Purchasing

Purchasing provides comprehensive support for procuring components, materials, and supplies in a centralized or distributed environment. Features include:

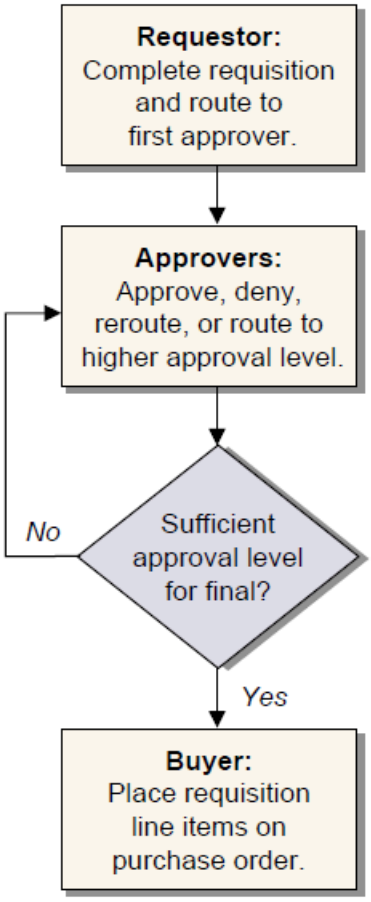
- Creation and management of requisitions and purchase orders.
- Integrated receiving and supplier invoice matching.
- Seamless integration with Inventory Accounting Control, Materials Requirements Planning (MRP), Quality Management, and Accounts Payable

QAD Purchasing supports supply networks with the ability to drive margin and cost improvements, reduce lead times, increase inventory turns and meet industry compliance.

Requisition

Based on the type of purchase, the cost, and the requestor's department, the system determines which individuals are authorized to approve the requisition. Optionally, requisition sends e-mail messages throughout the requisition life cycle to communicate status and required actions to originators, end users, reviewers, approvers, and buyers

Reviewers and approvers can use the features of requisition to modify, approve, deny, or cancel entire requisitions or individual line items. When a requisition has been approved at the specified final level, a buyer can use approved requisition lines to build purchase orders (POs). Approvers can easily review requisition information and take appropriate approval actions both on the Web and from mobile devices. Additionally, buyers can release authorized requisition lines to purchase order documents from the QAD Web UI.Use the following graphic to understand the requisitions work-flow within QAD Web UI.



Requisitions provide a single streamlined screen where you can request both Enterprise Edition (EE) direct materials and EAM MRO items through a harmonized user experience.

Additionally, requesters gain visibility into the requisition approval process directly on the requisition, providing them with easy access to information related to their purchase requests, again in a single place.

For Requisition Approvals, the integration with the Inbox generates approval tasks, notifying approvers that they have an approval task awaiting their action. Each approver can then manage and take action on requisition approvals, along with any other required approvals in a common location—from the Inbox and from their mobile devices in the QAD action center app.

Requisition Work-flow

Purchase Requisitions supports:

- QAD EE-only installations
- Combined EAM and EE installations, where EAM is used to manage indirect inventory and GRS is used for direct material requisitioning

When EAM is enabled, you can view and update MRO-type requisitions through either the QAD Web UI requisition entry browse or the .NET UI Requisitions (EAM) browse. Direct-type requisitions are hidden in the .NET UI EAM application, so these records have to be created and updated in the QAD Web UI only.

In the requisition workflow where EAM is not enabled, the QAD Web UI requisitions (direct and indirect) are not available to be updated through the GRS .NET UI application. They should only be maintained in the QAD Web UI, although the system *does* allow the requisition to use the GRS approval groups (set up in .NET UI) for approval processing.

Important

Despite the requisition record being visible in GRS, any updates made there to requisitions in the direct and EE-only flow are not reflected in the QAD Web UI and do not move forward in the workflow to the purchase order.

To determine which requisition workflow is active and for which domain, open **Domain (EAM)**, select the domain of interest, and click Edit. Review the EAM Bridge Is Enabled option. When selected, EAM is enabled and used for indirect (MRO) requisitions; otherwise, EAM is not enabled and the EE flow is used for all requisitions.

Effects of Activating or Deactivating EAM

Deactivating EAM does not cause issues with QAD Web UI requisitions, and you can do this freely.

Note If you are using EAM requisitions, you must enable EAM for QAD Web UI requisitions. QAD does not support using the EE flow in the QAD Web UI while managing EAM separately in the .NET UI, because the QAD Web UI functionality uses the EAM tables.

