



This quick reference card explains how to receive purchase orders and requisitions that have arrived on your loading dock.

To receive an inbound order using the scan gun

- 1 Under **Menu**, double-tap **Receive**.
- 2 On the next screen that displays, tap **Purchase Order/ Requisition**.
- 3 On the next screen that appears, tap **Go**
*If known, type the **shipment number** in the **Shipment #** text box, and then tap **Go**.*
- 4 Under **Receive**, tap to select the **shipment number** of your choice.

- 5 Scan the **Receive Location**, and then tap **Go**
- 6 Scan the **Item ID** to be received, and then tap **Go**
- 7 On the next screen that displays, type the **quantity to be received** in the **UOM Quantity** text box.

This quantity may or may not match the quantity originally ordered on the purchase order or requisition.

- 8 In the **Disposition Code** text box, change the **disposition code** for the item, if appropriate, and then tap **Go**
- 9 Continue to receive the remaining item(s), and then tap **Done** three times to return to the **Menu**.

The screenshots illustrate the following steps:

- Screenshot 1:** The main menu of the Sterling Mobile Application. The 'Receive' option is circled with a red '1'.
- Screenshot 2:** The 'Receive' screen (Demo Use Only) with 'Purchase Order/Requisition' circled with a red '2'.
- Screenshot 3:** The 'Receive' screen showing a list of shipment numbers. The 'Go' button is circled with a red '3'.
- Screenshot 4:** The 'Receive' screen showing a list of shipment numbers. One shipment number is circled with a red '4'.
- Screenshot 5:** The 'Receive' screen with 'Location' and 'Pallet ID' fields. The 'Go' button is circled with a red '5'.
- Screenshot 6:** The 'Receive' screen with 'Item ID/Case ID' and 'Case ID' fields. The 'Go' button is circled with a red '6'.
- Screenshot 7:** The 'Receive' screen with 'UOM Quantity' field. The 'Go' button is circled with a red '7'.
- Screenshot 8:** The 'Receive' screen with 'Disposition Code' field. The 'Go' button is circled with a red '8'.
- Screenshot 9:** The 'Receive' screen with 'Go' button circled with a red '9'.