



TAMS II

How to Receive Partial Shipments

When freight arrives in separate shipments, you can post the PO with the parts received and mark other parts as **Partial Ship**. Partial shipments occur when factory direct orders are fulfilled from multiple locations or stock orders arrive in multiple shipments at different times.

- 1 To receive a partial shipment, open the PO and enter the **Qty Rec** for all parts physically received in the shipment. When receiving partial shipments, **Qty Shipped** and **Qty Rec** have different totals.

Receive Goods

Purchase Order Number: BK173223
Order Type: Factory Direct
Source: MANUAL
Creation Date: 07/09/2020

Line	PartNumber	QtyShipp...	OSB	QtyRec	QtyDmg	QtyB/O	UnitCost	CoreCost	UnitDI
NOE 600-0185		1	S	0	0	0	0.0000	0.0000	0.1
NOE 600-2227-1		1	S	0	0	0	0.0000	0.0000	0.1
NOE 600-2604		1	S	0	0	0	0.0000	0.0000	0.1
NOE 600-3149		1	S	0	0	0	0.0000	0.0000	0.1
NOE 600-5476		1	S	0	0	0	0.0000	0.0000	2.2
NOE 601-1363		1	S	0	0	0	0.0000	0.0000	0.1
NOE 605-1340		1	S	0	0	0	0.0000	0.0000	0.1
NOE 615-1100		1	S	0	0	0	0.0000	0.0000	0.1
NOE 630-1012		1	S	0	0	0	0.0000	0.0000	0.1
NOE 630-1067		1	S	0	0	0	0.0000	0.0000	0.1
NOE 630-1670		1	S	0	0	0	0.0000	0.0000	0.1
NOE 660-1698		1	S	0	0	0	0.0000	0.0000	0.1
NOE 665-1399		1	S	0	0	0	0.0000	0.0000	0.1
NOE 675-5164		1	S	0	0	0	0.0000	0.0000	0.1
NOE 690-1023-1		1	S	0	0	0	0.0000	0.0000	0.1
NOE 690-1023		1	S	0	0	0	0.0000	0.0000	0.1
NOE 715-1815		1	S	0	0	0	0.0000	0.0000	0.1
NOE 730-1605		1	S	0	0	0	0.0000	0.0000	0.1
NOE 730-7015		1	S	0	0	0	0.0000	0.0000	0.1
NOE 730-7074		1	S	0	0	0	0.0000	0.0000	0.1

Quantity Ordered: 8 Over/Short: -3 Order Value: 5.29 Receipt Value: 2.85

Buttons: Receive All, Partial Ship, Discount % Change, Post to Inventory, Cancel PO, View All, Cancel Selected Items

- 2 To mark items as **Partial Ship**, select the rows with parts that have not arrived, then select **Partial Ship**.
- 3 To apply **Partial Ship** to the selected rows, choose **Selected Rows**.

Question

Do you want to update the Partial Ship flag for:

Selected Rows All Rows Cancel

Do not select **All Rows**. This applies **Partial Ship** to all items and no items will be posted.

- 4 To post the partially shipped order, select **Post to Inventory**. Items marked as **Partial Ship** are excluded from on hand inventory.

Receive Goods

Purchase Order Number: BK173223
Order Type: Factory Direct
Source: MANUAL
Creation Date: 07/09/2020

Line	PartNumber	QtyS...	Qty...	QtyB...	UnitCost	CoreCost	UnitDis...	UnitNet...	Par...	Pos...
NOE 600-2227-1		1	S	0	0	5.5500	0.0000	0.5550	✓	✓
NOE 600-2604		1	S	0	0	6.9800	0.0000	0.6980	✓	✓
NOE 600-3149		1	S	0	0	0.9800	0.0000	0.0980	✓	✓
NOE 600-5476		1	S	0	0	22.1500	0.0000	2.2150	✓	✓
NOE 601-1363		2	S	1	0	2.6900	0.0000	0.2690	✓	✓
NOE 605-1340		1	S	0	0	5.2200	0.0000	0.5220	✓	✓
NOE 615-1100		1	S	0	0	4.1100	0.0000	0.4110	✓	✓
NOE 630-1012		1	S	0	0	7.2500	0.0000	0.7250	✓	✓
NOE 630-1067		1	S	0	0	2.1500	0.0000	0.2150	✓	✓
NOE 630-1670		1	S	0	0	7.3700	0.0000	0.7370	✓	✓
NOE 660-1698		1	S	0	0	2.1600	0.0000	0.2160	✓	✓
NOE 665-1399		1	S	0	0	1.7300	0.0000	0.1730	✓	✓
NOE 675-5164		1	S	0	0	5.6900	0.0000	0.5690	✓	✓
NOE 690-1023-1		1	S	0	0	23.1600	0.0000	2.3160	✓	✓
NOE 690-1023		1	S	0	0	6.4800	0.0000	0.6480	✓	✓
NOE 715-1815		1	S	0	0	1.0600	0.0000	0.1060	✓	✓
NOE 730-1605		1	S	0	0	10.4200	0.0000	1.0420	✓	✓
NOE 730-7015		2	S	0	0	13.3800	0.0000	1.3380	✓	✓
NOE 730-7074		1	S	0	0	66.4800	0.0000	6.6480	✓	✓
NOE 730-7662-1		1	S	0	0	18.5300	0.0000	1.8530	✓	✓

Quantity Ordered: 1 Over/Short: -1 Order Value: 5.00 Receipt Value: 0.00

Buttons: Receive All, Partial Ship, Discount % Change, Post to Inventory, Cancel PO, View All, Cancel Selected Items

- 5 The following message displays because you have parts with a 0 **Qty Rec**. To post the PO, select **Continue**.

Warning

19 of the items have no received quantity.
These item(s) will be canceled if you continue with the posting process.
Click Cancel to edit the items.
Click Continue to complete the posting process.

Continue Cancel

- 6 Select **OK**.

Question

This function will update inventory with receipt information.
Do you want to continue?

OK Cancel

Parts marked as **Partial Ship** with 0 **Qty Rec** remain on the PO, and on hand inventory is not updated.

Parts not marked as **Partial Ship** with a 0 **Qty Rec** remain on the PO, and on hand inventory is not updated.

- 7 To print Purchase Order Reports, enter the number of copies, then select **OK**.

Print Purchase Order Report

The following reports will be created for PO Number BK173223

Report Name: Receipts Report
Number of Copies to Print: 0

Buttons: OK, Cancel

- 8 To keep the PO open for updates when the remaining shipment arrives, select **No**, then select **OK**.

TAMS - Received Goods - Backorder Quantities

Backorder quantities for order BK173223 will be zeroed if this is the final shipment.

Is this the final shipment for the order? Yes No

Partially shipped items will remain on order.

Buttons: OK, Cancel

Do not select **Yes**. This cancels **Partial Ship** and updates all on hand inventory with the **Qty Rec**.

- 9 To receive the remaining shipment, update the same PO. If updating manually, add the quantity to the existing **Qty Rec**. For example, if 3 of 5 were originally received and 2 have arrived in this shipment, enter 5. If using an RF Scanner, the number of parts is automatically added to the existing **Qty Rec**. Select **Post to Inventory**.