

E-Receive

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E-Receive is intended to automate the receipt of warehouse inventory using a barcode scanning device.

The following features are used during the receive process:

- Scan incoming items if they contain a barcode
- Print barcodes for items that do not already contain a barcode
- Capture the weight of items as they are received
- Capture Lot Numbers
- Capture Serial Numbers
- Update the purchase order with quantity received

Setting up items

- From the Inventory menu select Items
- Find Item 70010
 - Set the Receive Rule code to "NOLABEL"
 - Blank the Net Weight field
- Find Item 70100
 - Blank the Gross Weight field

70010 Wooden Door - Item Card

General | Invoicing | Ordering | Manufacturing | Foreign Trade | Reporting | Item Tracking | Commerce Portal | E-...

Std. Pack Unit of Meas... [up/down arrows]
Std. Packs per Package . . . 0
E-Ship Tracking Code . . . [up/down arrows]
Receive Rule Code . . . NOLABEL [up/down arrows]
Net Weight 0
Gross Weight 3.11
Dimmed Weight
Unit Volume 0.04

Item UPC/EAN Number . . .
Always Enter Quantity. . . [checkbox]
LTL Freight Type [up/down arrows]
Quantity Packed 0

Item Sales Purchases Functions ? Help

*Item card 70010 Wooden Door.
Notice the Net weight and the
Receive Rule Code have been
entered.*

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Creating a Purchase Order for London Postmaster

- From the Purchase & Payables menu select Orders
- Create a new order
- Enter Vendor 10000.
- Create following lines
 - Item 70000 50
 - Item 70010 20
 - Item 70100 100
 - Item 70101 60
- Release the Purchase Order

T.	No.	Description	Tax Gro...	Location ...	Quantity	Reserve...	Unit of M...
I...	70000	Side Panel	MATERIALS		50		PCS
I...	70010	Wooden Door	MATERIALS		20		PCS
I...	70100	Paint, black	SUPPLIES		100		CAN
I...	70101	Paint, yellow	SUPPLIES		60		IN

*Purchase order for vendor 10000
London Postmaster.*

Opening Receive Line Scanning

- From the Shipping & Receiving menu select Receive Line Scanning
- The following form will appear.

T.	No.	Description	Quantity	Unit of M...

*The Receive Line Scanning form with
no Purchase Order entered.*

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Entering the Purchase Order No. in Receive Line Scanning

- Scan or enter the Purchase Order No.

The screenshot shows the 'Receive Line Scanning' window. The 'Buy-from Address' field contains '6142', 'London Postmaster', '10 North Lake Avenue', and 'Atlanta, GA 30117-6611'. Below this is a table with columns: 'Tr. No.', 'Description', 'Quantity', and 'Unit of M...'. The table is currently empty. Below the table are several input fields: 'Receive ...', 'Net Weight 0.00', 'Order . . . Open', 'Order Qty. Rece... 0 OF 230', 'Receive . . Closed', and 'Line Qty. Receiv... 0 OF 0'. At the bottom, it says 'Order: Open Receive: Closed'.

The Receive Line Scanning with updated information from the Purchase Order.

- Scan or Enter 70000
- Enter Quantity 50

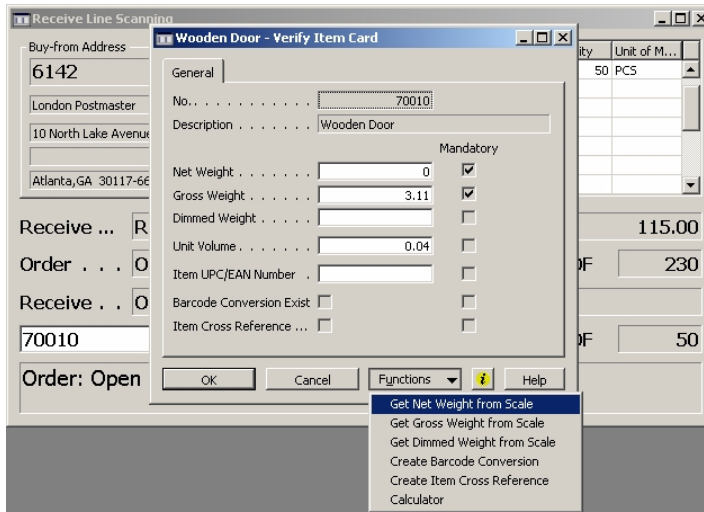
The screenshot shows the 'Receive Line Scanning' window with a 'Navision Attain' dialog box open. The dialog box contains the text 'Item 70000 Side Panel' and 'Enter quantity 50.00'. There is a 'Cancel' button. The background window shows the 'Buy-from Address' field with '6142' and the 'Line Qty. Receiv...' field with '70000'. The 'Order: Open Receive: Closed' status is also visible.

Enter the Quantity of item 70000 Side Panel.

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Enter next Item and verify Item Information

- Scan or Enter item 70010
- Either use the Scale weight or enter 2.7
 - To enter scale weight: Click on the Functions button, Select Get Weight from Scale
- Select OK
- Enter Quantity 20
- Look at the screen when the Item Label Print. (It is possible to see the label from the Receive Card).

