

Receiving Process Differences Based on Type

The receiving and accepting steps for Parts (warehouse inventory items) and for Services occur entirely within the Manage Purchase Order Receipts screen. The process for Goods requires a two-step process based on Goods being flagged as QC Inspection required. This designation is made during the requisition process. As a result, for Goods, Manage Purchase Receipts will be for receiving only, and Manage Quality Control Inspections will be for accepting (or rejecting) the received Goods.

Manage Purchase Order Receipts

The receiving clerk at each site, and the Green Bank and VLA Warehouse staff, should use this screen to enter receipt information about items received against an existing purchase order (PO). The Buyers will send POs to each Ship ID delivery location when the POs are placed, but please contact the Buyers with any questions about deliveries that can't be easily identified with those POs. The procedure below represents a typical receipt without any rejections.

Materials→Receiving→Receiving→Manage Purchase Order Receipts

Manage Purchase Order Receipts

New Copy Delete Attach 1 of 1 New Table Find Query

Identification
Warehouse: OTH PO Receipt ID: Date: 11/19/2024 Traveler: By Line Material Handler: 6125058

PO Information
PO *: PO-0000011 Rise: Change PO: 0 Type: Purchase Order Trans Currency: USD Vendor: POCAHONTAS COUNT
Buyer: GBBUYER1 Kelsey Brooks Organization: 1.20.ADM.CAP.1 Subcontract:
RMA:

Receiving Information
Packing Slip No: Default Receiving Location: Notes:
Offsite Receiver: Default Rejection Location:
Total Received Amt: 0.00 ☐ Save Receipt Lines with Zero Received Qty/Amt Autoload

PO Receipt Lines
New Copy Delete 1 of 1 New Table Query
PO Ln *: 1 Item: GOODS safety masks
Receipt Ln: 1 Part Security: N/A Part Status: Delivery Schedule Exists

Receipt Details Rejections PO Line Details PO Line Notes



Quantities (PO U/M)
PO U/M: EA
Received Qty: 0
Accepted Qty: 0
Order Qty: 200
Total PO Line Recvd Qty: 0
Open Qty: 200

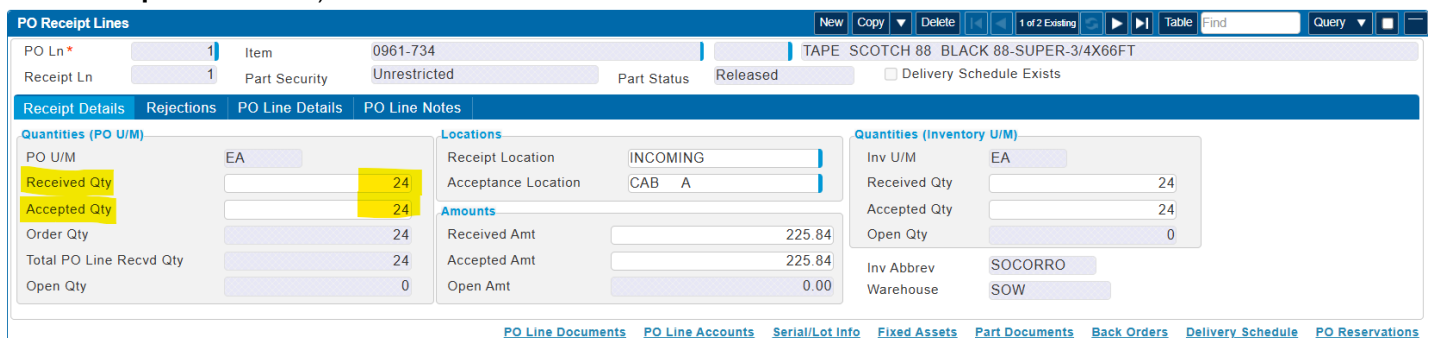
Locations
Receipt Location: Acceptance Location:
Amounts
Received Amt: 0.00
Accepted Amt:
Open Amt: 1,000.00

Quantities (Inventory U/M)
Inv U/M:
Received Qty: 0
Accepted Qty: 0
Open Qty: 0
Inv Abbrev:
Warehouse:

PO Line Documents PO Line Accounts Serial/Lot Info Fixed Assets Part Documents Back Orders Delivery Schedule PO Reservations

1. If this is an inventory receipt, select a warehouse (GBW or SOW). If this is a receipt for a subcontract PO, leave the warehouse field blank. For any other type of receipt, select OTH.
2. The PO Receipt ID field will be auto-populated after the receipt is saved, so leave it blank for now.
3. Select the transaction date. This transaction can be back-dated if required.

