Goods Receipt

Module Guide: Goods Receipt (Material Requisition Receipt)

Module Location

Production > Material Requisition > Goods Receipt

Module Objective

The **Goods Receipt** module is a confirmation module used by the production department to state that the materials they requested have been received from the warehouse. This is the final step in the internal material requisition cycle, which functions as proof of goods handover from the warehouse to the production floor.

1. Main View (Receipt List)

The main page of this module displays a list of all goods receipt documents that have been created to confirm internal material receipts.

View Explanation

- **View**: This page is a history of all receipt confirmations. You can see the **Receipt Code, Receipt Date,** and the reference **Shipment Code** from the warehouse.
- **Filters**: You can search for a specific document by **Receipt Code** or a **Date** range.

- **Action Buttons**:
  - **[New]** (Not visible, but is the primary button): To create a new receipt confirmation document.

2. Steps to Confirm Goods Receipt (Conceptual)

Step 1: Create a New Receipt Document

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

Step 2: Select the Shipment Reference

On the form that appears, search for and select the **Shipment Code** that corresponds to the goods you have just received from the warehouse.

Step 3: Verify and Confirm Receipt

1. After you select the reference, the system will display the details of the shipped items along with their quantity.
2. Verify that the goods received physically match the data displayed.
3. Click the confirmation button to complete the process.

Workflow & Integrated Business Process

- This module is the **third and final step** in the internal material requisition cycle, after:

1. **Material Requisition** (created by Production/PPIC).
2. **Goods Shipment** (executed by the Warehouse).

- By confirming the receipt here, you officially **close the requisition cycle** and provide proof that the materials have arrived in the requestor's hands.

Tips & Important Notes

- This module serves as a **handover mechanism** to ensure no goods are lost between the warehouse and the production floor.
- This is an important confirmation module for **Production Supervisors** to ensure their team receives the correct materials as requested.

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