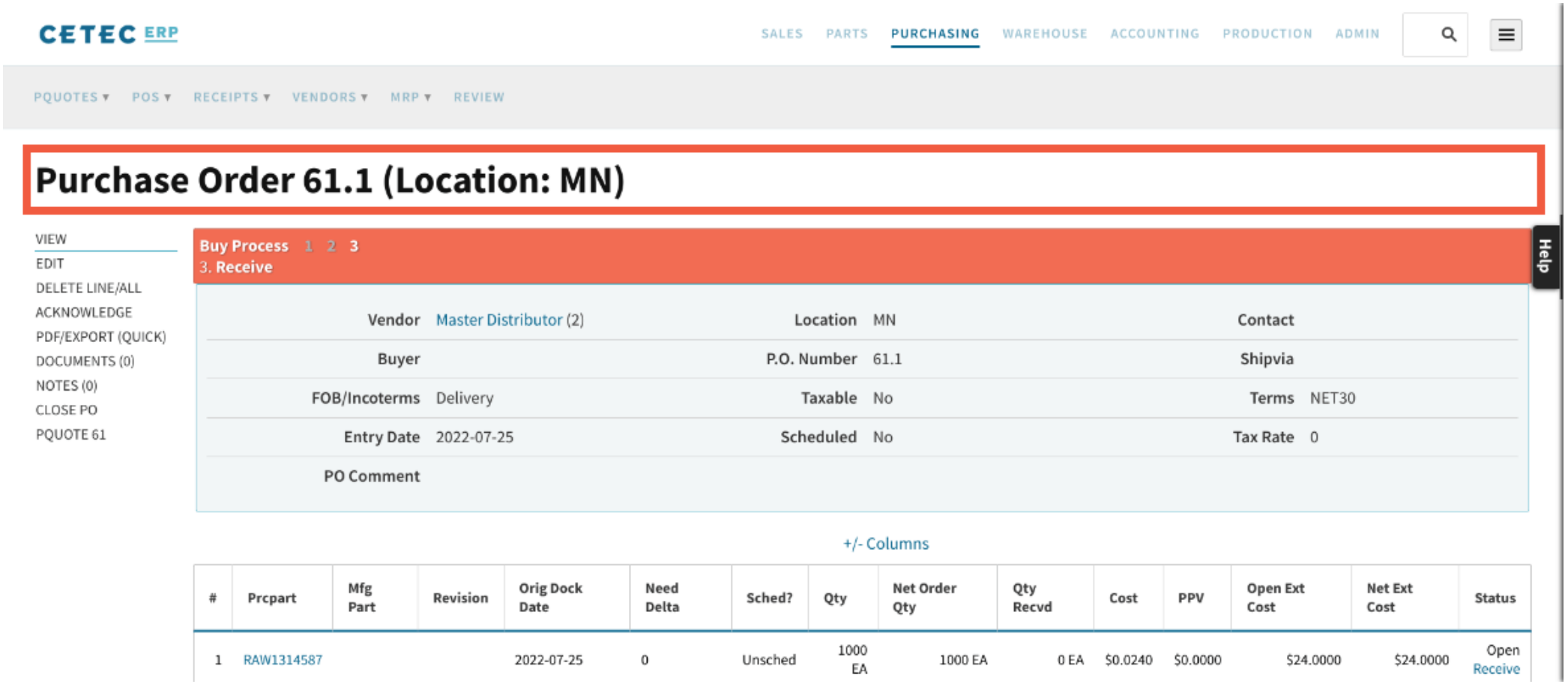
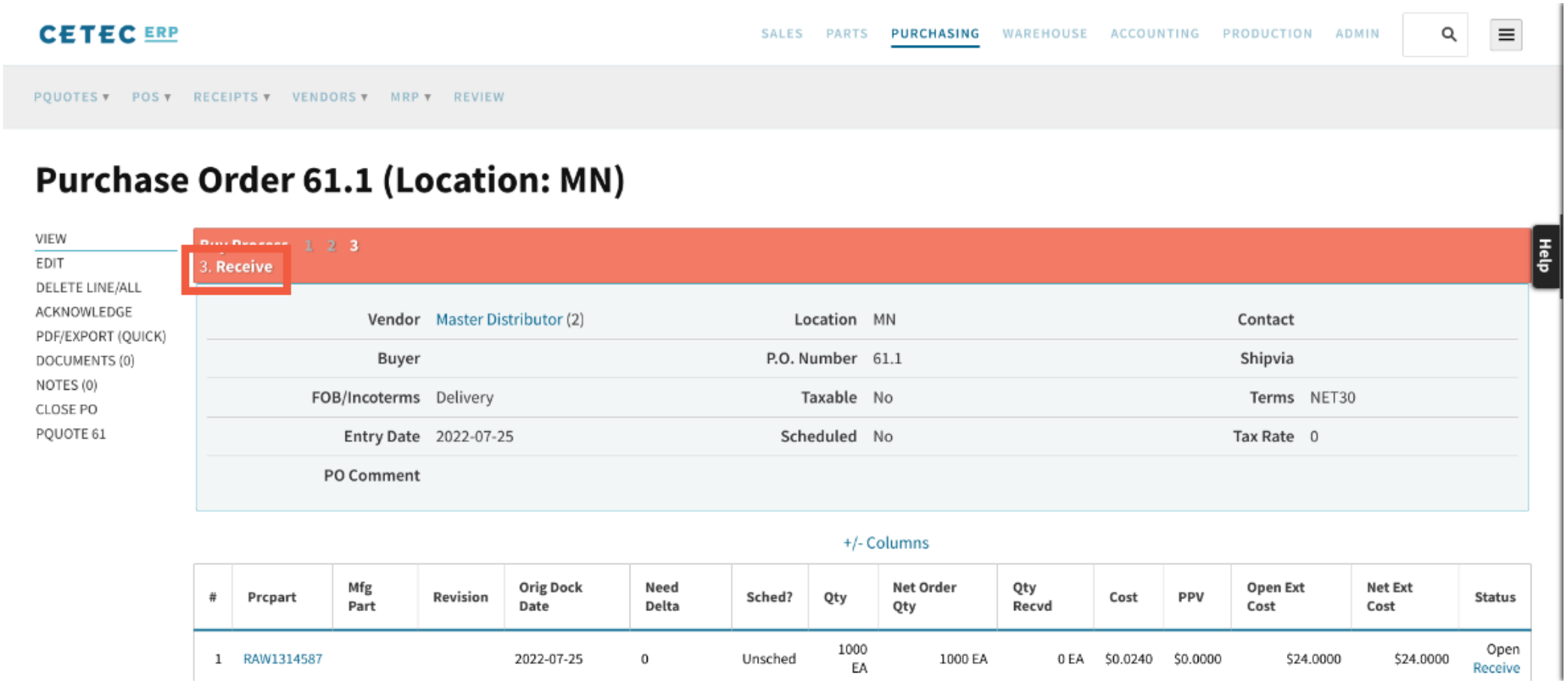
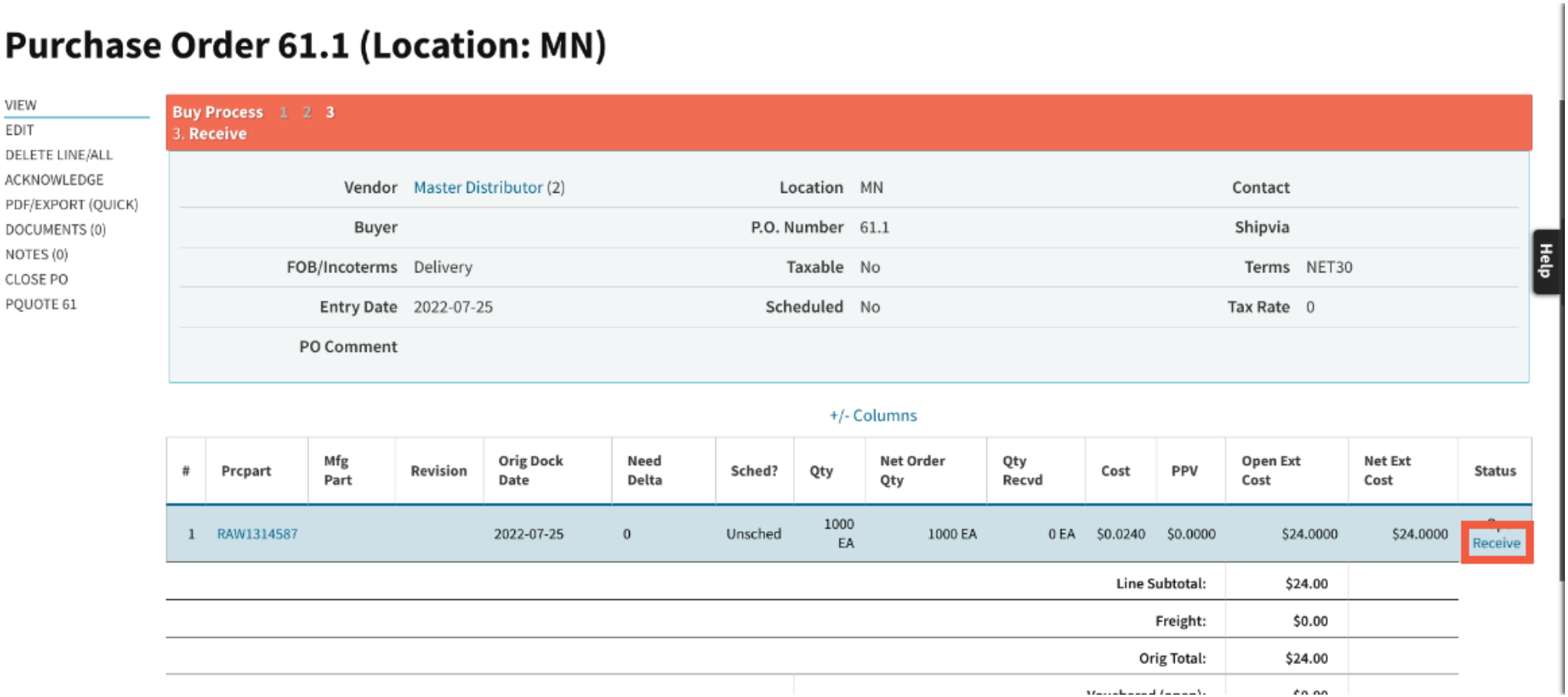
What is the process for creating a receiving inspection? From the PO screen,



