Under **Open Receiving**, the last four open receiving purchase orders will be listed, click on Supplier name or click View all open orders to search for the appropriate PO.

- Each item is listed separately for receiving. Click on **Receive**.
- A Receive Item box will appear for that item.
- Action is defaulted to Receive, do not change
- Receiving Date is defaulted; change to the actual date item was received.

- Received Quantity is defaulted to number ordered, **change to actual number received**.
- Use Note field to document changes in Quantity
- Click **OK**
- Under Qty the number ordered and number received will be displayed and Receiving will be closed.
- Repeat steps for each additional item received.

- Click on the **home key** to return to the dashboard.
- The Order should be removed from your Open Receiving.