

# How to Create Inventory Receipt - Purchase Order Type

1. Create Purchase order. Go to Purchasing Accounts Payable>Purchase Orders>new.
2. This will open new Purchase order screen.
3. Enter/select the following details:
  - a. **Vendor**
  - b. **Date**
  - c. **Ship To**
  - d. **Terms**
  - e. **Freight Terms**
  - f. **Contact**
  - g. **Ordered By**
  - h. **Item No.**
  - i. **Order UOM**
  - j. **Order Qty**
  - k. **Cost**

**Purchase Order - ABC Trucking (edited)**

New Save Search Delete Undo Print Process Duplicate Recurring Close

Details Attachments Activities Audit Log Approval

Vendor: ABC Trucking (edited) Ship From: Office Contact: Bob Smith Purchase No: Created On Save

Date: 01/29/2018 Recur: Ship To: 0001-Fort Wayne Ordered By: irelyadmin Order No:

Terms: Net 15 Ship Via: Expected: 01/29/2018 Currency: USD

Order Status: Open Freight Terms: Deliver Reference:

Item No.	Contract	Description	Misc Description	Contract UOM	Contract Qty	Order UOM	Ordered Qty	Received Qty	Discount	Cost	Tax	Total	Curr
✓		Test Lotted Item	Test Lotted Item		0 lb		100	0	0%	10.00	61.00	1,000.00	

4. Create inventory receipt for the purchase order. There are several ways to create an Inventory Receipt from Purchase Order.

- From Purchasing module > Purchase Orders > click **Process**.

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✓		Test Lotted Item	Test Lotted Item		0 lb		100	0	0%	10.00	61.00	1,000.00	

- From New Inventory Receipt > select Purchase Order in the Receipt Type field > **select the Vendor with open Purchase Order** > the Add Orders screen will automatically be opened > select the Purchase Order and click Open Selected.

**Inventory Receipt**

New Save Search Delete Undo Print Post Add Orders Recap Vendor Close

Details Charges & Invoice Incoming Inspection EDI Comments (0) Attachments (0) Audit Log (0)

Receipt Type: Purchase Order Source Type: Vendor Location: 1000-Location A Receipt Date: 04/26/2016 Currency: USD Receipt No: Created on Save

BOL No: Receiver: irelyadmin Freight Terms: Tax Group:

Vendor Ref No: Ship From: LOC-001 FOB Point: Shift Number: 0.00

Blanket Release No: Ship Via: UPS Ground Vessel:

Order Number	Item No.	Description	Ordered UOM	Ordered	Received	Receipt UOM	Qty to Receive	Cost	Cost UOM	Tax	Gross/Net UOM	Gross	Net	Line Total	Sub Location	Sh
				0	0		0	0.00				0.00	0.00	0.00		

**Add Orders**

Open Selected Refresh Export Close

Order Number	Order UOM	Ordered Qty	Received Qty	Source Number	Item No.	Item Description	Qty to Receive	Load to Receive	Cost	Tax
PO-9	pound	120.00	0.00	item5	non-loc	120.00			10.00	0.00
PO-6	pound	1.00	0.00	lot 1102		1.00			1.25	0.00

- From existing Inventory Receipt where Receipt Type of Purchase Order and Vendor selected has open Purchase Order > click **Add Orders** > Add Orders screen will be opened > select the Purchase Order and click Open Selected.

**Inventory Receipt -**

New Save Search Delete Undo Print Post **Add Orders** Recap Vendor Close

Details Charges & Invoice Incoming Inspection EDI Comments (0) Attachments (0) Audit Log (0)

Receipt Type: Source Type: Vendor Location Receipt Date: Currency Receipt No:  
Purchase Order None Sample Company 1000-Location A 04/26/2016 USD Created on Save

BOL No: Receiver: irelyadmin Freight Terms: Tax Group:  
Vendor Ref No: Ship From: LOC-001 FOB Point: Shift Number: 0.00  
Blanket Release No: 0 Ship Via: UPS Ground Vessel:

+ Insert Quality View Tax Details X Remove Wgt or Vol Gain/Loss: 0.00 Layout Filter Records (F3)

Order Number	Item No.	Description	Ordered UOM	Ordered	Received	Receipt UOM	Qty to Receive	Cost Currency	Cost	Cost UOM	Tax	Gross/Net UOM	Gross	Net	Line Total	Sub Location	St
				0	0		0		0.00				0.00	0.00	0.00		

**Add Orders**

Open Selected Refresh Close

Filter Records (F3) 2 records

Order Number	Order UOM	Ordered Qty	Received Qty	Source Number	Item No	Item Description	Qty to Receive	Load to Receive	Cost	Tax
PO-9	pound	120.00	0.00		item5	non-lot	120.00		10.00	0.00
PO-6	pound	1.00	0.00		lot 1102		1.00		1.25	0.00

Here is the purchase order added to the Inventory Receipt.

**Inventory Receipt - INVRCT-76**

New Save Search Delete Undo Print Post Add Orders Recap Vendor Close

Details Charges & Invoice Incoming Inspection EDI Comments (0) Attachments (0) Audit Log (1)

Receipt Type: Source Type: Vendor Location Receipt Date: Currency Receipt No:  
Purchase Order None Sample Company 1000-Location A 04/26/2016 USD INVRCT-76

BOL No: Receiver: irelyadmin Freight Terms: Tax Group:  
Vendor Ref No: Ship From: LOC-001 FOB Point: Shift Number: 0.00  
Blanket Release No: 0 Ship Via: UPS Ground Vessel:

+ Insert Quality View Tax Details X Remove Wgt or Vol Gain/Loss: 0.00 Layout Filter Records (F3)

Order Number	Item No.	Description	Ordered UOM	Ordered	Received	Receipt UOM	Qty to Receive	Cost Currency	Cost	Cost UOM	Tax	Gross/Net UOM	Gross	Net	Line Total	Sub Location	St
PO-9	item5	non-lot	pound	120	0	pound	120		10.00	pound	0.00		0.00	0.00	1,200.00	Main	M
				0	0		0		0.00				0.00	0.00	0.00		