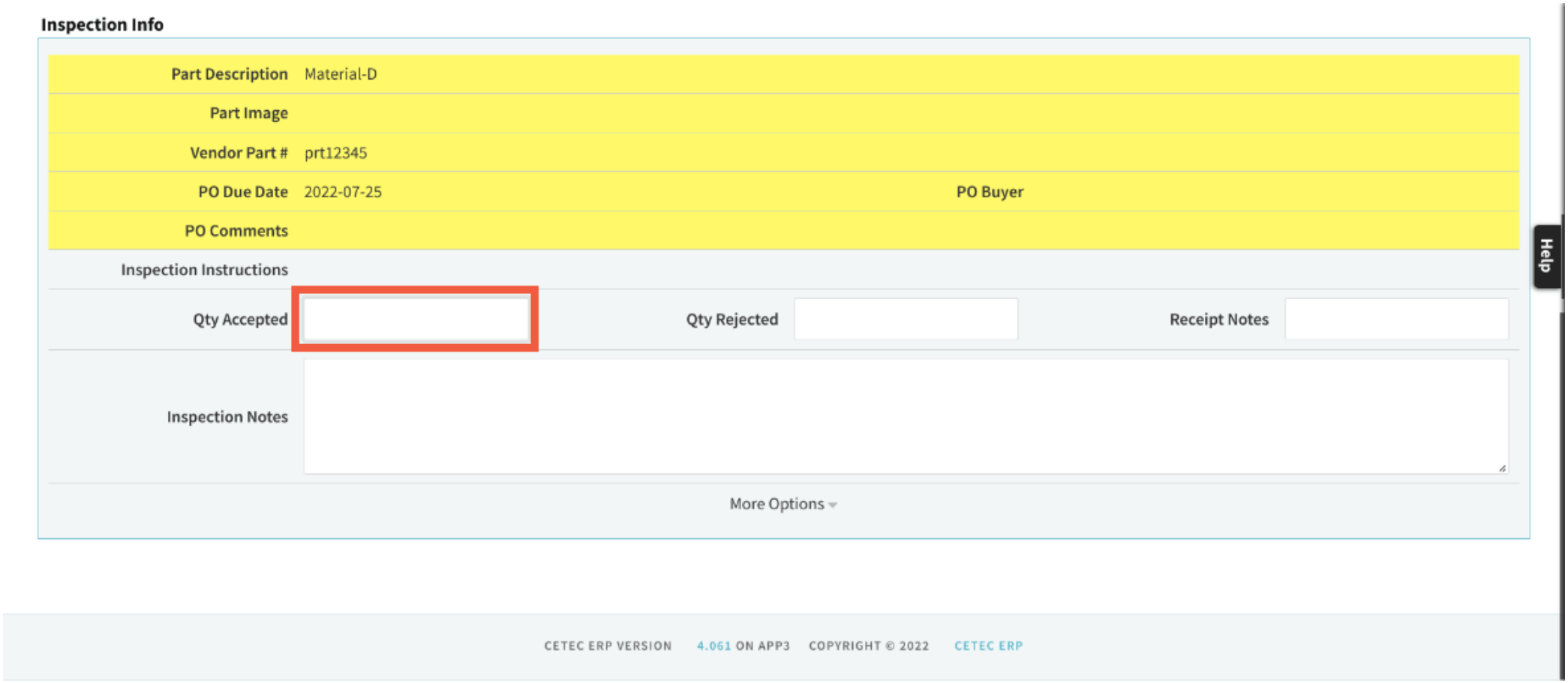
click here


CETEC ERP
SALES
PARTS
PURCHASING
WAREHOUSE
ACCOUNTING
PRODUCTION
ADMIN
PQUOTES
POS
RECEIPTS
VENDORS
MRP
REVIEW
Purchase Order 61.1 (Location: MN)
VIEW
EDIT
DELETE LINE/ALL
ACKNOWLEDGE
PDF/EXPORT (QUICK)
DOCUMENTS (0)
NOTES (0)
CLOSE PO
PQUOTE 61
1 2 3
3. Receive
Help
Vendor Master Distributor (2)
Location MN
Contact
Buyer
P.O. Number 61.1
Shipvia
FOB/Incoterms Delivery
Taxable No
Terms NET30
Entry Date 2022-07-25
Scheduled No
Tax Rate 0
PO Comment
+/- Columns
Prcpart Mfg Part Revision Orig Dock Date Need Delta Sched? Qty Net Order Qty Qty Recvd Cost PPV Open Ext Cost Net Ext Cost Status
1 RAW1314587 2022-07-25 0 Unsched 1000 EA 1000 EA 0 EA $0.0240 $0.0000 $24.0000 $24.0000 Open Receive

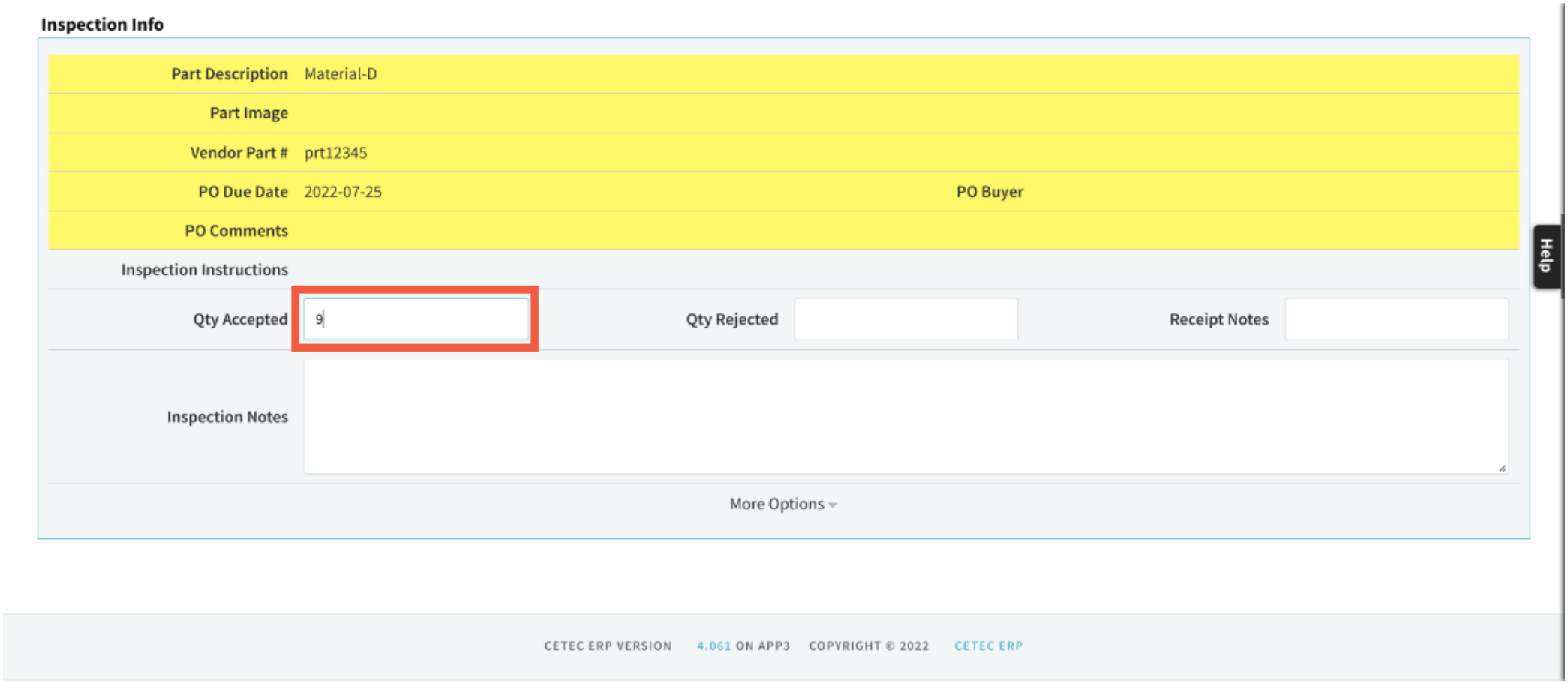
or here to navigate to the receiving screen.



