# RECEIVE PARTS INTO STOCK

## Introduction

This procedure has been developed to provide you with an understanding of how to receive parts and put away orders created from a Purchase order or Landed cost document in the NAXT system.

This procedure is linked to the following Business Processes:

* PRT\_3.4(SOP)Source Parts through Backorder
* MRP\_1.3(SOP)Hella direct orders
* PRT\_8.1(SOP)Landed Costs
* PRT\_8.1.1(SOP)ASN Landed Costing
* PRT\_5.2(SOP)Manage Shipping Discrepancies
* FAR\_1.2(SOP)Process Invoices with a PO

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## Prerequisites

* A purchase order must be confirmed before any parts can be received against it

## Terminology and Icons

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|  | Important / Note |
|  | Business rule |
|  | The arrival journal is used to receive parts into stock |
|  | By registering the purchase order the items can be received to a location (defaults to the bin location) |
|  | Register all updates the item quantity to the location |
|  | The status is changed to allow to continue receiving more parts |
|  | Closes the Arrival Journal |

## STEPS

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| RECEIVE LOCAL PARTS | |
|  | Follow the menu path to open **GGNZ > Procurement and sourcing > Common > Purchase orders > All purchase orders** |
|  | *The* ***All purchase orders*** *list will display*  Filter for the purchase order you required and double click to open  C:\Users\johi\AppData\Local\Temp\SNAGHTML103101b.PNG |
|  | Click **Receive > Arrival journal** |
|  | Infolog opens   * Click on **receipt journal number** to open   C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTMLa5b1c4.PNG  Go to step 8 |

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| RECEIVE OVERSEAS PARTS | |
|  | For warehouses that deal with multiple or overflow bins and need to do adjustments of the locations on arrival journals before receipt (e.g. Christchurch Distribution), Go to  GGNZ > Accounts payable > Common > Landed costing > **Landed cost documents**  Otherwise, go to step 7  C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML1858c4f.PNG  Find the correct landed cost document then press the **Arrival journal** button |
|  | Infolog opens   * Click on **receipt journal number** to open   C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTMLaa203f.PNG  Go to step 8 |
|  | Go to GGNZ > Warehouse management system > Journals > Receiving > **Arrival journal**  *The list of* ***Arrival Journals*** *will display. Once an arrival journal is selected, the lines of the purchase orders display at the bottom of the screen in the preview screen*   * Double-click the arrival journal to open it   If known, filter on the **Shipment Id** for the waybill number, or the **Case ID** for the case number for CAT shipping  C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML1d375a5.PNG |
|  | If necessary update the locations on the arrival journal before registering the parts  *The* ***Arrival journal*** *window displays*  Click **Approve**  C:\Users\johi\AppData\Local\Temp\SNAGHTML10deca4.PNG |
|  | ***Change of status*** *window opens*  Click **OK** |
|  | *The* ***Arrival journal*** *window will display*  Click **To be received**  C:\Users\johi\AppData\Local\Temp\SNAGHTML10e7ef4.PNG |
|  | ***Change of status*** *window opens*  Click **OK** |
|  | Click **Print receipt list**  This form is used to check off the parts and is in part number order  Any marked items for sales orders will show on this form so staff know not to put them away  C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML68be70.PNG  C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML6c46f0.PNG  If your warehouse has RF guns and the parts to be put away do not have a bar code, you can create one  See instructions below:  P:\Group Share\Released Product Barcode Register\   * Master Item Barcode List - to record bar codes * Bar Tender Instructions – to print out bar code   Notify the Masterfile maintainer / Head Office Parts staff if new bar codes are to be loaded on released products |
|  | Click **Print Put away**  This form is used to put the goods into stock and is in bin location order  C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML6da17e.PNG  C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML6f2f4b.PNG |
|  | *The* ***Arrival journal*** *window will display*  Click **Registration** |
|  | *The* ***Receiving*** *window displays*  The ‘Location’ will default but this can be changed if the parts are to be stored in another bin.  Click in the **Location** field |
|  | Select the desired **Location** from the drop down list |
|  | The quantity to be received will default to the **Remaining** quantity but can be updated as required (this will depend on how much space there is available in each location).  Update the quantity in the **Register now** column    If wanting to receive a part order you can filter case by case using the **Case number** |
|  | To update the item quantity click **Register all**  To apply the updated quantity click **Apply** |
|  | *If location is changed, the* ***Change location*** *window will display*  Select the following as required:   * **Yes** – to point all picking and put away activities to that new location for selected line * **Yes to all** – to point all picking and put away activities to the new location/s for all lines * **No** – to keep current location for all picking and put away activities for that line     If you have changed the location for an overflow bin, click **No**    If you are permanently changing the bin location, click **Yes to all** |
|  | *The* ***Registered quantity*** *(i.e. what you have already receipted) is updated in the bottom pane*  The remaining quantity left to be received is updated at the top with the default location |
|  | If there wasn’t enough room in the first bin, you can complete additional lines for the remaining quantity.    Select the next desired **Location** from the drop down list |
|  | Update the quantity in the **Register now** column  To update the item quantity click **Register all**  To apply the updated quantity click **Apply** |
|  | *If location is changed, the* ***Change location*** *window will display*  Select the following as required:   * **Yes** – to point all picking and put away activities to that new location for selected line * **Yes to all** – to point all picking and put away activities to the new location/s for all lines * **No** – to keep current location for all picking and put away activities for that line     If you have changed the location for an overflow bin, click **No**    If you are permanently changing the bin location, click **Yes to all** |
|  | Continue to add extra ‘Locations’ as required to complete the receipt  Click **Close** |
|  | *The* ***Change of status*** *window displays*  Click **OK** |
|  | *The* ***Arrival journal*** *will display with an updated status of ‘Registered’. An arrival journal can be opened and completed at any stage before closing until it is fully receipted*  To receipt more parts click **Continue receiving** then go to Step 14  C:\Users\johi\AppData\Local\Temp\SNAGHTML11870f0.PNG |

