

Reception Flow

Overview

With the Reception Flow, items can be received based on GS1/EAN barcodes, purchase orders, containers or ad hoc.

Workflow

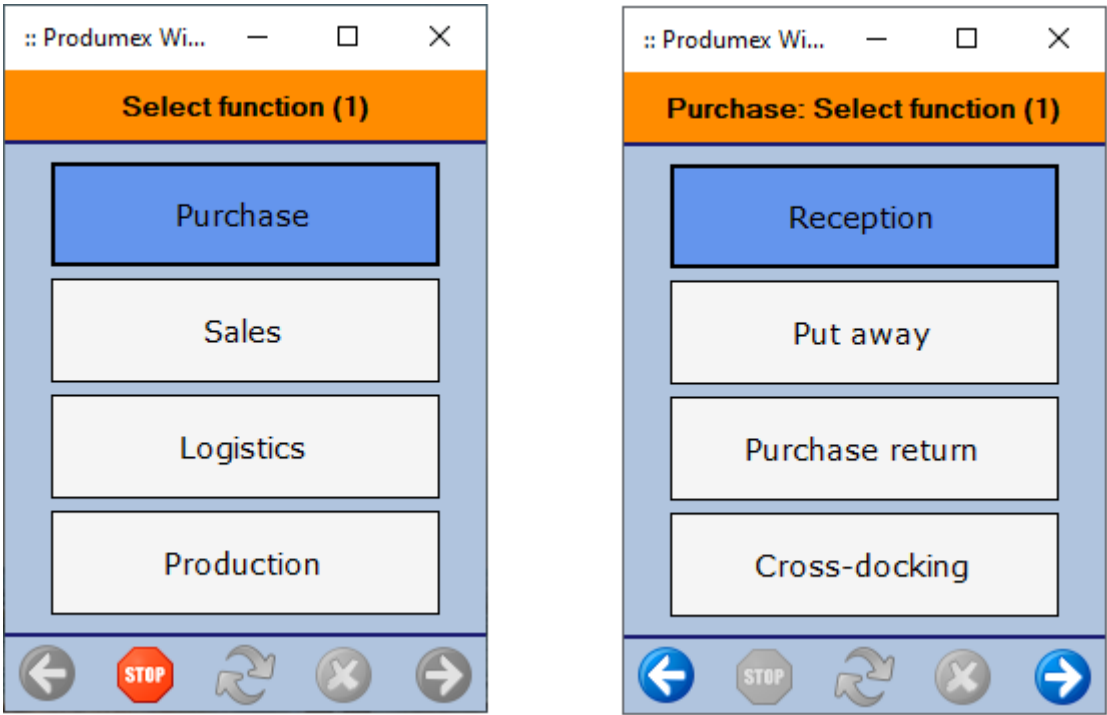


- Reception
- Select a location
- Select a filter
- Scan GS1/EAN barcode
- Select a PO
- Select a supplier
- Select a container
- Identical LUs?
- Number of identical LUs
- Scan a label
- Select a logistic carrier
- Scan a product
- Add the number of items
- Other products on LU?
- Product still to receive?
- No PO
- Goods Receipt PO generated

Reception Flow steps

1. Start the flow

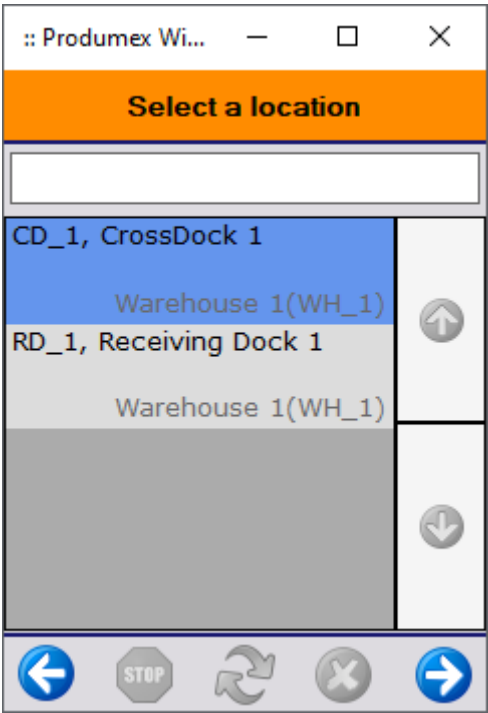
On the Mobile Client select Purchase > Reception.



2. Select a location

Select a dock on the Select a location screen. The selected dock defines the destination warehouse.

