B+Purchase Request Guide

PO Receiving

B+ Purchase Request Guide

Purchase (Order				
PO Number*	p2301457	Vendor DEX IMAG	SING		
End Use		Ship To 9039			
D/ B	ur stera				Make sure the date in the Date Received field is the
Date Received*	04/17/2023	Freight	Packaging		date the items were received. If it is not, change it.
Remarks					To receive some items, but not all, on the PO, select
	1			*	Manual. Enter the quantity received in the pop-up
Ryscharase	Poladiaeus				side of the screen. The Received to Date will reflect the
▼ PO Ite	em: 0001 PRINTER, HP E50145DN PRIMEROICK -	Quantity to Receive	e: 0 Quantity 🐂 🐘 🕮 🗤 0 🗤	Amouñt 📧 🕴 🗍	changes.
PR#	R2301928 PR	Notes	Units		v
Received To Dat	te 0			Fully Receive	To receive on all items, select Fully Receive and Click
Serial #	emilia Receivizainterm	ation. Itom to: 0001	1.8 ST C 727 10 1		Save Changes on the left side of the screen. Refresh
Tag				\	your screen to update the Received to Date field.
Product		Jerri Marine Marin Marine Marine Mari			
Requested By	MESSI Amount Accepted	Ware	ehouse	= 1	
		746 7%			
	-				🔄 🔊 BusinessBlue.
		Done			
					Wenu
	Notes:				🖉 Clear Fල්හු 📊 🐂 📽
					C [*] Screen Links
Finance will not pay on items that have not been received.					D Revert Changes
					Save Changes
	If you place a minus (-) sign	before a quantity	and Save Changes,	you are unreceiving	
	the item.				🗻 Receive All
The Remarks box under Receiving Information can be used to give a message to					🕹 Unreceit 👬
	Finance when you receive o	r unreceive on ord	ders.	e a message to	