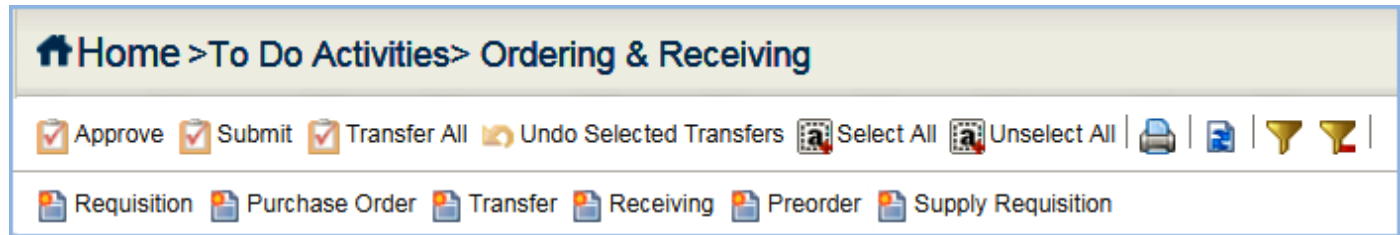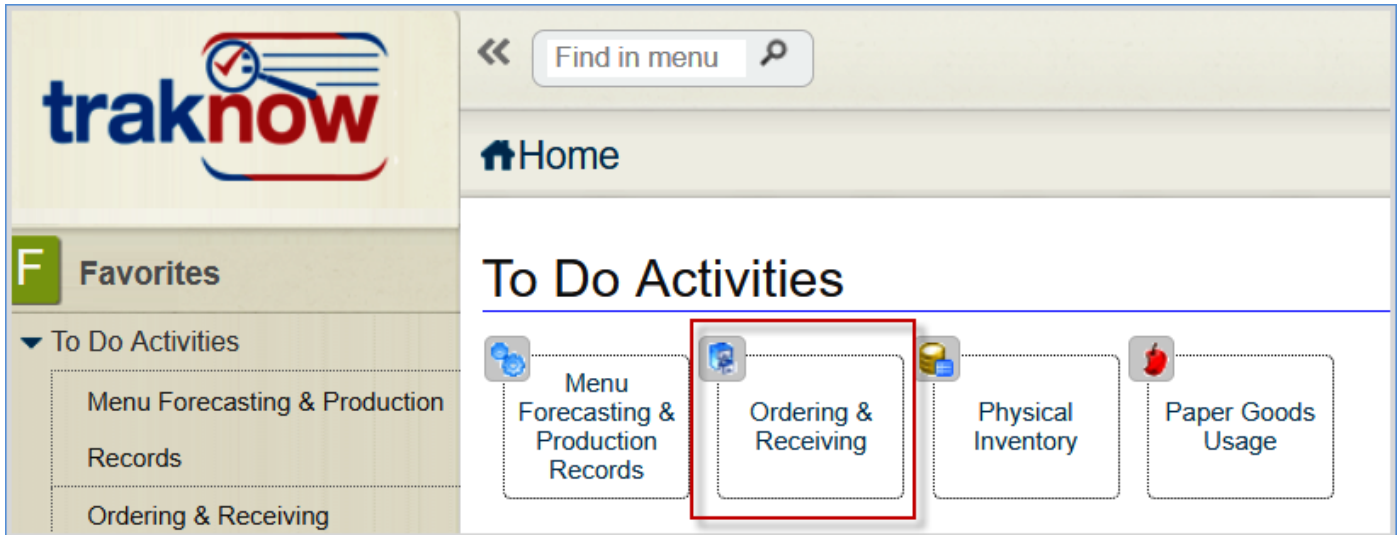## Receiving deliveries without TrakNOW Order

This section will demonstrate how to receive products when no order was placed in TrakNOW.