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| CLOSE ARRIVAL JOURNAL | |
|  | Once all parts are received for now, click **Arrival journal > Status > Closing**    ‘Closing’ will prevent any other changes being made in future so if there is more to be received do not change the status. |
|  | *The* ***Change of status*** *window displays*  Click **OK**  Click **Close** on the Arrival journal window |
|  | Hit **F5** or click **Refresh**  The updated lines of the PO quantities will display at the bottom |

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| POST ARRIVAL JOURNAL | |
|  | *The* ***Arrival journal*** *window will display*  Click **Post packing slip**  C:\Users\johi\AppData\Local\Temp\SNAGHTML12d6a5c.PNG |
|  | *The* ***Posting product receipt*** *window will display*  Enter **Product receipt** number and ensure **Print product receipt** checkbox is ticked if printing is required   * Enter the **invoice number** in the **Product receipt** field if known – this can be found in the arrival journal header > **Shipment ID** field for Gough CAT parts   C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML7967f8.PNG   * If there is only one CAT invoice, **enter the whole number** * If there are more than one, **shorten each to 4 digits** * Please only **separate with a ;** * **Do not add any other characters or spaces**   cid:image002.png@01D4B7DD.9BED42A0  Invoice number for CAT parts  C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML74e8f9.PNG   * Gough CAT staff – the **Estimate freight** tick box should be ticked by default at all times |
|  | Optional for 60D  To print product receipt ensure Print product receipt tick box is ticked also  C:\Users\johi\AppData\Local\Temp\SNAGHTML12af0f8.PNG |
|  | Click **OK** |

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|  | ***Product receipt*** *document opens*  Print as required and click **Close**  C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML7e7c71.PNG |

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| WHERE TO NEXT? | |
| Manage discrepancies | *PRT\_5.2(SOP)Manage Shipping Discrepancies* |