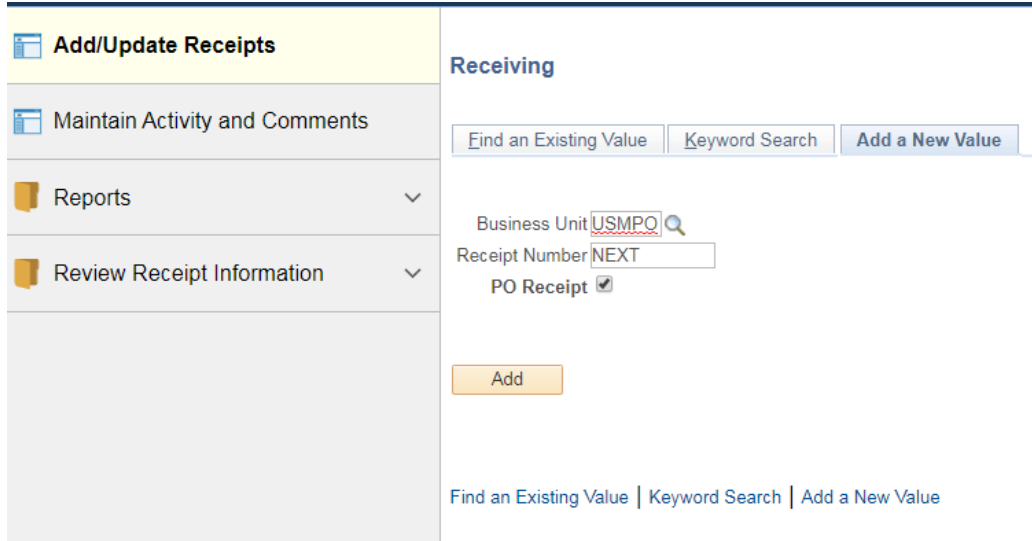


Below are the steps on how to enter a receipt in SOARFIN:

From the Home screen select the Receipts tile:

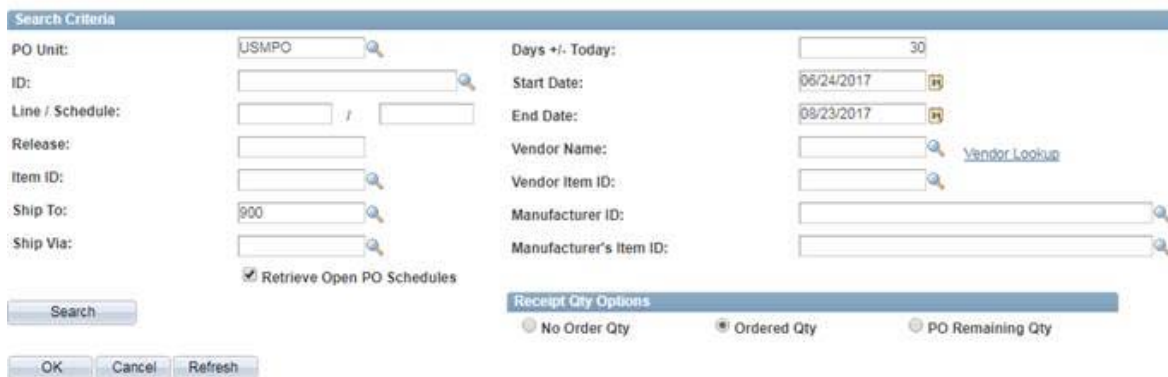


Add/Update Receipts (the screen will look like this):

The screenshot shows a web interface for adding or updating receipts. On the left is a vertical navigation menu with four items: "Add/Update Receipts" (highlighted in yellow), "Maintain Activity and Comments", "Reports", and "Review Receipt Information". The main content area is titled "Receiving" and contains three buttons: "Find an Existing Value", "Keyword Search", and "Add a New Value". Below these are input fields for "Business Unit" (containing "USMPO"), "Receipt Number" (containing "NEXT"), and a checked checkbox for "PO Receipt". An "Add" button is positioned below the inputs. At the bottom of the main area, the same three buttons from the top are repeated.

Next, make sure the correct business unit is entered and click Add.

Select Purchase Order

The screenshot shows a search form titled "Select Purchase Order". It has a "Search Criteria" section with fields for "PO Unit" (USMPO), "ID", "Line / Schedule", "Release", "Item ID", "Ship To" (900), and "Ship Via". There is also a checkbox for "Retrieve Open PO Schedules". To the right are fields for "Days +/- Today:" (30), "Start Date" (06/24/2017), "End Date" (08/23/2017), "Vendor Name", "Vendor Item ID", "Manufacturer ID", and "Manufacturer's Item ID". A "Vendor Lookup" link is next to the Vendor Name field. Below the search criteria is a "Receipt Qty Options" section with three radio buttons: "No Order Qty", "Ordered Qty" (selected), and "PO Remaining Qty". At the bottom are "Search", "OK", "Cancel", and "Refresh" buttons.

Enter the correct PO Unit/Business Unit and the PO number in the field ID. Do not enter anything else as it will hinder results. Click Search.

Select Purchase Order

Search Criteria

PO Unit: Days +/- Today:

ID: Start Date:

Line / Schedule: / End Date:

Release: Vendor Name: [Vendor Lookup](#)

Item ID: Vendor Item ID:

Ship To: Manufacturer ID:

Ship Via: Manufacturer's Item ID:

Retrieve Open PO Schedules

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows

Personalize | Find | View All | First | 1-2 of 2 | Last

Selected Rows	Shipping Related	More Details									
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description	
<input type="checkbox"/>	USMPO	0001091883	1	1		07/07/2017	9.0000			5000- Heavy Cotton 100% Cotton	
<input type="checkbox"/>	USMPO	0001091883	2	1		07/07/2017	1.0000			5000- Heavy Cotton 100% Cotton	

Select All Clear All

Check the boxes of the purchase order you want to receive or click Select All to view all lines of the purchase order. Click Ok.

Maintain Receipts

Receiving

Business Unit: Receipt Status: [Activities](#)

Receipt ID: [Add Header Comments](#)

[Header Details](#)

Header

Select Purchase Order

Receipt Lines

Personalize | Find | View All | First | 1-2 of 2 | Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information								
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track	
1		5000- Heavy Cotton 100% Cotton	<input type="text" value="9.0000"/>	<input type="text" value="EA"/>	16.50000	9.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	<input checked="" type="checkbox"/>
2		5000- Heavy Cotton 100% Cotton	<input type="text" value="1.0000"/>	<input type="text" value="EA"/>	18.00000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	<input checked="" type="checkbox"/>

Interface Receipt Run Close Short

Verify the quantities received are correct and click Save. The receipt ID will then populate at the top of the document.

Congratulations you have entered the receipt 😊