Creating a Receipt

Oce yo hae Prtchase Ordher yo wh t o receie plled p, yo shold follow t his
esre t ha t t he receiig is doe flly ad correc t

1. Fro m t he Sidebar, click t he 'Trck'ico
2. Check t ha lis t t ed iw t t here arD oaRECs t
   a. If t heoe are, yo shold t he oe iw t h a a m
   ad skip S t ep 3
3. If all checks o t , click 'Crea e)]TJ7 (e9(ha)]Tg2 13(T3F)r)4 (e)3 (c)8 (e)3 I "a
4. Upda t e t he 'Na receip da e" t t t e o reflec
   a. Ex. 'Fial Deliery -11/30/22" or 'Par -Lies 1&2 -11/30/22"
5. Upda t e t t receipt Deliery Da t the Actuale" e
6. Click 'Sae" a t t he t op
7. Yo shold owe t poplhe i t t eda mt s t he
   Receiving b t yo.dase Tw-8[tial

Re t 3 1 Tf 3 T(x)4 (e)-1 ( )Of0.0rs r1 Tr0 74 26 522 Td[(Re)-56 (t e)]TJ7 (e9(ha)]Tg2 13(T3F)r)4 (e)3 (c)8 (e)3 I "a

Rec3[T3 1 T2 TdTJ /(R)8 (E)receipt typCt 10 4d ( )Tj C