## How to Receipt a delivery

#### Receipting a purchase order in AX

	ent and sourcing + Area page	[49]
Favourites	Common	^ Journals
My Favourites	Burchase and an	
	All purchase orders	Price/discount agreement journals
Procurement and sourcing	Purchase orders not sent	Deve de
Area page	Purchase orders without confirmed delivery date	Reports
Common	Purchase orders of type journal	Suppliers
<ul> <li>Purchase orders</li> </ul>	Planned purchase orders	Suppliers
All purchase orders	Planned purchase orders with order date today or overdue	Supplier base data
Purchase orders not sent		Supplier phone list
Purchase orders without conf	Delayed purchase orders	▲ Supplier requests
Purchase orders of type journ	Purchase agreements	Supplier requests
Planned purchase orders	Backorder purchase lines	Rejected supplier requests
Planned purchase orders with	Delayed receipts	▲ Categories
Delayed purchase orders	Rejected confirmation of product receipts	Categories
Purchase agreements	Not submitted purchase orders	
Backorder purchase lines	Pending purchase orders	Suppliers by category
Delayed receipts	Item Arrival	Commodity codes by category
Rejected confirmation of pro.	<ul> <li>Purchase requisitions</li> </ul>	⊿ Status
Not submitted purchase orde	All purchase requisitions	Accrued purchases
Pending purchase orders	Purchase requisitions prepared by me	Purchase agreement fulfillment
Item Arrival	Purchase requisitions requested for me	Open purchase order lines with unconfirmed delivery date
Purchase requisitions	Purchase requisitions for my direct reports	<ul> <li>Statistics</li> </ul>
Requests for quotations	Purchase requisitions for all my reports	<ul> <li>Supplier</li> </ul>
Suppliers	Purchase requisitions assigned to me	Top suppliers by YTD purchases
<ul> <li>Supplier requests</li> </ul>	Purchase requisitions assigned to my queues	Supplier/Item statistics
	Purchase requisitions not recorded	Item/Supplier statistics
Catalogues	Release approved purchase requisitions	Purchases in the past periods
Journals	Consolidation opportunities	Top 100 suppliers
Inquiries	<ul> <li>Requests for quotations</li> </ul>	Request for quotation
Reports Y	All requests for quotations	Purchase requisition statistics
Home	Open requests for quotations	<ul> <li>Purchase analysis</li> </ul>
	Sent requests for quotations	Purchase by supplier and legal entity
Purchase ledger		Purchase by vendors with diversity classification
Salas ladaas	Request for quotation replies	Purchase by country/region
Sales ledger	> Suppliers	Purchase optimisation
General ledger	Supplier requests	Purchase by procurement category and supplier diversity classification
	Catalogues	Purchase by procurement category and supplier invoice classification
Budgeting		Purchase by procurement category and supplier involce classification
1	Inquiries	
Cost accounting	. Durahasa asalasa	Purchase by procurement category over consecutive years
Fixed assets	Purchase orders	Purchase by top suppliers and supplier invoice classification
-	Open purchase order lines	Purchase by requestor per ship to country/region
Cash and bank management	Backorder purchase lines details	Distribution
	Packing material transactions	Supply performance
Travel and expense	History	Supplier delivery performance on receipt
·	Suppliers	Supplier delivery performance on product receipt - early, on time, or late
💗 🔊 🚰 😁 🖾 🦛 强 🎽	a Journals	