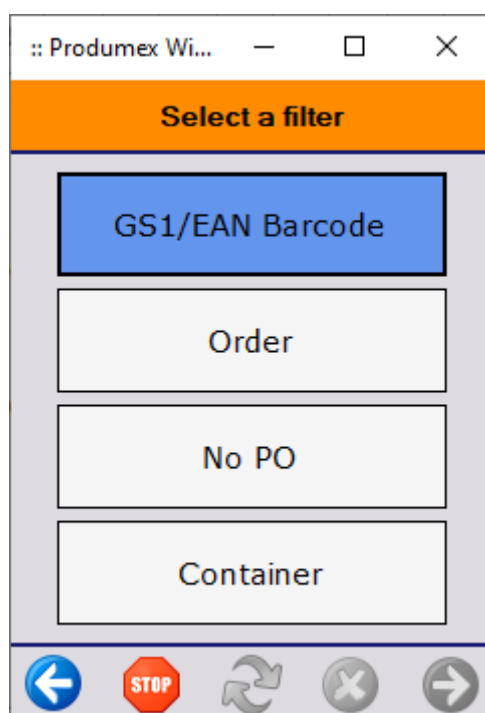
On the screen every *unloading* dock from the warehouses assigned to the scanner can be selected. If only one unloading dock is defined in the warehouses assigned to the current mobile client, the dock is automatically selected.



3. Select a filter

On the Select a filter screen purchase orders can be filtered in the following ways:

- GS1/EAN Barcode: Based on the GS1 barcode or EAN on the logistic unit or on the items, the system identifies the linked purchase orders. Only items from the selected purchase order(s) can be received.
- Order: Only items from the selected purchase order(s) can be received.
- No PO: The reception can be executed without a purchase order.
- Container: Only items from the purchase orders linked to the selected container can be received.



3.1. Filter based on GS1/EAN barcode

When filtering purchase orders based on GS1/EAN the system asks the operator to scan the GS1/EAN product barcode of one of the items to be received. At least the GTIN should be present in that barcode. Additional information such as batch number, quantity, ... may be present, but is not required.

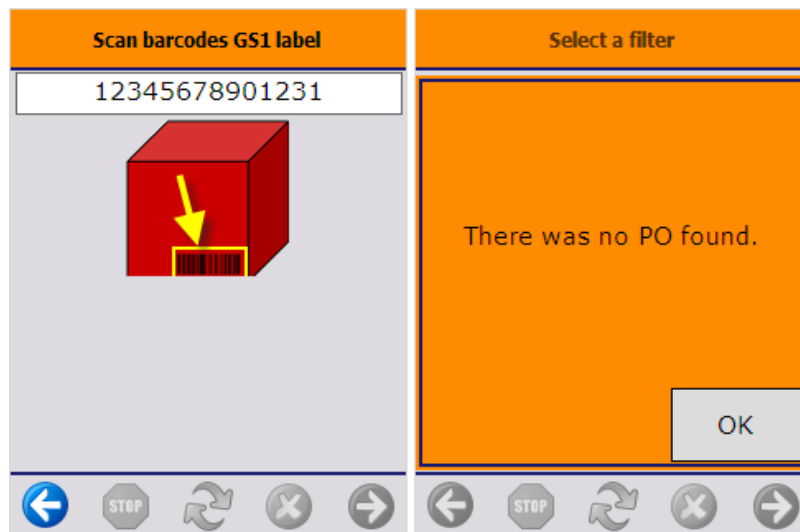
After scanning the GS1/EAN barcode the system will check whether there are purchase orders containing this item.

No purchase order found

The 'There was no PO found.' message is displayed in the following cases:

- The scanned barcode does not contain a GTIN.
- The scanned item is not an inventory item.
- There is no open and approved purchase order that contains the item with open quantity for the

selected warehouse.



Only one purchase order found

If there is only one open and approved purchase order that contains scanned inventory item with open quantity for the selected warehouse, the system will automatically proceed with that purchase order.

More than one purchase order found

If there is more than one open and approved purchase order for the selected warehouse containing the scanned item with open quantity, the system will display the list of these orders. Scan the purchase order or select it from the list and press the right arrow button to proceed. If the 'Show reserve invoices for purchase order selection?' option is set to true on the [Purchase delivery generator](#), purchase reserve invoices containing the scanned items will be also shown.

The following information is displayed:

1. The document type. Possible values: PO: purchase order, PI: purchase reserve invoice
2. The document number
3. The business partner



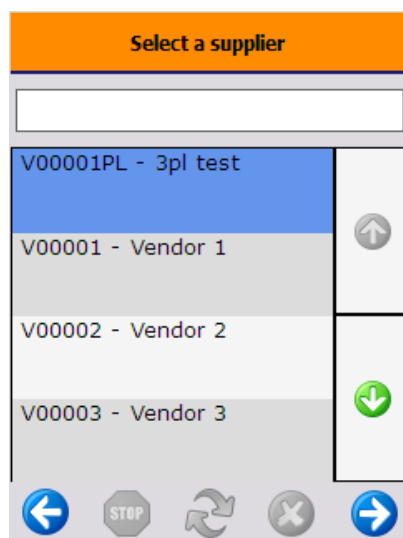
Auto-select order

Press the 'Auto-select order' button to receive all open purchase orders grouped from a given supplier. On the next screen select the supplier from the list. The quantities of the items to be received will be grouped.

When booking the goods receipt, the purchase orders are taken one by one starting with the purchase order with the smallest doc entry/doc number. If the full quantity is received from that order, the system jumps to the next one.

Example: We have 4 identical purchase orders. Each order is for 10 pcs of ITEM01. If we receive 24

pcs, order 1 and order 2 is closed. The open quantity on order 3 is 6 and the open quantity on order 4 is 10.



