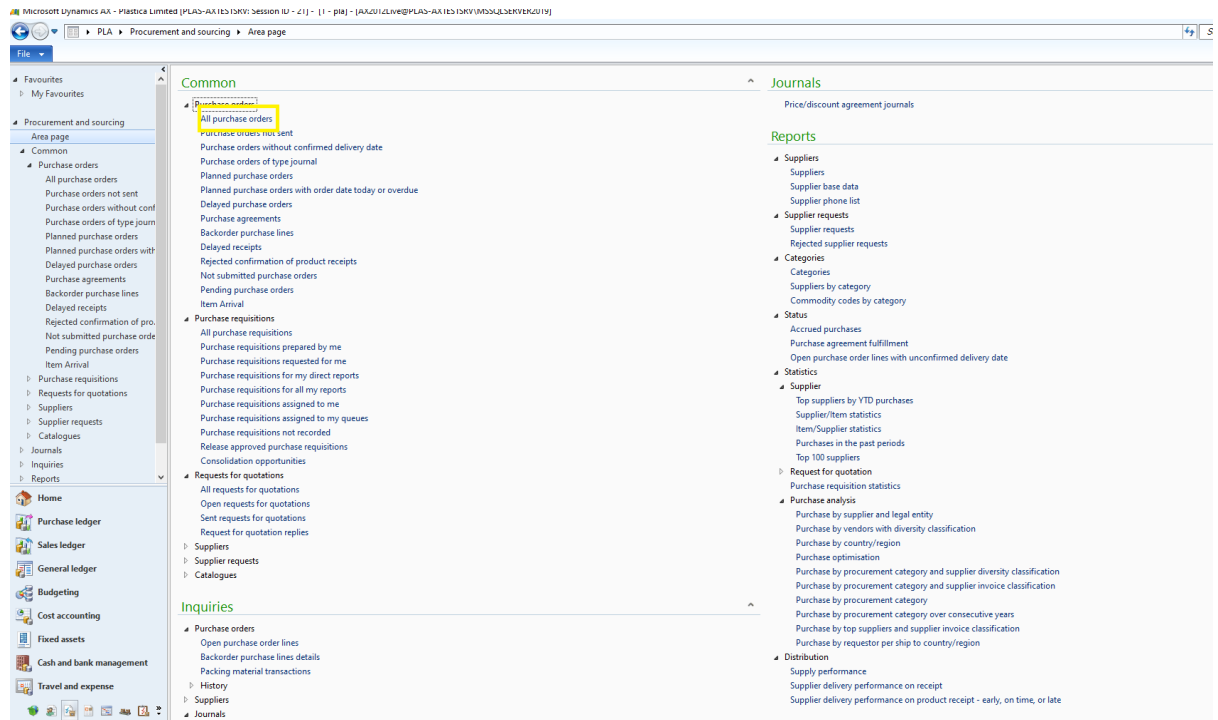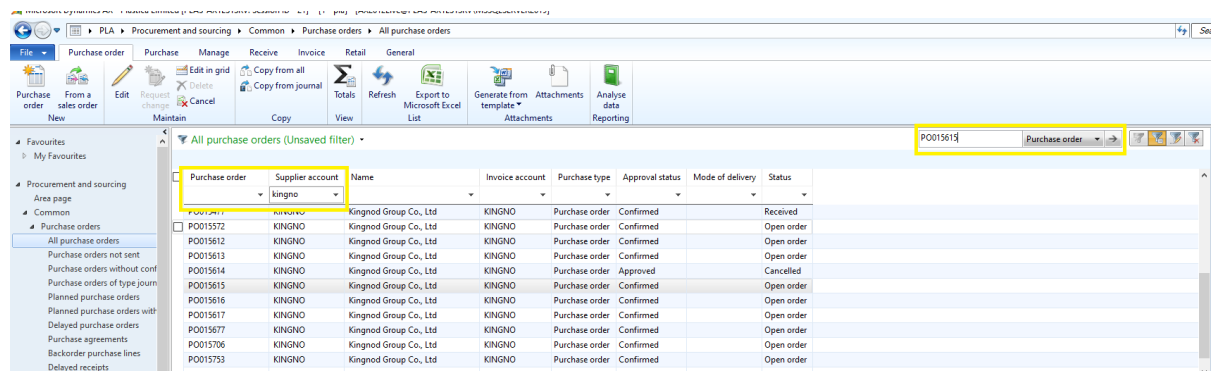**How to Receipt a delivery**

Receipting a purchase order in AX

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

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
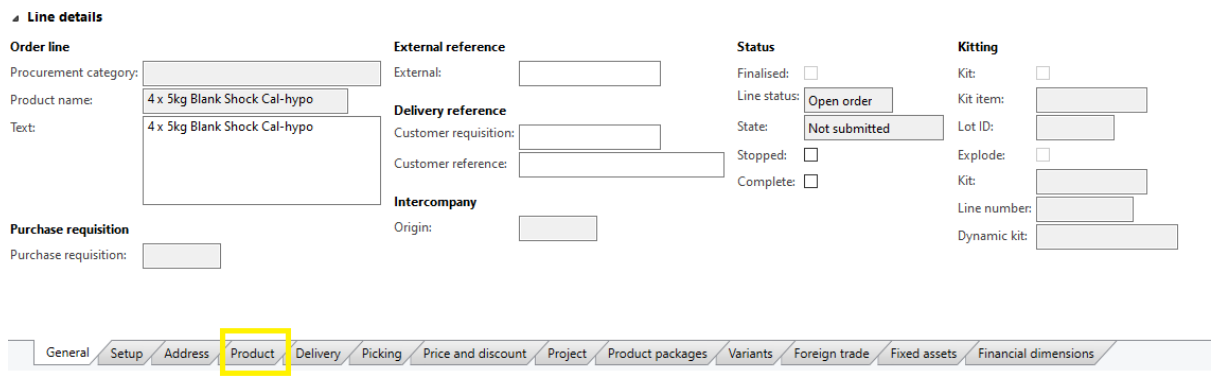
	On the Navigation Ribbon Click on Edit
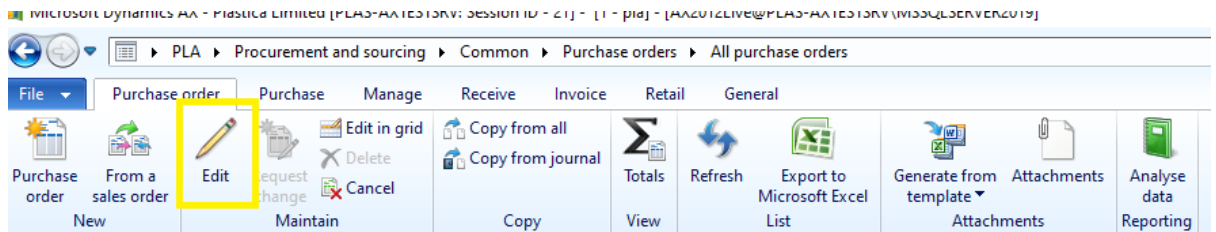
4.	Click on the line where you need to create the item batch number
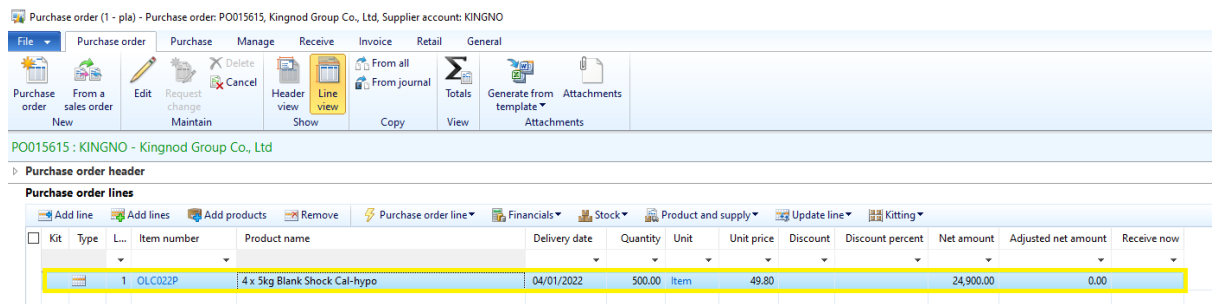
5.	Now at the bottom of the window under Line details click on the Product tab

