



Receiving goods

When the goods have arrived in your department, you sign a delivery note and place all of the goods in their relevant places in your stores. Within CUFS you also have to record the receipt of these goods electronically by creating a system receipt (Goods Received Note). It also means that you match the receipt back to the original Purchase Order. Most of the information is pulled through from the Purchase Order:

- **Item Number** – The inventory item code
- **Supplier information** – Who the goods should have be sent from
- **Quantity** – The amount waiting to be received on your Purchase Order
- **UOM**
- **Description** – From the Item / lines of your PO
- **Requestor** – Who has requested the order of these goods
- **Location** – Department code
- **Destination type** – Should read Inventory

Information that must be entered:

- a) **Quantity** - Is this a part-delivery? How many goods have been received?
- b) **Packing Slip Number** – Record the delivery note number on the receipt header

Areas and screens to complete when receiving goods on the system

Find expected receipts

Header

Receipts



Find Expected Receipts

Responsibility: CAPSA XX: INV Stores Supervisor
Navigate: Transactions → Receiving → Receipts → Receiving
→ Receipts

1. You will need to select your departments inventory code from the list displayed.
2. In the *Find Expected Receipts* screen you can enter various parameters to try and locate the purchase order against which you want to receive the goods. The easiest way is to know/locate the Purchase Order Number.
3. Select **Supplier** as the source type; enter your parameters e.g. Purchase Order No and click **Find**.

Some suggestions of useful fields to try are:

- **Supplier**
- **Date Range**

4. Once you have entered your search criteria in your chosen fields, click on the **Find** button.



If the purchase order is not approved then UFS and the Inventory module will not be able to locate the order number to receive the goods against. Approve the order before you continue.