How to Receipt a delivery

Receipting a purchase order in AX

Cu	nt and sourcing 🕨 Area page	**
File V		
h My Enguriter	Common	^ Journals
 My ravounces 	A Purchase order	Price/discount agreement journals
Procurement and sourcing	All purchase orders	
Area page	Purchase orders not sent	Reports
4 Common	Purchase orders without confirmed delivery date	icpoid
Purchase orders	Purchase orders of type journal	 Suppliers
All purchase orders	Planned purchase orders	Suppliers
Purchase orders not sent	Planned purchase orders with order date today or overdue	Supplier base data
Purchase orders without conf	Delayed purchase orders	Supplier phone list
Purchase orders of type journ	Purchase agreements	 Supplier requests
Planned purchase orders	Backorder purchase lines	Supplier requests
Planned purchase orders with	Delayed receipts	Rejected supplier requests
Delayed purchase orders	Rejected confirmation of product receipts	⊿ Categories
Burchase agreements	Not submitted purchase orders	Categories
Packerder purchase lines	Pending purchase orders	Suppliers by category
Deleved receipte	Item Arrival	Commodity codes by category
Delayed receipts	Purchase requisitions	a Status
Net a key itted and have been and	All purchase requisitions	Accrued purchases
Not submitted purchase orde	Purchase requisitions prepared by me	Purchase agreement fulfillment
Pending purchase orders	Purchase requisitions requested for me	Open purchase order lines with unconfirmed delivery date
item Amvai	Purchase requisitions for my direct reports	 Statistics
P Purchase requisitions	Purchase requisitions for all my reports	Supplier
Requests for quotations	Purchase requisitions assigned to me	Top suppliers by YTD purchases
Suppliers	Purchase requisitions assigned to my queues	Supplier/Item statistics
P Supplier requests	Purchase requisitions not recorded	Item/Supplier statistics
Catalogues	Release approved purchase requiritions	Purchases in the past periods
P Journals	Controlidation opportunitier	Top 100 suppliers
Inquiries	Requests for outstaines	Request for quotation
Reports	All requests for quotations	Purchase requisition statistics
home	One requests for quotations	 Purchase analysis
	Sent requests for quotations	Purchase by supplier and legal entity
Purchase ledger	Percent for sustation and in	Purchase by vendors with diversity classification
Sales ledger	Supplier	Purchase by country/region
Sales ledger	 Suppliers 	Purchase optimisation
General ledger	Catalanua	Purchase by procurement category and supplier diversity classification
	V Catalogues	Purchase by procurement category and supplier invoice classification
Budgeting		Purchase by procurement category
Cost accounting	Inquiries	Purchase by procurement category over consecutive years
Geoseaccounting	Purchase orders	Purchase by top suppliers and supplier invoice classification
Fixed assets	Open purchase order lines	Purchase by requestor per shin to country/region
	Backorder nurchase lines details	A Distribution
Cash and bank management	Packing material transactions	Supply performance
Travel and expense	b History	Suppry performance on receipt
and expense	h Supplier	Supplier derivery performance on product service, and, on time or late
🛥 🔿 🙆 💀 📼 🗤 [7] »	, suppres	supplies density performance on product receipt - early, on tane

1. Go to procurement and sourcing > Purchase orders > All purchase orders

2. Enter the purchase order number you want to receipt, you can either enter this is the search bar or in the purchase order column filter. If you do not know the purchase order number you can search by supplier

