

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

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

Buy Process 1 2 3

3. Receive

| | | | | | |
|---------------|------------------------|-------------|------|----------|-------|
| 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 |

 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

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DOCUMENTS (0)

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CLOSE PO

PQUOTE 61


1 2 3

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| 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.

Purchase Order 61.1 (Location: MN)

- VIEW
- EDIT
- DELETE LINE/ALL
- ACKNOWLEDGE
- PDF/EXPORT (QUICK)
- DOCUMENTS (0)
- NOTES (0)
- CLOSE PO
- PQUOTE 61

Buy Process 1 2 3

3. Receive

| | | | | | |
|---------------|------------------------|-------------|------|----------|-------|
| 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 | <div>Receive</div> |
| Line Subtotal: | | | | | | | | | | | | \$24.00 | | |
| Freight: | | | | | | | | | | | | \$0.00 | | |
| Orig Total: | | | | | | | | | | | | \$24.00 | | |
| | | | | | | | Vouchered (open): | | | | | \$0.00 | | |

On the receiving screen, there is an inspection section.

Inspection Info

| | | | | | |
|------------------------------------|--|----------------------|--------------|--|----------------------|
| Part Description | | | Material-D | | |
| Part Image | | | | | |
| Vendor Part # | | | prt12345 | | |
| PO Due Date | | | 2022-07-25 | | PO Buyer |
| PO Comments | | | | | |
| Inspection Instructions | | | | | |
| Qty Accepted | | <input type="text"/> | Qty Rejected | | <input type="text"/> |
| Receipt Notes <input type="text"/> | | | | | |
| Inspection Notes | | <div></div> | | | |
| More Options ▾ | | | | | |

Help



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

Inspection Info

| | | | |
|-------------------------|--------------------------------|---------------|----------------------|
| Part Description | Material-D | | |
| Part Image | | | |
| Vendor Part # | prt12345 | | |
| PO Due Date | 2022-07-25 | PO Buyer | |
| PO Comments | | | |
| Inspection Instructions | | | |
| Qty Accepted | <input type="text" value="9"/> | Qty Rejected | <input type="text"/> |
| | | Receipt Notes | <input type="text"/> |
| Inspection Notes | <div></div> | | |
| More Options ▾ | | | |

Help



and the quantity rejected.

Inspection Info

| | | | |
|-------------------------|----------------------------------|---------------|--------------------------------|
| Part Description | Material-D | | |
| Part Image | | | |
| Vendor Part # | prt12345 | | |
| PO Due Date | 2022-07-25 | PO Buyer | |
| PO Comments | | | |
| Inspection Instructions | | | |
| Qty Accepted | <input type="text" value="995"/> | Qty Rejected | <input type="text" value="5"/> |
| | | Receipt Notes | <input type="text"/> |
| Inspection Notes | <div></div> | | |
| More Options ▾ | | | |

Help



You also have the option to enter inspection notes here.

Inspection Info

| | | | |
|-------------------------|----------------------------------|---------------|--------------------------------|
| Part Description | Material-D | | |
| Part Image | | | |
| Vendor Part # | prt12345 | | |
| PO Due Date | 2022-07-25 | PO Buyer | |
| PO Comments | | | |
| Inspection Instructions | | | |
| Qty Accepted | <input type="text" value="995"/> | Qty Rejected | <input type="text" value="5"/> |
| | | Receipt Notes | <input type="text"/> |
| Inspection Notes | <div><div></div></div> | | |
| More Options ▾ | | | |

Help

How to Create a Receiving Inspection

Cetec ERP


Click **Receive**.



| Prcpart | Packing Slip # | Cost | Quantity | Location | Date | Date Code | Lot Code | Revision | Expires On | Lock Bin |
|------------|----------------|-------|----------|----------|------------|-----------|-------------|------------------|----------------|--------------------------|
| RAW1314587 | | 0.024 | 1000 | Manuf: ▼ | 2022-08-16 | | | | | <input type="checkbox"/> |
| | | | | | | | Landed Cost | + Pieces/Serials | Receive | Receive & Keep PO |

Inspection Info

| | | | |
|-------------------------|--------------------|--------------|---|
| Part Description | Material-D | | |
| Part Image | | | |
| Vendor Part # | prt12345 | | |
| PO Due Date | 2022-07-25 | PO Buyer | |
| PO Comments | | | |
| Inspection Instructions | | | |
| Qty Accepted | 995 | Qty Rejected | 5 |
| Receipt Notes | | | |
| Inspection Notes | 5 parts were bent. | | |

Help

 An inspection document is created.

| Prcpart | Packing Slip # | Cost | Quantity | Location | Date | Date Code | Lot Code | Revision | Expires On | Lock Bin |
|---|----------------------|----------------------|----------------------|---|---|----------------------|----------------------|----------------------|----------------------|--------------------------|
| <input type="text" value="Search parts"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="Manu"/>  | <input type="text" value="(date of rece)"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <div>Part RAW1314587 Received! PO Line Receipt 126 Receipt Label Serial Labels NCR 8 Inspection 55</div> <div># Orders Possibly Needing Part: 12</div> | | | | | | | | | | |
| | | | | | | Landed Cost | + Pieces/Serials | Receive | Receive & Keep PO | |

