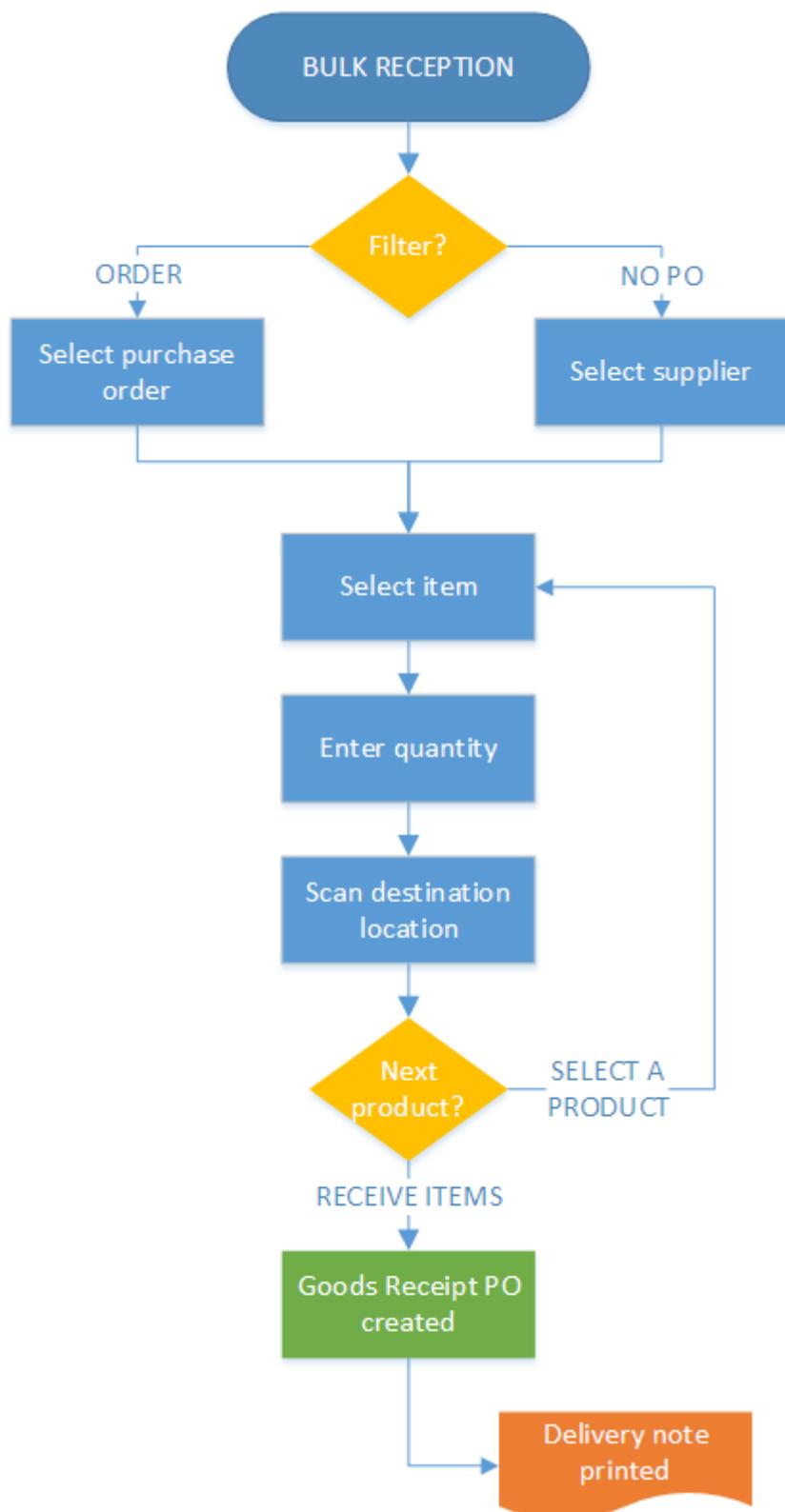


# 28.5. Bulk reception

With the bulk reception products can be received directly into silos and tanks.



- Select a filter
- Select item
- Enter quantity

- [Scan destination](#)
- [Select a filter](#)
- [Select a filter](#)
- [Select a filter](#)

## 28.5.1. Initiate the reception

From the 'Purchase' menu select the 'Bulk Reception' option.

