

SECTION: M&S CONTROL

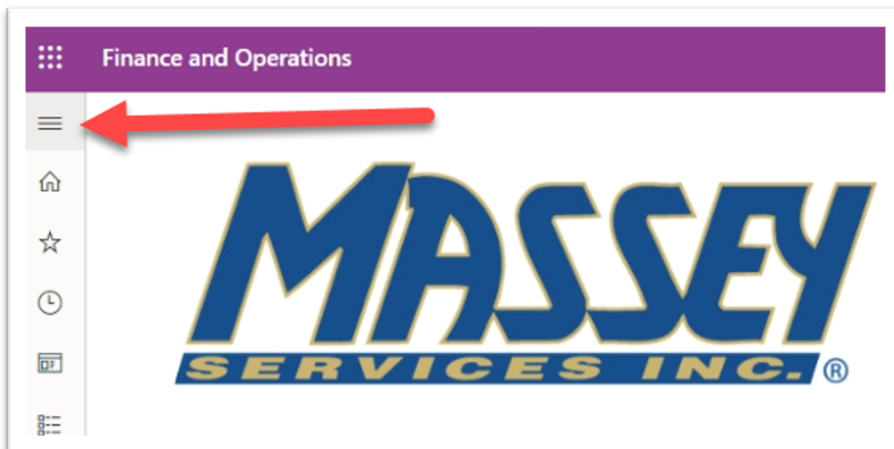
SUBJECT: Procedure- Receiving Purchase Orders

SPP No.: 803**Section:** M & S Control**Subject:** Procedure- Receiving Purchase Orders**Approved By:** Tony Massey**Effective Date:** December 21, 2021**Last Reviewed Date:** December 21, 2021**Policy Owner:** ERP Finance Manager

The Service Manager is responsible for receiving purchase orders in Microsoft D365. The purchase order must be received in D365 the same day the material is delivered. The procedure for physically receiving product is outlined in PP 602 M&S Requisitioning & Purchasing.

Receiving Purchase Orders

1. Log-in to Microsoft D365.
2. Click on Navigation Pane (≡ top left).

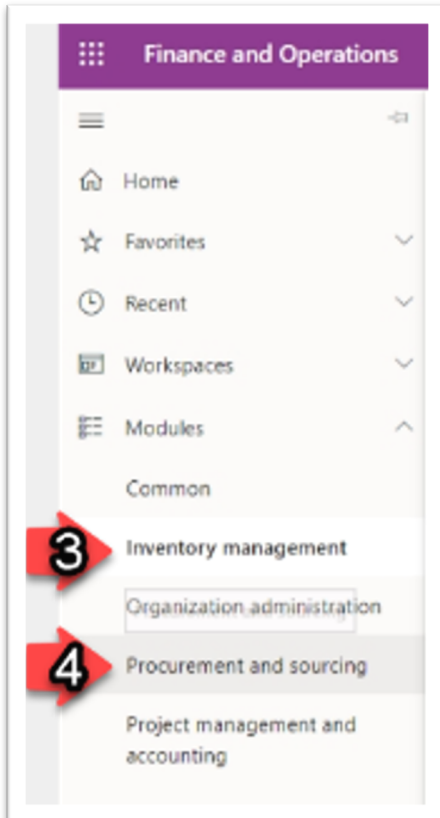
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Tony MasseyEFFECTIVE DATE:
December 21, 2021

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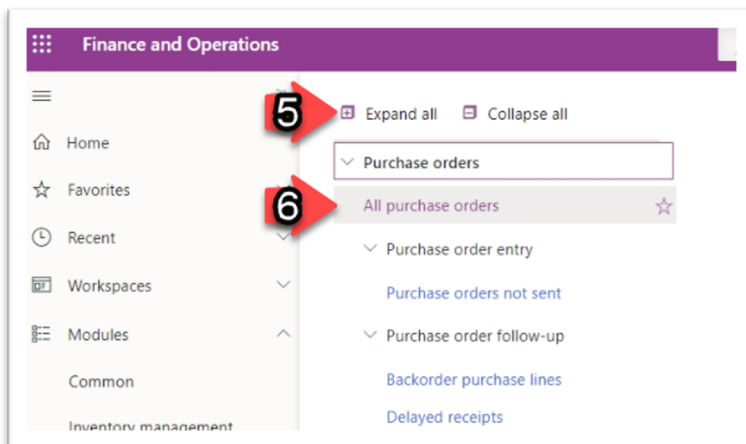
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- Click on Modules, then “Inventory Management”.
- Under the Inventory Management menu, click on “Procurement and Sourcing”.