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

7.   Click New

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

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.

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

11.   On the Navigation Ribbon click on the Purchase tab
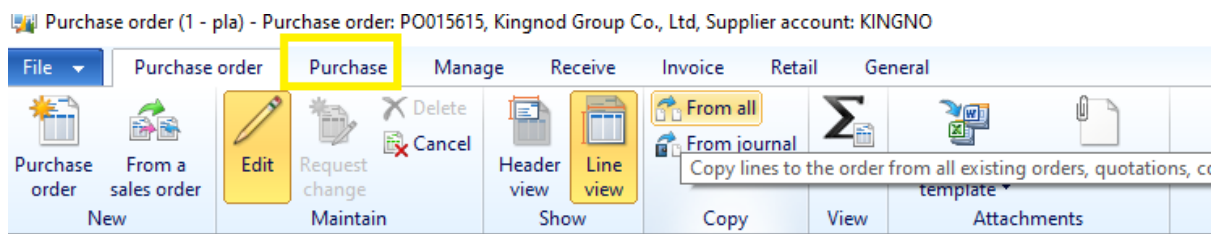
12.   Click on Confirm, this will update the purchase order with the new settings
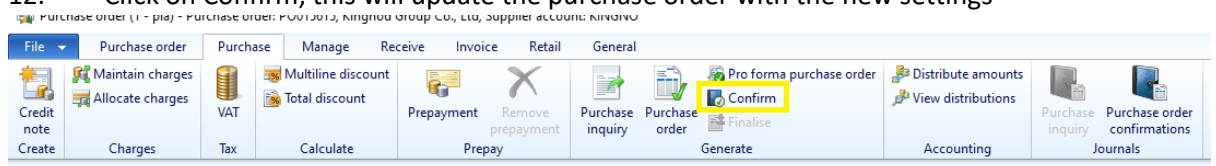
13.   On the Navigation Ribbon click on Receive tab
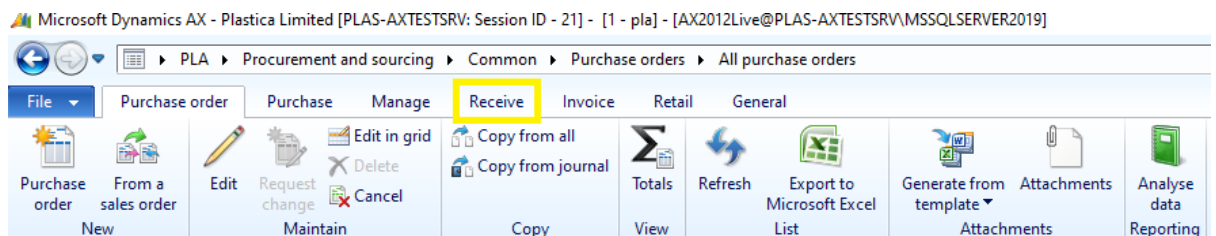
14.   Click on Product receipt
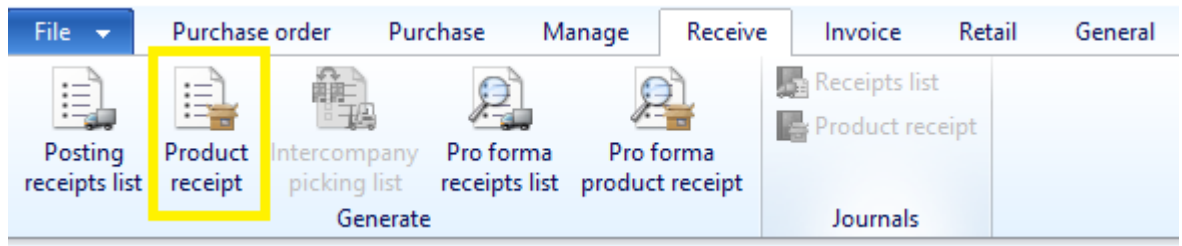
15.   Enter in the suppliers delivery note number, if one isn't provided enter your initials followed by today's date

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.

16.   Click on Lines

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

18. The product receipt will print to the screen

Show product receipt (1)

File

| ◄ | 1 | of 1 | ► | ►| | ← | ⊗ | 🔚 ▾ | 100% | ▾ | | Find | Next |

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

Page	1 of 1
Purchase order	PO015615
Date	12/01/2022
Delivery note	144848
Internal product receipt	PLA-015883

Kingnod Group Co., Ltd
4th Floor Jiezhongyuan
3 Poyanghu Road
Qingdao City
SHANDONG PROVINCE
China

Delivery address
Plastica Ltd
Perimeter House
Napier Road
St Leonards-on-sea
East Sussex
TN38 9NY
United Kingdom

Item number	Description	Ordered	Unit	Received	Remaining quantity
OLC022P	4 x 5kg Blank Shock Cal-hypo	500.00	Item	500.00	0.00
	Quantity : 500.00 Warehouse : 45 Location : GOODSIN				

Close

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

Receipting a Purchase order via RF Smart Web Client

1.   Select Delivery from the Water Treatment menu

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

3.   Enter the purchase order number and press Enter

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 batch 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

