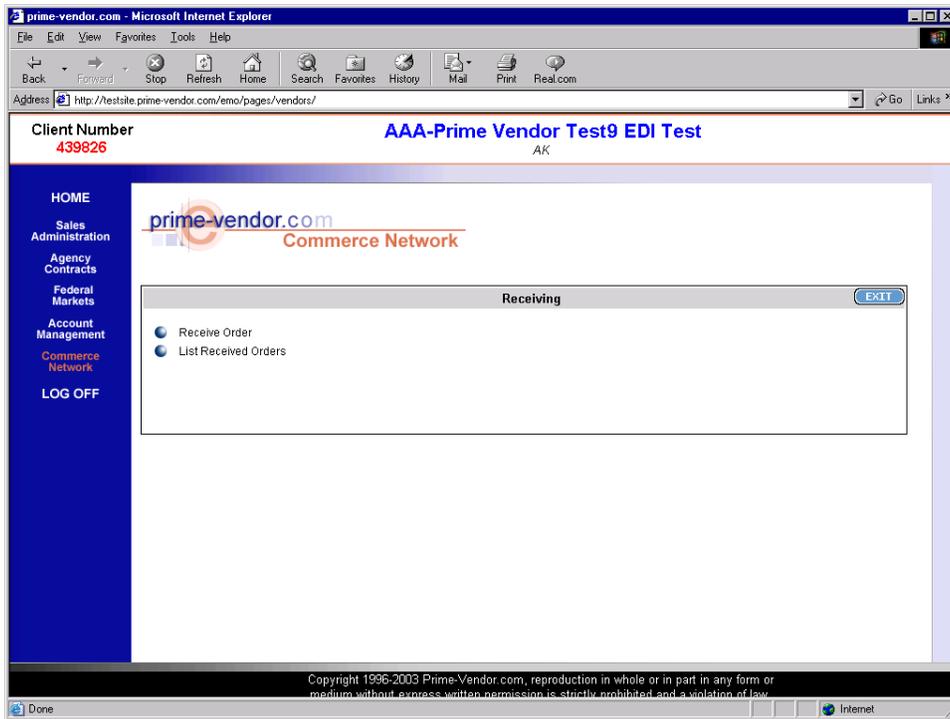


Using the Commerce Network

Receiving

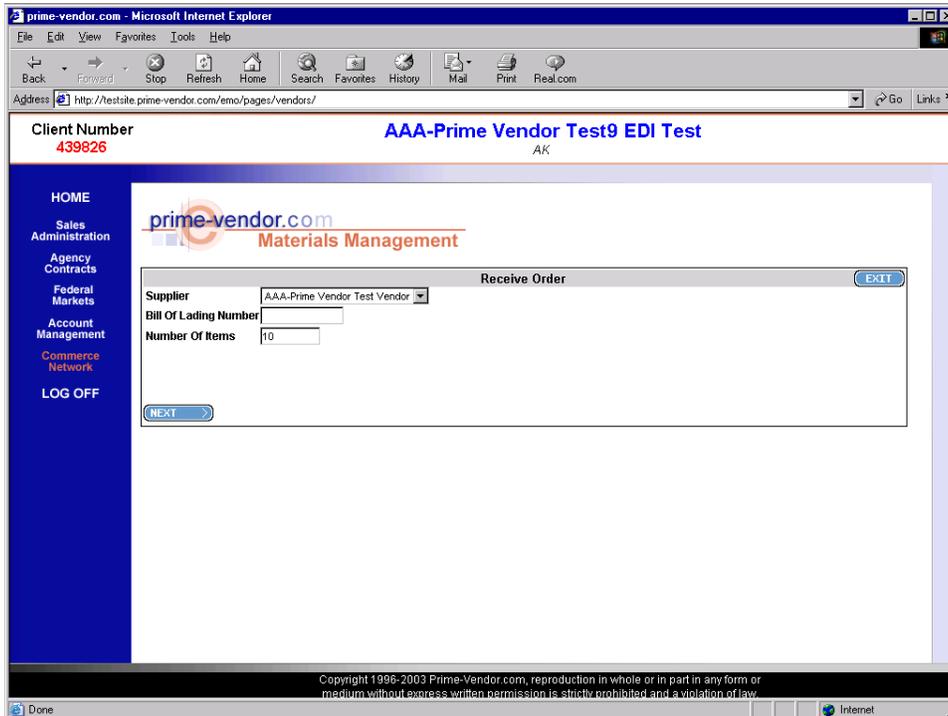
Receiving consists of two parts:

