

Receive

- [Receive stock](#)

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Use **Receive** in the side menu when a delivery arrives.

The screenshot shows the 'Stockie RPH Cath Lab stock' application interface. On the left is a sidebar menu with options: Items, Orders, Receive (highlighted), Vendors, Stock take, and Settings. The main content area is titled 'Receive stock' and includes instructions: 'Look up an open order by internal requisition or iProc number.' Below this is a search bar labeled 'REQUISITION / IPROC' with a placeholder 'e.g. 13014 or hospital iProc #' and a 'Find order' button. A section titled 'Open orders' contains a table with the following data:

INTERNAL REQ ↑	IPROC ↑	VENDOR ↑	B/O ↑
13014	—	Abbott Australia	10

A 'Receive' button is located to the right of the quantity '10' in the table row.

Look up by internal req or iProc; open orders listed below

Lookup

Enter the **internal req no** or the **iProc** number and continue. You can also pick an open order from the list on the page.

Entering quantities

Stockie

RPH Cath Lab stock

v1.0.0

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Receive stock

Cancel

Post receipt

Abbott Australia · Req 13014

DESCRIPTION	PART #	ORDERED	ALREADY RECV	REMAINING	QTY RECEIVED
Balance MW HC	1001782-HC	10	0	10	0

Enter received quantities per line

- Enter how many arrived on each line. Partial receipts are allowed.
- Remaining quantity stays on back order until later receives.
- On-hand increases by the received amount.
- When everything is received, the order can close; otherwise receive again when the rest arrives.