# 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 - 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.<br>
If the requisition number is not known, click Directory.<br>
To search for a specific requisition number, type data in one or more of the search fields.<br>
To search through all available data, leave all fields blank.<br>
Click Search. A list of requisition numbers that match the search criteria is displayed.<br>
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.<br>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.<br>Click to clear all data from the page, and retrieve a new record. |

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