

Receive a PO in Receivebridge

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Overview

This article explains how to receive a Purchase Order in Receivebridge.

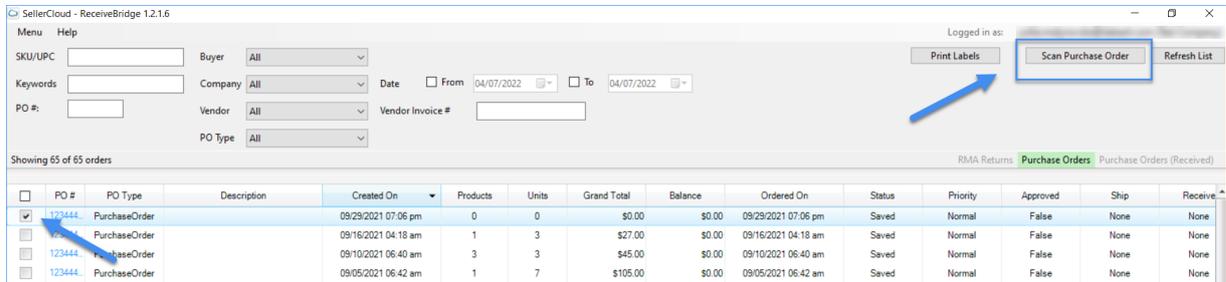
Check out the video tutorial on how to do that!

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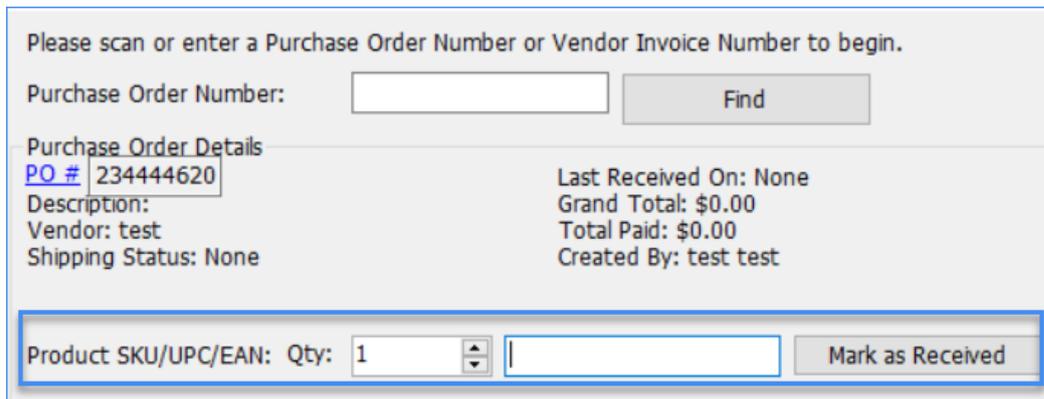
By default, Receivebridge opens to the **Purchase Order** tab.

For returns, click the **RMA Returns** tab.

1. Click **Refresh List** in the upper right to populate the grid. You can also filter by a PO number, SKU/UPC, Vendor, Buyer, or Company in the upper left of the page.



2. Select a PO from the grid and click **Scan Purchase Order** in the upper right of the page. Alternatively, you can enter the Purchase Order number manually.
3. In the PO window, enter the Product SKU or UPC and the number of units received in the shipment. Click **Mark as Received**.



4. A prompt may pop up to enter the product serial number. This will only occur if that product is set on Sellercloud to ship with a serial number scan.
5. The quantity value entered will appear in the **Qty to be Received** field for a final review.
6. Select a product and click **Save Received Data**. The **Qty to be Received** field will empty into the **Qty Received** field and the PO's status will update.

Product SKU/UPC/EAN: Qty: 1 All items of SKU 123456789 recognized and marked as received.

<input type="checkbox"/> SKU	UPC	Vendor SKU	Product Name	Qty Ordered	Qty Received	Qty to be Received	LOC	W
<input type="checkbox"/> 1TEST	123456789...		Product One	1	0	0		B
<input checked="" type="checkbox"/> 123456789	567		123456789	1	0	1		B

- When an item has been fully received the row color will change from orange to green. When an item is only partially received, the row will be colored blue.
- The **Cross Dock** column informs the receiver that this item is back-ordered and has not yet been shipped. Right-click on the screen to create a picklist with back-ordered items for shipping.
- The **FBA Qty** column displays quantities that have been reserved for FBA Inbound Shipments. Note that the **Cross Dock** and **FBA Qty** are displayed once enabled in Settings (**Menu > Options**).
- Close the PO window and click **Refresh List**. If the PO has been fully received, that order will not appear in the refreshed list.
- Refresh Sellercloud and the update will be reflected in the Purchase Order and Inventory.