# Send Purchase Orders and Receive Inventory

#### **Email the Purchase Order**

Email Purchase Orders to your vendors directly from the IndusTrack system. To do this, go to **Settings > Inventory > Purchase Orders**.

From the Purchase Order list, find the Purchase Order to send. Click the 3-dot menu and select Send Mail.

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Inventory list			з	Parkland	Warehouse					New		\$38,2	80.00
Equipment			2	RS Spare	Parts					Inventory Received	Peter Richards	\$00	✓ Edit
Warehouses			1	Twin Citie	es Trading					New	Peter Richards	\$20	Preview
Vendors										1	ems per page: 25 👻	1 – 3 of 3	🖨 Print
Purchase orders													Send Mail
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From the **Send Purchase Order window**, the vendor's email address will already be indicated in the Recipients field. Add other email addresses as needed.

IndusTrack MAP	CUSTOMER ESTIMATES	SCHEDULE INVOICES 1	TIMESHEET SNOWTRACK	P.O. REPORTS			214	0 🔅 🕲
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Inventory list	Number	Vendor	Vendor Invoice Number	Inh C Status		Created By	Amount	
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Equipment	2	RS Spare Recipients	5:	*	eived	Peter Richards	\$0.00	÷
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Add the email Subject and Message. Send the email.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS					<del>uj</del> 🗅 (	3 🌣 🕲
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		3	Parkland	Send Purch	ase Order				X			\$38,280.0	0	÷
Equipment		2	RS Spare	Recip	ients:					eived	Peter Richards	\$0.00		÷
Warehouses		1	Twin Citie	sale	s@parkland.com	3					Peter Richards	\$2,000.00		
Vendors				Subje	ct					ltems per pa	ge: 25 💌			
Purchase orders				Pun	chase Order #3									
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PriceBooks	<													
🗎 Scheduling	<					SEND CA	NCEL							
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Your vendor will receive the email with a PDF copy of the Purchase Order attached.

Purchase Order #3 Inbox ×			¢	Ľ
to me 🖛	10:39 AM (6 minutes ago)	☆	÷	:
Please see attached Purchase Order.				
NE         NE           no monom				
No.         No.         No.         No.         No.         No.           N M         No.         No.         No.         No.         No.				
PO_3e469d17-45				

### **Resend the Purchase Order**

The Resend Purchase Order option is available only for Purchase Orders that have a Sent status.

From the Purchase Order list, find the Purchase Order to resend. Click the 3-dot menu and select Resend Mail.

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uipment		з	Parkland W	arehouse					Sent		\$38,280.00
arahousas		2	RS Spare Pa	arts					Inventory Received	Peter Richards	SO 🖉 Edit
		1	Twin Cities	Trading					New	Peter Richards	\$20 👁 Preview
ndors									Ite	ms per page: 25 👻 1	1-3 of 3 🖨 Print
rchase orders											🛃 ReSend Mail
arkups											📜 Receive Inventor
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Similar to what was done when the Purchase Order was first sent, fill in the email Subject and Message Body. Add other Recipients, if needed. Send the email.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES TI	IMESHEET	SNOWTRACK	P.O.	REPORTS				214	. 🗆 🛛 🌣 🕲
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Inventory list		Number	Vendor		Vendor Inv	oice Number		loh #	Status	1	Created By	Amount	
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Warabaurar		2	RS Spare	Recipients:						eived	Peter Richards	\$0.00	÷
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Vendors				Subject						items per pag	e: 25 💌 1		
Purchase orders				Purchase	Order #3 follow	up.							
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E Client	<												

# **Receive Inventory**

Once the ordered items are received at the main warehouse or at the specified location, quickly update the Purchase Order, that is of course after the items have been manually checked against the Purchase Order and the vendor's invoice.

With IndusTrack, when a Purchase Order's status is updated to Received, the item's Quantity on Hand at the selected warehouse is also automatically updated.

Before marking the Purchase Order as received, update the Purchase Order with the delivery details.

