Part-Receiving a Purchase Order

Receiving a PO across more than one delivery, and keeping track of what's still outstanding

Introduction

Suppliers don't always deliver a Purchase Order in one go — sometimes a portion arrives now and the rest follows later. Data Fusion lets you receive a PO in stages: you record exactly what arrived on each delivery, stock is updated for that quantity only, and the order stays open showing what's still outstanding until everything has arrived.

⚠ **Important:** Every time you receive against a PO — whether it's the full quantity or only part of it — Data Fusion generates an “Unpaid” Supplier Invoice in Sage for what was received on that occasion. Verification and payment are still handled in Sage as normal.

Before You Begin — Prerequisites

- The Purchase Order must already exist in Sage and be synced through as normal — POs are always created and edited in Sage, never in Data Fusion.
- Nothing extra needs to be configured to receive a PO in parts — it's the standard receiving screen, just receiving less than the full quantity.

Key Terms — Glossary

Term	What It Means
Order Qty	The total quantity originally ordered on the PO line.
Received	The quantity received so far, across all deliveries against this line.
Balance	What's still outstanding on the line — Order Qty minus Received.
Partially Received	A PO with at least one delivery recorded, but still showing a Balance greater than zero.

Where This Happens

Task	Data Fusion	Sage
Create or edit the Purchase Order		✓
Receive part of a PO delivery	✓	✓ (Unpaid Supplier Invoice posted for that delivery)
See what's still outstanding across all part-received POs	✓ ("Partially Received Purchase Orders")	
Verify and pay the supplier invoice		✓

The Full Workflow

1. Open the Purchase Order for receiving, as normal.
2. Enter the quantity that actually arrived on this delivery, per line — this can be less than the full ordered quantity.
3. Answer "Receiving complete?" — choose No (the default) if there's more still to come, or Yes if this delivery finishes the order.
4. Click "Receive & Generate GRN". This posts an Unpaid Supplier Invoice to Sage for just what was received this time, and updates stock for that quantity only.
5. The PO remains visible under Partially Received Purchase Orders, showing Order Qty, Received, and Balance, until the Balance reaches zero.
6. Repeat the same steps each time more stock arrives, until the order is fully received.

Understanding What Happens Financially

Each delivery you receive against a PO — full or partial — creates its own separate Supplier Invoice in Sage, covering only the value of what arrived on that occasion. This means your accounts always match exactly what's physically been received, delivery by delivery, rather than waiting for the whole order to land before anything is invoiced. Verifying and paying those invoices is still done in Sage in the normal way.

Common Mistakes to Avoid

- **Assuming one Supplier Invoice covers the whole PO.** It doesn't — every delivery you receive generates its own invoice for that delivery's value only.
- **Answering “Yes” to Receiving complete? when there's still a balance outstanding.** This closes the PO and the remaining balance will not be received — you'll be asked to confirm this before it happens, so read the confirmation carefully.
- **Not checking the Partially Received Purchase Orders list.** This is where you see, at a glance, every PO still waiting on an outstanding delivery.