Receive a delivery

Add delivered stock with its cost, so stock levels and margins stay right.

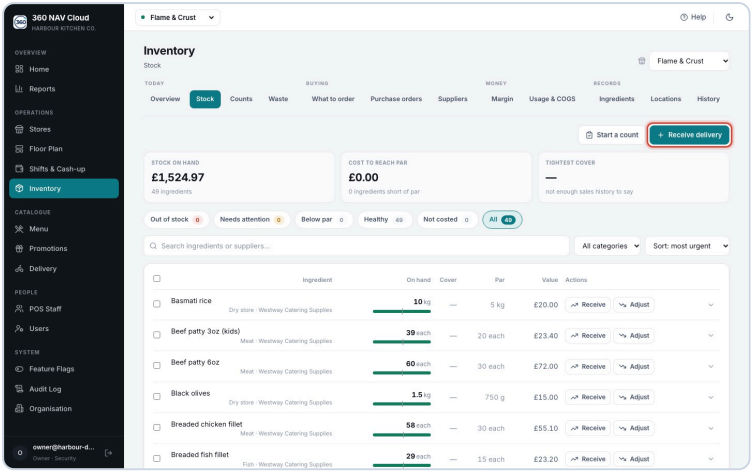
For Managers · **Takes** 1 minute

Watch the video
360navtech.com/pos/help/v/receive-a-delivery

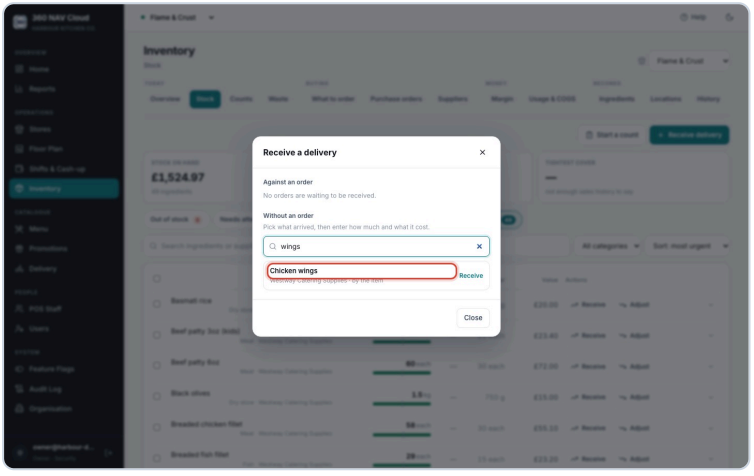
Steps

1. **Open Inventory, then Stock.**

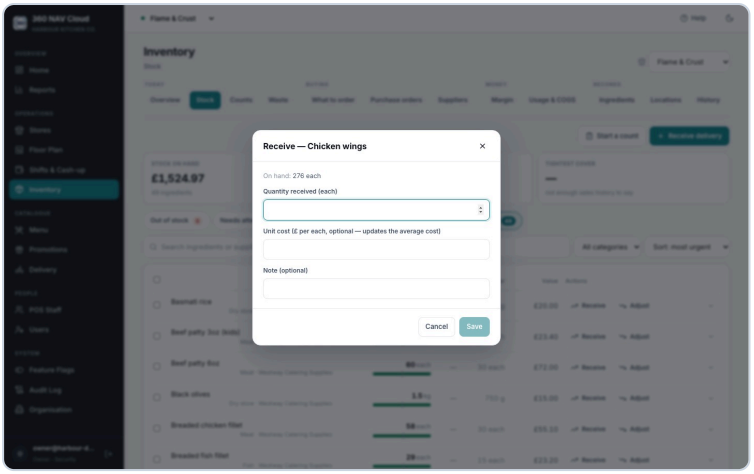
2. **Click Receive delivery.** Deliveries you ordered through **Purchase orders** are listed at the top.



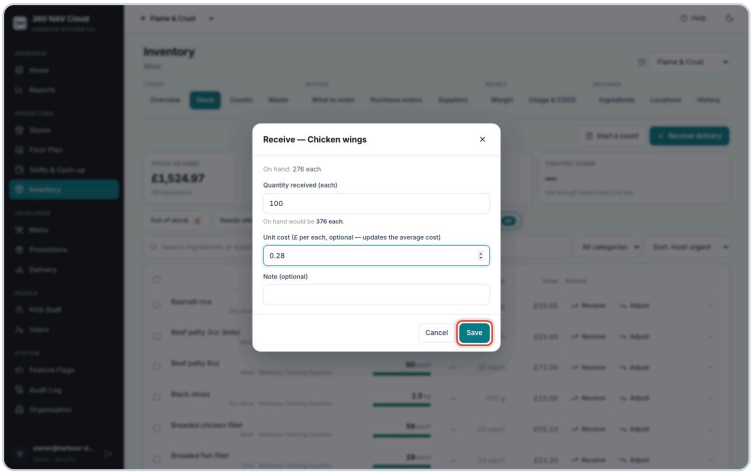
3. **Find what arrived.** Search for the ingredient or supplier, then click **Receive**.



4 **Enter the quantity and cost.**



5 **Save.** Stock goes up straight away.



Tips

- Recipes take stock off automatically each time a dish is sent to the kitchen, so receiving deliveries is what keeps the numbers right.