

# B+Purchase Request Guide

PO Receiving

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Purchase Order

PO Number\* p2301457 Vendor DEX IMAGING

End Use Ship To 9039

Date Received\* 04/17/2023

Remarks

PO Item: 0001 PRINTER, HP E50145DN PRINTER - Quantity to Receive: 0 Quantity Received: 0 Amount Accepted: 0

PR # R2301928 PR # 0001 Notes Units Received To Date 0 Serial # Tag Product Requested By MESS

Amount Accepted Warehouse

Done

Make sure the date in the Date Received field is the date the items were received. If it is not, change it.

To receive some items, but not all, on the PO, select Manual. Enter the quantity received in the pop-up screen and click Done. Click Save Changes on the left side of the screen. The Received to Date will reflect the changes.

To receive on all items, select Fully Receive and Click Save Changes on the left side of the screen. Refresh your screen to update the Received to Date field.

## Notes:

Finance will not pay on items that have not been received.

If you place a minus (-) sign before a quantity and Save Changes, you are unreceiving the item.

The Remarks box under Receiving Information can be used to give a message to Finance when you receive or unreceive on orders.

