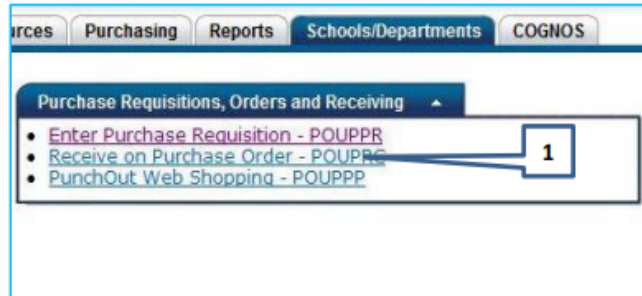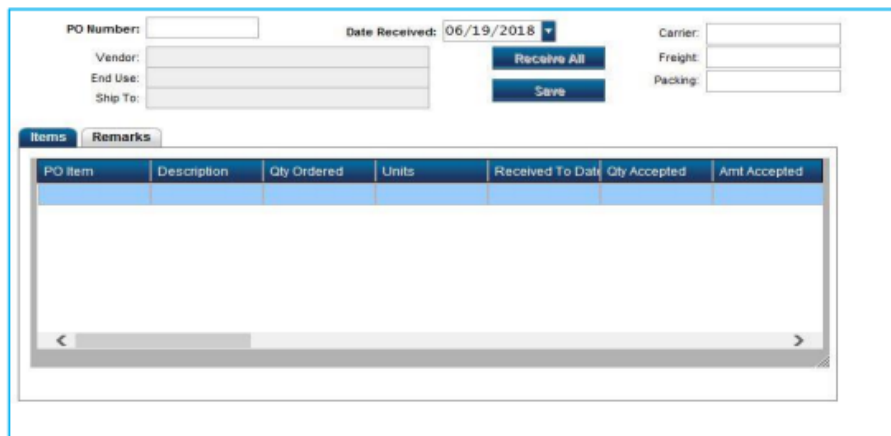## PURCHASE ORDER RECEIVING - POUPRC

PO receiving is used when you received shipment on the items listed on the purchase order

1. Click on **Receive on Purchase Order** – POUPRC Link

2. Enter the Purchase Order Number in the "**PO Number**" field

3. If all items have been received, click [Receive All] and then [Save]
4.   If all items **have not** been received, you must enter the "QTY Accepted" for the line items that have been received

5. Click on [Save], and the Record is Automatically Accepted
6. If there are additional comments, you can enter the comments within the Remarks Tab