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
Reviewer (s)	Jolien Sleeckx	D365 Key User	16/07/2021
Approver (s)	Kurt Braspenninckx Marc Vandenhove	Supply Planning Team Lead Supply Chain Manager	Click or tap to enter a date.

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

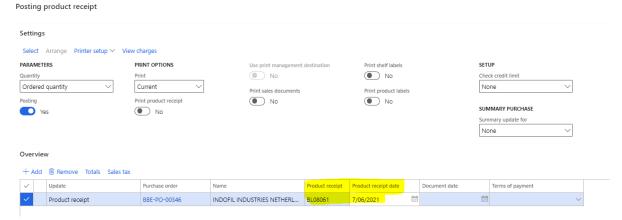Select the corresponding purchase order that needs to be received.

➔ Click "Product Receipt" in the Header tab Receive > Generate
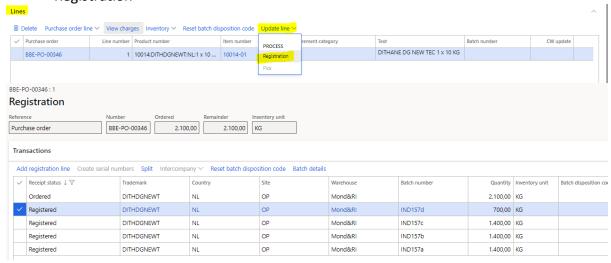
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- Enter the field "Product Receipt" with the CMR number (f.e. F11406221)
- Indicate the product receipt date:
  - This is the date the goods arrived at the warehouse
  - This is the date that is mentioned on the CMR document in section 16 (signature, date and stamp of the consignee)

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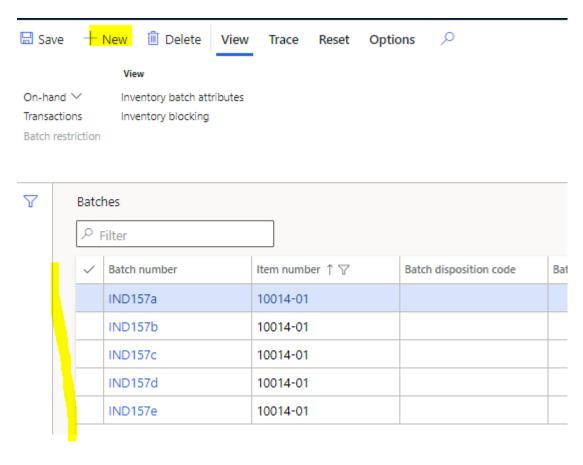

- Click "Add registration Line" in the transaction section
- In the "registration lines" section following fields can be entered
  - Complete the batch number
  - Complete the quantity to register
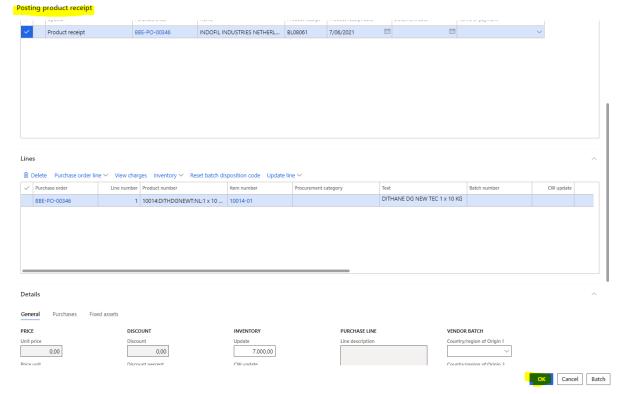- Click "confirm registration" & save

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	Actual value	Trademark	Country	Site	Warehouse	Batch number	Register now	Unit
		DITHDGNEWT	NL	OP	Mond&RI		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

	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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- 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