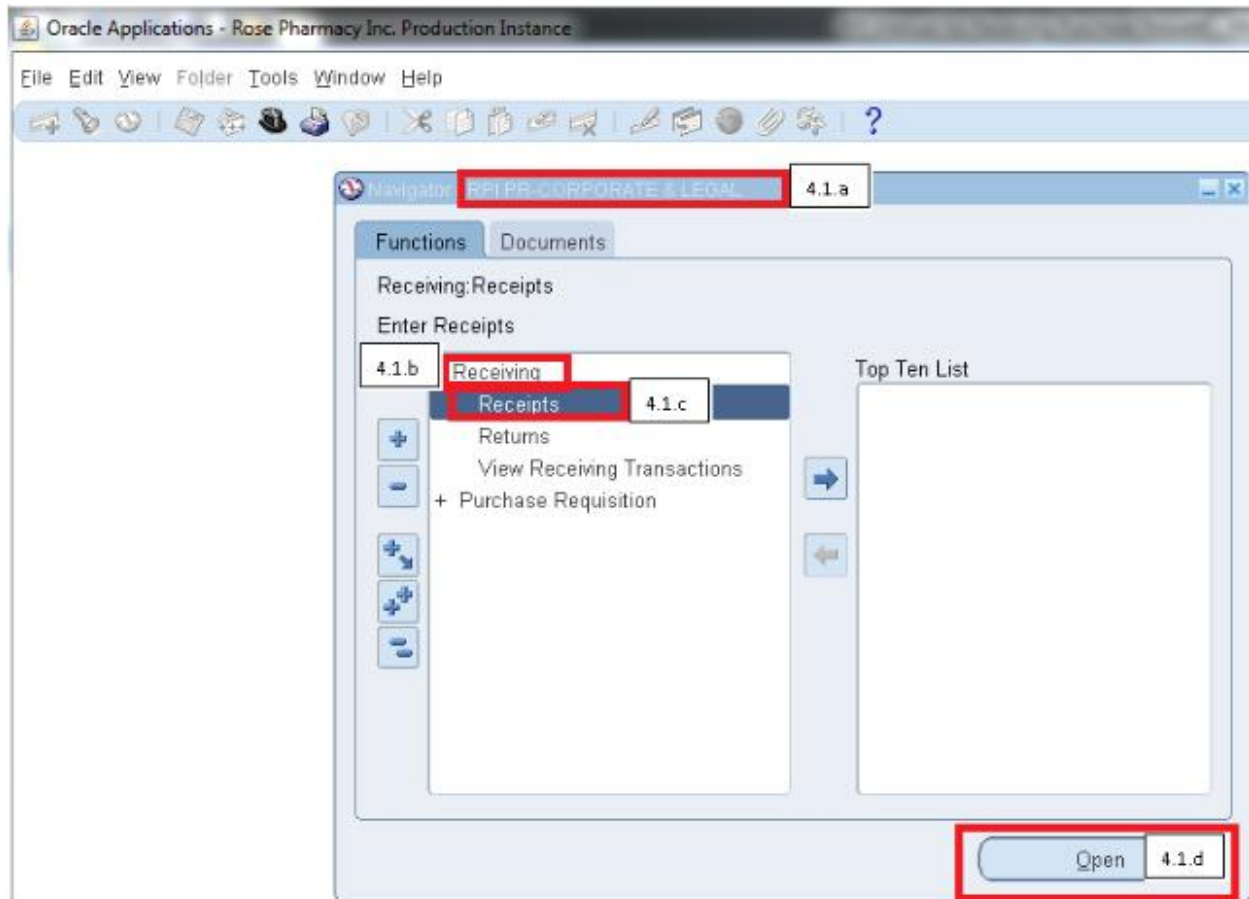
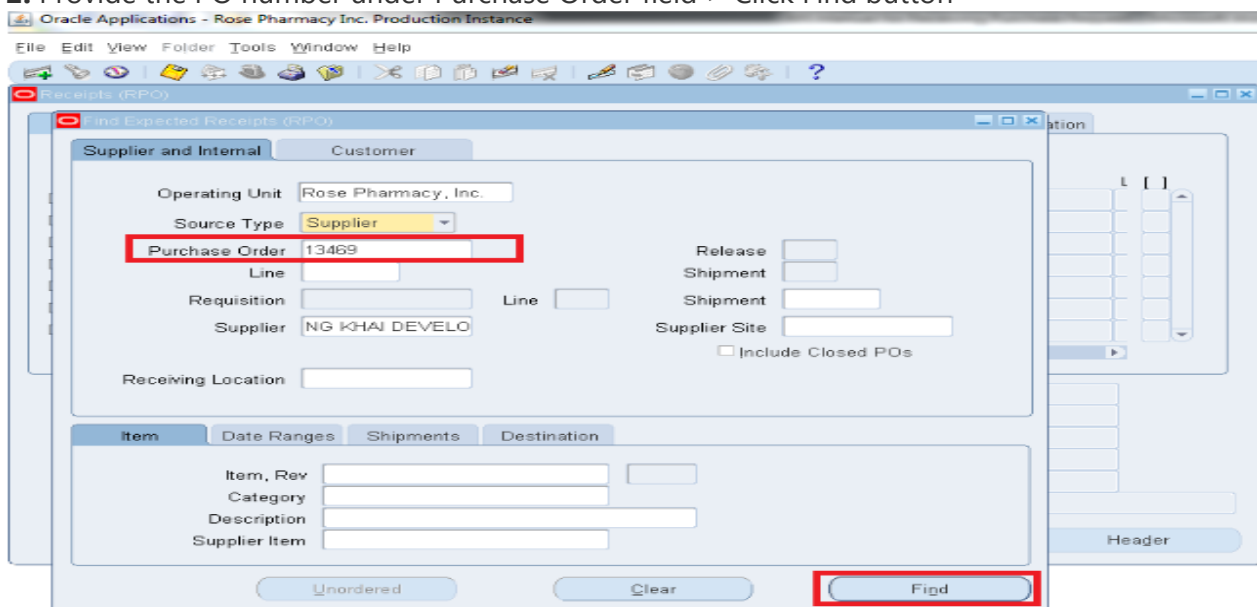


