

RECEIVING NOTES

1. Pilih menu **Inventory** / klik icon seperti pada gambar

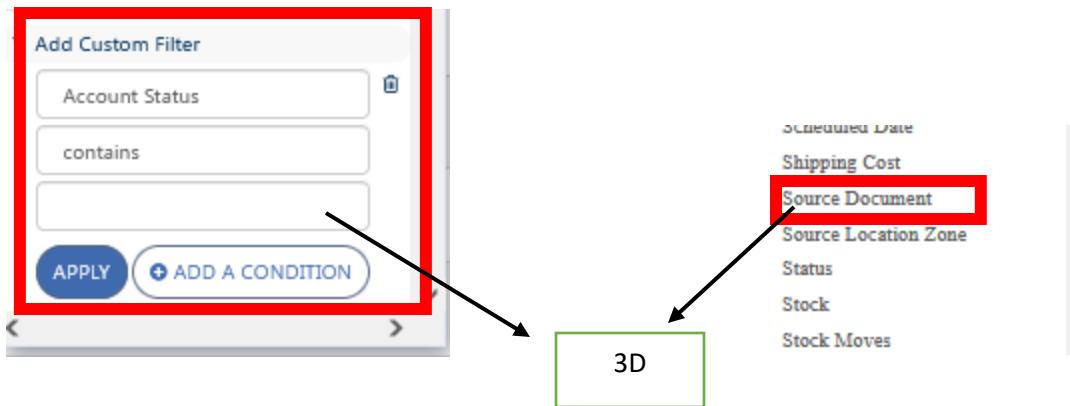


2. Pilih menu **Receiving Note**

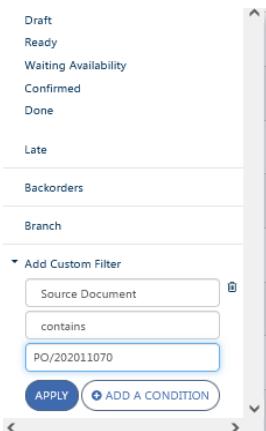
3. Cara mencari nomor PO :

This screenshot shows a software interface with a top navigation bar. On the left is a speech bubble icon, followed by the text "PT. Marimas Putera Kencana". In the center is a search bar with the placeholder "Search...". To the right of the search bar are several icons: a lightning bolt, a user profile, "Logout", and "Administrator". A red box highlights the search bar area. An arrow points from this highlighted area down to a green box labeled "3A".

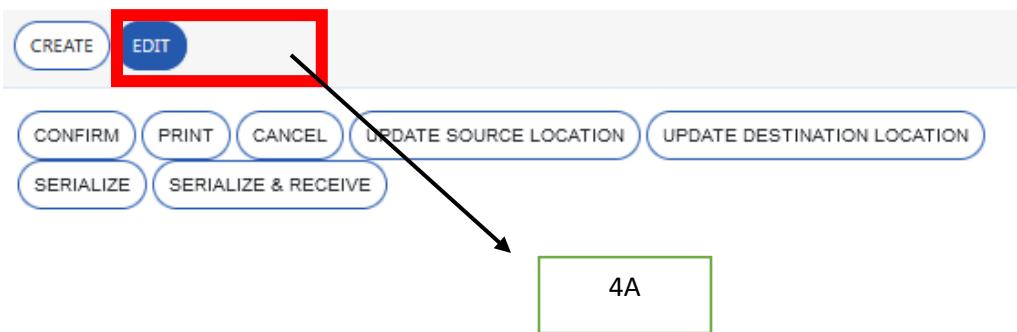
This screenshot shows a software interface with a search bar at the top left. Below it is a row of buttons: "FILTERS", "GROUP BY", and "FAVORITES". A red box highlights the "FILTERS" button. An arrow points from this highlighted area down to a green box labeled "3B". To the right is a list of items with filters applied. The filters include: Draft (0), Ready (0), Waiting Availability (0), Confirmed (0), Done (0), Late (0), Backorders (0), Branch (0), and an "Add Custom Filter" option. A red box highlights the "Add Custom Filter" button. An arrow points from this highlighted area down to a green box labeled "3C".



- Klik icon filter untuk memunculkan pilihan filter
- Pilih **Filters**
- Pilih **Add Custom filter**
- Klik pada **account status**,pilih filter **Source Document**.Ketikan nomer PO seperti pada contoh dibawah,kemudian klik **Apply**



4. Edit,Confirm,Save dan Validasi Receiving notes :



BJM2/IN/202201/113

Partner ANDALAN FURNINDO, PT

Location Usage

Source Location Zone Partner Locations/Vendors

Destination Location Zone BJM2/Stock

Asset Request

Operations Initial Demand Additional Info

PRODUCT	CHILD PRODUCTS	DESCRIPTION	UNIT OF MEASURE	OWNER	SOURCE LOCATION	DESTINATION LOCATION	FROM	TO	TO DO	DONE
[GL] GL		GULA RAFINAS GRADE A SIZE 0.2-0.3 ANDALAN FURNINDO, PENGIRIMAN MENYESUAIKAN DARI MARIMAS .	KG	Partner Locations/Vendors	BJM2/Stock	Vendors Stock	10.000.00000	10.000.00000	  	

Receiving Date 24/12/2020 07:00

Source Document PO/202011317

Branch

Source Doc Owner

Assign Owner

4C

4G

4B

4G

4D

Operations Initial Demand Additional Info

Delivery Type Partial

Picking Type Gudang Bahan Penolong UP1: Receipts

Picking Wave

Purchase Order PO/202205/1161

Company
Procurement Group
Priority

Delivery Information

Carrier

Tracking Reference GRL/202205191

Weight
Weight for Shipping
Number of Package!