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00	🔻 🗐 🕨 P	PLA 🕨 F	Procuremen	nt and sourcing	 Commo 	on 🕨 Purchase	orders	 All purc 	hase orders											47 Sei
File 👻	Purchase	order	Purchas	e Manage	Receive	e Invoice	Retail	Gener	al											
Purchase order	From a sales order	Edit	Request change	Edit in grid X Delete	Copy f	from all from journal	S intals	Sefresh	Export to ficrosoft Excel	Generate from template *	n Atta	chments Ani	llyse sta							
N	ew		Maint	ain	c	lopy \	/iew		List	Attac	hments	Repo	orting							
▲ Favour ▷ My F	tes avourites		× ~	😵 All purch	ase order	s (Unsaved fil	ter) •									PO015615	Purchase o	rder ▼ →	78	5 📡
			1	Purchase or	der !	Supplier account	Nam	ne		Invoice ac	count	Purchase type	Approval status	Mode of deliver	/ Status					^
 Procure Area 	ement and so page	urcing			v k	ingno 👻	-			•	*				• •					
⊿ Com	mon			POULANT			Kingr	nod Group	Co., Ltd	KINGNO		Purchase order	Confirmed		Received					
a Pur	chase orders		(PO015572	K	KINGNO	Kingr	nod Group	Co., Ltd	KINGNO		Purchase order	Confirmed		Open order					
A	II purchase or	rders		PO015612	K	KINGNO	Kingr	nod Group	Co., Ltd	KINGNO		Purchase order	Confirmed		Open order					
P	urchase order	rs not ser	nt	PO015613	K	KINGNO	Kingr	nod Group	Co., Ltd	KINGNO		Purchase order	Confirmed		Open order					
P	urchase order	rs withou	rt conf	PO015614	K	KINGNO	Kingr	nod Group	Co., Ltd	KINGNO		Purchase order	Approved		Cancelled					
P	urchase order	rs of type	journ	PO015615	K	KINGNO	Kingr	nod Group	Co., Ltd	KINGNO		Purchase order	Confirmed		Open order					
P	lanned purch	ase order	rs	PO015616	K	KINGNO	Kingr	nod Group	Co., Ltd	KINGNO		Purchase order	Confirmed		Open order					
P	lanned purch	ase order	rs with	PO015617	K	KINGNO	Kingr	nod Group	Co., Ltd	KINGNO		Purchase order	Confirmed		Open order					
D	elayed purch	ase order	s	PO015677	K	KINGNO	Kingr	nod Group	Co., Ltd	KINGNO		Purchase order	Confirmed		Open order					
P	urchase agree	ements		PO015706	K	KINGNO	Kingr	nod Group	Co., Ltd	KINGNO		Purchase order	Confirmed		Open order					
В	ackorder pure	thase line	5	PO015753	K	KINGNO	Kingr	nod Group	Co., Ltd	KINGNO		Purchase order	Confirmed		Open order					
D	elayed receip	ts					-													~

3. If the item has a supplier generated batch number you must manually create the record in AX. Receipting via RF Smart will automatically do this for you.

If the item does not have a supplier batch number and AX is using the purchase order number you can skip this step and go straight to step 12

If the item is serial number controlled you can only receipt one unit at a time, if you are receipting more than one unit of a serial controlled item it is quicker to receipt the order via RF Smart

On the Navigation Ribbon Click on Edit



4. Click on the line where you need to create the item batch number

🙀 Purcha	🖟 Purchase order (1 - pla) - Purchase order: P0015615, Kingnod Group Co., Ltd, Supplier account: KINGNO														
File 👻	Purchase order Purchase Manage Receive Invoice Retail General														
Purchase order	Image: State order New Maintain Image: State order New Maintain														
N	New Maintain Show Copy View Attachments														
PO01561	2015615 : KINGNO - Kingnod Group Co., Ltd														
Purcha	se order	header													
Purcha	se order	lines													
<u> </u>	dd line	📑 Add	lines 🛛 👼 Add produc	ts 🛛 💌 Remove	Purchase on	der line 🔻 🛛 👬 F	inancials 🔻 🛛 🏭 St	ock 🔻 🛛 🙀	Product and	d supply 🔻 👘	🥶 Update li	ne 🕶 🔡 Kitting 🕶			
🗌 Kit	Туре	L Ite	m number Pro	duct name			Delivery date	Quantity	Unit	Unit price	Discount	Discount percent	Net amount	Adjusted net amount	Receive now
		*	*				*	*	-	*	-	*	-	*	*
		1 01	C022P 4 x	ökg Blank Shock C	al-hypo		04/01/2022	500.00	ltem	49.80			24,900.00	0.00	

