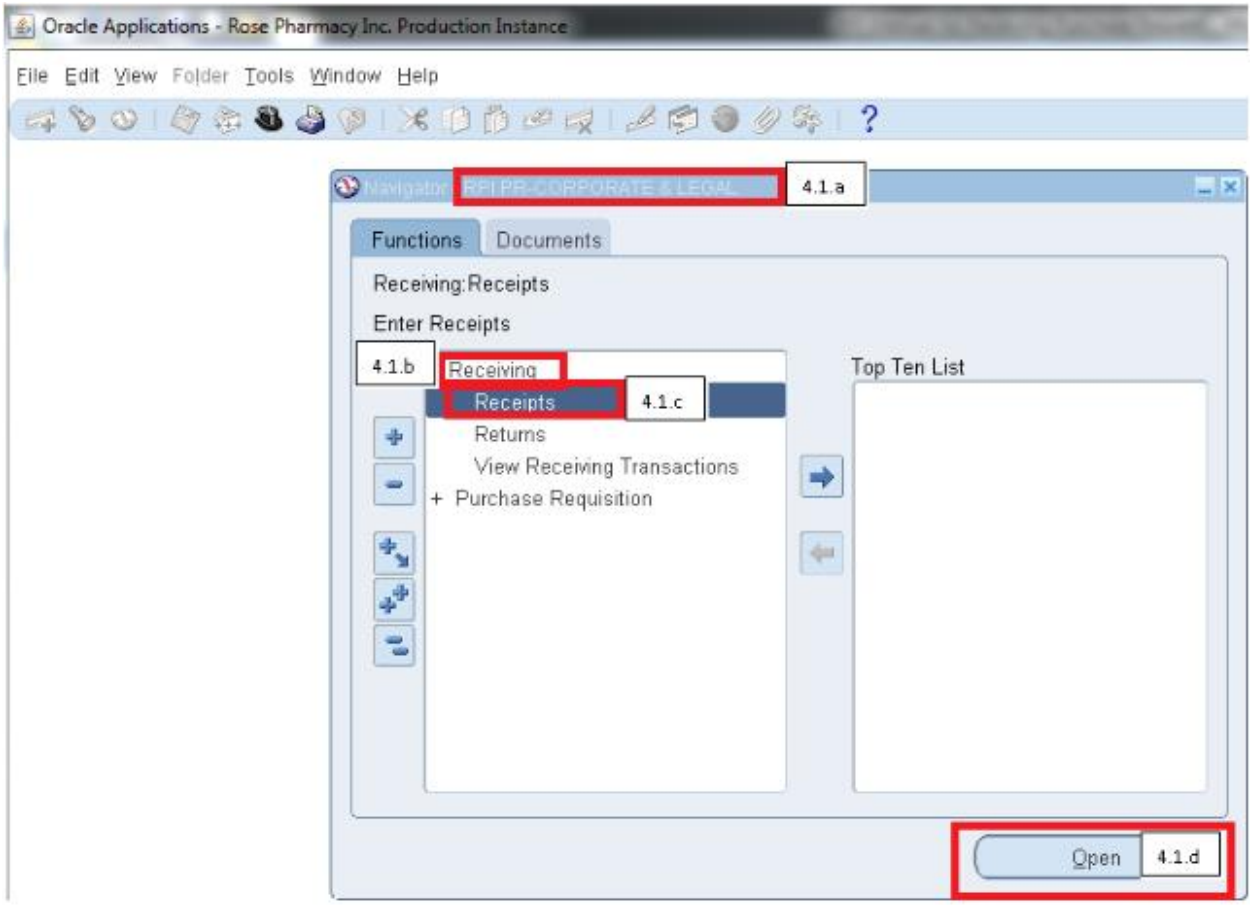
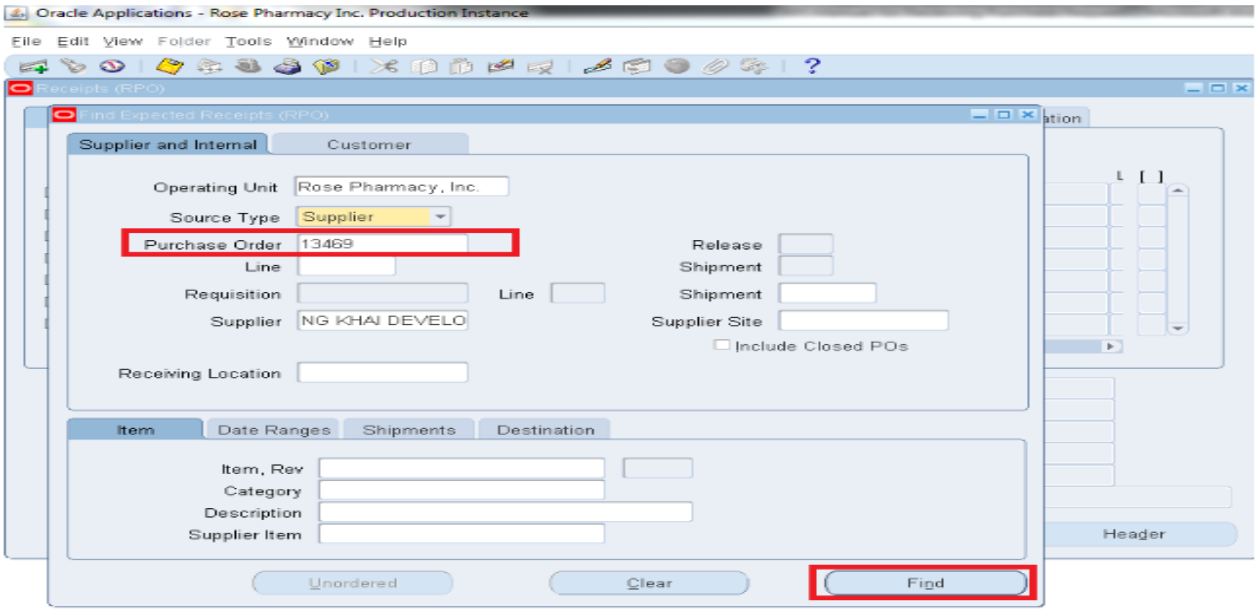
Receiving Purchase Request

