Inbound Process for EDNs

Last Modified on 10/08/2025 2:19 pm CDT

EDNs may be received in SKY Warehouse and then processed in Agvance.

Warehouse

- 1. Select Inbound.
- 2. Search for and select the appropriate Vendor or BOL#.
- 3. Choose Create New Bill of Lading.
- 4. Enter any necessary information, then choose **Select EDN**.
- 5. A list of EDNs already retrieved through the web service displays. Select the EDN containing the product to be received. If the EDN is not listed, select **Get New EDNs**.
 - **Note:** If an error is received, it indicates there are no EDNs to be retrieved. It is recommended to reach out to the supplier to request the EDNs be sent over.
- 6. Once the Bill of Lading has been saved, it is available to be retrieved in Agvance to complete the purchasing process. It has not affected inventory at this point.

Agvance

- 1. Go to Accounting / Inventory / Purchase Receipts and select Add.
- 2. Choose the appropriate Vendor and then **Select Mobile Inv**.
- 3. A listing of BOLs created within SKY Warehouse displays. Choose the appropriate BOL, verify all information is accurate, then choose **Select**.
- 4. If a Purchase Order for the product exists, the receipt will be automatically applied. If multiple Purchase Orders exist, choose the appropriate Purchase Order for this transaction.
- 5. Enter any additional Purchase Receipt information, verify everything is accurate, then choose Save.
 Note: Changes can be made before processing the BOL in Agvance. After that, the Purchase Receipt can be voided, but this will not bring back the EDN.