Find the Purchase Order to be updated from the list. Open the record in edit mode.

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Inventory list				Number	Vendor		Vendor	Invoice Number		Job #	Status		Created By		Amount			
Equipment				з	Parkland	Warehouse					Sent				\$38,280.0	0	- 1	]
Warehourer				2	RS Spare	Parts					Inventory Received		Peter Richa	rds	\$0.00		-	
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Vendors												tems per page	25 💌	1	-3 of 3   <	<	> >	
Purchase orders																		
Markups																		
PriceBooks		٠																

Indicate the invoice number on the Vendor Invoice # field.

-chuor			Ship To					
Select Vendor *	Parkland Warehouse	à	Shipping Address	400 S 4th Street, Unit 1000M, Minnepolis MN 55415				* //
Vendor Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	•	Ship Via	USPS			•	
Mailing Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	li	Date	9/6/2022				Ē
Email	sales@parkland.com		Purchase order #	3				
Vendor invoice #	Inv279							
job #								
job#	Name	Description			Unit Cost	Quantity	Total Price	
<b>Job #</b> V - 986968	Name Brass hinges	Description standard interior t	orass hinge	li li	Unit Cost	Quantity	Total Price \$2,100.00	:
Job # v - 986968 3838	Name Brass hinges Forged Piston Kit	Description standard Interior t Hi-performance pi	prass hinge ston kits	le li	Unit Cost 21 318	Quantity           100           100	Total Price \$2,100.00 \$31,800.00	:

Check that the item Quantity and Cost of the Invoice match with that of the Purchase Order. They should, but always check these to be sure. Review the company policy on how these discrepancies are to be handled before making any adjustments.

- If P.O. adjustments after delivery are allowed, update the unit cost and/or the quantity.
- Add notes on the Internal Memo field to document the changes.
- Save once done.

dit Purchase Order								
Vendor			Ship To					
Select Vendor *	Parkland Warehouse	±	Shipping Address	400 S 4th Street, Unit 1000M, Minnepolis MN 55415			4	-
Vendor Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	Ŧ	Ship Via	USPS			Ŧ	
Mailing Address	1881 Fullerton Ave, Chicago, Illinois, 60614, USA	li	Date	9/6/2022			t	đ
Email	sales@parkland.com		Purchase order #	3				
Vendor invoice #	Inv279							
Job #								
Sku	Name	Description			Unit Cost	Quantity	Total Price	
INV - 986968	Brass hinges	standard inter	ior brass hinge	1.	20	100	\$2,000.00	×
fp3838	Forged Piston Kit	HI-performant	e piston kits	1	318	100	\$31,800.00	×
8000001D-1426192795	#3 1" Bolt	Bolt: number 3	3 thread, 1 inch length	1	0.4	1000	\$400.00	×
					[		CANCEL	SAV

Go back to the Purchase Order list and click the 3-dot menu to the right of the record. Select **Receive Inventory**.

IndusTrack	MAP	CUSTOM	ER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				214 🖵 😯 🌼 🤅
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				2	RS Spare	Parts					Inventory Received	Peter Richards	s0.0	🖍 Edit
Warehouses				1	Twin Citie	es Trading					New	Peter Richards	\$2,0	Preview
Vendors											1	tems per page: 25 💌	1 – 3 of 3	Print
Purchase orders	s													🕝 ReSend Mail
Markups												_		Receive Inventory
PriceBooks		<											_	

From the **Select Warehouse window**, identify the warehouse where the items were delivered or would be accountable for the purchased items, most especially if these were shipped directly to a job site.

- Find the Warehouse from the list. If the Warehouse has not been added to the system, go back to the Warehouses page to create a new one.
- Click Select.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			21 <u>4</u>	<b>8</b> 🌣 🕲
Membership												
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Equipment			Parkland V	Warehouse	Inv279				Sent	-		1
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#### **Regular Inventory**

If all of the items delivered do not require Serial numbers to be recorded, the **Success** window will come up. This is a confirmation that all items on the Purchase Order have been received with quantities on hand updated. Click **OK**. This will complete the documentation of the receipt of the purchased items and the Purchase Order's Status will be updated to **Inventory Received**.