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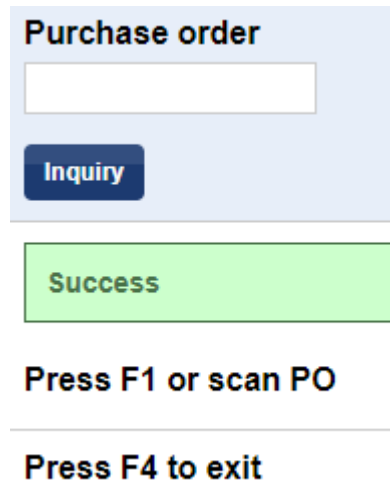
Quantity
500
Item

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
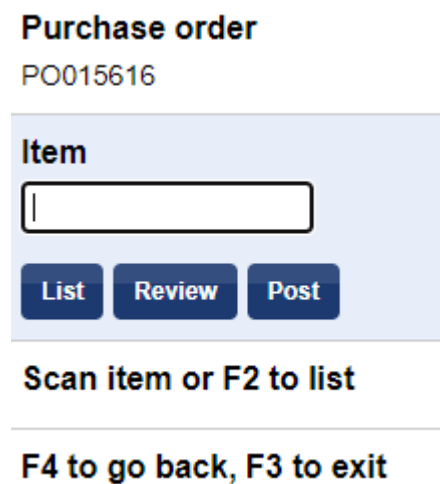
Success

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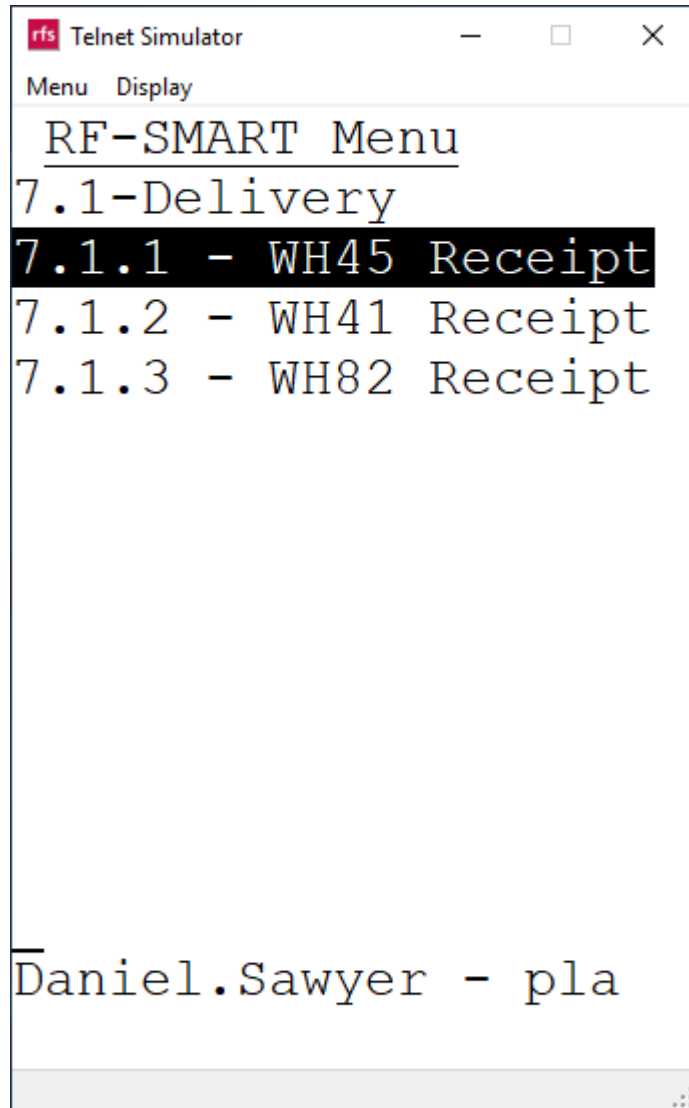
Receipting a Purchase order via RF Smart hand held device (Gun)

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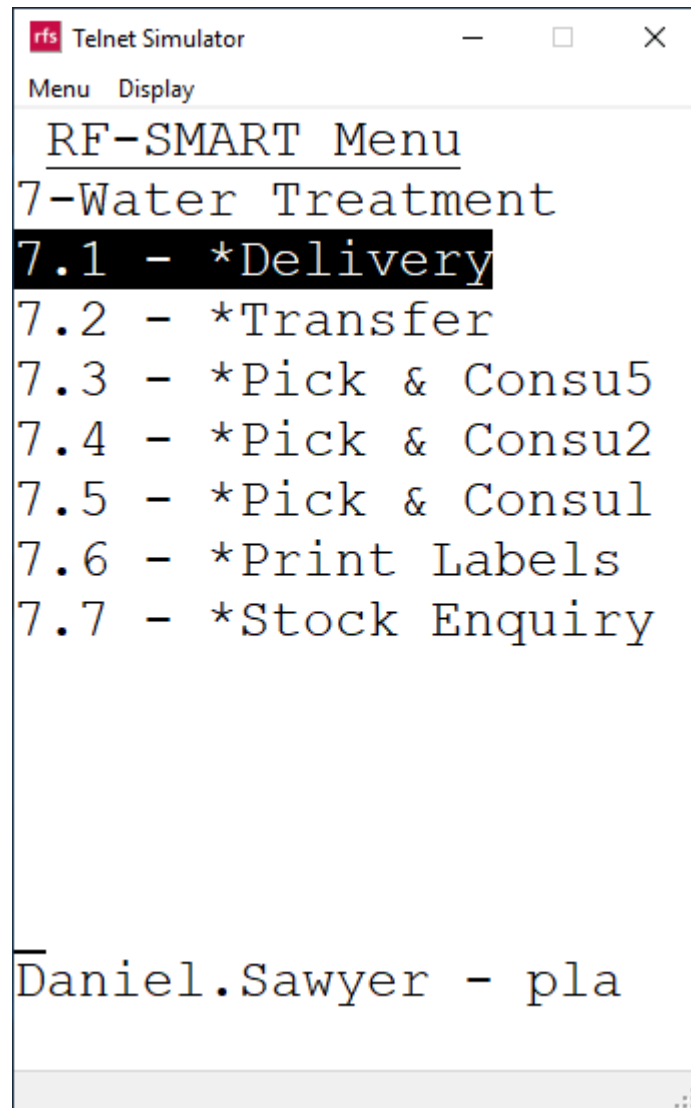
Note:- the purchase order receipt workflows have been designed to minimise user input, if you have multiple items on a purchase order and you want to receipt them in do different warehouse you mush repeat the following steps for each item on the purchase order

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 Simulator          —    □    ✕
Menu   Display