5. Now at the bottom of the window under Line details click on the Product tab

⊿ Line details						
Order line		External reference	Status	Kitting		
Procurement category:		External:	Finalised:	Kit:		
Product name:	4 x 5kg Blank Shock Cal-hypo	Delivery reference	Line status: Open order	Kit item:		
Text:	4 x 5kg Blank Shock Cal-hypo	Customer requisition:	State: Not submitted	Lot ID:		
		Customer reference:	Stopped:	Explode:		
			Complete:	Kit:		
		Intercompany		Line number:		
Purchase requisition		Origin:		Dynamic kit:		
Purchase requisition:						
General Setup	Address Product Delivery Pick	ing Price and discount Project Product packages	Variants / Foreign trade / Fixed asse	ts Financial dimensions		

6. Right mouse click on the Batch number or Serial number field and then select View details

▲ Line details	Paste Expand all Ctrl+Shift+Num + Collapse all Ctrl+Shift+Num - Collapse Ctrl+Num - Filter by field Filter by selection Sort ascending Sort descending	
Product dimensions	View details	Item reference
Configuration:	Hide	Reference type:
Size:	Show •	Reference number:
Colour:	Create alert rule	Reference lot:
Style:	Personalise	
Tracking dimensions Batch number: Serial number:	Record info View record	Transaction code: ~ Statistics procedure: ~ Triangular deal:

General Setup Address Product Delivery Picking Price and discount Project Product packages Variants Foreign trade Fixed assets Financial dimensions

7. Click New

e	•	📌 New	👗 Delete	Un	-hand	Iransactions	Item tracing	Irace	»	ш
ve	rview	General I	Description							
	Batc	h number	ltem number		Manuf	acturing date	Expiration date			
		•		*		*	-			
	20150	0914LBP04	28404BS		14/09/2	2015	14/09/2020			
	20151	121LBP05	28404BS		21/11/2	2015	21/11/2020			
	20170	0608LBP15	28404BS		19/01/2	2018	19/01/2018			
	2017	1113LBP15	28404BS		19/01/2	2018	19/01/2018			
	2017	121LBP15	28404BS		19/01/2	2018	19/01/2018			
	2017	122LBP15	28404BS		19/01/2	2018	19/01/2018			
	2017	230LBP15	28404BS		26/04/2	2018	26/04/2018			
	20180	0102LBP15	28404BS		26/04/2	2018	26/04/2018			
	2015	121LBP05	28408BS		21/11/2	2015	21/11/2020			
	2015	123LBP05	28408BS		23/11/2	2015	29/02/2020			
	2015	1211LBP05	28408BS		11/12/2	2015	11/12/2020			
	20180	0126LBP15	28408BS		12/04/2	2018	12/04/2018			
	20180	0815LBP15	28408BS		24/01/2	2019	24/01/2019			
	20180	0816LBP15	28408BS		24/01/2	2019	24/01/2019			
	20181	1201LBP15	28408BS		24/01/2	2019	24/01/2019			
	20210	01	28426BS		29/03/2	2021	29/03/2021			
	20201	1204	28428BS		04/12/2	2020	08/03/2021			
	12134	40	7957		13/01/2	2022	13/01/2022			
	12134	16	7957		29/11/2	2021	29/11/2021			
	OL20	2000008	7957-BOX		18/02/2	2021	18/02/2023			
	OL20	2000019	7957-BOX		10/03/2	2021	10/03/2023			
	OL20	2000025	7957-BOX		09/04/2	2021	09/04/2023			
	OL20	2000031	7957-BOX		04/05/2	2021	04/05/2023			
	OL20	2000037	7957-BOX		21/01/2	2021	21/01/2023			
	OI 20	2000038	7957-ROX		22/02/	2021	22/02/2023			

8. Enter the batch/serial number that is printed on the item and enter the manufactured date. Then Close the window

	翼 В	atches (1 - pla) -	New Record					—			Х
ī	File	👻 🔆 New	🗙 Delete	On-	hand Tra	nsactions	ltem tracing	Trace	>>		2
¢	Ove	erview General	Description								
		Batch number	Item number		Manufactu	ring date	Expiration date			1	•
		•		•		•	•				
		128507	OLC022P		31/10/2021		04/01/2022				
		2010001410004	28/0/85				1///00/2020				

9. Click back on the Batch/serial number field and select your newly created batch/serial number from the list. Press Ctrl+S

Repeat steps 4-9 for every line on the purchase order that needs a batch number to be created.