• The items received will be added to the Quantity on Hand at the selected warehouse. Go ahead and review the item(s)' records on the Inventory page to make sure that these were updated.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			214	<b>0</b> 🔅 🛛
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Equipment		3	Parkland W	arehouse	Inv279				Inventory Received		\$38,170.00	:
Warehouses		2	RS Spare Pa	irts					Inventory Received	Peter Richards	\$0.00	:
		1	Twin Cities	Trading	Succes	s			New	Peter Richards	\$2,000.00	:
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Purchase orders					any of t	the items have serial ry and add serial nu	I numbers, go to mbers for that	o the item.				
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arehouses		2	RS Spare Par	rts					Inventory Received	Peter Richards	\$0.00	:
		1	Twin Cities T	frading					New	Peter Richards	\$2,000.00	:
ndors										Items per page: 25 👻	1 – 3 of 3   <	$\langle \rangle \rangle$
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GusTrack MAP	CUSTOMER Edit Inventory General	ESTIMATES Name *	SCHEDULE Brass hinges	INVOICES	TIMESHEET	SNOWTRACK St	P.O. tock	REPORTS	set X		X	ACTIONS Qty On Hand
distrack MAP	CUSTOMER Edit Inventory General	ESTIMATES Name * SKU	SCHEDULE Brass hinges INV - 986968	INVOICES	TIMESHEET	SNOWTRACK St As	P.O. tock sset Account ain warehous	REPORTS	set X nd * 0		X	ACTIONS ACTIONS Qty On Hand 100
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distrack MAP ) Membership • Inventory ventory list ulpment arehouses	CUSTOMER Edit Inventory General	ESTIMATES Name * SKU Vendor Non taxable	SCHEDULE Brass hinges INV - 986968 Tradeland Supply	INVOICES	TIMESHEET	SNOWTRACK	P.O. tock sset Account ain warehous eorder point Use serial	REPORTS Inventory As re quantity on ha 35 ## (Quantity calo	iet X nd * 0 ulates automatically de	pending serial numbers)	X	Actions (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
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Annovember 2015     Annovember 2015     Inventory     Inventory     Inventory     Ist     uppment     archouses andors archase orders	CUSTOMER Edit Inventory General	ESTIMATES Name * SKU Vendor Non taxable	SCHEDULE Bress hinges INV - 986968 Tradeland Supply	INVOICES	TIMESHEET	SNOWTRACK St As Re	P.O. tock asset Account ain warehous eorder point Use serial Warehouse East West Reg	REPORTS Inventory As a quantity on ha 35 #s (Quantity calc Bin # ion	set X nd + 0 ulates automatically de	pending serial numbers) Isle #	х • 100	ACTIONS ACTIONS Qty On Hand 100 962 16 50
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distrack MAP Membership Inventory entory list ulpment irehouses ndors rchase orders rkups PriceBooks	CUSTOMER Edit Inventory General In S Sa	ESTIMATES Name * SKU Vendor Non taxable iccome Account ales price/rate les description	SCHEDULE Brass hinges INV - 986968 Tradeland Supply Construction Inco 52 standard interior	INVOICES	TIMESHEET	SNOWTRACK	P.O. tock sset Account ain warehous eorder point Use serial Varehouse East West Reg Total quantity	REPORTS Inventory As a quantity on ha 35 #s (Quantity calc Bin #	et X d * 0 ulates automatically de	pending serial numbers) Isle #	2 QTY 100 100	

## Serial Numbers Required

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If one or more of the items delivered requires serial numbers to be entered, the **Serials Required window** will come up. You have the option to enter the numbers immediately or cancel the action of updating the P.O.

