Entry Point: Receive

Enter Purchase Order Number

Click "**Search**"

Highlight the line needing to be received on

Click "**View**"

Click the "**Review**" **tab**

Click "**Receiving**"

Click "**Add**"

Enter the **Received Date** – this is a mandatory field

Enter the **Time** – this is a mandatory field

Enter the receiver in the **Received** field

Click "**Save**"