If the *Goods receipt requires suppl. ref* setting is enabled on the [General tab](#) of the Organizational Structure, the system displays a separate Supplier Ref. screen after selecting a supplier and it is mandatory to enter the supplier reference number.

If there are no SSCC barcodes among the scanned barcodes, or there is no label on the logistic unit, the system will proceed to the [Select task screen](#) after the purchase order(s) has been identified.

3.2. Filter based on Order

When the filter on order option is selected, a list purchase orders is shown. A purchase order is listed if it matches the following criteria:

- The purchase order is open and approved.
- There is at least one open line of the purchase order that contains an inventory item.
- The purchase order is for the selected warehouse.

If the '*Show reserve invoices for purchase order selection?*' option is set to true on the [Purchase delivery generator](#), purchase reserve invoices will be also displayed.

Scan the purchase order/reserve invoice or select it from the list and press the right arrow button to proceed.

Please see the description of the '*Auto-select order*' button above.

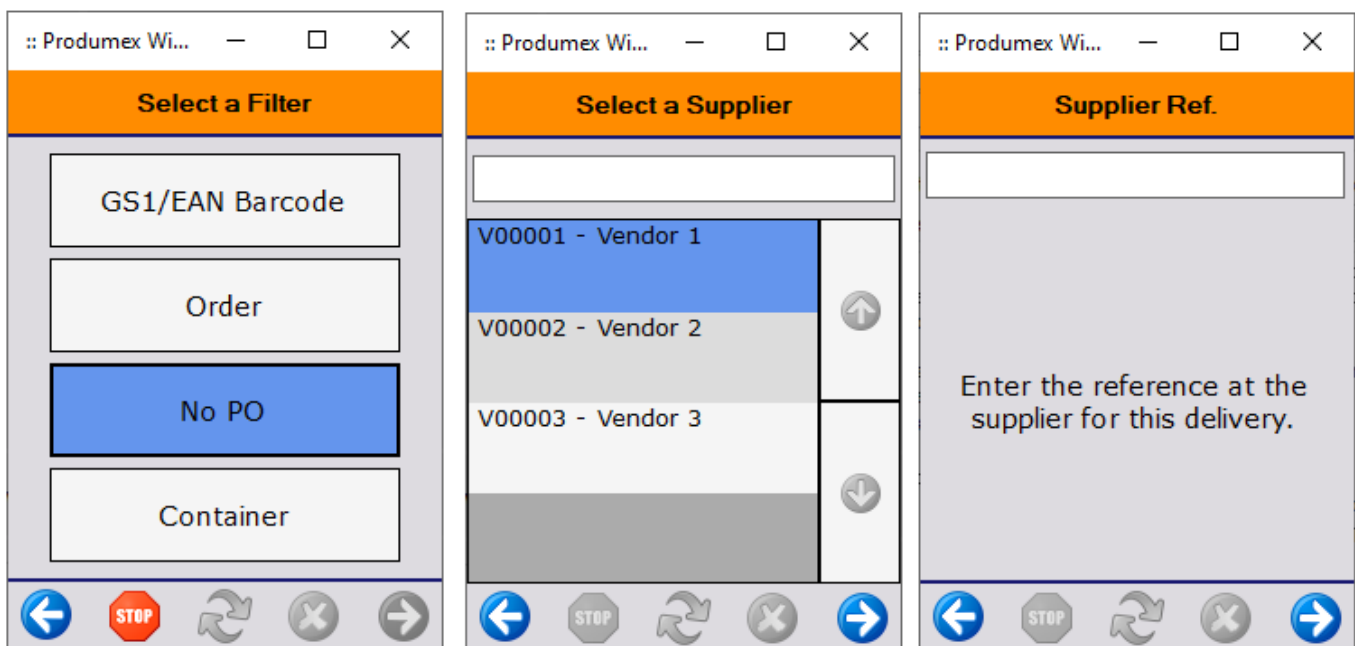
If the *Goods receipt requires suppl. ref* setting is enabled on the [General tab](#) of the Organizational Structure, the system displays a separate Supplier Ref. screen after selecting a supplier and it is mandatory to enter the supplier reference number.

After the purchase order(s) has been identified, the system will proceed to the [Select task screen](#).

3.3. Filter based on No PO

In practice it occurs that a supplier delivers goods without a formal purchase order in the system (e.g. if the order was made verbally, or was not entered in SAP Business One, etc.). Still it is possible to accept this delivery and receive these goods on the shopfloor and administratively. In this case the created Goods Receipt PO document will have no base document.

1. Select the filter No PO.
2. On the next screen select the supplier from the list.
3. If the *Goods receipt requires suppl. ref* setting is enabled on the [General tab](#) of the Organizational Structure, the system displays a separate Supplier Ref. screen after selecting a supplier and it is mandatory to enter the supplier reference number.



The system proceeds to the [Select task screen](#).

3.4. Filter based on Container

When selecting the filter 'Container', purchase type containers with the status 'In transit' will be listed on the screen. When there is no container found that verifies these criteria, the system will display the *'There was no container found'* message.

