



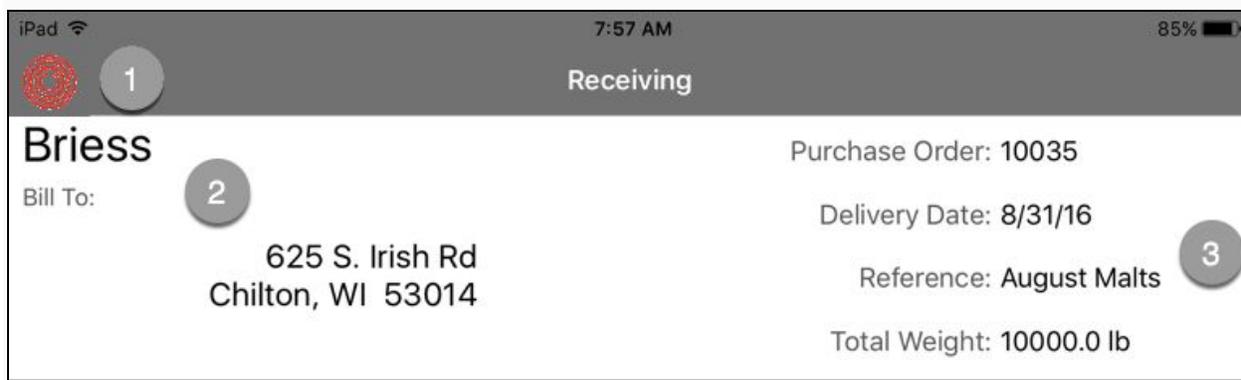
[iPad] Receiving

Summary

The Orchestrated Inventory app facilitates the processing of sales orders, purchase orders and inventory counts. During the month, you are receiving raw materials, point-of-sale, merchandise, and other goods. Someone has to receive those items into Orchestrated to make them available, the Inventory iPad app, lets anyone receive in items from a purchase order directly on the dock without having to log into Orchestrated.

List of Open Orders

Header



1. "Orchestrated" logo button to take you to a list of *open Purchase Orders* & to take you back to the home screen.
2. The receiving header will display details about the vendor including their name & bill-to information.
3. Details about the purchase order within Orchestrated including the document number, expected delivery date, a reference, and total weight of the order.

Tip: *Total weight is driven by the Inventory weight set on the Item Master Data screen.*



PO Rows

Total weight: 10000.0 lb

Item	Whs	Open Qty	Actual Qty	UoM	
RM5014 Malt C-120	A1	0.0	2000.0	lb	(i)
RM5042 Malt Victory	A1	0.0	2000.0	lb	(i)
RM5019 Malt Caramunich	A1	0.0	2000.0	lb	(i)

1. Item Code & Name of what you are receiving
2. The warehouse you are receiving your items into. Tap on the field to reveal alternative *valid* warehouses you can receiving items into.
3. The open quantity field displays how much you expect to receive. This number is decremented by the actual quantity received.
4. The actual quantity is what you have received to date against the the initial requested amount.
5. The unit of measure of the item being received This is based on the *Inventory* Unit of Measure under Item Master Data.
6. Tap on the "i" indicator to pull up your list of batches

Receiving a Single Batch

Cancel Malt C-120 Done

Enter Batch ID

1 15B243

Confirm Quantity

2 2000.0 lb

3

RM5024 Malt C-45
RM5013 Malt Black

15B243



1. Tap on a row to open the "batch receipt" dialog box. The iOS keyboard will automatically appear for you to enter a batch (lot) number for items that are batch managed.
2. The quantity to receive is pre-populated with the open quantity, tap this number to change how much you are receiving for this particular batch.
 1. Note: If you are receiving multiple batches, you can split the amount received and tap the row again to bring the receipt screen.
3. Once you have entered your batch numbers and accepted the amount you are receiving, tap the Done button to update the amount being received.

Receiving Multiple Batches

Item	Cancel	Malt C-120	Done	UoM
RM5014 Malt C-120	Batch ID	Qty	UoM	lb
RM5042 Malt Victory	15B243	1900.0	lb	lb
RM5019 Malt Caramunic	15B244	100.0	lb	lb
RM5024 Malt C-45	Add new batch			lb
RM5013 Malt C-120				lb

1. Tap on the blue "i" to bring up a list of batches that are slated to be received. From this screen, you can clear an amount, alter it, or add batches. Tap on the row to bring up a calculator to input what you are going to receive.
2. Tap on the "Add new batch" field to add a new batch to the receiving row. Once finished, tap "Done"

Remarks

Remarks:

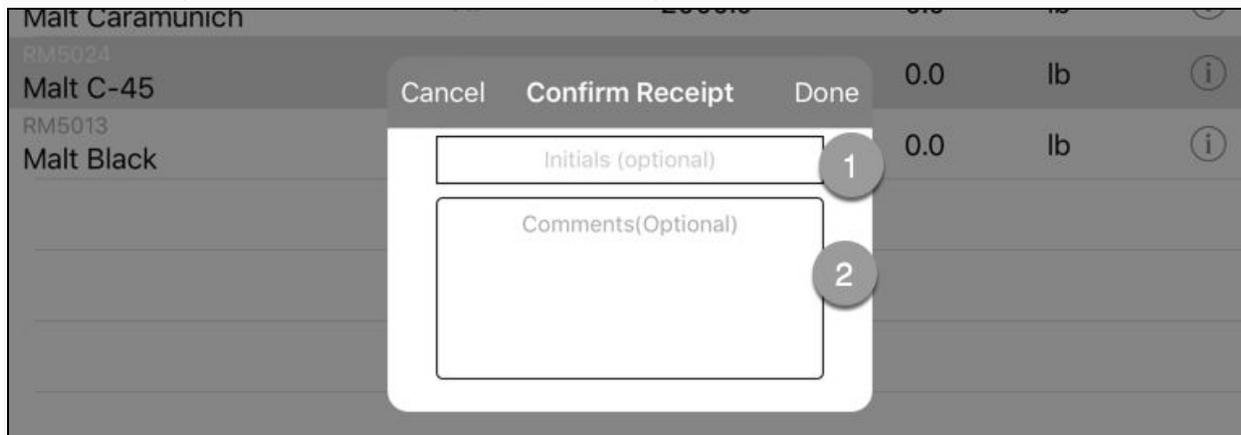
Submit

1. Remarks are read-only when opening the purchase order. This is a great way to communicate to whomever is going to be receiving the goods.



2. When you are finished, press the "Submit" button to bring up the submission dialog box.

Submitting a Purchase Order (turning it into a GRPO)



1. The receipt confirmation dialog box is the last step before taking that purchase order and converting it to a Goods Receipt PO and bring the inventory into stock. Tap in the initials box to enter your initials.
2. Tap in the optional "Comments" fields to record any notes such as "xxx was damaged" etc. Once you are finished press the "Done" button to submit it to Orchestrated.

FAQs

- **Does this work with non-batch managed items?** Yes!
- **Does line text show up?** Unfortunately not yet, but is slated for a future release.
- **Can I add items to the PO from here?** If you select **Edit** and then tap **New Item**, you can select new items to be added to the PO.

Version 4.7.1.0