Requisition Types and System Configuration

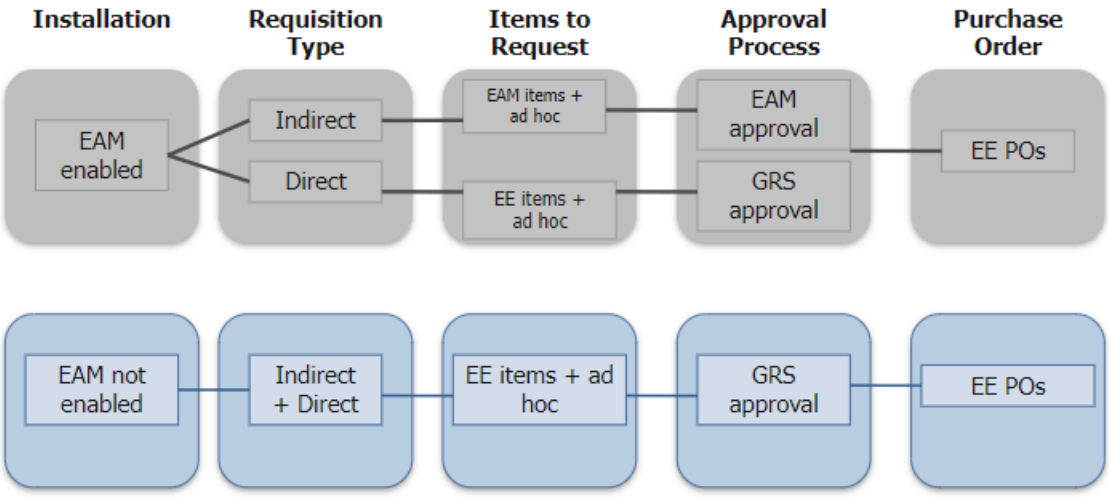
Use the following graphic to understand the types and configuration of requisitions:

- **Direct Requisitions**:

  Indirect requisition refers to the process of acquiring goods, materials, or services that are directly associated with the production of a specific product or the provision of a particular service by an organization. Direct requisitions means that the items or services are integral to the core operations of the business and are directly used in the manufacturing process or service delivery.

- **Indirect Requisition**: Refers to the act of formally requesting or requisitioning items or materials that are not directly used in the production of a product or service for sale. Instead, these items are typically used to support internal operations, maintenance, or other non-core functions. EAM indirect requisitions involve acquiring spare parts, tools, consumables, or equipment necessary for asset maintenance, repair, or management.

You can create and maintain requisitions for use with EAM enabled/ not enabled in the Web UI **Requisitions** hybrid browse. You can also maintain requisitions created in EE.



When requisitions are created in the Web UI by clicking New in the Requisitions hybrid view, the Requisition Type field governs the approval flow and the items that can be requested, depending on whether EAM is enabled or not.

Note In the Web UI, EAM in enabled at the domain level in **Indirect Domains**> Main Panel> EAM Enabled field.

When EAM is not enabled, indirect or direct requisition types follow the GRS approval flow and only items defined in the EE item master or Ad hoc items can be requested; that is, the options leverage the GRS approval groups and GRS approval logic.

When EAM is enabled and in use, you use the direct requisition type to create requisitions for direct items defined in the Items screen or ad hoc items. You can then use the GRS product line approval groups in routing. You use the indirect requisition type for connections to EAM. This is how you request indirect material using the EAM requisition approval groups and routing logic.

In both cases, whether EAM is or is not enabled, the routing mechanism feeds approval notification into the In-box in the Web UI when Requisition Approval is enabled in Approval Configuration (Generic Approvals).

When requisitions are approved, they are converted into purchase orders, which are stored in the po_mstr table. While purchase orders with only direct items information can be maintained in both .NET and Web UI, purchase orders with indirect information can only be maintained using the Web UI.

Requisition Status Work-flow

The requisition header status work-flow focuses on the overall status of a requisition, highlighting the possible statuses such as planned, ordered, and closed. These statuses indicate the requisition's progress and its eligibility for purchase order creation.

The work-flow considers approval statuses, including Blank, Routing, Stopped, Authorized,Denied, and On Hold.

In the requisition line status work-flow, individual line items within a requisition are tracked. These items undergo status changes as they navigate through the approval and purchasing stages. The statuses here are Planned, Authorized, Denied, and Closed, each representing the line item's state and its inclusion in the final purchase order.

