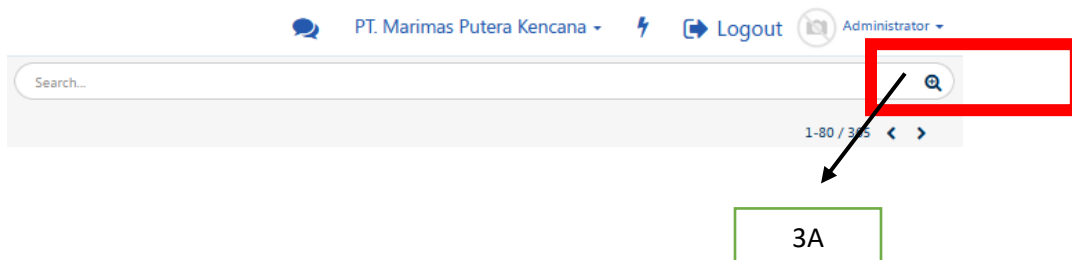# RECEIVING NOTES
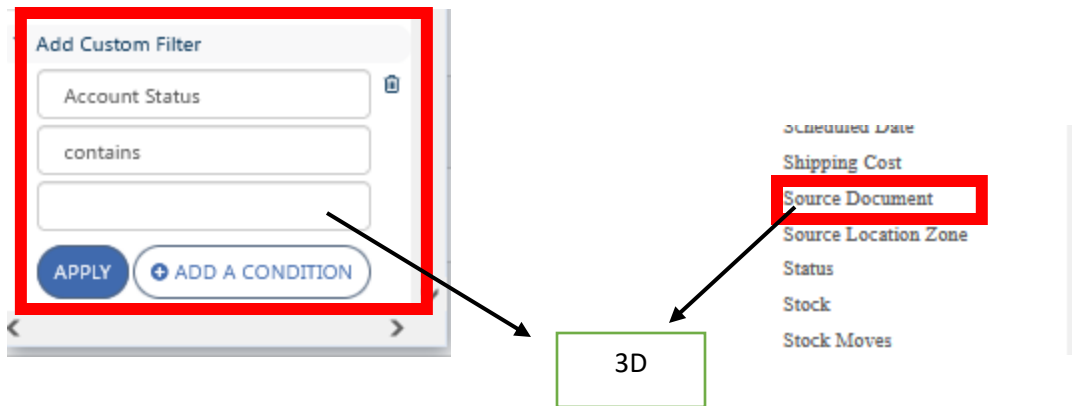
1. Pilih menu **Inventory** / klik icon seperti pada gambar
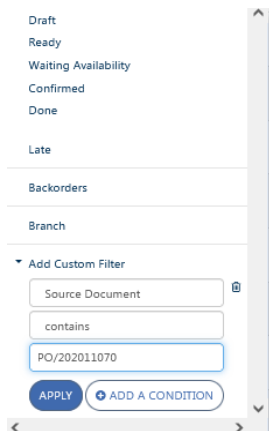

INVENTORY

2. Pilih menu **Receiving Note**
3. **Cara mencari nomor PO :**
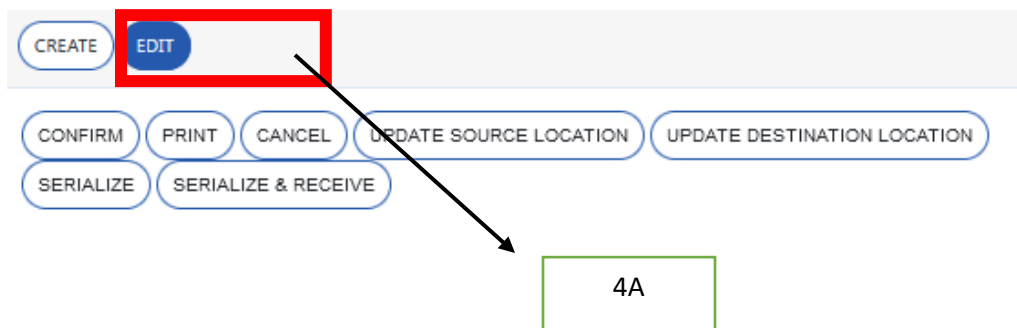


3A



3B



3C

3D

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



4. **Edit,Confirm,Safe dan Validasi Receiving notes** :



