

Initiate Goods Receiving

August 17, 2026

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How-to Tasks

The screenshot displays the PAMS V2 interface for the 'Initiate Goods Receiving' task. The top navigation bar shows 'Purchasing > RFQ > P26.1036'. Below this, a status bar indicates the current stage is 'RFQ', with previous stages 'MRQ' and 'Offer', and subsequent stages 'PO' and 'Received'. The main form contains several fields: 'Branch' (Shotec S.A.E), 'Purchaser' (Fatma2 Mohamed), 'Product Type' (Complete Product), and 'Package Title' (test1). There is a 'Drop shipping' checkbox and a 'Send RFQ To Sub-supplier' button. The bottom section shows 'Attachment' and 'Last Modifications' tabs, with 'No Files' displayed under 'Attachment'.

procurement

Overview

Initiate goods receiving when the PurchaseOrder has reached **Purchase Order Creation** and the supplier order is ready to be received. This task moves the procurement process forward from the **Order** stage toward **Delivered** by creating the receiving activity that supports Goods Receiving & Inspection.

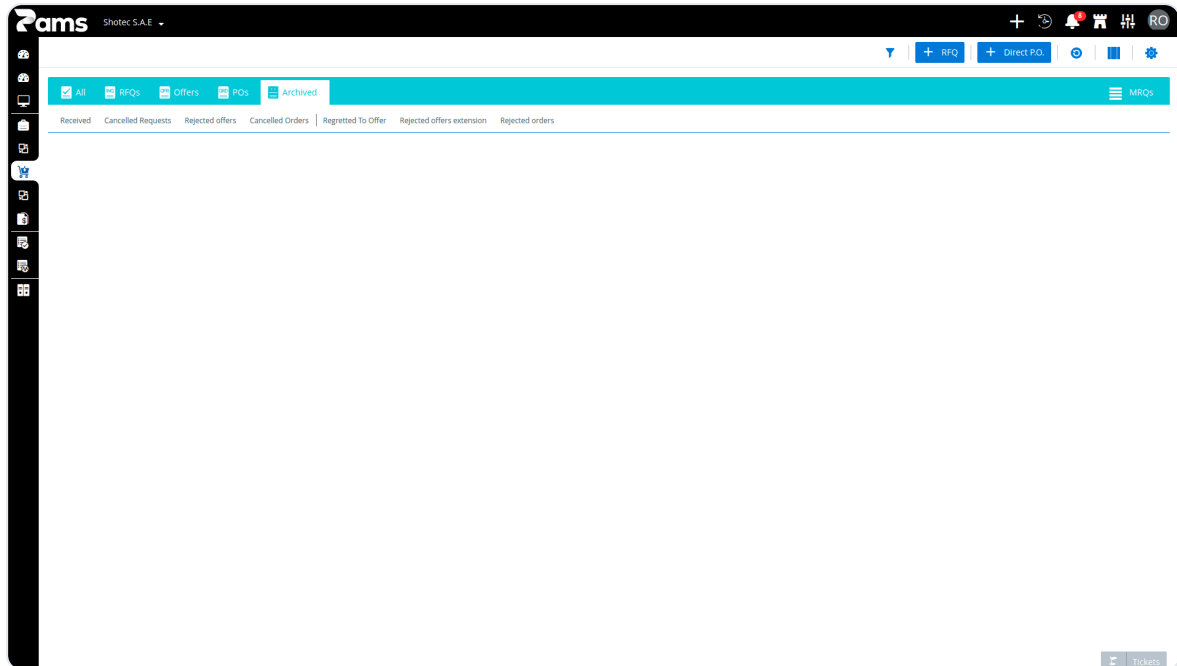
Warehouse receiving users perform this task from the purchase order by selecting **Receive Goods**. Use it only after the selected supplier Offer has been converted into a formal purchase order with finalized terms and conditions.

Before you start

- Ensure that the PurchaseOrder is at **Purchase Order Creation**.
- You must have the `warehouse.receiving.create` permission.
- Identify the purchase order that requires receipt processing.
- The procurement lifecycle progresses from **Offer** to **Order** and then to **Delivered**.

Steps

1. On the main navigation bar, select **Purchasing**.



Procurement record

2. In the procurement list, select **All** and open the PurchaseOrder that is at **Purchase Order Creation**.
3. On the purchase order, select **Receive Goods**.

ams

Shotec S.A.E

Warehouses > Goods Receipt Note > RN25.1001

Save

Save and Close

Related order no.