    Receive items


Purchase order
 PO015617_
Invalid Button






    Press F1 or scan PO
    Press F4 to exit

```
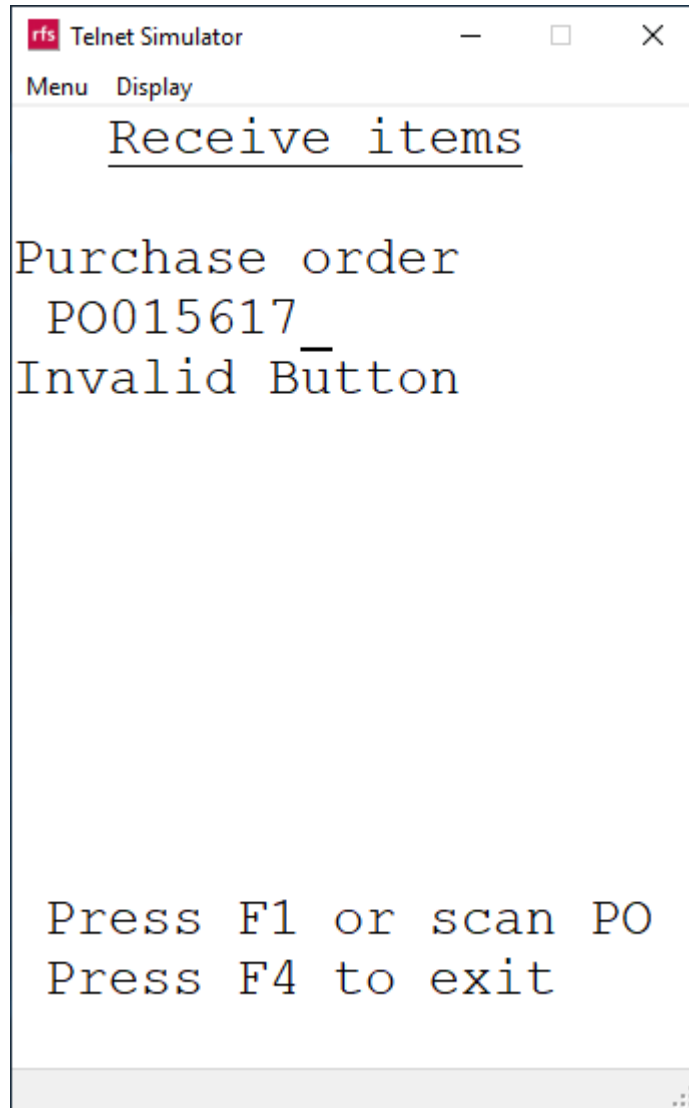
4.   Press F2 to list the open lines on the purchase order
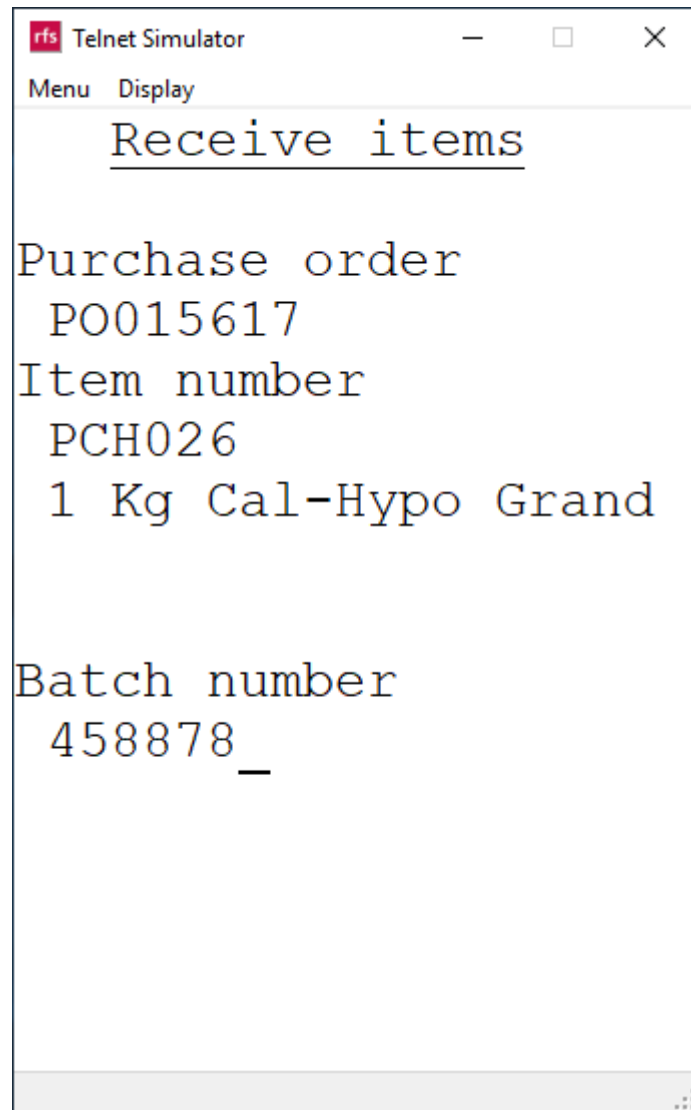
Note:- it is important that List button is pressed and you