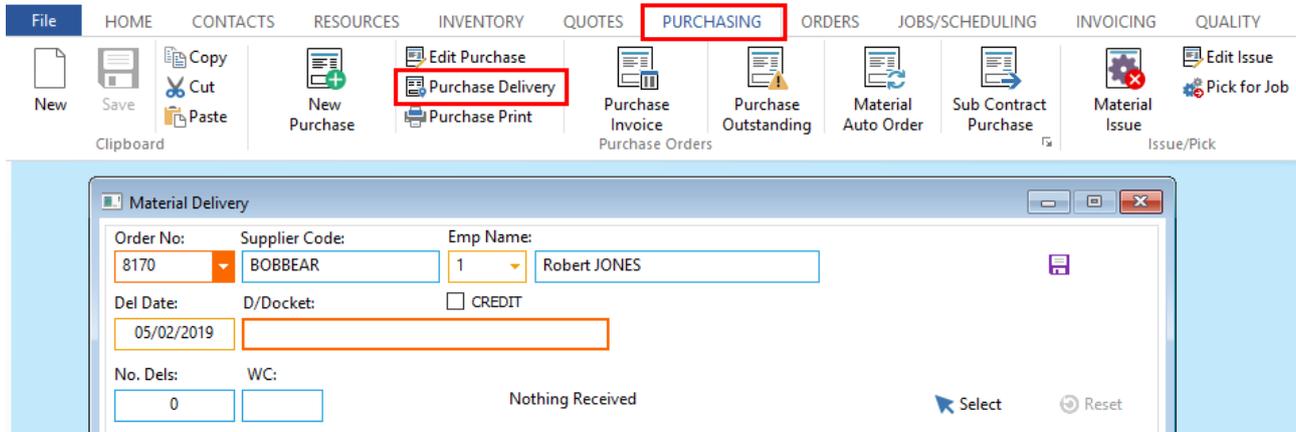


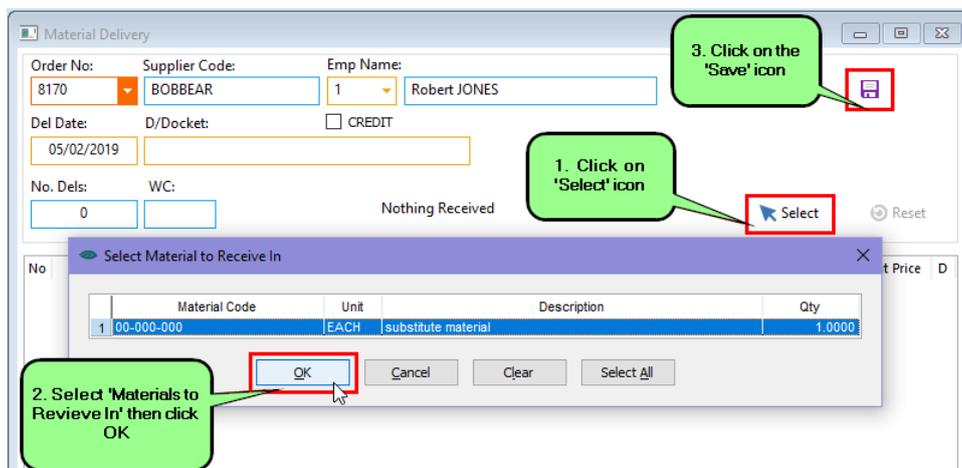
Receiving Materials Delivery

To Receive Materials for Delivery

From the OPTO ribbon, select the 'Purchasing' tab and **click** on the 'Purchase Delivery' icon. In the **Order No** field **press** <F2> and select the order from the pop-up list then **click** on OK.



Press <TAB> to generate the window, enter the employee number in the **Emp Name** field or **press** <F2> and select from the pop-up list then **click** on OK. The date field will automatically generate, edit the date if required and **press** <TAB>. Enter the delivery docket number and **click** on the 'Select' button (1) to display the 'Select Materials to Receive In' pop-up list. Select the materials then **click** OK and then **click** on the 'Save' icon (2).



A 'Print Delivery List' message appears, **click** on the required answer. The Materials have now been received either into stock or to the job.

