RECEIVING ON A PURCHASE ORDER

In frontline on the dashboard:

- On **MY ENTRY POINTS Tab**, click **MY REQUISITIONS**
- Scroll down and click on **RECEIVE**
- Enter as much information as you have
- Click **SEARCH**
- Click on **Purchase Order Number**
- Click **RECEIVE/CANCEL**
- Click **RECEIVED QUANTITY**
- Enter Quantity received (ie: 1.0 or 2.0)
- If several lines need to be received on, Press **TAB** to go to **RECEIVED QUANTITY** on next line
- Click **SAVE**
- Pop-Up: Click **SAVE**
- It might take a few minutes to update or you can search PO again to double check