# Incoming inspection notes

September 11, 2026

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## Incoming inspection notes

An incoming inspection note records the inspection of products after a goods receipt and before the products are released to stock. Use it to create a note for a received order or locate an existing note in the inspection list.

| If you need to… | Go to |
| --- | --- |
| Create a note for a received order | Before you start, then Record inspection details |
| Find a note that already exists | Find an inspection note |
| Understand the areas on the note | Understand the inspection screen |
| Save your inspection work | Save the inspection note |
| Correct a blocked save or release | When validation or saving goes wrong |
| Continue with warehouse stock work | Release inspected products and continue and Stock by shipment |
| Review the receipt before inspecting it | Goods receipt notes |
| Follow the warehouse sequence | Warehouse fulfillment flow |

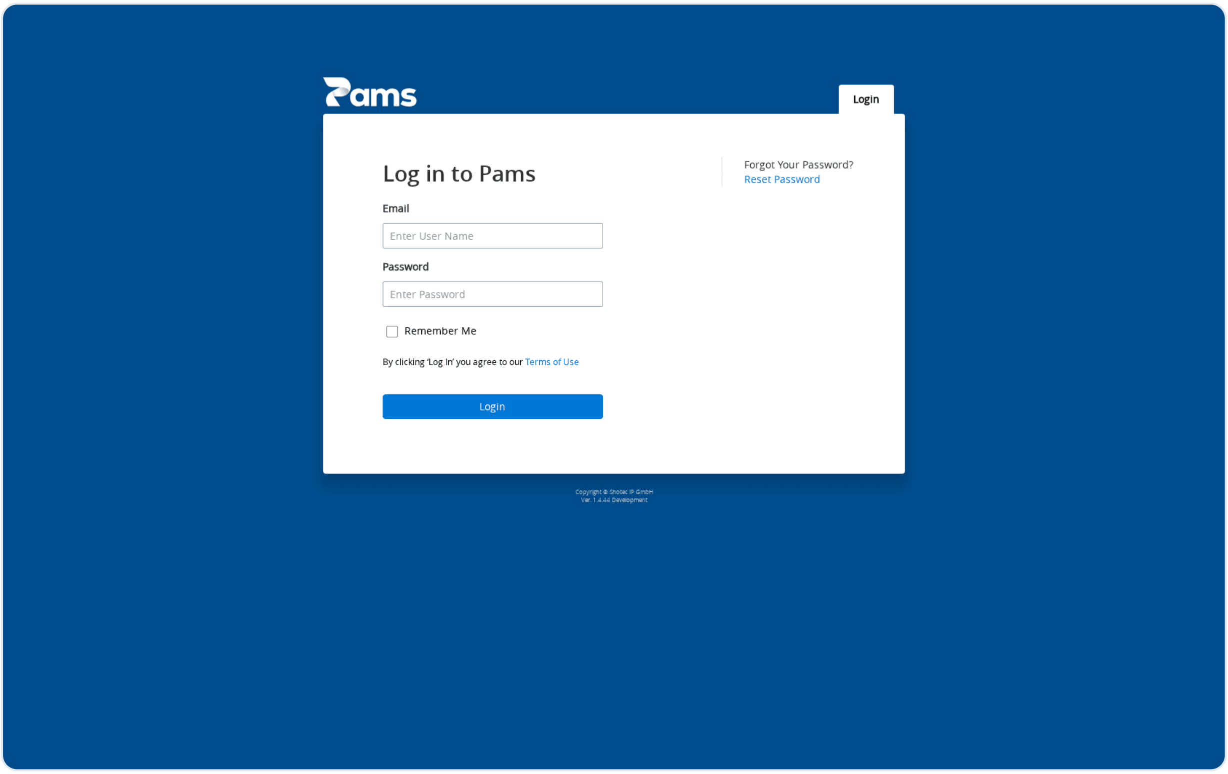
## Before you start

The received order supplies the shipment context that the inspection note uses. Select
the correct order before you enter inspection decisions, because the received-order details determine which inspection areas appear.

