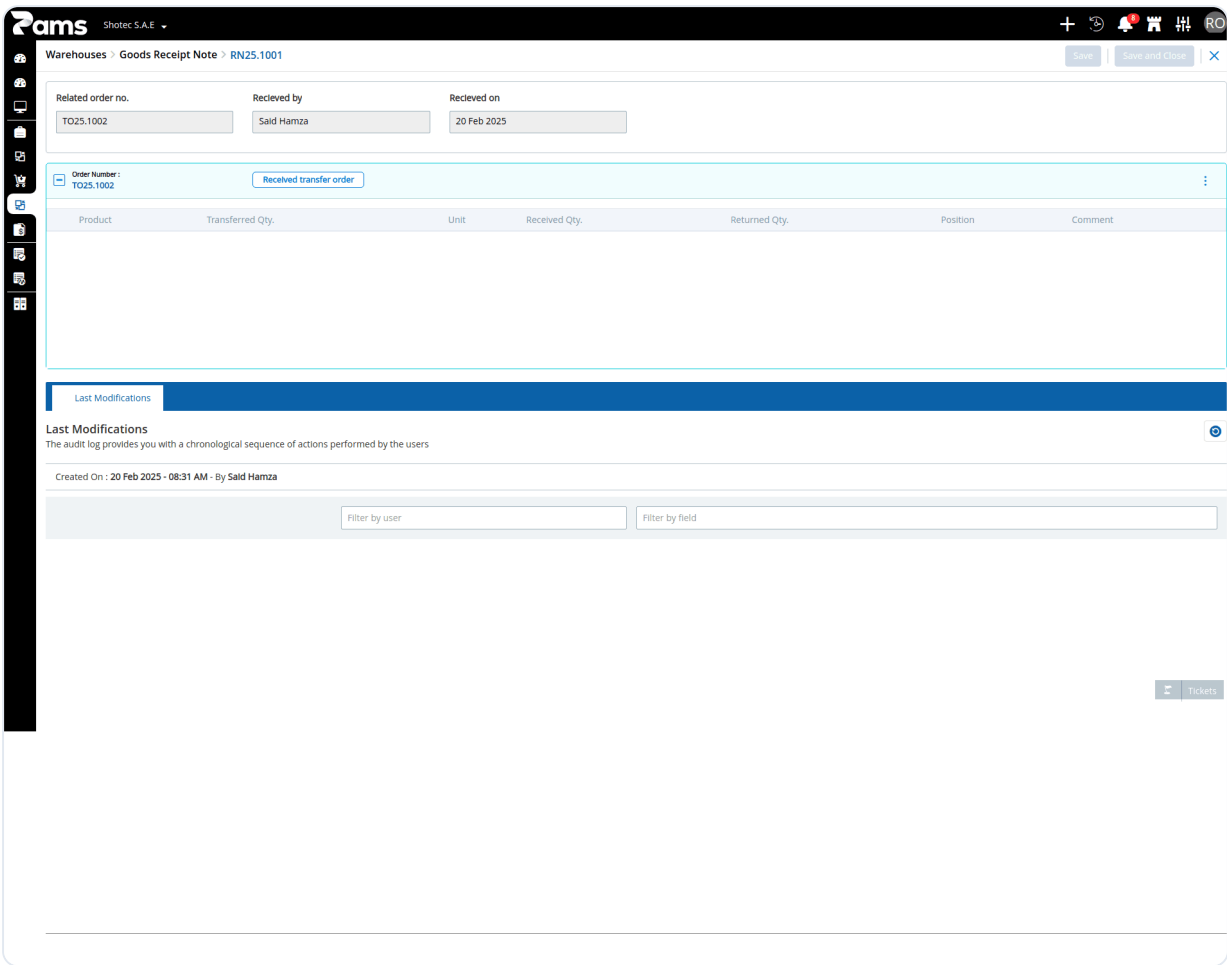


Receiving Shipment

August 18, 2026

Receiving Shipment

User Guide > Warehouse



receiving shipment

Overview

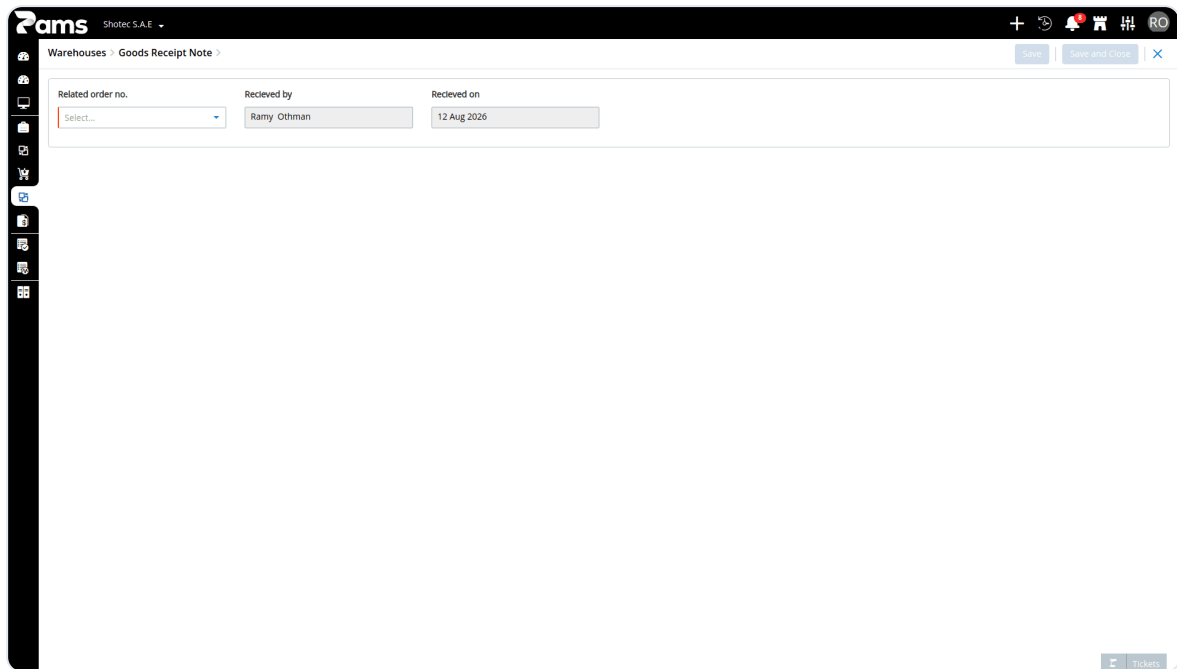
Use Receiving Shipment to record the receipt of a shipment associated with a transfer order. Warehouse personnel use this task when goods have been received and the related order is shown as a received transfer order. Save the shipment record after completing the required receiving information.

Before you start

Ensure that you have access to **Warehouse** and **Goods Receipt Note**. Open the Receiving Shipment record for the transfer order being received.

Steps

1. Select **Warehouse**, and then select **Goods Receipt Note** to access the receiving shipment workspace.



The screenshot shows the 'ams' application interface for 'Warehouses > Goods Receipt Note'. The header includes the 'ams' logo, 'Shotec S.A.E.', and navigation icons. The main form contains three input fields: 'Related order no.' with a dropdown menu showing 'Select...', 'Received by' with a text field containing 'Ramy Othman', and 'Received on' with a date field showing '12 Aug 2026'. The form has a 'Save' button and a 'Save and Close' button. A sidebar on the left contains various icons, and a 'Tickets' button is visible in the bottom right corner.

Receiving Shipment

2. Open the Receiving Shipment record for the transfer order that you need to process.
3. Review the received transfer order shown on the **Order Number : TO25.1002 Received transfer order** tab. Confirm that you are working with the applicable transfer order before saving the receiving information.
4. Complete all required information displayed on the Receiving Shipment record.
5. Select **Save** to validate and save the Receiving Shipment record.