1. Navigate to RPI PR-Department > Receiving > Receipts > Open button



2. Provide the PO number under Purchase Order field > Click Find button

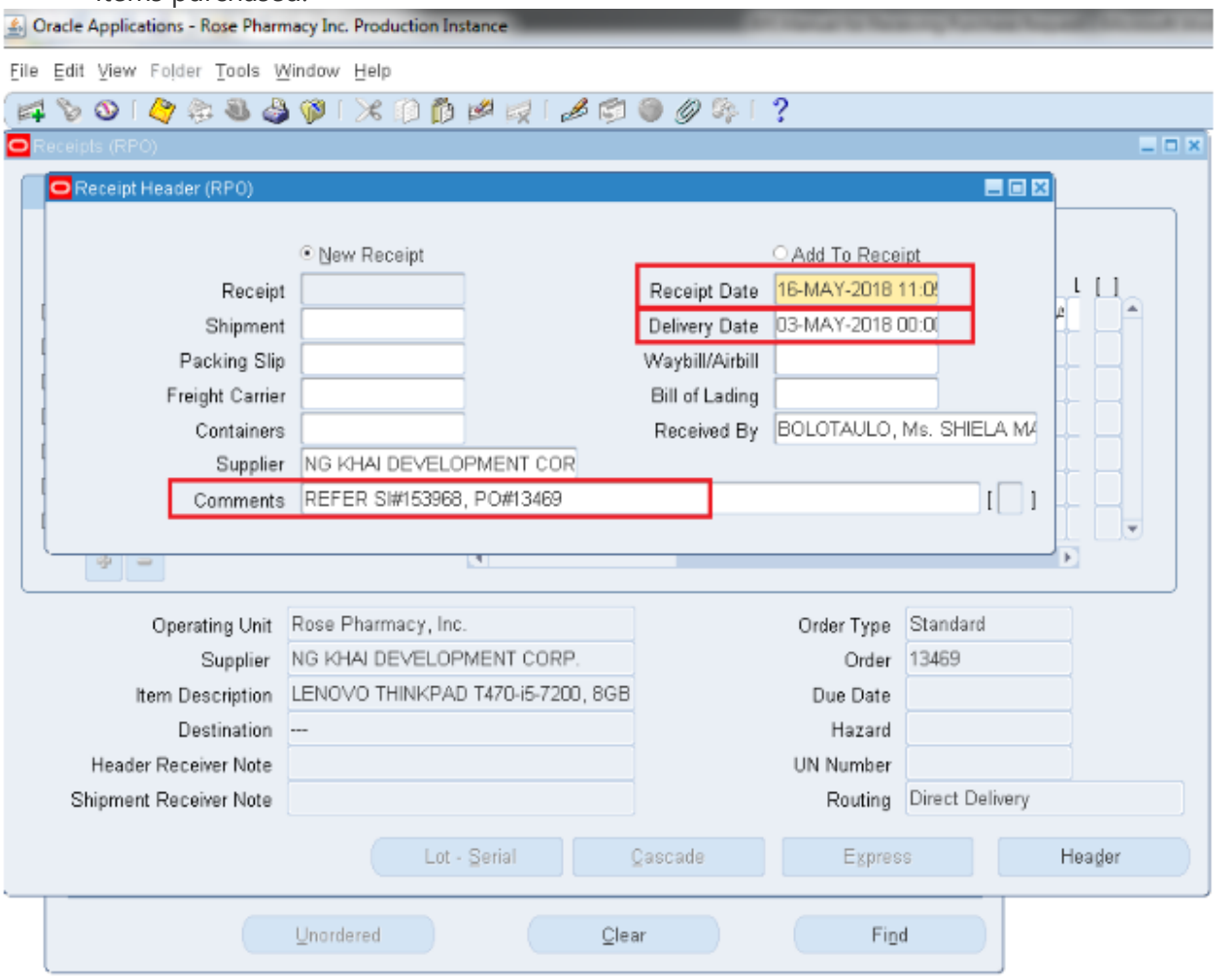


3. In Receipt Header (RPO) window, supply the following important fields:

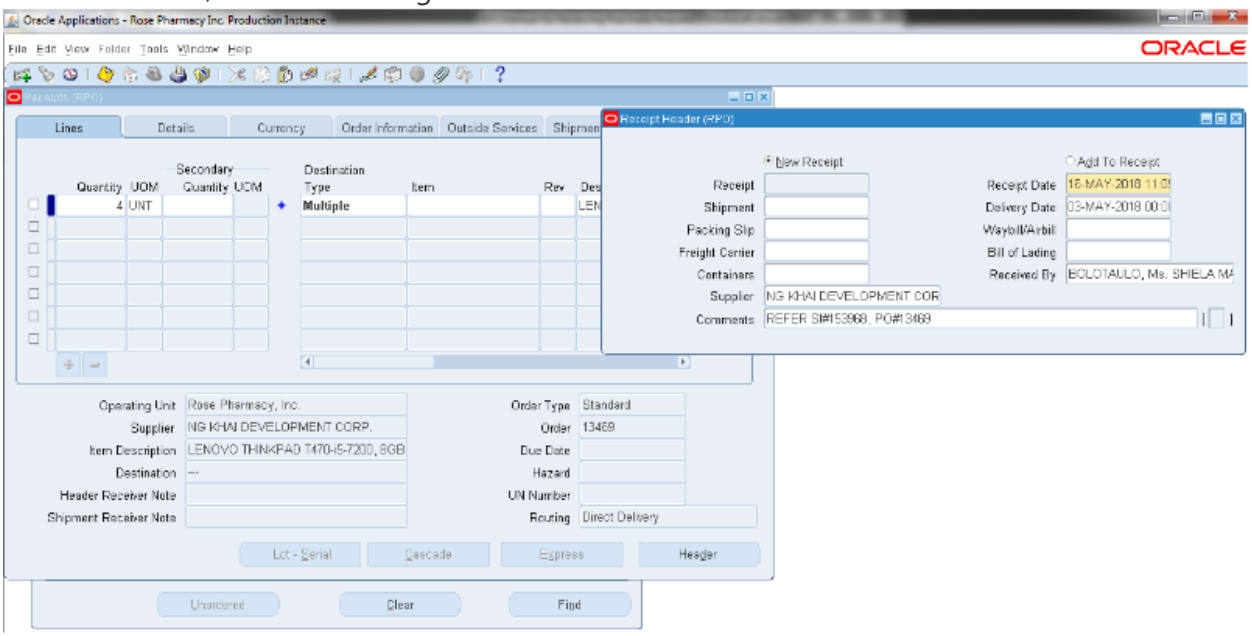