## 28.5.2. Select a filter

### Order

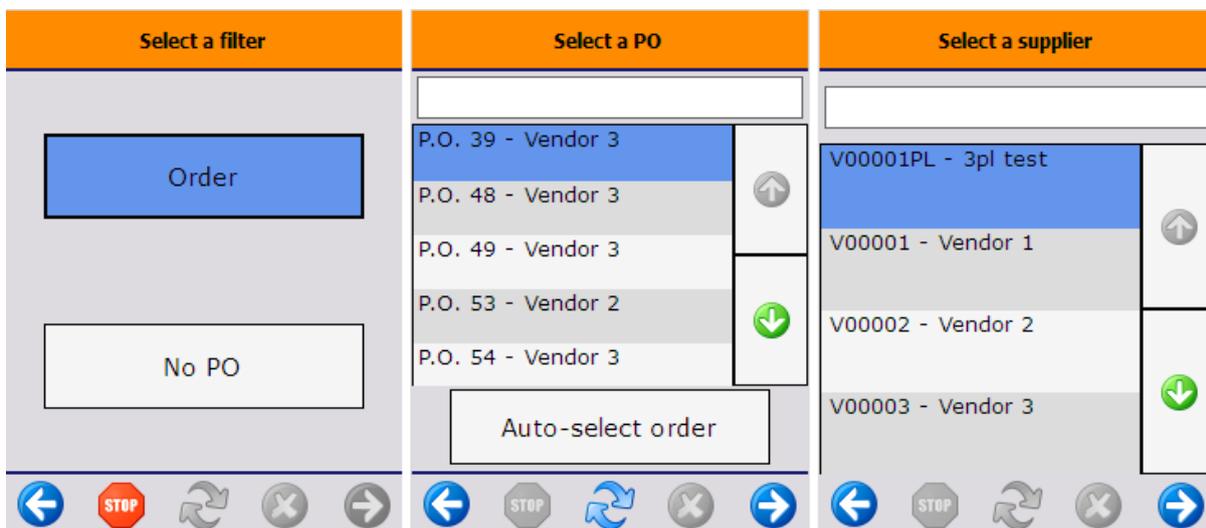
To receive items based on a purchase order, press the 'Order' button. On the next screen select a purchase order from the list. Every purchase order is listed that matches the following criteria:

- The purchase order is open and approved
- There is open quantity for an inventory item on the purchase order

To receive items based on multiple purchase orders grouped for a supplier press the Auto-select order. Select the supplier on the next screen. For more information please see: [Reception: Select a PO](#)

### No PO

To receive items without a purchase order, press the 'No PO' button. On the next screen select a supplier from the list. Every 'Vendor' type supplier is listed.



## 28.5.3. Select a product

Scan the item to receive or select it from the list.

### Order

When receiving items based on a purchase order, only open inventory items from the purchase order can be scanned or selected.

### No PO

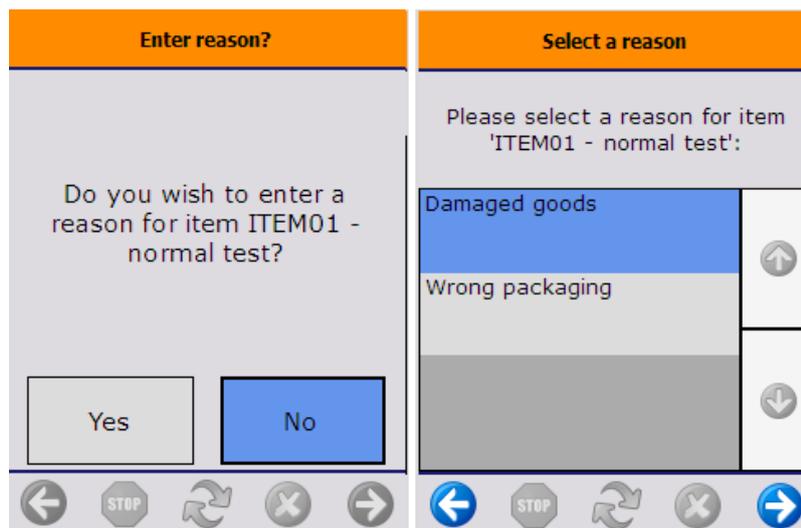
When receiving items without a purchase order, every item that is both a purchase and inventory item can be scanned or selected.



### Enter a reason

If the 'Allow to enter reason on purchase delivery' option is set to true on the [Purchase delivery generator](#), and the Scan barcodes GS1 label was automatically skipped, the system will ask the whether the user would like to enter a reason nor not. Press a button accordingly.

If the user pressed the 'Select a reason later on' button on the *Scan barcodes GS1 label* screen or indicated that he would like to enter a reason, the *Select a reason* screen will open. Select a reason from the list. Every [reason](#) that can be used for purchase receipt will be listed.



## 28.5.4. Enter the number of items

On the next screen add the number of items to receive. For more information about adding the

quantity on the thin client please see: [Screens for entering additional information](#).



### ***Based on a purchase order***

The maximum limit for the quantity to receive is the open quantity in the order unless the '*Allow to exceed ordered quantity?*' option is enabled on the [Purchase delivery generator](#).

The 'Still to receive' is the open quantity on the purchase order.

### ***Without a purchase order***

There is no maximum limit for the quantity to receive.

The 'Still to receive' quantity is zero.

### ***Select a zone***

If the item has a zone type specified on the [Inventory tab](#) of the Item Master Data, an additional *Select a zone type* screen will open up.