CANCEL SAVE

IndusTrack MAP	CUSTOM	IER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS					214	<b>8 \$</b> ®
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Inventory list			Number	Vendor		Vendor	Invoice Number		Job #	Status		Created By	Amount		
Equipment			з	Parkland V	Narehouse	Inv279				Inventory Received			\$38,170.	00	÷
			2	RS Spare P	Parts					Inventory Received		Peter Richards	\$0.00		:
Warehouses			1	Tradeland	Supply	Carriela	De suine d			New		Peter Richards	\$17.50		:
Vendors						Serials	Required			Ite	ms per page:	25 👻			
Purchase orders						Some Pa	arts require serial nu serials or cancel inve	imber entrance ntory receive?	e. Enter						
Markups															
PriceBooks	¢						CANCEL	ER SERIALS							
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Select **Cancel** to abandon the process of receiving the inventory. The screen will return to the Purchase Order page.

Construction Materials Costs

Cost 21

Expense Account

IndusTrack N	IAP CUST	DMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			214	<b>- 0</b> 🌣 Q
Membership		Filt	er: Filter										
🚆 Inventory	~											+ ADD NEW MOR	
Inventory list			Number	Vendor		Vendor	Invoice Number		Job #	Status	Created By	Amount	
Equipment			з	Parkland Warehouse						Inventory Received		\$38,170.00	:
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warenouses			1	Tradeland	Supply	Sorials	Poquirod			New	Peter Richards	\$17.50	:
Vendors						Serials	Required		_	items p	er page: 25 💌 1 -	3 of 3 🛛 🕹 🗸 🗸	
Purchase orders						Some Pa	rts require serial nur erials or cance inver	nber entrance tory receive?	. Enter				
Markups							_		- 1				
PriceBooks	4						CANCEL ENTE	R SERIALS					
Scheduling	<												
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Select Enter Serial to quickly record the serial numbers.

IndusTrack MAP	CUSTON	IER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				E	₩, 🗅 (	0 🌣 🙁
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Inventory list			Number	Vendor		Vendor	Invoice Number		Job #	Status	c	reated By	Amount		
Equipment			3	Parkland V	Varehouse	Inv279				Inventory Received			\$38,170.0	D	:
Weeksusse			2	RS Spare P	arts					Inventory Received	F	eter Richards	\$0.00		:
warehouses			1	Tradeland	Supply	Sorials	Required			New	F	eter Richards	\$17.50		
Vendors						Serials	Required			Ite	ems per page:	25 🔻	1 – 3 of 3 🛛 🏼 🕹 🕹		
Purchase orders						Some Pa	irts require serial nur terials or cancel inver	mber entrance ntory receive?	e. Ente						
Markups									4						
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Key in all of the serial numbers on the **Serials field**. Use a comma (,) in between numbers.

Add the Warranty Expiration Date on the provided field.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE IN	IVOICES TIM	ESHEET	SNOWTRACK	P.O.	REPORTS					214	<b>P 0 0</b>
Membership	Fib	lter: Filter												
🗮 Inventory	×												+ ADD NEW	ORE ACTIONS +
Inventory list		Number	Vendor		Vendor In	voice Number		Job #	Status		Created 8	Ву	Amount	
Equipment		з	Parkland Ware	house	Inv279				Inventory Re	eceived			\$38,170.00	:
Warehouses		2 Serial	s Required									hards hards	\$0.00	:
Vendors		Parts			Serials			Warran	ty Expiration D	late		r 1-	3 of 3   < <	> >1
Purchase orders		3ft Co	ld Water PVC		A5000, A	5001, A5002, A500	03, A504, A50	5, 12/31	/2023	Ē				
Markups					A506, A5	07, A508, A509		11						
PriceBooks	¢									SAVE	CANCEL			
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- If the serial numbers entered do not match the Quantity indicated in the PO (either less than or more than), a **Confirmation** window will come up.
  - Select **Yes** to proceed to the next steps. The system will pick up the number of serials entered as the quantity received. This will override the Quantity at the Purchase Order.
  - Select No to return to the Serials Required window and complete the recording of the serials.