The requisition approval work-flow outlines the comprehensive process of reviewing and approving purchase requisitions. It includes steps from requisition creation to final approval and purchase order generation, involving various stakeholders such as requesters, reviewers, and approvers. This work-flow ensures that requisitions comply with predefined criteria, compliance, and purchasing decisions.

Requisition Header Status Work-flow

The Requisition Header Status can be categorized into three states: Planned, Ordered, and Closed.

- Planned: The state assigned to requisitions when they are created and while the requisitions are open.
- Ordered: This status only applies to the linked internal EAM requisition line for indirect requisitions created in **Requisitions** when EAM is enabled and indirect requisitions that have been placed on a PO with an open status in **Purchase Orders**.
- Closed: For all requisition types, the requisition is closed when all lines have been placed on a PO in **Purchase Orders**.

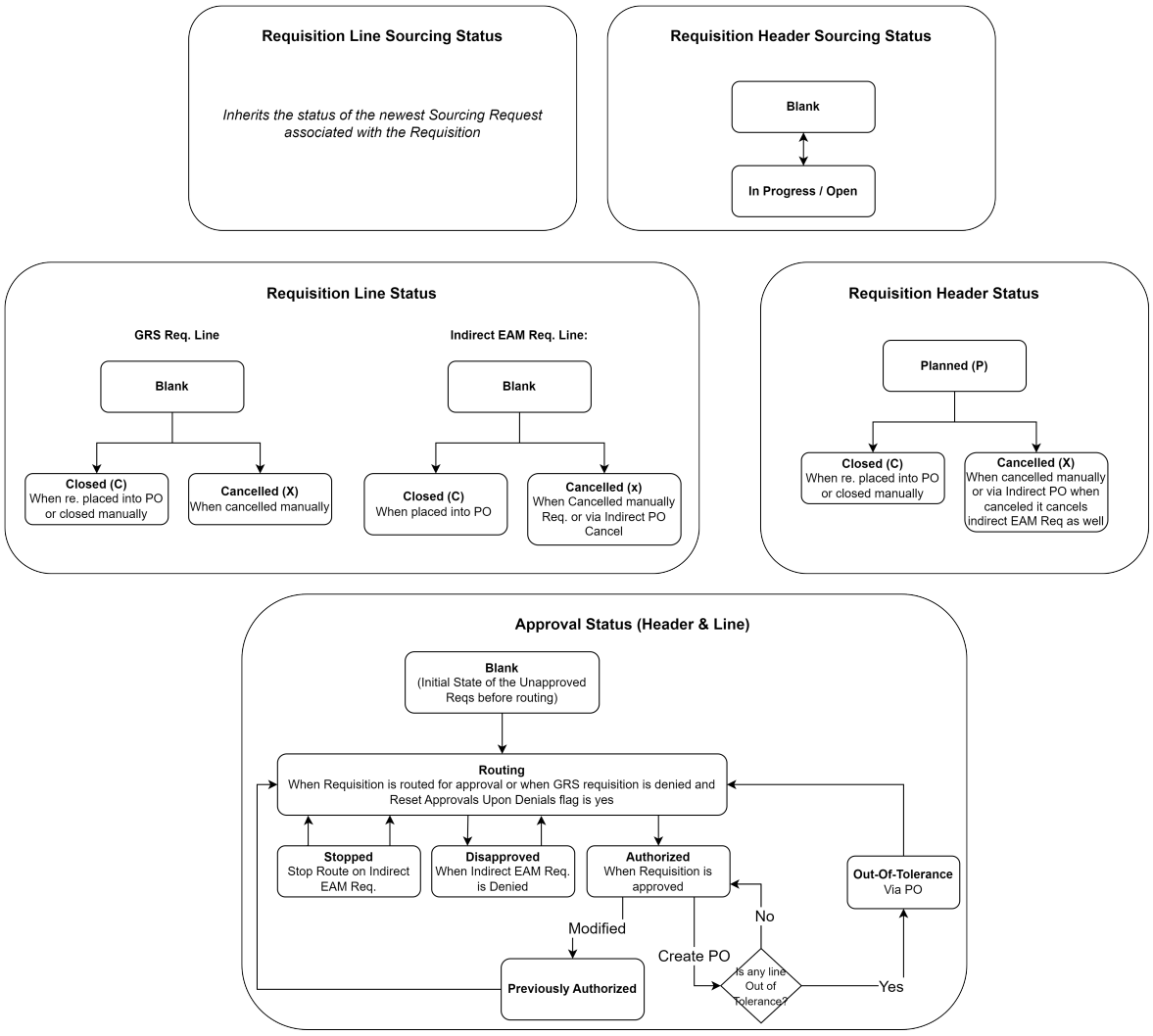
  Note Linked internal EAM requisition lines are closed when the purchase order is fully received.