a. Comments – Indicate the Invoice No., Delivery Receipt No. if applicable, PO No. and PR/ERF No.

b. Receipt Date – this is a system generated date, the date when it was actually received in the system or receiving is processed in the system.

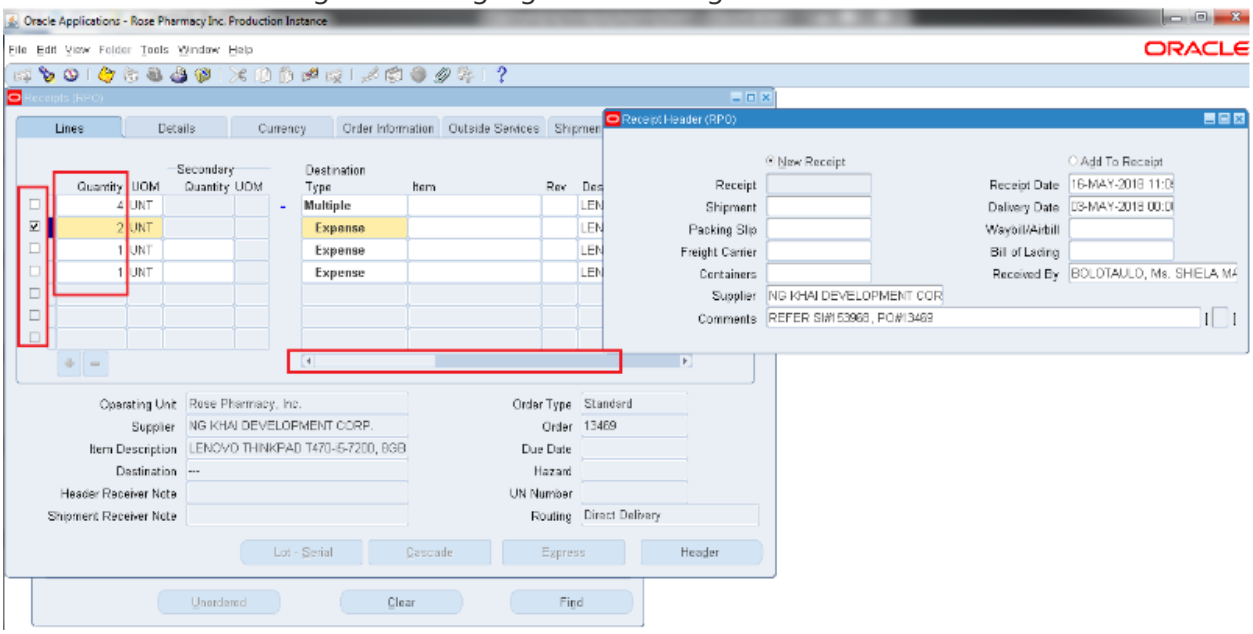
c. Delivery Date – use the actual date of delivery. The date you have actually received the items purchased.