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

) 💬 🔻 🔳 🕨 PL	A  Procurem	ent and sourcin	g   Common   Purcha	se orders  All purchase orders						
e 👻 Purchase o	order Purcha	ise Manage	Receive Invoice	Retail General						
chase From a	Edit Request	Edit in grid	Copy from all	Totals Refresh Export to	Generate from Atta	chments Ana				
rder sales order		Cancel		Microsoft Excel		da				
New	Mair	ntain	Сору	View List	Attachment	s Repo	ting			
Favourites	× ^	🔻 All purc	hase orders (Unsaved	filter) •						PO015615 Purchase order 👻 🔿
My Favourites										
rocurement and sou	and the second se	Purchase	order Supplier accor	unt Name	Invoice account	Purchase type	Approval status	Mode of delivery	Status	
Area page	reing		✓ kingno	¥	• •	*	*	-	*	
Common		FOULANT	KINGNO	Kingnod Group Co., Ltd	KINGNO	Purchase order	Confirmed		Received	
Purchase orders		PO015572	KINGNO	Kingnod Group Co., Ltd	KINGNO	Purchase order	Confirmed		Open order	
All purchase or	lers	PO015612	KINGNO	Kingnod Group Co., Ltd	KINGNO	Purchase order	Confirmed		Open order	
Purchase orders	not sent	PO015613	KINGNO	Kingnod Group Co., Ltd	KINGNO	Purchase order	Confirmed		Open order	
Purchase orders		PO015614	KINGNO	Kingnod Group Co., Ltd	KINGNO	Purchase order	Approved		Cancelled	
Purchase orders		PO015615	KINGNO	Kingnod Group Co., Ltd	KINGNO	Purchase order	Confirmed		Open order	
Planned purcha		PO015616	KINGNO	Kingnod Group Co., Ltd	KINGNO	Purchase order	Confirmed		Open order	
Planned purcha		PO015617	KINGNO	Kingnod Group Co., Ltd	KINGNO	Purchase order	Confirmed		Open order	
Delayed purchas		PO015677	KINGNO	Kingnod Group Co., Ltd	KINGNO	Purchase order	Confirmed		Open order	
Purchase agreer		PO015706	KINGNO	Kingnod Group Co., Ltd	KINGNO	Purchase order	Confirmed		Open order	
Backorder purch	hase lines	PO015753	KINGNO	Kingnod Group Co., Ltd	KINGNO	Purchase order	Confirmed		Open order	

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

On the Navigation Ribbon Click on Edit



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

🙀 Purch	Purchase order (1 - pla) - Purchase order: P0015615, Kingnod Group Co., Ltd, Supplier account: KINGNO																			
File 👻	Purc	hase o	rder	Purchase Ma	nage F	eceive	Invoice Retai	il Gen	eral											
Purchase order	der sales order change view view template™																			
N	New Maintain Show Copy View Attachments																			
	0015615 : KINGNO - Kingnod Group Co., Ltd Purchase order header																			
Purch	ase orde	er line	s																	
<u> </u>	Add line		Add lin	es 🛛 🧠 Add prod	cts 💌	lemove	🖗 Purchase ord	ler line 🔻	👬 Financ	ials 👻 🏭 S	tock 🕶 🛛 🛓	Produc	t and s	supply 👻 🚦	🥶 Update li	ne 🔻 🔡 Kitting 🔻				
ы	it Type	L	ltem	number P	oduct nam	e			C	elivery date	Quanti	y Unit		Unit price	Discount	Discount percent	Net amount	Adjusted net amount	Receive now	
		-		<b>.</b>						-			-	*	*	<b>*</b>	*	÷	Ψ.	
		1	OLCO	22P 4	5kg Blank	Shock Ca	l-hypo		0	4/01/2022	500.0	0 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	king Price and discount Project Product packages	Variants Foreign trade Fixed asse	ts Financial dimensions

