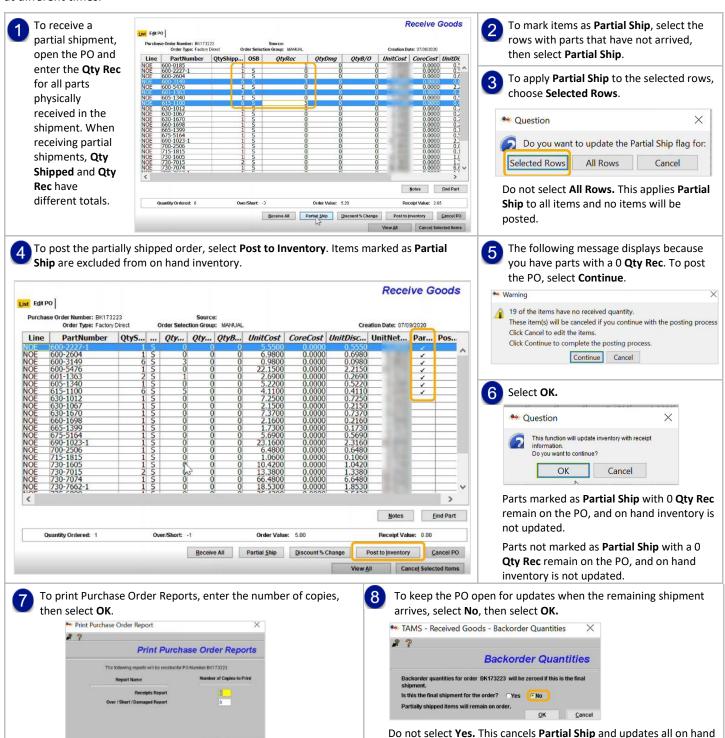


## How to Receive Partial Shipments

When freight arrives in separate shipments, you can post the PO with the parts received and mark other parts as **Partial Ship**. Partial shipments occur when factory direct orders are fulfilled from multiple locations or stock orders arrive in multiple shipments at different times.



To receive the remaining shipment, update the same PO. If updating manually, add the quantity to the existing **Qty Rec**. For example, if 3 of 5 were originally received and 2 have arrived in this shipment, enter 5. If using an RF Scanner, the number of parts is automatically added to the existing **Qty Rec**. Select **Post to Inventory**.

inventory with the Qty Rec.