IndusTrack MAP											24 <u>4</u> 🖵 🕜 🌼 🙁
Membership											
Max Inventory										+ ADD NEW	
Inventory list						Job #					
Equipment			Parkland Warehous	e Inv279			Inventory R	leceived			
Warehouses		2 Serials	Required	Confir	mation				X Richard		
Vendors		Parts		Part '3ft	Cold Water PVC' bas a qua	ntity of 10 in the	arranty Expiration I	Date	-		
Purchase orders		3ft Col	d Water PVC	PO. You will be u	u've only provided 5 serial sed as a quantity received	numbers and 5 for part '3ft Cold	12/31/2023	Ċ			
Markups					Do you want to proce	ed?					
PriceBooks					NO YES			SAVE	CANCEL		
📋 Scheduling			_	_				_	_		
0 Timesheet	<										

Save the Serial Numbers.

• The items received including the Serial Numbers will be added to the Quantity on Hand at the selected warehouse. Go ahead and review the item(s)' records on the Inventory page to make sure that these were updated.

IndusTrack	MAP CUSTOMER ESTIMA	TES SCHEDULE INVOICES	TIMESHEET	SNOWTRACK P.O.	REPORTS				₽ <u>₽</u> ₽
🗈 Membership	Edit Inventory								X ACTIONS +
🗮 Inventory	General			Stock					On Hand
Inventory list	Nam	e * 3ft Cold Water PVC	ŧ	Asset Account	Inventory Asset 🗙				2
Environment	s	KU INV - 4000		Initial quantity	y on hand * 16				2
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Warehouses	Non taxa	ble				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	*		2
Vendors				Serials (16)	) Warehouses (3)				
Purchase orders	Income Accor	nt Construction Income	×	Warehou	use		QTY		
Markups	Sales price/r	3.25		East Wes	st Region		10	J	
PriceBooks	Sales descript	on 3 feet Cold Water PVC Pipe, o	orange	Main wa	rehouse lest Region		4		
Scheduling									
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E Client	c	1.75							-
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IndusTrack	MAP CUSTOMER ESTIMA	TES SCHEDULE INVOICES	TIMESHEET	SNOWTRACK P.O.	REPORTS				न्तर्भ 🗅 🛛 💠 🤅
IndusTrack	Edit Inventory	TES SCHEDULE INVOICES	TIMESHEET	SNOWTRACK P.O.	REPORTS	÷		>	ACTIONS -
Membership	MAP CUSTOMER ESTIMA Edit Inventory Purchasing descripti	Package of 25 units Minimum order of 1 crate (10	TIMESHEET packages)	SNOWTRACK <b>P.O.</b> A46439	REPORTS 8/23/2022			,	ACTIONS -
Membership	MAP CUSTOMER ESTIMA Edit Inventory Purchasing descripti	SCHEDULE INVOICES     Package of 25 units     Minimum order of 1 crate (10     1 month lead time	TIMESHEET	SNOWTRACK         P.O.           A46439         A46592	REPORTS 8/23/2022 8/23/2022			,	ACTIONS +
Membership	MAP CUSTOMER ESTIMA Edit Inventory Purchasing descripti	SCHEDULE INVOICES  Package of 25 units Minimum order of 1 crate (10 1 month lead time	TIMESHEET	SNOWITRACK         P.O.           A46439         A46592           A5000,	REPORTS 8/23/2022 8/23/2022 12/30/2023	57 57 57		,	ACTIONS - On Hand
Membership     Membership     Inventory     Inventory     Inventory     Varehouses	MAP CUSTOMER ESTIMA Edit Inventory Purchasing descripti	Package of 25 units Minimum order of 1 crate (10 1 month lead time	TIMESHEET	SNOWTRACK         P.O.           A46439         A46532           A5000,         A5001,	REPORTS           8/23/2022           8/23/2022           12/30/2023           12/30/2023				ACTIONS - I ON Hand
Industrack     Membership     Membership     Minventory     Inventory     Inventory     Inventory     Varehouses     Vandors	MAP CUSTOMER ESTIMA Edit Inventory Purchasing descripti	Package of 25 units Minimum order of 1 crate (10 1 month lead time	TIMESHEET	SNOWTRACK         P.O.           A46439         A46592           A5000,         A5001,           A5002,         A5002,	REPORTS           8/23/2022           8/23/2022           12/30/2023           12/30/2023           12/30/2023				ACTIONS - I On Hand
Industrack     I       Image: Membership     Image: Membership       Inventory list     Inventory list       Equipment     Warehouses       Vendors     Vendors	MAP CUSTOMER ESTIMA Edit Inventory Purchasing descripti	Package of 25 units Minimum order of 1 crate (10 1 month lead time	TIMESHEET	SNOWTRACK         P.O.           A46439         A46592           A5000,         A5001,           A5002,         A5003,	REPORTS           8/23/2022           8/23/2022           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023				ACTIONS - I ON Hand 2
