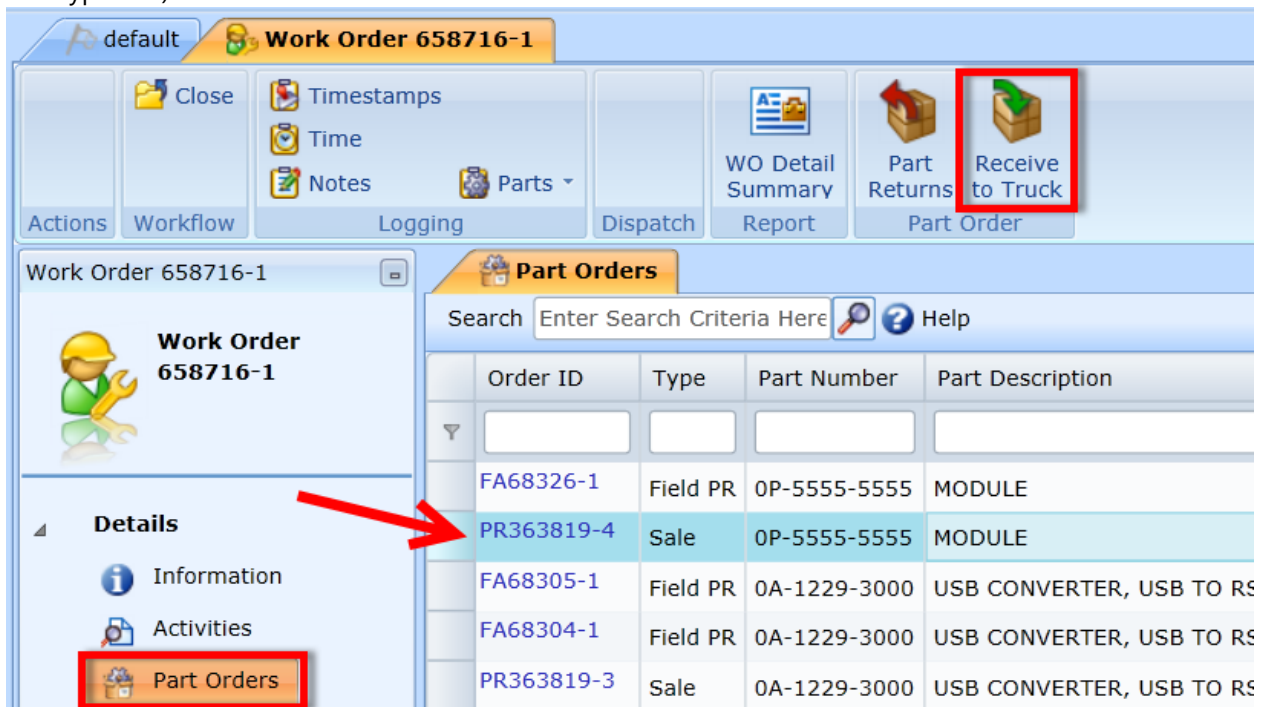**GoServicePro - Receive a Part to Truck**

This process is completed by Service Partners using GoServicePro.

This document reviews the steps to receive a part to truck (aka your inventory) for use at a later point.

Video: GoServicePro for Field Service: Receive a Part to Truck Inventory

1. From an existing open Work Order, click on the Part Orders Detail.

2. Click to highlight the Part Order line that needs to be received in (do not click on the Order ID hyperlink).

3. Click on the Receive to Truck button in the ribbon.

4. Update the Receive To dropdown
   - Good: unopened, unused
   - Bad: damaged, defective
   - Missing: never received package, can't find

5. Checkmark the Serial Number

6. Click the Save and Close button

7. The part order line will now be at a Status of "Part Not Used" and a Condition of "Closed".

8. The part can now be found in your Inventory under the Bin it was received into.