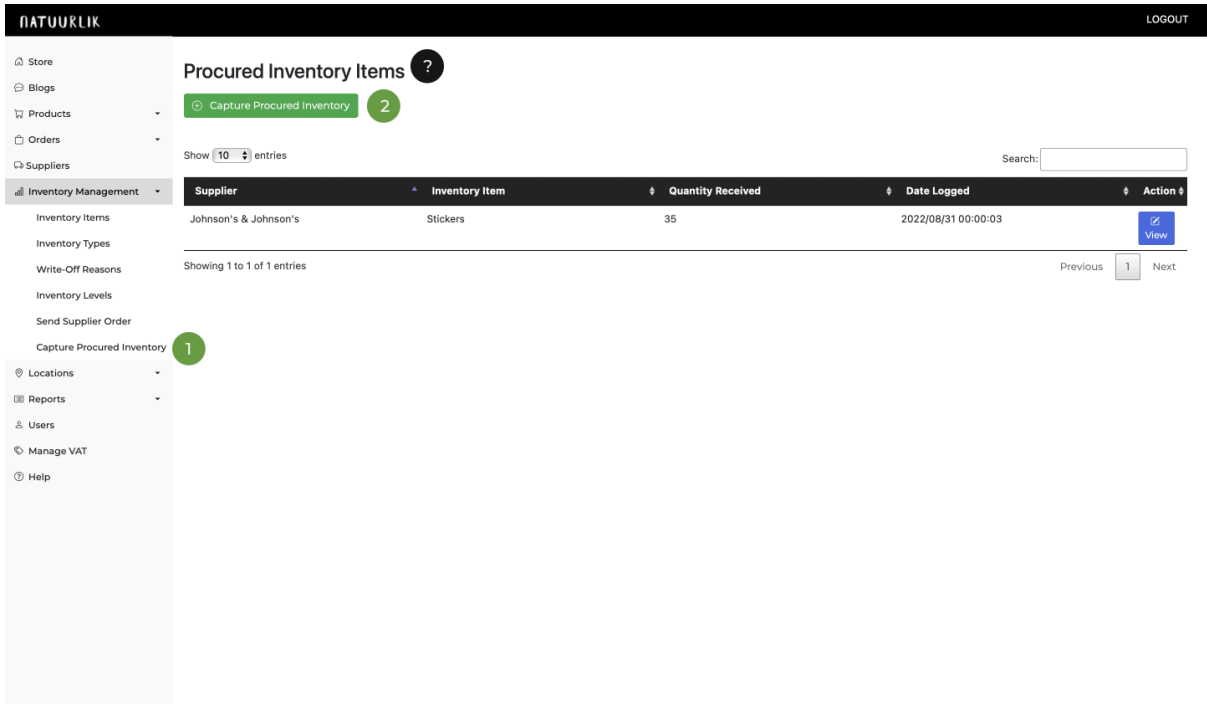


### Add a Capture Procured Inventory



**NATUURLIK** LOGOUT

Store  
Blogs  
Products  
Orders  
Suppliers  
Inventory Management  
Locations  
Reports  
Users  
Manage VAT  
Help

**Procured Inventory Items** ?

Capture Procured Inventory (2)

Show 10 entries

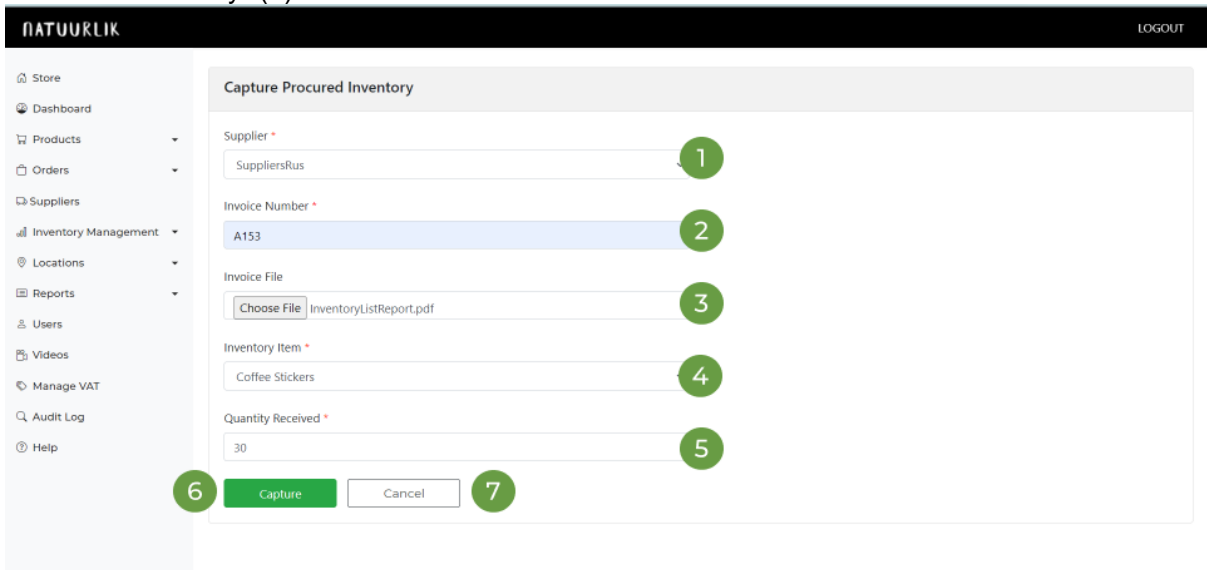
Search:

