

# Receiving More on the PO Than Was Ordered

PO 123456-7890 is created and 250 spirit sticks are ordered. The vendor sends 260 spirit sticks and invoices for 260 spirit sticks. The extra spirit sticks will be kept. How are those other 10 spirit sticks added to the PO?

1. 260 spirit sticks are delivered, verified and kept
2. Log into Lawson to do the receiving and input the full amount of 260 spirit sticks
3. A buyer's message will be created
4. Get your receiver number and email your buyer with the PO #, the amount that is needed to be received, the receiver number, and a copy of the packing slip
5. Wait for your buyer to work their magic and then the invoice can be paid