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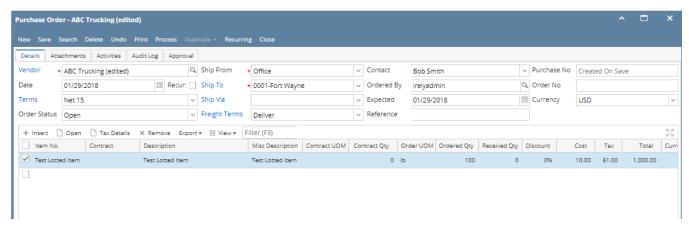
1. Create Purchase order. Go to Purchasing Accounts Payable>Purchase Orders>new.
2. This will open new Purchase order screen.
3. Enter/select the following details:
   a. **Vendor**
   b. **Date**
   c. **Ship To**
   d. **Terms**
   e. **Freight Terms**
   f. **Contact**
   g. **Ordered By**
   h. **Item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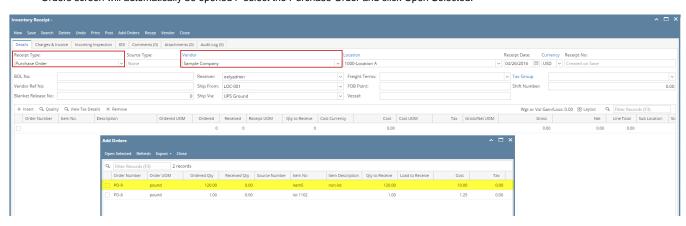   j. **Order Qty**
   k. **Cost**

4.Create inventory receipt for the purchase order. There are several ways to create an Inventory Receipt from Purchase Order.
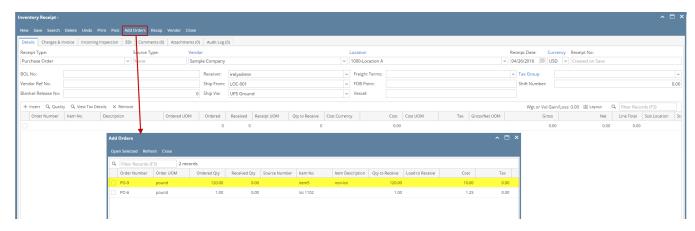
- From Purchasing module > Purchase Orders > click **Process**.

- 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.

- 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.

Here is the purchase order added to the Inventory Receipt.