Scan the container or select it from the list. The system will proceed to the [Select task screen](#).

4. Select task - Identical/ No identical logistic units

If there is a [Produmex quality type](#) defined that has to be specified in the beginning of the reception, the system will ask for the quality data before proceeding to the 'Select task' screen.

On this screen the user can define whether there are identical logistic units or not. Receiving identical logistic units means that the operator can receive simultaneously multiple logistic units of the same product(s) with the same batch numbers, best before dates and quantity. This offers the advantage that the operator will not have to go through the receiving procedure for each logistic unit separately.

If there are identical logistic units, press the button 'Identical logistic units'. After pressing this button, enter the number of the logistic units to receive. The number of the logistic units is not limited. Press the right arrow key to proceed.

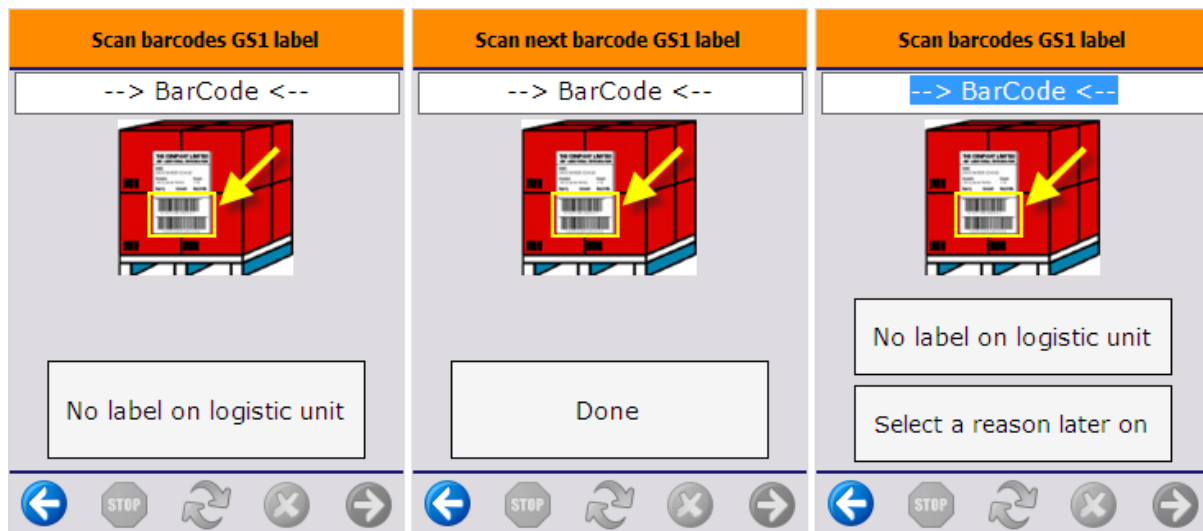
If there are no identical logistic units, press the 'No identical logistic units' button.

The system automatically skips this screen if the '[Has no identical logistic units' option](#) is set to true for the vendor.

5. Scan barcodes GS1 label

Then scan the barcodes on the logistic label of the logistic unit. After having all the barcodes scanned, press the 'Done' button. All the information from the GS1 barcodes will be saved into the memory and the system will not ask additional questions about the scanned information.

If there is no label on the logistic unit, press the 'No label on the logistic unit' button.



The system automatically skips this screen if the '[Has no logistic labels](#)' option is set to true for the vendor.

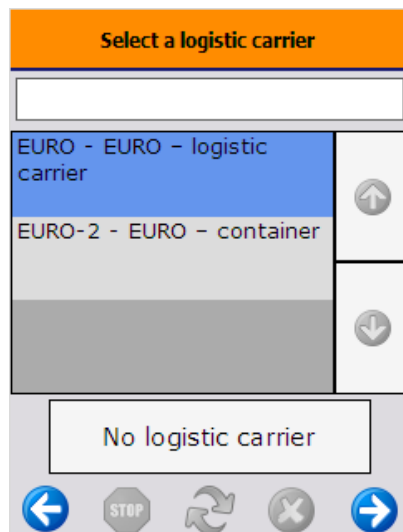
If the '[Allow to enter reason on purchase delivery](#)' option is set to true on the [Purchase delivery generator](#), an additional '[Select a reason later on](#)' button is displayed on the screen. Press this button if you would like to add a reason after the item to receive is selected. After the button is pressed the system will return to this screen but the '[Select a reason later on](#)' button is not displayed. The reason can be selected after the item is specified.

6. Select a logistic carrier

A list of logistic carriers is displayed. Select the logistic carrier from the list or tap the No logistic carrier button if no logistic carrier is present.

The system automatically skips this screen if the Has no logistic carriers option is set to true for the vendor in the [Business Partner Master Data](#) window.

When receiving a container, the system displays the Select a logistic carrier screen if no value is provided for the card code in the [Container Management](#) window. If the card code is provided, the system works as it is set in the [Business Partner Master Data](#) window.



7. Identify the product

If there were no product barcode on the scanned label or no label has been scanned, the operator is asked to scan or select a product.

