



# 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 inventory item:**

<b>Retrieve an existing record</b>	<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> 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.
Click <b>Retrieve</b> . If the requisition number is not known, click <b>Directory</b> . 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 <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> .			

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.
<b>Gain</b>	Type the total number of issuing units received to be placed in inventory.
<b>Cost</b>	Type the total cost of all quantities of the item indicated in the <b>Received</b> field.
<b>Back Order</b>	Indicates that an item is on back order. If the item is not on back order, the field is blank.

Click **Save** to save the changes.

### Other functions and features:

<b>Retrieve</b>	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>	Click to clear all data from the page, and retrieve a new record.



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