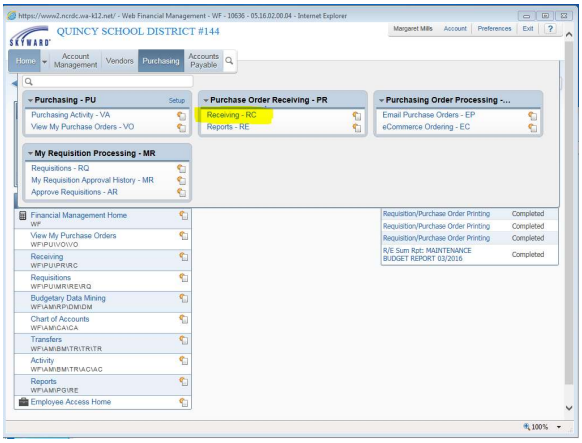
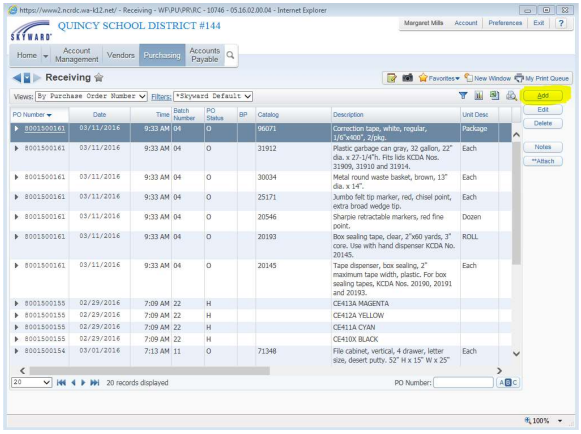
RECEIVING PROCEDURES no PACKING SLIP

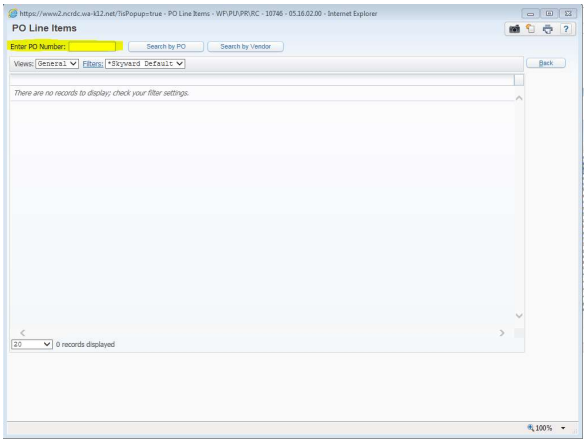
- **Skyward – Purchasing/Purchase Order Receiving PR/Receiving RC**



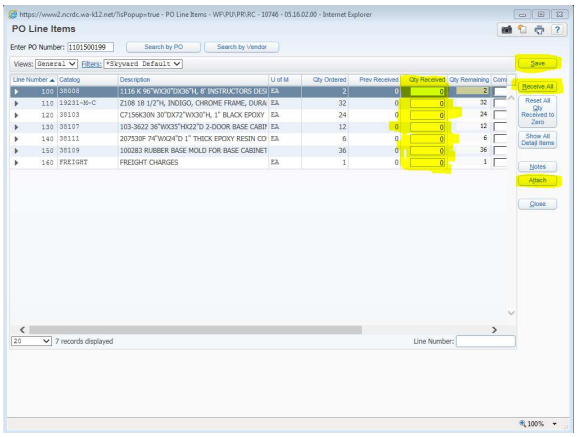
- **Add on right hand side**



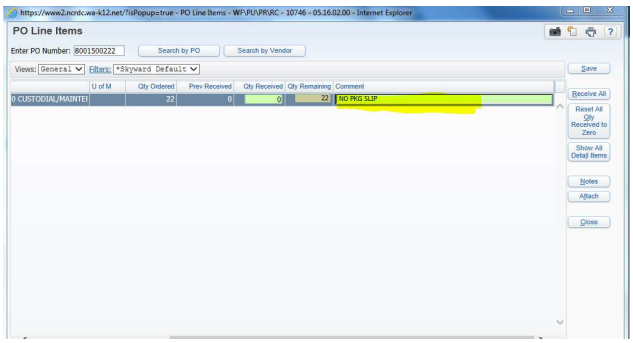
- **Enter PO number**



- **If entire order has been received or completed you can hit Receive All on right**
- **If only part of order you must go to each Quantity Received and put in # of items received.**
- **You will need to add a note stating there is no packing slip**



- **To the right of each item is a comments section you will need to go to each item that is being received and note NO PKG SlIP**



- **Once you have done that you will click Save on the right hand side.**

******* **You are now done. Your purchase order has been received. You no longer need to complete a paper VOS.**