Requisition Line Status Work-flow

The Requisition Line Status can be categorized into the following:

- For indirect lines when EAM is enabled.
  - Open: The line has been added to a requisition during the approval process.
  - Closed: The authorized requisition has been added to a PO document or closed.
  - Canceled: The line was canceled in EAM.

- For direct requisition lines and indirect lines when EAM is not enabled.
  - Open: The line has been added to a requisition during the approval process.
  - Closed: The authorized requisition line has been added to a PO document or closed.
  - Canceled: The requisition is canceled.



Requisition Approval Flow

Requisition Approvals

Requisition Approvals is a QAD Web UI solution for managing both EE and EAM approvals from the same browse, letting you act upon and manage requisition approvals anytime, anywhere from the Web.

The Requisition Approval by User browse lists all requisitions for which you are a required member of the approvals group. The browse supports your approval decision by providing you with easy access and visibility to the most important requisition details.

Note When EAM is not enabled, all requisitions created directly in the QAD Web UI follow the GRS flow for approvals. Direct requisitions use the GRS product line approval groups and process, and MRO requisitions use the GRS horizontal and vertical approval groups and process. If EAM is enabled, MRO-type requisitions use the EAM approval groups and process. For more information on EAM and GRS approval flows, see Requisition Approvals on page 4399.

You can receive two types of notifications to alert you to approval actions required:

- Notifications to your QAD Web UI inbox
- Notifications using external email

To establish actionable insight into your approvals queue in the Requisition Approval by User browse, you can set up and access stored searches in the Advanced Search. For example, you might only want to see approvals that require your immediate action, allowing you to attend to these requisitions promptly.

Through the use of the Requisition Approval by User browse, you can stay informed of actions that you are required to take and use the QAD Web UI Activity Feed to collaborate with other approvers throughout the process.

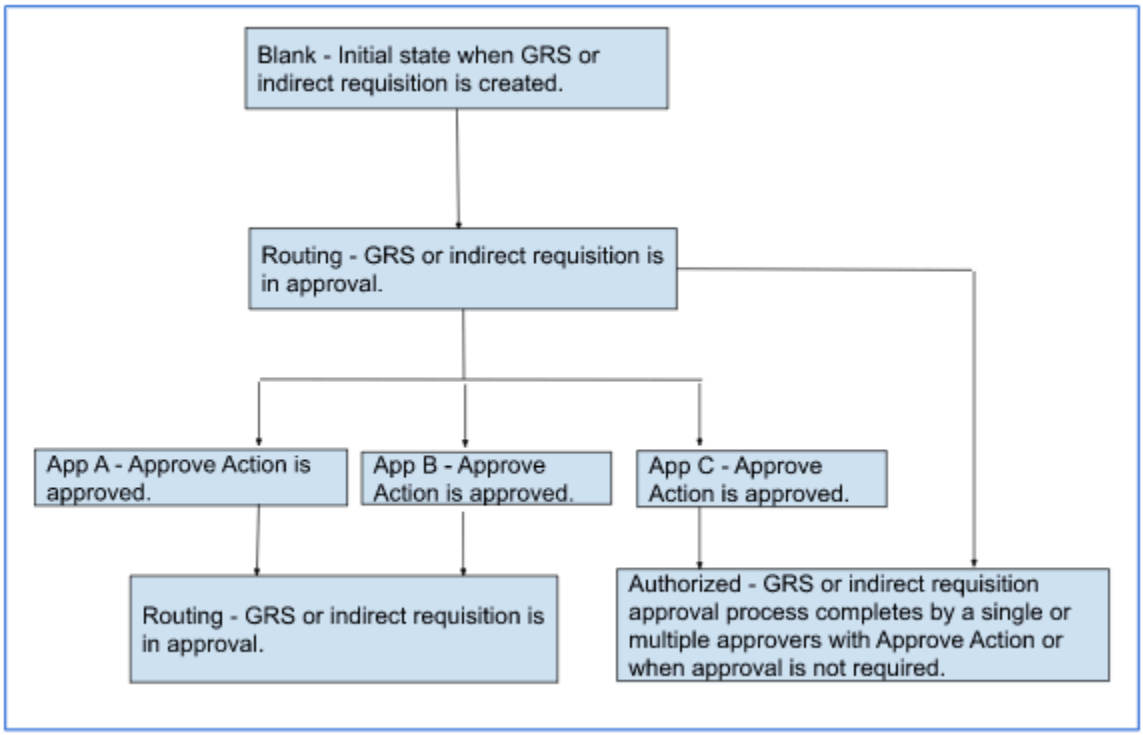
Important For detailed information on EE requisitions and their associated processes, see *QAD Purchasing User Guide*. For detailed information on EAM requisitions and their associated processes in the, see *QAD Enterprise Asset Management User Guide*.

