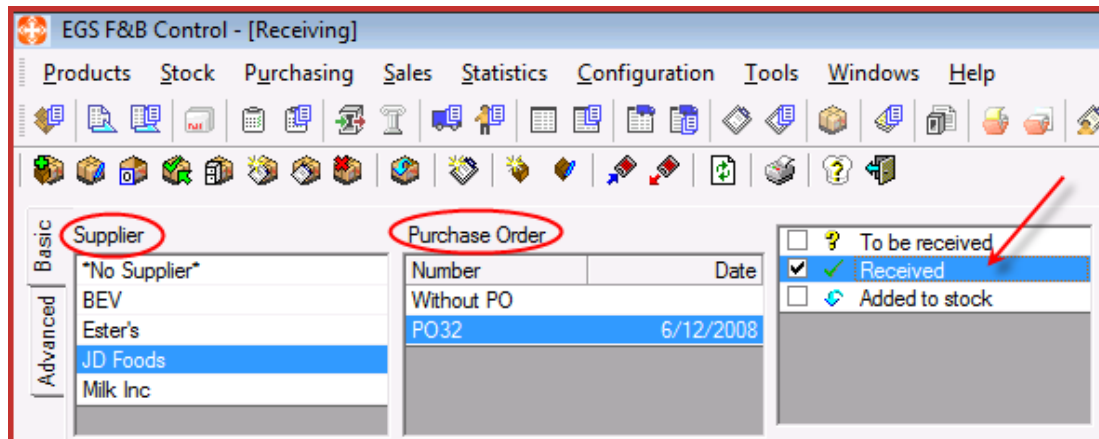



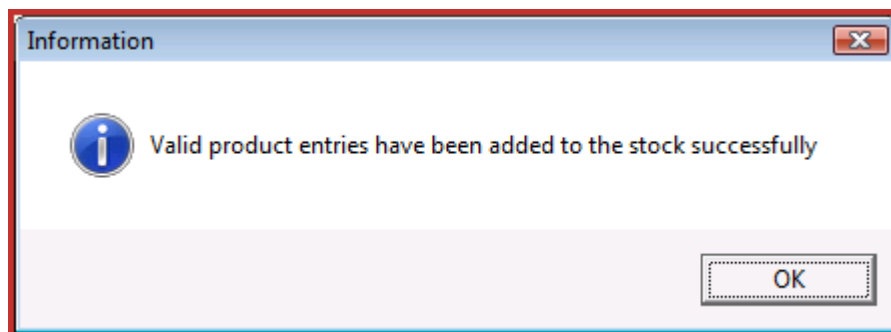
## HOW to ADD RECORDS to STOCK

When you received the products that you ordered, you now have to add them to stock. To add records to stock, do the following:

1. On the Main Toolbar, click *Purchasing* > *Receiving*. The Receiving window will open.
2. On the Receiving window, use the **Supplier** and **Purchase Order** filters to narrow down the list of products. You may also select the **Received** check box.



3. On the **Receiving** Toolbar, click the **Add All Valid Received Products to the Stock** button . A dialog box will appear to confirm this action. Click **Yes**.
4. If products are successfully recorded, this dialog box will appear:



5. Click **OK**.

**Note:** Once the products have been added to the stock and have their status changed, you won't see them in the list anymore. You can still see them under the **All Products** tab with this symbol



Upon receipt of the items, you are now bound to pay for these deliveries. See **How to Create an Invoice** for more information.