	Batch number	Manufacturing date	Expiration date	
	-	•	-	
	128507	31/10/2021	04/01/2022	
	PO011008	20/07/2020	20/07/2025	
⊿ Line details				
Product dimen				
Configuration:				
Size:				
Colour:				
Style:				
Tracking dimer				
Batch number:	~	•	Statistic	~
Serial number:			Triangul	
			Triangul	
			manga	

10. Under Line details Product tab the warehouse and location where the goods are to be receipted to will be displayed. Change if the displayed warehouse and/or location is different

Repeat this step for every item on the purchase order that needs to be updated with a different warehouse or location

Product dimensions	Storage dim	ensions	Item reference					
Configuration:	Site:	PLAHAST ~	Reference type:					
Size:	Warehouse:	45 🗸	Reference number:					
Colour:	Location:	GOODSIN 🗸	Reference lot:					
Style:	Planned-ord	ler reterence	Foreign trade					
Tracking dimensions Batch number: 128507 v Serial number:	Number: Master plan:		Transaction code: v Statistics procedure: v Triangular deal: Triangular deal:					

General Setup Address Product Delivery Picking Price and discount Project Product packages Variants Foreign trade Fixed assets Financial dimensions

11. On the Navigation Ribbon click on the Purchase tab

🙀 Purchase order (1 - pla) - Purchase order: PO015615, Kingnod Group Co., Ltd, Supplier account: KINGNO

File 👻	Purchase	order	Purchase	e Mana	ige Re	eceive	Invoice	Reta	il Ge	neral		
*	6	P	٠	🗙 Delete 🔂 Cancel			From a	all ournal	Σ		l	
Purchase	From a	Edit	Request		Header	Line	Сору	lines to t	the order	from all existin	ig orders, quotatio	ns, co
order	sales order		change		view	view				template *		
N	ew		Maintair	n	Sho	w	Сору	/	View	Atta	chments	

12. Click on Confirm, this will update the purchase order with the new settings

				1.1.1.1.1.1							
File	 Purchase order 	Purchase	Manage Re	aceive Invoi	ce Retail	General					
Credit note	👫 Maintain charges 🛒 Allocate charges	VAT	Multiline discount	Prepayment	Remove prepayment	Purchase inquiry	Purchase order	Confirm Confirm	Distribute amounts View distributions	Purchase order confirmations	
Create	Charges	Tax	Calculate	Prep	bay			Generate	Accounting	Journals	

13. On the Navigation Ribbon click on Receive tab

🏄 Microsoft Dynamics AX - Plastica Limited [PLAS-AXTESTSRV: Session ID - 21] - [1 - pla] - [AX2012Live@PLAS-AXTESTSRV\MSSQLSERVER2019]

G 🕞 🔻 🔳 🕨 F	Image: A procurement and sourcing Common Purchase orders All purchase orders													
File 👻 Purchase	order Pur	chase Manage	Receive	Invoice	Retai	l Gen	eral							
Purchase From a sales order	Edit Requ	Edit in grid Edit in grid	🚰 Copy fro 🚰 Copy fro	m all m journal	∑ Totals	Sefresh	Export to Microsoft Excel	Generate from template T	Attachments	Analyse data				
New	N	Сор	у	View		List	Attachi	ments	Reporting					

14. Click on Product receipt

File 👻	Purchase	e order 🛛 Pure	chase M	anage	Receive	Invoice	Retail	General
:=]	:=			0)	Receipts list	t	
			1	1.		Product rec	eipt	
Posting	Product	Intercompany	Pro forma	Pro f	orma			
receipts list	receipt	picking list	receipts list	produc	t receipt			
		Generate	2			Journals		

15. Enter in the suppliers delivery note number, if one isn't provided enter your initials followed by today's date

Note:- this field must be unique, so if you have multiple deliveries on different purchase orders for the same supplier append a suffix to your initials and date.

