Receiving Quick Reference

Receiving Inventory

▶ Receive Purchase Order

1. Open the **Datacenter**
2. Click **Receiving** tab
3. Click **Receiving** button
4. Locate Purchase Order to receive & click **Details**
5. Scan UPC of products to receive
   – or –
   Double-click into **Qty Received** and type in the received quantity
6. Double-click to update **Unit Cost** as needed
7. Verify Receiving Details
8. Click **Submit**

▶ Receive Firearm on Purchase Order

1. Open the **Datacenter**
2. Click **Receiving** tab
3. Click **Receiving** button
4. Locate Purchase Order to receive & click **Details**
5. Scan UPC of firearm to receive
6. Fill in **Firearm Description** fields
7. Provide **Firearm Serial** number (press enter to create new line and enter additional serial numbers as needed)
8. Update **Cost** and **Sales Price** fields
9. Click **Submit**
10. Verify Receiving Details
11. Click **Submit**

▶ Receive Serialized Non-Firearm on Purchase Order

1. Open the **Datacenter**
2. Click **Receiving** tab
3. Click **Receiving** button
4. Locate Purchase Order to receive & click **Details**
5. Scan UPC of Serialized non-firearm item
6. Provide **Serial Number(s)** (press enter to create new line and enter additional serial numbers as needed)
7. Click **Submit**
8. Double-click to update **Unit Cost** as needed
9. Verify Receiving Details
10. Click **Submit**

▶ Receive By Packing Slip

1. Open the **Datacenter**
2. Click **Receiving** tab
3. Click **Receiving** button
4. Select Vendor to receive from
5. Click **Receive By Packing Slip**
6. Begin Instructions from **Step 5** of *Receive Purchase Order*, *Receive Firearm on Purchase order*, or *Receive Serialized Non-Firearm on Purchase Order*

▶ Import Purchase Order from Template

1. Open the **Datacenter**
2. Click **Receiving** tab
3. Click **Receiving** button
4. Select Vendor to receive from
5. Click **Template**
6. Populate Excel Template
7. Save Template File
8. Return to the Datacenter
9. Click **Import PO**
10. Select Saved Template File, click **Open**
11. Click **Refresh**

▶ Receive Used Firearm

1. Open the **Datacenter**
2. Click **Firearms**
3. Click **Transactions**
4. Select **Transfer** > **Transfer In**
5. Click **Select Dealer**
   – or –
   Click **Select Customer**
6. Search and Select Customer / Vendor to receive from
7. Verify Customer / Vendor Information and click **Submit**
8. Click **Add Transfer**
9. Fill in the appropriate Firearm Description fields* and click **Submit**
10. Verify **Set Date** for appropriate transfer date
11. Fill in any **Notes**
12. Click **Submit**

Note: Set Cost and Retail Price information in Firearm Inventory Report after Submitting

***: Used Firearm UPC's from Datacenter Setup can be selected, or UPC can be entered manually**

Purchasing Quick Reference

Creating Purchase Orders

New **Purchase Order by Item**

1. Open the **Datacenter**
2. Click **Purchasing**
3. Click **Create Purchase Orders**
4. Filter & Search the grid for items needed for order
5. Check box next to items to include on purchase order
6. Click **Next**
7. Select vendor to order from for each product (multiple vendors can be selected)
8. Click into **Order Qty** and specify amount on order per item
9. Click into **Estimated Cost** and update cost per item as necessary
10. Click **Next**
11. *See steps for Processing Pending Purchase Orders*

New **Purchase Order by Vendor**

1. Open the **Datacenter**
2. Click **Purchasing**
3. Click **Create Vendor Purchase Order**
4. Double-click on a vendor to order from
5. Filter & Search the grid for items needed for order
6. Check box next to items to include on purchase order
7. Click **Add Products**
8. Click into **Quantity** and specify amount to order per item
9. Click into **Cost** and update cost per item as necessary
10. Click **Create PO**
11. *See steps for Processing Pending Purchase Orders*

New **Purchase Order from Special Order**

NOTE: Special orders need to be started at the register

1. Open the **Datacenter**
2. Click **Purchasing**
3. Click **Special Orders Report**
4. Set date range, click **Submit**
5. Locate special order from list
6. Click **Edit Special Order Request**
7. Select **Vendor** from drop-down
8. Click **Create New PO**
9. Click **Close**
10. *See steps for Processing Pending Purchase Orders*

Processing **Pending Purchase Orders Electronically to Vendor**

NOTE: 3rd Party Integration required for use

1. Open the **Datacenter**
2. Click **Purchasing**
3. Click **Pending Purchase Orders**
4. Locate Purchase Order to process
5. Click **Process**
6. Review Purchase Order Preview, edit as needed
7. Click **Submit**

Processing **Pending Purchase Orders to Vendor by Email**

NOTE: Email address must first be provided for vendor in Vendor Information screen

1. Open the **Datacenter**
2. Click **Purchasing**
3. Click **Pending Purchase Orders**
4. Locate Purchase Order to Process
5. Click **Process**
6. Review Purchase Order Preview, edit as needed
7. Select Vendor's **Email Address** from drop-down
8. Click **Email**

Processing **Pending Purchase Order Directly to Receiving**

NOTE: Used when Purchase Order information has already been submitted to vendor

1. Open the **Datacenter**
2. Click **Purchasing**
3. Click **Pending Purchase Orders**
4. Locate Purchase Order to Process
5. Click **Process**
6. Review Purchase Order Preview, edit as needed
7. Click **Mark as Sent**