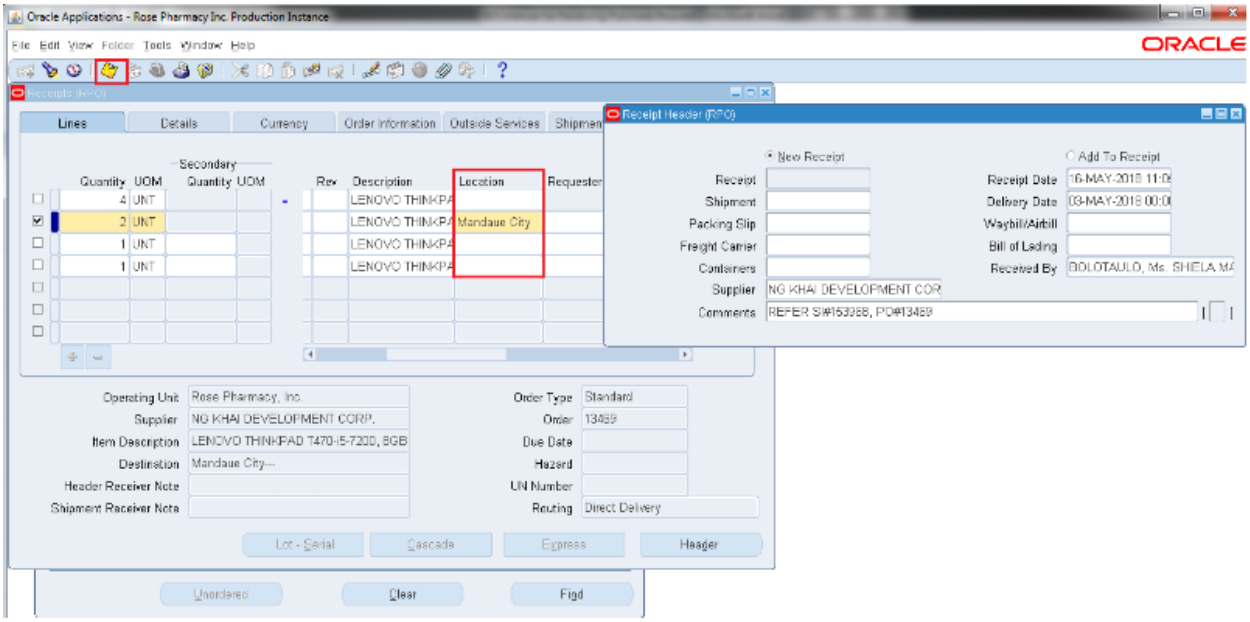
4. Drag the Receipt Header (RPO) window to the right to see the Receipts (RPO) window > Under Lines tab, do the following:



a. Checkbox – Check the box of the specific item that you have actually received.
b. Quantity – supply the actual number that you have received. If you received a partial delivery, overwrite the number with the actual number of items delivered and received.
c. Task Bar – Drag task bar highlighted to the right to see Field Location.



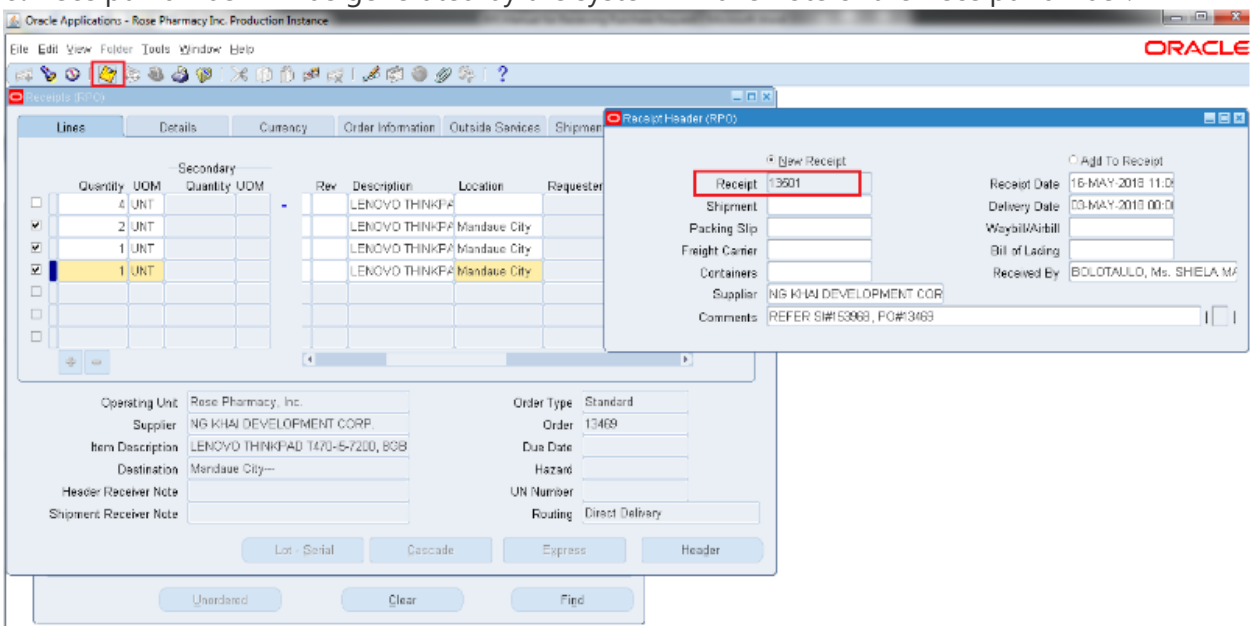
Location – Indicate the location where the items are delivered and received.



