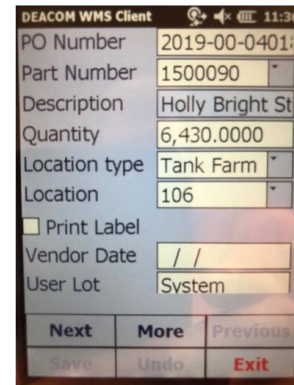
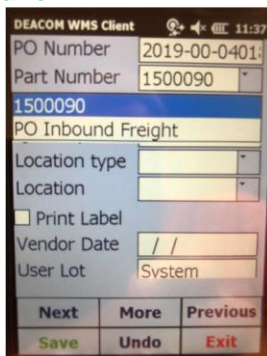


**PURPOSE:** Use of RF scanners to receive items on open PO's

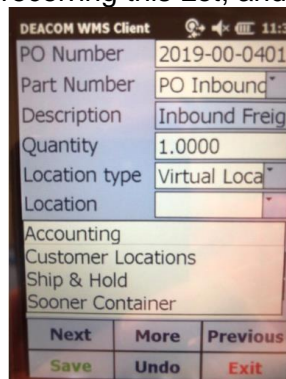
## PROCESS STEPS:

1. Sign onto the scanner and choose the correct facility
2. Select **Receive PO**
3. Click **Continue**
4. Scan or enter the PO number
5. The system will auto-select the 1<sup>st</sup> Part Number on this PO, and auto-populate some other fields (such as 'Description' and 'Unit').
6. Select **Part Number** or scan pre-printed **Lot Label** to receive
  - a. If you don't have pre-printed Lot Labels to scan:
    - i. Select **Part Number** from the drop-down menu
    - ii. (If **User Lot** = "Lot Required") enter **User Lot** number
7. Modify **Quantity** received for this Lot
8. Select **Location Type** and **Location** for where this Lot will be stored
9. Type the Supplier Lot #(on Vendor paperwork) in the **User Lot** field
10. Click **Next** to finish receiving this Lot, and receive more Lots
11. Choose the Part Number (drop-down) to see next Part Number
12. Repeat steps 7-11 until all items on PO are entered
13. Click **Save**

**Note:** For *PO Inbound Freight*

- a. Modify **Quantity** to = 1.0000
- b. Select **Location Type** = *Virtual Locations*, **Location** = *Accounting*
- c. Click **Next** to finish receiving this Lot, and receive more Lots(if needed)

14. Push the **Undo** button to review your entries:

- a. This will bring up a screen showing all the Lots, for this Part Number only, that you have already entered to be received.



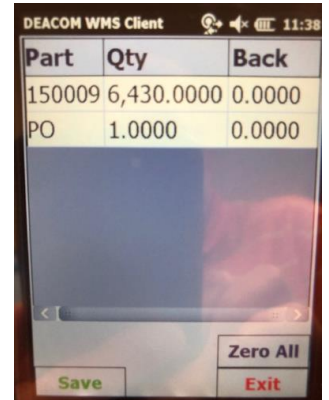
# WMS -Receive a Purchase Order

SOP 250

Revision B, 08/27/2019

Approved by: Don Stanton

- i. **All** button will check all the boxes for you
  - ii. **(None)** button will uncheck all the boxes for you
15. Click **Apply** to remove what is checked from this PO Receipt.
16. After Saving, review the PO Receipt screen, which shows:
  - a. Total **Qty** you're receiving for each **Part**
  - b. Total **Back** you're backordering for each **Part**
  - c. Backorders are automatically created in DEACOM once you click Save
17. Click **Save** to send all PO Receipt results to DEACOM
18. Click **OK** on the confirmation receipt



## REVISIONS

Rev	Date	Change
I/R	03/13/2018	New
A	8/2/19	Revise screen selections to include pictures
B	8/27/19	Removed some entry re: "More" button