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

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

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

# 7. Click New

le	× 1	E New	🗙 Delete	Un	-hand	Transactions	ltem tracing	Trace	»	
ve	rview Ge	neral I	Description							
	Batch n	umber	ltem number		Manufa	cturing date	Expiration date			^
		*		*		-	-			
	20150914	4LBP04	28404BS		14/09/20	15	14/09/2020			
ĺ	20151121	ILBP05	28404BS		21/11/20	15	21/11/2020			
	20170608	BLBP15	28404BS		19/01/20	18	19/01/2018			
	20171113	SLBP15	28404BS		19/01/20	18	19/01/2018			
	2017112	ILBP15	28404BS		19/01/20	18	19/01/2018			
	20171122	LBP15	28404BS		19/01/20	18	19/01/2018			
	20171230	LBP15	28404BS		26/04/20	18	26/04/2018			
	20180102	LBP15	28404BS		26/04/20	18	26/04/2018			
	20151121	LBP05	28408BS		21/11/20	15	21/11/2020			
	20151123	SLBP05	28408BS		23/11/20	15	29/02/2020			
	20151211	LBP05	28408BS		11/12/20	15	11/12/2020			
	20180126	5LBP15	28408BS		12/04/20	18	12/04/2018			
	20180815	5LBP15	28408BS		24/01/20	19	24/01/2019			
	20180816	5LBP15	28408BS		24/01/20	19	24/01/2019			
	20181201	ILBP15	28408BS		24/01/20	19	24/01/2019			
	202101		28426BS		29/03/20	21	29/03/2021			
	20201204	1	28428BS		04/12/20	20	08/03/2021			
	121340		7957		13/01/20	22	13/01/2022			
	121346		7957		29/11/20	21	29/11/2021			
	OL20200	8000	7957-BOX		18/02/20	21	18/02/2023			
	OL20200	0019	7957-BOX		10/03/20	21	10/03/2023			
	OL20200	0025	7957-BOX		09/04/20	21	09/04/2023			
	OL20200	0031	7957-BOX		04/05/20	21	04/05/2023			
	OL20200	0037	7957-BOX		21/01/20	21	21/01/2023			
	OI 20200	8500	7957-ROX		22/02/20	21	22/02/2023			~

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

🙀 Ва	atches (1 - pla) - N	lew Record				_		×
File	👻 🔆 New	🗙 Delete	On-	hand Transactions	ltem tracing	Trace	» 🗉	
Ove	erview General [	Description						
	Batch number	ltem number		Manufacturing date	Expiration date			^
,	•		•	-	-			
	128507	OLC022P		31/10/2021	04/01/2022			
	2010001410004	28/0/85			1///00/2020			

9. Click back on the Batch number field and select your newly created batch 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 numbers On-	hand Reference			
	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:					
I					
Batch number:		1	Statistic	s procedure:	
Ļ	~				
Serial number:			Triangul		
			Triangul	ar deal:	

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

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: Tracking dimensions Batch number: 128507  Serial number:	Planned-ord Number: Master plan:	er reterence	Foreign trade         Transaction code:         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	Mana	ge Re	ceive	Invoice	Retail	Ger	neral		
	From a	Edit	Request	🗙 Delete 🌺 Cancel	Header	Line	From al	urnal	E order f	rom all existin	g orders, quotatio	ons, co
order sa	les order		change		view	view				template *		
New	1		Maintain		Sho	w	Сору		View	Attac	hments	

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

File 🚽	Purchase order	Purcha	se Manage Re	ceive Invoi	ce Retail	General					
Credit note	👫 Maintain charges 🛒 Allocate charges	VAT	😹 Multiline discount <u> T</u> otal discount	Prepayment	Remove prepayment	Purchase inquiry	Purchase order	Pro forma purchase order	Distribute amounts View distributions		hase order firmations
Create	Charges	Tax	Calculate	Prep	ay			Generate	Accounting	Journa	ls

#### 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 🖓 🔻 🔳 🕨 P	Common > Purchase orders > All purchase orders												
File 👻 Purchase	order Purchase	Manage	Receive	Invoice	Retai	l Ger	ieral						
1		<b>Edit in grid</b>	Copy fro		Σ	<b>43</b>	X						
Purchase From a order sales order	Edit Request change	🙀 Cancel			Totals	Refresh	Export to Microsoft Excel	Generate from template <b>*</b>	Attachments	Analyse data			
New	New Maintain		Сору		View		List	Attachi	ments	Reporting			

#### 14. Click on Product receipt



# 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)				- 🗆 X
Parameters Other Parameters Quantity: Ordered quantity Posting:	Use print management destination:	After > Ø	Select Arrange Totals VAT (b) Printer setup	
	urchases Fixed assets			
· · ·	Name Product recei			
				OK Cancel Batch