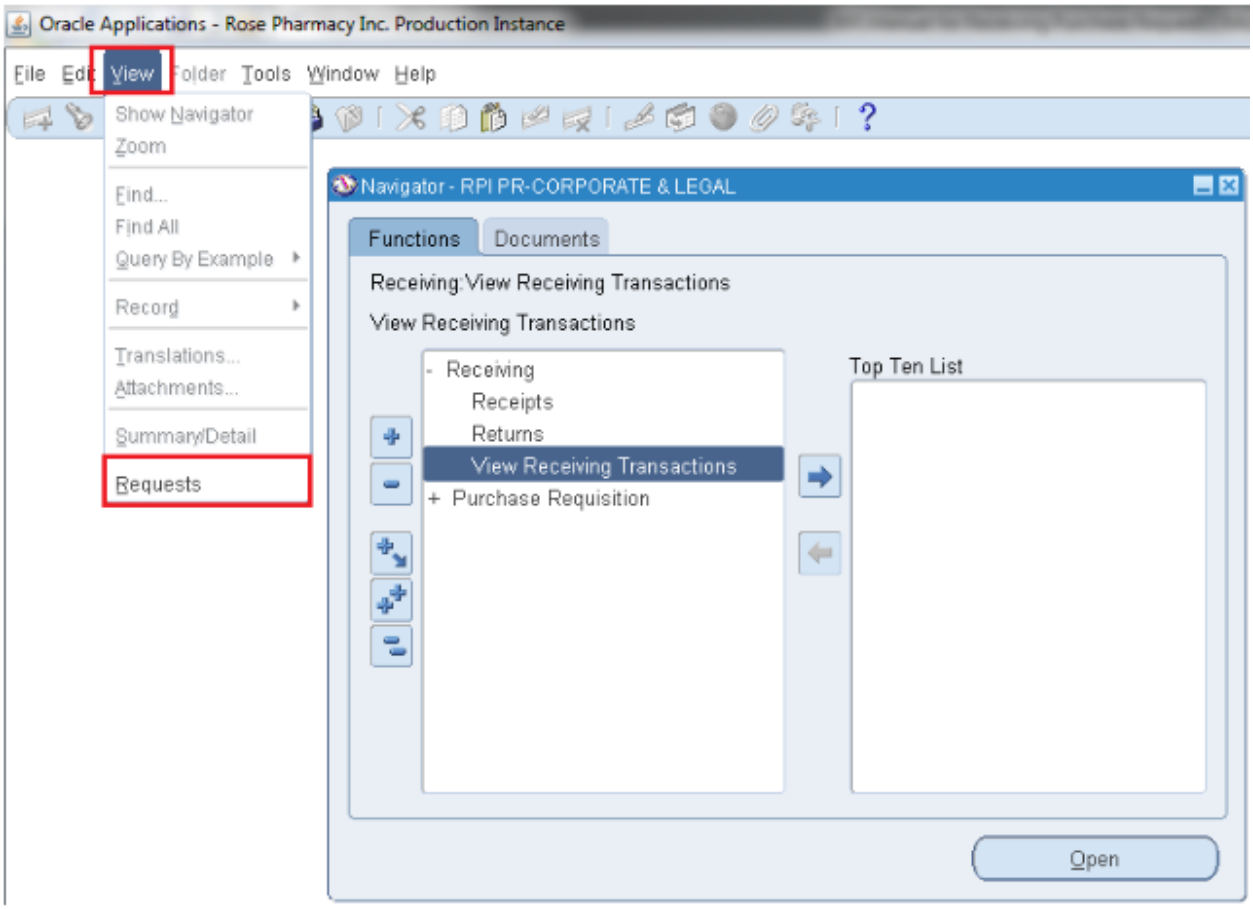
Note: Drag task bar highlighted to the right to see Field Location.

5. Select SAVE icon.

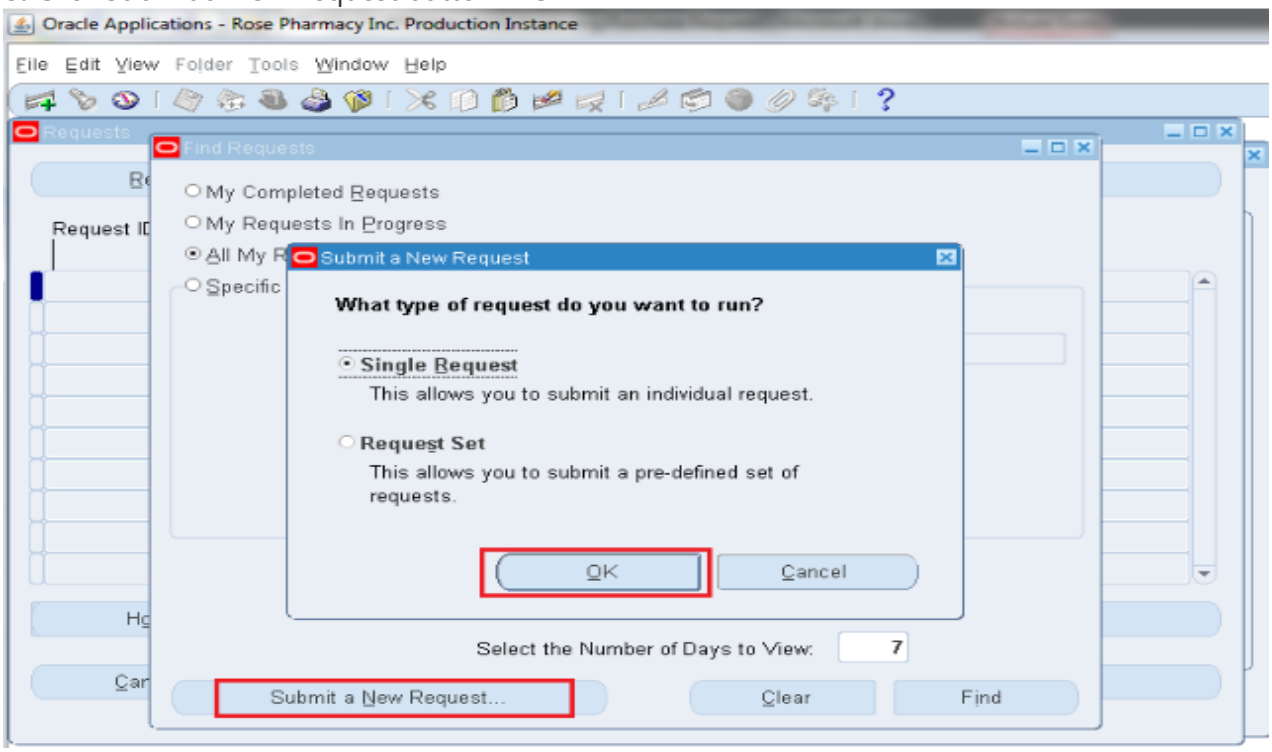
6. Receipt Number will be generated by the system > Take note of the Receipt number.



