

RECEIVING YOUR ORDER

****BEFORE YOU CAN PRINT ONTO YOUR TOPs YOU MUST “RECEIVE YOUR INVENTORY” INTO YOUR ACCOUNT – THIS APPLIES WHETHER YOU HAD AN ORDER SHIPPED OR IF YOU PICKED THEM UP AT THE GIADA OFFICE****

1. Log in to the **GIADA TOP** system at <https://top.giada.org>
2. Click on the **INVENTORY** menu located at the lower left hand corner of your screen (See Ex.1).
3. Click the **RECEIVE ORDER** menu option located at the upper left hand corner of your screen (See Ex.2).
4. Click the **SEARCH ORDERS** button located in the large area of the screen (See Ex. 3).
Note: Ensure the selected status is “Not Received or Partially Received.”
5. Your current order will be displayed. Click the **RECEIVE** button located to the right (See Ex 4).
6. The control numbers for this order will be listed. Please confirm that you have these numbers in hand.
7. Click the **MARK AS RECEIVED** button at the bottom of the page (See Ex 5).

