

Work instruction ***Purchase Order Receipt***

Document information:

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Process Ownership	Name	Function	Date
Author	Jurgen Trogh	D365 Key User	20/05/2021
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Document history:

Version	Reason for change	Date effective
01	NEW	01/11/2021

Process Steps

Step 1: Delivery of Purchase order

The supplier will deliver the goods corresponding to the delivery location of the purchase order.

This can be a warehouse location but also a toller location.

Delivery directly to a customer will be handled in a separate work instruction.

For some warehouses it can be obligated to book previously to the delivery (24-48H beforehand) a slot in the system of the receiving warehouse.

Step 2: Product receipt in warehouse

The warehouse will receive physically the goods that the supplier delivered to the warehouse.

The warehouse will do an inbound control:

- SKU's received
- Quantity
- Batch
- Production date
- (Expiry date)

If received goods are damaged, these damaged products will be located on a specific location in the warehouse, apart from the goods that are undamaged.

The warehouse will communicate the arrival of the damaged goods to BCP so further action can be defined by BCP.

The receipt of the goods will be booked in the WMS system of the warehouse.

Step 3: Providing delivery documents

The warehouse will inform the SC Assistant that the purchase order is delivered and received.

The warehouse will communicate:

- Purchase order reference
- Receipt date
- Item SKU
- Quantity
- Batch
- Production date
- (Expiry date)

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The delivery documents will be sent also to the SC Assistant (towards the “SC Delivery Note” mailbox):

Minimum mandatory documents:

- Packing slip
- CMR

Additional documents if available:

- Purchase Order
- Inbound control checklist
- Certificate of Analysis
- Booking of receipt in WMS warehouse

Information flow to check:

Still by mail or fully by EDI messages WH → SC admin?

Step 4: Product receipt in D365

The SC Assistant will check if all needed information is received to make sure that the purchase order can be received in D365:

- Purchase order reference
- Receipt date
- Item SKU
- Quantity
- Batch
- Production date
- (Expiry date)

Go to: [Procurement and sourcing > All Purchase orders](#)

Select the corresponding purchase order that needs to be received.

All purchase orders

BBE-PO-00346 : BBE-V0026 - INDOFIL INDUSTRIES NETHERLANDS BV

Lines Header Open order Confirmed

Purchase order header

DELIVERY	DISCOUNTS	REPLENISHMENT	Cross docking date	PRODUCT/ORDER CREATION
Load date	Total discount %	Service category		Auto created
	0,00			<input type="radio"/> No
Delivery date	VENDOR	Location	Local delivery date	Origin
14/06/2021	Contact			Purchase
Earliest confirmed delivery		CROSS DOCKING DATES	Sales date	
		Delivery date		
		14/06/2021		

Purchase order lines

+ Add line + Add lines Add products Remove Purchase order line Financials Inventory Product and supply Update line Work details

✓ T...	Budget check r...	Line number	Product number	Item number	Product name	Procurement category	Variant number	CW quantity	CW uni
		1	10014-DITHANE 750 WG 1 x 10 KG / DL...	10014-D1	DITHANE 750 WG 1 x 10 KG / DL...		VAR000021		

➔ Click “Product Receipt” in the Header tab Receive > Generate

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[+ New](#)
[Delete](#)
[Workflow](#)
[Purchase order](#)
[Purchase](#)
[Manage](#)
[Receive](#)
[Invoice](#)
[Retail](#)
[Warehouse](#)
[Transportation](#)
[General](#)
[Options](#)

[Generate](#)
[Delivery](#)
[Journals](#)
[IC receipt automation](#)

[Receipts list](#)
[Product receipt](#)
[Intercompany picking list](#)
[Pro forma receipts list](#)
[Pro forma product receipt](#)
[Intercompany product receipts](#)
[Transportation details](#)
[Receipts list](#)
[Product receipt](#)
[Intercompany receipt automation orders](#)

- Enter the field “Product Receipt” with the CMR number (f.e. F11406221)
- Indicate the product receipt date:
 - o This is the date the goods arrived at the warehouse
 - o This is the date that is mentioned on the CMR document in section 16 (signature, date and stamp of the consignee)

Posting product receipt

Settings

[Select](#)
[Arrange](#)
[Printer setup](#)
[View charges](#)

PARAMETERS

Quantity

Ordered quantity

Posting

Yes

PRINT OPTIONS

Print

Current

Print product receipt

No

Use print management destination

No

Print sales documents

No

Print shelf labels

No

Print product labels

No

SETUP

Check credit limit

None

SUMMARY PURCHASE

Summary update for

None

Overview

[+ Add](#)
[Remove](#)
[Totals](#)
[Sales tax](#)