Inspection Info

| | | | |
|-------------------------------|----------------------------------|---------------|--------------------------------|
| Part Description | | Material-D | |
| Part Image | | | |
| Vendor Part # | prt12345 | | |
| PO Due Date | 2022-07-25 | PO Buyer | |
| PO Comments | | | |
| Inspection Instructions | | | |
| Qty Accepted | <input type="text" value="995"/> | Qty Rejected | <input type="text" value="5"/> |
| | | Receipt Notes | <input type="text"/> |
| <div>5 parts were bent.</div> | | | |

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



| Prcpart | Packing Slip # | Cost | Quantity | Location | Date | Date Code | Lot Code | Revision | Expires On | Lock Bin |
|---|----------------------|----------------------|----------------------|---------------------------|------------------------------------|----------------------|----------------------|----------------------|----------------------|--------------------------|
| Search parts <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Manu <input type="text"/> | (date of rece <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| Part RAW1314587 Received! PO Line Receipt 126 Receipt Label Serial Labels NCR 8 Inspection 55 # Orders Possibly Needing Part: 12 | | | | | | | | | | |
| | | | | | | | Landed Cost | + Pieces/Serials | Receive | Receive & Keep PO |

Inspection Info

| | | | | | | | | | | |
|-------------------------|------------|--|--|--------------|---|----------|--|---------------|----------------------|--|
| Part Description | Material-D | | | | | | | | | |
| Part Image | | | | | | | | | | |
| Vendor Part # | prt12345 | | | | | | | | | |
| PO Due Date | 2022-07-25 | | | | | PO Buyer | | | | |
| PO Comments | | | | | | | | | | |
| Inspection Instructions | | | | | | | | | | |
| Qty Accepted | 995 | | | Qty Rejected | 5 | | | Receipt Notes | <input type="text"/> | |
| 5 parts were bent. | | | | | | | | | | |




Click the link to navigate to the inspection document.

| Prcpart | Packing Slip # | Cost | Quantity | Location | Date | Date Code | Lot Code | Revision | Expires On | Lock Bin |
|---|----------------|------|----------|--|---------------|-------------|------------------|----------|-------------------|--------------------------|
| Search parts  | | | | Manu  | (date of rece | | | | | <input type="checkbox"/> |
| Part RAW1314587 Received! PO Line Receipt 126 Receipt Label Serial Labels NCR 8 Inspection 55 # Orders Possibly Needing Part: 12 | | | | | | | | | | |
| | | | | | | Landed Cost | + Pieces/Serials | Receive | Receive & Keep PO | |

Inspection Info

| | | | |
|-------------------------|------------|---------------|---|
| Part Description | Material-D | | |
| Part Image | | | |
| Vendor Part # | prt12345 | | |
| PO Due Date | 2022-07-25 | PO Buyer | |
| PO Comments | | | |
| Inspection Instructions | | | |
| Qty Accepted | 995 | Qty Rejected | 5 |
| | | Receipt Notes | |
| 5 parts were bent. | | | |

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

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

RECEIVING RELEASE TO PICK CYCLE COUNT BARCODES

VIEW & EDIT

DOCUMENTS (0)

NOTES (0)

PDF

PO 61.1

Back To List

PO: MN 61.1-1

Receipt: 51

Part RAW1314587

Vendor Master Distributor

Qty Accepted995EA

Qty Failed5EA

Comments5 parts were bent.

StatusOpen

Return Tracking Info

Resolution Comments

Help



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

CETEC ERP

SALES PARTS PURCHASING **WAREHOUSE** ACCOUNTING PRODUCTION ADMIN


RECEIVING RELEASE TO PICK CYCLE COUNT BARCODES

Edit Incoming Inspection 55

[VIEW & EDIT](#)
DOCUMENTS (0)
NOTES (0)
PDF
PO 61.1

[Back To List](#)

| | | | |
|---------------------|--------------------|----------------------|--------------------|
| PO | MN 61.1-1 | Receipt: | 51 |
| Part | RAW1314587 | Vendor | Master Distributor |
| Qty Accepted | 995 | Qty Failed | 5 |
| EA | | EA | |
| Comments | 5 parts were bent. | | |
| Status | Open | Return Tracking Info | |
| Resolution Comments | | | |

 the part record,

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

RECEIVING RELEASE TO PICK CYCLE COUNT BARCODES

Edit Incoming Inspection 55

VIEW & EDIT

DOCUMENTS (0)

NOTES (0)

PDF

PO 61.1

[Back To List](#)

| | | | |
|---------------------|--------------------|----------------------|--------------------|
| PO: | MN 61.1-1 | Receipt: | 51 |
| Part | RAW1314587 | Vendor | Master Distributor |
| Qty Accepted | 995 | Qty Failed | 5 |
| | EA | | EA |
| Comments | 5 parts were bent. | | |
| Status | Open | Return Tracking Info | |
| Resolution Comments | | | |

Help

 and the receipt document.