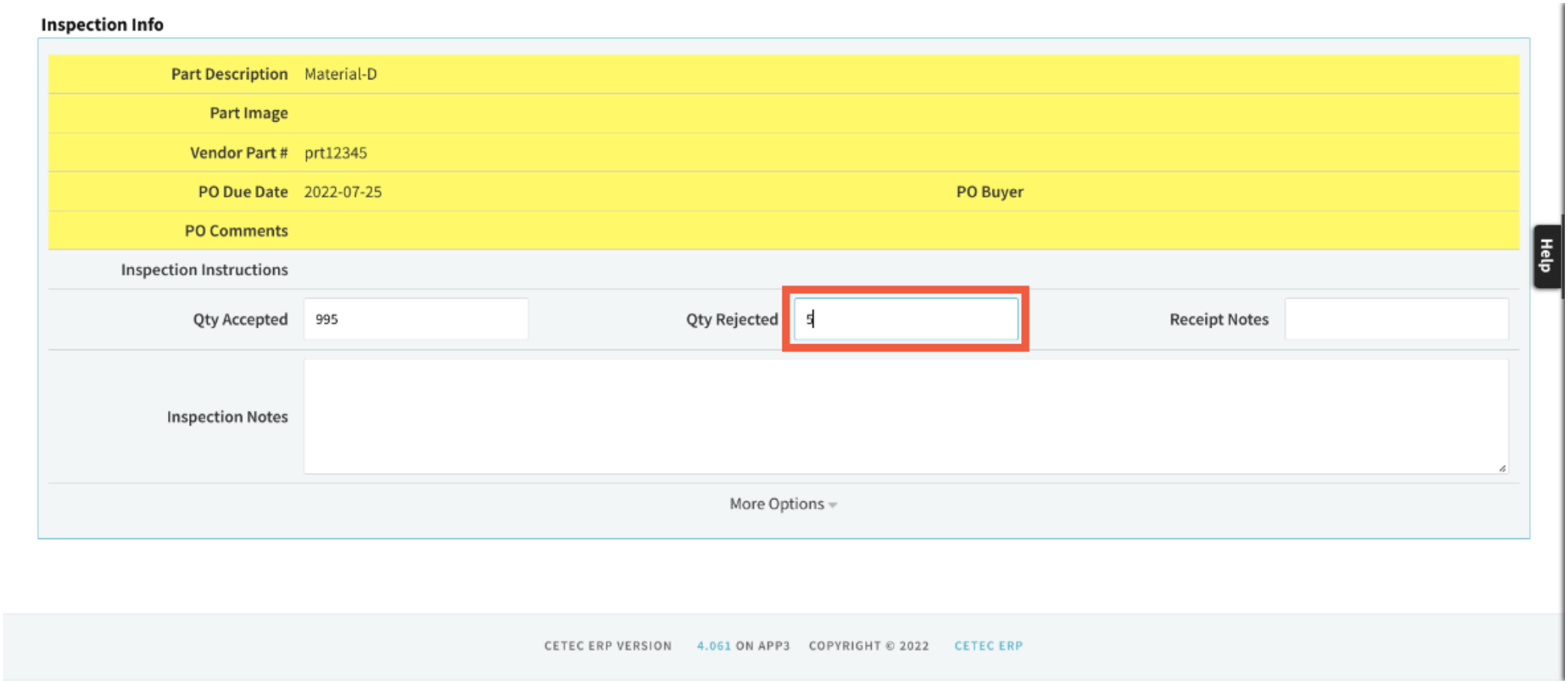
On the receiving screen, there is an inspection section.



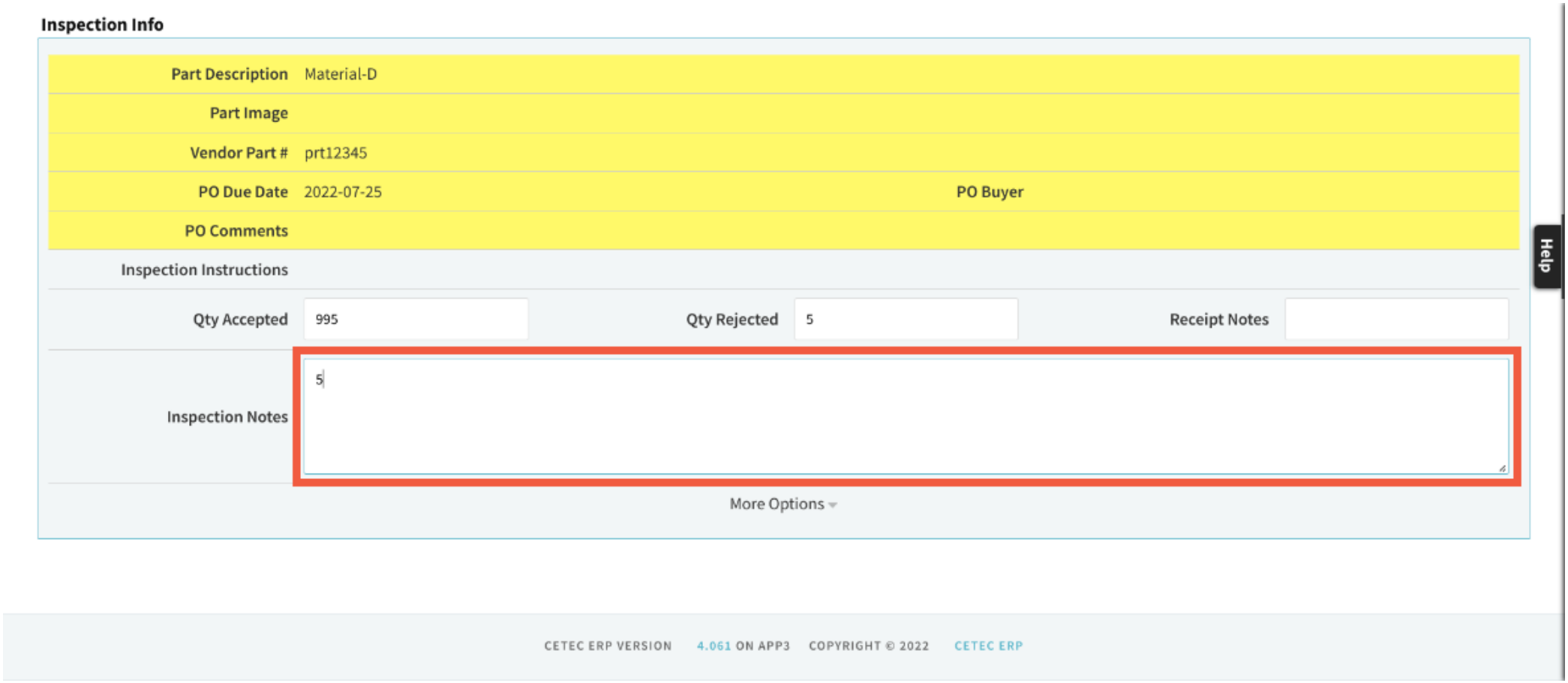
To trigger the creation of an inspection document, enter the quantity accepted



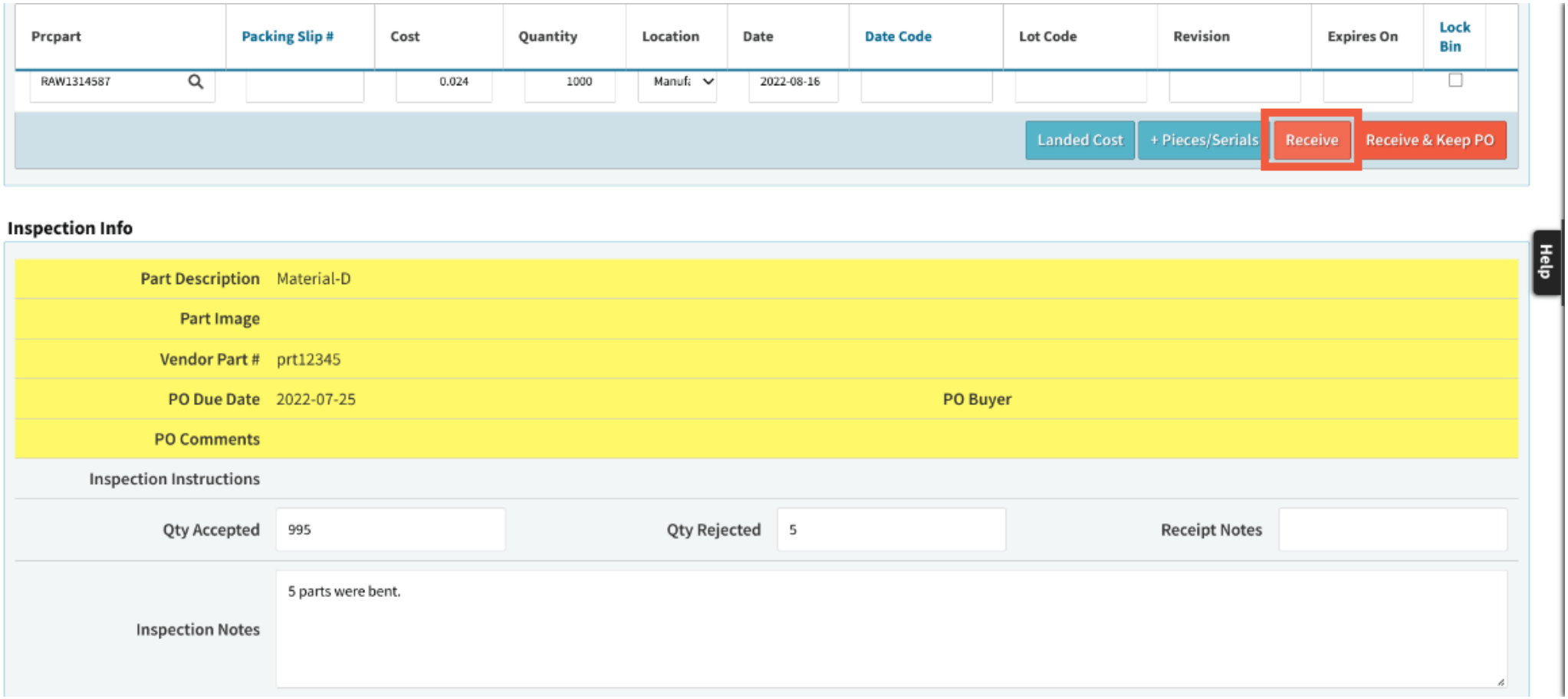
and the quantity rejected.