do not manually enter in the item number otherwise the batch number will not be created
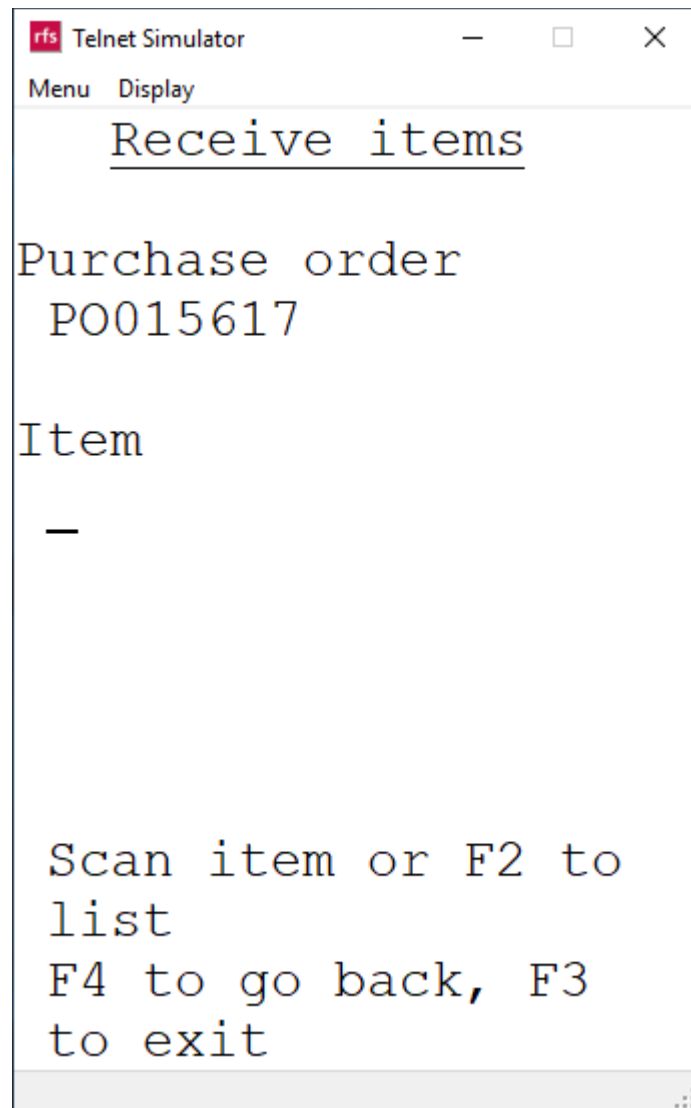
5. Select the line you want to receipt and then press Enter
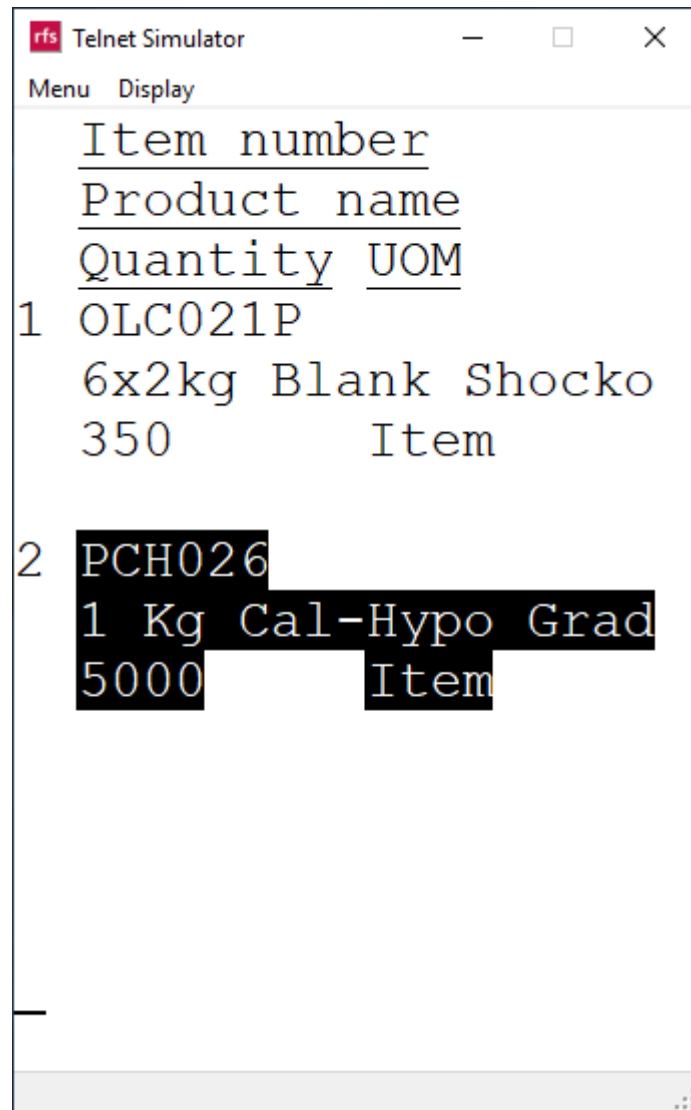
6.   Enter the batch number, then press Enter
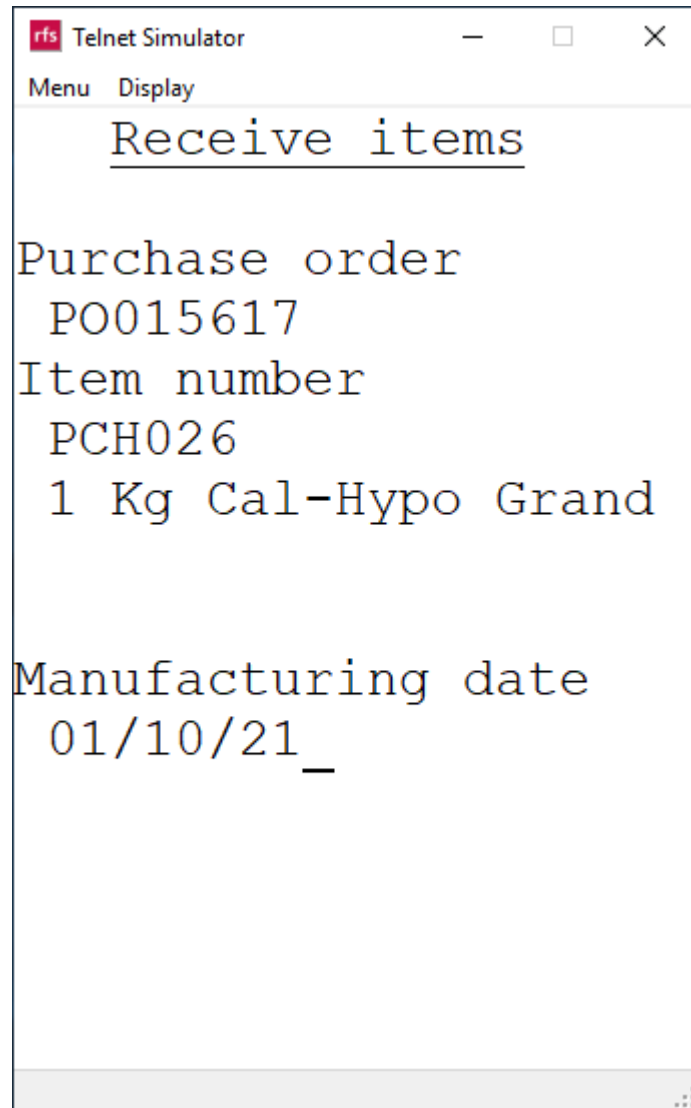

