How to Receive PO Items to the Dock as a Batch

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Overview

Use **Receive PO to Dock** in **1place Scan** when all items and quantities on a purchase order (PO) have arrived. Batch receiving lets you record the full delivery in one step without scanning each unit. 1place records the received items at **On Dock** until you move them into storage bins.

Before You Begin

Confirm that the items and quantities delivered match the PO. If only part of the order arrived or the quantities differ, select **No** when prompted to receive the entire PO and record only the items that arrived using the individual-item workflow.

Steps

1. Sign in to 1place Scan and confirm that the home screen shows the receiving warehouse.
2. Select **Receiving > Receive PO to Dock**.
3. Enter the **PO Number**, then select **Locate PO**.
4. Review the supplier, PO date, and unit count to make sure you opened the correct purchase order.
5. Select **Receive Now**, then select **Yes** when prompted to receive the entire PO.
6. Review the item list and confirm the receipt.
7. When 1place Scan confirms that the PO was submitted successfully, select **Done**.

After Receiving

To verify what was recorded at **On Dock**, go to **Inventory > View Dock Items** in 1place Scan. When you're ready to shelve the items, use **Receiving > Put Dock Items in Bins** to record their storage locations.

For related workflows, see the 1place Scan User Guide.