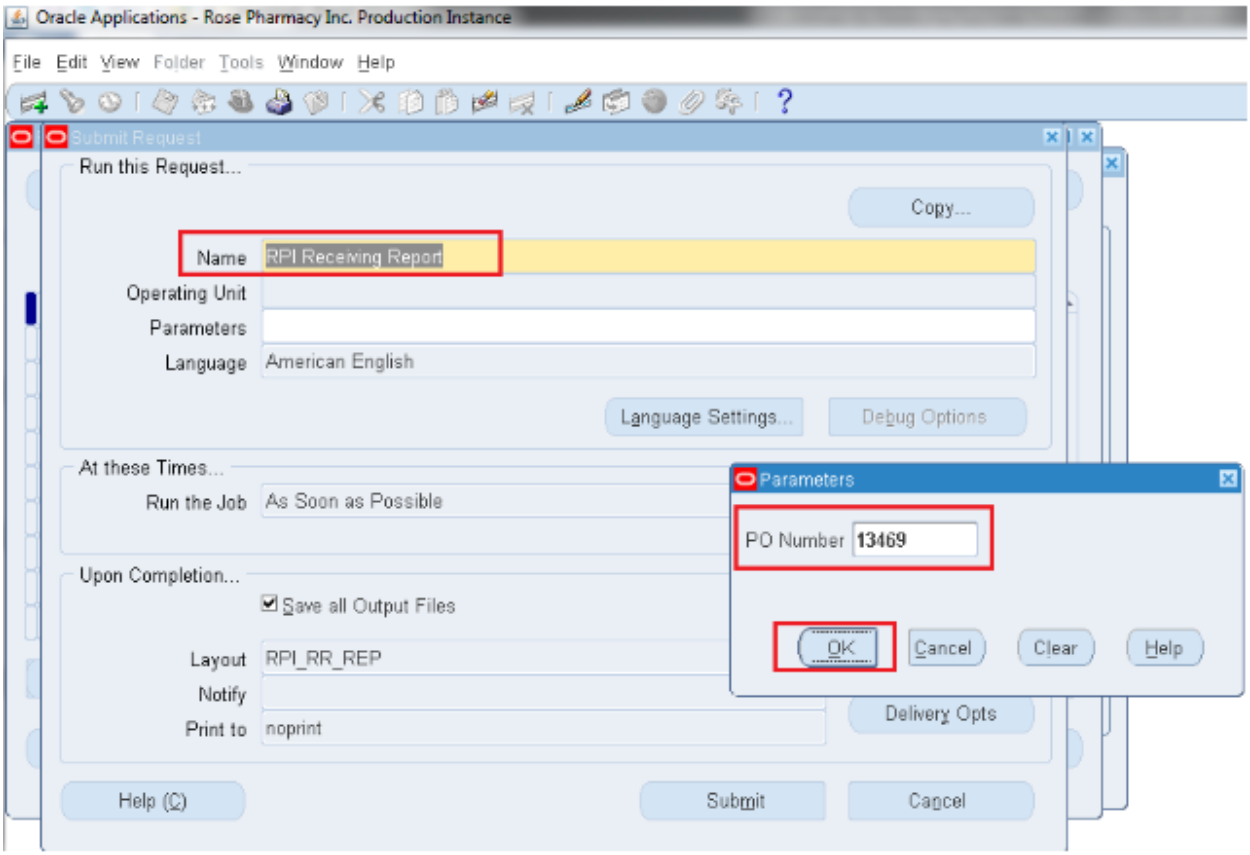
7. Select VIEW menu > Request



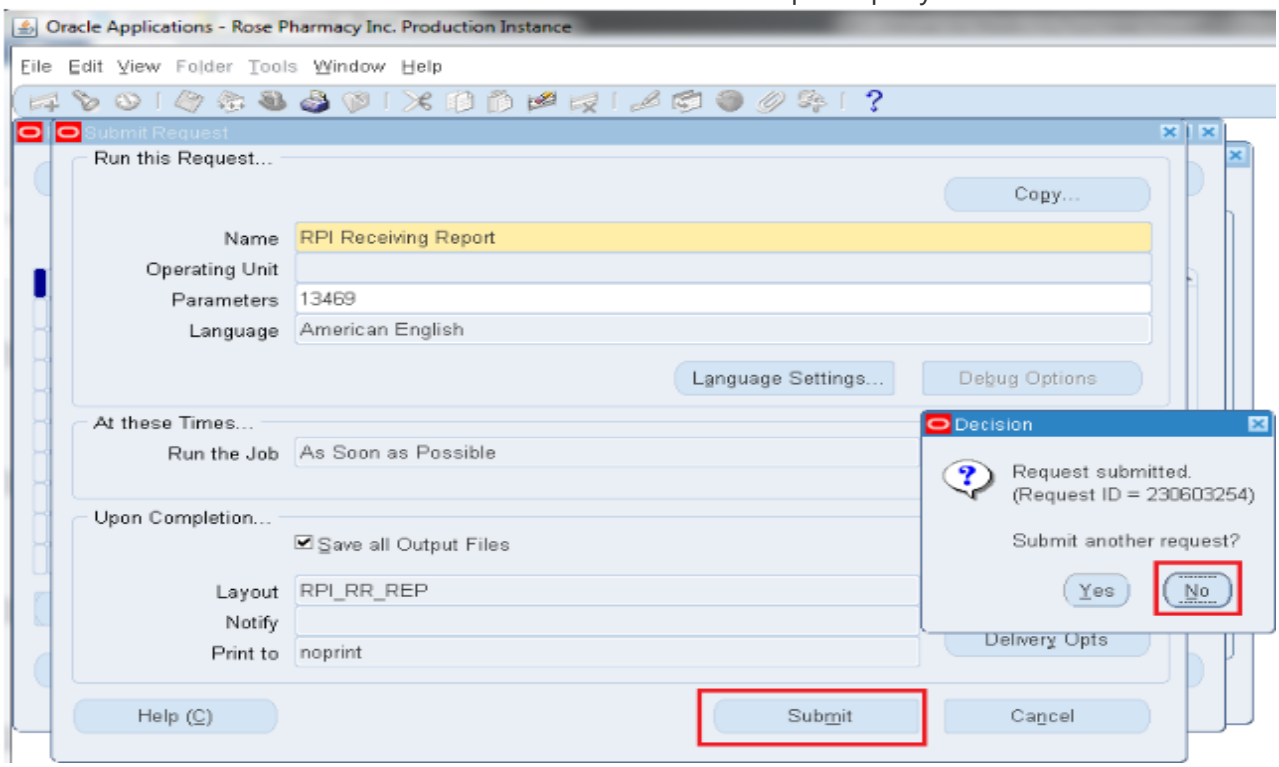
8. Click Submit a New Request button > OK