Industrack     I       Image: Membership     Image: Membership       Inventory     Inventory       Inventory     Ist       Equipment     Marehouses       Vandors     Purchase orders	MAP CUSTOMER ESTIMA Edit Inventory Purchasing descripti	Package of 25 units Minimum order of 1 crate (10 1 month lead time	TIMESHEET	SNOWTRACK         P.O.           A46439         A46592           A46592         A5000,           A5001,         A5001,           A5003,         A5004,	REPORTS           8/23/2022           8/23/2022           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023				ACTIONS - On Hand
Ingustrack     I       Image: Membership     Image: Membership       Inventory     Inventory       Inventory     Iss       Equipment     Marehouses       Vendors     Purchase orders       Markups     Markups	MAP CUSTOMER ESTIMA Edit Inventory Purchasing descripti	Package of 25 units Minimum order of 1 crate (10 1 month lead time	TIMESHEET	SNOWTRACK         P.O.           A46439         A46439           A46592         A5000,           A5001,         A5001,           A5002,         A5003,           A504,         A505,	REPORTS           8/23/2022           8/23/2022           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023				ACTIONS - r On Hand 2 2
Inglistrack     I       Image: Membership       Inventory list       Equipment       Warehouses       Vendors       Purchase orders       Markups       PriceBooks	MAP CUSTOMER ESTIMA Edit Inventory Purchasing descripti	ES         SCHEDULE         INVOICES           on         Package of 25 units Minimum order of 1 crate (10 1 month lead time         Imonth lead time	TIMESHEET	SNOWTRACK         P.O.           A46439         A46439           A46592         A5000,           A5001,         A5001,           A5002,         A5003,           A504,         A505,           A506,	REPORTS				ACTIONS - I On Hand ) 2
Industrack     I       Image: State	CUSTOMER ESTIMA Edit Inventory Purchasing descripti	SCHEDULE INVOICES  Package of 25 units Minimum order of 1 crate (10 1 month lead time	TIMESHEET	SNOWTRACK         P.O.           A46439         A46532           A5000,         A5001,           A5002,         A5003,           A505,         A505,           A506,         A507,	REPORTS           8/23/2022           8/23/2022           8/23/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023				CON Hand
Industrack     I       Image: Membership       Inventory       Inventory <tr< th=""><td>MAP CUSTOMER ESTIMA Edit Inventory Purchasing descripti</td><td>ES         SCHEDULE         INVOICES           Image: space of 25 units         Minimum order of 1 crate (10 1 month lead time         1 month lead time</td><td>TIMESHEET</td><td>SNOWTRACK         P.O.           A46439         A46592           A46592         A500,           A5001,         A5001,           A5002,         A5003,           A504,         A505,           A506,         A506,           A507,         A508,</td><td>REPORTS           8/23/2022           8/23/2022           8/23/2022           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023</td><td></td><td></td><td></td><td>ACTIONS - CON Hand 2 2</td></tr<>	MAP CUSTOMER ESTIMA Edit Inventory Purchasing descripti	ES         SCHEDULE         INVOICES           Image: space of 25 units         Minimum order of 1 crate (10 1 month lead time         1 month lead time	TIMESHEET	SNOWTRACK         P.O.           A46439         A46592           A46592         A500,           A5001,         A5001,           A5002,         A5003,           A504,         A505,           A506,         A506,           A507,         A508,	REPORTS           8/23/2022           8/23/2022           8/23/2022           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023				ACTIONS - CON Hand 2 2
