You’ll receive an email that looks like this.

Click on the link in the email.

Next:

From the pull down menu, choose CREATE QUANTITY RECEIPT, then click GO.
1. The system defaults to a status of “all items received. If you got everything, just click COMPLETE.”

2. If you got a partial shipment, edit the QUANTITY as needed, the click COMPLETE.

When you're finished you'll see a screen like this. You're done! Take no further action.