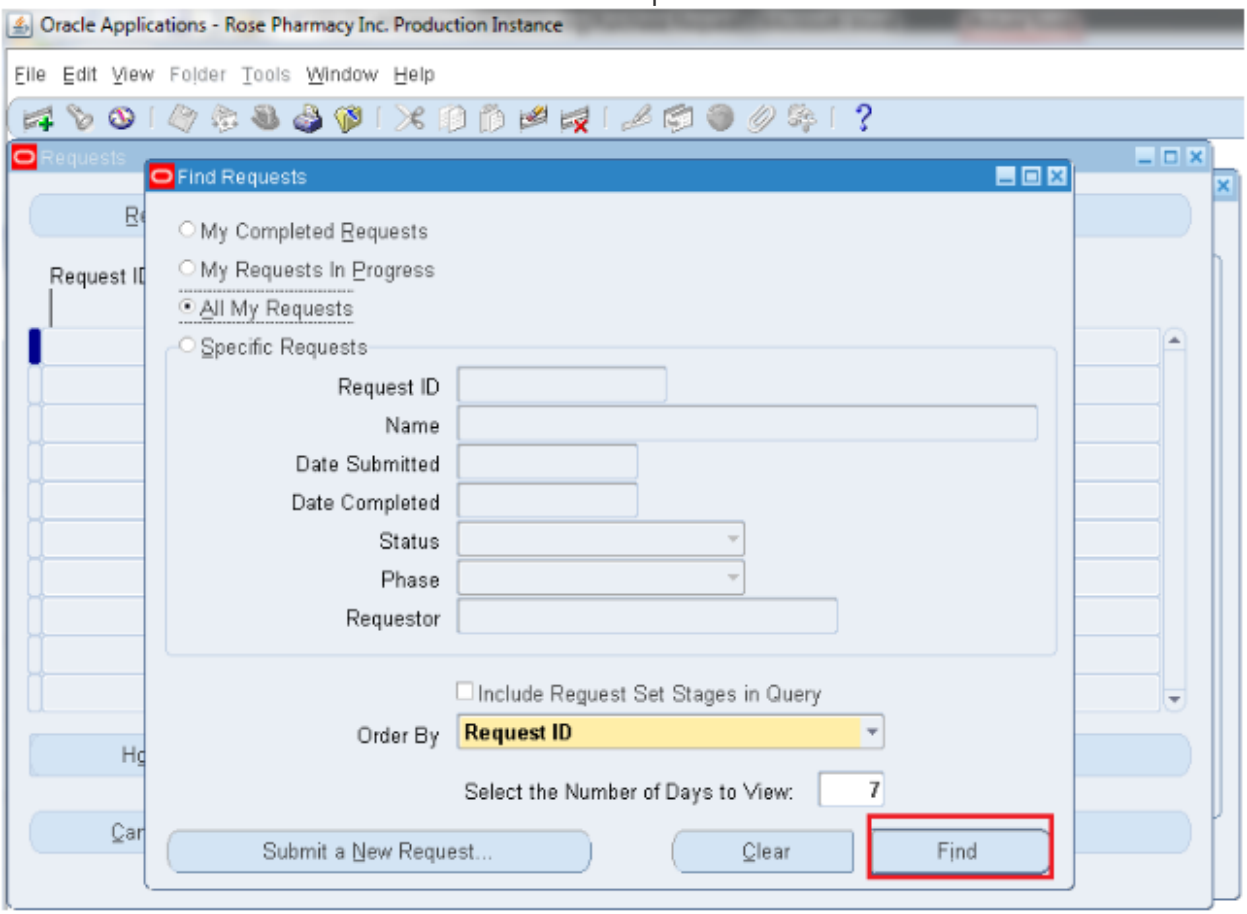
9. Write RPI Receiving Report under Name field in yellow > Supply PO Number > Click OK button.



