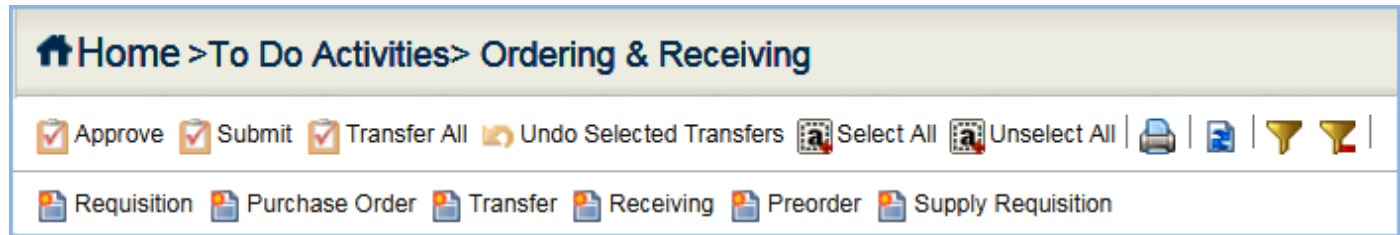
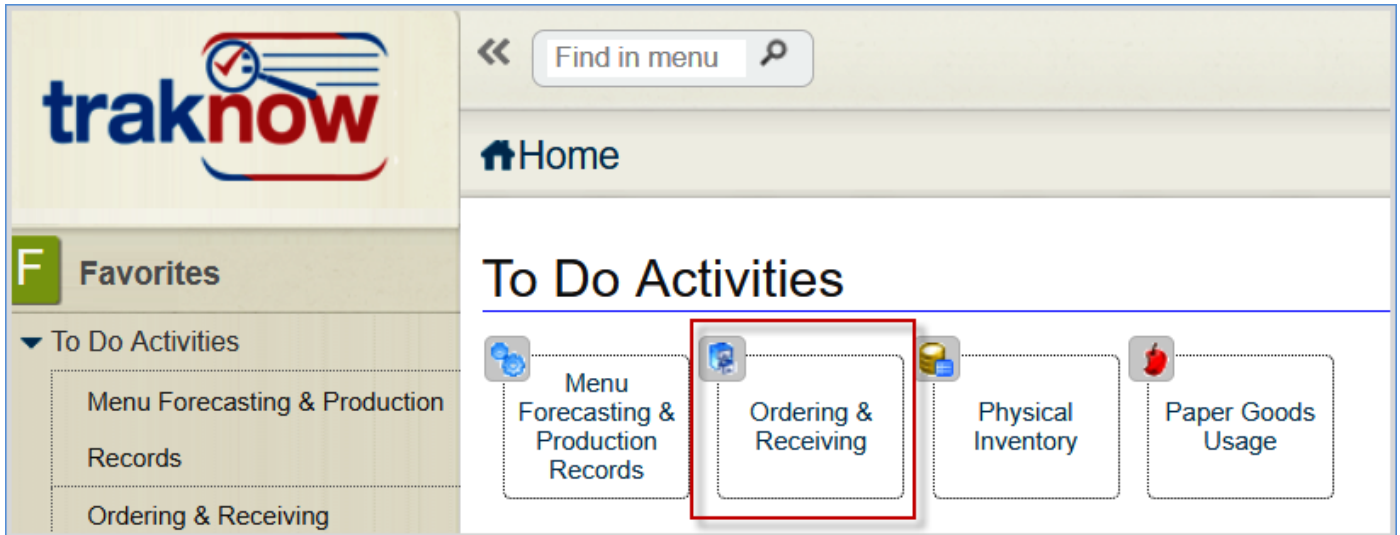


## Receiving - S&D

This section will demonstrate how to receive S&D orders.

1. From the Home Page, click "Ordering & Receiving"



### Receiving - S&D Purchase Orders into Inventory

Highlight the "Wait2BReceived" order document, click "Receiving".

The screenshot shows the 'Ordering & Receiving' page with a table of documents. The 'Receiving' button in the toolbar is highlighted. The table below contains the following data:

	View	Del	Edit	Document Type	Supplier	Destination Site	Document Status	Due Date	Document Id	Ref. Order Id	Creation Date	Invoice Number
<input checked="" type="checkbox"/>				Purchase Order	S&D	American Senior	Wait2BReceived	03/12/2018	981		03/02/2018	
<input type="checkbox"/>				Requisition		American Senior	Pending	03/19/2018	986		03/02/2018	

1. A receiving document will be created with the items from the order document. The Received date defaults to the current day. Follow dating procedures discussed in training.
2. The invoice number field requires information. Enter the invoice number into the field or dating procedures discussed in training.
3. The Invoice Total Cost \$ field does NOT require information for S&D as it is not in orange font. Can choose to enter the \$ amount from the invoice received from supplier or can leave this field blank.

