## **Receive a Purchase Order**

Last Modified on 26/04/2023 5:48 pm EDT

There are several status levels for a purchase order:

- Approved the purchase order has been reviewed and approved by the appropriate people.
- **Posted** the purchase order is ready to be ordered from the supplying company.
- Received the purchase order has been processed and received, equipment that was requested is now in stock.

Only Posted Purchase Orders can be received.

Highlight any posted purchase order, then click *Receive* from the Work menu.

The software will increment the inventory quantity of received items

<b>Rental</b> <i>Point3</i> DB [12.0.21.4] Rev [4738]	
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