#### 16. Click on Lines

7	Posting	product	receipt	(1 -	· pla)	
---	---------	---------	---------	------	--------	--

Parameters     Print options       Quantity:     Ordered quantity     Print:     After        Posting:     Image: Comparison of the print product receipt:     Image: Comparison of the print product receipt:     Image: Comparison of the print product receipt:       Print product receipt:     Image: Comparison of the print print product receipt:     Image: Comparison of the print p	Arrange Totals VAT (b) Printer setup
Posting:  Print product receipt:  Use print management destination:  Print sales documents:	VAT (b)
Use print management destination:  Print sales documents:	
Print sales documents:	
	Printer setup 🕨
Overview Setup Lines Line details Purchases Fixed assets	
Update         Purchase order         Name         Product receipt	
· · · · · · · · · · · · · · · · · · ·	
✓ Product receipt PO015615 Kingnod 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.

Then Click OK to post the receipt

Posting	product receipt (	1 - pla	a)									-		×
Paramete	rs Other						Se	elect						
Paramet	ers			Print options			Arr	ange						
Quantity:	Ordered quantit	у	~	Print:	After 🗸	]	Тс	otals						
Posting:	$\checkmark$			Print product re	ceipt: 🗹		VA	T (b)						
					gement destination: 🗌			er setup 🕨						
				Print sales docu	ments:		Plint	er setup						
Overview	Setup Lines	Line	e details Purch	ases Fixed asse	ts									
🗙 De	lete 🛛 🖗 Purch	hase c	order line 🔻 🛛 🛔	Stock 🔻 🛛 🧱	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			4
											OK	Cancel	Batc	n
														÷

# 18. The product receipt will print to the screen

	receipt (1)		_		
File 👻					
<ul> <li>4 4 1 of</li> </ul>	1 🕨 🕅 🍬 🛞 🖳 - 🛛 100%	- Find ∣ I	Next		
lastica Ltd erimeter House lapier Road t Leonards-on-sea		Telephone Fax BACS / CHAPS Tax registration number			
ast Sussex N38 9NY nited Kingdom		Product receip	t		
		Page	1 of 1		
		Purchase order	PO015615		
		Date	12/01/2022		
		Delivery note	144848		
Kingnod Gro 4th Floor Jie		Internal product receipt	PLA-015883		
3 Poyanghu		Delivery address			
Qingdao Cit		Plastica Ltd			
SHANDONG China	PROVINCE	Perimeter House Napier Road			
		St Leonards-on-sea			
		East Sussex			
		TN38 9NY			
		United Kingdom			
				Remaining	
em number	Description	Ordered Unit	Received		
em number DLC022P	<b>Description</b> 4 x 5kg Blank Shock Cal-hypo Quantity : 500.00 Warehouse : 45 Loca	500.00 Item	Received 500.00	quantit 0.0	
	4 x 5kg Blank Shock Cal-hypo	500.00 Item		quanti	

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

7	Show product recei	ipt (1)					_		×
Fil	e 🔻								
	New	Ctrl+N	100%	-	Find	Next			
	Open	Ctrl+O			Telephone				
	Save	Ctrl+S			Fax BACS / CHAPS				
	Delete Record	Alt+F9			Tax registration number				
	Edit	I			Product receip	ot			
	Print	l	Print	Ctrl+P	2	1 of 1			
	Export to Microso	ft Excel Ctrl+T	Print Pr	eview	hase order	PO015615			
	Send		Page se	tup	ery note	12/01/2022 144848			
~	Edit Record	Ctrl+Shift+E	Printer	setup	mal product receipt	PLA-015883			
	Refresh	F5			Delivery address				
	View				Plastica Ltd Perimeter House				
	Tools				Napier Road				
	Command				St Leonards-on-sea East Sussex				
	Close	Alt+F4			TN38 9NY United Kingdom				
					-	_			aining
tem	number	Description			Ordered Unit	Rec	ceived	qu	Jantity
OLCO	022P	4 x 5kg Blank Shoch Quantity : 500.00 V		ocation :	500.00 Item GOODSIN	9	500.00		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 Labe
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	$\geq$
WH45 Receipt	
WH41 Receipt	
WH82 Receipt	