4E

4F

- A. Pilih tombol **Edit**
- B. Pastikan **Destination Location** (Lokasi Gdg Penerimaan) sudah sesuai,jika belum sesuai bisa pilih gudang sesuai dengan lokasi gudang yang ditentukan.
- C. Isikan **Receiving Date** sesuai dengan tanggal penerimaan.
- D. Pilih tab **Additional Info**
- E. Jika ada **perubahan** gudang di **Destination location** (**poin 4B**),isikan **Picking type** sesuai gudang yang sudah dipilih dari destination location.Jenis yang dipilih harus **Receipts**
- F. isikan **nomor GRL pada SISKA** dan nomor **Surat jalan** di kolom **Tracking Reference**
- G. Setelah dari tab additional info,klik tab **Operations** untuk edit dan masukkan QTY dan Lot number.Klik tombol pensil untuk input jumlah Jika tanpa lot number.Klik garis-garis untuk input jumlah dan lot number

Product: [CHOC] CHOC
Done: 0.00000 of 165.00000KG

LOT/SERIAL NUMBER	EXPIRY DATE	TO DO	DONE
		+ ADD AN ITEM	

LOT/SERIAL NUMBER

VVN_TEST_18032022_A

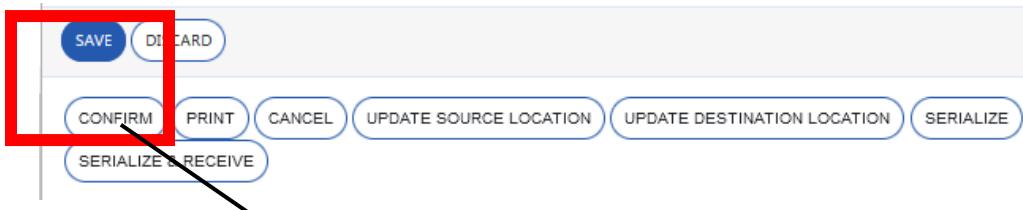
Create "VVN_TEST_18032022_A"

LOT/SERIAL NUMBER	EXPIRY DATE	TO DO	DONE
VVN_TEST_18032022_A	-	165.00	65.00
	-		
	-		
	-		

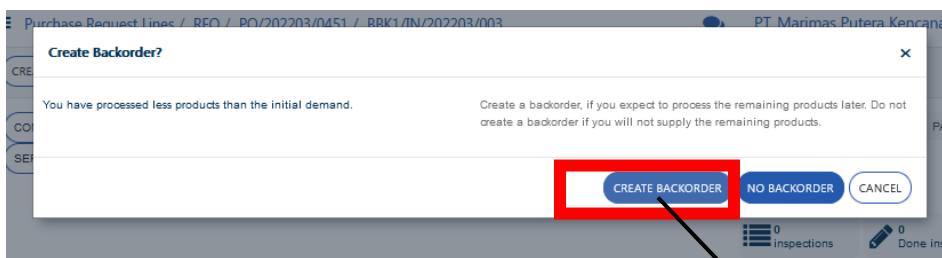
To Do

SAVE Discard

- H. Klik **Add Item**.Isikan Lot Number,pilih **create lot number** yang sudah diinputkan
- I. Isikan jumlah barang sesuai dengan yang diterima pada kolom **Done**



4J



4K



4L

- J. Klik **Save** kemudian klik **Confirm**
- K. Pilih **Create Backorder**
- L. Klik **Validate**

5. Mencari transaksi yang penerimanya belum terpenuhi semua :

- Kembali ke langkah nomor 3
- Akan muncul seperti gambar berikut :

CREATE		IMPORT		<input checked="" type="checkbox"/> Source Document contains "PO/202203/0451"		Search...					
Receiving Date		01/03/2022		30/03/2022		▼ FILTERS ▾		≡ GROUP BY ▾			
REFERENCE		DESTINATION LOCATION ZONE		PARTNER		SCHEDULED DATE	RECEIVING DATE	SOURCE DOCUMENT	BACK ORDER OF	STATUS	TRACKING REFERENCE
<input type="checkbox"/>	BBK1/IN/202203/004	BBK1/Stock		KARYA AROMA SEJAHTERA, PT		18/03/2022 07:00	18/03/2022 07:00	PO/202203/0451	BBK1/IN/202203/003	Available	
<input type="checkbox"/>	BBK1/IN/202203/003	BBK1/Stock		KARYA AROMA SEJAHTERA, PT		18/03/2022 07:00	18/03/2022 07:00	PO/202203/0451		Done	

- Pilih transaksi yang berwarna merah dan statusnya masih **Available**

[MARK AS TODO](#) [CONFIRM](#) [CANCEL](#) [UPDATE SOURCE LOCATION](#) [UPDATE DESTINATION LOCATION](#)

- Pilih **Mark As Todo**

Operations		Initial Demand		Additional Info	
PRODUCT	QUANTITY	UNIT OF MEASURE	ANALYTIC ACCOUNT	STATUS	
[CHOC] CHOC	90.00000	KG		Available	

- Pilih **Operations**

- Lakukan langkah nomor 4