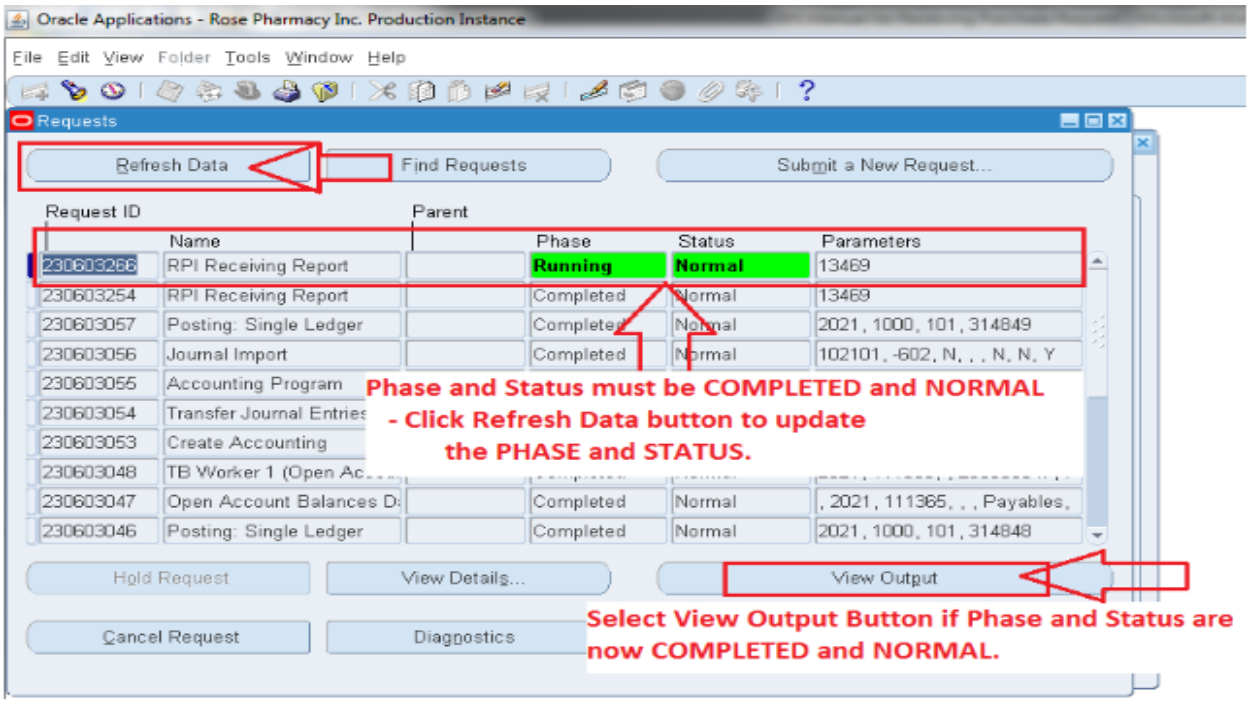
10. Click SUBMIT button > NO button for Submit another request query



11. Click FIND button > Select Refresh Button to update Phase and Status



12. Click VIEW OUTPUT button – select this button ONLY if PHASE and STATUS are now COMPLETED and NORMAL.



13. Print Generated Receiving Report and attached to the Sales Invoice, Purchase Order and Expenditure Request Form.

Rose Pharmacy, Inc.
RECEIVING REPORT

Date: 16-MAY-18

Supplier Name: NG KHAI DEVELOPMENT CORP.	RR Number: 13501
Supplier Code: 9211	PO Number : 13469

No.	PO Items	Unit of Measure	Quantity Received
1	LENOVO THINKPAD T470-i5-7200, 8GB MEMORY 1TB	UNT	4.00

Received By: BOLOTAULO, Ms. SHIELA MARIE JUMAO-AS
Date: 16-MAY-18

Comments: (Explain damages, shortages, substitutions, etc.)

Action to be taken: