Order Time Mobile - Receive Purchase Orders

Last Modified on 11/03/2026 7:18 pm EST

Use **Receive PO** to receive purchase order items into bins and create receivers in Order Time. The module has four tabs: **Download**, **Scan**, **List**, and **Settings**.

Download a purchase order

On the **Download** tab, pick a purchase order from the **Open Purchase Orders** list, type the PO number, or scan its barcode. Downloading assigns the purchase order to your device until you upload or delete it.

Receive on the Scan tab

1. Scan the item and the bin you are receiving into. **Start Scan With** in User Settings decides which one comes first.
2. If the item tracks lots or serial numbers, enter or scan the LSN. The app won't let you continue without one.

With **Enable Tap to Confirm Picking** on, tap the item, enter the quantity, and choose **Select Existing Bin** or **Enter New Bin**. Then confirm the receipt.

Review and upload

Check the received quantities on the **List** tab, then upload. Uploading creates a Receiver in Order Time. The upload is blocked if nothing has been received on the purchase order.

Related settings

- **Deny More Than Ordered** (Preferences > Receiving): stops you from receiving more than the ordered quantity.
- **Location** (User Settings): you can only receive purchase orders for your current location.