ByteXpress

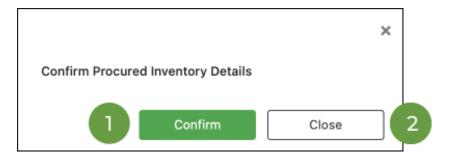## Add a Capture Procured Inventory

Step 1 – Click on the "Capture Procured Inventory" nav item (1) then, click on the "Capture Procured Inventory" (2) button

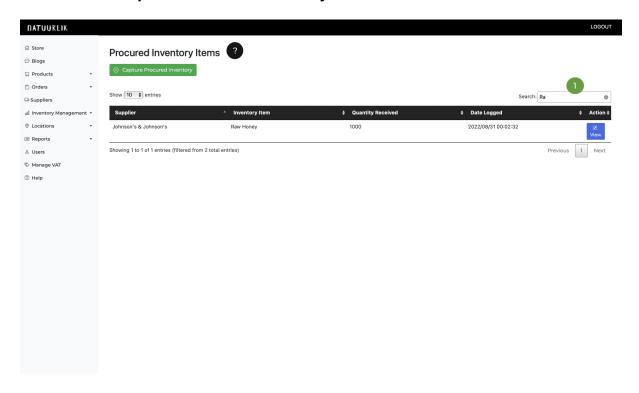Step 2 – Fill in the required details:
  o Select a supplier from the dropdown (1)
  o Provide the invoice number (2)
  o Upload the Invoice (3)
  o Select and Inventory Item from the dropdown (4)
  o Provide the quantity received (5)

Step 3 – Click on the "Create" button to add the Capture Procured Inventory (5) or the Cancel button (6) to return to the Procured Inventory Items screen
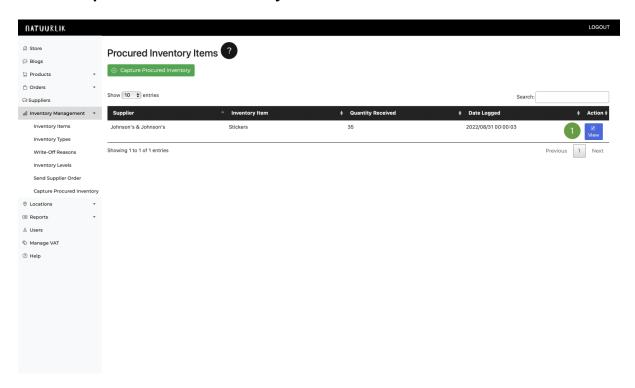

Step 4 – Click on the "Confirm" button (1) to proceed with the update or the "Close" button (2) to return to the Procured Inventory Items screen
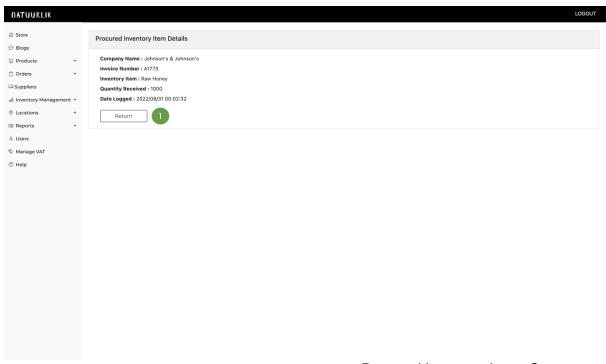
Search for a Capture Procured Inventory

Step 1 – Enter your search query in the search bar (1)

View a Capture Procured Inventory

Step 1 – Click on the "View" button (1)

Step 2 – Click on the "the "Return" button (1) to return to the Procured Inventory Items Screen