As a requisition reviewer or approver, you are informed by system-generated e-mail—assuming your company is using that feature—that a requisition is awaiting action. You use the **Requisition Approval Browse** to review the requisition status. Use **Requisition Approvals** to approve or deny the requisition or to make corrections and additions.

Requisition Authorized Approval Flow

Use **Requisition Approvals** to approve or deny requisitions for which you are a defined approver. Requisition Approvals lets you view and act on requisitions.

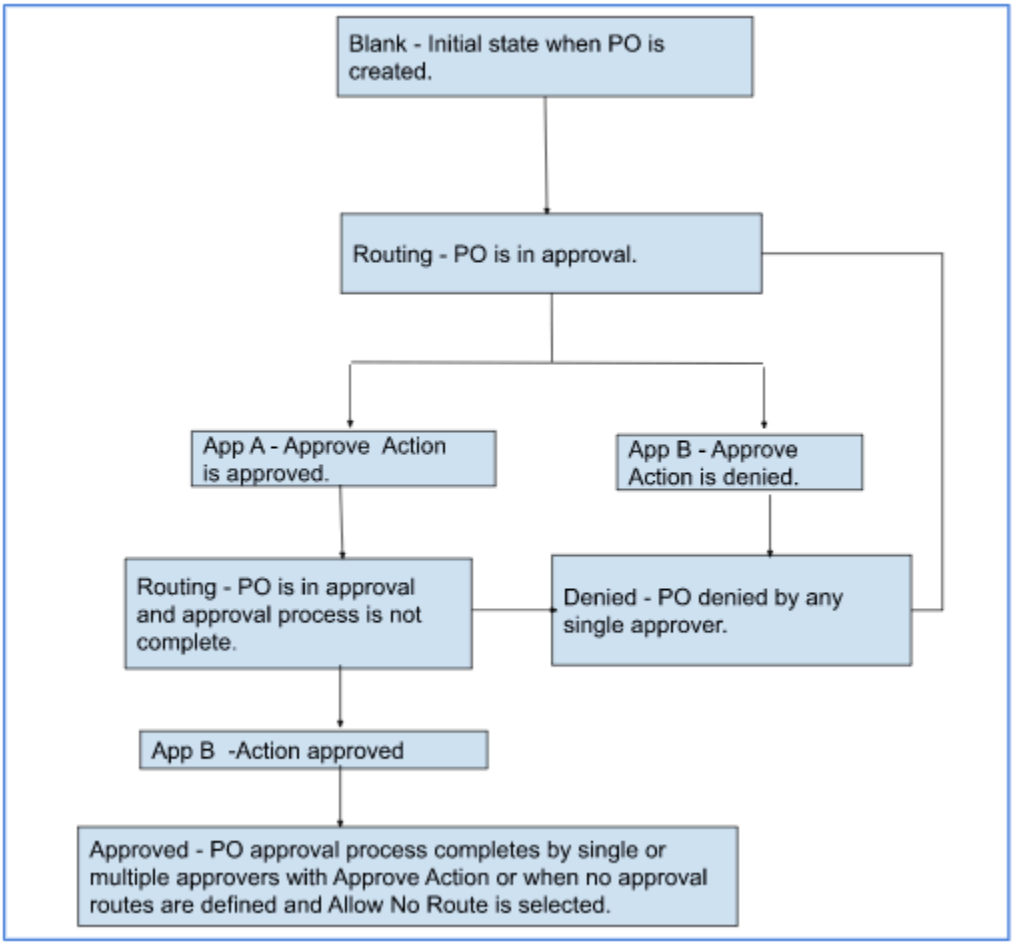
Requisition Authorized Approval Flow



Denied Indirect Requisition Flow

When approvers deny an indirect requisition (used with QAD Asset Management) for approval, the requisition is still open. Messages accompany the denial so that the initiator of the approval process can see the reason(s) for the denial. For more information, see the help file for Denying EAM Requisitions. .

