Receiving an Inbound Order

This documentation explains how to use the Receipt Console to record and verify items received from a purchase order.

To Receive New Materials – Record Receipt:

1. On the main menu select **Inbound > Inbound Order Console**. The Search screen appears on the left.

2. Enter a part or all of the **PO #** (Purchase Order number) and click **Search**. The **Inbound Order List** screen appears.

3. Select the correct **PO #** by clicking on the hyperlink, or putting a check mark in the box.

4. Click **View Details**. The **Inbound Order Detail** screen appears.

5. Click **Report/Record Receipt** in the upper right hand side of the screen to get to the Start **Receipt** panel.

6. Enter the appropriate receiving zone in **Receiving Dock**. For example, RCV-N25.

7. Click **Save**. The Receive panel appears.

8. Accept the displayed **Receiving Quantity (24)** value, (it is based on the Purchase Order quantity), or modify this value if you are only going to receive part of the order or more than originally ordered at this time.

   Note: When completing a partial receipt, the **Receive** Line defaults to Y or N (this depends on if part of the quantity was receipted prior or not). Change the lines you want to receive to Y and then click **SAVE**. This allows you to process the receipt for just those lines.

9. Accept the **Receiving Price**, or modify this value if needed and click **Save**.

   If an item was not defined against the seller and the price the displaying is 0 the user must enter the receiving price. Also if the receiving price is different than the price displaying, the user will need to change the price to reflect the actual cost of the item

10. After all items are received, click **Close**.

11. When receipting trackable items, the system prompts for the trackable ID and associated tag attributes. Enter and the appropriate information for each item. For example, manufacturing serial number, model, date, last tested, and so forth.

   At this point all items have been received and putaway tasks are system generated for put away.