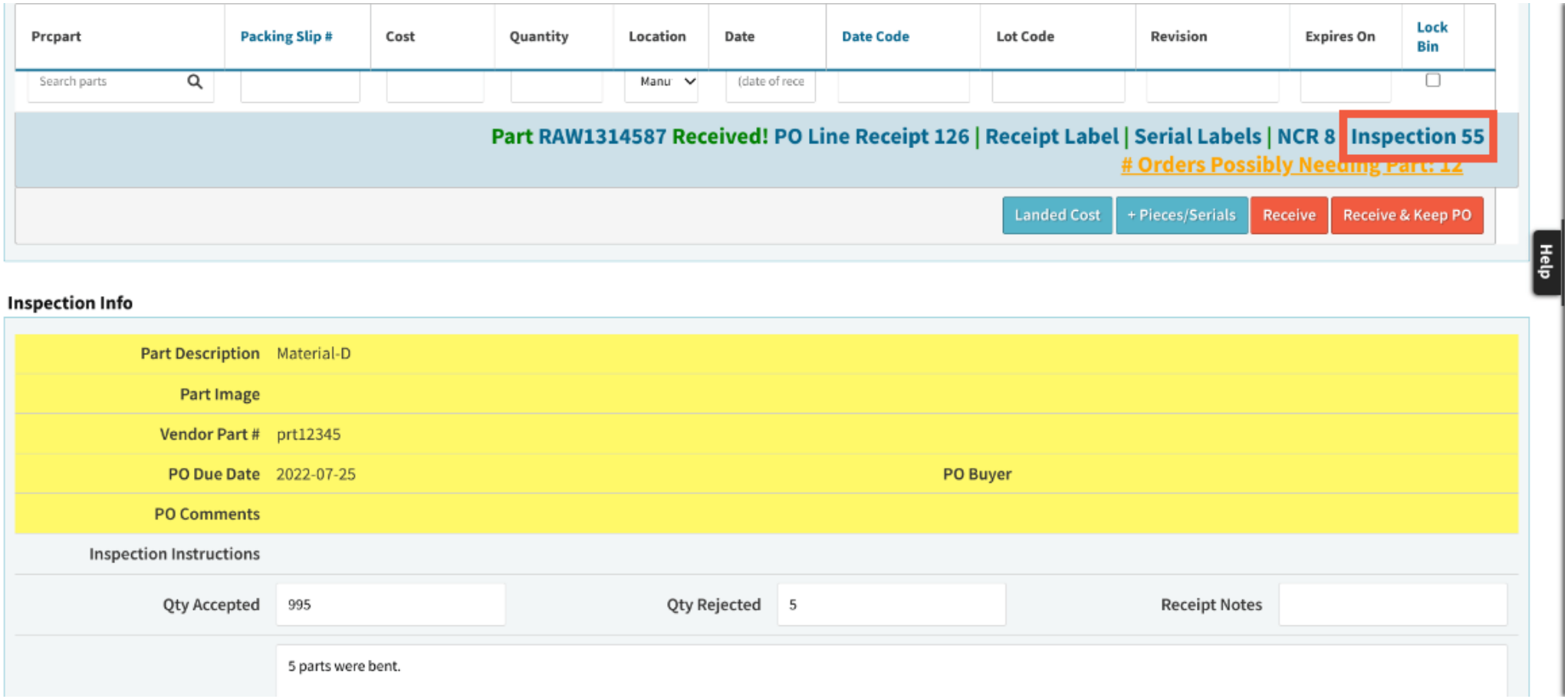
You also have the option to enter inspection notes here.



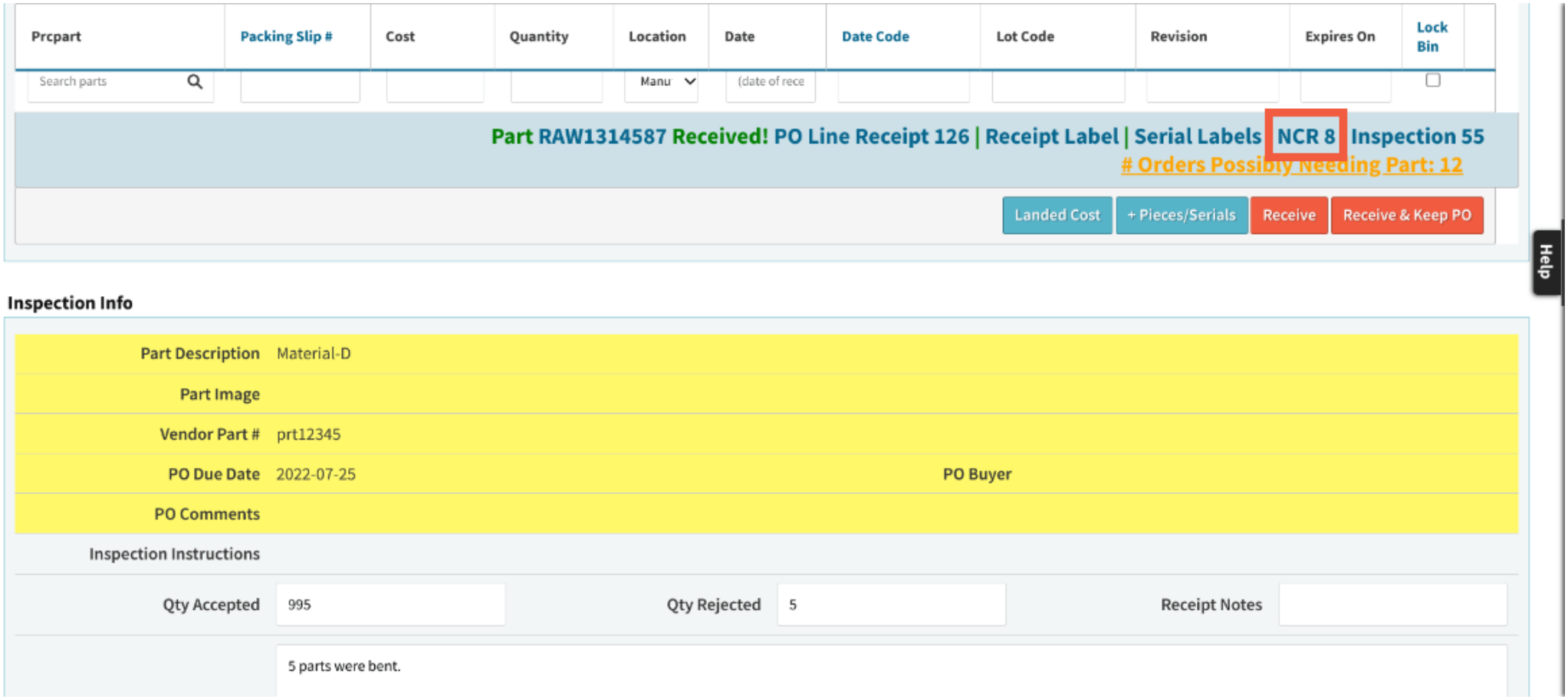
Click Receive.