Receiving Purchase Request

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.

Oracle Applications - Rose Pharmacy Inc. Production Instance

File Edit View Folder Tools Window Help

Receipts (RPO)

Receipt Header (RPO)

☒ New Receipt ☐ Add To Receipt

Receipt

Shipment

Packing Slip

Freight Carrier

Containers

Supplier NG KHAI DEVELOPMENT COR

Comments REFER SI#153968, PO#13469

Receipt Date 16-MAY-2018 11:0

Delivery Date 03-MAY-2018 00:0

Waybill/Airbill

Bill of Lading

Received By BOLOTAULO, Ms. SHIELA M

Operating Unit Rose Pharmacy, Inc.

Supplier NG KHAI DEVELOPMENT CORP.

Item Description LENOVO THINKPAD T470-i5-7200, 8GB

Destination ---

Header Receiver Note

Shipment Receiver Note

Order Type Standard

Order 13469

Due Date

Hazard

UN Number

Routing Direct Delivery

Lot - Serial Cascade Express Header

Unordered Clear Find

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

The screenshot shows the Oracle Applications interface for Rose Pharmacy Inc. Production Instance. The main window is titled 'Receipts (RPO)' and has tabs for 'Lines', 'Details', 'Currency', 'Order Information', 'Outside Services', and 'Shipments'. The 'Lines' tab is active, displaying a table with columns: Quantity, UOM, Secondary Quantity, UOM, Destination Type, Item, Rev, and Des. The table contains one row with Quantity 4, UOM UNT, and Destination Type Multiple. Below the table, there are fields for Operating Unit (Rose Pharmacy, Inc.), Supplier (NG KHAI DEVELOPMENT CORP.), Item Description (LENOVO THINKPAD T470-S-7200, 8GB), Destination (---), Header Receiver Note, and Shipment Receiver Note. To the right, there are fields for Order Type (Standard), Order (13469), Due Date, Hazard, UN Number, and Routing (Direct Delivery). At the bottom, there are buttons for 'Unordered', 'Clear', and 'Find'. A 'Receipt Header (RPO)' window is open on the right, showing fields for Receipt, Shipment, Packing Slip, Freight Carrier, Containers, Supplier (NG KHAI DEVELOPMENT CORP.), Comments (REFER SH#153968, PO#13469), Receipt Date (16-MAY-2018 11:02), Delivery Date (03-MAY-2018 00:00), Waybill/Airbill, Bill of Lading, and Received By (BOLOTAULO, Ms. SHEILA MA).

- Checkbox – Check the box of the specific item that you have actually received.
- 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.
- Task Bar – Drag task bar highlighted to the right to see Field Location.

This screenshot is similar to the previous one but highlights specific elements in the 'Lines' tab. A red box highlights the checkbox in the first row of the table. Another red box highlights the quantity '4' in the first row. A third red box highlights the 'Quantity' column header. The 'Receipt Header (RPO)' window is still open on the right, showing the same fields as before.

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

The screenshot shows the Oracle Applications interface for Rose Pharmacy Inc. Production Instance. The main window is titled 'Receipts (RPO)' and has tabs for Lines, Details, Currency, Order Information, Outside Services, and Shipments. The 'Details' tab is active, showing a table with columns: Quantity, UOM, Secondary, Quantity, UOM, Rev, Description, Location, and Requester. The 'Location' column is highlighted in red. The 'Receipt Header (RPO)' window is open, showing fields for Receipt, Shipment, Packing Slip, Freight Carrier, Containers, Supplier, and Comments. The 'Receipt' field is highlighted in red. The 'Receipt Date' is 16-MAY-2013 11:00, 'Delivery Date' is 03-MAY-2013 00:00, and 'Received By' is BOLOTAULO, Ms. SHEILA M.