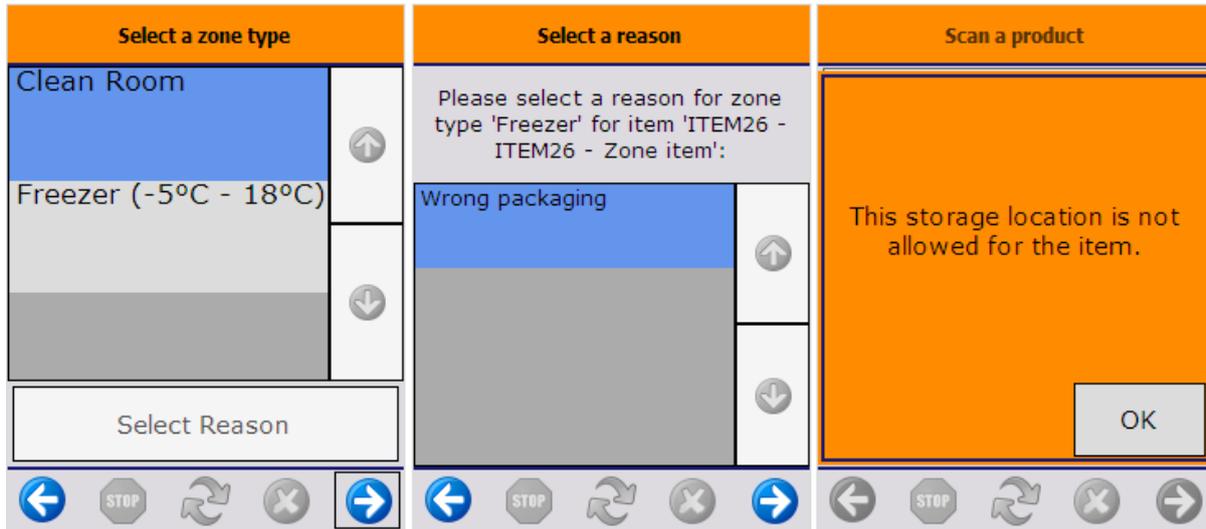
Select a zone type from the list. Every [zone type](#) assigned to the item will be listed.

Press the 'Select Reason' button to add a reason to the selected zone type. This button is only active if the selected zone type needs a reason. On the next screen select a reason from the list. Every [reason](#) that could be used for zone types will be listed.

#### **Reception flow:**

Added indication of zone types with possibility to set a reason linked to this zone type. **Data is stored in table PMX\_QLOG.**

If the receiving dock is not located in a zone matching with the zone type of the item, an error message will open. Acknowledge the message by pressing the 'Ok' button. The system will return to the *Scan a product* screen.



## 28.5.5. Scan a destination location

On the next screen scan the destination silo/tank.

To select it from a list, press the 'Select location' button. Every silo/tank location is listed. To see only the list of empty silo/tank locations, press the 'Select empty location' button instead.

On the bottom of the screen the Default location is displayed.

When the location suggestion is enabled for the warehouse, the *Default location* is the first suggested location calculated based on the logic described in [Location suggestions](#).

**Note:** When we use the suggested location functionality in the reception flow (receiving items to a location instead of a dock) and the system cannot find a suitable location for the item, it automatically receives the item to the dock.

When the location suggestion is not enabled for the warehouse, the *Default location* is the standard location set for the given warehouse on the [Produmex Inventory tab](#) of the Item Master Data of the item. If the items to move have different standard location set for the warehouse, no default location is displayed.

The stock is added to the selected silo/tank. No logistic unit is created.

## 28.5.6. Add more products

After identifying the destination silo/tank, the system will ask whether to add more products to the reception or not.

Press the 'Yes' button to add further products or press the 'No' button to finish the reception.

### 28.5.6.1. Continue reception

After the 'Yes' button has been pressed, the 'Enter the data for the next logistic unit' message will be displayed. Press the 'Ok' button to acknowledge the message. Next the system will return to the 'Scan a product' screen.

Press the 'Select a product' button to select the next product. The system will proceed to the 'Select a product' screen.

Press the 'Receive items' button to receive the items and finish the reception.



### 28.5.6.2. Finish reception

After the 'No' button has been pressed, the 'The reception has been booked' system message will be displayed. Press the 'Ok' button to acknowledge the message.

The Goods Receipt PO document is created in SAP Business One.

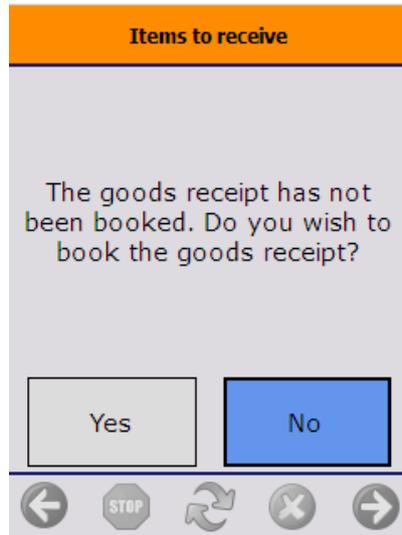
The *Reception: purchase delivery note created event (100)* print event is triggered and the delivery note is printed.



### 28.5.7. Go back

When the user presses the left arrow button and there are already added products, the system will ask whether to book to items or not.

- Press the 'Yes' button to receive the items and to book the Goods Receipt PO document.
- Press the 'No' button to go back without booking the receipt. The list of the added items will be cleared.



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