# Scan Force: Receiving Inventory with Scanners

1. Click on the Order Processing Option in the main menu of the scanner.
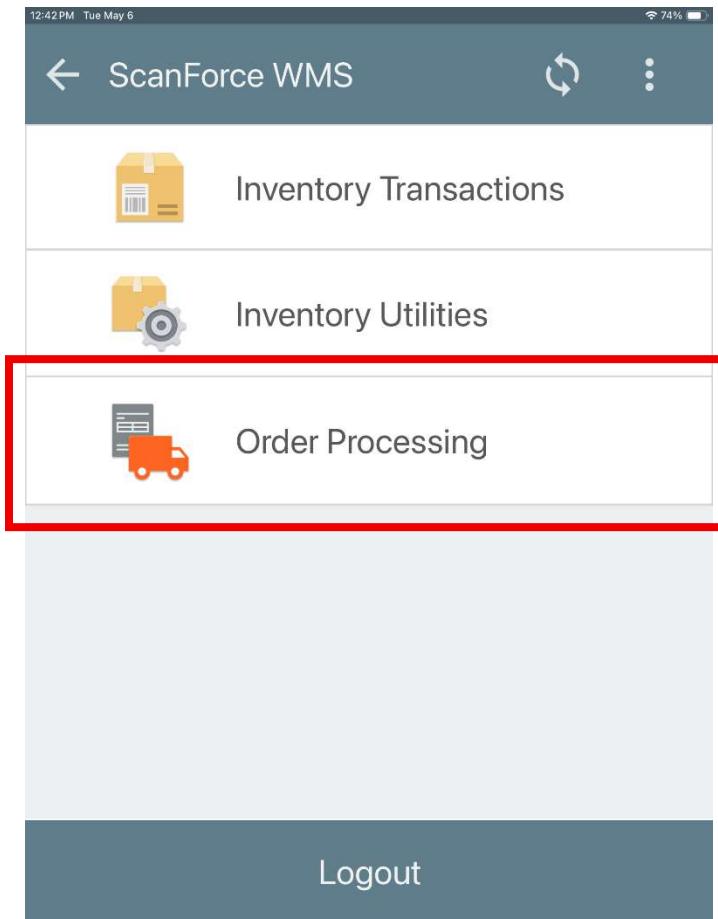
2. Click the PO Receiving option in the following menu.
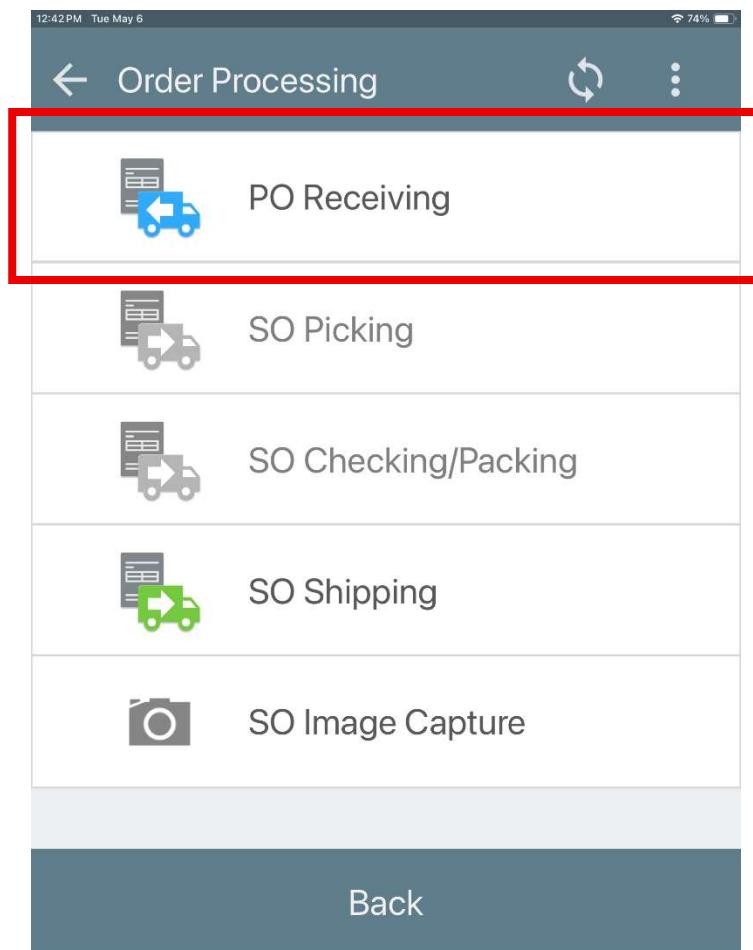
3. Enter the PO number into the box.
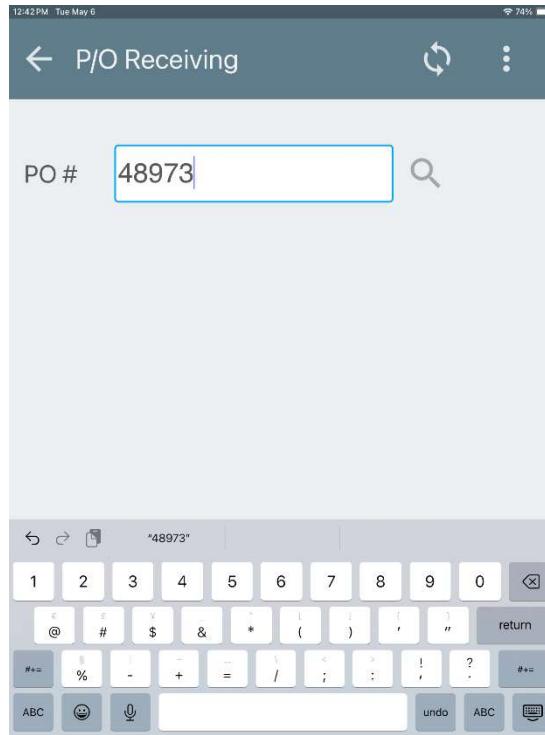
4. Receive the Item to its location.
   a. **Provo:** To the skid number or location.
   b. **Blaine:** Always to the Receiving location.

