

## Receiving Quick Guide



Receive  
Inventory

From the **Home** tab or **Checklist**, click **Receive Inventory** button

Click the **Add New Receiving** button

Click **Next** in the wizard



Add New  
Receiving

### Determine the type of Receiving

#### What are you receiving?

Select one of the following receiving types

- ☐ Order that has been delivered by a vendor
- ☐ Items that have been transferred from a warehouse or other site
- ☐ Items received from a price-contract / purchase-order

#### Types Of Receiving:

- Order that has been Delivered by a Vendor (**Receiving Ticket**)
- Items that have been transferred from a warehouse or other site (**Stock Transfer**)
- Items received from a price contract /purchase order (**Manual Receiving & Hot Shot**)

#### Receive Order

Please select which order you are receiving

ID	Delivery Date	From Vendor	Ordering Group
35	8/18/2025	(LAUSDPC) LAUSD Procurement Services Center (Ware...	Meat & Frozen- Monday Delivery
38	8/13/2025	(LAUSDPC) LAUSD Procurement Services Center (Ware...	Grocery & Staples- Wednesday Del...

#### Orders that has been delivered by a vendor-

- Click **Next**
- **Receive Order** – Select the order needed to receive
- **Date Received** - this should be the date the invoice date.
- Enter **Invoice Number** - exactly how it looks on the vendor's invoice

Checked



- Enter **Purchased Total** - this will be the total on the vendor's invoice
- All items available from the vendor will be displayed.
- Enter the **Quantity** Received
- For each line item, place a checkmark in the **Checked** box once data is verified
- Click **Save Changes** to finish the receiving process for the order.

Date Received Thursday, June 12, 2025

Invoice

Invoice Number

Purchased Total 0.00



Save Changes

#### Items That have been transferred from a warehouse or other site = Stock Transfer

##### Date Issued – when the site sent the transfer

- Verify the **Quantity** received
- If the quantity delivered is different from the **Quantity** listed on the **Receiving** screen, adjust the quantity to match what was delivered.
- For each line item, place a checkmark in the **Checked** box once data is verified Click **Save Changes** to finish the receiving process for the order

#### Items Received from a price-contract/purchase order = Manual Receiving or Hot Shot

- Choose the Vendor to receive from
- **Date Received** – change to the actual invoice date.
- Enter **Invoice Number** - exactly how it looks on the vendor's invoice
- Enter **Purchased Total** - this will be the total on the vendor's invoice

Begin Receiving

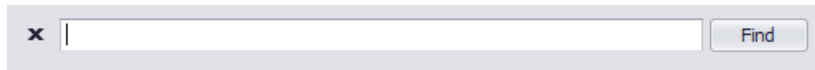
Receive from Price-Contract

Please select the price contract / purchase-order from which you will be receiving

Show valid contracts for 4/29/2025

Contract ID	PO Number	Vendor	Description	Start Date	End Date
2		(DW) Driftwood Dairy	Driftwood	4/21/2025	12/31/2026
3		(GS) Gold Star Foods	Goldstar	4/21/2025	12/31/2026
4		(LAUSDPC) LAUSD Procurement Services Center (Warehouse)	Warehouse	4/22/2025	12/31/2026

All items available from the vendor will be displayed. Scroll to find the items received, or use the Find window for the items received



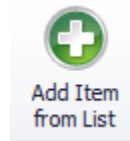
To Find: Ctrl+F (HOLD DOWN CTRL KEY AND F)

<div> <input type="text" value="bun"/> <input type="button" value="Find"/> </div>					
Quantity Received	Unit Description	Partial Unit	Catalog Number	Item Description	Brand
0 cs / 0	3/Bunch		3443	CILANTRO BUNCH 3 CT	Miscellaneous
0 cs / 0	12/Bun		6012	HAMB BUN 51% WW 3" 12/PKG-NNC	Miscellaneous
0 cs / 0	48/Bun		6014	HAMB BUN 51%WWHEAT 3" 48/PKG	Miscellaneous
0 cs / 0	12/Bun		6066	BUN KNOT ROLL 4" WG PKG/12	US Foodservice
0 cs / 0	12/Bun		6100	HOT DOG BUN 5" WG PKG/12	Miscellaneous
0 cs / 0	12/Bun		6762	BUN GLAZED SPLIT TOP WG CS/12	Miscellaneous

Enter the Quantity of the items that was received Click **Save Changes** to finish the receiving process for the order.

### Adding Items

- If a substituted item or an additional item was delivered and the item is not on the order, click the Add Item from List button in the **Items Action** ribbon. **Search** for and select the delivered item.
- It will appear at the bottom of the order. Enter the delivered quantity. **Checked** box once data is verified Click **Save Changes** to finish the receiving process for the order.



### Removing Items

- If an item is not delivered, highlight the item and click the **Remove** Item button from the Items **Action** ribbon

