

Receive New Materials – Record Receipt

This lesson teaches how to use the receipt console to receive items from a specific inbound order.

Receiving an Inbound Order

The order has now arrived on your loading dock, and it needs to be received. That is someone has to check that everything is there, and record what actually arrived.

1. Select **Inbound Order Console** from the **Inbound** menu
2. On the search screen provide some or all of the **Order #**
3. Select the **Order #** to view the Order Detail form
4. Click the **Report/Record Receipt** to get to the Receipt Console
5. Enter the **Receiving Dock** location (e.g. RCV-N25)
6. Click **Save** to get to Receipt Details
7. Enter the **Disposition Code** (e.g. Ready For Issue)
8. Enter the **Received Quantity** (this can be a fraction of the total shipment, if you are going to receive a fraction of the shipment at a time)
9. Click **Save**
10. Click **Close** when all items have been received

NOTE: make a note of the **Receipt Number** for later use.

At this point all of the objects received are ready to be put away.