

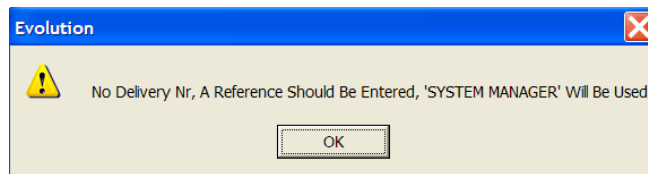




Orders Received

- Click Stock/Parts.
- Select Orders Received.
- Search for required job using search fields available. Double click on the required job to display the details.
- Select the job by clicking the tick .
- Click the Delivery Details icon, .
- Enter the required Delivery Date/Time.
- Enter the Suppliers' Invoice Number.
- If you have a Delivery Note Number enter this, if not, press enter through the field and click OK to use reference shown.



- Enter a storage bin location if required or leave blank.
- Press enter again to move to the list of parts.
- Move to the first part that you wish to book in, press enter through each field on the line, checking and changing relevant information as required.
- Repeat for each part received.
- Click tick to confirm delivered parts entered .
- Click tick to confirm and write away .