

## Confirm Receivings Job Aid

- Select **RECEIVING > FIND RECEIVINGS**
- Click on the **ITEM/s to be confirmed**
- Select **RECEIVING> CONFIRM**

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User: Masoom Siddiqui Customer: Sale for Distribution and Communication Ltd. Warehouse: SMSA Express Warehouse

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Create Receiving Manage Open Receivings Find Receivings Import ASN Send Receipt Advice Setups

**FIND AND MANAGE RECEIVINGS** Customer: **Sale for Distribution and Communication Ltd.**

Please Read: Find Receivings Help

**Find Receivings**

Customer: Sale for Distribution and Communication Ltd. (auto find)  
Facility: SMSA Express Warehouse (auto find)

Note contains:   
ASN #:   
PO #:   
Trailer #:   
Reference #:

Status: ☒ open ☐ closed ☐ either  
Receipt Advice: ☐ not sent ☐ sent ☒ either  
Incomplete: ☐ show ☒ hide

Date Range  
☒ created ☐ expected  
☐ arrival  
Begin: 2012/08/01  
End: 2012/09/01

Transaction Range  
Begin:   
End:

Limit to first: 1000 Find

Customer=Sale for Distribution and Communication Ltd.;Facility=SMSA Express Warehouse;Open;Show Completed Only;CreationDate between 2012/08/01 and 2012/09/01;

Receiving Export Print

Manage	Ref #	Created	Status	Complete	Customer	Facility	ASN #	PO #	Trailer #	Notes
Confirm	20135-362069	2012/08/07	Open	Yes	Sale for Distribution a...	SMSA Express W...		8802		WE NEED CANCEL
Attach	80140-362421	2012/08/07	Open	Yes	Sale for Distribution a...	SMSA Express W...		8804		SIM_QNET_FREE
	8832	2012/08/09	Open	Yes	Sale for Distribution a...	SMSA Express W...		8832		SIM SAWA SAUDI AIRLINES VISIT V
Cancel	8834	2012/08/09	Open	Yes	Sale for Distribution a...	SMSA Express W...		8834		SIM_75_QNETLIGHT_FREE
	80142-362637	2012/08/11	Open	Yes	Sale for Distribution a...	SMSA Express W...				WE NEED CANCEL
6	1298	8892	2012/08/13	Open	Yes	Sale for Distribution a...	SMSA Express W...			WE NEED CANCEL
7	1390	8872	2012/08/14	Open	Yes	Sale for Distribution a...	SMSA Express W...	8872		WE NEED CANCEL - DUPLICATE
8	1391	8861	2012/08/14	Open	Yes	Sale for Distribution a...	SMSA Express W...	8861		Micro Multi Replacement Sim
9	1392	8858	2012/08/14	Open	Yes	Sale for Distribution a...	SMSA Express W...	8858		WE NEED CANCEL
10	1524	0074715015	2012/08/15	Open	Yes	Sale for Distribution a...	SMSA Express W...	8737		IPHONE 4S BLACK 16GB

- **Verify** information on the screen
- Click **Confirm**

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**BUILDRECEIVEVER3**   Customer: **Sale for Distribution and Communication Ltd.**   Warehouse: **SMSA Express Warehouse**

Ref#    Trans#

▶ Notification

▶ Line Items

▶ Movable Units

▼ Price & Confirm

**Note:** Receivings remain OPEN and inventory is NOT updated until confirmed. To confirm a Receiving you must enter this page using the Manage Open Receivings menu. If you want to confirm and you do not see a "Confirm" button below you must click the Manage or Complete button below and then click the "Enter Charges & Confirm Receiving" link on the Manage Open Receiving page.

[Edit](#)

**Billing Wizard™**

	Notes on manual entry or subtotal adjustment
*System-calculated Handling	<input type="text"/>
Other Handling	<input type="text"/>
*System-calculated Storage	<input type="text"/>
Other Storage	<input type="text"/>
Material	<input type="text"/>
Special Charges	<input type="text"/>
Freight Prepaid	<input type="text"/>
<b>Total</b>	<input type="text" value="0.00"/>

Confirm

Manage

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