🙀 Posting product receipt (1 - pla)					- 🗆	×
Parameters Other Parameters Quantity: Ordered quantity Posting:	Print options Print: A Print product receipt: ✓ Use print management destination: Print sales documents:	fter v	Select Arrange Totals VAT (b) Printer setup			
Overview Setup Lines Line details Purch	hases Fixed assets					
Vuew Derete Update Purchase order Na ✓ Product receipt PO015615 Kir	ame Product receipt					
				OK Can	cel Batch	1

16. Click on Lines

🙀 Posting product receipt (1 - pla)		
Parameters Other		Select
Parameters	Print options	Arrange
Quantity: Ordered quantity ~	Print:	After ~ Totals
Posting: 🗹	Print product receipt:	VAT (b)
	Use print management destination	
	Print sales documents:	Printer setup
Overview Setup Lines Line details Purc	hases Fixed assets	
🔆 New 🗡 Delete		
Update Purchase order Na	ame Product rece	ipt
	•	•
✓ Product receipt PO015615 Kir	ngnod Group Co., Ltd 454878	

17. Select enter lines that are not being delivered at this time and click Delete. The quantity field will display the outstanding amount for the purchase order line, adjust as necessary.

If the remaining balance will not be delivered click Close for receipt to cancel remaining balance.

🙀 Posting product receipt (1 - pla)										-	
Parameters Other Parameters Quantity: Ordered quantity Posting:	~	Print options Print: Print product re Use print mana <u>c</u> Print sales docu	ceipt: 🗹 gement destination: 🗌 ments: 🗌]	See Arr	lect ange tals T (b) er setup ►					
Overview Setup Lines Line d	etails Purcha	stock • 📷	ts Update line ▼								
Kit Purchase order	Line number	ltem number	Text	Warehouse	Batch number	Location	Quantity	Unit price	Line net	Close for r	Backorder
PO015615	1	OLC022P	4 x 5kg Blank Shock Cal-hypo	45	128507	GOODSIN	500.00	49.80	24,900.00		
									ОК	Cancel	Batch

Then Click OK to post the receipt

18. The product receipt will print to the screen

🙀 Show product rece	ipt (1)		_	
File 👻				
≪ 1 of 1)	> 🕅 🗧 🛞 💐 - 100%	Find 1	Vext	
Plastica Ltd Perimeter House Napier Road St Leonards-on-sea East Sussex TN38 9NY United Kingdom		Telephone Fax BACS / CHAPS Tax registration number Product receipt	t	
Kingnod Group C 4th Floor Jiezhon 3 Poyanghu Road Qingdao City SHANDONG PRO China	co., Ltd gyuan I VINCE	Page Purchase order Date Delivery note Internal product receipt Delivery address Plastica Ltd Perimeter House Napier Road St Leonards-on-sea East Sussex TN38 9NY United Kingdom	1 of 1 PO015615 12/01/2022 144848 PLA-015883	Pamaining
Item number	Description	Ordered Unit	Received	Remaining quantity
	Quantity : 500.00 Warehouse : 45 Location	GOODSIN		
				Close

19. If you need to print a copy go to File > Print > Print

7	Show product rece	eipt (1)						_		×
Fil	e 👻									?
	New	Ctrl+N		100%	-	Find	Next			
	Open	Ctrl+O				Telephone				
	Save	Ctrl+S				Fax				
	Delete Record	Alt+F9				Tax registration numbe	r			
	Edit		۲			Product recei	pt			
	Print		•	Print.	. Ctrl+P	1	1 of 1			
	Export to Microso	oft Excel Ctrl+T		Print	Preview	hase order	PO015615			
	Send			Page	setup	rery note	12/01/2022			
~	Edit Record	Ctrl+Shift+E		Printe	r setup	nal product receipt	t PLA-015883			
	Refresh	F5				Delivery address				
	View		•			Perimeter House				
	Tools		•			Napier Road St Leonards-on-sea				
	Command		•			East Sussex				
	Close	Alt+F4				United Kingdom				
tem	number	Description				Ordered Unit	Rece	ived	Remain qua	ing ntity
OLCO	022P	4 x 5kg Blank Sho Quantity : 500.00	ck Ca War	al-hypo rehouse : 45	Location :	500.00 Item GOODSIN	50	0.00		0.00

Receipting a Purchase order via RF Smart Web Client

1. Select Delivery from the Water Treatment menu

Home Water Treatment		
Delivery		
Transfer		
Pick & Consume WH45		
Pick & Consume WH82		
Pick & Consume Own Label		
Print Labels		
Stock Enquiry		