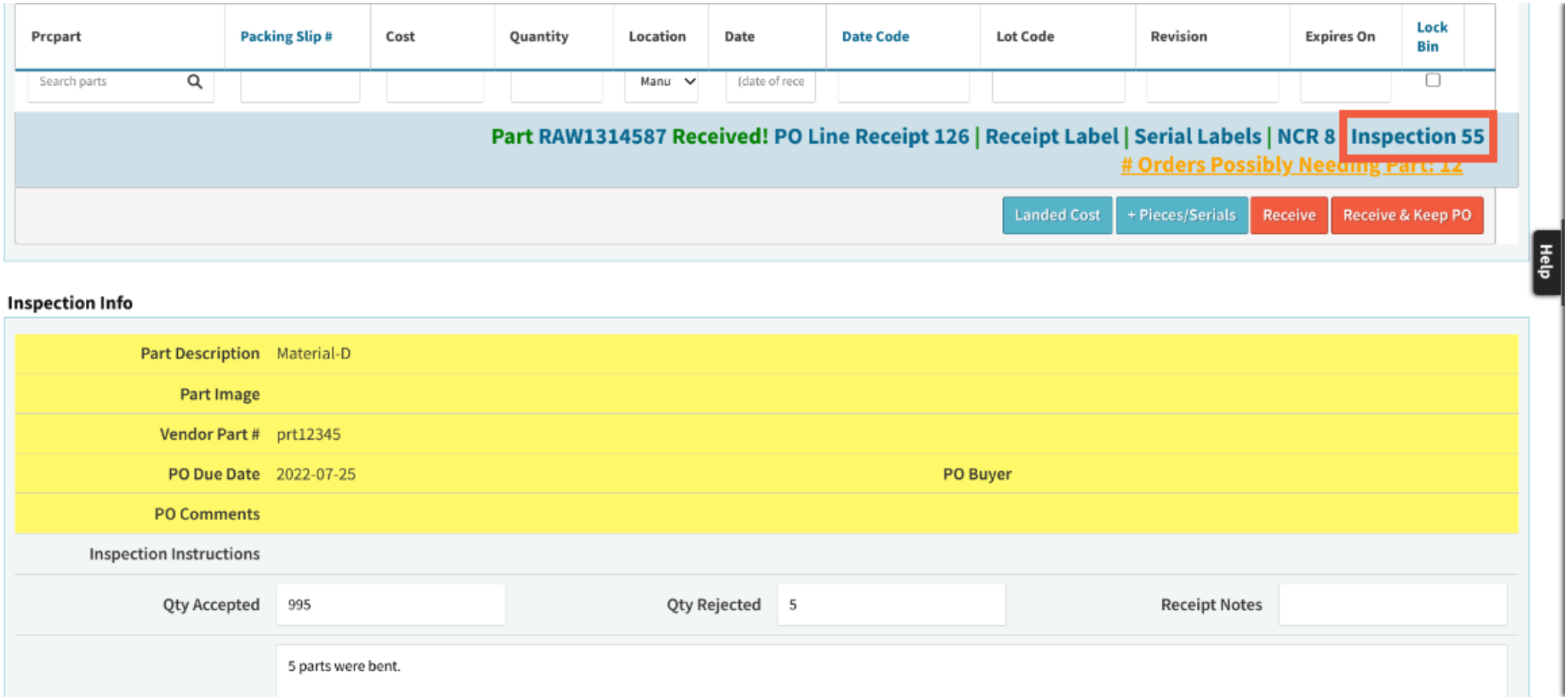
An inspection document is created.



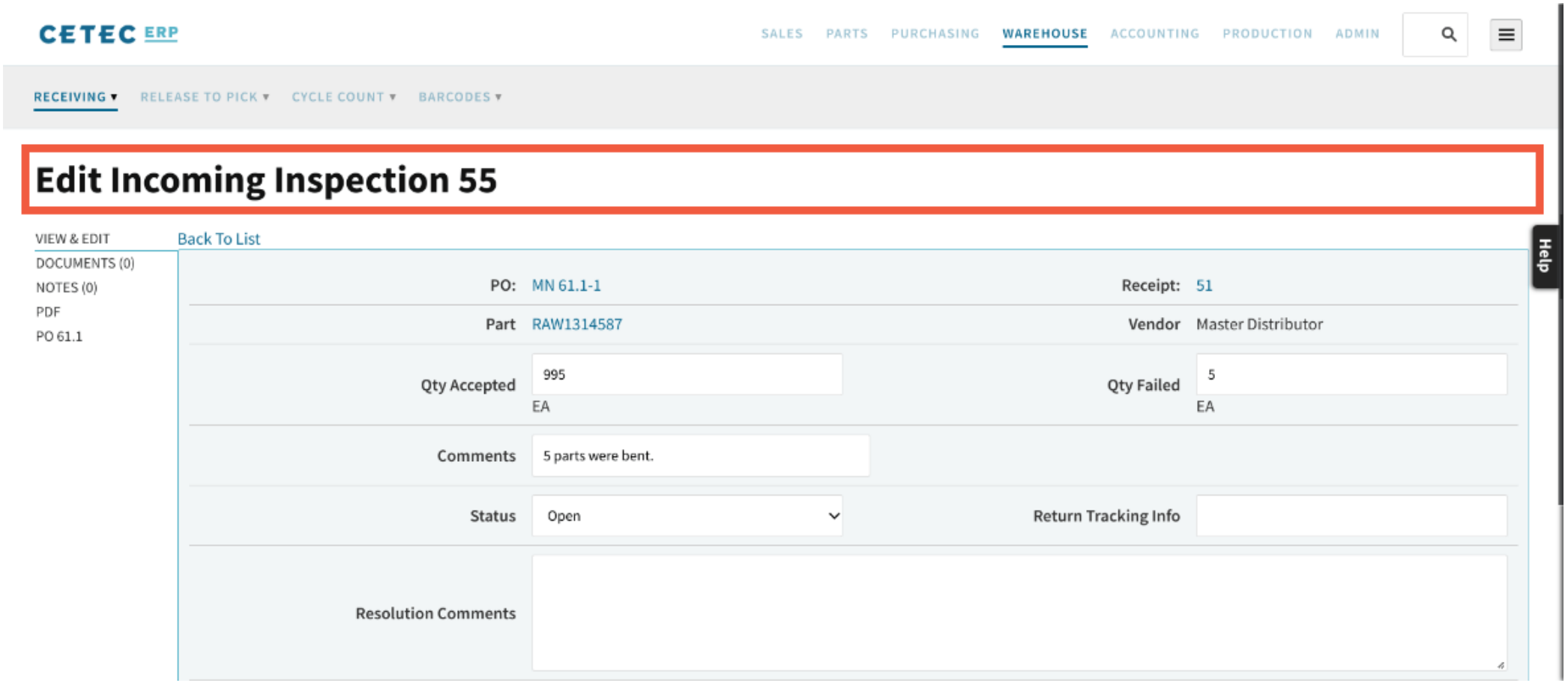
Because there is a rejected quantity, an NCR is also created.



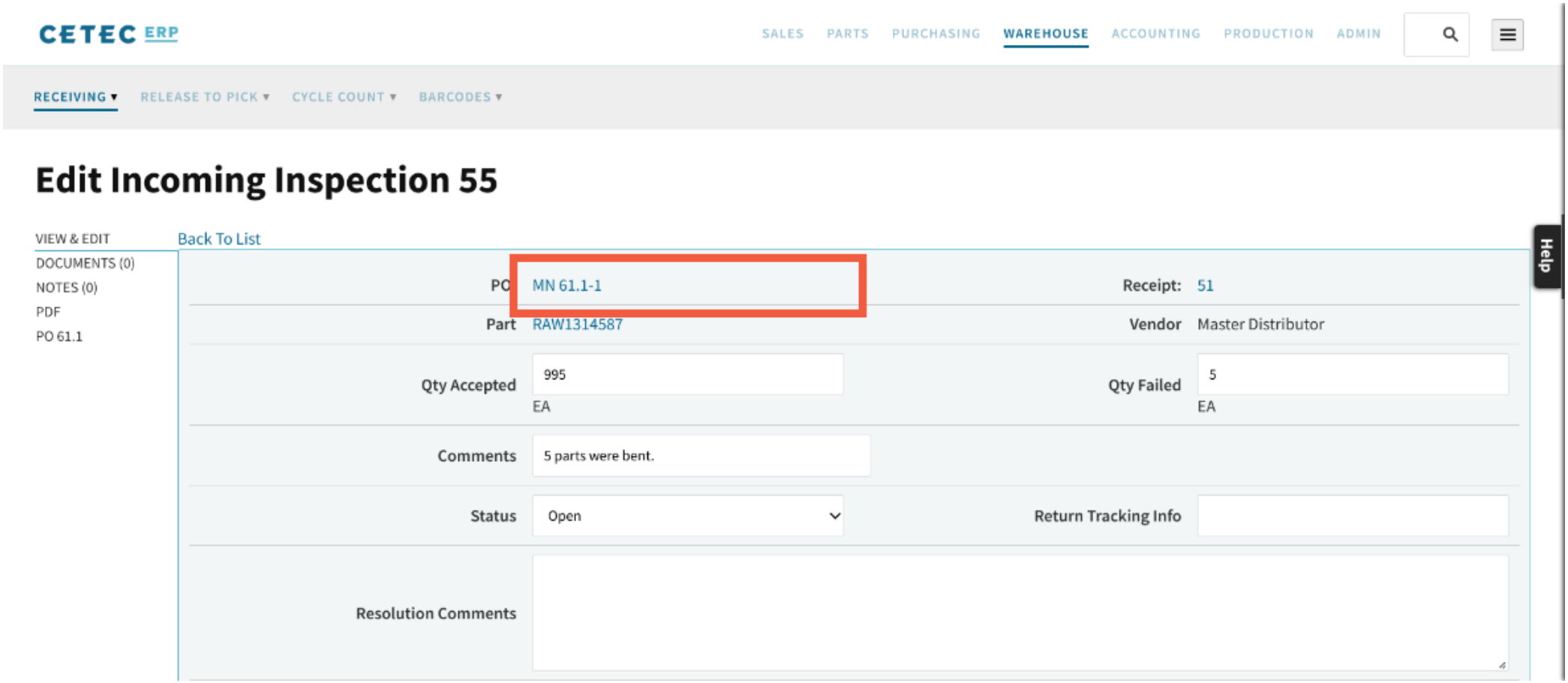
Click the link to navigate to the inspection document.



