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 <u>OK</u>.

File	HOME CONTACTS RESOURCE	CES INVENTORY QUOTES	PURCHASING	ORDERS JOBS	SCHEDULING	INVOICING	QUALITY
New	Save Copy Save Cut Paste Purchase	Edit Purchase Curchase Delivery Purchase Print Invoice Purchase	se Purchase Outstandi	e Material ng Auto Order	Sub Contract Purchase	Material Issue	Edit Issue
	Material Delivery						
	Order No: Supplier Code: 8170 BOBBEAR	Emp Name: 1 🗸 Robert JONES				1	
	Del Date: D/Docket: 05/02/2019						
	No. Dels: WC:	Nothing Received		,	🗙 Select 🛛 🔇	Reset	

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 <u>OK</u>. 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** <u>OK</u> and then **click** on the 'Save' icon (2).

🛄 Material Deliv	rery		
Order No:	Supplier Code:	Emp Name:	'Save' icon
8170	BOBBEAR	1 - Robert JONES	
Del Date:	D/Docket:		
05/02/2019			* an
No. Dels:	WC:	'Select	'icon
0		Nothing Received	Select 🕢 Reset
No Sele	ect Material to Receive In		× t Price D
	Material Code	Unit Description	Qty
1 00	-000-000	EACH substitute material	1.0000
2. Select 'Ma Revieve In' OK	aterials to then click	K Clear S	select <u>A</u> ll

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