3. Enter the purchase order number and press Enter

Purchase order
PO015616
Inquiry
Press F1 or scan PO
Press F4 to exit

4. Press List

*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* 

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 hate	h number, then press Enter		
0.				
		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
500

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

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

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

Purchase order
PO015616
Item number
RCH022P
4 x 5kg Relax Shock Cal-hypo
Quantity
500
Item
Location
BAY8
Quantity Empty

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

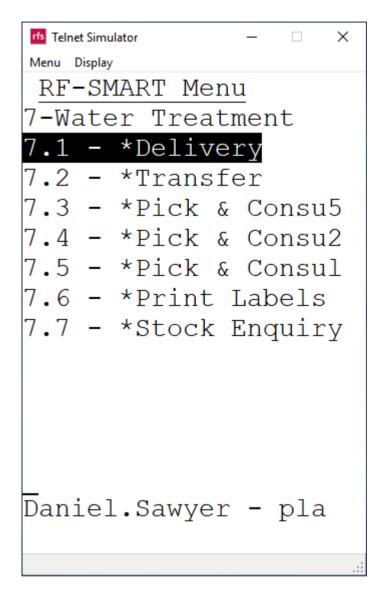
Purchase order
PO015616
Item
List Review Post

Scan item or F2 to list

F4 to go back, F3 to exit

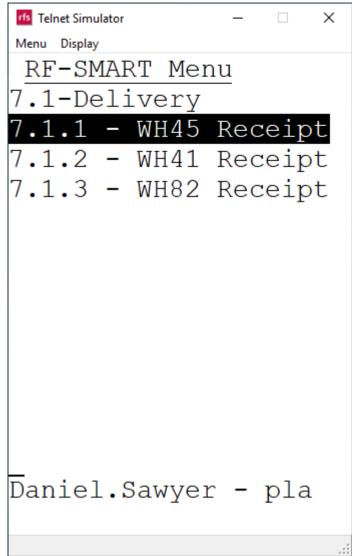
Receipting a Purchase order via RF Smart hand held device (Gun)

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

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



3. Enter the purchase order number then press Enter

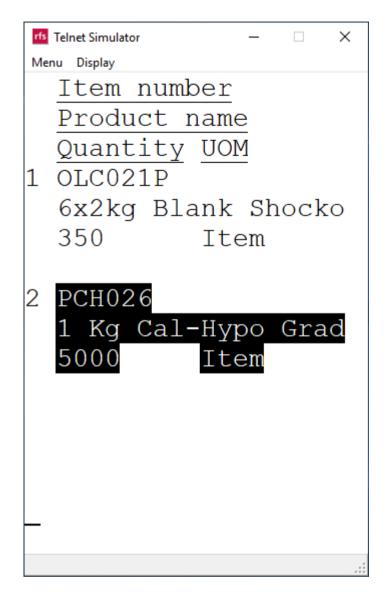
rfs Telnet Simulat	or		—		$\times$
Menu Display					
Rece	eive	e it	cems		
Purchas	se d	orde	er		
P0015					
	_	_			
Invalio	l BI		n		
Press	F1	or	scai	n P	0
Press	F4	to	exi	t	

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* 

rfs Telnet Simulator Х \_ Menu Display Receive items Purchase order PO015617 Item Scan item or F2 to list F4 to go back, F3 to exit

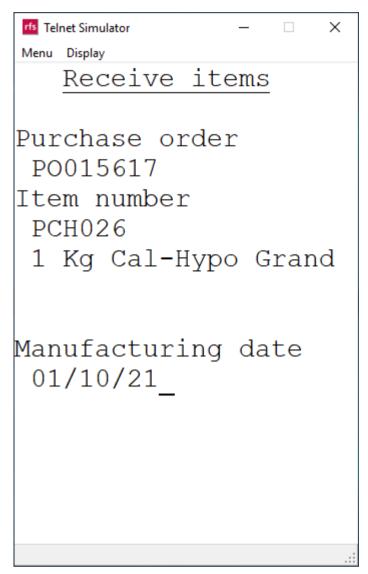
5. Select the line you want to receipt and then press Enter



