

TITLE

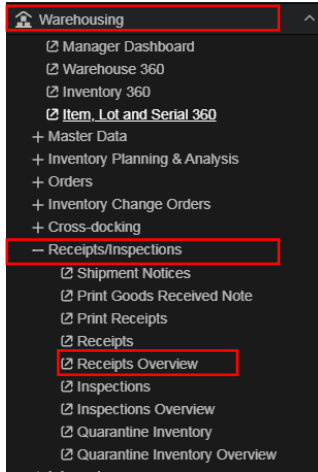
MAINTAIN WAREHOUSING RECEIPT

NO

SESSION/DIAGRAM

INSTRUCTIONS

1.0



**1.0 Maintain Warehousing Receipt:**  
Warehousing\ Receipts/Inspection\ Receipt Overview

A screenshot of the Receipts list table. The table has columns: Receipt, Warehouse, Ship-from Business Partner, Delivery Carrier/LSP, Packing Slip, Planned Delivery Date, and Status. A red box highlights the 'New Receipt' icon (a document with a plus sign) in the top left corner of the table.

Receipt	Warehouse	Ship-from Business Partner	Delivery Carrier/LSP	Packing Slip	Planned Delivery Date	Status
RE2123296	PPM11	G00000054			29/11/2019 17:30	Open
RE2123299	PPM11	G00000064		180-66468253/GC19-010	29/11/2019 17:30	Confirmed
RE2123300	PHNDE	M00000088		25745	31/12/2019 09:09	Confirmed
RE2123302	PHNDE	M00000098		25743	14/1/2020 11:46	Confirmed
RE2123304	PPM11	N00000123		D0210	26/12/2019 16:16	Confirmed
RE2123305	PPM41	T00000126		D1911056	30/1/2020 15:45	Confirmed
RE2123306	PPM11	A00000233		DO-2001-06	31/10/2019 12:49	Confirmed
RE2123307	PPM11	A00000233		DO-2001-07	29/11/2019 17:30	Confirmed
RE2123308	PPM21	M00000098		25742	30/12/2019 11:33	Confirmed
RE2123309	PPM11	C00000099		IV-39506	31/1/2020 16:33	Confirmed
RE2123310	PHN71	P00000001		119556	31/1/2020 17:30	Confirmed
RE2123312	PHN15					Open

A. Click this icon  to create new receipt.

A screenshot of the Receipt form. The form has fields for Warehouse, Receipt, Ship-from Business Partner, Delivery Carrier/LSP, Status, Packing Slip, and Receipt Date. A red box highlights the 'Delivery Order' field, and another red box highlights the 'Receipt Date' field.

B. Next, insert the Delivery Order number in the “Packing Slip” field and also the date received in the “Receipt Date” field.

C. Then, click “Save”. The new Receipt No is automatically generated once the data has been saved.

D. Click this icon to create new receipt line.

A screenshot of the Expected Order Lines table. The table has columns: Order, Order Line, Ship-from Type, Ship-from Code, and Item. A red box highlights the 'New Line' icon (a document with a plus sign) in the top left corner of the table.

Order	Order Line	Ship-from Type	Ship-from Code	Item
Purchase	ITT005006	1	3	1 Business Partner A00000001

E. Insert the Purchase Order No in the “PO NO” filter.

A screenshot of the Expected Order Lines table. The table has columns: Order, Order Line, Ship-from Type, and Ship-from Code. A red box highlights the 'Link and Close' button in the top left corner of the table.

Order	Order Line	Ship-from Type	Ship-from Code
Purchase	ITT005006	1	3

F. Select the required line to maintain receipt based on the item/part no. If more than one line needs to be maintained, highlight the required lines.

G. Click “Link and Close”.

F

Receipt    Freight, Receipt Text    Receipt Filter    Receipt Line Details

Receipt

Warehouse: PHN12    PHNSA PRODUCTION  
 Receipt: RE2134614    Status: Open  
 Ship-from Business Partner: A00000001    AERO DIGITAL SDN BHD  
 Delivery Carrier/SP:

Status

All Lines Final     Partially Confirmed  
 Inspection Required     Errors Logged  
 All Lines Complete     Receipt Text  
 Highest Priority Indicator  
 Data Needed

Lines    Message Log

Receipt Line Details

Line	Order	Item	Quantity	Unit	Expected	Received	Unit
10	ITT005006	TEST L	1	3	1		test

H. Double click the receipt line.

Receipt Line: RE2134614    10

**Receipt Line**    Item, Location    Order    Specification    Freight    Status    Quantities    Tolerances    Text

Item, Business Partner

Item: TEST L  
test

Ship-from Business Partner: A00000001    AERO DIGITAL SDN BHD

Ordered

Quantity:	10.0000	Pcs	Expected:	10.0000	Pcs
In Inventory Unit:	10.0000	Pcs	On this Receipt:	3.0000	Pcs

Received

Quantity	3.0000	Pcs	Receipt Date:	15/1/2020	16:19
In Inventory Unit	3.0000	Pcs	Packing Slip:	SA-12098	
Packing Slip Quantity	3.0000	Pcs	Unit Set:	100	
In Inventory Unit	3.0000	Pcs	Package Definition:		

Final Receipt  
 Inspection  
 Packing Structure  
 Complete

**RECEIPT LINE tab**

I. Insert the quantity received in the “Quantity” field and also in “Packing Slip Quantity” field. Tick “Final Receipt”.

J. Insert the receipt date in the “Receipt Date” field and Delivery Order No in the “Packing Slip” field.

Receipt Line: RE2134614    10

**Item, Location**    Order    Specification    Freight    Status    Quantities    Tolerances    Text

Item Identification

Serial Number:    LOTS AND SERIALS...  
 Lot Selection: Any  
 Lot:    Original Lot:  
 Business Partner Lot:  
 Inventory Date: 15/1/2020    16:19:02  
 E-item Revision:     Receipt Line BOM Incomplete  
 Receipt Line Lots and Serials Incomplete

Return Certificate:

Receiving Location

Warehouse: PHN12    PHNSA PRODUCTION  
 Location: REC    RECEIVING  
 To Location:    Fixed Locations Defined  
 Work Center:

**ACTIONS**

- Remove Packing Structure
- Split
- Split Line for Serials
- Generate Serials
- Generate Lot**
- Check Budget
- Print
- Export and Import

**ITEM, LOCATION tab**

K. For Lot Control item, lot no must be generated. Go to **Actions** and click “Generate Lot”.

For “no lot control item”, no need to generate the lot no. User may notice it where the field for Generate Lot is dimmed.

Receipt Line: RE2134614    10

**Item, Location**    Order    Specification    Freight    Status    Quantities    Tolerances    Text

Item Identification

Serial Number:    LOTS AND SERIALS...  
 Lot Selection: Any  
 Lot: 160120F002449    Original Lot:  
 Business Partner Lot:  
 Inventory Date: 15/1/2020    16:19:02  
 E-item Revision:     Receipt Line BOM Incomplete  
 Receipt Line Lots and Serials Incomplete

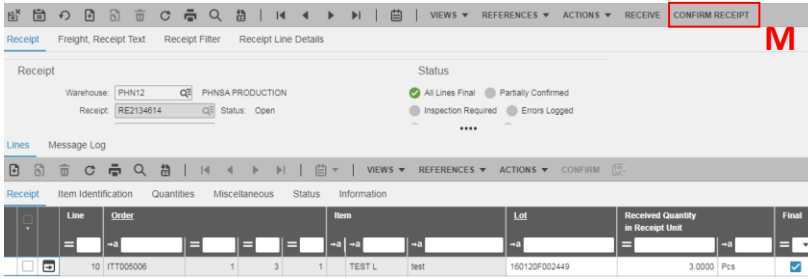
Return Certificate:

Receiving Location

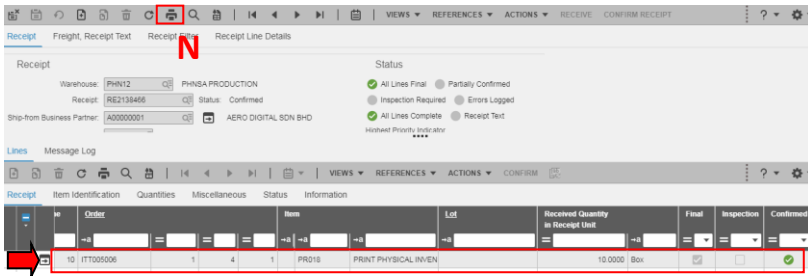
Warehouse: PHN12    PHNSA PRODUCTION  
 Location: REC    RECEIVING  
 To Location:    Fixed Locations Defined  
 Work Center:

Now the lot no has been generated.

L. Next, click “Save and Close”.

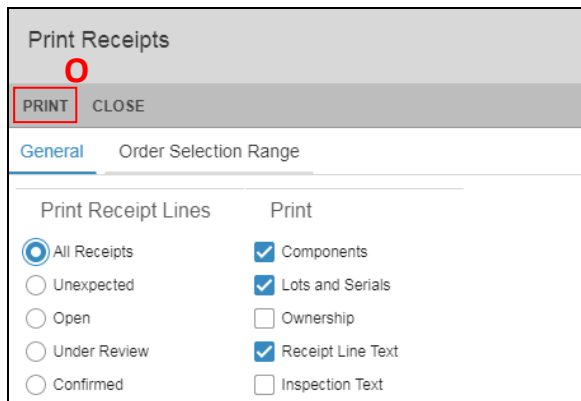


**M.** Then, click “Confirm Receipt”. Once confirmed, generate advice and put away process will be done automatically.

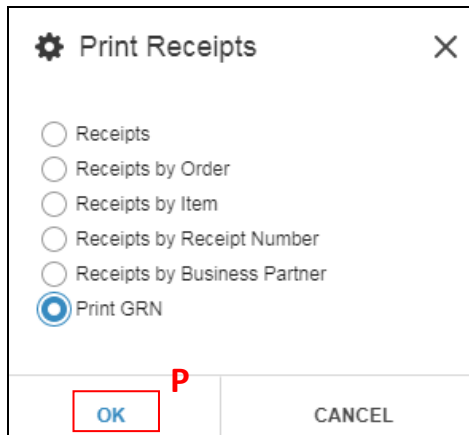


The receipt line is now confirmed and put away.

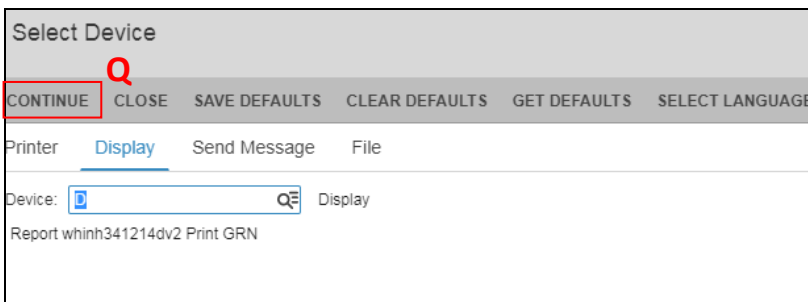
**N.** Next, click “Print” to proceed.



**O.** Click “Print” to proceed.



**P.** Select either “Print GRN” to print the receipt in Goods Received Note format or others and click “OK”.



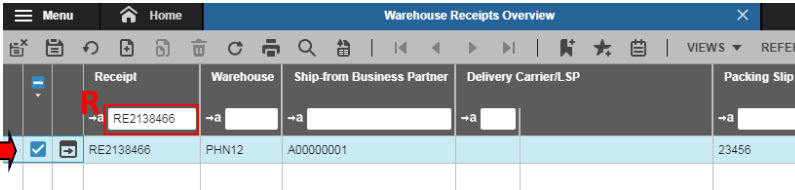
**Q.** Insert “D” in the Device field. Next, click “Continue”.