- 1) Receive Order
- 2) List Received Orders



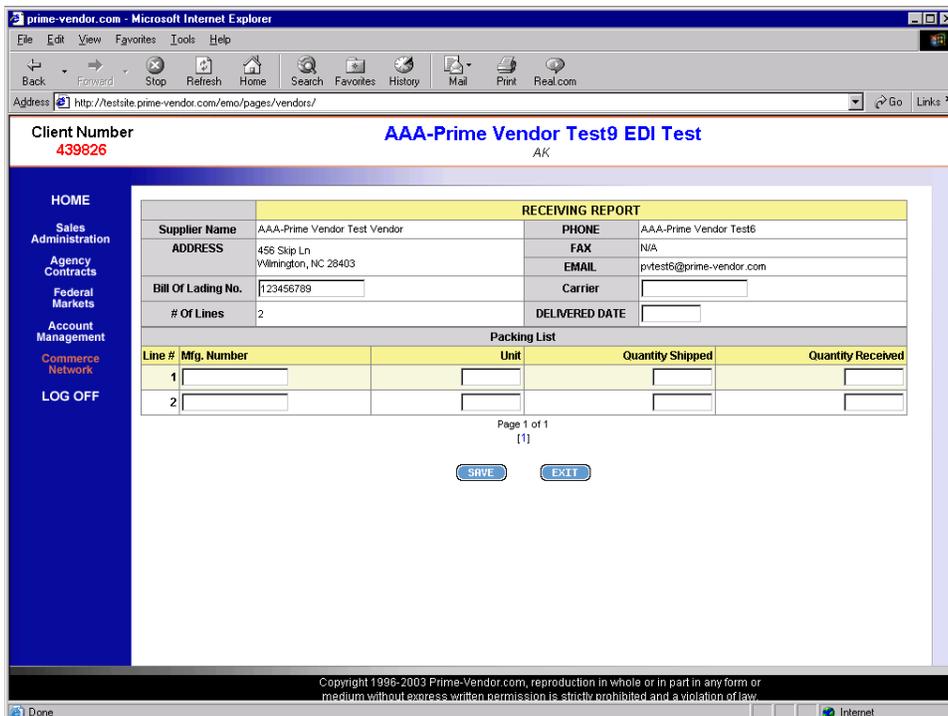
Receiving

Upon receipt of an order from a supplying trade partner the products received can be processed through the receiving module. **Receive Order** allows the vendor to enter the products received and place them in New Inventory for further processing. Select **Receive Order** to process a received product.



New Received Order Form

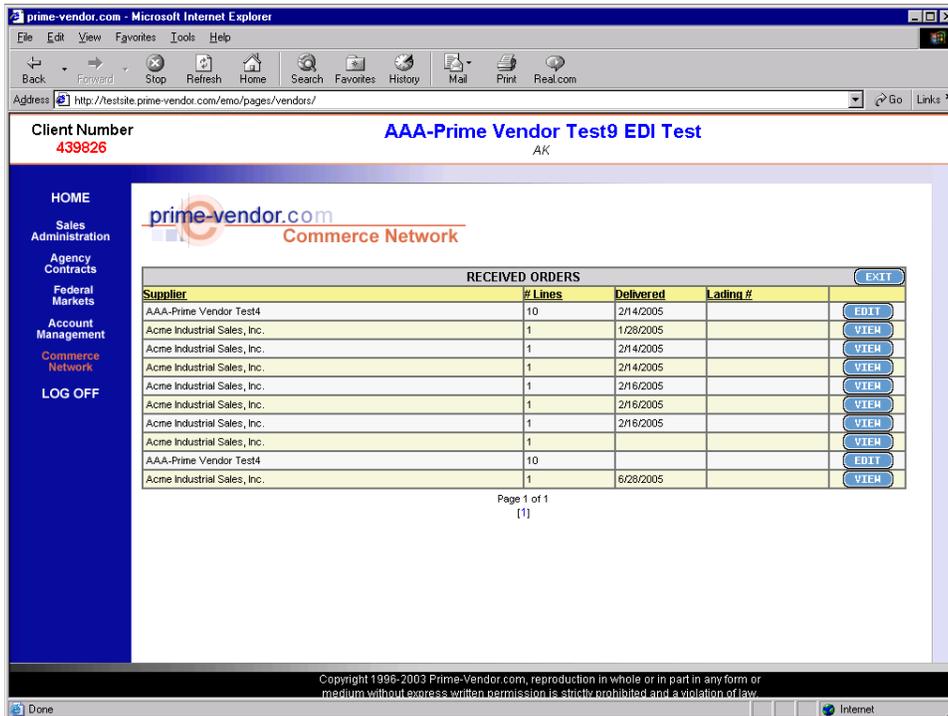
First, select the Supplier the order is from with the drop down menu labeled **Supplier**. Next, enter the Bill of Lading Number and the number of Items received. Finally, select the **Next** button to continue.



Receiving Form

Complete the product information in the receiving form. Select the **Save** button to add the new items to the new inventory cache. The items will now appear in the Received Orders Listing as well as the Transfer New Inventory cache of the Inventory management section.

List Received Orders provides a listing of orders received. The status of each order is also displayed to show orders that need to be processed versus order that are complete.



Received Orders Listing

In the case that an order needs further processing the view button on the right of the screen will appear as an edit button. Selecting the **Edit** button will open the received order for completion. Upon completion the Edit button will change to a View button.