Industrack     I       Image: Membership       Inventory       Inventory <tr< th=""><th>MAP CUSTOMER ESTIMA Edit Inventory Purchasing descripti</th><th>Package of 25 units Minimum order of 1 crate (10 1 month lead time</th><th>TIMESHEET</th><th>SNOWTRACK         P.O.           A46439         A46439           A46592         A5000,           A5001,         A5001,           A5003,         A5003,           A504,         A505,           A506,         A506,           A507,         A508,           A509         A509</th><th>REPORTS           8/23/2022           8/23/2022           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023</th><th></th><th></th><th></th><th>ACTIONS - On Hand</th></tr<>	MAP CUSTOMER ESTIMA Edit Inventory Purchasing descripti	Package of 25 units Minimum order of 1 crate (10 1 month lead time	TIMESHEET	SNOWTRACK         P.O.           A46439         A46439           A46592         A5000,           A5001,         A5001,           A5003,         A5003,           A504,         A505,           A506,         A506,           A507,         A508,           A509         A509	REPORTS           8/23/2022           8/23/2022           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023				ACTIONS - On Hand
Industrack     I       Impension     Impension       Inventory     Impension       Inventory     Impension       Equipment     Impension       Warehouses     Vendors       Purchase orders     Markups       Impension     PriceBooks       Impension     Timesheet       Impension     Client	MAP CUSTOMER ESTIMA Edit Inventory Purchasing descripti	Package of 25 units Minimum order of 1 crate (10 1 month lead time	TIMESHEET	SNOWTRACK         P.O.           A46439         A46439           A46592         A5000,           A5001,         A5001,           A5002,         A5003,           A505,         A505,           A506,         A507,           A508,         A509	REPORTS           8/23/2022           8/23/2022           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023				ACTIONS - r On Hand 2 2
IndiaTrack       I         Impendential       Inventory         Inventory       Inventory         Inventory       Inventory         Equipment       Inventory         Warehouses       Vendors         Purchase orders       Markups         PriceBooks       Scheduling         O       Timesheet         B       Client         Imperations       Energy	MAP CUSTOMER ESTIMA Edit Inventory Purchasing descripti	SCHEDULE INVOICES  Package of 25 units Minimum order of 1 crate (10 1 month lead time	TIMESHEET	SNOWTRACK         P.O.           A46439         A46439           A46592         A5000,           A5001,         A5001,           A5002,         A5003,           A505,         A506,           A506,         A507,           A508,         A508,           A509         A509	REPORTS           8/23/2022           8/23/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023           12/30/2023			SAVE	ACTIONS - / On Hand ) 2 2

The **Success** window will come up. This means that the ordered items have been recorded as received and the quantities on hand have been updated. Click **OK** to complete the process and return to the Purchase Orders page. The P.O.'s status will be updated to Inventory Received.



IndusTrack MAP	CUSTOM	ER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS					214, 🖵	0 🔅	8
E Membership		Filter:	Filter													
🔜 Inventory	~												+ ADD NEW	MORE A	ctions +	
Inventory list			Number	Vendor		Vendor Invoice Number			Job #	Status		Created By	Amount			
Equipment			з	Parkland	Warehouse	Inv279				Inventory Received	1		\$38,170.0	0	÷	
			2	RS Spare	Parts					Inventory Received		Peter Richards	\$0.00		1	
Warehouses			1	Tradeland	I Supply					Inventory Received		Peter Richards	\$17.50		÷	1
Vendors										h	ems per pag	e: 25 💌	1 - 3 of 3   <	< :	> >	-
Purchase orders																
Markups																
RricaRookr																
- Theorem																
Cheduling Scheduling	<															_