

Receiving with a Mobile Device Transcript

Using the BisTrack Receipt application on your mobile device makes receiving a breeze! Once you've logged in, if there are multiple branches available, select the branch you want to work in, and press OK.

On the BisTrack Receipt screen, select New Receipt.

Now enter the Purchase Order. If there's a barcode, you can scan it to display the Supplier information, or you can enter the PO number manually and press Go to display the information. Press the New Receipt button.

On the New Receipt screen, you can enter receiving reference information including a Delivery Note number, Carrier, and Reference. Lines Received indicates the total of lines on the Purchase Order. You can update this here if necessary. Select Add to enter an item on the receipt.

You receive on the Add Products screen. You can enter the product manually or press the Scan icon to scan the barcode on the received item. The system automatically defaults the quantity received to "1". Be sure to update this with the correct amount as necessary. Press OK when you're done with this item.

To change the quantity of an entered line, choose the Edit button. Select a line and edit the quantity in the field. When you complete your edits, press OK.

Use the Add button to enter the next item, or Press OK on the New Receipt screen when you're finished.

If you need to make changes to the receipt before sending it to BisTrack, select Edit Receipt on the main screen. Make your changes including adding lines or modifying existing receipts.

Select an Available Stock Receipt and then press the Edit button to return to the Edit screen shown earlier. Choosing Done returns you to the main screen.

From the main menu, choose Send.

Select the receipts that you want to send and press the Send button.

Confirm the Send by choosing OK.

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