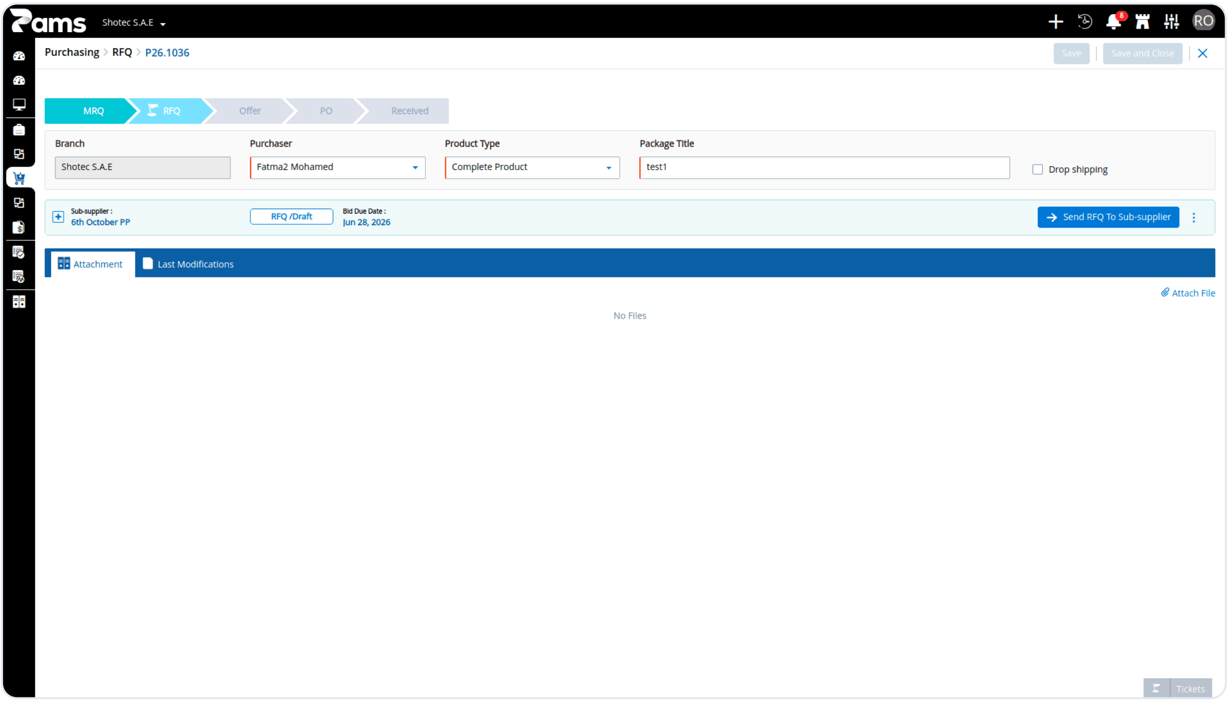
PAMS V2

Initiate Goods Receiving

August 17, 2026

Initiate Goods Receiving

How-to Tasks



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.