```
rfs  Telnet Simulator        —    □    ✕
Menu   Display
       Receive items


Purchase order
 PO015617
Item number
 PCH026
 1 Kg Cal-Hypo Grand


Batch number
 458878_
```

7.   Enter the Manufacturing date as indicated by the supplier
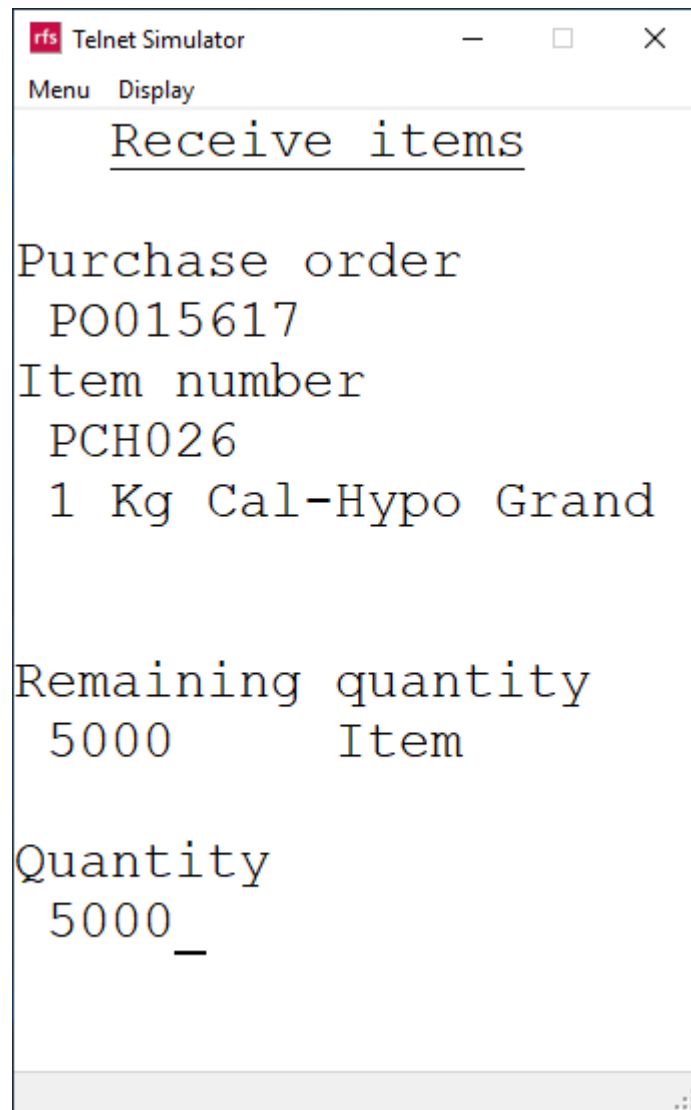
8.   Enter the quantity to be receipted into the location, then press Enter

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
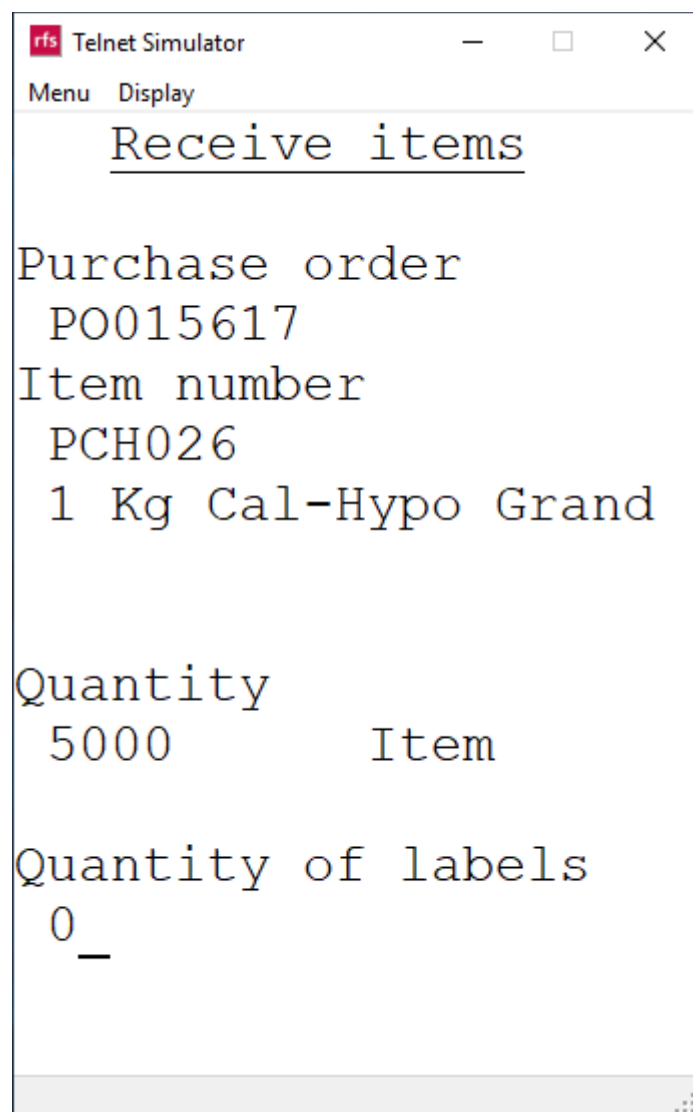
```
rfs  Telnet Simulator          —   □   ✕
Menu   Display
      Receive items


Purchase order
  PO015617
Item number
  PCH026
  1 Kg Cal-Hypo Grand



Remaining quantity
  5000       Item

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 Simulator          —    □    ✕
Menu   Display
        Receive items


Purchase order
  PO015617
Item number
  PCH026
  1 Kg Cal-Hypo Grand


Quantity
  5000          Item


Quantity of labels
  0_
```

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

```
rfs  Telnet Simulator        —    □    ✕

Menu   Display

      Receive items


Purchase order
 PO015617
Item number
 PCH026
 1 Kg Cal-Hypo Grand



Quantity
 5000        Item


Location
 CONT12_
```
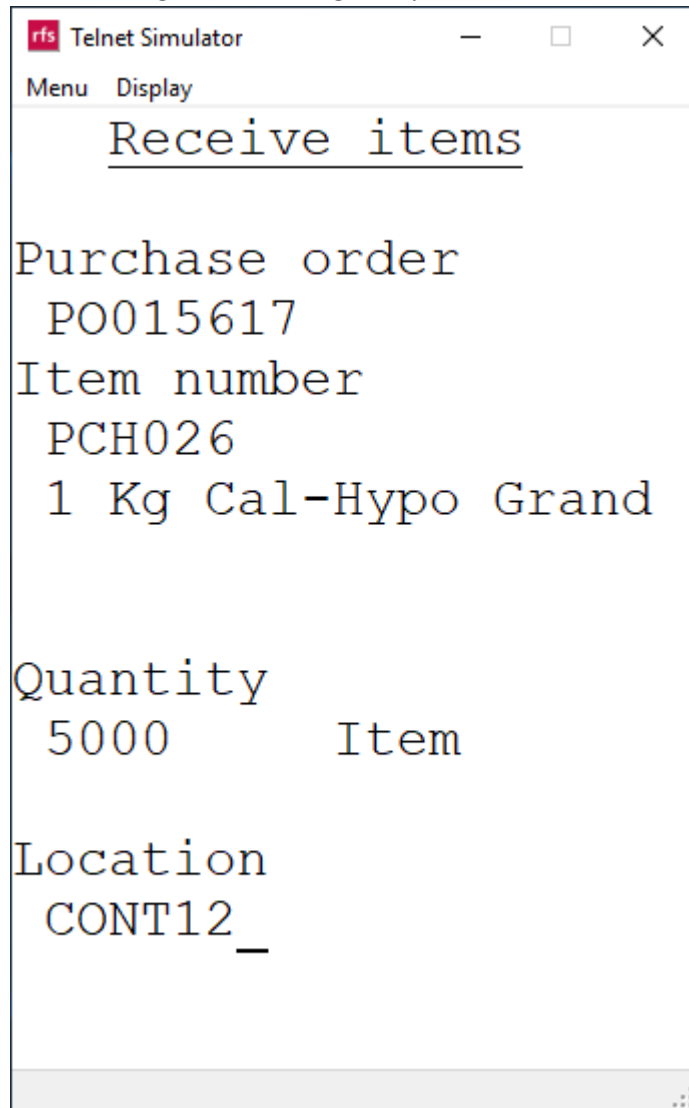
11. You will be returned to the item selection screen if there are lines with an outstanding quantity. Press F3 to post the receipt journal and exit the workflow.

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