TO25.1002

Recieved by

Said Hamza

Recieved on

20 Feb 2025

Order Number: TO25.1002

Received transfer order

Product	Transferred Qty.	Unit	Received Qty.	Returned Qty.	Position	Comment

Last Modifications

Last Modifications

The audit log provides you with a chronological sequence of actions performed by the users

Created On : 20 Feb 2025 - 08:31 AM - By Said Hamza

Filter by user

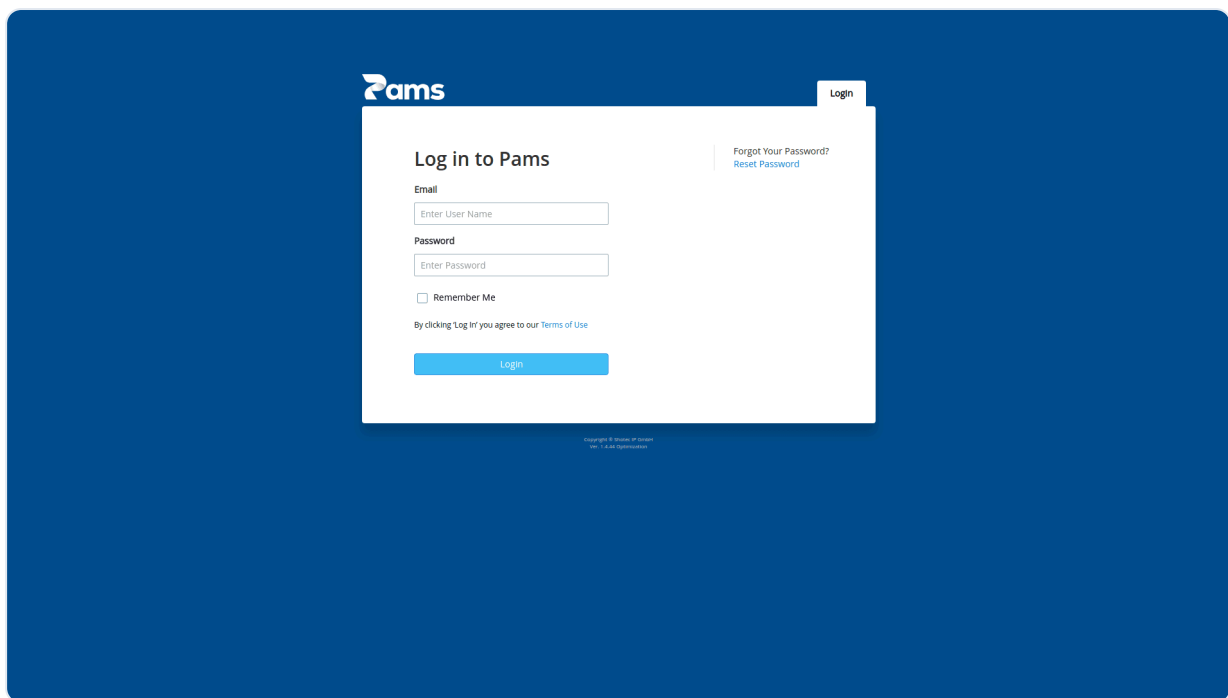
Filter by field

Tickets

receiving shipment

- Review the receiving shipment record created for the order. The receiving shipment view identifies the related order in the **Order Number : TO25.1002 Received transfer order** tab.
- Continue the receiving process in the receiving shipment record to perform Goods Receiving & Inspection.

All



Procurement record

The **All** tab contains procurement records, including records with item, product category, group, requested quantity, request type, unit, and required-date information. Use this tab to locate the PurchaseOrder that is ready for goods receiving.

The available controls on this view include **RFQ** and **Direct P.O.**. This page uses the existing PurchaseOrder; it does not create a new RFQ or direct purchase order.

Order Number : TO25.1002 Received transfer order

This receiving shipment tab contains the receipt record associated with the purchase order. Use the receiving shipment record as the working record for Goods Receiving & Inspection after you select **Receive Goods** on the PurchaseOrder.

The receiving shipment screen provides **Goods Receipt Note**, **Save**, and **Save and Close** controls for the receipt record.

Tips & cautions

Note: A PurchaseOrder must be at **Purchase Order Creation** before you initiate goods receiving.

Warning: Received quantity can be greater than order quantity. When the application warns that you are about to receive a quantity greater than the order quantity, review the quantity carefully before proceeding.

Warning: An order cannot be un-delivered when a due invoice already exists. An order with binding invoices cannot be reverted.

Troubleshooting

- **Receive Goods is not available** → The PurchaseOrder is not at **Purchase Order Creation** → Open a PurchaseOrder that has reached Purchase Order Creation.
- **You cannot initiate receiving** → Your account does not have the `warehouse.receiving.create` permission → Use an account with warehouse receiving creation access.
- **The application warns that received quantity exceeds order quantity** → The receipt quantity is greater than the order quantity → Review the receipt quantity and proceed only when the higher quantity is intended.
- **You need to reverse a delivered order** → A due invoice or binding invoices exist for the order → The order cannot be un-delivered or reverted in this condition.

Result

The PurchaseOrder moves to **Goods Receiving & Inspection**.

Related pages

- [Complete Procurement](#)
- ****Update Offer Status**
- **How-to Tasks — Learning Path****
- [Procurement — Overview](#)
- [Getting Started with Procurement](#)
- [Procurement](#)
- [Send Inquiry to Suppliers](#)
- [Convert Offer to Purchase Order](#)
- ****Complete Order**

- Convert Offer to Order**
- [Create Offer from Inquiry](#)
- [Progress Order Status](#)
- **Close Invoice
- Setup Payment Milestones**
- [Process Payment](#)