PO Upload & Goods Receiving

How to import purchase orders, receive deliveries, capture proof, and share receiving reports.

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In-app: Kitchen → Goods Receiving · HQ: Central Purchasing → Central PO Import · Settings → Purchase Order Identity.

Org owners configure workflow and email policy under Settings → Purchase Order Identity.

Central purchasing bulk-imports supplier PDFs and distributes POs to stores.

Store staff receive deliveries at Goods Receiving and submit the receiving report.

- HQ: Central PO Import, 3-Way Match, receiving reports
- Store: Goods Receiving, offline prepare, attestations
- Vendor portal: invoice from received quantities (separate app)

Under Purchase Order Identity, choose your procurement profile and PO workflow.

Receive first lists Approved / Sent / Partially received POs for receiving; invoice before receive requires invoice entered first (legacy).

Set central purchasing email and optional auto-email to supplier and HQ when a receiving report is finalized.

On Goods Receiving, use Import from PDF to upload supplier PDFs. Review extraction, map lines to raw materials, and confirm to create a receive-ready PO.

Use Quick PO for Receiving when there is no PDF but you need a PO at the dock.

- Upload → extract → review supplier, PO number, lines
- Confirm creates PO at your current store location

Central Purchasing → Central PO Import opens the same PDF wizard with distribution support.

With multiple stores, each PDF is assigned to a branch (ship-to text is matched to location names—always verify).

Confirmed POs appear on each store's Goods Receiving list.

Open Goods Receiving, tap Receive on the PO, and enter received quantities (defaults to ordered).

Mark damaged lines and notes as needed. Use card mode or switch to form mode for all lines at once.

After lines, capture attestations: receiver name, signatures, and photos when required by policy.

Submit to record the delivery and open the summary with PDF, CSV, share, and email actions.

While online, use Kitchen Home → Prepare for Offline to cache receive-ready POs for your location.

Offline, only cached POs can be received; quantities sync via Firestore persistence.

Photos and signatures queue in the receiving sync ledger until you tap Sync now or Upload attestations when back online.

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The receiving report is the attested record of what was physically received.

Auto-email (when enabled) sends the report to the supplier contact and/or central purchasing after receive, or after offline attestations finish uploading.

- Empty list: import PDF, check HQ distribution, or enter invoice if on invoice-before-receive workflow
- Receive disabled offline: run Prepare for Offline while online
- Pending attestations: reconnect and use Sync now on Goods Receiving or Kitchen Home