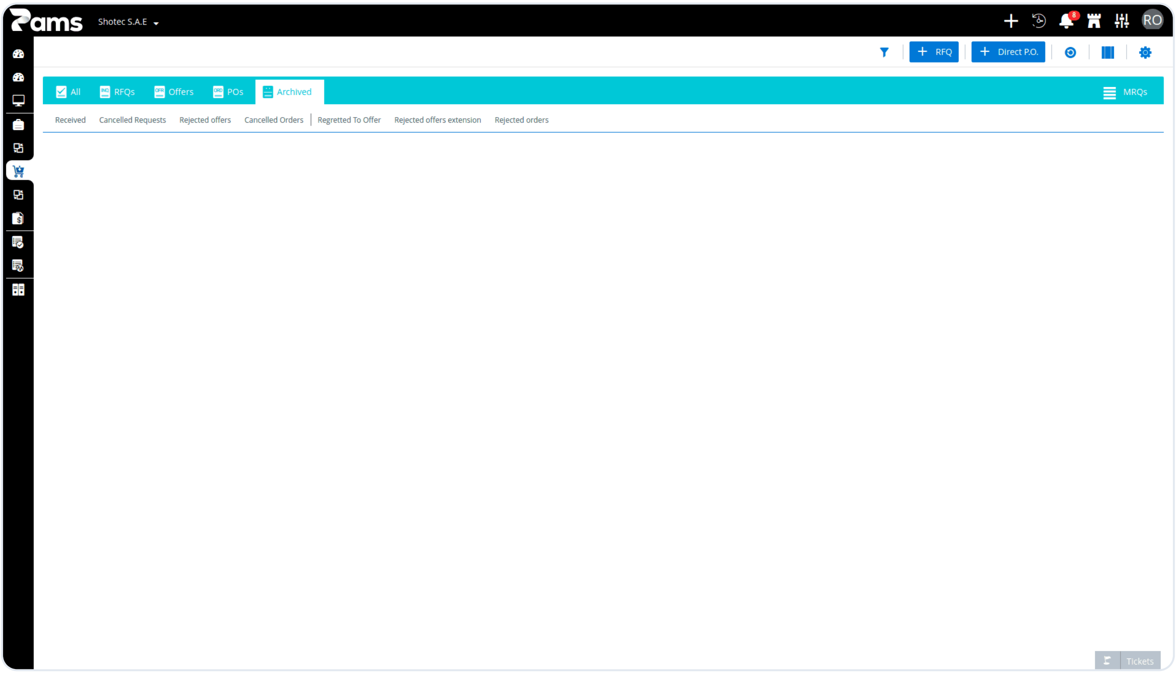
Warehouse receiving users perform this task from the purchase order by selecting **Receive Goods**. Use it only after the selected supplier Offer has been converted into a formal purchase order with finalized terms and conditions.

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**.