1. From the Home Page, click "**Ordering & Receiving**"

1. With no order document highlighted, click "**Receiving**".

2. You will be prompted to select a vendor/supplier. Click the magnifying glass to open a listing of vendor/suppliers.

3. Highlight the vendor/supplier, click "**Apply**"

		Supplier Name	Supplier Code	Supplier Type
	👁	USDA Commodities	USDA	Vendors
	👁	Central Kitchen	CK	Vendors
●	👁	Borden	1	Vendors
	👁	Flowers	2	Vendors
	👁	MacEdwards	4	Vendors
	👁	S&D	5	Vendors
	👁	US Foods	6	Vendors

Find SupplierAndInnerSite

▼ Filter

◀ Page: 1 of: 9 Total Found: 424 ▶

✔ Apply ✖ Close

4. Once the supplier's name appears, click "**Apply**". No need to edit the dates displayed.

ReceivingOrder

Receiving Order Criteria

Supplier N ▼ Borden ✖ 🔍 Borden / 1
From Date 03/02/2018
To Date 03/09/2018

Apply Close

5. Click "**OK**" to the No orders were found message.

demo.pcstraknow.com says

No orders were found!

OK

6. A blank receiving document will appear. The Received Date will default to the current day, edit according to trained procedures. Enter the invoice number or required information.
7. If the Invoice Total Cost is mandatory, enter the cost from the invoice received from supplier.

8. Click "**Add Items**" to manually add items that were delivered. Only items from the selected supplier will appear in the list.

9. Apply the items to the document.

10. The Rcv Qty will be 0.00 for each item. You will need to enter the quantities delivered. The Received Total Cost $ and the Received Total Qty count will begin to populate with values.

ReceivingOrder

Order Lines

General Details

Vendor	Borden / 1	Received Date	03/02/2018	Invoice Number	475893	Order Id	--
Status		Ordered Total Qty	0	Ordered Total Cost $	0.0000	Received Total Qty	9.00
Received Total Cost $	83.64				

Add Items Label Generator ☐

Received Items - Received Items

	Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price $	Rcv Tot $	Rjct Qty	Reason	Remarks
	7190	25351	1/2 Pint 1% Low Fat Milk	3.00	1 Ea / Ea - 50 Ea / Cr...	9.3300	27.99	--	-Select-	
	7175	25604	1/2 Pint Chocolate FF Milk	6.00	1 Ea / Ea - 50 Ea / Cr...	9.2750	55.65	--	-Select-	
●	7185	25352	1/2 Pint Skim Milk	0.00	1 Ea / Ea - 50 Ea / Cr...	8.9100	0.0000	--	-Select-	
	7889	21944	Sour Cream 5#	0.00	1 Tu / Tu - 1 Tu / Tub	9.2000	0.0000	--	-Select-	

11. Once received quantities are entered, click "**Approve**". Click "**OK**" to the approved successfully message. The quantities will be added to inventory. The receiving document will close and be hidden.

ReceivingOrder ✖

Order Lines

General Details

Vendor	Borden / 1	Received Date	03/02/2018	Invoice Number	475893
Order Id	--	Status		Ordered Total Qty	0
Ordered Total Cost $	0.0000	Received Total Qty	15.00	Received Total Cost $	137.68

Add Items Label Generator ☐

Received Items - Received Items

	Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price $	Rcv Tot $	Rjct Qty	Reason	Rem
	7190	25351	1/2 Pint 1% Low Fat Milk	3.00	1 Ea / Ea - 50 Ea / Cr...	9.3300	27.99	--	-Select-	
	7175	25604	1/2 Pint Chocolate FF Milk	6.00	1 Ea / Ea - 50 Ea / Cr...	9.2750	55.65	--	-Select-	
	7185	25352	1/2 Pint Skim Milk	4.00	1 Ea / Ea - 50 Ea / Cr...	8.9100	35.64	--	-Select-	
●	7889	21944	Sour Cream 5#	2.00	1 Tu / Tu - 1 Tu / Tub	9.2000	18.40	--	-Select-	

☑ Approve 💾 Save 📕 Close 🖨 Print ❓

Note: the receiving document can be saved as a draft and returned to later for approval.