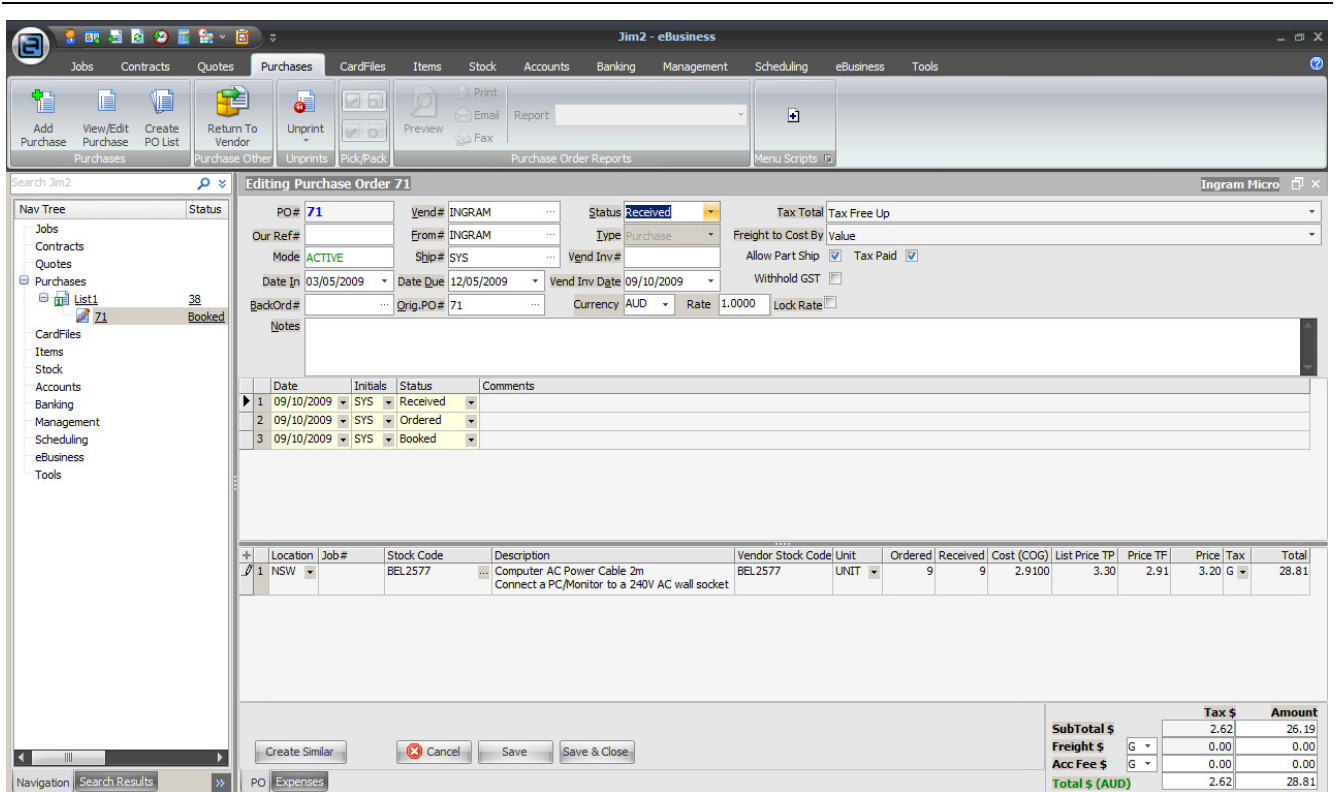


Skill: **Receive stock in a Purchase Order.** Who: **Receiving Staff, all sites.**

Describe: Receive stock in a Purchase Order, making the stock available for jobs.

Context: Stock in Jim2 Purchase Orders needs to be "received" to be available for sale.



Skill Steps:

1. Edit the Purchase Order.
2. Enter the date of delivery into the Vend Inv Date field.
3. Enter the quantity of stock received into the Received field on each line of stock.
4. Alter the status at the top of the Purchase Order to "Received"
5. Click Save.