Denied Indirect Requisition Flow



Denied GRS Requisition with Reset Approvals Flow

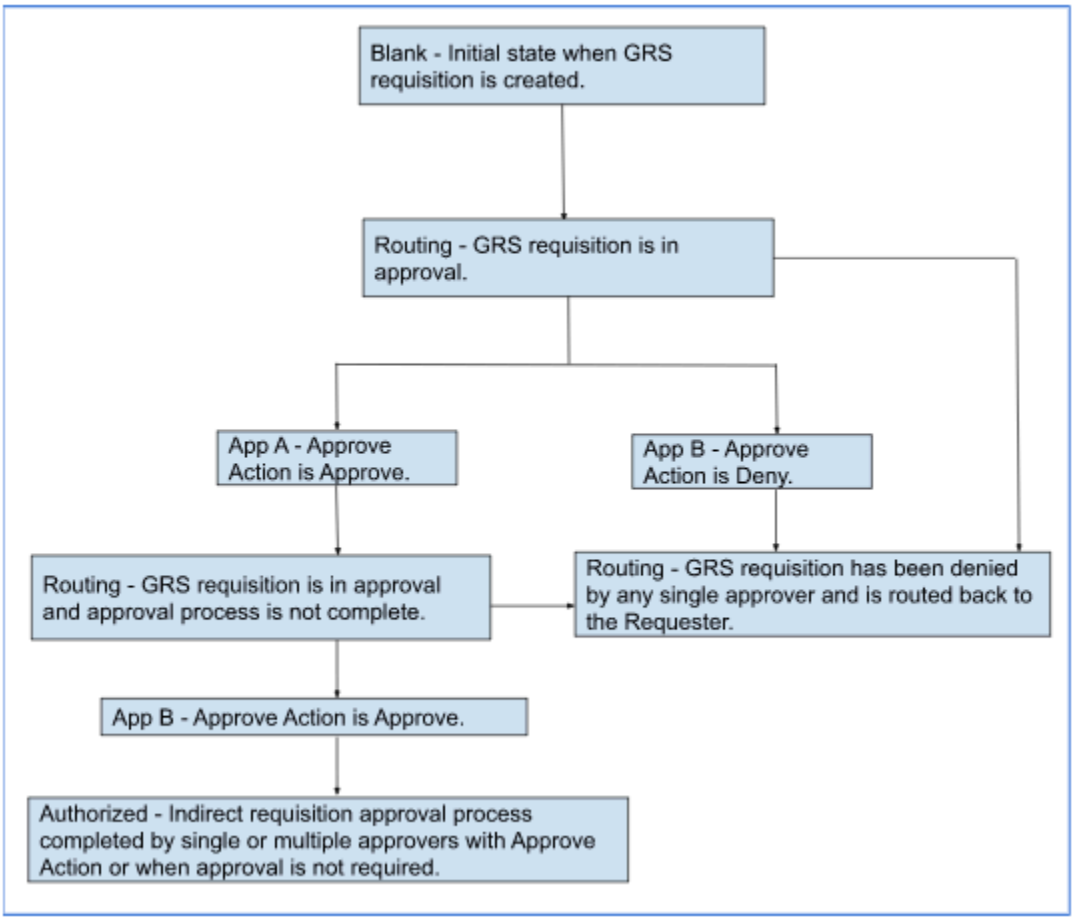
The effects of the Deny action depend on whether the Reset Approval on Denial field is selected in GRS.

If the Reset Approval on Denial field is selected and an approver denies the GRS requisition, all previous approvals are removed and the requisition is routed back to the requester for update. If the Reset Approval on Denial field is not selected and an approver denies the requisition, the requisition continues forward in the approval process until the total number of approvals needed has been achieved.

For more information, see the helpf file for Denying GRS requisitions.

The following graphic depicts the flow for the GRS denial of a requisition with Reset Approvals..