```
rfs Telnet Simulator        —    □    ✕
Menu   Display
      Receive items

Purchase order
 PO015617

Item

_
Success




Scan item or F2 to
list
F4 to go back, F3
to exit
```
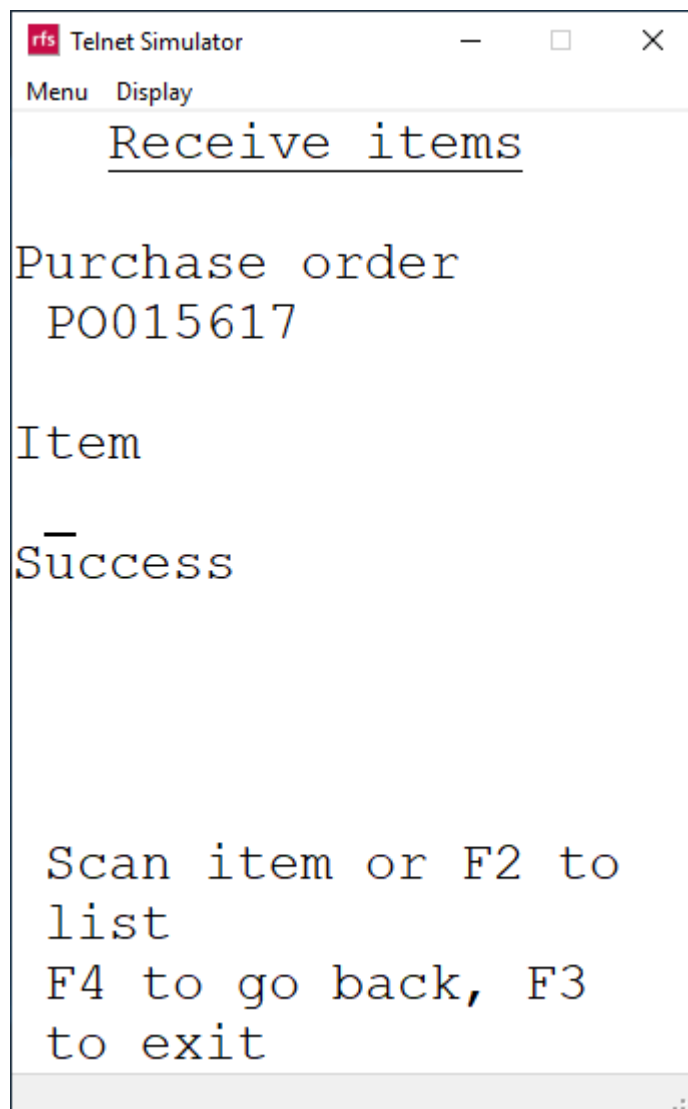
Labelling the goods with an item and batch barcode

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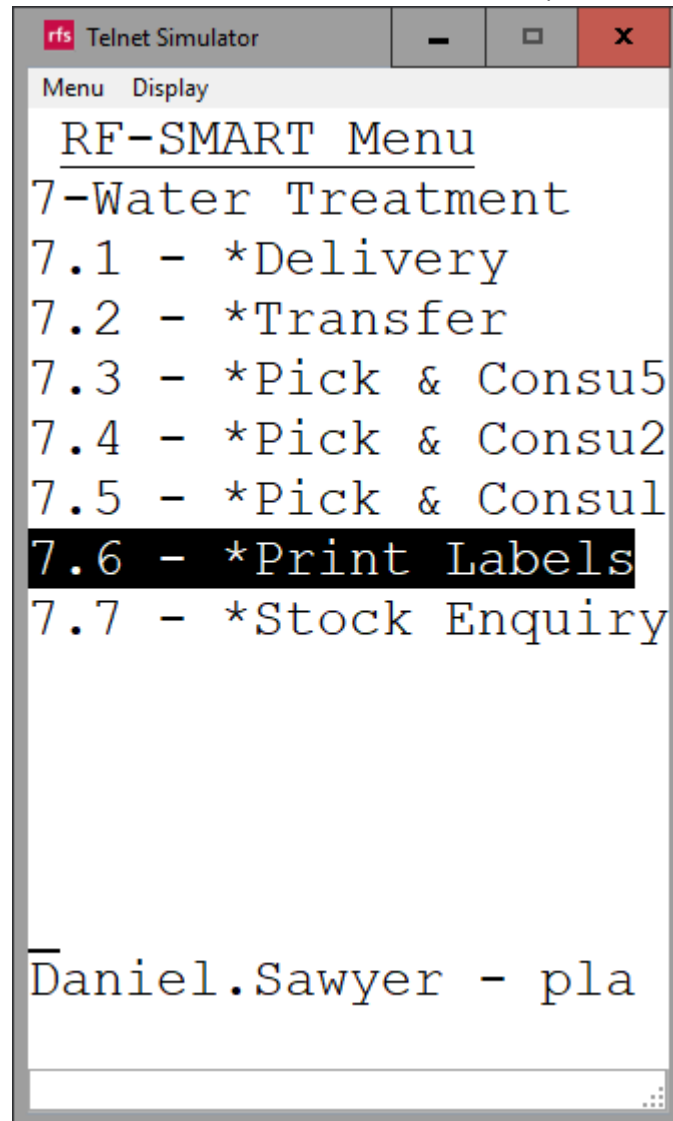
2.   Label printing is done via a stock enquiry workflow, so we have set up predefined options to simplify the process