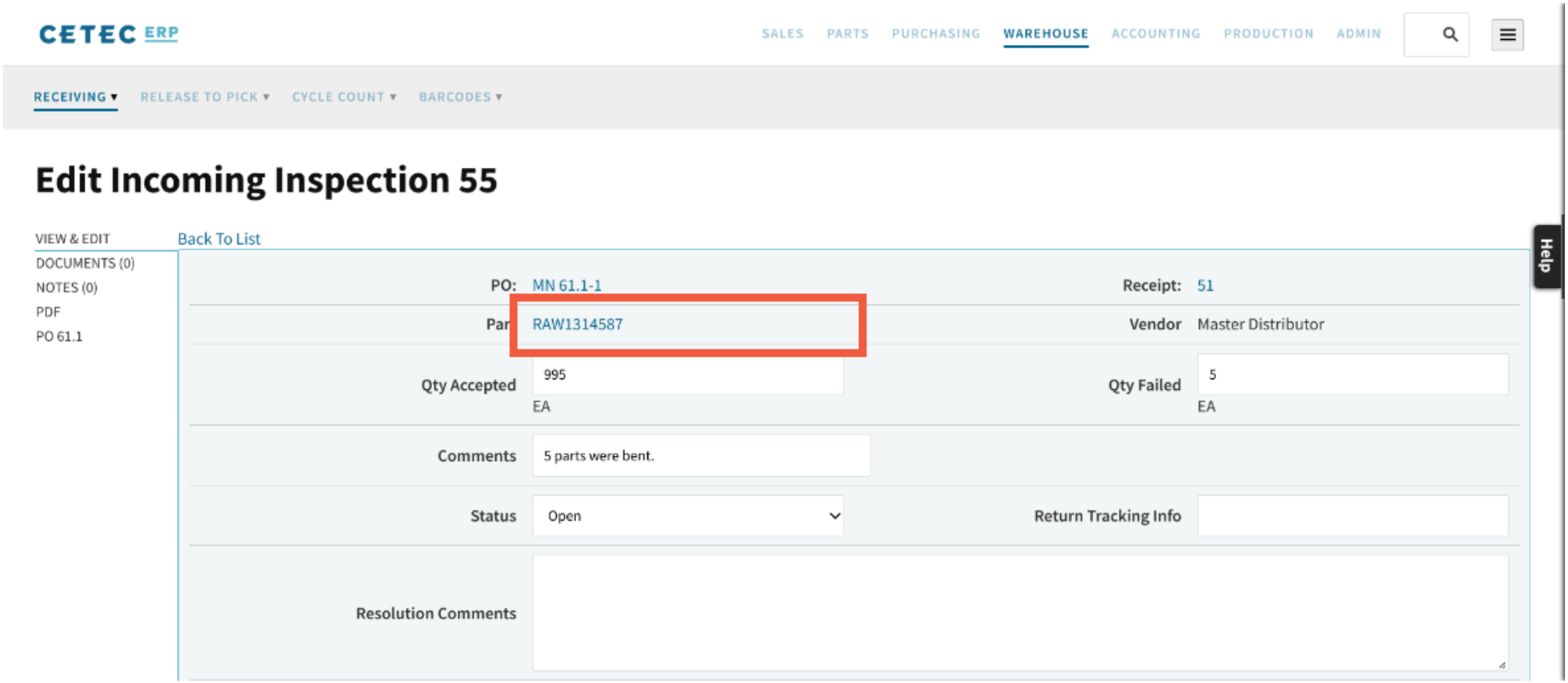
On this screen, you can edit the document as needed.



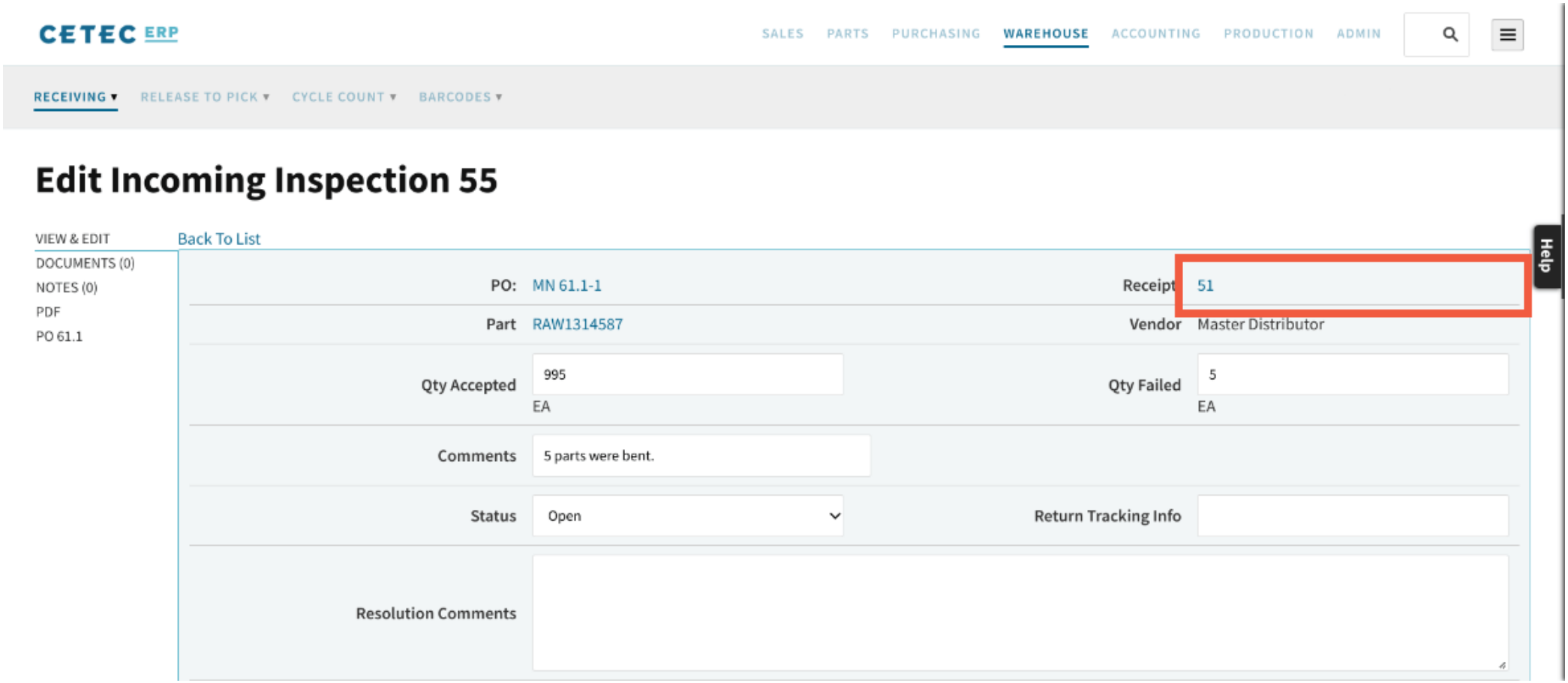
Notice that the inspection document has been automatically linked to the PO,