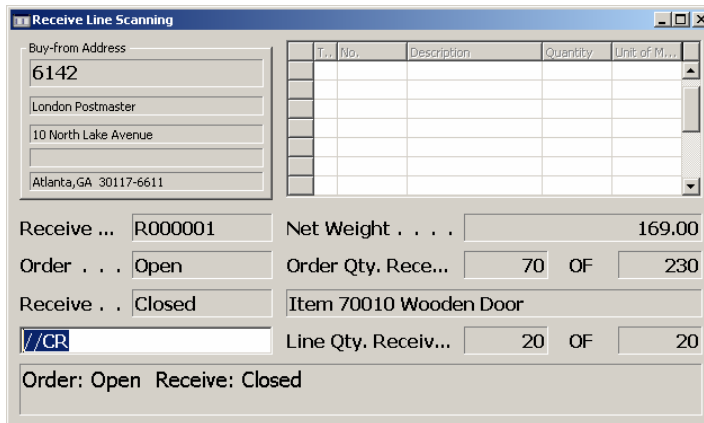


Notice the Verify Item Card window opens.

The fields that are mandatory and editable on this form are controlled by the receiving rule setups. The receiving rules are applied to the items.

Close the Receive (Package/Pallet)

- Scan or enter the command "//CR" Close Receive



The Receive has been closed. Ready for next pallet or package.

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Enter the next Items without required information

- Enter or Scan item 70101
- Enter Quantity 60
- Type 70100
- Do not enter the Gross Weight just hit OK
- Enter or Scan item Quantity 50

T..	No.	Description	Quantity	Unit of M...
I...	70101	Paint, yellow	60	CAN
I...	70100	Paint, black	50	CAN

Receive ... R000004 Net Weight 176.00
Order . . . Open Order Qty. Rece... 180 OF 230
Receive . . Open Item 70100 Paint, black
70100 Line Qty. Receiv... 50 OF 100
Order: Open Receive: Open

Notice the item just entered shows up bold to let the user know there are/is missing information on the Item Card.

Correct the information on the Item Card

- Click in the line with the item that has a problem.
- Go back to the scanning field and scan "//VIA" View Item Action
- Enter Gross Weight of 1.84
- Press the OK button

T..	No.	Description	Quantity	Unit of M...
I...	70101	Paint, yellow	60	CAN
I...	70100	Paint, black	50	CAN

Receive ... R000004 Net Weight 0.00
Order . . . Open Order Qty. Rece... 180 OF 230
Receive . . Open Item 70100 Paint, black
//VIA Line Qty. Receiv... 50 OF 100
Order: Open Receive: Open

Noticed that the item is displayed normal. That means all the information required is entered.

E-Receive

Close Receive and Purchase Order

- Scan or enter "//CR" Close Receive
- Scan or Enter "//COP" Close Order Print

The screenshot shows the 'Receive Line Scanning' window. The 'Buy-from Address' is 6142 London Postmaster, 10 North Lake Avenue, Atlanta, GA 30117-6611. The 'Receive ...' field is R000004, and the 'Order ...' is Open. A 'Not Fully Receive' message box is overlaid on the window, indicating that the purchase order could not be closed because the order was not fully received. The message box contains the text 'Not Fully Receive' and an 'OK' button. The 'Line Qty. Receiv...' field shows 50 OF 100.

The Purchase Order could not be closed because the order was not fully received.

Viewing missing items on the Purchase Order

- Click OK to close the message box.
- Scan or enter "//MOL" Missing Order Lines

The screenshot shows the 'Items Not Received' window. The table has the following columns: T., No., Description, Qty. to ..., Qty. to ..., Qty. Rec..., Unit of M..., and Net Weight. The table contains one row for item 70100, Paint, black, with a quantity of 50. The 'Qty. to ...' field is 50, and the 'Qty. Rec...' field is 0. The 'Unit of M...' field is CAN. The 'Net Weight' field is blank. The window also has 'OK', 'Cancel', 'Line', and 'Help' buttons.

Item 70100 is not fully receive, 50 cans are missing. From the Line button it is possible to view which receives (package/Pallet) the product was located in. The //MOL command helps to find wrong or missing items.

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Close the Purchase Order Adjusting the Quantity to Receive

- Close the form by clicking the Cancel button or press Escape.
- Scan or enter "//COFP" Close Order Force Print

To	No.	Description	Quantity	Unit of M...

Buy-from Address: 6142, London Postmaster, 10 North Lake Avenue, Atlanta, GA 30117-6611

Receive ...: R0000C

Order ...: Open

Receive ...: Closed

//cofp Line Qty. Receiv...: 50 OF 100

Not Fully Receive

The Quantity to Receive has been adjusted on the Purchase Order and the Purchase Receipt is being posted.

View the Purchase Receipt

- Close the Receive Line Scanning form.
- From the Purchase & Payables menu select Posted Receipts.
- Find the last Receipt

T..	No.	Description	Location ...	Quantity	Unit of M...	Quantity...	Planned ...
I...	70000	Side Panel		50	PCS		07/25/02
I...	70010	Wooden Door		20	PCS		07/25/02
I...	70100	Paint, black		50	CAN		07/25/02
I...	70101	Paint, yellow		60	CAN		07/25/02

General | Invoicing | Shipping | BizTalk | E-Ship | Procurement

No.: 107483 | Posting Date: 07/25/02

Buy-from Vendor No.: 10000 | Document Date: 07/25/02

Buy-from Vendor Name: London Postmaster | Requested Receipt Date:

Buy-from Address: 10 North Lake Avenue | Promised Receipt Date:

Buy-from Address 2:

Buy-from City: Atlanta | Order No.: 6142

Buy-from State / ZIP C...: GA 30117-6611 | Vendor Shipment No.:

Buy-from Contact: Mrs. Alana Lemlin | Order Address Code:

Purchaser Code: RQ

Responsibility Center: LONDON

No. Printed: 0

Receipt | Line | Print... | Functions | Navigate | Help

List (F5), Statistics (F9), Comments, Dimensions, **Receives**

The Purchase Receipt shows the items received. The contents of each received unit (Pallet or Box) can be view by selecting the Posted Receive from the Posed Receive list form, click on the Receive button and select Card.