INVENTORY RECEIPT CHEAT SHEET
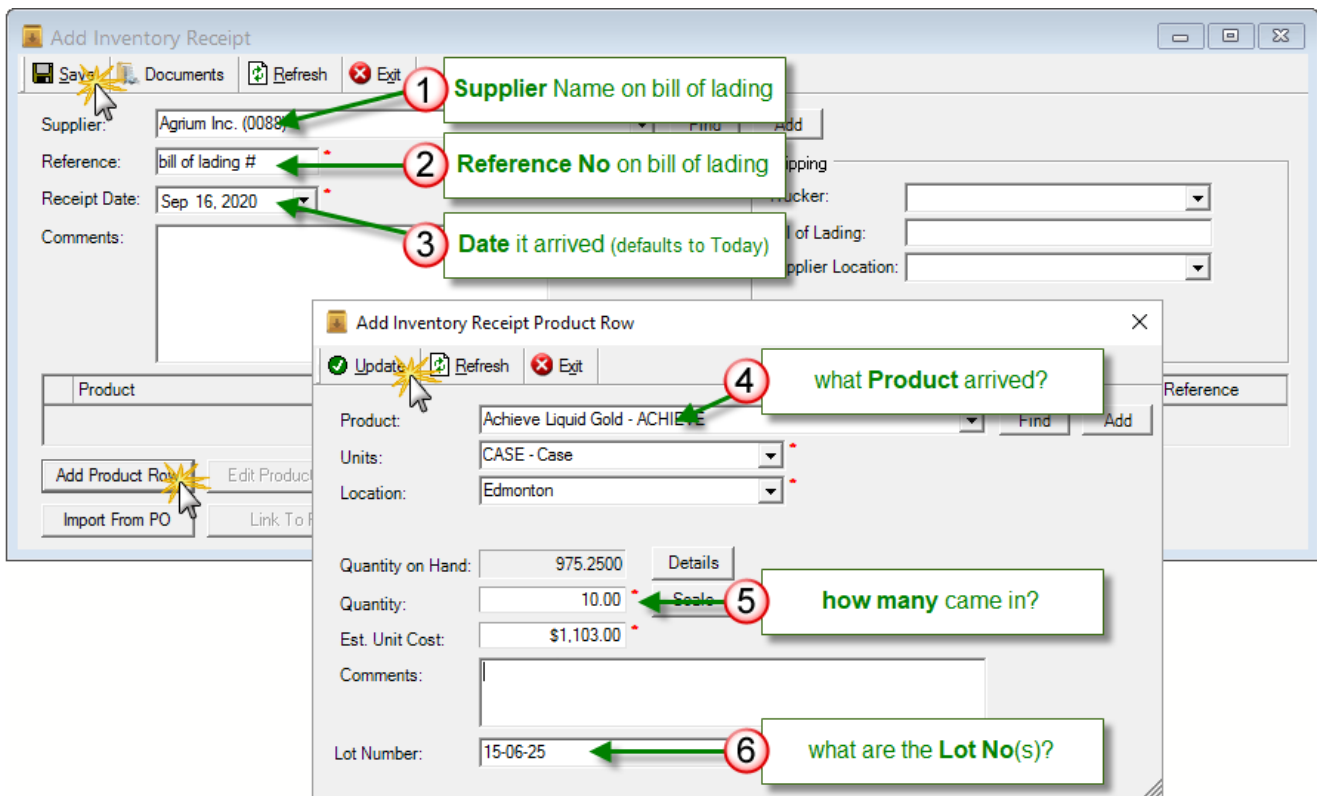
Entering inventory receipts is easy!

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**?

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