5. Select the item or scan the item barcode.
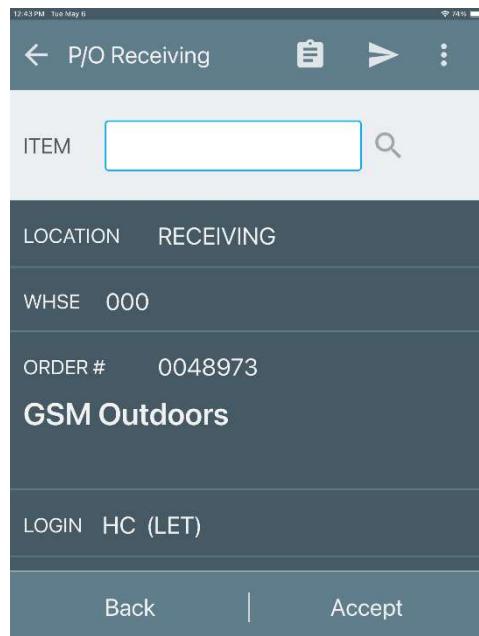
6. Enter the quantity of the part that is to be received.
7. Capture a picture of the packing list.
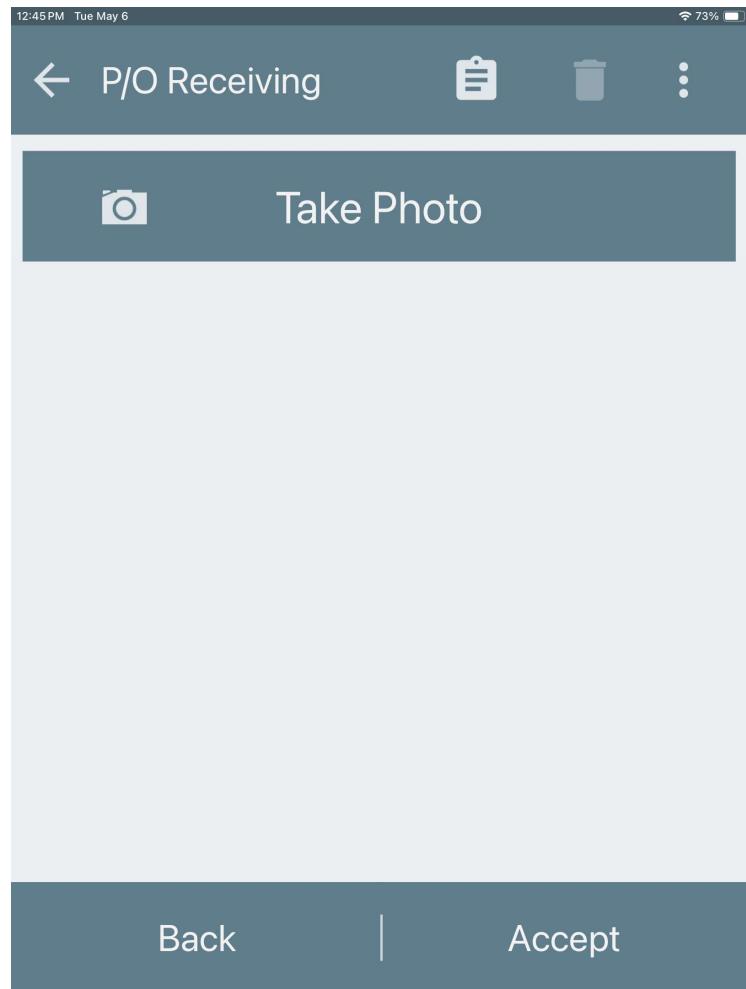
8. Ensure there are no unresolved lines, unless parts were intentionally not received.
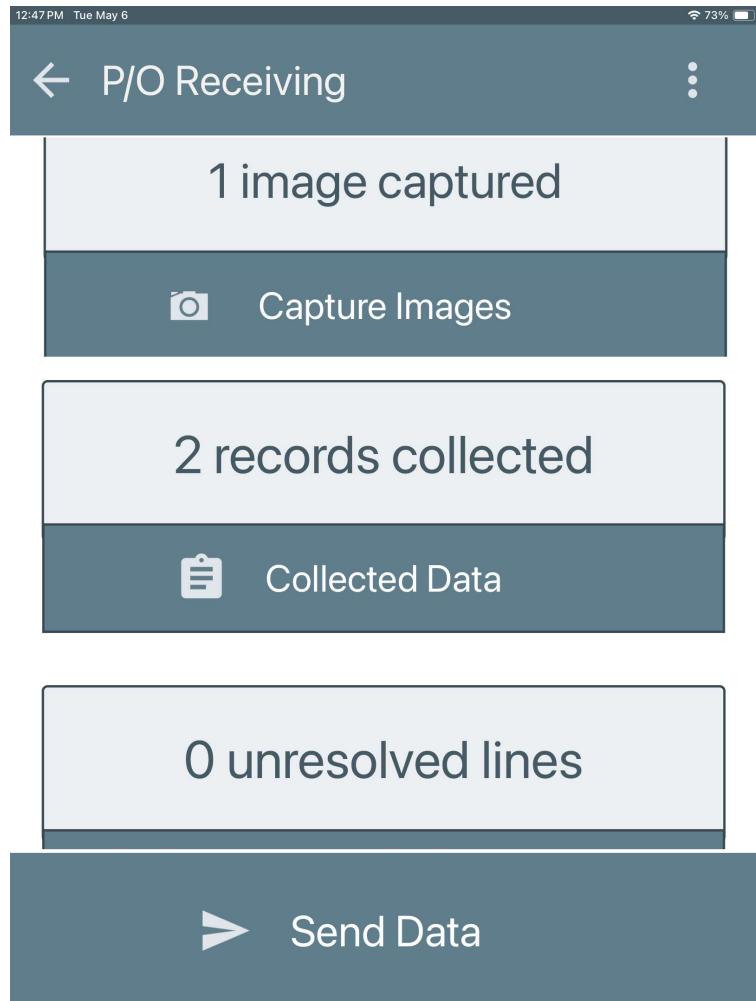
9. Click the "Send Data" button.