Note:- the purchase order receipt workflows have been designed to minimise user input, if you have multiple items on a purchase order and you want to receipt them in do different warehouse you mush repeat the following steps for each item on the purchase order

2. Select the warehouse workflow you are receipting the purchase order in to

	Home Water Treatment Delivery	
	WH45 Receipt	
	WH41 Receipt	
	WH82 Receipt	
Enter the purch	nase order number and press Enter	
	Purchase order	
	PO015616	
	Inquiry	

Press F1 or scan PO

Press	F4	to	exit
-------	----	----	------

4. Press List

3.

Note:- it is important that List button is pressed and you do not manually enter in the item number otherwise the batch/serial number will not be created

Purchase order PO015616
Item
List Review Post
Scan item or F2 to list

F4 to go back, F3 to exit

5. A List of all open purchase order lines will be displayed, click on the line you want to receipt

Back		RF-SMART		
Item number	Product name		Quantity	UOM
RCH022P	4 x 5kg Relax Shock Cal-hypo		500	Item

6. Enter the batch/serial number, then press Enter

Purchase order PO015616
Item number RCH022P 4 x 5kg Relax Shock Cal-hypo
Batch number 548785 List Review Generate Post Finished

7. Enter the Manufacturing date as indicated by the supplier, then press Enter

Purchase order

PO015616

Item number

RCH022P 4 x 5kg Relax Shock Cal-hypo

Manufacturing date

11/12/21

8. Enter the quantity to be receipted into location, then press Enter

Note:- if you are splitting the delivery in to multiple locations of warehouses it may be easier to receipt the total quantity in to warehouse 45 location GoodsIn then transfer the item to its final locations

Purchase order
PO015616
Item number
RCH022P
4 x 5kg Relax Shock Cal-hypo
Remaining quantity
500
Item
Quantity
500
Finished

9. If you need to print product labels enter the quantity here, then press Enter. If no labels are required enter 0 then press Enter

Purchase order PO015616
Item number RCH022P
4 x 5kg Relax Shock Cal-hypo Quantity 500
Item Quantity of labels
0

10. Enter the location they are being receipted to and press Enter

Purchase order
PO015616
ltem number
RCH022P
4 x 5kg Relax Shock Cal-hypo
Quantity
500
Item
Location
BAY8
Our the East
Quantity

11. If it is the only item on the purchase order or no outstanding receipts are due, then a success message will appear

Purchase order
Inquiry
Success
Press F1 or scan PO

Press F4 to exit

If you are returned to the screen as shown below, press Post to post the product receipt

Note:- if you also have the option of a Finished button this will allow you to exit the purchase order with the item line at status Registered. At this point goods are not available in AX to be used you can return to the purchase order later and then click the Post button to complete the product receipt

Purchase order PO015616
Item List Review Post
Scan item or F2 to list

F4 to go back, F3 to exit

Receipting a Purchase order via RF Smart hand held device (Gun)

1. On the Water Treatment menu select Delivery



Note:- the purchase order receipt workflows have been designed to minimise user input, if you have multiple items on a purchase order and you want to receipt them in do different warehouse you mush repeat the following steps for each item on the purchase order

- Image: Second system
 Image: Second system

 RF-SMART Menu

 7.1-Delivery

 7.1-Delivery

 7.1.2 WH41 Receipt

 7.1.3 WH82 Receipt

 7.1.3 WH82 Receipt

 Daniel.Sawyer pla
- 2. Select the warehouse workflow you are receipting the purchase order in to, then press Enter





4. Press F2 to list the open lines on the purchase order

Note:- it is important that List button is pressed and you do not manually enter in the item number otherwise the batch number will not be created



5. Select the line you want to receipt and then press Enter



6. Enter the batch number, then press Enter



7. Enter the Manufacturing date as indicated by the supplier



8. Enter the quantity to be receipted into the location, then press Enter

Note:- if you are splitting the delivery in to multiple locations of warehouses it may be easier to receipt the total quantity in to warehouse 45 location GoodsIn then transfer the item to its final locations

rfs Telnet Simulator		_		×
Menu Display				
Receiv	ve ite	ems		
Purchase	orde	r		
PO015617	1			
Item numb	ber			
PCH026				
1 Kg Cal	-Hype	o G	rar	nd
		0 0	Lai	104
Pompining		nti	+ 17	
	y quai		сy	
5000	Itel	m		
Quantity				
5000_				
				:

9. If you need to print product labels enter the quantity here, then press Enter. If no labels are required enter 0 then press Enter

rfs Telnet Si	mulator		_			×
Menu Disp	olay					
Re	eceiv	ve i	tem	ເຮ		
Purch	nase	ord	er			
PO01	5617					
Item	numb	er				
PCH()26					
1 Ko	y Cal	-Hy	po	Gı	ran	d
-	-	-	-			
Quant	ity					
5000)	I	tem	L		
Ouant	itv	of	lab	e	s	
0	1 1 1	0 1	10.0			
Ŭ –						
						.::

10. Scan the location the goods are being receipted in to



11. You will be returned to the item selection screen if there are lines with an outstanding quantity. Press F3 to post the receipt journal and exit the workflow.

If you have other items on the same purchase order to receive in to the same warehouse repeat steps 4 to 10

Note:- you can also press F4, this will allow you to exit the purchase order with the item line at status Registered. At this point goods are not available in AX to be used you can return to the purchase order later and press F3 to complete the product receipt

rfs Tel	net Simulator	_			×
Menu	Display				
	Receive	items	5		
Pur	chase or	der			
PC	015617				
Tte	m				
100					
Suc	CASS				
Suc	.0000				
Sc	an item	or F2	2 .	to	
li	st				
F4	to go b	ack,	F	3	
to	exit				
					.:

Labelling the goods with an item and batch barcode

All goods that are not delivered already labelled with item and batch barcode will need to be labelled so they can be identified and to allow transfers to be carried out via the handheld devices.

1. Under the Water Treatment menu select Print Labels option

rts Telnet Simulator	-		x
Menu Display			
RF-SMART M	enu		
7-Water Tre	atm	ent	
7.1 - *Deli	ver	V	
7.2 - *Tran	sfe	r	
7.3 - *Pick	&	Con	ຣນ5
7.4 - *Pick	۔ د	Con	s112
75 - *Pick	ي ع	Con	sul
7.6 - *Dnin	и + т		
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2. Label printing is done via a stock enquiry workflow, so we have set up predefined options to simplify the process

- a. Small Labels stock in any warehouse
- b. Small Labels stock in warehouse 40
- c. Small Labels stock in warehouse 41
- d. Large Labels stock in warehouse 45
- e. Large Labels stock in warehouse 82
- f. Mobile Printing stock in warehouse 45 prints to wifi printer
- g. Batch Label stock in any warehouse, only batch barcode on label no item barcode

Select the option you require then press Enter

Menu Display <u>RF-SMART Menu</u> 7.6-Print Labels 7.6.1 - Small 7.6.2 - Small WH45 7.6.3 - Small WH41 7.6.4 - Large WH45 7.6.5 - Large WH82
<u>RF-SMART Menu</u> 7.6-Print Labels 7.6.1 - Small 7.6.2 - Small WH45 7.6.3 - Small WH41 7.6.4 - Large WH45 7.6.5 - Large WH82
7.6-Print Labels 7.6.1 - Small 7.6.2 - Small WH45 7.6.3 - Small WH41 7.6.4 - Large WH45 7.6.5 - Large WH82
7.6.1 - Small 7.6.2 - Small WH45 7.6.3 - Small WH41 7.6.4 - Large WH45 7.6.5 - Large WH82
7.6.2 - Small WH45 7.6.3 - Small WH41 7.6.4 - Large WH45 7.6.5 - Large WH82
7.6.3 - Small WH41 7.6.4 - Large WH45 7.6.5 - Large WH82
7.6.4 - Large WH45 7.6.5 - Large WH82
7.6.5 - Large WH82
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7.6.6 - Mobile Prin
7.6.7 - Batch Number
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3. Scan or key location the goods have been receipted in to



4. Scroll down to the item you require labels for then press Enter



5. Enter number of labels required then press Enter

Your labels will then print out to the designated label printer

