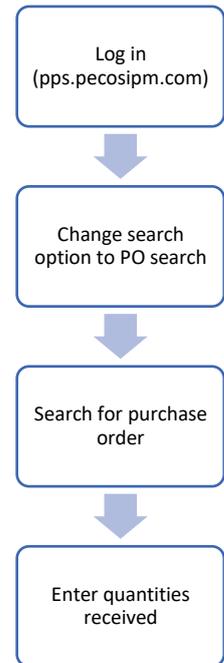


Introduction

This quick guide provides a one page reference to users of the PECOS system on how to record a receipt against an order. In Acute hospitals, the majority of receipting for goods is carried out by Receipt & Distribution, but for direct deliveries and services, the requisitioner should record a receipt as soon as the goods arrive or service is carried out. This guide is intended to be a high level quick reference rather than an exhaustive explanation of how the system works. More detailed information can be found in the online help or by downloading the PPS user guide at <http://nhspps.uk>

Steps

1. Log in to PECOS at <https://pps.pecosipm.com> using your username and password
2. At the top of the screen, change the search box type to **PO Search**
3. Enter the purchase order number in the search box and click on the **Search** button
4. Click on the **Receive** button on the right
5. Enter the received quantities
 - a. Enter the delivery note number (this is mandatory)
 - b. Select a delivery date
 - c. Enter any receipt comments and change the receipt status if required from the dropdown list
 - d. Scroll down to the Line Detail. Enter the quantities received in the Quantity to Receive box(es)
 - e. Alternatively, if all items ordered have been received click on **Receive All** which will populate the boxes with the amount of items which were originally ordered
 - f. Click the **Save New Receipt** button
 - g. Click on the **Back** button to search for a new Purchase Order Number



Delivery Note Number		Date Received		Receipt State		Receipt Location		Actions	
<input type="text"/>		<input type="text"/>		Please Select		Please Select			
Line Item No.	Item No.	Mfr No.	Manufacturer	Supplier	Order Qty	Order Amount	Received to Date	Qty/Amt Received	Actions
			Item Description			Item State	Item Location		Actions
1	EAZ252		REPLACES EAZ010	NHS Supply Chain	1		0		<input type="text"/>
			Casting accessories Scissors for 3M soft cast tape removal large			Please Select	Please Select		

Getting Help

You can get further help on using the PECOS system from the online help, accessed through the question mark icon on the top right of the page.

You can also review guidance documents, or refresh yourself on the eLearning at <http://nhspps.uk>

If you are still experiencing problems, you can log a call with the PPS help desk either online at <http://nhspps.uk> or by calling 020 3322 1935.