Receive Goods

Inventory · https://mountainstream.co/docs/receive-goods/

Navigate to: Stock > Suppliers > Receive Goods

Amend according to the Supplier / Vendor Invoice

[A screenshot of a Receive Goods page in inventory software, highlighting the supplier Bitfood with a purple arrow and a label reading Select applicable order. Other suppliers and Receive Goods order details are also listed.]

[A screenshot of a “Receive Goods” form with seven labeled sections, highlighting Receive Goods fields for invoice date, item list, ordered quantity, scanned code input, add button, and storage location. The form displays supplier, totals, and item details.]

1. Add the **invoice number**. Amend **dates** according to invoice and delivery day.
2. If goods not ordered are received, **add** it here.
3. Amend the **price** and **quantity** received, if different from PO.
4. The **temperature** at which goods were received can be entered here.
5. Enter the **Use by** date.
6. An automated **Lot #** is created, you may override this by entering your own **Lot #**.
7. Change the **Storage Location** if different from the default.

Once goods are received the ingredients are added to stock and labels can be generated.

[A confirmation popup displays a Receive Goods status and a list of grocery items with codes. At the bottom, there are Generate Labels, Ok, and Cancel buttons, with Generate Labels circled in purple.]

[A label for a 12.5 kg flour cake bag shows lot 011-OJT, bag 14 of 14, Receive Goods by July 31, 2022, delivered January 11, 2022 by Gideon Milling, invoice number 125.]

Get Started