



## INVENTORY RECEIPT CHEAT SHEET

## Entering inventory receipts is easy!

It'll take you less than a minute to record the arrival of new inventory.

## You only need to know 6 things:

- 1. Who is the **Supplier**?
- 2. What is the bill of lading Reference Number?
- 3. What Date did it arrive?
- 4. What Product was it?
- 5. How Many did you get?
- 6. What are the Lot Numbers?

📕 Add Inventory Receipt		• 🔀
Supplier: Agrium Inc. (0088)	sh SExt Supplier Name on bill of lading	
Reference: bill of lading #	Reference No on bill of lading pping	
Comments:	3 Date it arrived (defaults to Today) of Lading: pplier Location:	
	Add Inventory Receipt Product Row X	
Product	Update Efresh S Exit     What Product arrived?     Reference     Achieve Liquid Gold - ACHIE     Product: Achieve Liquid Gold - ACHIE	ce
Add Product Row Edit Product	Units: CASE - Case  Location: Edmonton	
	Quantity on Hand: 975.2500 Details	
	Quantity: 10.00 Seale 5 how many came in?	
	Est. Unit Cost: \$1,103.00	
	Comments:	
	Lot Number: 15-06-25	

Remember to enter the receipts in the order in which they arrived!