

Entering a Goods Receipt

Receivers perform this procedure to receive goods that have been delivered based on a Purchase Order (PO), or from another Commonwealth location based on a Stock Transport Order (STO) for inventoried material.

IMPORTANT NOTE: It's very important to go by the ITEM field and not the LINE field when doing a Goods Receipt (GR) because there are times that a PO line item is already fully received, so it will not appear any longer when you pull up the GR screen. If you go by the line field, you could inadvertently enter a GR on the incorrect line item. That is why it is so important to make sure you use the ITEM field. Use the end-user procedures on the training website to set your defaults so the ITEM field is set next to your Line field so you don't have to scroll to your right continuously.

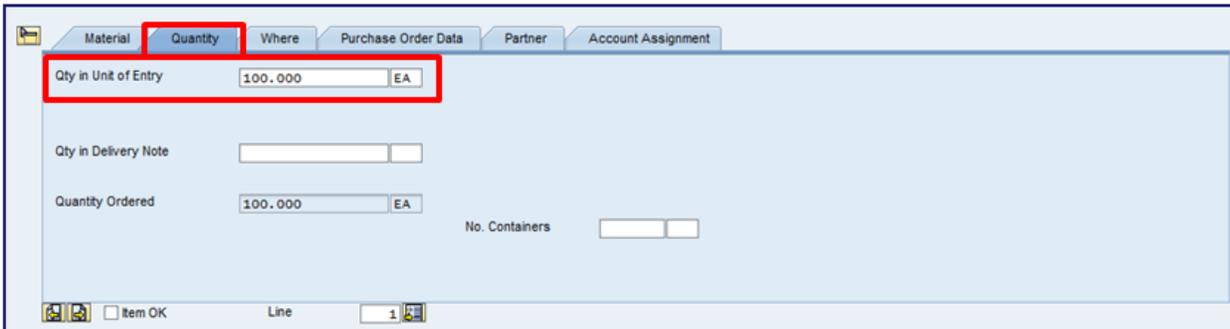
1. Select Receiver from the left navigation pane



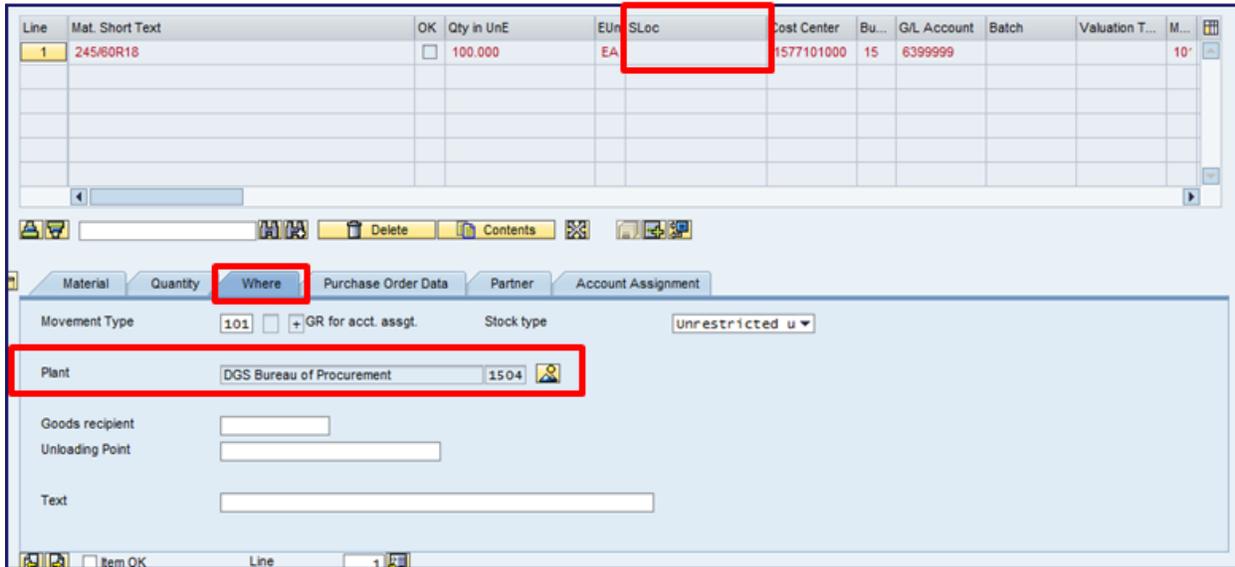
2. Select the Goods Receipt from the Business Transaction Type field dropdown menu
3. Select Purchase Order from the Reference field dropdown menu and enter the relative document number in the appropriate field
4. Enter Movement Type 101
5. Select the EXECUTE Button