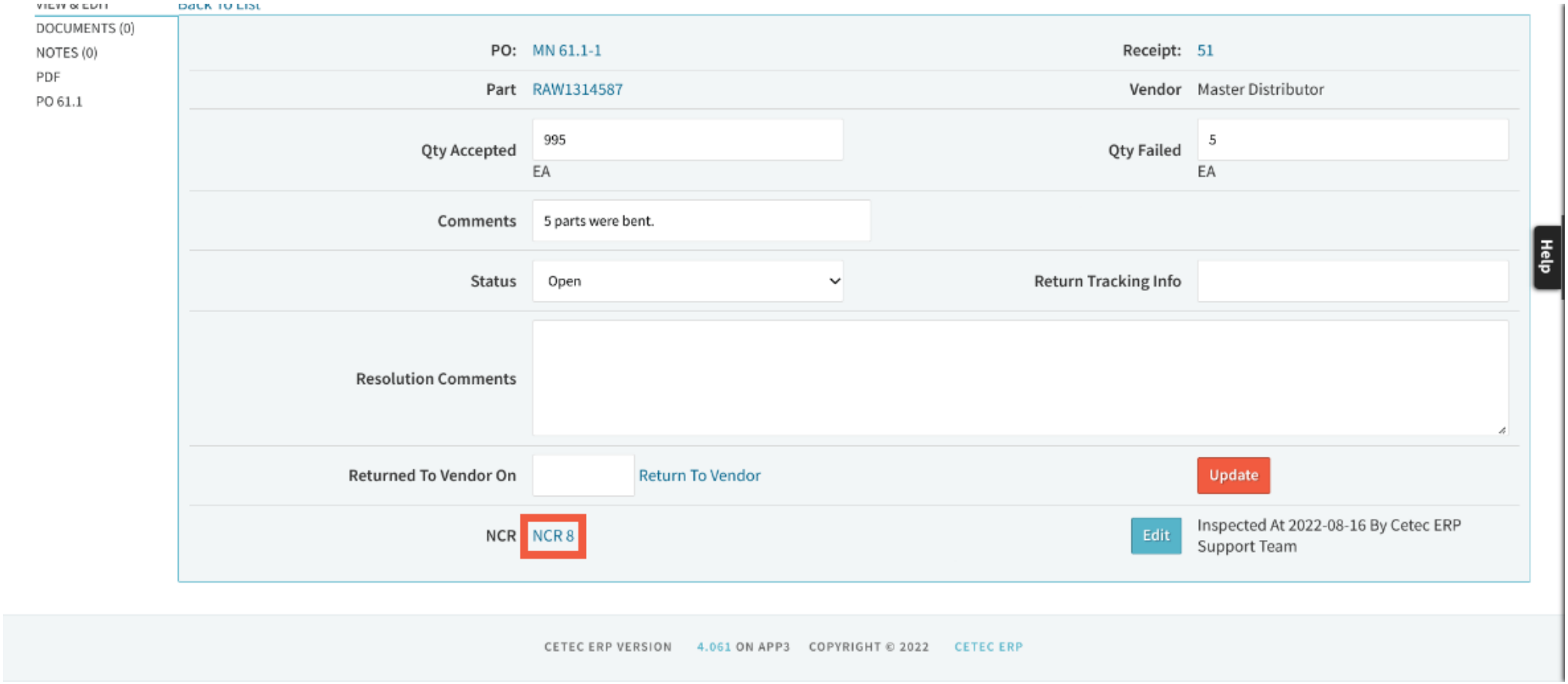
the part record,

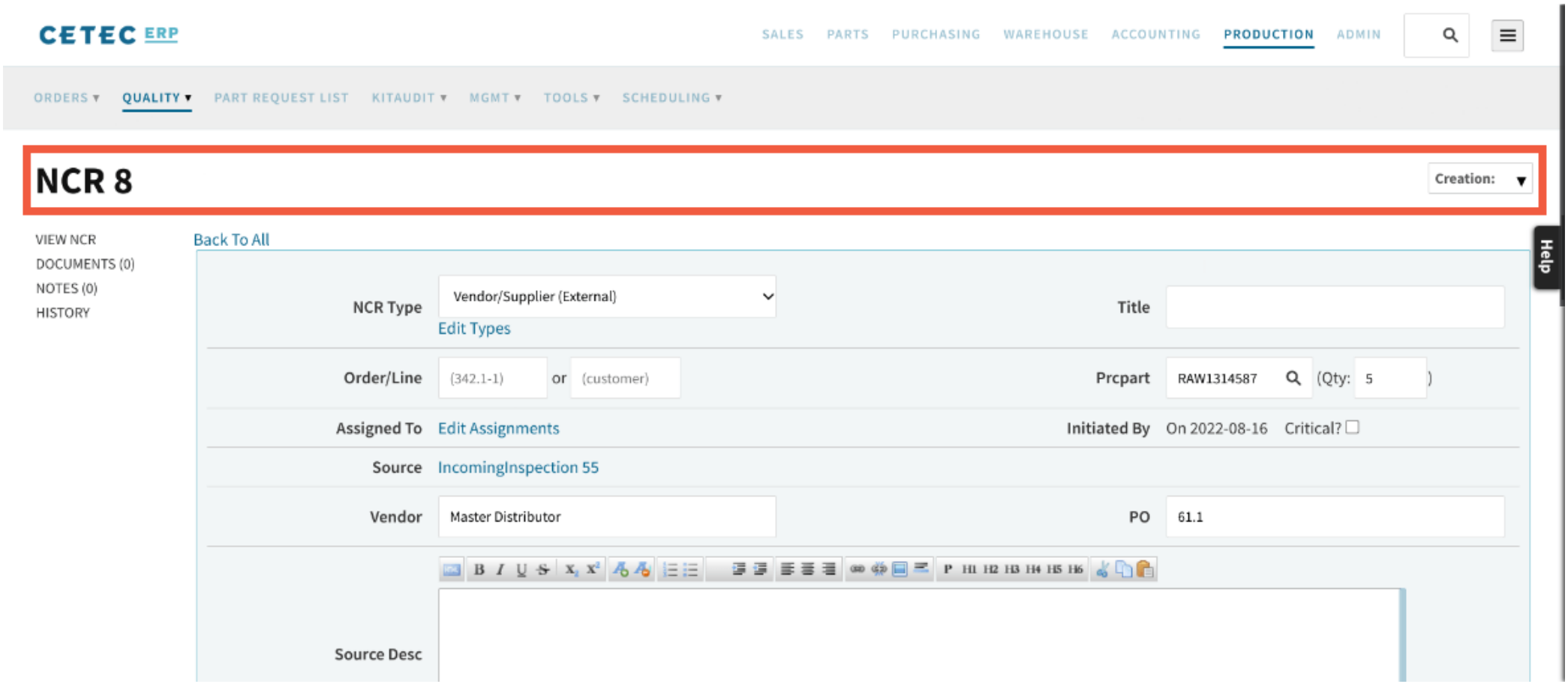


and the receipt document.

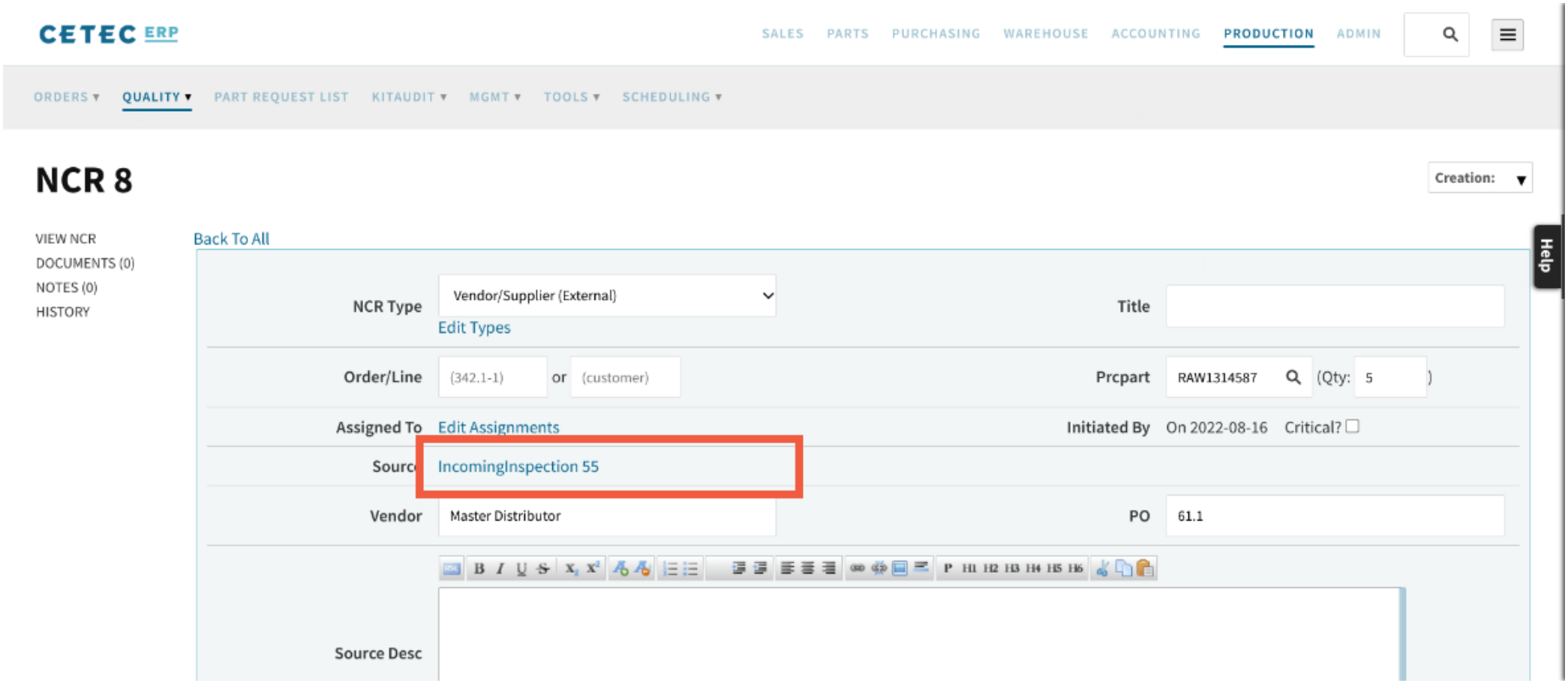


There is also a link to the NCR that was created. Click that link to view the NCR.

