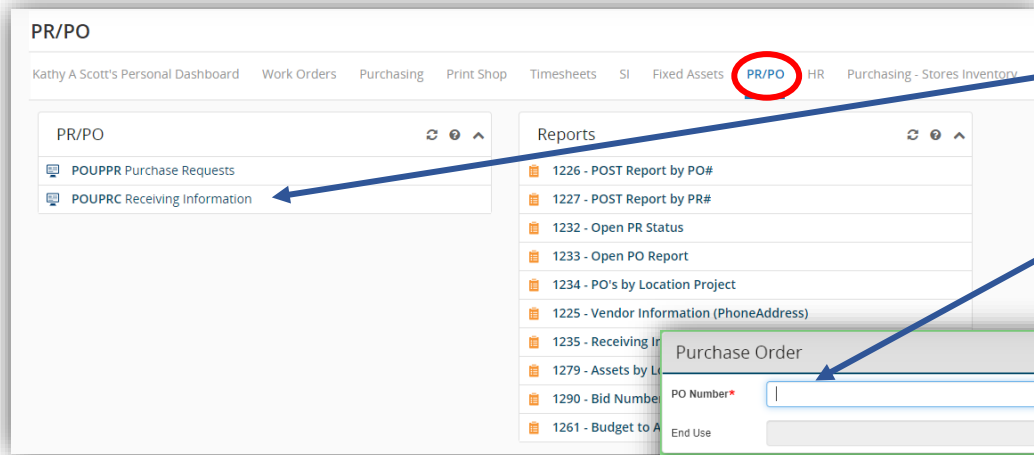


B+ Purchase Request Guide

PO Receiving



On the PR/PO screen select Receiving Information.

Enter your PO number in the PO Number field on the pop-up box and press tab.

The screenshot shows a 'Purchase Order' form with the following fields:

- PO Number* (highlighted with a blue box)
- Vendor
- End Use
- Ship To

Below the 'Purchase Order' form is a 'Receiving Information' section with the following fields:

- Date Received*
- Carrier
- Freight
- Packaging
- Remarks

At the bottom of the form is a 'Purchase Order Items' section with the text 'No Items Found.'

B+ Purchase Request Guide

Purchase Order

PO Number* p2301457 Vendor DEX IMAGING

End Use Ship To 9039

Receiving Information

Date Received* 04/17/2023

Remarks

Purchase Order Items

PO Item: 0001 PRINTER, HP E50145DN PRINTER - Quantity to Receive: 0 Quantity to Reject: 0 Amount to Receive: 0

PR # R2301928 PR Item 0001 Notes Units EA Manual Fully Receive

Received To Date 0

Serial #

Tag

Product

Requested By MESS

Receiving Information - Item No: 0001

Quantity Accepted 3 Quantity Rejected

Amount Accepted Warehouse

Complete

Done

Make sure the date in the Date Received field is the date the items were received. If it is not, change it.

To receive some items, but not all, on the PO, select Manual. Enter the quantity received in the pop-up screen and click Done. Click Save Changes on the left side of the screen. The Received to Date will reflect the changes.

To receive on all items, select Fully Receive and Click Save Changes on the left side of the screen. Refresh your screen to update the Received to Date field.

Notes:

Finance will not pay on items that have not been received.

If you place a minus (-) sign before a quantity and Save Changes, you are unreceiving the item.

The Remarks box under Receiving Information can be used to give a message to Finance when you receive or unreceive on orders.

BusinessPlus

Menu X

Clear Form

Screen Links

Revert Changes

Save Changes

Receive All

Unreceive All