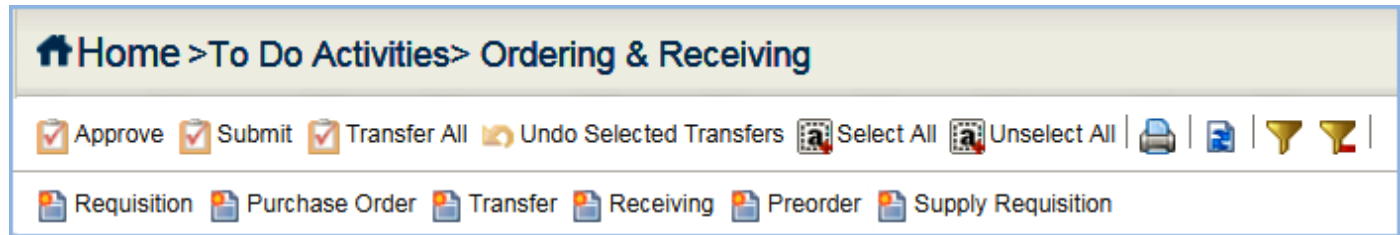
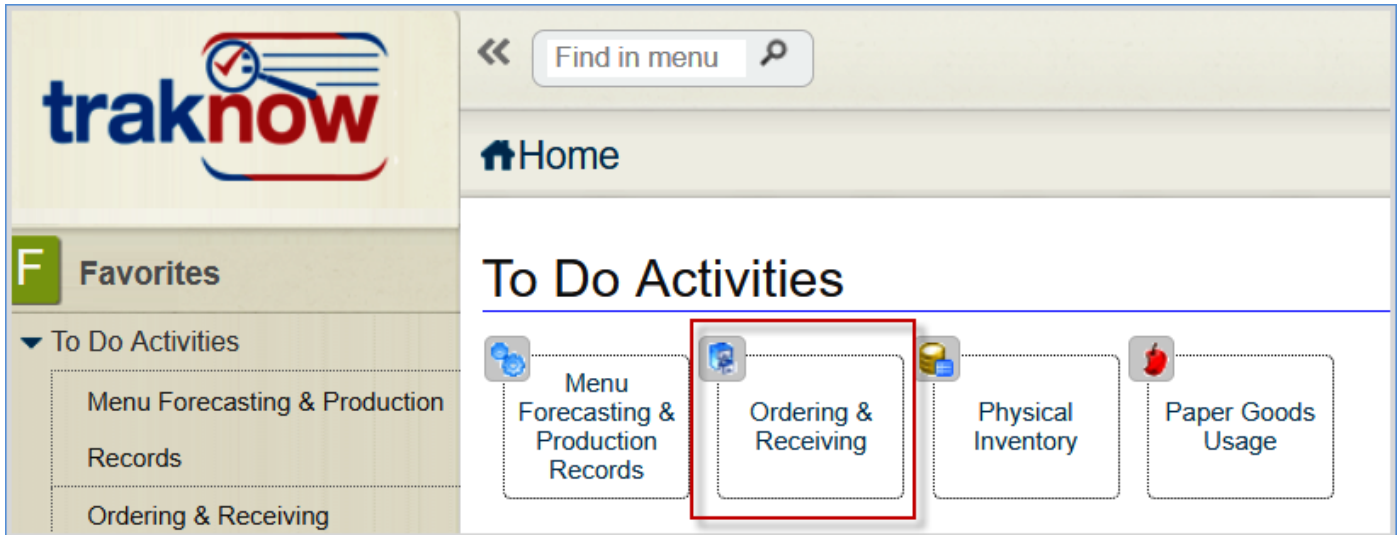


## Receiving deliveries without TrakNOW Order

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".

The screenshot shows the 'Receiving' page with a table of document records. The breadcrumb trail is 'Home > To Do Activities > Ordering & Receiving'. The table has the following columns: View, Del, Edit, Document Type, Supplier, Destination Site, Document Status, Due Date, Document Id, Ref. Order Id, Creation Date, and Invoice Number.

View	Del	Edit	Document Type	Supplier	Destination Site	Document Status	Due Date	Document Id	Ref. Order Id	Creation Date	Invoice Number
<input type="checkbox"/>			Purchase Order	S&D	American Senior	Manage By District	03/12/2018	981		03/02/2018	
<input type="checkbox"/>			Purchase Order	US Foods	American Senior	Partially Received	03/12/2018	982		03/02/2018	
<input type="checkbox"/>			Requisition		American Senior	Pending	03/19/2018	986		03/02/2018	

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

The screenshot shows the 'ReceivingOrder' dialog box. The title bar says 'ReceivingOrder' with a close button. The main heading is 'Receiving Order Criteria'. There are three input fields: 'Supplier' with a dropdown menu showing 'N' and a magnifying glass icon, 'From Date' with the value '03/01/2018', and 'To Date' with the value '03/08/2018'. At the bottom, there are 'Apply', 'Close', and a help icon buttons.

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

**Find SupplierAndInnerSite**

Filter

	Supplier Name	Supplier Code	Supplier Type
<input type="radio"/>	USDA Commodities	USDA	Vendors
<input type="radio"/>	Central Kitchen	CK	Vendors
<input checked="" type="radio"/>	Borden	1	Vendors
<input type="radio"/>	Flowers	2	Vendors
<input type="radio"/>	MacEdwards	4	Vendors
<input type="radio"/>	S&D	5	Vendors
<input type="radio"/>	US Foods	6	Vendors

Page:  of:  Total Found:

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

From Date:

To Date:

Apply  Close

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

demo.pcstraknow.com says

No orders were found!

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.

The screenshot shows the 'ReceivingOrder' window with the 'Order Lines' section. Under 'General Details', there are fields for Vendor (Borden / 1), Received Date (03/02/2018), Invoice Number (475893), Order Id, Status, Ordered Total Qty (0), Ordered Total Cost \$ (0.0000), and Received Total Qty (0). The 'Add Items' button is highlighted with a green box and a mouse cursor. Below it is a 'Label Generator' checkbox. The 'Received Items - Received Items' table is empty.

- 9. Apply the items to the document.

The screenshot shows the 'Find Item Supplier' window. The filter is set to 'Item Name' and 'Contains'. A list of items is shown with columns for Item Name, Item Code, and Description. The item '1/2 Pint Skim Milk' (Item Code 7185) is highlighted with a red box around its selection icon. Below the list, there are two summary rows: one with a trash icon and one with an 'X' icon. The 'Apply' button is highlighted with a red box.

Item Name	Item Code	Description
1/2 Pint Chocolate FF Milk	7175	50/Crate
1/2 Pint Skim Milk	7185	50/Crate
1/2 Pint Whole Milk	7002	50/Crate
Gallon 1% Low Fat Milk	9201	Each
Gallon Whole Milk	9204	Each

Item Name	Item Code	Description
1/2 Pint 1% Low Fat Milk	7190	50/Crate
1/2 Pint Chocolate FF Milk	7175	50/Crate

- 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

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

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	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-	

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