4A

## BJM2/IN/202201/113

| | | | |
|---|---|---|---|
| Partner | ANDALAN FURNINDO, PT | Receiving Date ❓ | 24/12/2020 07:00 |
| Location Usage | | Source Document ❓ | PO/202011317 |
| Source Location Zone | Partner Locations/Vendors | Branch | |
| Destination Location Zone | BJM2/Stock | Source Doc Owner ❓ | |
| Asset Request | ☐ | | Assign Owner |

**4C**

**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 RAFINASI GRADE A SIZE 0.2-0.3 ANDALAN FURNINDO, PENGIRIMAN MENYESUAIKAN DARI MARIMAS - | View Child Product | KG | | Partner Locations/Vendors | BJM2/Stock | Vendors | Stock | 10,000.00000 | 10,000.00000 | 🗎 ✏ 🗑 |

**4G**

**4B**

**4G**

**4D**

Operations | Initial Demand | **Additional Info**

| | | | |
|---|---|---|---|
| Delivery Type ❓ | Partial | Company | |
| Picking Type | Gudang Bahan Penolong UP1: Receipts | Procurement Group | |
| Picking Wave ❓ | | Priority ❓ | |
| Purchase Order | PO/202205/1161 | | |

**4E**

## Delivery Information

| | | | |
|---|---|---|---|
| Carrier | | Weight | |
| Tracking Reference | GRL/202205191 | Weight for Shipping | |
| | | Number of Packages | |

**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
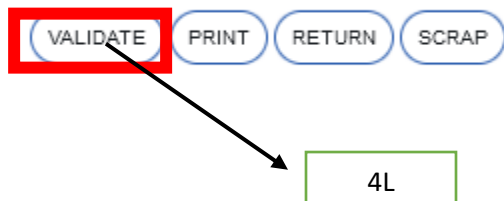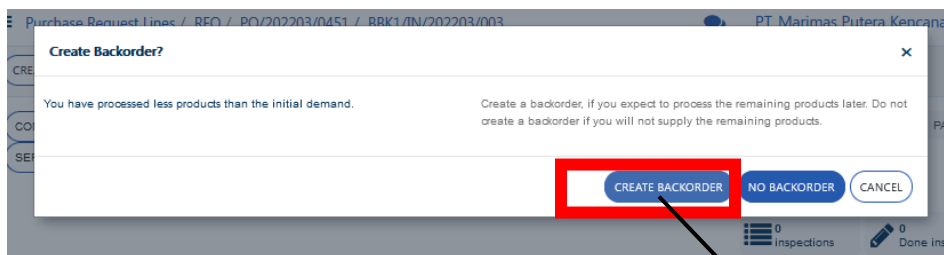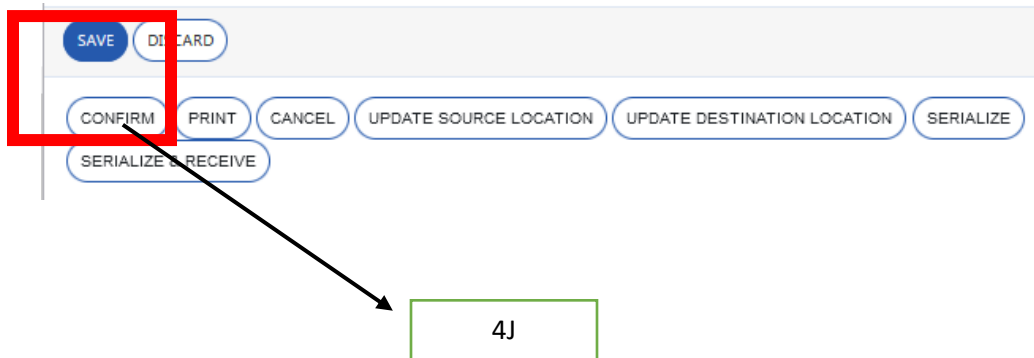


H. Klik **Add Item**.Isikan Lot Number,pilih **create lot number** yang sudah diinputkan
I. Isikan jumlah barang sesuai dengan yang diterima pada kolom **Done**

4J



4K



4L

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

**5. Mencari transaksi yang penerimaannya belum terpenuhi semua :**

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

| | REFERENCE | DESTINATION LOCATION ZONE | PARTNER | SCHEDULED DATE | RECEIVING DATE | SOURCE DOCUMENT | BACK ORDER OF | STATUS | TRACKING REFERENCE |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | 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 | |
| ☐ | 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