Receive Inventory Items - BWH3100

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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 - BWH3000 page. Only items with an item number should be recorded on this page.

Receive an iventory item:

<table>
<tr><td>Retrieve an existing record</td><td>Search for a record.
<table>
<tr><td>Requisition Nbr</td><td>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.</td><td>OR</td><td>Purchase Order</td><td>Type the six-digit number to identify the purchase order issued as a part of this requisition. This number was assigned automatically by the system at the time the requisition was initiated.</td></tr>
</table>
Click Retrieve.
If the requisition number is not known, click Directory.
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.
Click Search. A list of requisition numbers that match the search criteria is displayed.
Select a requisition number from the list. Otherwise, click Cancel.</td></tr>
</table>

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.

Received Date	By default, the date is set to the current date; however, it can be changed. Type a date in the MMDDYYYY format.
Received	Type the total number of units received. For example, if the item is shipped in cases of ten, enter the number of cases received.
Gain	Type the total number of issuing units received to be placed in inventory.
Cost	Type the total cost of all quantities of the item indicated in the **Received** field.
Back Order	Indicates that an item is on back order. If the item in not on back order, the field is blank.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Reset	Clear page data. Click to clear all data from the page, and retrieve a new record.