Denied GRS Requisition with Reset Approvals Flow



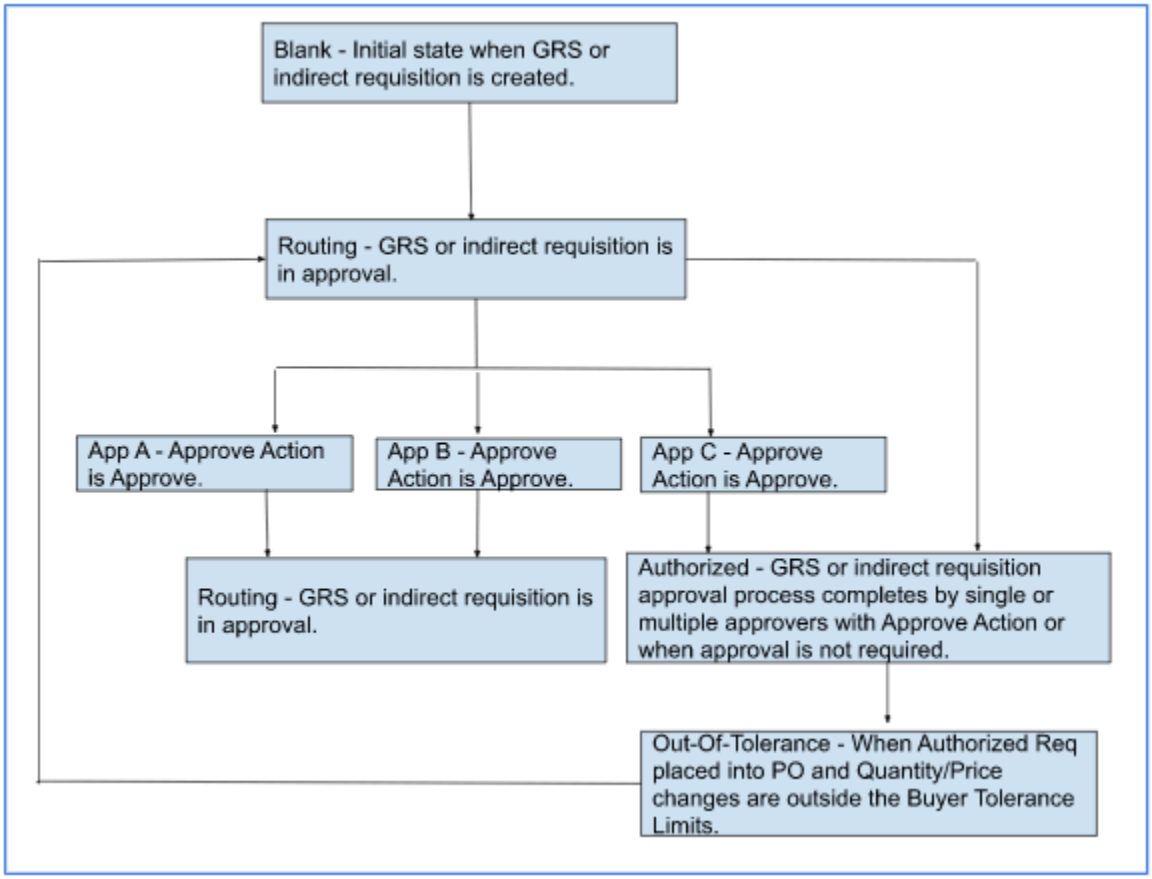
Out -of-Tolerance Approval Flow

Tolerance settings control the degree to which the buyer can change item cost while placing requisition lines on a purchase order. Buyer tolerance settings control the degree to which the buyer can change quantity/ price/discount information while placing approved requisition lines on a purchase order.

Note For information on out-of-tolerance settings for a requisition, refer to the Buyer Tolerance Limits panel in **Requisition Control.**

The following graphic depicts the flow for an out-of-tolerance GRS or indirect requisition.

