



# Receive Inventory Items - BWH3100



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# Receive Inventory Items - BWH3100

**Warehouse > Maintenance > Receive Inventory Items**

This page is used to record the receipt from a vendor. The gain amount entered is added to the quantity at location amount for location 000000 (the central warehouse) on the Inventory Maintenance page. Only items with an item number should be recorded on this page.

**Receive an inventory item:**

<b>Retrieve an existing record</b>	<a href="#">Search for a record.</a>			
	<b>Requisition Nbr</b>	Type the six-digit requisition number to be retrieved, if known. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.	OR	<b>Purchase Order</b>
<p>Click <b>Retrieve</b>.</p> <p>If the requisition number is not known, click <b>Directory</b>.</p> <p>To search for a specific requisition number, type data in one or more of the search fields. To search through all available data, leave all fields blank.</p> <p>Click <b>Search</b>. A list of requisition numbers that match the search criteria is displayed. Select a requisition number from the list. Otherwise, click <b>Cancel</b>.</p>				

The following purchase order fields are displayed:

- **Reference Nbr**
- **Ship To**
- **Vendor Nbr**
- **Vendor Address**
- **Date Requested**
- **Requestor Name**
- **Date Required**
- **PO Date**
- [Hold](#)

Select to have the item(s) ordered held at the warehouse, or leave the option blank to have the item(s) ordered shipped to the requestor's shipping address.

- **Bid Nbr**

In the grid, the following fields are populated from the [Inventory Maintenance](#) page:

- **Catalog Nbr**

- **Inventory Description**
- **Qty Ordered**
- **Total Rec'd to Date**
- **Unit of Issue**
- **Item Nbr**
- **Item Description**

**Note:** If **Blind Warehouse Receiving** is selected on the Tables > Warehouse Options page, the quantity ordered or received to date amount are not displayed, and a warning if the amount received is over the amount requested is not generated.

<b>Received Date</b>	By default, the date is set to the current date; however, it can be changed. Type a date in the MMDDYYYY format.
<b>Received</b>	Type the total number of units received. For example, if the item is shipped in cases of ten, enter the number of cases received.

9. The Back Order field indicates if an item is on back order. If the item is not on back order, the field is blank.

10. Click Save to save the changes.

**Other functions and features:**

<b>Retrieve</b>	<a href="#">Retrieve data.</a> The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Reset</b>	<a href="#">Clear page data.</a> Click to clear all data from the page, and retrieve a new record.