**ReceivingOrder**

**Order Lines**

**General Details**

Vendor: S&D Supplies / 7    Received Date: 03/02/2018    Invoice Number: 3022018    Invoice Total Cost \$:

Order Id: --    Status: Draft    Ordered Total Qty: 12    Ordered Total Cost \$: 121.3700

Received Total Qty: 12    Received Total Cost \$: 121.3700    Serving Period: F15 S&D due 11/2 12/07-12/11

Label Generator

**Received Items - Received Items**

Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price \$	Rcv Tot ...	Rjct Q...	Reaso...	Remark...	FMV ...	Pur Price \$	Del Fee \$	Proc Fee \$
9585	9585	Face Mask	2.00	1 Ea / Ea - 50 Ea / Box	23.1000	46.2000	--Select-			--	23.1000	--	
9834	9834	Broom Plastic Corn HD	3.00	1 Ea / Ea - 1 Ea / Each	4.0500	12.1500	--Select-			--	4.0500	--	

4. The **Rcv Qty** reflects the quantity ordered. Edit to match the quantity that was delivered. When the field is edited, it will highlight in yellow. The Received Total Cost \$ value and the Received Total Qty count will update.

**ReceivingOrder**

**Order Lines**

**General Details**

Vendor: S&D / 5    Received Date: 03/04/2018    Invoice Number: 1284

Order Id: --    Status: Draft    Ordered Total Qty: 13

Ordered Total Cost \$: 267.3200    Received Total Qty: 12.00    Received Total Cost \$: 257.54

Label Generator

**Received Items - Received Items**

Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price \$	Rcv Tot \$	Rjct Qty	Reason
9611	9611	Bag Lunch Paper Designs	1.00	1 Ea / Ea - 1000 Ea / Case	28.3400	28.3400	--Select-	
9518	9518	Container 1-Comp w/Hinge Lid	1.00	1 Ea / Ea - 200 Ea / Case	9.7800	9.78	--Select-	
9563	9563	Container Camshell Medium	2.00	1 Ea / Ea - 200 Ea / Case	23.6100	47.2200	--Select-	
9564	9564	Container Dipping 2 Pocket	1.00	1 Ea / Ea - 500 Ea / Case	37.5800	37.5800	--Select-	

5. When product was delivered but rejected, enter the rejected quantity and select the reason for rejecting the item. The Received Total Cost \$ value and the Received Total Qty count will update.

**ReceivingOrder**

**Order Lines**

**General Details**

Vendor: S&D / 5    Received Date: 03/04/2018    Invoice Number: 1284  
 Order Id: --    Status: Draft    Ordered Total Qty: 13.00  
 Ordered Total Cost \$: 267.3200    Received Total Qty: 11.00    Received Total Cost \$: 248.04

Add Items    Label Generator

**Received Items - Received Items**

Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price \$	Rcv Tot \$	Rjct Qty	Reason	Re
9611	9611	Bag Lunch Paper Designs	1.00	1 Ea / Ea - 1000 Ea / Case	28.3400	28.3400	--	-Select-	
9518	9518	Container 1-Comp w/Hinge Lid	1.00	1 Ea / Ea - 200 Ea / Case	9.7800	9.78	--	-Select-	
9563	9563	Container Camshell Medium	2.00	1 Ea / Ea - 200 Ea / Case	23.6100	47.2200	--	-Select-	
9564	9564	Container Dipping 2 Pocket	1.00	1 Ea / Ea - 500 Ea / Case	37.5800	37.5800	--	-Select-	
9519	9519	Cups Hot 8 oz Paper	2.00	1 Ea / Ea - 1000 Ea / Case	33.0100	66.0200	--	-Select-	
● 9527	9527	Gloves Plastic Medium	3.00	1 Bx / Bx - 10 Bx / Case	9.5000	19.00	1.00	-Select-	
9543	9543	Napkin Small	2.00	1 Ea / Ea - 10000 Ea / Case	20.0500	40.1000	--	-Select-	

-----  
 Breakage  
 Date Expired  
**Incorrect Item**  
 Seal Broken

6. When items were delivered and not on the document, click "**Add Items**" to add the item from the catalog to the receiving document.

**ReceivingOrder**

**Order Lines**

**General Details**

Vendor: S&D / 5    Received Date: 03/04/2018    Invoice Number: 1284  
 Order Id: --    Status: Draft    Ordered Total Qty: 13.00  
 Ordered Total Cost \$: 267.3200    Received Total Qty: 11.00    Received Total Cost \$: 248.04

Add Items    Label Generator

**Received Items - Received Items**

Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price \$	Rcv Tot \$	Rjct Qty	Reason	Re
9611	9611	Bag Lunch Paper Designs	1.00	1 Ea / Ea - 1000 Ea / Case	28.3400	28.3400	--	-Select-	
9518	9518	Container 1-Comp w/Hinge Lid	1.00	1 Ea / Ea - 200 Ea / Case	9.7800	9.78	--	-Select-	
9563	9563	Container Camshell Medium	2.00	1 Ea / Ea - 200 Ea / Case	23.6100	47.2200	--	-Select-	
9564	9564	Container Dipping 2 Pocket	1.00	1 Ea / Ea - 500 Ea / Case	37.5800	37.5800	--	-Select-	
9519	9519	Cups Hot 8 oz Paper	2.00	1 Ea / Ea - 1000 Ea / Case	33.0100	66.0200	--	-Select-	
● 9527	9527	Gloves Plastic Medium	3.00	1 Bx / Bx - 10 Bx / Case	9.5000	19.00	1.00	Incorrect Item	
9543	9543	Napkin Small	2.00	1 Ea / Ea - 10000 Ea / Case	20.0500	40.1000	--	-Select-	

