Using the Commerce Network

Receiving

Receiving consists of two parts:

- 1) Receive Order
- 2) List Received Orders

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Receiving

Upon receipt of an order from a supplying trade partner the products received can be processed through the receiving module. *Receive Order* allows the vendor to enter the products received and place them in New Inventory for further processing. Select *Receive Order* to process a received product.

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New Received Order Form

First, select the Supplier the order is from with the drop down menu labeled **Supplier**. Next, enter the Bill of Lading Number and the number of Items received. Finally, select the **Next** button to continue.

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Administration	Supplier Name	AAA-Prime Vendor Test	Vendor	PHONE	AAA-Prime Vendor Test6	
Agency	ADDRESS	456 Skip Ln Wilmington, NC 28403		EMAIL	pvtest6@prime-vendor.com	
Federal	Bill Of Lading No.	123456789		Carrier		
Account	# Of Lines	2		DELIVERED DATE		
Management			Packir	ıg List		
Commerce	Line # Mfg. Number		Unit	Qı	antity Shipped	Quantity Received
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Receiving Form

Complete the product information in the receiving form. Select the **Save** button to add the new Items to the new inventory cache. The items will now appear in the Received Orders Listing as well as the Transfer New Inventory cache of the Inventory management section.

List Received Orders provides a listing of orders received. The status of each order is also displayed to show orders that need to be processed versus order that are complete.

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Contracts				REG	EIVED ORDER	s		(EXIT)
Federal Markets	Supplier				<u># Lines</u>	Delivered	Lading #	
markets	AAA-Prime Vendor Test4				10	2/14/2005		EDIT
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Commerce	Acme Industrial Sales, Inc.				1	2/14/2005		VIEH
Network	Acme Industrial Sales, Inc.				1	2/14/2005		VIEH
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Received Orders Listing

In the case that an order needs further processing the view button on the right of the screen will appear as an edit button. Selecting the *Edit* button will open the received order for completion. Upon completion the Edit button will change to a View button.