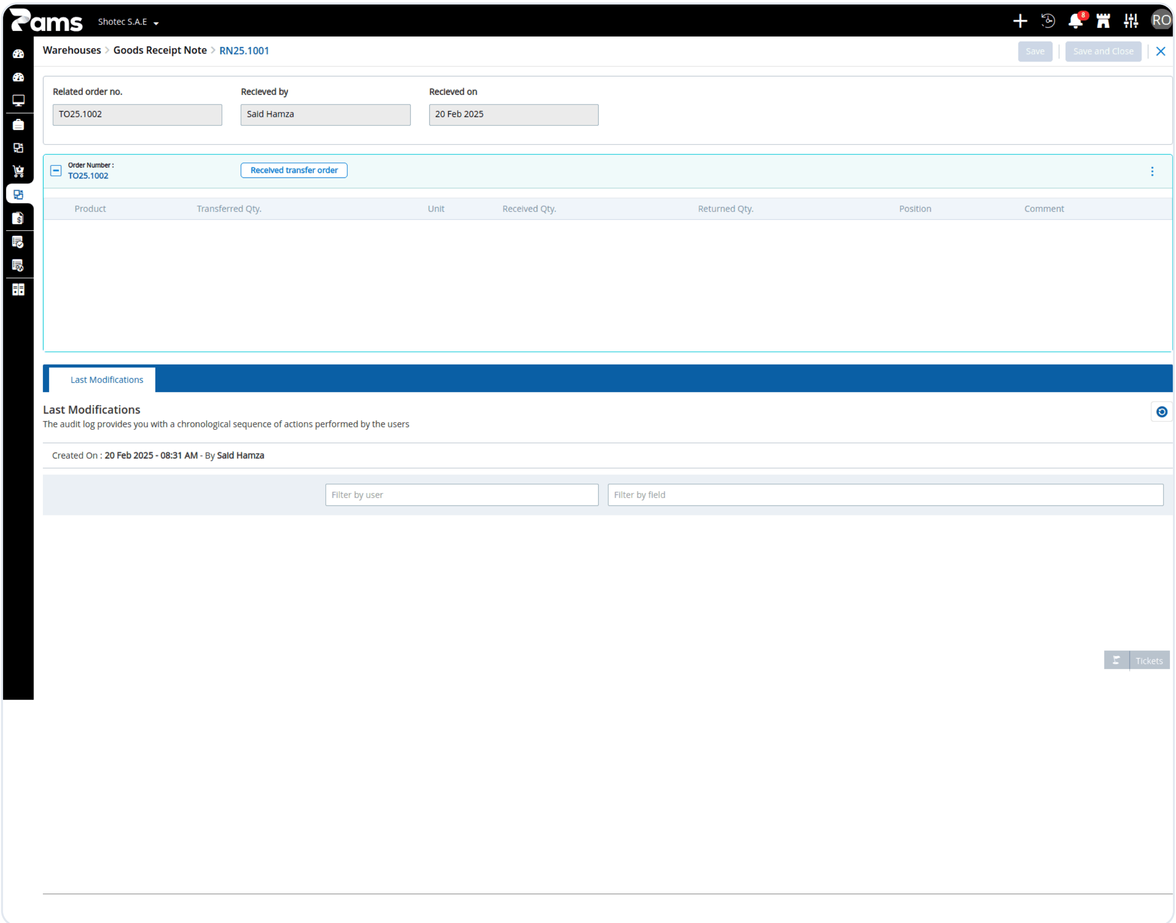
Steps

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**.

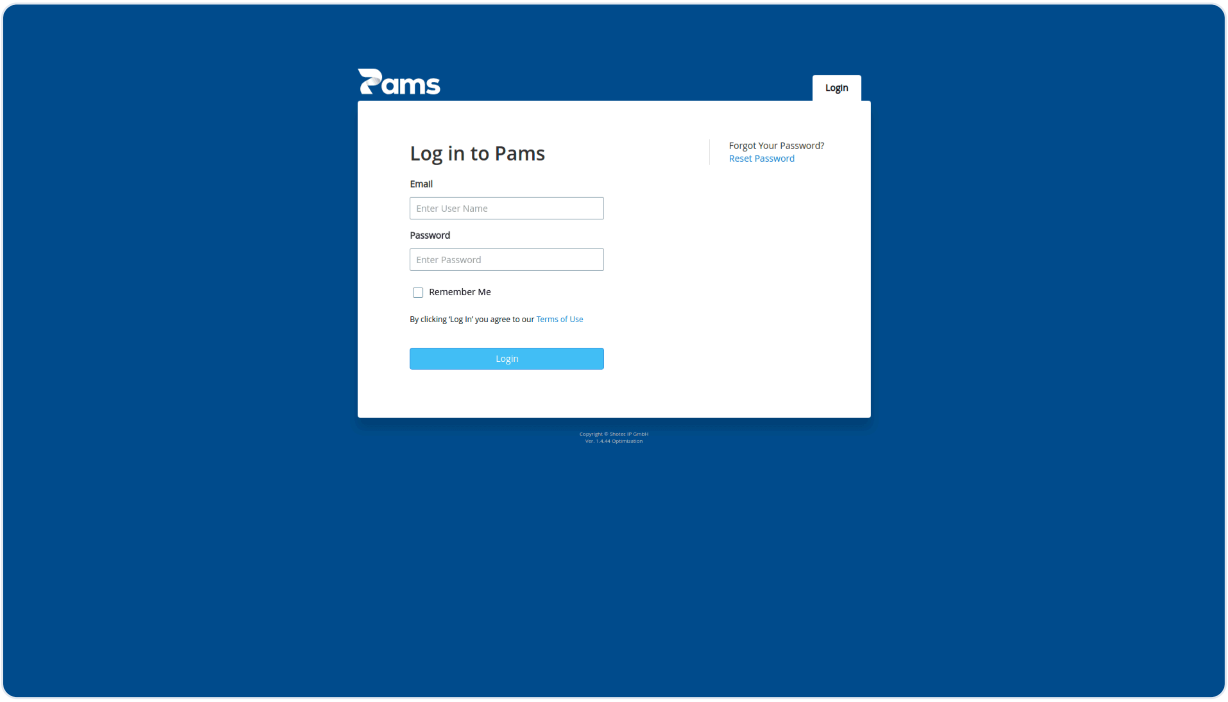


receiving shipment

4. 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.

5. 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