   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
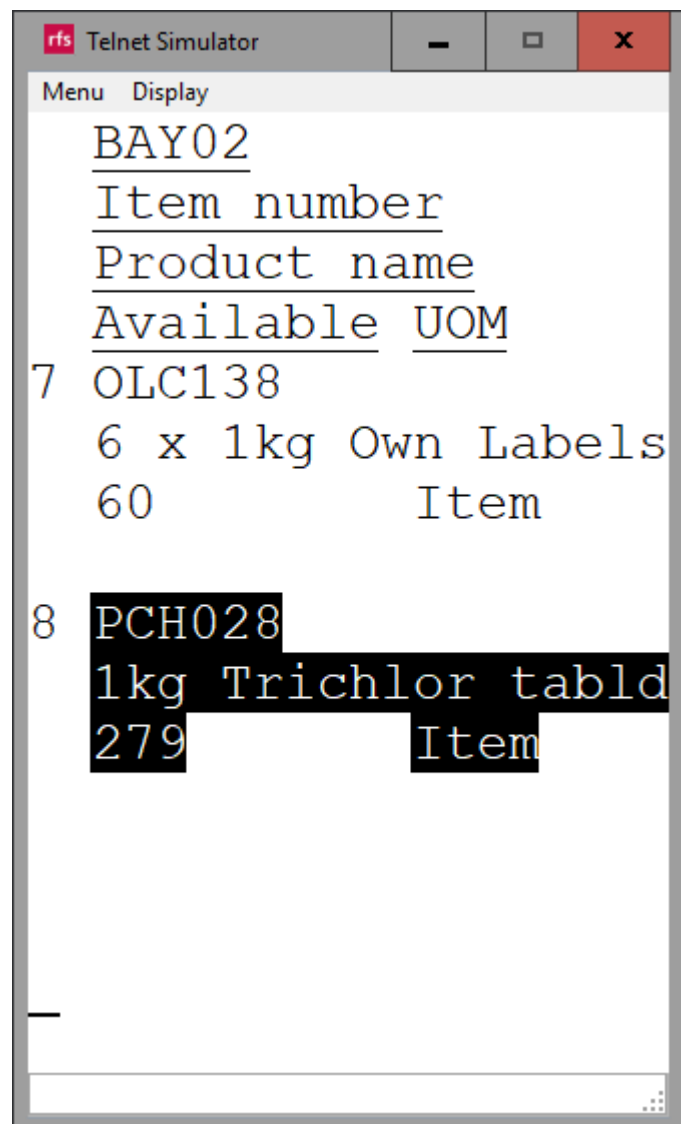
Select the option you require then press Enter
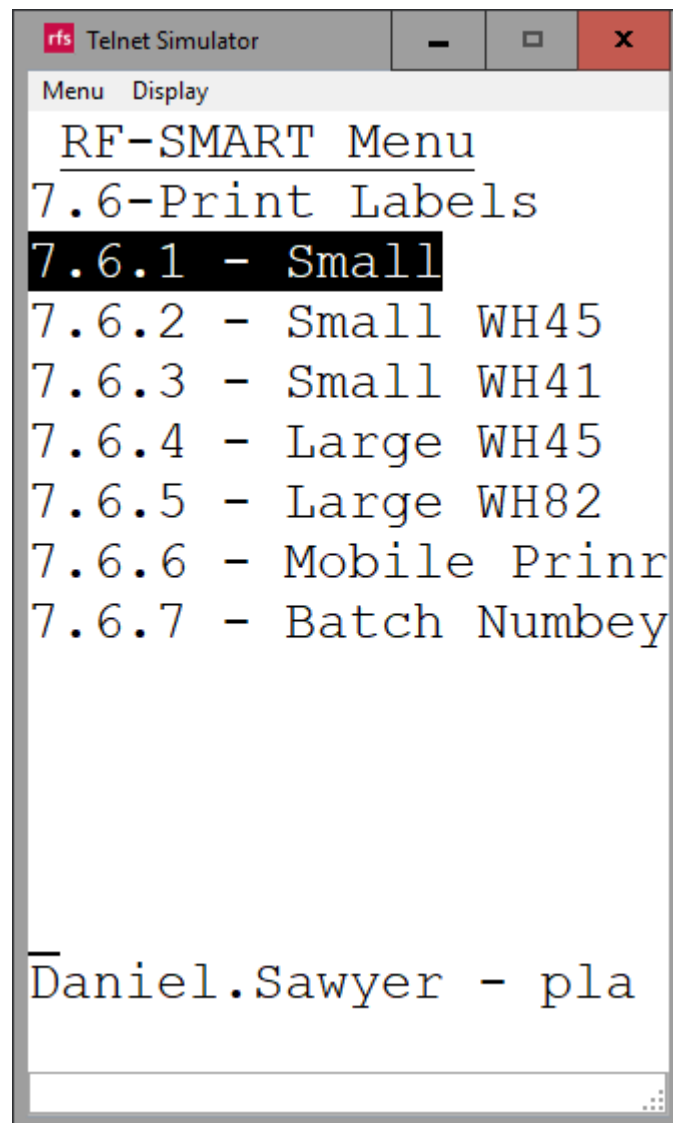
3.   Scan or key location the goods have been receipted in to
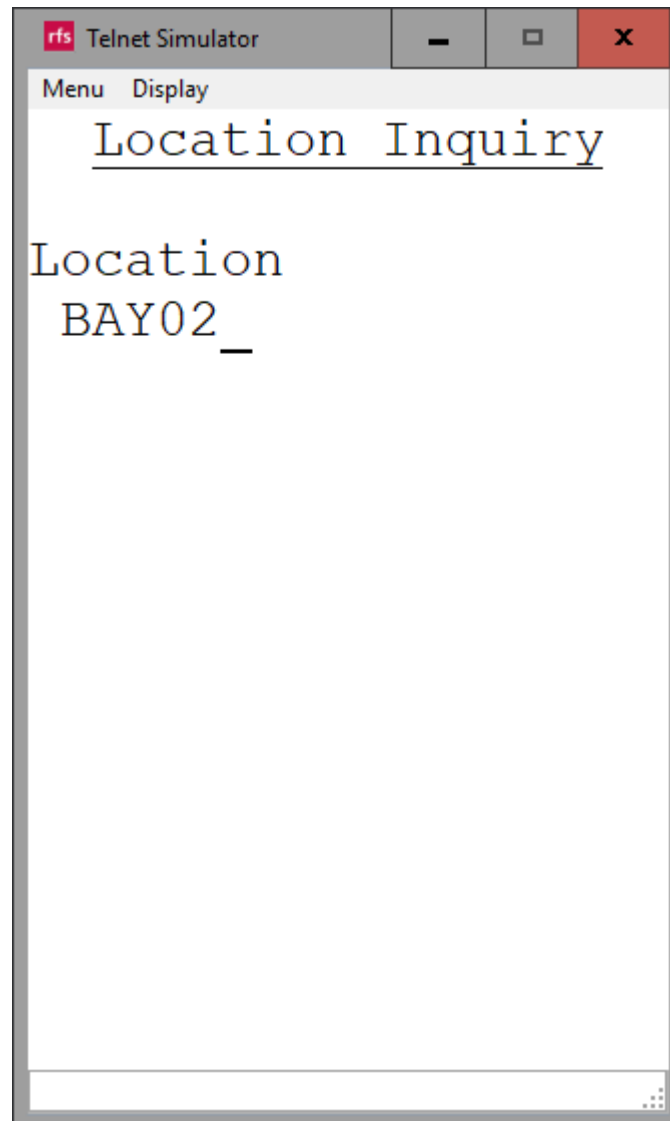
4.   Scroll down to the item you require labels for then press Enter

5.   Enter number of labels required then press Enter

Your labels will then print out to the designated label printer