Bin Transfer Receipt

Module Guide: Bin Transfer Receipt

Module Location

Inventory > Warehouse Management > Bin Transfer > Bin Transfer Receipt

Module Objective

The **Bin Transfer Receipt** module is the second and final step in the process of moving goods between locations. Its purpose is to confirm the receipt of goods that have been shipped from another location. This module functions as a **Goods Receipt** for internal transfers, which finalizes the stock movement from "in-transit" to available stock at the destination location.

1. Main View (Receipt List)

The main page of this module displays a list of all receipt confirmation documents that have been created.

View Explanation

- **View**: This page is a history of all goods receipt documents resulting from a transfer.
- **Button Functions**:
    - **[New]**: The primary button to start the process of recording a goods receipt.

2. Steps to Confirm Goods Receipt

Step 1: Create a New Receipt Document

From the Main View, click the **[New]** button to open the receipt form.

Step 2: Select the Transfer Document

On the form that appears, in the **Bin Transfer Number** field, search for and select the original transfer document (that is, the shipping document from the source warehouse).

Step 3: Verify and Input the Received Quantity

1. After you select the document, the system will display the details of the shipped items in the table below, along with the **Approved Quantity** (the quantity that was shipped).

2. Perform a physical count of the goods you have just received.

3. Enter the result of that physical count into the **Quantity Received** column.

Step 4: Confirm the Receipt

After ensuring the received quantity is correct, click the **[Received]** button to finalize the receipt process. The stock at your location will now be officially increased.

Workflow & Integrated Business Process

- This module is the second step of a **two-step transfer process**, completing the shipment that was initiated in the **Bin Transfer** module.

- This two-step process (shipment then receipt) provides better control for transfers between physically separate warehouses, as it allows for the tracking of an **"in-transit"** status.

Tips & Important Notes

- Always ensure the **Quantity Received** is filled in according to the physical quantity you counted to identify any lost or damaged goods during transit.

- This is a very important daily work module for the **Warehouse Operator** at the receiving location.

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