Without a purchase order

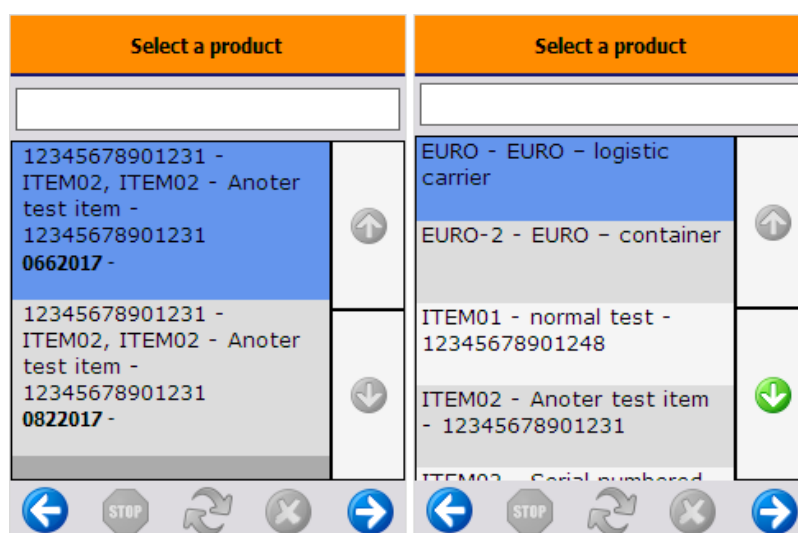
When receiving without a purchase order, every item that is both a purchase and inventory item can be selected.

Based on a purchase order

When receiving based on a purchase order or container, only items matching the following criteria can be scanned or selected:

- The purchase order/container contains the item with open quantity.
- The item is not registered for reception in the ASN table with the total open quantity for the given purchase order/container.

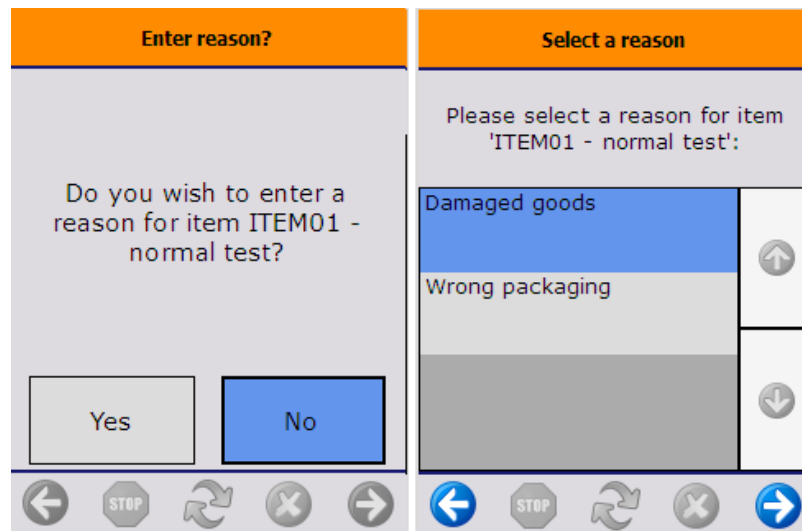
If the 'Check data in UDF's from PO line' option is enabled on the [Purchase delivery generator](#), purchase order lines are listed separately on the screen.



Select 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.



Select a zone type

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.

Select a zone type	Select a reason	Scan a product
<div>Clean Room</div> <div>Freezer (-5°C - 18°C)</div> <div>Select Reason</div>	<div>Please select a reason for zone type 'Freezer' for item 'ITEM26 - ITEM26 - Zone item':</div> <div>Wrong packaging</div>	<div>This storage location is not allowed for the item.</div> <div>OK</div>

7.1. Identify batch number

If the item is managed by batches, and there was no batch number available on the barcode, specify the batch number. WMS only allows upper case letters in batch numbers, therefore letters in batch numbers are automatically converted to upper case. The default batch number depends on the extension selected for the [Batchnumber 1 on company controller](#).

If the allow to select batch option is set to true on the [Purchase delivery generator](#), the batch numbers currently in stock for the item are listed on the screen and can be selected.

Identify Batch Number	Identify Batch Number	Failed data check.
<div>0822017</div> <div>42</div> <div>ITEM02 - Anoter test item - 12345678901231</div> <div>Still to receive: 10 PCS</div>	<div>0872017</div> <div>0662017</div> <div>0822017</div> <div>0832017</div>	<div>Batchnumber entered does not match the one on the purchase order. Enter again?</div> <div>Yes</div> <div>No</div>

When the item has a second batch number, add the second batch number as well. If the 'Auto select internal batch based on batch number?' option is enabled on the [Purchase delivery generator](#), and there is a second batch number in stock for the current batch, the system will automatically assign that second batch number and skip this screen.

If the 'Check data in UDF's from PO line?' option is enabled on the [Purchase delivery generator](#), the system will check whether the entered data matches with the data on the purchase order. In the case of a mismatch a 'Failed data check' message will be shown. Press the 'Yes' button to enter the data again. Press the 'No' button to proceed with the entered data.

