



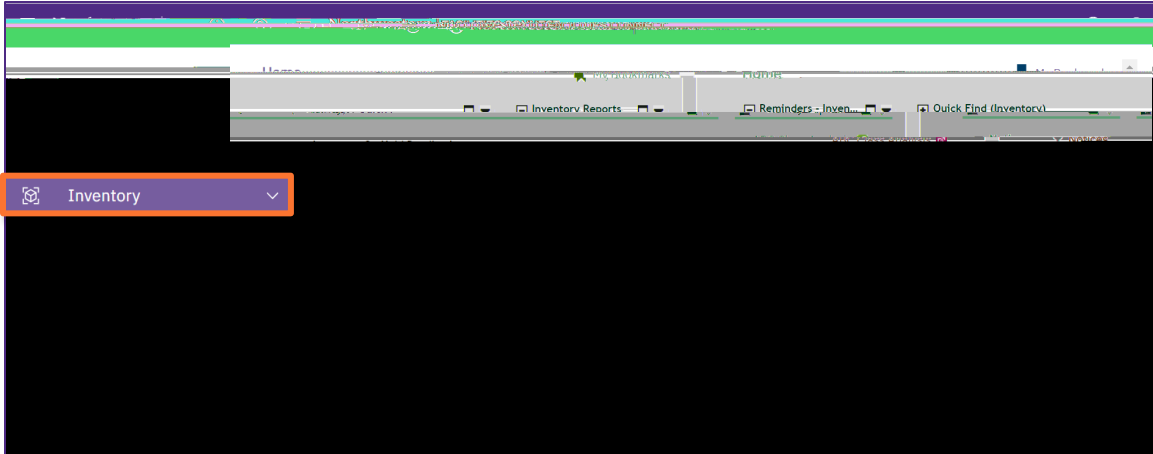
WAREHOUSE RECEIVE AND ISSUE DIRECT POS

Provides guidance for how to receive inventory for direct parts.

DIRECTIONS:

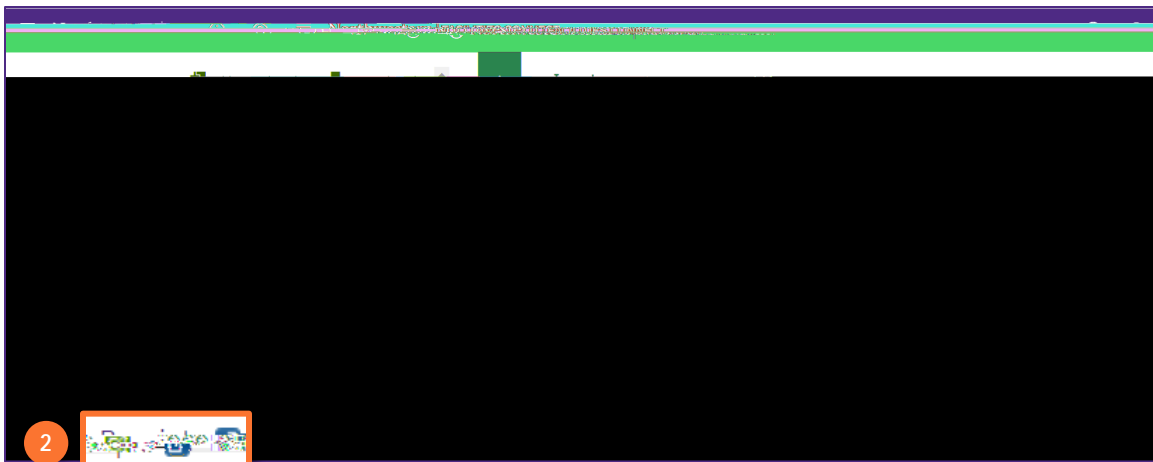
1 From the **Facilities Connect Home Screen**:

1 Click on the **Inventory** screen.



2 From the **Inventory** screen:

2 Click on **Receipts**.



TIP & TRICKS

If you want the Receipts screen to open in a new window, click on the blue arrow next to Receipts