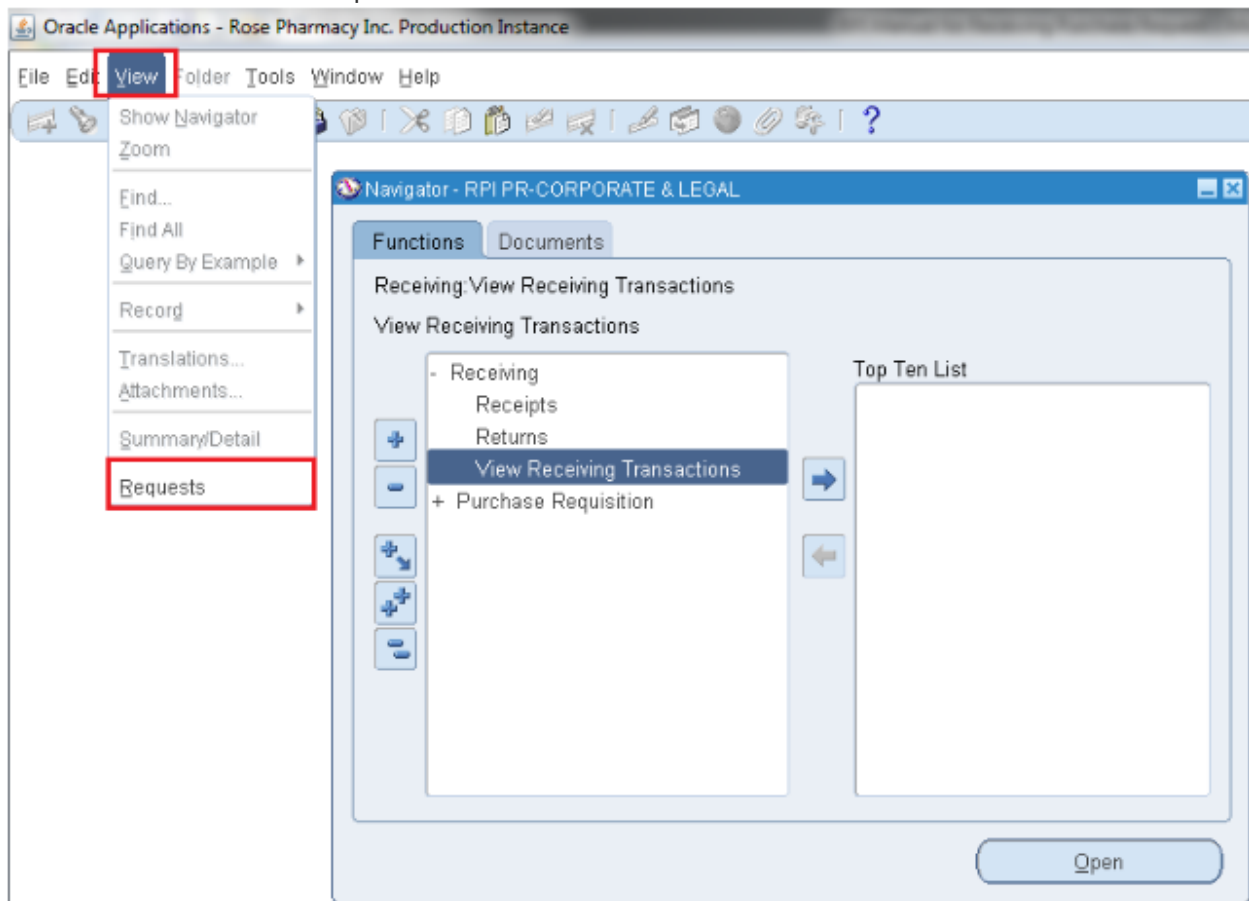
Note: Drag task bar highlighted to the right to see Field Location.

5. Select SAVE  icon.

