How to Receive PO Items to the Dock One Item at a Time

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Overview

Use **Receive PO to Dock** in **1place Scan** to scan each unit as you unload a vendor delivery. This lets you verify what arrived against the purchase order (PO), including when a vendor ships only part of the order. Received items are recorded at **On Dock** until you move them into storage bins.

Steps

1. Sign in to 1place Scan and confirm that the home screen shows the warehouse receiving the delivery.
2. Select **Receiving > Receive PO to Dock**.
3. Enter the **PO Number** and select **Locate PO**. Check the supplier, PO date, and unit count to confirm you opened the correct order.
4. Select **Receive Now**. When prompted to receive the entire PO, select **No** to receive items individually.
5. Use your scanner to scan the barcode on each unit that arrived. For example, if four units of the same item arrived, scan each unit and verify that the receiving list shows a quantity of **4**.
6. Review the item numbers, quantities, and locations in the receiving list. If you scanned an item by mistake, use **Delete** to remove the incorrect entry. When the list matches the delivery, select **Done**.
7. Review the reconciliation to compare the PO quantities with the quantities you scanned. Select **Done** again to complete the receipt.

After Receiving

Go to **Inventory > View Dock Items** to verify what was received at **On Dock**. 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.