

Receipt Order

The Receipt Order application allows the user to receipt Goods in an Inbound mode into the warehouse. The receipt order will be generated based on the purchase invoice of the ordered goods.

The Receipt Order List will list all orders that are to be received into the proper warehouse. Once the user has selected the order to be received, the selection will bring the user into the Receipt Order screen, where the warehouse receiving person will be able to prepare for the goods receiving.

Below are available actions for the user from ***"Receipt Order"*** :

- Generate receipt order
- View and search the receipt order
- Create shipment notice and generate report

Receipt Order #									
Receive From:		< Select All >				Warehouse:		< Select All Warehouses >	
Year:		< Year 2016 >	From:		< >	Doc/Ref #:		< >	
Date #	Document #	Reference #	Partner #	Partner Name	Wh #	Warehouse Name		Promised Date	Branch
Jan 5, 2016	CN-0017	SI-0044	4110.011/WA001	Watsons - HQ	TE01	Main Warehouse			Head Office
Jan 5, 2016	CN-0016	SI-0051	4110.011/C0001	Cold Storage - HQ	TE01	Main Warehouse			Head Office
Jan 5, 2016	CN-0018	SI-0060	4110.011/C0001	Cold Storage - HQ	TE01	Main Warehouse			Head Office
Jan 12, 2016	CN-0019	SI-0054	4110.011/C0001	Cold Storage - HQ	TE01	Main Warehouse			Head Office
Jan 18, 2016	CN-0020	SI-0057	4110.011/C0001	Cold Storage - HQ	TE01	Main Warehouse			Head Office
Jan 21, 2016	CN-0025	SI-0072	4110.011/GU001	Guardian - HQ	TE01	Main Warehouse			Head Office
Jan 28, 2016	PI-0037	PO-0043	tft	TFT trading	TE01	Main Warehouse			Head Office
Feb 3, 2016	PI-0039	PO-0046	YK-001	Yankee Candles	CH01	Chilled WH-Logical			Head Office
Feb 3, 2016	PI-0038	PO-0045	6002.004/Locker	Locker	CH01	Chilled WH-Logical			Head Office
Feb 4, 2016	PI-0043	PO-0050	L-001	LEGO	QCW	Quarter Central Warehouse			Head Office
Feb 4, 2016	PI-0042	PO-0049	L-001	LEGO	QCW	Quarter Central Warehouse			Head Office
Feb 4, 2016	PI-0041	PO-0048	YK-001	Yankee Candles	QCW	Quarter Central Warehouse			Head Office
Feb 4, 2016	PI-0040	PO-0047	6002.004/Locker	Locker	QCW	Quarter Central Warehouse			Head Office
Feb 5, 2016	CN-0038	SI-0079	PR-BGD	Prime Stores Bangladesh	QCW	Quarter Central Warehouse			Head Office
Feb 5, 2016	CN-0036	SI-0082	PR-BGD	Prime Stores Bangladesh	QCW	Quarter Central Warehouse			Head Office
Feb 5, 2016	CN-0035	SI-0080	4110.011/ME001	Metro	QCW	Quarter Central Warehouse			Head Office
Feb 5, 2016	CN-0034	SI-0080	4110.011/ME001	Metro	QCW	Quarter Central Warehouse			Head Office
Feb 11, 2016	PPH16-020007		6002.001/L0001	L'Oreal Singapore	TE01	Main Warehouse			Head Office
Feb 15, 2016	PI-0047	PO-0051	6002.004/Locker	Locker	TE01	Main Warehouse			Head Office
Feb 22, 2016	CN-0026		4110.011/MU001	Mustafa	TE01	Main Warehouse			Head Office
Mar 7, 2016	PI-0052		6002.004/Locker	Locker	TE01	Main Warehouse			Head Office
Mar 7, 2016	PI-0051		L-001	LEGO	TE01	Main Warehouse			Head Office
Mar 7, 2016	PI-0050	PO-0053	YK-001	Yankee Candles	TE01	Main Warehouse			Head Office
Mar 7, 2016	PI-0049	PO-0052	tft	TFT trading	TE01	Main Warehouse			Head Office
Mar 7, 2016	PI-0048	PO-0044	6002.004/Locker	Locker	TE01	Main Warehouse			Head Office
Mar 15, 2016	PI-0053	testSRV		TFT trading	TE01	Main Warehouse			Head Office
Mar 21, 2016	PI-0054		6002.001/LU001	Lucas	TE01	Main Warehouse			Head Office
Mar 22, 2016	PI-0055		6002.001/L0001	L'Oreal Singapore	TE01	Main Warehouse			Head Office
Mar 30, 2016	PI-0056		tft	TFT trading	TE01	Main Warehouse			Head Office

Receipt Order

Date: 11/02/2016 Document #: PPI16-02007

Reference #: Branch: HQ - Head Office

Partner Details: Receive From: 6002401/L0001 - L'Oréal Singapore

Warehouse: TE01 - Main Warehouse Deliver Via: Representative: EM03 - Jessica Description:

Partner Location: Windland House Contact Person: Chris Ng Inco Terms: EXW - Ex Works

Promised Date:

Items / Articles / Notes / Attachments

#	Product	Description	UOM	Quantity
4	BDC8-005655	Concealer 5.2ml - Fair/Light W1-2-3	Each	35
5	BDC8-005647	ension Curl	Each	28

Generate Report Advance Shipment Notice : ASN16-021 Total Quantity: 63

Receipt Orders List (35) Receipt Order

Callouts:

- Open / Export as XLS File
- Open / Export as PDF File
- Show History
- Reload the Record from Store
- Print Document
- Next Receipt Order
- Previous Receipt Order
- Receipt Order List

Generate New Receipt Order

1. Generate new receipt order through **"Purchase – (Transactions) Purchase Invoice"**. Open the purchase invoice document, then click on **"Show Receipt Order"** link at the bottom left of screen to open receipt order. It will open the relevant receipt order document

Purchase Invoice

Document Date: 09/03/2015 Document Number: PPI15-030003

Reference Number: Branch: HQ - Head Office

Invoice From: 202001/EG0001 - Egokawa Sdn Bhd Currency: MYR

Vendor Location: Kuala Lumpur Contact Person: Joan Sim

Warehouse: WH01 - Kepong Warehouse Receive Via: Representative: Tax: Price Excludes Tax

Payment Term: 60 - Net 60 Days Inco Terms: EXW - Ex Works

Analytical Group: Inventory Movements: With Inventory Movements

Items / Articles / Taxes / Postings / Payments / Notes / Attachments

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	4571330573	Egokawa Sweetie Body Mist - Fairy	Each	10	RM32.2300		RM32.2300	RM322.30	Purchase Tax Account 6% T
1	4571330573022	Egokawa Sweetie Body Mist - Fairy	Each	10	RM32.2300		RM32.2300	RM322.30	Purchase Tax Account 6% TX-6
2	4571330573046	Egokawa Sweetie Body Cream - Fairy	Each	10	RM32.2300		RM32.2300	RM322.30	Purchase Tax Account 6% TX-6
3	4571330573114	Egokawa Sweetie Premium Eye Mascara Long Lash & Volume Up - Black Fairy	Each	10	RM32.2300		RM32.2300	RM322.30	Purchase Tax Account 6% TX-6

Total Qty: 30, Amount: RM966.90 Discount: + Tax: RM58.01 Grand Total: RM1,024.91

Generate Documents Generate Report **Show Receipt Order** Create New Save Revert Delete

Purchase Invoices List Purchase Invoice

Callout: Show Receipt Order

Receipt Order

Date: 09/03/2015 Document #: PPI15-030003

Reference #: Branch: HQ - Head Office

Partner Details: Other Details:

View and Search Receipt Order, Generate Advance Shipment Notice

1. On **"Receipt Order List"** tab enter search parameter to filter the result, i.e. type in name of the warehouse in the **"Warehouse"** textfield box or select from drop-down lists

The screenshot shows the 'Receipt Order List' interface. At the top, there are search filters: 'Receive From' (set to '< Select All >'), 'Warehouse' (set to '< Select All Warehouses >'), 'Year' (set to 'Year 2016'), 'From', 'To', and 'Doc/Ref #'. A red box highlights the 'Warehouse' dropdown and the 'Search' button. Below the filters is a table with columns: Date, Document #, Reference #, Partner #, Partner Name, Wh #, Warehouse Name, Promised Date, and Branch. The table contains four rows of data. A red circle labeled 'Filter' points to the 'Warehouse Name' column. At the bottom left, a red circle labeled 'Search Engine' points to the 'Search' button. At the bottom right, there is a 'Show' button and a 'Branch' dropdown set to '< Select All >'.

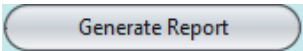
Date	Document #	Reference #	Partner #	Partner Name	Wh #	Warehouse Name	Promised Date	Branch
Jan 5, 2016	CN-0016	SI-0051	4110.011/CO001	Cold Storage - HQ	TE01	Main Warehouse		Head Office
Mar 7, 2016	PI-0049	PO-0052	tft	TFT trading	TE01	Main Warehouse		Head Office
Jul 18, 2016	PP116-070011		6002.001/LU001	Luxasia	TE01	Main Warehouse		Head Office
Jul 21, 2016	CN-0045		4110.011/SA004	Sasa - Bugis	TE01	Main Warehouse		Head Office

2. Result can be sorted alphabetically by clicking the fields' columns

The screenshot shows the 'Receipt Order List' interface with the same search filters as the previous image. The 'Partner Name' column header in the table is highlighted with a red box, indicating it is selected for sorting. The table contains three rows of data.

Date	Document #	Reference #	Partner #	Partner Name	Wh #	Warehouse Name	Promised Date	Branch
Mar 7, 2016	PI-0049	PO-0052	tft	TFT trading	TE01	Main Warehouse		Head Office
Jul 21, 2016	CN-0045		4110.011/SA004	Sasa - Bugis	TE01	Main Warehouse		Head Office
Jul 18, 2016	PP116-070011		6002.001/LU001	Luxasia	TE01	Main Warehouse		Head Office

3. Double click on receipt order document to view full details of the receipt order, it will bring up the details on **"Receipt Order Details"** tab for the selected document

4. Click arrow on  button to generate the report.

Receive From: 4110.01/CO001 - Cold Storage - HQ
 Partner Location: HQ
 Promised Date:
 Warehouse: TE01 - Main Warehouse
 Representative: EM03 - Jessica
 Deliver Via:
 Description: Deliver between 2-5pm
 Contact Mary

Report Options

Print/export/preview the generated report.

Select a Report Format

☒ A4 Format
☐ Letter Format

Print Export Preview Cancel

#	Product #	UOM	Quantity
1	Loa10	Carton-12	2
2	Loa11	Outer-20	20
3	Loa11	Carton-200	2
4	Loa11	Each	2

Generate Report Customer Returns : CRN-0028 Total Quantity: 26

Receipt Orders List (35) Receipt Order

5. Click on **“Create Shipment Notice”** button at the bottom left of screen to generate **“Advance Shipment Notice”** document.

Partner Details: Receive From: ttfi - TFI trading
 Partner Location: Indonesia
 Promised Date:
 Warehouse: TE01 - Main Warehouse
 Deliver Via:
 Description:
 UOM: Carton-12, Outer-20, Carton-200, Each
 Quantity: 2, 20, 2, 2

Receipt Order -> Advance Shipment Notice

Create Advance Shipment Notice from Receipt Order

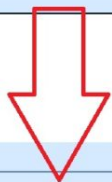
Generates the Advance Shipment Notice from Receipt Order with the pending products to be received.

Document Number: <-AUTO-GENERATED-> Document Date: 25/07/2016
 Reference Number: PI-0049 Document Status: Drafted
 Warehouse: TE01 - Main Warehouse
☒ Open the new Advance Shipment Notice Document

OK Cancel

Generate Report Create Shipment Notice Total Quantity: 40

Receipt Orders List (35) Receipt Order



Advance Shipment Notice

Document Date: 25/07/2016 Document Number: ASN16-070072 Reference Number: PI-0049 Branch: HQ - Head Office
 Warehouse: TE01 - Main Warehouse Representative: Inco Term: Vessel: Vessel ETD: Vessel ETA:
 Shipping Method:
 Status: Drafted