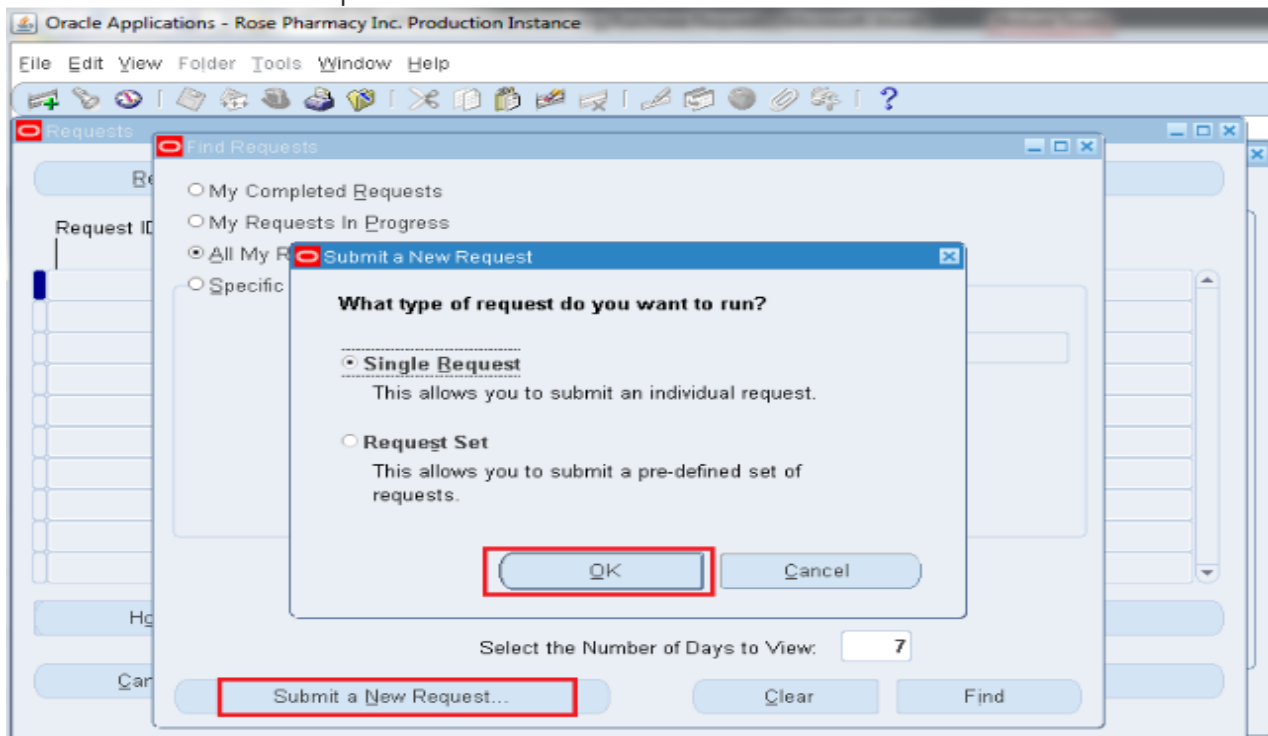
6. Receipt Number will be generated by the system > Take note of the Receipt number.