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

RECEIVING RELEASE TO PICK CYCLE COUNT BARCODES

Edit Incoming Inspection 55

VIEW & EDIT

DOCUMENTS (0)

NOTES (0)

PDF

PO 61.1

[Back To List](#)

| | | | |
|---------------------|--------------------|----------------------|--------------------|
| PO: | MN 61.1-1 | Receipt | 51 |
| Part | RAW1314587 | Vendor | Master Distributor |
| Qty Accepted | 995 | Qty Failed | 5 |
| | EA | | EA |
| Comments | 5 parts were bent. | | |
| Status | Open | Return Tracking Info | |
| Resolution Comments | | | |

Help



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

VIEW & EDIT

BACK TO LIST

DOCUMENTS (0)

NOTES (0)

PDF

PO 61.1

| | | | |
|-----------------------|-------------------------------|-----------------------------|---|
| PO: | MN 61.1-1 | Receipt: | 51 |
| Part | RAW1314587 | Vendor | Master Distributor |
| Qty Accepted | <div>995</div> <div>EA</div> | Qty Failed | <div>5</div> <div>EA</div> |
| Comments | <div>5 parts were bent.</div> | | |
| Status | <div>Open</div> | Return Tracking Info | <div></div> |
| Resolution Comments | <div></div> | | |
| Returned To Vendor On | <div></div> | <div>Return To Vendor</div> | <div>Update</div> |
| NCR | <div>NCR 8</div> | <div>Edit</div> | Inspected At 2022-08-16 By Cetec ERP Support Team |

CETEC ERP VERSION

4.061 ON APP3

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CETEC ERP

Help



NCR 8

Creation: ▼

[VIEW NCR](#)

DOCUMENTS (0)

NOTES (0)

HISTORY

[Back To All](#)

| | | |
|----------|----------------------------|--|
| NCR Type | Vendor/Supplier (External) | |
|----------|----------------------------|--|

Edit Types

Title

| | | | |
|-------------------|-----------|-----------|------------|
| Order/Line | (342.1-1) | or | (customer) |
|-------------------|-----------|-----------|------------|

Prccpart

| | | |
|------------|---|----------|
| RAW1314587 |  | (Qty: 5) |
|------------|---|----------|

Assigned To [Edit Assignments](#)

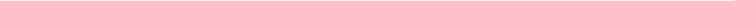
Initiated By On 2022-08-16 Critical? ☐

Source IncomingInspection 55

| | |
|--------|--------------------|
| Vendor | Master Distributor |
|--------|--------------------|

PO

61.1



Source Desc



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

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

ORDERS QUALITY PART REQUEST LIST KITAUDIT MGMT TOOLS SCHEDULING

NCR 8

VIEW NCR
DOCUMENTS (0)
NOTES (0)
HISTORY

Back To All

NCR Type

Vendor/Supplier (External)

Edit Types

Title

Order/Line

(342.1-1) or (customer)

Prupart

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

Help

Also, the part number, rejected quantity,

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

ORDERS QUALITY PART REQUEST LIST KITAUDIT MGMT TOOLS SCHEDULING

NCR 8

VIEW NCR
DOCUMENTS (0)
NOTES (0)
HISTORY

Back To All

NCR Type

Vendor/Supplier (External)

Edit Types

Order/Line

(342.1-1) or (customer)

Assigned To

Edit Assignments

Source

IncomingInspection 55

Vendor

Master Distributor

Source Desc

Title

Prepar

RAW1314587 (Qty: 5)

Initiated By

On 2022-08-16 Critical?

PO

61.1

Creation:

Help

 and PO number fields have been auto-filled.

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING **PRODUCTION** ADMIN

ORDERS **QUALITY** PART REQUEST LIST KITAUDIT MGMT TOOLS SCHEDULING

NCR 8

VIEW NCR
DOCUMENTS (0)
NOTES (0)
HISTORY

Back To All

NCR Type

Vendor/Supplier (External)

Edit Types

Order/Line

(342.1-1) or (customer)

Assigned To

Edit Assignments

Source

IncomingInspection 55

Vendor

Master Distributor

Source Desc

Title

Prupart

RAW1314587

(Qty: 5)

Initiated By

On 2022-08-16

Critical? ☐

PO

61.1

Creation:

Help

Aug 16, 2022

20 of 22

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

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

PQUOTES POS RECEIPTS VENDORS MRP REVIEW

Purchase Orders

PO #

Search POs...

Q

Date

(from) - (to)

Date Type

Entry Date

Prcpart

Search parts...

Q

☐

Location

All Locations
Austin
Manufacturing Solutions
On Truck

Buyer

All

Vendor

Search vendors...

Q

Receipt

Status

Open

View By

PO

More Options

Submit

Displaying 1 - 6 of 6 [Export](#) [+/- Columns](#)

| PO # | Location | Acknowledged | Emailed | Buyer | Vendor | Ven. # | # Lines | Total | Entry Date | Comment | Status |
|------|----------|--------------|---------|------------------------|--------------------|--------|---------|--------|------------|---------|--------|
| 61.1 | MN | No | | Cetec ERP Support Team | Master Distributor | 2 | 1 | \$2.40 | 2022-07-25 | | Open |



Scan to go to the interactive player