This is the printing format for GRN.

Print the receipt by clicking at the Printer icon at upper right column.

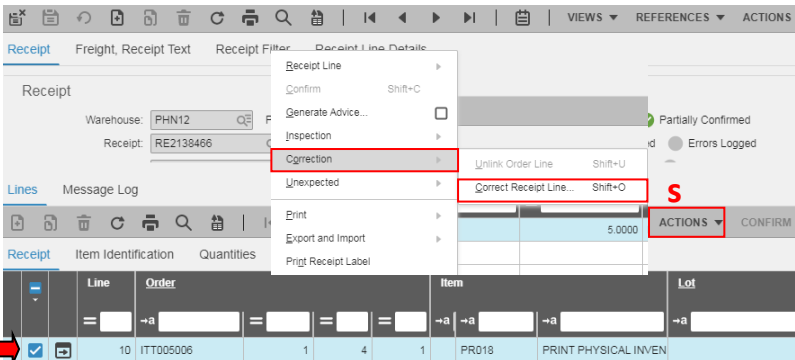
2.0



**2.0 Maintain Receipt Correction:**

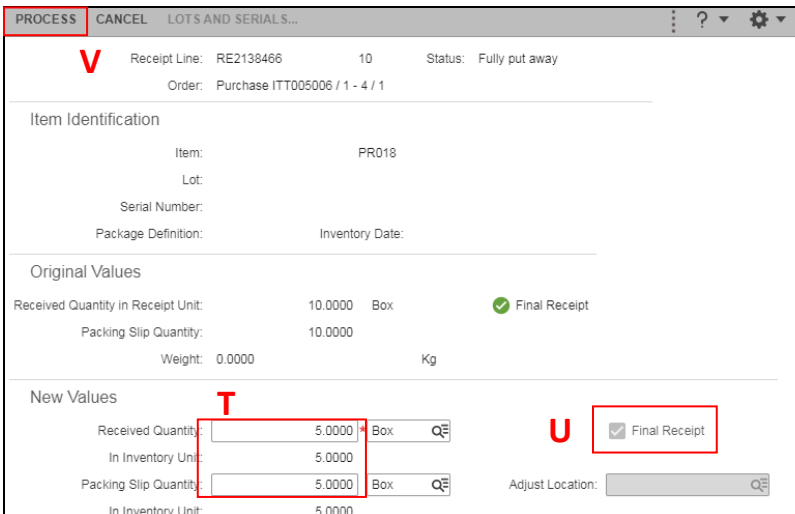
Warehousing\ Receipts/Inspection\ Receipt Overview

R. Insert the "Receipt NO" in the Receipt field.



Receipt correction is done in order if the user didn't tick final receipt or to do adjustment less from the quantity received as long the PIV is not printed.

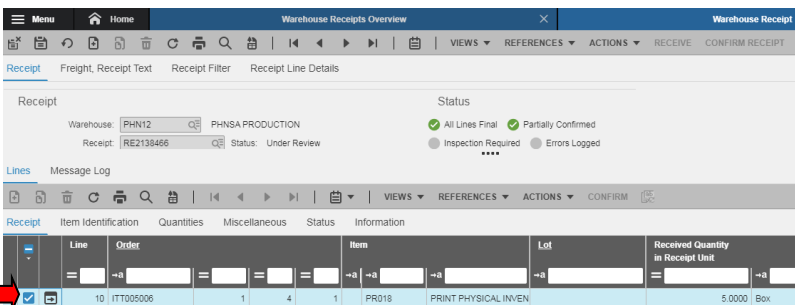
S. Click at the receipt line. Then, go to "Action" and select "Correction" and "Correct Receipt Line".



T. Insert the quantity to be modified in the "Received Quantity" field and "Packing Slip Quantity" field.

U. Tick "Final Receipt".

V. Click the "Process" command button.



The receipt is now has been corrected and the received quantity has been updated.