The screenshot shows the Oracle Applications interface for Rose Pharmacy Inc. Production Instance. The main window is titled 'Receipts (RPO)' and has tabs for Lines, Details, Currency, Order Information, Outside Services, and Shipments. The 'Details' tab is active, showing a table with columns: Quantity, UOM, Secondary, Quantity, UOM, Rev, Description, Location, and Requester. The 'Location' column is highlighted in red. The 'Receipt Header (RPO)' window is open, showing fields for Receipt, Shipment, Packing Slip, Freight Carrier, Containers, Supplier, and Comments. The 'Receipt' field now contains the number 13501, which is highlighted in red. The 'Receipt Date' is 16-MAY-2013 11:00, 'Delivery Date' is 03-MAY-2013 00:00, and 'Received By' is BOLOTAULO, Ms. SHEILA M.

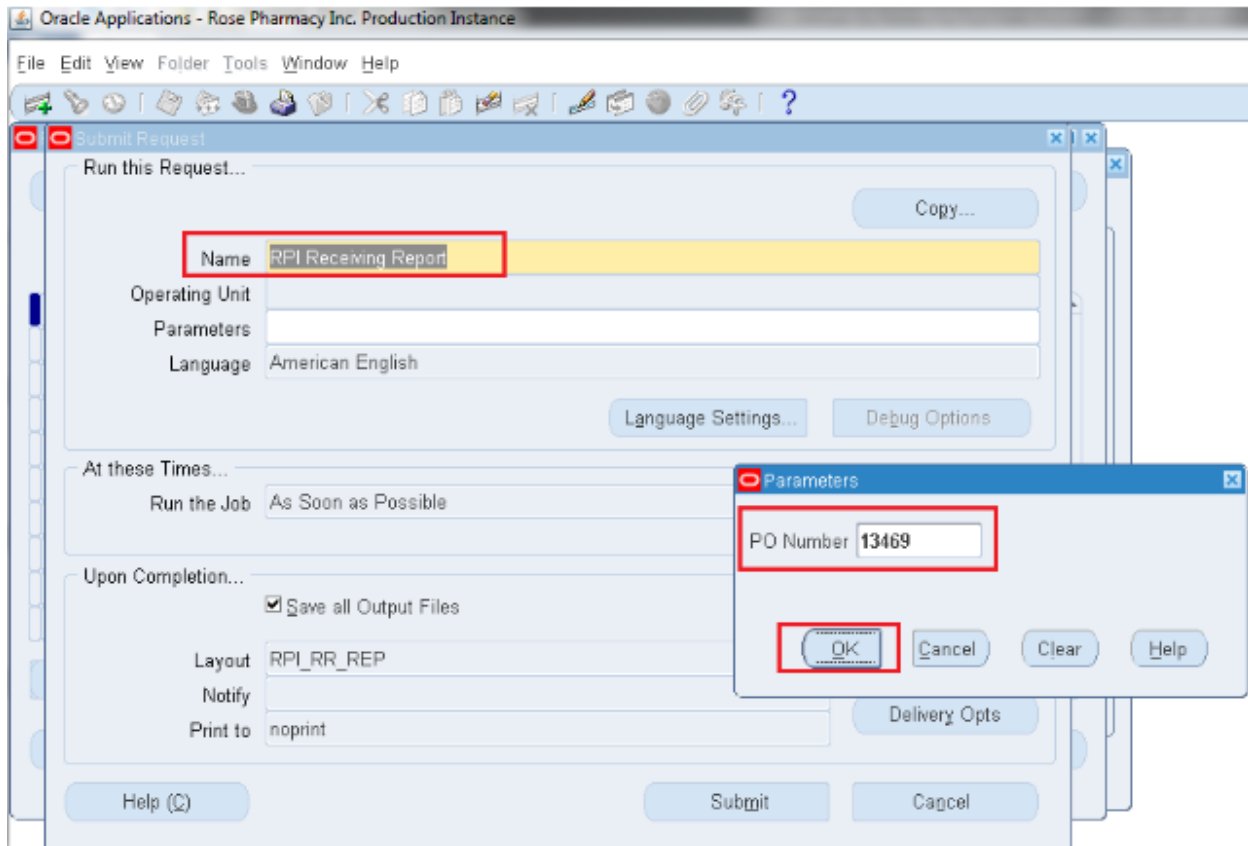
7. Select VIEW menu > Request



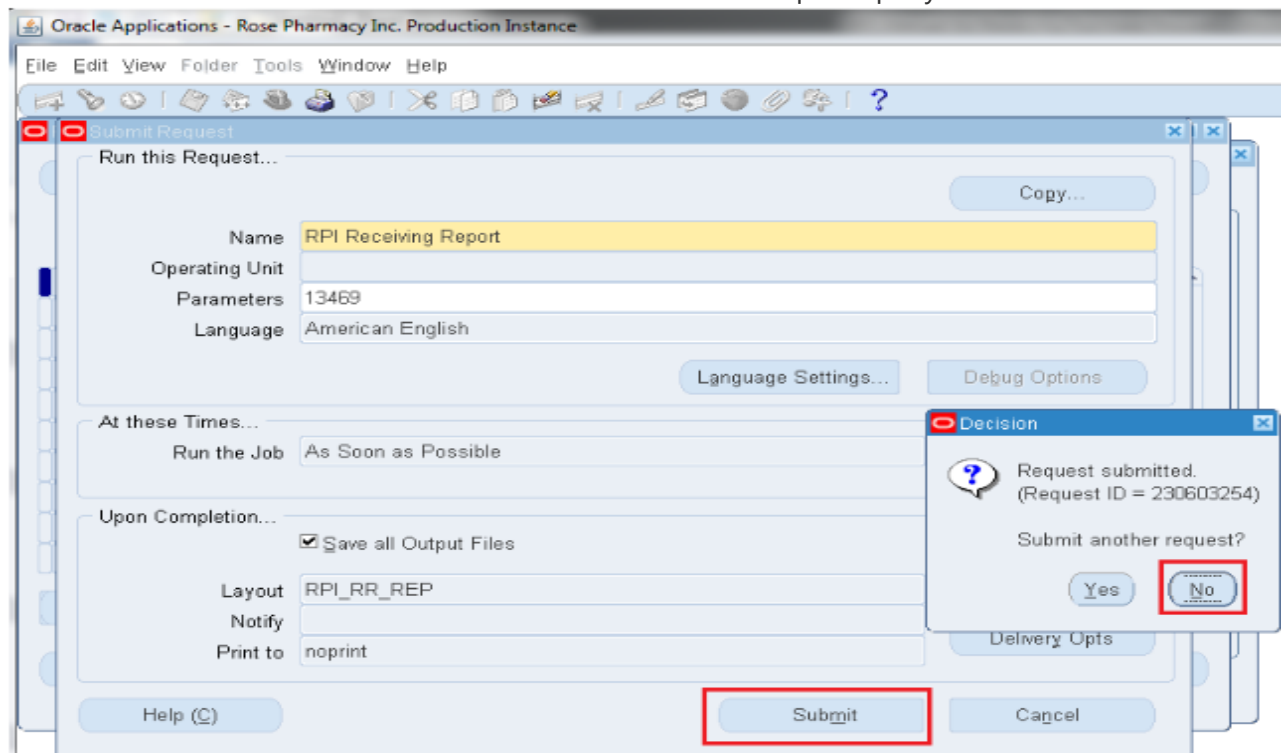
8. Click Submit a New Request button > OK