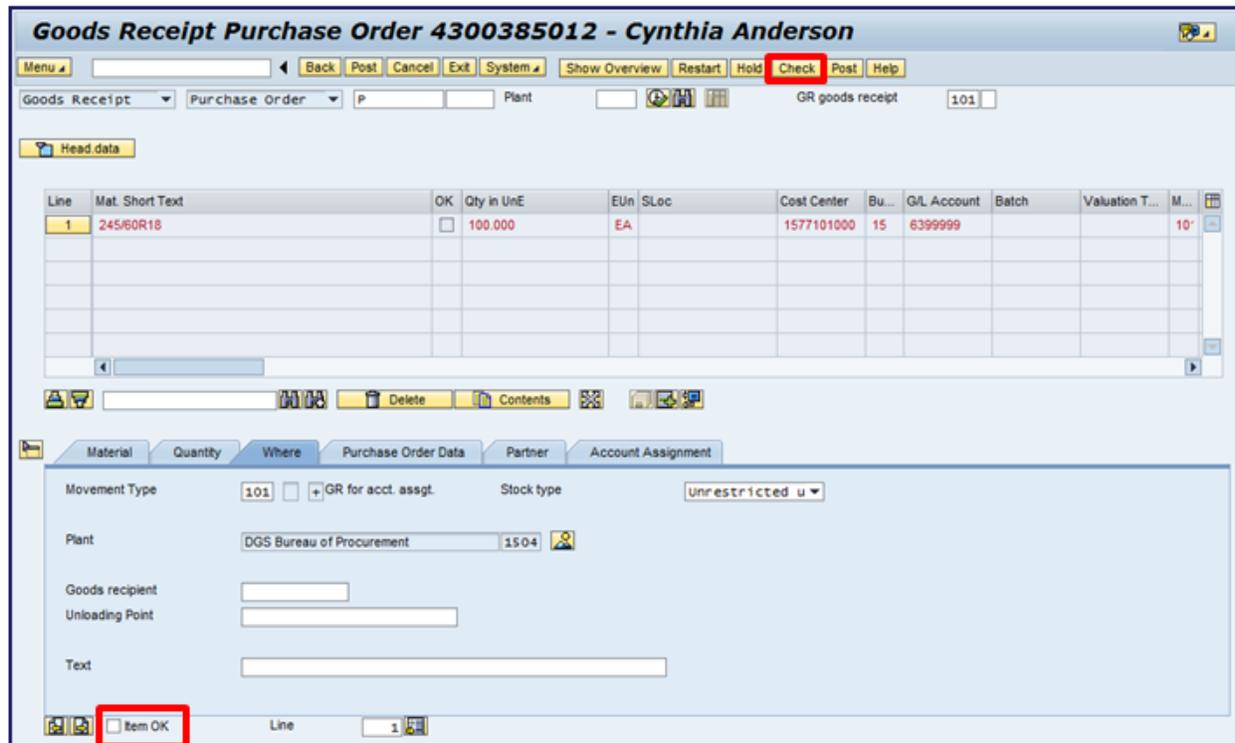
6. Select the Quantity tab
 - a. The Qty in Unit of Entry field will default to the quantity to be received
 - i. If a Goods Receipt was done previously, this field will show the remaining quantity
 - ii. Verify the quantity is correct, if not, change the quantity to what was actually received



7. Select the Where tab
 - a. Verify the Plant is correct
 - b. Verify the Storage Location in the Item Overview is correct



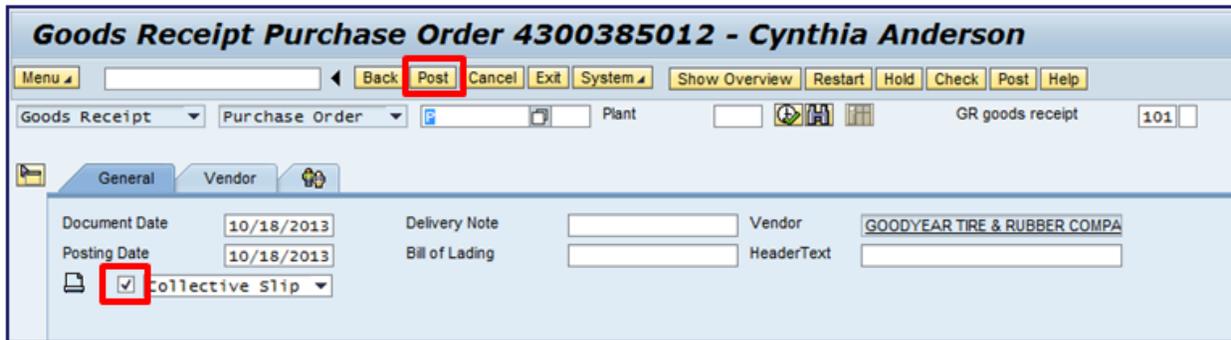
8. Select the checkbox for the Item OK field
9. Select the CHECK button



10. If an error was detected by the system, the message will display the necessary correction.
 - a. Otherwise, the system message "Document is O.K." will display at the bottom of the screen



11. Select the checkbox next to the PRINTER icon to generate a print request for the document; select Collective Slip from the dropdown menu
 - a. Select the POST button



12. The Goods Receipt Purchase Order – User Name Screen displays with a status bar message that the receipt of the material is complete

