




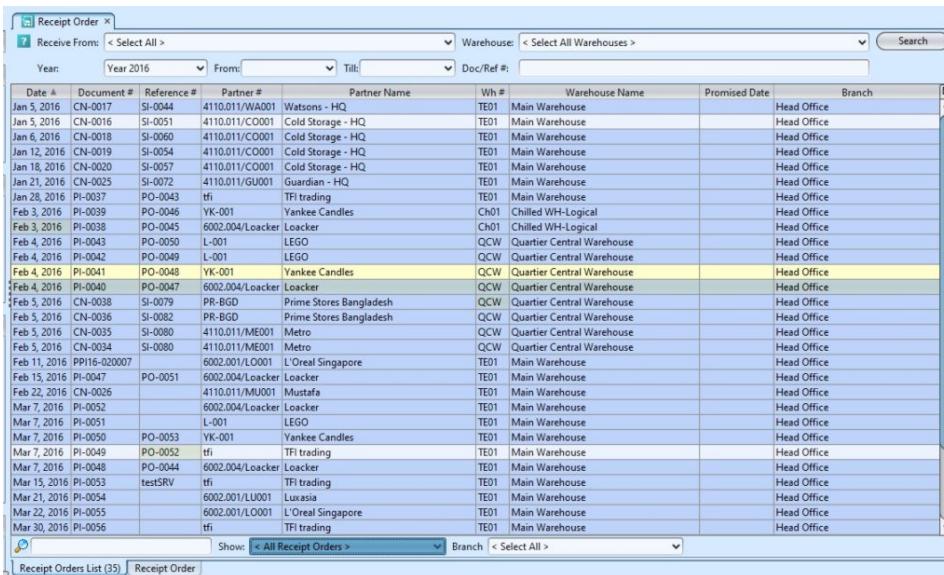
# Receipt Order

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.

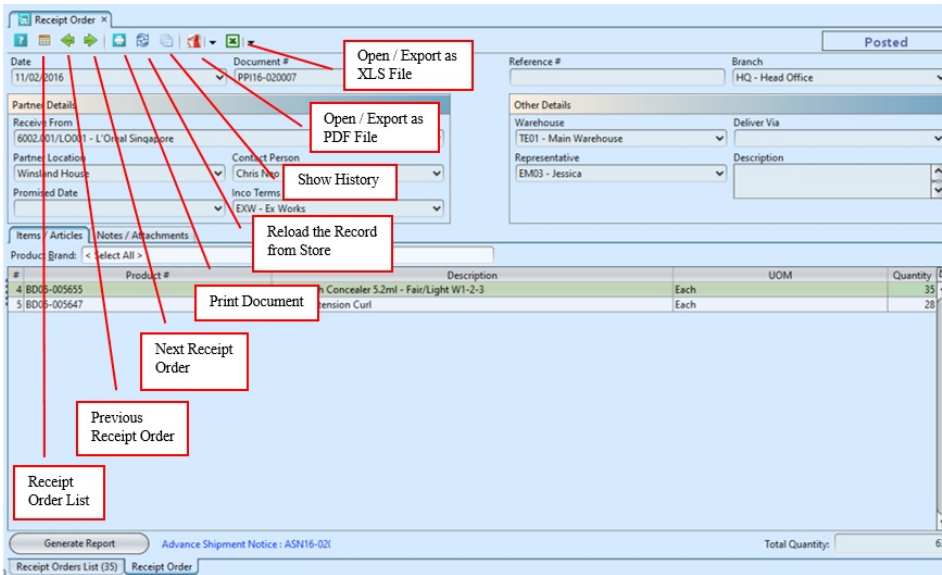
The Receipt Order List will list all orders that are to be received into the proper warehouse. Once the user has selected the order to be received, the selection will bring the user into the Receipt Order screen, where the warehouse receiving person will be able to prepare for the goods receiving.