✓	Update	Purchase order	Name	Product receipt	Product receipt date	Document date	Terms of payment
✓	Product receipt	BBE-PO-00346	INDOFIL INDUSTRIES NETHERL...	BL08061	7/06/2021		

➔ Go to the “Lines” Section at the bottom of the screen & choose “ Update Line > Registration”

Lines

[Delete](#)
[Purchase order line](#)
[View charges](#)
[Inventory](#)
[Reset batch disposition code](#)
[Update line](#)

✓	Purchase order	Line number	Product number	Item number	Item category	Text	Batch number	CW update
✓	BBE-PO-00346	1	10014:DITHDGNEWTJNL1 x 10 ...	10014-01		DITHANE DG NEW TEC 1 x 10 KG		

PROCESS

Registration

Pick

BBE-PO-00346 : 1

Registration

Reference

Purchase order

Number

BBE-PO-00346

Ordered

2.100,00

Remainder

2.100,00

Inventory unit

KG

Transactions

[Add registration line](#)
[Create serial numbers](#)
[Split](#)
[Intercompany](#)
[Reset batch disposition code](#)
[Batch details](#)

✓	Receipt status	Trademark	Country	Site	Warehouse	Batch number	Quantity	Inventory unit	Batch disposition code
✓	Ordered	DITHDGNEWT	NL	OP	Mond&RI		2.100,00	KG	
✓	Registered	DITHDGNEWT	NL	OP	Mond&RI	IND157d	700,00	KG	
	Registered	DITHDGNEWT	NL	OP	Mond&RI	IND157c	1.400,00	KG	
	Registered	DITHDGNEWT	NL	OP	Mond&RI	IND157b	1.400,00	KG	
	Registered	DITHDGNEWT	NL	OP	Mond&RI	IND157a	1.400,00	KG	

- Click “Add registration Line” in the transaction section
- In the “registration lines” section following fields can be entered
 - o Complete the batch number
 - o Complete the quantity to register
- Click “confirm registration” & save

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Registration lines								
+ Add Remove Confirm registration Create serial numbers Remove all								
✓	Actual value	Trademark	Country	Site	Warehouse	Batch number	Register now	Unit
		DITHDGNEWT	NL	OP	Mond&Rl	▼	2,100,00	KG

If Batch number doesn't exist

- Click right on the arrow next to the batch number & choose “View details”
- With the “new “ button in the pane you can add a new batch number

Save

New

Delete

View

Trace

Reset

Options

View

On-hand ▼

Transactions

Batch restriction

Inventory batch attributes

Inventory blocking

Batches

Filter

✓	Batch number	Item number ↑ ▼	Batch disposition code	Bat
	IND157a	10014-01		
	IND157b	10014-01		
	IND157c	10014-01		
	IND157d	10014-01		
	IND157e	10014-01		

Once you are finished with these new batches
You can return to the posting product receipt screen

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Posting product receipt

<input checked="" type="checkbox"/>	Product receipt	BBE-PO-00346	INDOFIL INDUSTRIES NETHERL...	BL08061	7/06/2021			
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Lines

[Delete](#)
[Purchase order line](#)
[View charges](#)
[Inventory](#)
[Reset batch disposition code](#)
[Update line](#)

<input checked="" type="checkbox"/>	Purchase order	Line number	Product number	Item number	Procurement category	Text	Batch number	CW update
<input checked="" type="checkbox"/>	BBE-PO-00346	1	10014:DITHDGNEWT:NL:1 x 10 ...	10014-01		DITHANE DG NEW TEC 1 x 10 KG		

Details

General

Purchases

Fixed assets

PRICE

Unit price

0,00

Price unit

DISCOUNT

Discount

0,00

Discount percent

INVENTORY

Update

7.000,00

FW update

PURCHASE LINE

Line description

VENDOR BATCH

Country/region of Origin 1

Country/region of Origin 2

- Click ok to finish

➔ The Product receipt posting will take place & the product will be received in D365

Control points

- Purchase orders can't be launched to a supplier without a Purchase agreement or without an additional manual approval by Procurement.
- All ordered volumes are covered with the volumes from the demand plan that are checked & approved by the Sales Directors & Supply chain director.
- No purchase order can be made with a price different from the agreed prices in the contract or manually approved by Procurement.
- Procurement is aware of the ordered volumes before they are sent to the supplier.
- Supply chain is aware of the quantities & prices that are agreed before an order is entered.

Definitions & Abbreviations

Associated Tools & documents

- Process Purchase Order Receipt
- Process Purchase Order & WI creation of Purchase Order