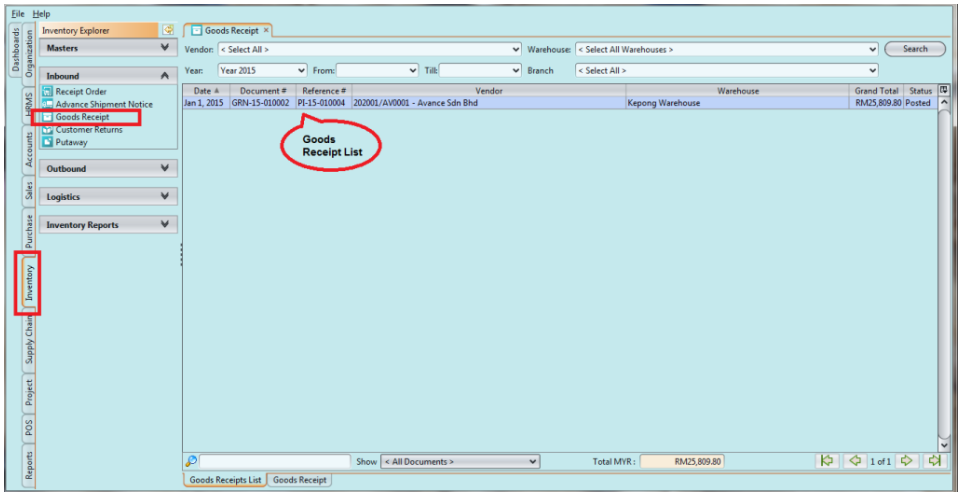
Create Goods Receipt

1. Click on Inventory tab / Inbound / Goods Receipt

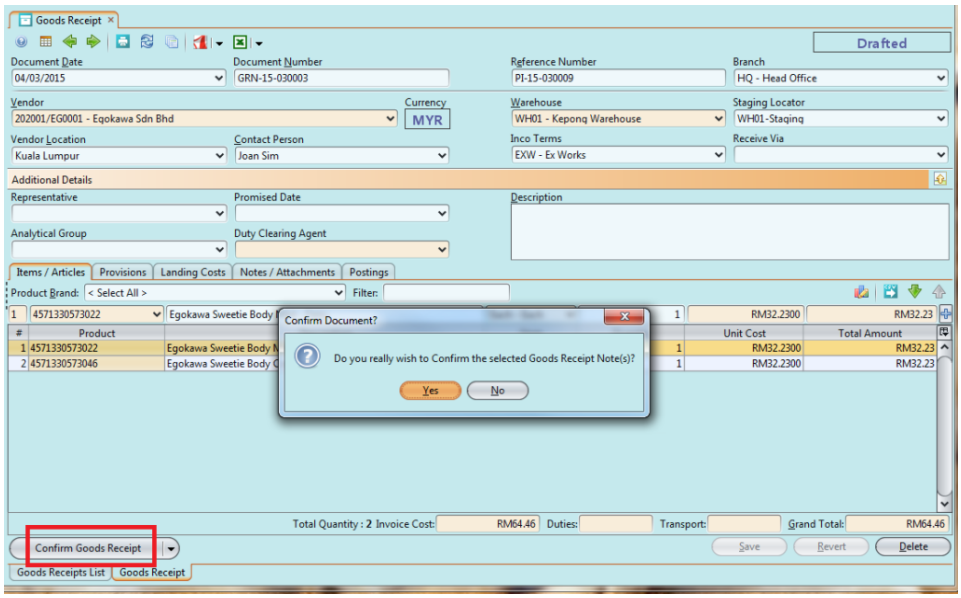
2. Select a receipt from the list of receipts



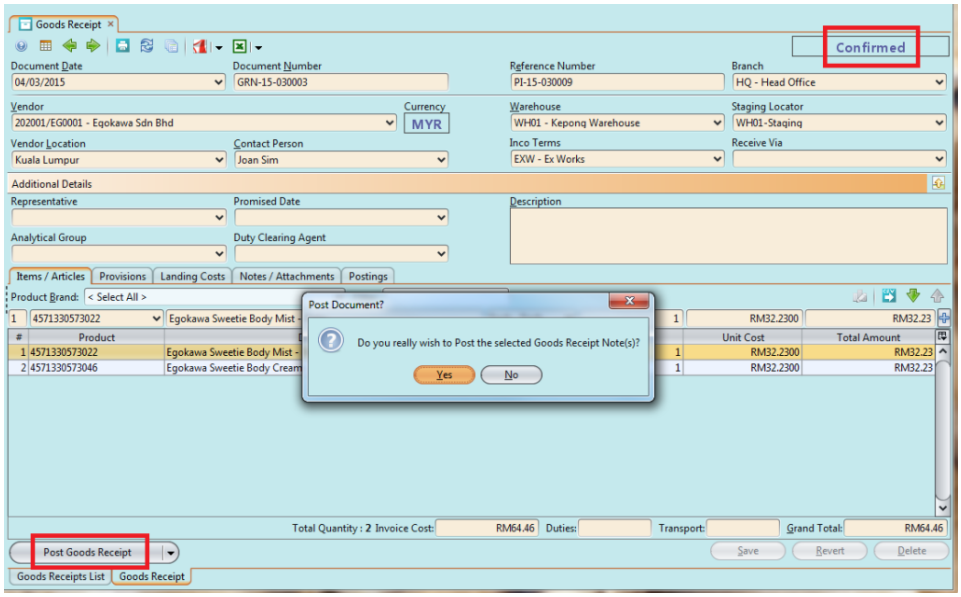
3. Fill in the information. Textfields marked with ***"x"*** are mandatory.

4. Click ***"Save"*** button to save progress

5. Click ***"Confirm Goods Receipt"*** then click ***"Yes"*** button to confirm the shipment



6. Click ***"Post Goods Receipt"*** then click ***"Yes"*** button when done


Goods Receipt
Confirmed
Document Date
04/03/2015
Document Number
GRN-15-030003
Reference Number
PI-15-030009
Branch
HQ - Head Office
Vendor
202001/EG0001 - Egokawa Sdn Bhd
Currency
MYR
Warehouse
WH01 - Kepong Warehouse
Staging Locator
WH01-Staging
Vendor Location
Kuala Lumpur
Contact Person
Joan Sim
Inco Terms
EXW - Ex Works
Receive Via
Additional Details
Representative
Promised Date
Description
Analytical Group
Duty Clearing Agent
Items / Articles
Provisions
Landing Costs
Notes / Attachments
Postings
Product Brand:
< Select All >
Post Document?
Do you really wish to Post the selected Goods Receipt Note(s)?
Yes
No
Product
1 4571330573022 Egokawa Sweetie Body Mist -
2 4571330573046 Egokawa Sweetie Body Cream
Unit Cost
Total Amount
RM32.2300
RM32.23
Total Quantity : 2 Invoice Cost:
RM64.46
Duties:
Transport:
Grand Total:
RM64.46
Post Goods Receipt
Save
Revert
Delete
Goods Receipts List
Goods Receipt