4. Select the traveler type, or leave as is. This determines the format for the traveler report that may be printed after the receipt is saved. The choices are By Receipt or By Line.
5. Material Handler will fill in automatically. This is to identify who entered the receipt, not necessarily who reviews and accepts the received quantities.
6. Enter the Purchase Order number. Note: Purchase Order lines to be received must be in Open status.
7. Enter a packing slip number, if required.
8. Click the  button to load all of the purchase order lines.
9. At this point, click  to **save the record and create the PO Receipt ID number**. (This is especially important for Goods receipts in order to provide the information within the notification email.)
10. Enter the quantity received in the Received Qty field
11. Enter the quantity accepted in the Accepted Qty field (**unless it's receipt of Goods marked with QC Inspection "Yes"**).



12. Click Attach to attach any documentation acquired as the basis of your acceptance of the receipt, such as the email approval from the end user or a scan of a signed Purchase Order or other acceptance document (required for Services, optional for other types), plus any other relevant documentation such as a packing slip. Each document to be attached in Costpoint should have its own unique file name. It should be named:

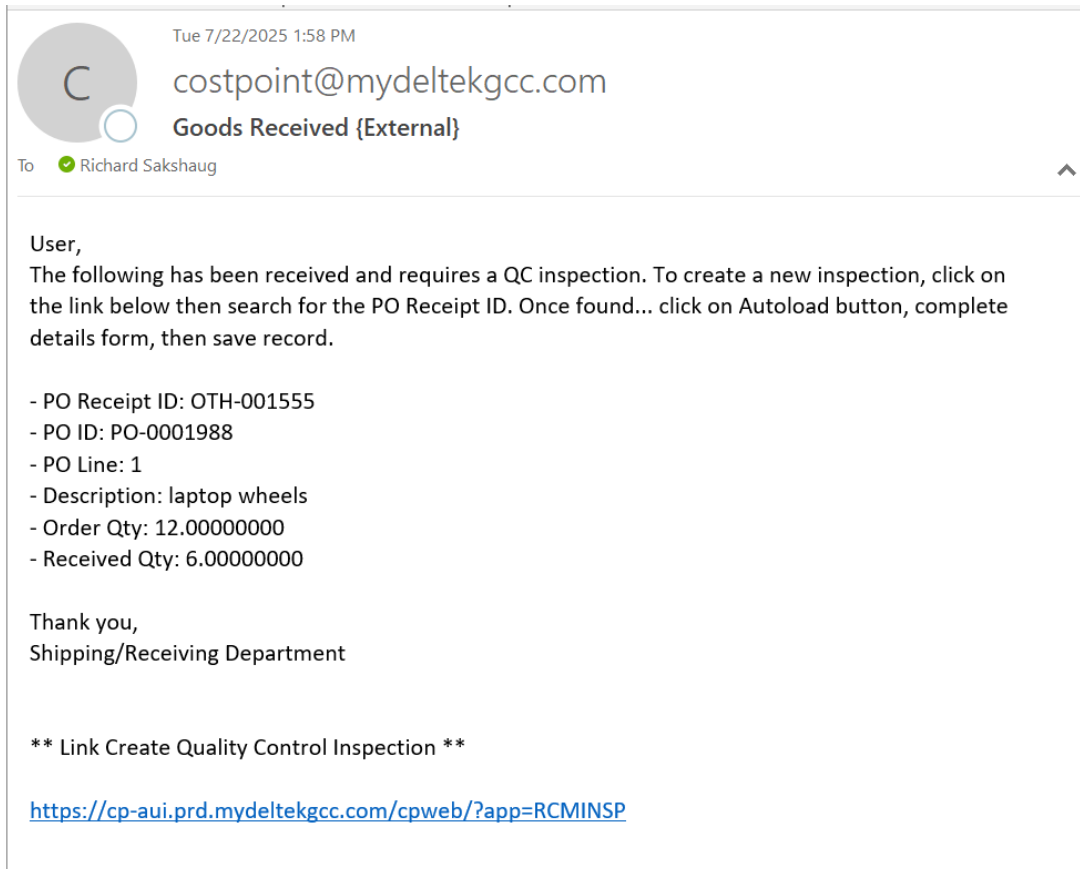
<your initials>.<MM-DD-YY>.<description>.<file type>

If you get an error message, DO NOT OVERRIDE the document. Instead, rename and attach with a new name.