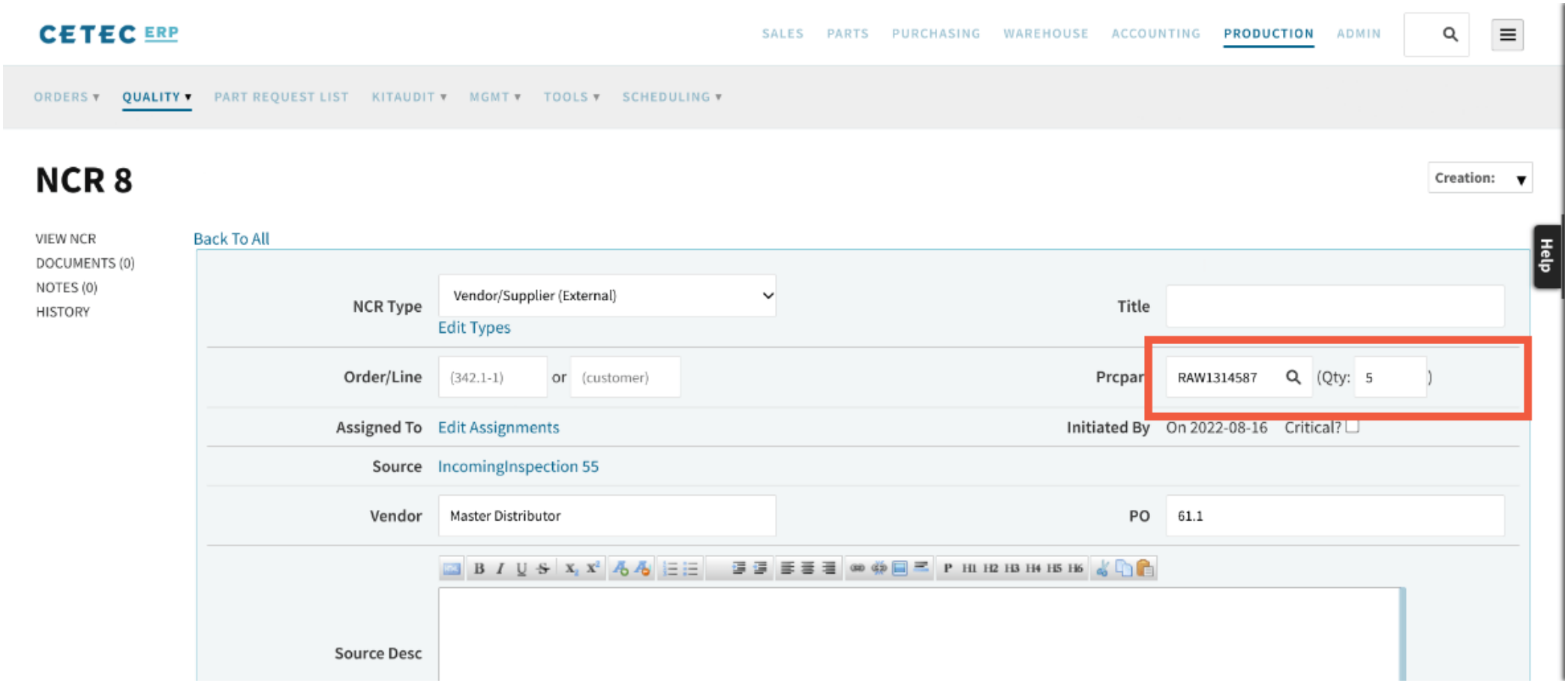



CETEC ERP
SALES
PARTS
PURCHASING
WAREHOUSE
ACCOUNTING
PRODUCTION
ADMIN
ORDERS
QUALITY
PART REQUEST LIST
KITAUDIT
MGMT
TOOLS
SCHEDULING
NCR 8
Creation:
VIEW NCR
DOCUMENTS (0)
NOTES (0)
HISTORY
Back To All
Help
NCR Type
Vendor/Supplier (External)
Edit Types
Title
Order/Line
(342.1-1)
or
(customer)
Prcpart
RAW1314587
(Qty:
5
)
Assigned To
Edit Assignments
Initiated By
On 2022-08-16
Critical?
Source
IncomingInspection 55
Vendor
Master Distributor
PO
61.1
Source Desc

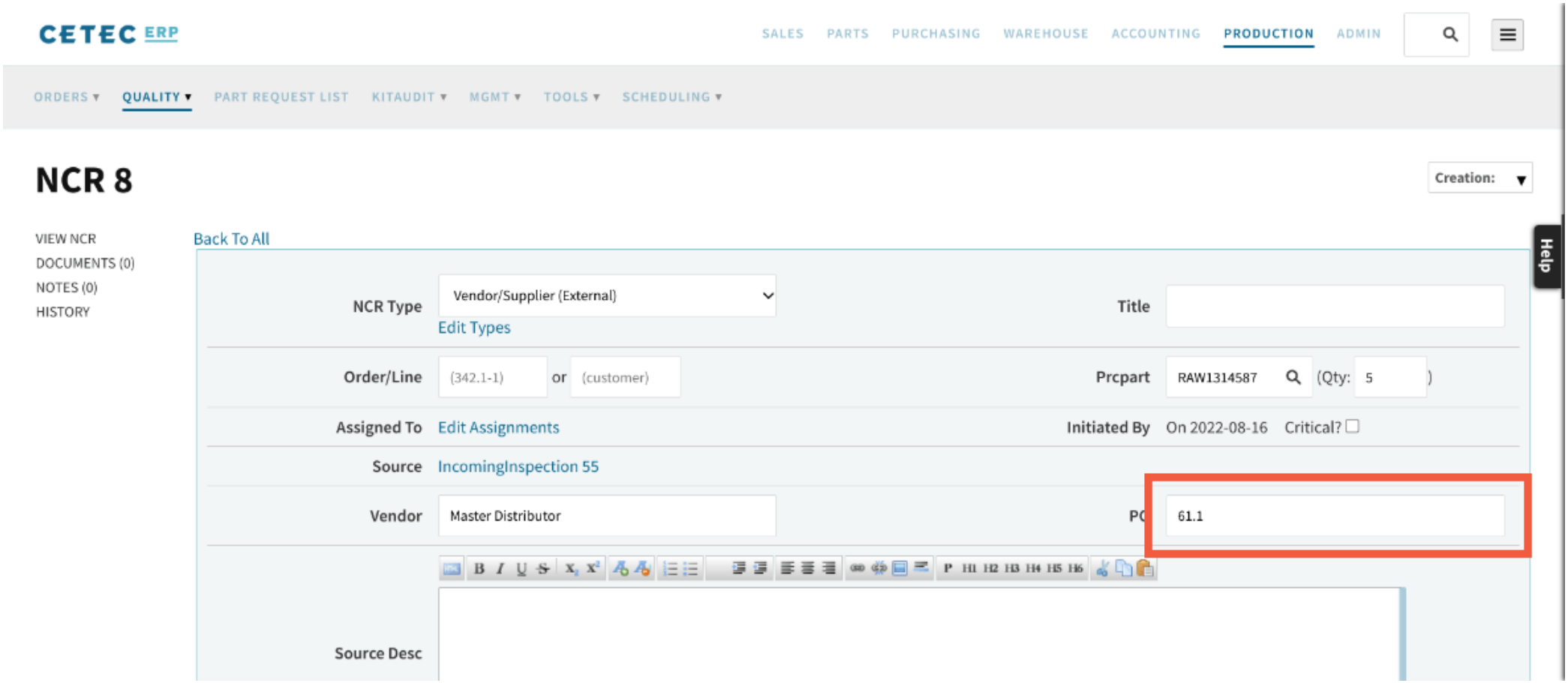
By default, the NCR is linked to the inspection document.



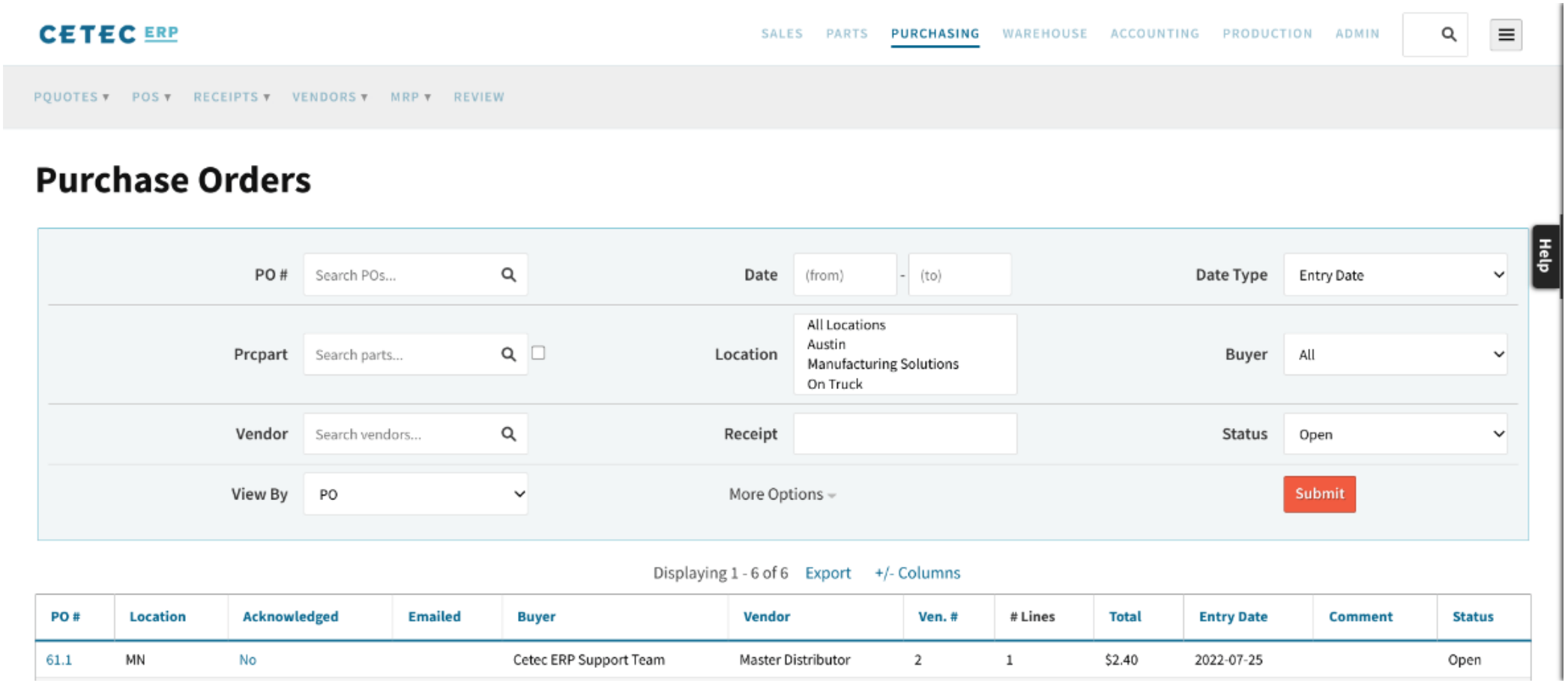
Also, the part number, rejected quantity,



and PO number fields have been auto-filled.



That's it. Now you know how to create a receiving inspection.



Scan to go to the interactive player