# Receiving Trackable Property on Inbound Purchase Order

This documentation explains how to receive new trackable property on an inbound purchase order

## *Receiving New Trackable Property:*

1. Login into ICBS Console.

2. Select **Inbound.**

3. From Dropdown select **Inbound Order Console**.

4. On left hand side of screen, enter **PO Number or Requisition #** associated with the Inbound Order that was created for the new trackable property. Note- If order status is in **Draft Order Created**, be sure to click the **Confirm** button.

5. Select **Report/Record Receipt**.

6. Enter RCV-N25 in the **Receiving Dock block** and select **Save**

7. In the Receive screen, click the green **+** sign. If the user has more than one trackable id to enter, the number can be changed from "1" to the number of trackable id's the user has to enter, to the left of the **+**.

8. Enter **New Trackable ID (ex: SAK-0159-001)** then tab, enter **Date Last Tested (ex: 04/03/2019)** then tab, enter **Manufacture Model (ex: MS240)** then tab, enter **Manufacture Date (usually found on manufacture paperwork or on item, date format 00/00/0000)** then tab twice, enter **Manufacturer Name (ex: STIHL)** then tab, enter **Trackable ID #** again then tab, enter **Manufacturer Serial # (found on paperwork or item)** then tab, enter actual **Receiving Price** found on paperwork. Note- ICBS does not generate a trackable id #. It is up to the user to create the new trackable id #. Make sure everything is in CAPITAL LETTERS.

9. Select **Save.**

10. Select **Close** in Receive Screen.

11. Your items are now ready to move from RCV-N25 to a designated location.