13. Click  to save the record.
14. Click  to exit.

Manage Quality Control Inspections

1. For Goods, the additional step of Manage Quality Control Inspections is required to complete the acceptance (or rejection) of received items.
2. Once an amount is received on a PO Receipt ID, an email is generated and sent to the end user that was specified in the "Deliver To" field during the creation of the requisition. The link at the bottom of the email opens the QC Inspection application.



3. Within the Manage Quality Control Inspections screen, the end user will run a search for the PO Receipt ID (as identified in the email) and then click "Autoload."
4. From there, the end user can populate the "Accepted Qty" field or "Rejected Quantity" field (Rejections tab), then save the record.
5. This creates a new Inspection ID number and completes the acceptance process.

Manage Purchase Order Receipts (with Rejections)

Quantities may be rejected at the time of receipt. The following procedure details the process for rejecting items.

Receipt Details Tab

PO Receipt Lines

PO Ln * 1 Item 0961-734 TAPE SCOTCH 88 BLACK 88-SUPER-3/4X66FT

Receipt Ln 1 Part Security Unrestricted Part Status Released Delivery Schedule Exists

Receipt Details Rejections PO Line Details PO Line Notes

Quantities (PO U/M)

PO U/M	EA
Received Qty	24
Accepted Qty	20
Order Qty	24
Total PO Line Recvd Qty	24
Open Qty	0

Locations

Receipt Location	INCOMING
Acceptance Location	CAB A

Amounts

Received Amt	225.84
Accepted Amt	188.20
Open Amt	0.00

Quantities (Inventory U/M)



Inv U/M	EA
Received Qty	24
Accepted Qty	20
Open Qty	0
Inv Abbrev	SOCORRO
Warehouse	SOW

PO Line Documents PO Line Accounts Serial/Lot Info Fixed Assets Part Documents Back Orders Delivery Schedule PO Reservations

1. Enter the received quantity in the Received Qty field.

2. Enter the quantity accepted in the Accepted Qty field (**unless it's receipt of Goods marked with QC Inspection "Yes"**).

Rejections Tab

1. Enter the quantity rejected in the Rejected Qty field (unless it's rejecting of Goods).
2. Select a Rejection Reason
3. Select a Disposition. The options are:
 - RTV – Return to Vendor
 - Use As-Is
 - On-Hold – rejected items are placed on hold in an on hold-type location.
 - Scrap – Rejected items are destroyed. Inventory parts are removed from inventory.
 - Rework – Rejected items are repaired/modified on-site to correct the problem. Inventory parts remain in inventory.
4. Select an Order/Payment disposition – the options are:
 - Credit Due – The vendor credits the amount owed by the rejected amount.
 - Pay – the company pays for the items anyway.
 - Repair/Replace – the vendor repairs or replaces the item. The purchase order line remains open, pending eventual receipt of the replacement item.
5. Click  to save the record.
6. Click  to close.
7. For Goods that were received in Manage Purchase Order Receipts, quantities can be rejected in the Manage QC Inspections screen. Within that screen, run a search for the PO Receipt ID and click "Autoload". Next, select the Rejections tab and the Rejection Info subtask. Click New and enter the Rejected Quantity, then select the Rejection Reason, Disposition and Order/Payment Disposition. Save the record and close.

How to Reverse Purchase Order Receipts

1. If you are reversing Goods that were received in Manage Purchase Order Receipts and then accepted in Manage QC Inspections, first go to Manage QC Inspections, query the Inspection ID, selected the record and make the needed changes to the Accepted quantities on the applicable lines. Then follow the same steps below as all Item types:
2. Navigate to Manage Purchase Order Receipts.

Materials→Receiving→Receiving→Manage Purchase Order Receipts

Query the PO Receipt ID that you are looking to reverse.

3. Select the record you want to reverse and change the Received/Accepted Qty to the Order Qty (Example: I want to reverse line 1, so I will change the qty from 3 back to 0).

4. If you need to reverse the entire quantity and fully zero out a PO receipt, either:
 - a. Click "Save Receipt Lines with Zero Received Qty/Amt" before updating; or
 - b. Delete the entire Receipt
5. Finally, Save and Continue. The Quantity will return back to the PO and restart the process.