6. Enter the batch number, then press Enter

```
Menu Display
<u>Receive items</u>
Purchase order
PO015617
Item number
PCH026
1 Kg Cal-Hypo Grand
Batch number
458878_
```

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 Te	Inet Simulator		_		×
Menu	Display				
	Receive	e ite	ms		
Pur	chase d	order			
PC	015617				
Ite	em numbe	er			
PC	CH026				
1	Kg Cal-	-Нуро	G	rar	nd
	2				
Rem	aining	guan	ti	tv	
	00	Item	-	-1	
Oua	Intity				
	000				
	_				
					.::

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 Telne	et Simulator		_		$\times$
Menu [	Display				
I	Receive	e ite	ems		
Purc	chase c	orde	r		
PO	015617				
Iter	n numbe	er			
PCH	1026				
1 1	Kg Cal-	-Hype	эG	rar	nd
Quar	ntity				
500	00	Ite	эm		
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10. Scan the location the goods are being receipted in to

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Telnet Simulator – – ×

Menu Display

<u>Receive items</u>

Purchase order

PO015617

Item number

PCH026

1 Kg Cal-Hypo Grand

Quantity

5000 Item

Location

CONT12_
```

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

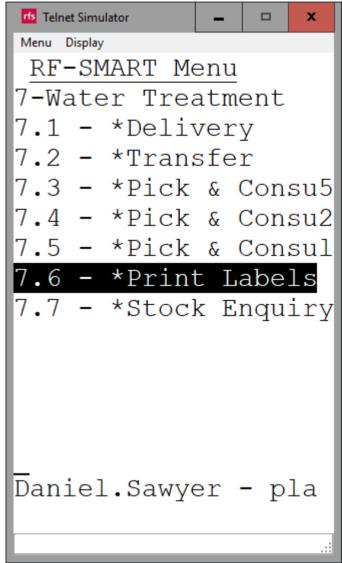
Note:- you can also press F4, this will allow you to exit the purchase order with the item line at status Registered. At this point goods are not available in AX to be used you can return to the purchase order later and press F3 to complete the product receipt

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Menu	Display			
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tc	) 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



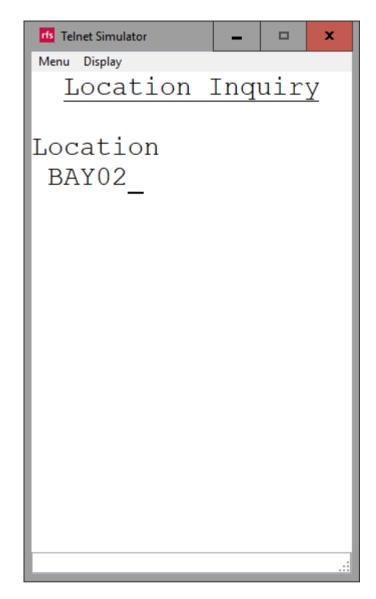
2. Label printing is done via a stock enquiry workflow, so we have set up predefined options to simplify the process

- 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

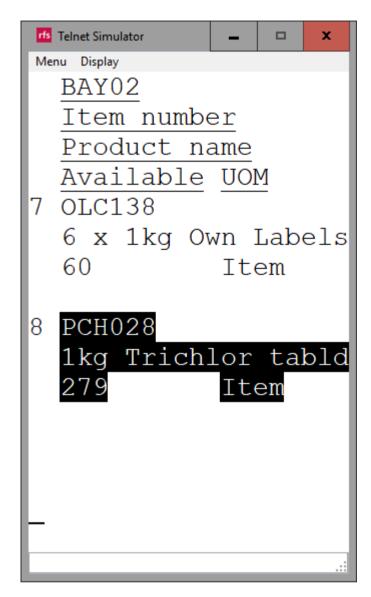
Select the option you require then press Enter

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Menu Display				
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7.6.3	- Sr	nall	WH4	1
7.6.4	- La	arge	WH4	5
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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