7. The items will be added to the end of the document. Scroll to the end to enter the quantity received.

**ReceivingOrder**

**Order Lines**

**General Details**

Vendor: S&D / 5      Received Date: 03/04/2018      Invoice Number: 1284  
 Order Id: --      Status: Draft      Ordered Total Qty: 13.00  
 Ordered Total Cost \$: 267.3200      Received Total Qty: 11.00      Received Total Cost \$: 248.04

Label Generator

**Received Items - Received Items**

Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price \$	Rcv Tot \$	Rjct Qty	Reason
9611	9611	Bag Lunch Paper Designs	1.00	1 Ea / Ea - 1000 Ea / Case	28.3400	28.3400		--Select-
9518	9518	Container 1-Comp w/Hinge Lid	1.00	1 Ea / Ea - 200 Ea / Case	9.7800	9.7800		--Select-
9563	9563	Container Camshell Medium	2.00	1 Ea / Ea - 200 Ea / Case	23.6100	47.2200		--Select-
9564	9564	Container Dipping 2 Pocket	1.00	1 Ea / Ea - 500 Ea / Case	37.5800	37.5800		--Select-
9519	9519	Cups Hot 8 oz Paper	2.00	1 Ea / Ea - 1000 Ea / Case	33.0100	66.0200		--Select-
9527	9527	Gloves Plastic Medium	3.00	1 Bx / Bx - 10 Bx / Case	9.5000	19.0000	1.00	Incorrect Item
9543	9543	Napkin Small	2.00	1 Ea / Ea - 10000 Ea / Case	20.0500	40.1000		--Select-
9588	9588	Container Plastic 5 oz	3	1 Ea / Ea - 1000 Ea / Case	29.0200	0.0000		--Select-

8. Click "Save" to save the as a draft, if needed.



9. To edit a draft receiving document, click the edit icon to the left of the document. Notice that the Document ID 981 for the Purchase Order is the Ref. Order ID for the receiving document.

Home > To Do Activities > Ordering & Receiving

Approve  
  Submit  
  Transfer All  
  Select All  
  Unselect All  
   
   

	View	Del	Edit	Document Type	Supplier	Destination Site	Document Status	Due Date	Document Id	Ref. Order Id	Creation Date	Invoice Number
<input type="checkbox"/>				Purchase Order	S&D	American Senior	Wait2BReceived	03/12/2018	981		03/02/2018	
<input type="checkbox"/>				Purchase Order	US Foods	American Senior	Partially Received	03/12/2018	982		03/02/2018	
<input type="checkbox"/>				Requisition		American Senior	Pending	03/19/2018	986		03/02/2018	
<input type="checkbox"/>				Receiving	S&D	American Senior	Draft	03/04/2018	998	981	03/04/2018	1284

10. When the receiving document reflects what was delivered, click "Approve". Click "OK" to the approved successfully message. The quantities will be added to inventory. The receiving document and the originating purchase order will move to closed status and will no longer display. *Note: closed documents can be displayed using the filter.*

ReceivingOrder ✖

Order Lines

General Details

Vendor	S&D / 5	Received Date	03/04/2018	Invoice Number	1284
Order Id	998	Status	Draft	Ordered Total Qty	13
Ordered Total Cost \$	267.3200	Received Total Qty	14	Received Total Cost \$	335.1000

Add Items  Label Generator

Received Items - Received Items

Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price \$	Rcv Tot \$	Rjct Qty	Reason	Remarks
9611	9611	Bag Lunch Paper Designs	1.00	1 Ea / Ea - 1000 Ea / Case	28.3400	28.3400	--	-Select-	
9518	9518	Container 1-Comp w/Hinge Lid	1.00	1 Ea / Ea - 200 Ea / Case	9.7800	9.7800	--	-Select-	
9563	9563	Container Camshell Medium	2.00	1 Ea / Ea - 200 Ea / Case	23.6100	47.2200	--	-Select-	
9564	9564	Container Dipping 2 Pocket	1.00	1 Ea / Ea - 500 Ea / Case	37.5800	37.5800	--	-Select-	
9519	9519	Cups Hot 8 oz Paper	2.00	1 Ea / Ea - 1000 Ea / Case	33.0100	66.0200	--	-Select-	
9527	9527	Gloves Plastic Medium	3.00	1 Bx / Bx - 10 Bx / Case	9.5000	19.0000	1.00	Incorrect Item	
9543	9543	Napkin Small	2.00	1 Ea / Ea - 10000 Ea / Case	20.0500	40.1000	--	-Select-	
9588	9588	Container Plastic 5 oz	3.00	1 Ea / Ea - 1000 Ea / Case	29.0200	87.0600	--	-Select-	

Approve Add Orders Save Close Print