### Prerequisites

| Have this ready | Why it matters here |
| --- | --- |
| The received order you are inspecting | It supplies the order context for the note and reveals the received-order details. |
| The order number | **Order Number** is required when you create the note. |
| The inspection setup used by your company | The inspection base, checklist, and inspection documents are maintained in Base of inspection, Inspection checklist, and Inspection documents. |
| Permission to edit the note | **Save** and **Save and Close** appear when editing is allowed. |
| A saved note with no unsaved changes | **Finish and release to stock** appears only for an existing note with no unsaved changes and products not yet released. |

The create screen showed **Order Number** with a required marker. It also showed **Inspected by** and **Inspected on** without required markers.




With the order context ready, choose whether to create a note or locate one that is already saved.

## Find an inspection note

The inspection list is the place to locate a note that already exists; the new-note route opens an empty inspection form.

### Prerequisites

- Know whether you are creating a note or locating one that is already saved.

### Steps

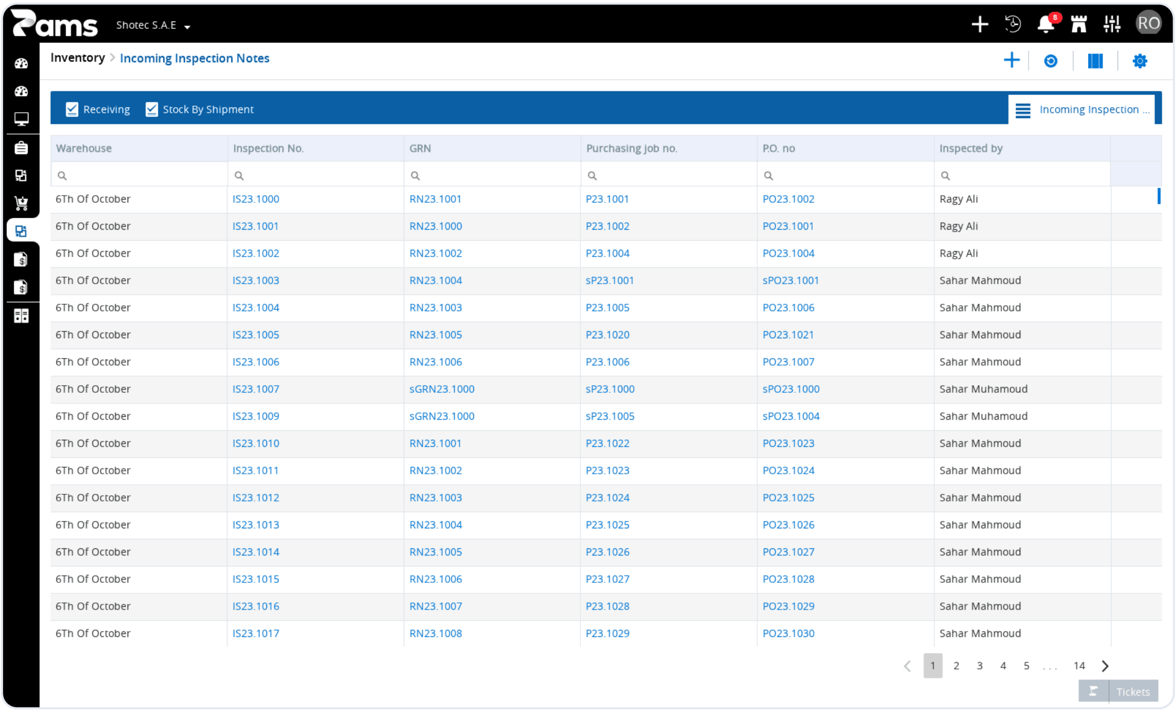
1. Choose the route that matches your task.

| If you need to… | Open |
| --- | --- |
| Create a note | `/warehouse/inspection/new` |
| Locate an existing note | `/warehouse/list/inspection/view` |

