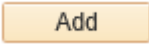
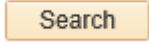
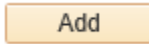


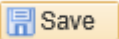
## Receipt a Purchase Order Quick Guide

### Create a PO for Goods – quantity

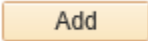
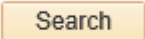
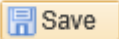
| Step | Action                                                                                    |
|------|-------------------------------------------------------------------------------------------|
| 1.   | Purchasing Workcenter / Add/Update Receipts                                               |
| 2.   | Click    |
| 3.   | Click    |
| 4.   | Enter PO ID number                                                                        |
| 5.   | Select Ordered Qty                                                                        |
| 6.   | Click    |
| 7.   | Select Row or rows to receipt                                                             |
| 8.   | Click   |
| 9.   | Enter Quantity received per item                                                          |
| 10.  | Click  |

### Receipt Remaining Quantity

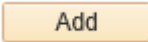
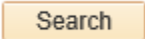
| Step | Action                                                                                    |
|------|-------------------------------------------------------------------------------------------|
| 1.   | Purchasing Workcenter / Add/Update Receipts                                               |
| 2.   | Click  |
| 3.   | Click  |
| 4.   | Enter PO ID number                                                                        |
| 5.   | Select PO remaining Qty                                                                   |
| 6.   | Click  |
| 7.   | Select Row or rows to receipt                                                             |
| 8.   | Click  |

|     |                                                                                              |
|-----|----------------------------------------------------------------------------------------------|
| 9.  | Enter Quantity received per item                                                             |
| 10. | Click  Save |

### Receipt by Value

| Step | Action                                                                                         |
|------|------------------------------------------------------------------------------------------------|
| 1.   | Purchasing Workcenter / Add/Update Receipts                                                    |
| 2.   |               |
| 3.   | Click         |
| 4.   | Enter PO ID number                                                                             |
| 5.   | Select Ordered Qty                                                                             |
| 6.   | Click         |
| 7.   | Select Row or rows to receipt                                                                  |
| 8.   | Click       |
| 9.   | Enter Value to be paid                                                                         |
| 10.  | Click  Save |

### Receipt Remaining Value

| Step | Action                                                                                    |
|------|-------------------------------------------------------------------------------------------|
| 1.   | Purchasing Workcenter / Add/Update Receipts                                               |
| 2.   |        |
| 3.   | Click  |
| 4.   | Enter PO ID number                                                                        |
| 5.   | Select PO Remaining Qty                                                                   |
| 6.   | Click  |
| 7.   | Select Row or rows to receipt                                                             |

|     |                                                                                         |
|-----|-----------------------------------------------------------------------------------------|
| 8.  | Click  |
| 9.  | Enter Value to be paid                                                                  |
| 10. | Click  |