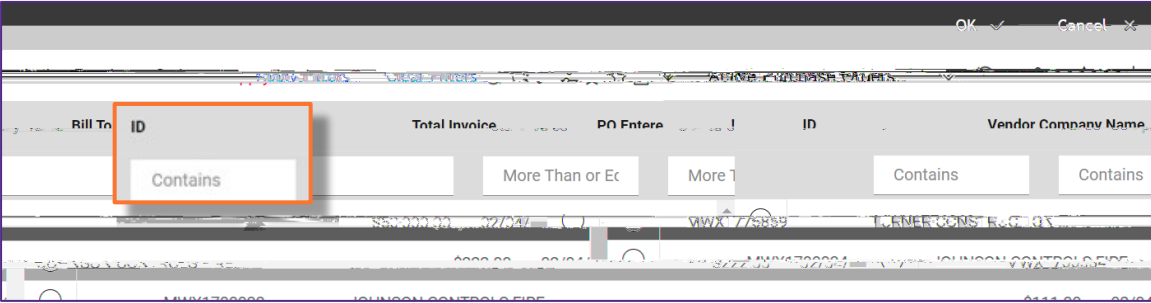


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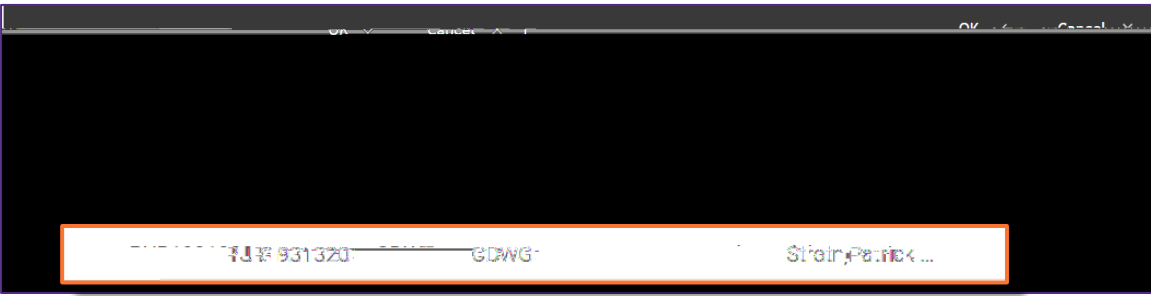
DIRECTIONS:

5 Upon clicking, the **Active Purchase Order** window will open:

5a Enter the **PO#** in the ID box and press **Enter**.



5b Click on the **PO number** that you wish to open. **DO NOT** click the radio button but click directly on the PO line.







WAREHOUSE

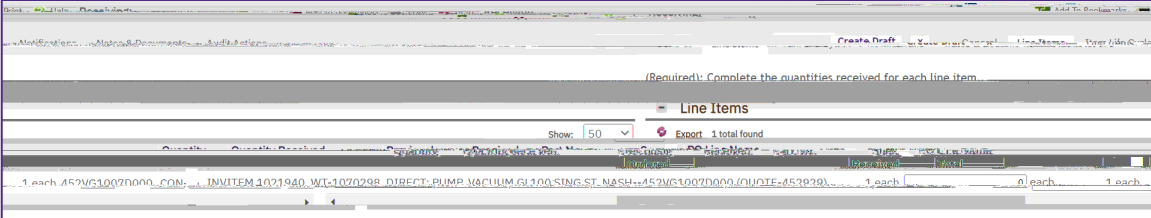


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DIRECTIONS:

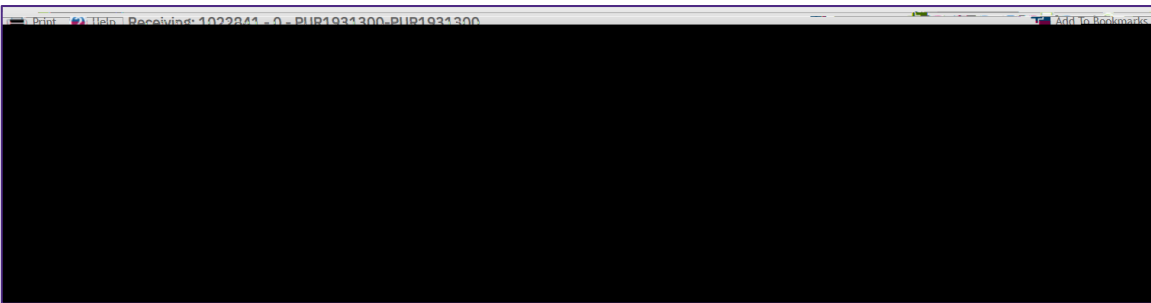
From the **Line Items** tab:

Scroll to the right and enter **Quantity Received**.



Click on **Create Draft**.

Click the **checkbox** on the left, only for lines with quantity. DO NOT check the box for back-order items.



Click on **Issue**.