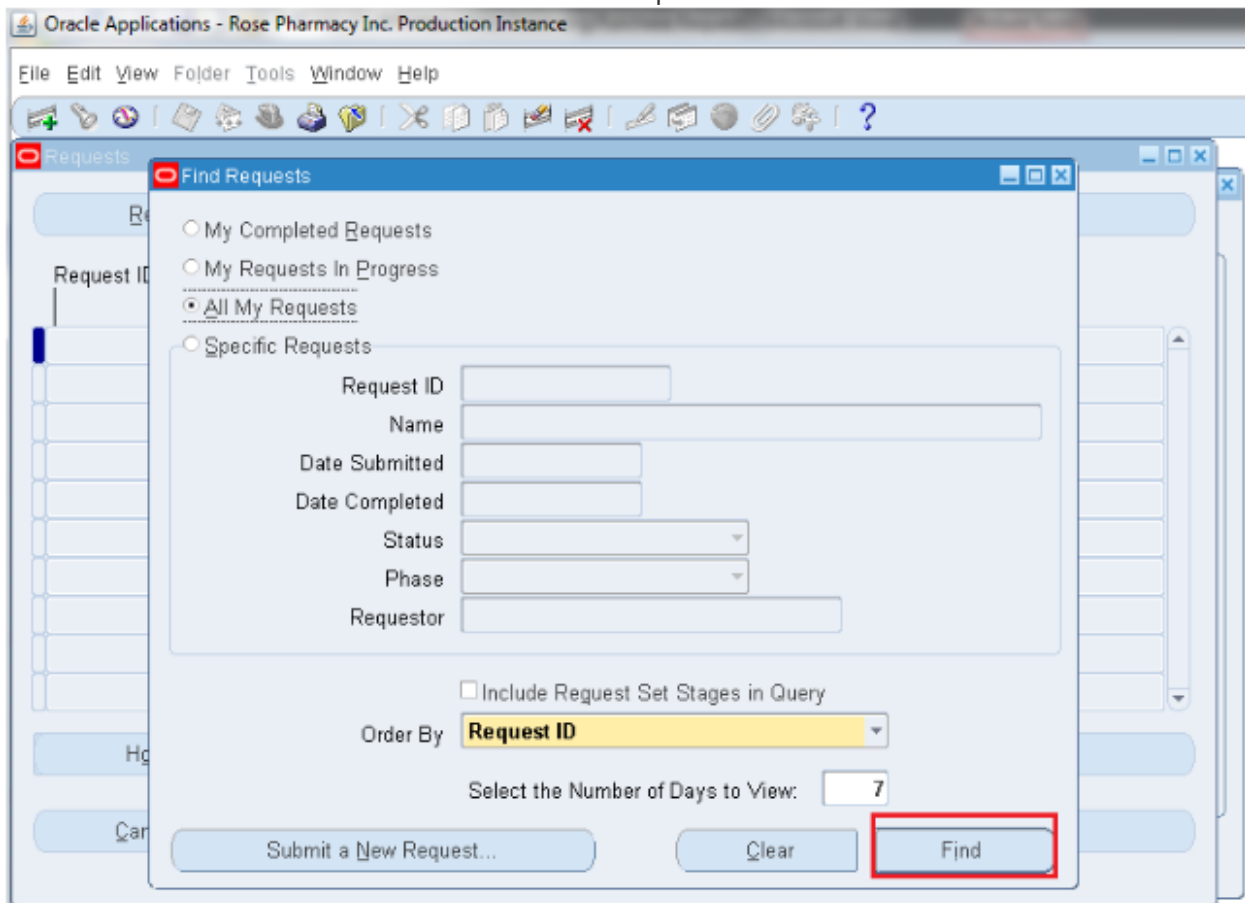
9. Write RPI Receiving Report under Name field in yellow > Supply PO Number > Click OK button.