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

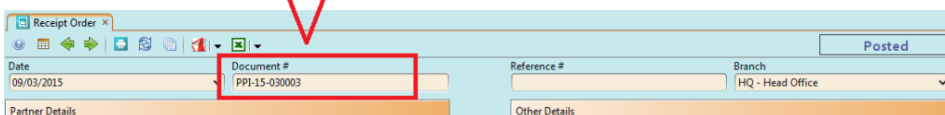
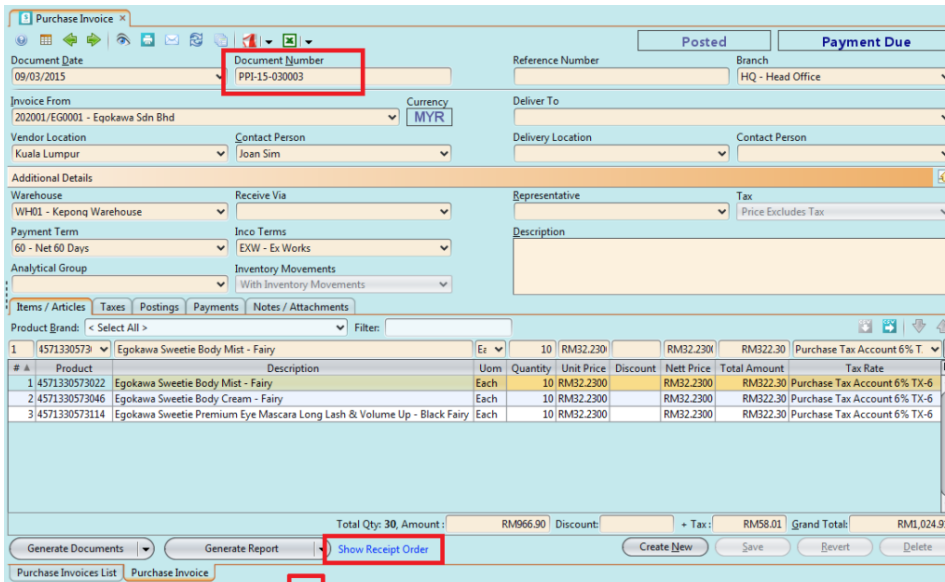


Date	Document #	Reference #	Partner #	Partner Name	Wh #	Warehouse Name	Promised Date	Branch
Jan 5, 2016	CN-0017	SI-0044	4110.011/WA001	Watsons - HQ	TE01	Main Warehouse		Head Office
Jan 5, 2016	CN-0016	SI-0051	4110.011/CO001	Cold Storage - HQ	TE01	Main Warehouse		Head Office
Jan 6, 2016	CN-0018	SI-0060	4110.011/CO001	Cold Storage - HQ	TE01	Main Warehouse		Head Office
Jan 12, 2016	CN-0019	SI-0054	4110.011/CO001	Cold Storage - HQ	TE01	Main Warehouse		Head Office
Jan 18, 2016	CN-0020	SI-0057	4110.011/CO001	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	tfi	TFI 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/Loacker	Loacker	Ch01	Chilled WH-Logical		Head Office
Feb 4, 2016	PI-0043	PO-0050	L-001	LEGO	QCW	Quartier Central Warehouse		Head Office
Feb 4, 2016	PI-0042	PO-0049	L-001	LEGO	QCW	Quartier Central Warehouse		Head Office
Feb 4, 2016	PI-0041	PO-0048	YK-001	Yankee Candles	QCW	Quartier Central Warehouse		Head Office
Feb 4, 2016	PI-0040	PO-0047	6002.004/Loacker	Loacker	QCW	Quartier Central Warehouse		Head Office
Feb 5, 2016	CN-0038	SI-0079	PR-BGD	Prime Stores Bangladesh	QCW	Quartier Central Warehouse		Head Office
Feb 5, 2016	CN-0036	SI-0082	PR-BGD	Prime Stores Bangladesh	QCW	Quartier Central Warehouse		Head Office
Feb 5, 2016	CN-0035	SI-0080	4110.011/ME001	Metro	QCW	Quartier Central Warehouse		Head Office
Feb 5, 2016	CN-0034	SI-0080	4110.011/ME001	Metro	QCW	Quartier Central Warehouse		Head Office
Feb 11, 2016	PP116-020007		6002.001/LO001	L'Oreal Singapore	TE01	Main Warehouse		Head Office
Feb 15, 2016	PI-0047	PO-0051	6002.004/Loacker	Loacker	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/Loacker	Loacker	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	tfi	TFI trading	TE01	Main Warehouse		Head Office
Mar 7, 2016	PI-0048	PO-0044	6002.004/Loacker	Loacker	TE01	Main Warehouse		Head Office
Mar 15, 2016	PI-0053	testSRV	tfi	TFI trading	TE01	Main Warehouse		Head Office
Mar 21, 2016	PI-0054		6002.001/LU001	Luxasia	TE01	Main Warehouse		Head Office
Mar 22, 2016	PI-0055		6002.001/LO001	L'Oreal Singapore	TE01	Main Warehouse		Head Office
Mar 30, 2016	PI-0056		tfi	TFI trading	TE01	Main Warehouse		Head Office