7.2. Specify the best before date

If the item has a best before date, and there was no best before date available on the barcode, add the best before date. The default best before date depends on the *Expiry def. for reception* value on the [Produmex Purchase tab](#) of the Item Master Data.

The system asks for reentering the best before date in the following scenarios:

- There is a best before date for the batch that will expire later
- The entered best before date does not match the required shelf life defined on the [Produmex Purchase tab](#) of the Item Master Data.
- The *Check data in UDF's from PO line?* option is enabled on the [Purchase delivery generator](#), and the entered best before date does not match the best before date on the purchase order.

If the *Can the user change the generated best before date?* option is not enabled on the [Best Before for Reception Generator](#), the user is not allowed to change the generated best before date. The system skips the Enter Best Before Date screen.

Enter Best Before Date	WARNING: Best before date	WARNING: Best before date
<div><div>09 / 23 / 2017</div><div>month / day / year</div></div> <div>42</div> <div>ITEM02 - Anoter test item - 12345678901231</div> <div>Batch number0822017</div> <div>Best before date9/23/2017</div> <div>Still to receive:10 PCS</div>	<div>The best before date does not meet the required shelf life. Do you want to enter a new best before date?</div> <div>YesNo</div>	<div>A best before date '9/7/2019' found in the system that expires later than entered best before date. Do you want to enter a new best before date?</div> <div>YesNo</div>

If the *Allow to calculate based on manufacturing date* option is enabled on the [Best Before for Reception Generator](#), the system allows for calculating the best before date based on the manufacturing date of the item.

The system displays the Enter Manufacturing Date button on the Enter Best Before Date screen and it navigates to the Enter Manufacturing Date screen. When the manufacturing date is provided, the system calculates the best before date based on the manufacturing date and the expiry date defined on the Item Master Data.



7.3. Specify additional information

If the item has other batch attributes set, identify those attributes as well.

8. Define the quantity to receive

8.1 Add the number of items

On the next screen add the number of items on the logistic unit. For more information about adding the quantity on the thin client please see: [Screens for entering additional information](#).

Please note: On this screen the number of items on a single logistic unit can be added. If there are identical logistic units, do not add the total quantity of all logistic units.

Based on a purchase order

When a logistic label is scanned and it contains the quantity, the by default the quantity from the label is displayed on the screen.

Otherwise the following settings define the default quantity:

- The *Remaining Quantity by Default* on the [Produmex Purchase tab](#) of the Item Master Data. If the setting is set as 'Company', then the company level *Remaining Quantity by Default* setting on the [Purchase delivery generator](#) is taken into account. If the *Remaining Quantity by Default* setting is 'Yes', then by default the open quantity on the base document (Purchase Order or A/P Invoice) divided by the number of identical logistic units is displayed.
- If the *Remaining Quantity by Default* is 'No', then the *Default quantity on logistical unit* set on the [Produmex Inventory tab](#) of the Item Master Data is checked. If it has a value, then the quantity field is prefilled with the *Default quantity on logistical unit* value.
- If the *Remaining Quantity by Default* is 'No', and the *Default quantity on logistical unit* setting has no value, the system proceeds as follows:
 - If an item barcode or UoM barcode has been scanned on the Scan a product screen, this value is prefilled. Example: If 1 piece has been scanned, the field is prefilled with 1 piece as quantity. If a box of 6 has been scanned, the system fills the 6-box UoM field with value 1 = 6 pieces. The quantity is incremented after each barcode scan.
 - If no item barcode has been scanned and the item has been selected from the list, the quantity is 0 and the user adds the amount to receive.

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' quantity depends on whether there are identical logistic units or not:

- If there are no identical logistic units, the 'Still to receive' quantity is the open quantity on the base document.
- If there are identical logistic units, the 'Still to receive' quantity is the open quantity on the base document divided by the number of identical logistic units (rounded down).

If the purchase order is linked to a sales order, an additional info icon is displayed on the screen. Press this icon to see the customer card code, name and the sales order number.

Without a purchase order

When a logistic label is scanned and it contains the quantity, the by default the quantity from the label is displayed on the screen.

Otherwise the following setting define the default quantity:

- If there is a value set as *Default quantity on logistical unit* set on the [Produmex Inventory tab](#) of the Item Master Data, the quantity field is prefilled with that value.
- If there is no default quantity set, the system proceeds as follows:
 - If an item barcode or UoM barcode has been scanned on the Scan a product screen, this value is prefilled. Example: If 1 piece has been scanned, the field is prefilled with 1 piece as quantity. If a box of 6 has been scanned, the system fills the 6-box UoM field with value 1 = 6 pieces. The quantity is incremented after each barcode scan.
 - If no item barcode has been scanned and the item has been selected from the list, the quantity is 0 and the user adds the amount to receive.

There is no maximum limit for the quantity to receive.

The 'Still to receive' quantity is zero.

8.2. Capture weight

If the '*Weight Capture from Scale Needed?*' option is enabled for the item on the [Produmex Purchase tab](#) of the Item Master Data, the quantity of the item must be added by weighing.

