

RECEIPT ENTRY

GENERAL ENTRY - WITHOUT A PO

01

IDENTIFY TYPE OF RECEIPT

Does it have a PO number? Is it a Transfer Order?
For a PO, EDI, or Transfer Order, see those reference guides.

03

EPICOR

Open Receipt Entry. Enter in Supplier ID, PO (if applicable), Pack Slip number, and URoute number

05

ATTRIBUTES

Click Yes to create new lot. Enter in diameter, lineal footage, core diameter, and splices. Click ok. Repeat for each material



02

VERIFY MATERIAL

Verify the material with the BOL and Pack List. Complete Inbound Load Inspection.

04

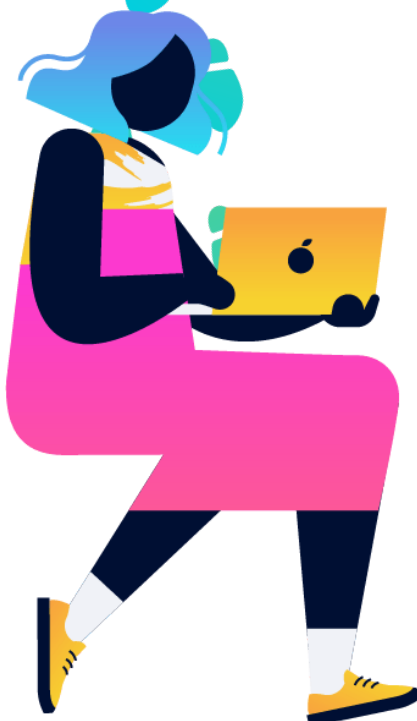
NEW RECEIPT

Add a new receipt line. Enter in the part number. In the Our Qty, enter in the gross weight. Scan in the Lot number and save.

06

SUMMARY

When all material is received in, verify information. Go to Summary tab and click Received All. Save. Print



RECEIPT ENTRY

TRANSFER ORDER

01

EPICOR

Open Transfer
Order Receipt in
Epicor.

03

VERIFY

Verify that all of
the items under
the **Lines
Pending** tab are
present and
accounted for.

05

PRINT

Print the Inventory
Movement Report by
clicking Actions, Print.



02

PACK ID

Enter in the Pack
ID, then hit tab.

04

RECEIVE

Click Actions,
Receive All, then
click Save. All of
the Pending Lines
will transfer to
Received Lines.



RECEIPT ENTRY

WITH A PURCHASE ORDER

01

EPICOR

In Receipt Entry, enter in the PO number. Supplier ID autopopulates. Enter Pack Slip and URoute numbers.

03

MATERIAL INFO

Enter in the quantity, lot number, and bin number.

05

RECEIVED ALL AND PRINT

In the Summary Tab, mark as Received All. Save and then Print RCV Report from Actions tab.



02

NEW RECEIPT

Click New Receipt Line. Click the Line/Rel tab. Press Search. Select the line with the correct part number.

04

LOT ATTRIBUTES

Click Yes to create a new lot. Then Save. Enter in the attributes. Repeat these steps until each lot has its own line. Save.



RECEIPT ENTRY

EDI

01

EPICOR

In Receipt Entry, Click the Supplier ID button. In Starting At field, enter in the customer name. Select correct one.

03

VERIFY

On a roll load, verify the weights.
On a Skid or Carton load, chance the quantity to correct amount of sheets or cartons for every line.

05

PRINT

Click Actions, Print RCV Report.



02

PACKING SLIP

Enter in the Packing slip number. All lines will auto populate. Enter in the date and URoute number. Save

04

RECEIVE

Verify that all lots are accounted for and enetered correctly. Mark as Received All. Save.