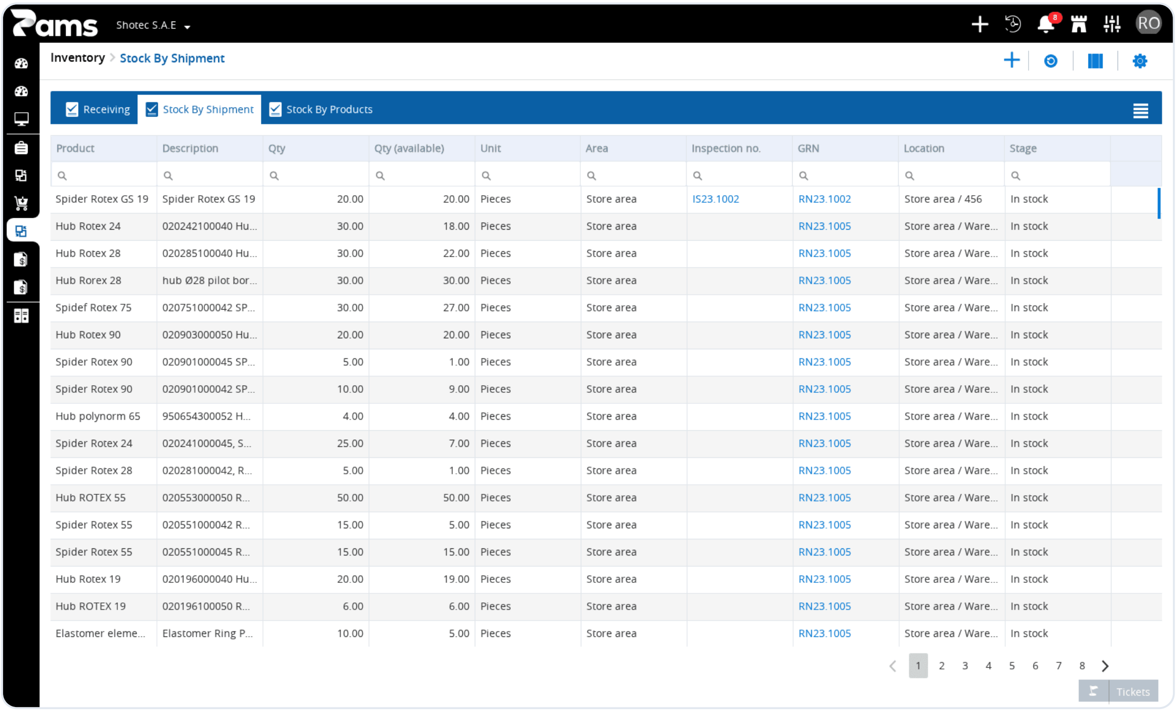
2. In the inspection list, select the warehouse view that matches your task.

| If you need to… | Select |
| --- | --- |
| work in the receiving view | **Receiving** |
| work in the shipment-based stock view | **Stock By Shipment** |

The receiving view is shown here:




The shipment-based stock view is shown here:




The list views did not show headers. If your list displays headers, use them to identify the note and its shipment.

**Result:** You are either on the new **Incoming Inspection Note** form or on the inspection list with the warehouse tab that matches your task.

With the form or list open, identify the areas you need before entering inspection details.

## Understand the inspection screen

The screen groups the received-order header with product decisions, checklist decisions,
received documents, comments, and defects.

| Area | What it contains | When it appears |
|---|---|---|
| Header | **Order No.**, **Inspected by**, **Inspected on**, **GRN No.**, **Sub-supplier shipment no.**, **Sub-supplier**, and **Comment** | The note is loaded; received-order fields appear after an order is selected. |
| Products | Product rows with ordered, received, accepted, and rejected quantities | A received order and inspected products are present. |
| Checklist | Checklist items and decision controls | An inspection checklist is present. |

| Area | What it contains | When it appears |
| --- | --- | --- |
| Documents | Received-document inclusion controls | Received documents are present. |
| Defects | Defect rows and defect actions | Inspection defects are present and the note is not read-only. |
| Audit history | **Last Modifications** | An existing note has an id. |

On a new note, the screen showed **Incoming Inspection Note**, **Order Number**, **Inspected by**, and **Inspected on**. The **Warehouse** and **Client** fields are not part of this stage, and the mounted add-product action is not available at this stage.