Supplier	Inventory Item	Quantity Received	Date Logged	Action
Johnson's & Johnson's	Stickers	35	2022/08/31 00:00:03	<a href="#">View</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

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



**NATUURLIK** LOGOUT

Store  
Dashboard  
Products  
Orders  
Suppliers  
Inventory Management  
Locations  
Reports  
Users  
Videos  
Manage VAT  
Audit Log  
Help

**Capture Procured Inventory**

Supplier \*  
SuppliersRus (1)

Invoice Number \*  
A153 (2)

Invoice File  
Choose File InventoryListReport.pdf (3)

Inventory Item \*  
Coffee Stickers (4)

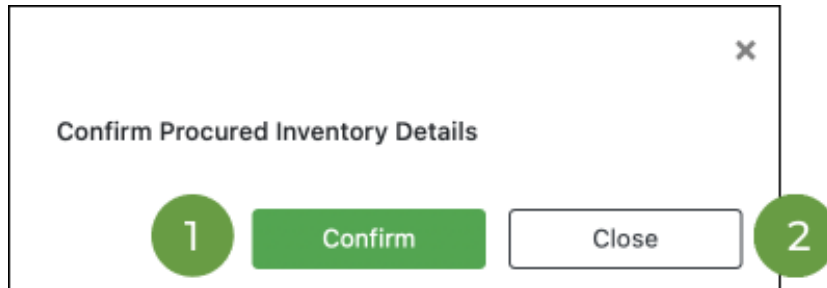
Quantity Received \*  
30 (5)

(6) Capture (7) Cancel

Step 2 – Fill in the required details:

- Select a supplier from the dropdown (1)
- Provide the invoice number (2)
- Upload the Invoice (3)
- Select and Inventory Item from the dropdown (4)
- 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

**NATUURLIK** LOGOUT

Store  
Blogs  
Products  
Orders  
Suppliers  
Inventory Management  
Locations  
Reports  
Users  
Manage VAT  
Help

### Procured Inventory Items ?

[Capture Procured Inventory](#)

Show 10 entries

Search:

Supplier	Inventory Item	Quantity Received	Date Logged	Action
Johnson's & Johnson's	Raw Honey	1000	2022/08/31 00:02:32	<a href="#">View</a>

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

Previous 1 Next

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

## View a Capture Procured Inventory

**NATUURLIK** LOGOUT

Store  
Blogs  
Products  
Orders  
Suppliers  
Inventory Management  
Locations  
Reports  
Users  
Manage VAT  
Help

### Procured Inventory Items ?

[Capture Procured Inventory](#)

Show 10 entries

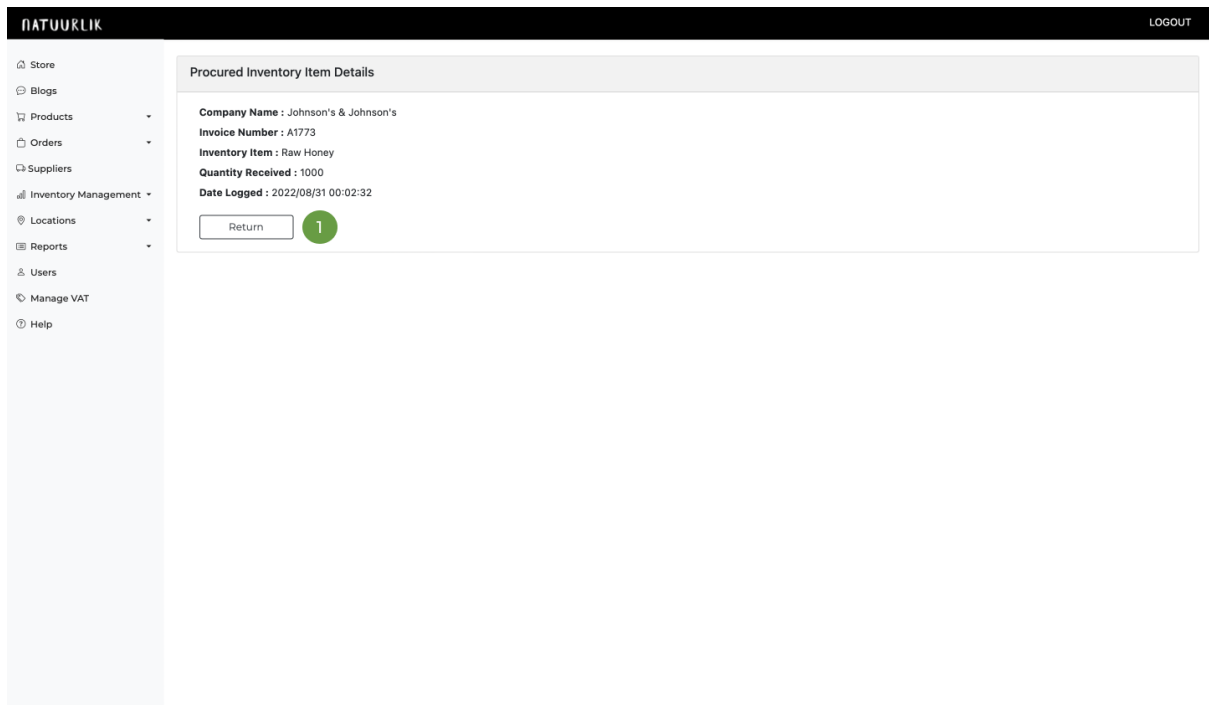
Search:

Supplier	Inventory Item	Quantity Received	Date Logged	Action
Johnson's & Johnson's	Stickers	35	2022/08/31 00:00:03	<a href="#">View</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

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