How to Receive a PO (without a scanner)

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Overview

Use this guide to record a vendor delivery directly on the **Purchase Order** screen in 1place. You can record a full or partial delivery by entering the quantities you actually received.

Steps

1. Go to **Purchasing > Purchase Orders**. Search for the **PO Number** and open the matching purchase order.
2. Confirm that the vendor and **Ship To** location match the delivery. Check the items and quantities that arrived against the PO.
3. In **Add/Edit Line Item**, select a line for an item that arrived and check **Rcvd**. 1place fills in the **Qty Recd** field.
4. Verify **Qty Recd**. If the prefilled quantity differs from what arrived, change it to match the delivery. For example, if you ordered 10 units and 6 arrived on the first delivery, enter **6**. Leave lines for items that did not arrive as they are.
5. Click **Commit Line Item**. Repeat steps 3–5 for each line you received.
6. Click **Save**, then review the received quantities on the PO.