Receive Inventory Items - BWH3100

Table of Contents

iv

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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 system will not display the quantity ordered or received to date amounts, and the system will not generate a warning if the amount received is over the amount requested.

Received Date

Received

Warehouse > Maintenance > Receive Inventory Items

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

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.

10. Click Save to save the changes.

Receive an inventory item:

Other functions and features:

| **Retrieve an existing record** | Search for a record. Retrieve data. | **Requisition Nbr** | 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. | **Purchase Order** | 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. |
| **Reset** | Clear page data. Click to clear all data from the page, and retrieve a new record. | | | OR | |

The Retrieve button is also used to retrieve information from the last save. If you click Retrieve, any unsaved changes are lost.

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**.

The following purchase order details 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:

2025/12/15 17:07   1   Receive Inventory Items - BWH3100

Back Cover