## Record inspection details

Use the inspection areas to record what arrived, what passed inspection, what was rejected,
and which defects or supporting documents need attention.

### Prerequisites

- Open the inspection form.
- Select the received order so its shipment details and inspection areas can appear.

### Steps

1. In the note header, review **Order No.**, **Inspected by**, and **Inspected on**.
2. Review **GRN No.**, **Sub-supplier shipment no.**, **Sub-supplier**, and **Comment** when the received order is selected.
3. In the Products area, review each product's ordered and received quantities.
4. In the product dialog, enter **Accepted qty** for the quantity accepted into the inspection result.
5. In the product dialog, enter **Rejected qty** for the quantity rejected from the inspection result.
6. In the Checklist area, record each checklist decision when the checklist is present.
7. In the Documents area, set the document inclusion decision when received documents
   are present.

8. In the Defects area, select **Defect** to add a defect record.
9. Choose the applicable additional action.

| If you need to… | Select |
|---|---|
| classify the defect | **Defect Category** |
| inspect a rejected product again | **Re-inspect** |
| add a supporting file while the note is editable | **Attach File** |

10. Enter the defect description in **Defect** when you add a defect record.

**Result:** The note contains the inspection quantities and any applicable checklist, document, comment, defect, re-inspection, or attachment details.

## Save the inspection note

Saving validates the inspection note before creating or updating it.

### Prerequisites

- Enter the required note information.
- Resolve any product or defect validation shown in the form.

### Steps

1. Choose the save action that matches where you want to continue.

| If you want to… | Select |
|---|---|
| save the note and remain on the page | **Save** |
| save the note and leave the page | **Save and Close** |

   Both controls require editing permission, changed data, and no save already in progress.

2. If the form accepts the information, confirm the message "Your request was completed successfully".

   If a required value is missing, the form displays `Check mandatory field(s)`.

**Result:** The note is saved. A new note opens for editing; an updated note refreshes its information and audit history. If a message appears instead, use the correction table in the
next section.

## When validation or saving goes wrong

Use the message on screen to identify whether a required value, product decision, or save request needs attention.

| Message | What it means | What to do |
|---|---|---|
| `Check mandatory field(s)` | A required value is missing. | Review the required fields and enter the missing value. |
| `An error occurred while processing your request` | The save request returned an error. | Review the note and select **Save** again. |
| `You have products with no decision regarding accepted or rejected quantity` | At least one product has neither an accepted nor a rejected quantity. | Enter **Accepted qty** or **Rejected qty** for every product before releasing. |

The release validation message is raised before the release confirmation when a product
has no accepted or rejected quantity.

After correcting the quantity decision, return to the release procedure.

## Release inspected products and continue

Releasing inspected products is the handover from inspection work to stock work.

### Prerequisites

- Open an existing saved inspection note.
- Confirm that the note has no unsaved changes.
- Confirm that the products have not already been released.

### Steps

1. Open the note's action menu when the saved note is unchanged.
2. Select **Finish and release to stock**.
   If a product has neither an accepted nor a rejected quantity, the release displays `You have products with no decision regarding accepted or rejected quantity` instead of opening the confirmation.
3. Read the confirmation "You are about to release these products to stock, are you sure?".
4. Confirm the release in the dialog.
5. Open Stock by shipment to continue warehouse stock work.

When printing is allowed and the saved note is unchanged, select **Inspection template**
from the note's action menu.

**Result:** The products are released through the inspection release action, and the note becomes non-editable. Continue with Stock by shipment.