6. Select **Save and Close** when you have finished working with the record.

Order Number : TO25.1002 Received transfer order

This tab identifies the received transfer order associated with the Receiving Shipment record. Use it to keep the receipt aligned with the transfer order currently being processed. The tab shows the transfer order in its received stage; no separate workflow action is available on this screen to move the order into or out of that stage.

Tips & cautions

Warning: Selecting **Save** validates the record. The record is not saved if required information is missing.

Note: If you attempt to leave the Receiving Shipment screen with unsaved changes, the application displays a warning first.

Troubleshooting

Symptom	Likely cause	Fix
The Receiving Shipment record does not save.	Required information is missing.	Complete the required information on the record, then select Save again.
A warning appears when leaving the screen.	The record contains unsaved changes.	Select Save to retain the changes, or respond to the warning before leaving the screen.
The displayed transfer order is not the order being received.	The incorrect Receiving Shipment record is open.	Return to Goods Receipt Note and open the Receiving Shipment record for the applicable transfer order.

Result

The Receiving Shipment record is validated and saved for the received transfer order.

Related pages

- [Goods Issue Note](#)
- [Goods Return Note](#)
- **Warehouse — Learning Path**
- [Complete Procurement](#)
- [Warehouse — Overview](#)
- [Getting Started with Warehouse](#)

- Delivery Note
- External Service Type
- Inspection
- Awaiting Inspection
- Awaiting Storage
- **Delivery Note
- External Service Type
- Inspection
- Goods Issue Note**