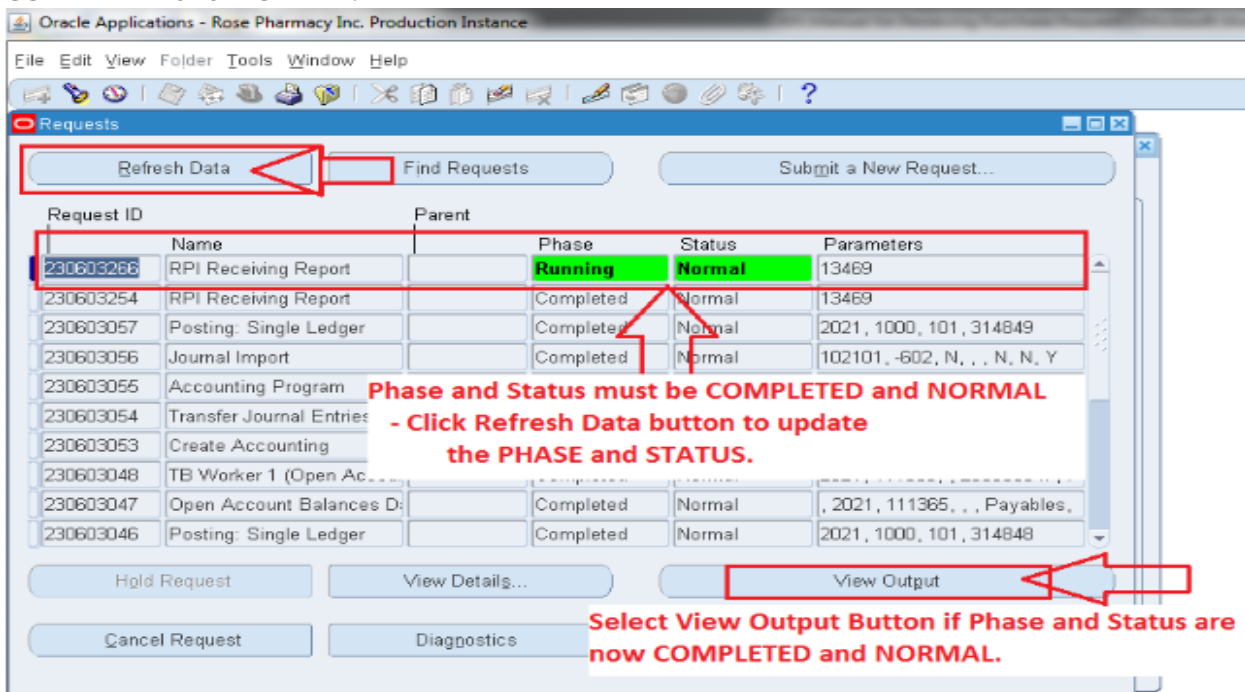
10. Click SUBMIT button > NO button for Submit another request query



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.)

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Action to be taken:

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