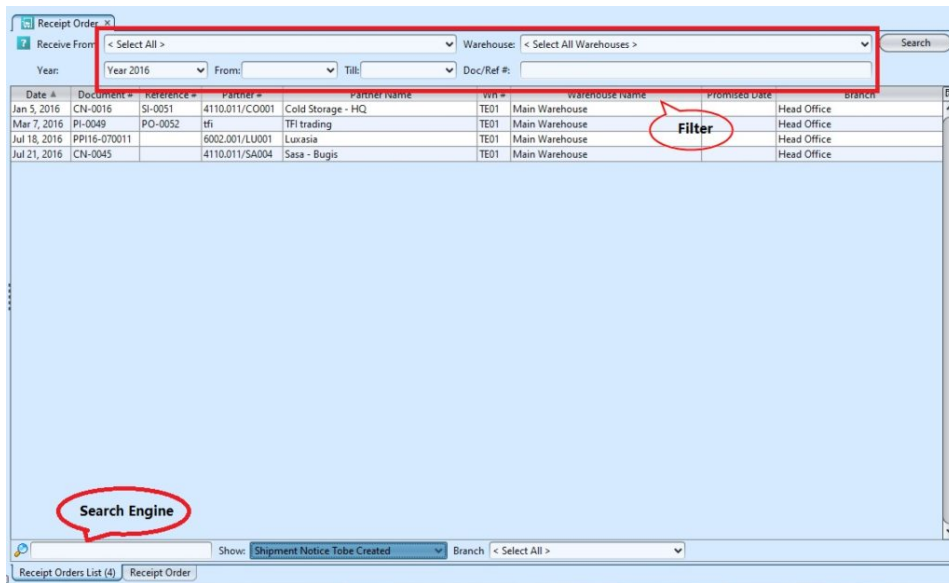
## Generate New Receipt Order

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

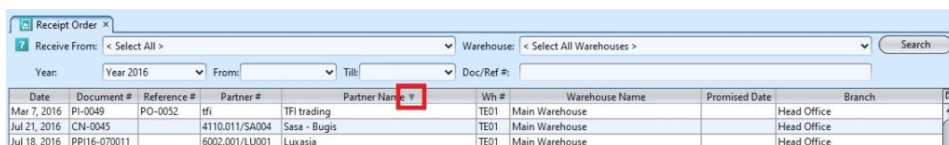


# View and Search Receipt Order, Generate Advance Shipment Notice

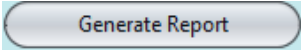
1. On **“Receipt Order List”** tab enter search parameter to filter the result, i.e. type in name of the warehouse in the **“Warehouse”** textfield box or select from drop-down lists

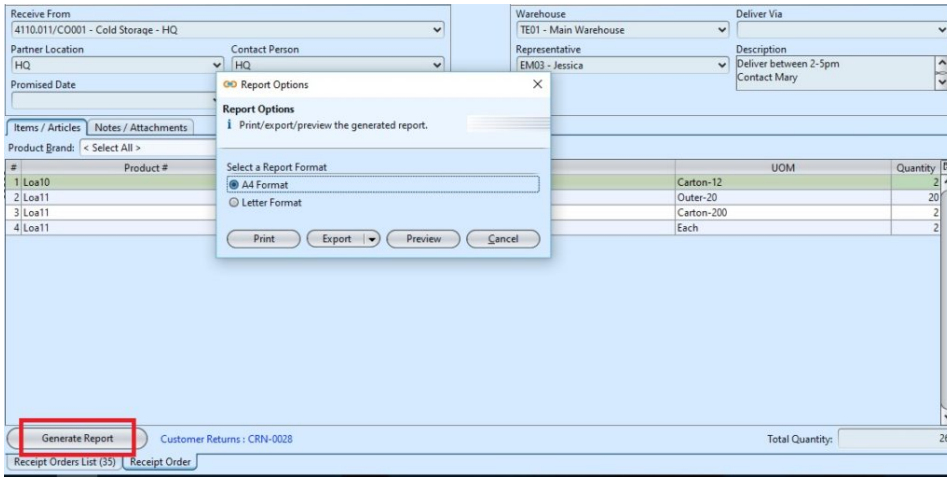


2. Result can be sorted alphabetically by clicking the fields' columns



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.



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

