

## **Receiving in a Purchase Order (Truck Shipments)**

**TaPos**

**Stock Control**

**Purchase Ordering → Click ADD → Select the Supplier →**

**Supplier Reference (Invoice or PO #)**

**Bottom Right Corner Click “F-4 Lines”**

**Bottom Left Click Add**

**Select Product then F-1 OK**

**Select Units then F-1 OK**

**Repeat until ALL Items have been entered**

**Bottom Right F-1 OK**

**Order is currently BROWN and Considered “Unconfirmed (Changes can still be made or deleted)**

**Once it is Good to Go then on top Tool Bar Click “Confirm”**

**Do you want to Confirm → Click “Yes” → Do you want to Print → Click “No”**

**Order turns GREEN (Cannot be changed or deleted)**

**On the Right Tool Bar Click “Goods Received”**

**Window opens on the Bottom Right → Click “Goods Received”**

**Use the Invoice Number as the Reference Number**

**(Cases received can be adjusted at this screen if you Did Not Receive the Items)**

**Once Done Bottom Right Click F-1 OK**

**Exit Goods Received Screen**

**The Shipment turns BLUE and the product is in your Inventory**