

Inbound Process for EDNs

Last Modified on 07/08/2026 4:07 pm CDT

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

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 the expected EDN is not showing for selection, it is recommended to reach out to the supplier.
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 Windows

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 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. After that, the Purchase Receipt can be voided, but this will not bring back the EDN.