The quantity of the items managed by serial numbers cannot be added by weighing.


Define a scale under the reception dock in the Organizational Structure. For more information about how to define a scale please see: [Scale](#)

In order to weigh a catch weight item during the reception, set the 'Uom to use for purchase' option to "Weight (UOM2)" or "Pieces and weight" on the [Produmex Catch weight tab](#) of the Item Master Data.

On the 'Enter the weight' screen the following information is displayed:

1. The measured weight. The UoM is the UoM defined for the scale. The number of decimals displayed depends on the scale accuracy.
2. If the scale has a defined zero command, the Zero button is displayed.
3. If the scale has a defined tare command, the Tare button is displayed.
4. The code of the connected scale.
5. If there is more than one scale defined under the reception dock, an additional 'Switch scale' button is displayed.
6. Purchase order number
7. Item code - Description - Barcode



Press the  icon to see the following information:

1. Batch number
2. Best before date
3. Open quantity from the purchase order.



If the item is not a catch weight item, the received quantity will be the weighed quantity in the inventory UoM.

If the item is a catch weight item, the weighed quantity will be the received weight in the second UoM of the item.

9. Print item label

If the 'Print label at reception' option is checked on the [Produmex Purchase tab](#) of the Item Master Data, the item label will be printed after the quantity has been added. Please note: in order to print the item label, the default report has to be added to the 'Report label key' field on the [Produmex Inventory tab](#) of the Item Master Data of the item.



10. Add more products

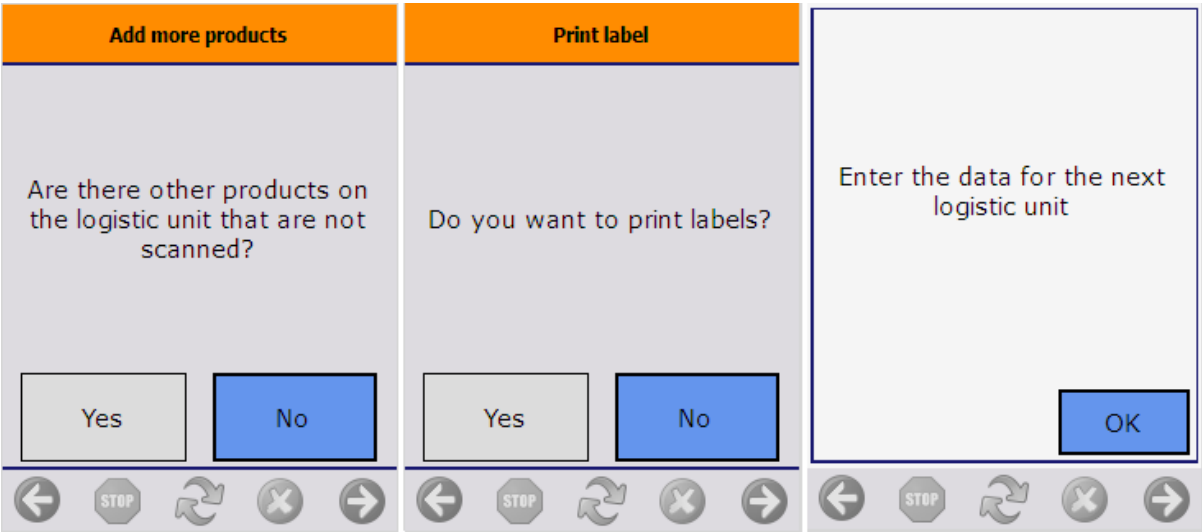
On the next screen verify whether there are remaining products on the logistic unit or not. The system automatically skips this screen if the [‘Never deliver mixed logistic unit’ option](#) is set to true for the vendor.

To add the next item, press the ‘Yes’ button.

To finish the logistic unit, press the ‘No’ button. The system will register the logistic unit in the ASN table. If there were no logistic label, the system will create one. The *‘Reception: new logistic unit identified event (101)’* print event will be triggered and the system will print the logistic label. The default report for the print event is: *DefaultGoodsReceiptLabel.rpt*.

If the *‘Split received quantity into logistic units of default size’* option is enabled on the [Purchase delivery generator](#), and the item has a *‘Default quantity on logistical unit’* set on the [Produmex Inventory tab](#) of the Item Master Data, the received quantity will be split to multiple logistic units based on the default quantity. An individual logistic label will be generated for each logistic unit, but only one Goods Receipt PO document will be created for the item.

If the *‘Ask user to print labels?’* option is set to true on the [Purchase delivery generator](#), the system will ask whether to print the logistic label. Press a button accordingly.



10.1. Continue reception

If there are more open items on the purchase order, the system will show the ‘Enter the data for the next logistic unit’ message. Acknowledge the message by pressing the ‘Ok’ button. The system will proceed to the [‘Scan barcodes GS1 label’ screen](#).

10.2. Finish reception

If the reception was processed without a purchase order, or the *‘Receive all items in one purchase delivery?’* option is not enabled on the [Purchase delivery generator](#), the system automatically generates the Goods Receipt PO document after the logistic unit is completed.