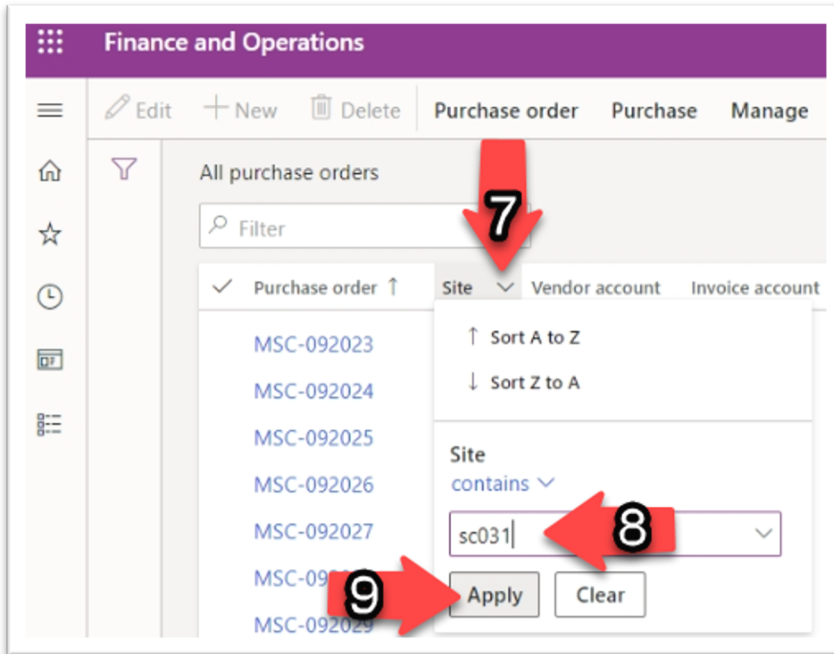
- Click “Expand all” (top of the pullout menu) to see all menu options.
- Click on “All purchase orders” (found on the top, underneath Purchase orders).

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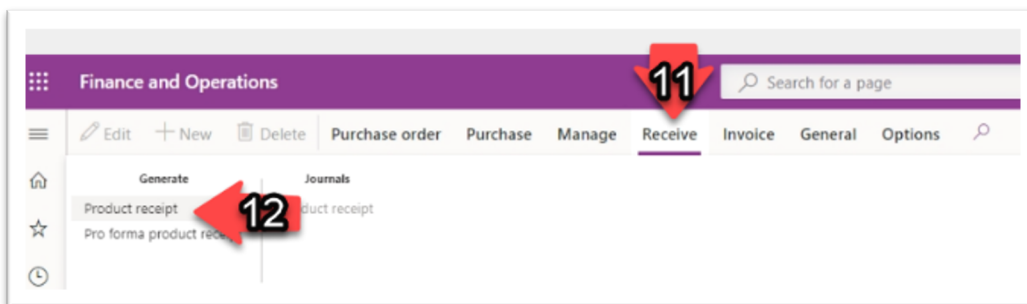
7. Click on “Site” (top menu) to open the drop-down box. If Site column is not visible, contact AX Support.
8. Type in your service center number (SC###).
9. Click “Apply”.



10. Find the purchase order you would like to receive and click the purchase order number (MSC-#####).

MSC-091088	SC031	MSC-000001	MSC-000001	ES OPCO USA LLC DBA VESERIS (FNA UNIVAR) **PO SYSTEM**	Purchase order	Confirmed	Invoiced	USD	1/15/2021
MSC-091089	SC031	MSC-001344	MSC-001344	SITEONE LANDSCAPE SUPPLY, LLC **PO SYSTEM**	Purchase order	Confirmed	Invoiced	USD	1/15/2021
MSC-091091	SC031	MSC-000001	MSC-000001	ES OPCO USA LLC DBA VESERIS (FNA UNIVAR) **PO SYSTEM**	Purchase order	Confirmed	Open order	USD	1/15/2021
MSC-091103	SC031	MSC-000001	MSC-000001	ES OPCO USA LLC DBA VESERIS (FNA UNIVAR) **PO SYSTEM**	Purchase order	Confirmed	Received	USD	1/25/2021

11. Click “Receive” (top menu).
12. Click “Product receipt” (under Generate).



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13. Input the packing slip number in the product receipt number field. Click the calendar icon under “Product receipt date” and click the date the product was received.

Overview

+ Add Remove Sales tax

✓	Update	Purchase order	Name	Product receipt	Product receipt date	Document date
✓	Product receipt	MSC-091091	ES OPCO USA LLC DBA VESERIS ...	91091tc	3/23/2021	

Calendar: Jan 2021

Su Mo Tu We Th Fr Sa

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

14. Scroll down the Lines box. Click the up arrow (far right of screen) to view the item detail.

15. Change the quantity field to the number you received. If you received a partial order and are missing items, change the quantity reflect the actual amount received. Notify Purchasing by email immediately of the missing items, record the communication and details of missing, damaged, wrong item, etc. Click “OK” to verify the items that were received (bottom right of screen). (The okay button will turn purple when step 14 is complete).

Lines

Delete Purchase order line View charges Inventory Update line

✓	Purchase order	Line number	Item number	Procurement category	Text	Location	Quantity	Unit price	Line net amount	Close for receipt
	MSC-091091	1	DT1050	INVENTORY ITEMS	PEST-DynaTrap DT1050, 1/2 acre	L-SC031	1.00	79.09	79.09	<input type="checkbox"/>

OK Cancel Batch

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