How to create and receive an inventory purchase

In this guide: Record inventory bought from a vendor and add it to the correct location.

Steps

1. Confirm the receiving location.
2. Open **Inventory > Purchases** and select **New Purchase**.
3. Select or create the vendor.
4. Add each product and enter the received quantity and purchase cost.
5. For serialized products, enter one unique IMEI or serial number for every unit.
6. Review taxes, fees, totals, payment method, and reference information.
7. Save or complete the purchase.
8. Open the purchase record and verify its status.
9. Check the Product List or Serialized Inventory to confirm the stock is available.

Tip

If a completed purchase is wrong, correct or void the purchase so inventory and payment history stay connected. Do not directly delete purchase-linked serialized records.

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