Otherwise the Goods Receipt PO document is only created after the reception is finished. Based on the 'Group purchase delivery' setting on the [Business Partner Master Data](#), a grouped Goods Receipt PO document is created or separate Goods Receipt PO documents are created for each purchase orders.

The '*Reception: purchase delivery note created event (100)*' print event is triggered and the system prints the document.

Based on a purchase order

After the total quantity of the order/invoice has been received, the purchase order will be closed or the status of the reserve invoice will be changed to 'Delivered'.

Based on a container

After the container has been finished, the Goods Receipt PO document is created. When the '*Auto close container when delivered? (Y/N)*' option is set to true on the [Container management controller](#), the container will be closed after every line have been received. When this option is not flagged, the status of the container will be changed to 'Delivered' after the reception.

11. Additional steps

11.1. Go back

11.1.1. Items on the logistic unit

If the user presses the left arrow button during the reception and there are identified items on the logistic unit, the system will ask for confirmation.

Press the 'Yes' button to go back. The list of the items linked to the given logistic unit will be cleared.

Press the 'No' button to continue the reception.



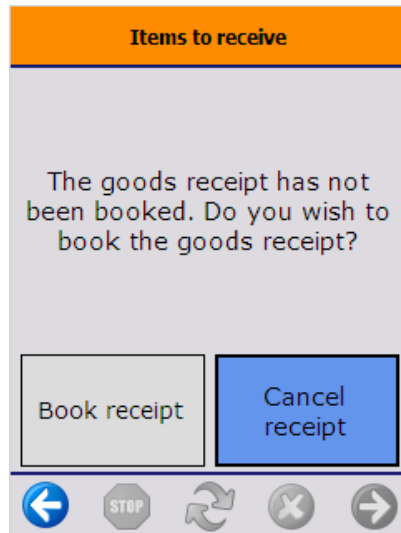
11.1.2. Goods receipt not yet booked

When processing the reception based on a purchase order, it is possible that there are logistic units already registered for reception in the ASN table, but the Goods Receipt PO document is not yet booked. In such case when the user presses the left arrow button the system will ask whether book the goods receipt for the items in question or not.

- Press the 'Book receipt' button to book the goods receipt document and receive the items into the warehouse.
- Press the 'Cancel receipt' button to clear the list of items. No goods receipt document will be

created and all ASN rows will be removed for the current user.

- Press the left arrow button to go back. The system will return to the [‘Select filter’ screen](#). The items registered for reception will be kept in the ASN table. To continue the reception, select again the purchase order and proceed with the next logistic unit. When the reception is finished, the system books all the stock that is registered in the ASN table for the current user and purchase order.



11.2. Receive on location

If the *‘Receive on location instead of dock?’* option is enabled on the [Purchase delivery generator](#), after a logistic unit is indicated as finished, an additional screen opens up.

On this screen the operator can scan a destination storage location. To select the location from a list, tap the **Select a location** button. Every location in the zone of the dock is listed. To see only the list of empty locations, press the *‘Select empty location’* button instead.

On the bottom of the screen the default location and the current stock of the item on the location is shown.

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.

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After the destination location is defined, the system creates the logistic label.

Scan a destination location

Select location

Select empty location

Default location
AA1

Stock: 15 PCS

Navigation icons: Back, Stop, Refresh, Cancel, Forward

12. Quality status at the reception

If the extension set for the [QS reception on company controller](#) is 'Gets the quality status for reception', the quality status of the received items is determined based on the following:

- If the item has a '*Released quality status reception*' set for the given supplier on the '[Produmex Purchase](#)' tab of the Item Master Data, the quality status is the Released quality status reception for the supplier.
- If the item has no '*Released quality status reception*' for the given supplier, then the quality status of the received stock is the default quality status set for the item on the '[Produmex Purchase](#)' tab of the Item Master Data
- If the item has no default quality status, then the quality status of the received stock is the default quality status set for the company on the '[Defaults](#)' tab of the Organization structure

If the extension set for the [QS reception on company controller](#) is 'Gets the quality status for reception by batch', the quality status of the received items is determined based on the following:

- If the received batch is not present in the system, the [default quality status defined on the item](#) is used. If the item has no default quality status, then the [default quality status on company level](#) is used.
- If the received batch is in stock, then the quality status is determined based on the following:
 - If the item has a *Released quality status for reception* defined on the '[Produmex Purchase](#)' tab of the Item Master data and the batch in stock has the same quality status, then the quality status of the received stock is the released quality status defined for the item. If the batch on stock has a different quality status, then the quality status of the received stock is the [default quality status set for the item](#) or the [default quality status set for the company](#) if the item has no default quality status.
 - If the item has no *Released quality status for reception* defined on the '[Produmex Purchase](#)' tab of the Item Master data and the batch in stock has the same quality status as the *Released quality status reception* defined for the company on the '[Defaults](#)' tab, then the quality status of the received stock is the released quality status defined for the company. If the batch on stock has a different quality status, then the quality status of the received stock is the [default quality status for reception set for the item](#) or the [default quality status set for the company](#) if the item has no default quality status.

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