Out-of-Tolerance Requisition



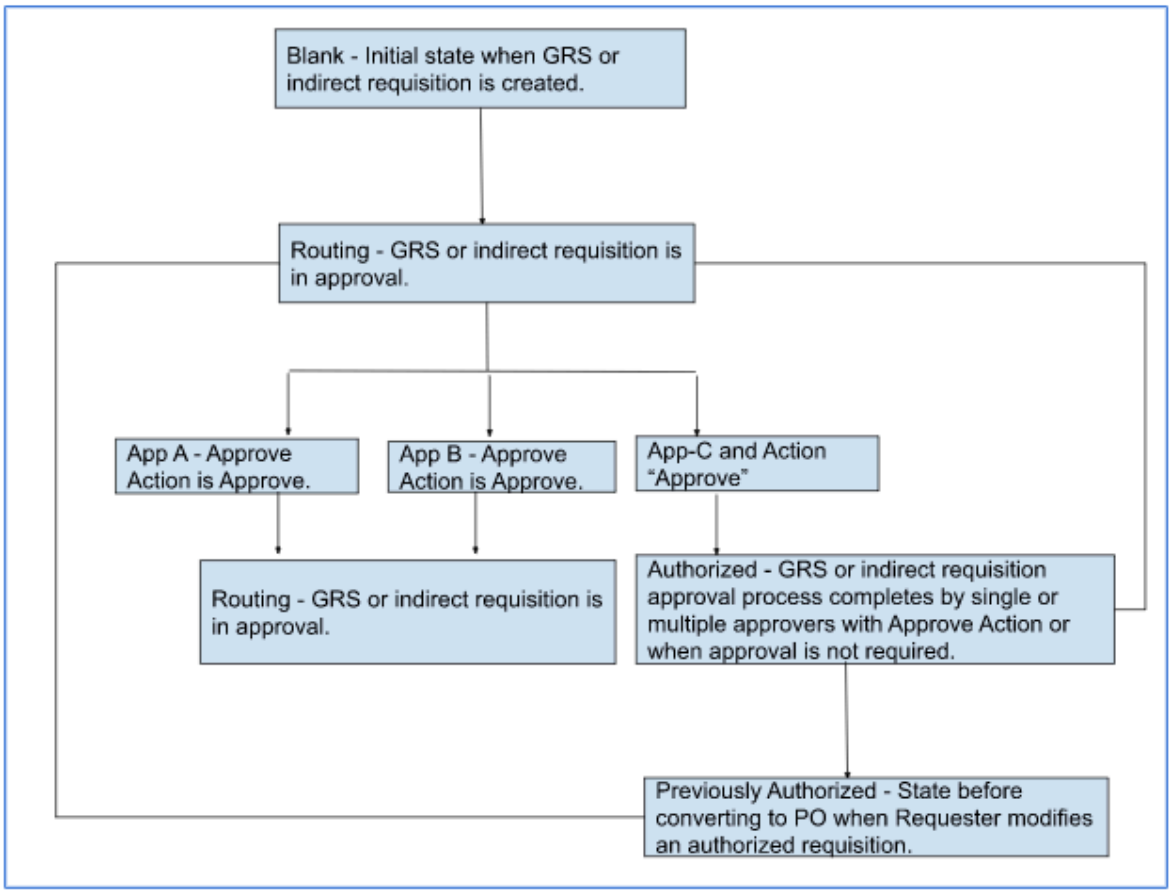
Previously Authorized Requisition

When the Entered-By user modifies an authorized requisition, the system sets the requisition to Previously Authorized. When completed by the Entered-By user, the requisition is re-rerouted for re-approval.

Note To modify an authorized requisition, there must be no POs linked to the requisition.

The following graphic depicts the flow for a previously authorized requisition.

Previously Authorized Requisition



Requisition Set Up

- Controls are set in Purchase Requisition Control on page 4309
- Purchasing Manager and Buyer roles user are set for your domain and entity in **User Access**.
- GRS requisition is set up in GRS Requisition Setup on page 4312.
- Indirect requisitions are set up in Indirect Requisition Setup on page 4322.
- Generic approvals are set up in Requisition Generic Approvals Configurations on page 4327.
- Buyer tolerance parameters are set up in Buyer Tolerance on page 4327
- If you attach documents to requistions, set up attachments in Requisition Attachments on page 4330.

Purchase Requisition Control

Purchase Requisition Control consists of four panels:

- Requisitions on page 4309
- Site Exceptions on page 4310
- Requisition Approval on page 4310
- Buyer Tolerance Limits on page 4311

Requisitions

Use Requisitions to define requisition processing parameters that apply to the entire domain. Use the Site Exceptions subpanel to specify different values that only apply to a specific site.

Requisition Sequence

Specify the NRM requisition sequence.

Direct Admin Buyer

Specify the buyer to be assigned to requisitions for direct items when a buyer is not assigned during requisition entry. If the Buyer field on a new requisition is blank the first time the requisition is saved, the system fills in the specified value.

MRO Admin Buyer

Specify the buyer to be assigned to requisitions for MRO items when a buyer is not assigned during requisition entry. If the Buyer field on a new requisition is blank the first time the requisition is saved, the system fills in the specified value.

Enforce Buyer to Line

When this option is selected, the Buyer field on the line details form is disabled. The same buyer applies to all requisition lines.

When this option is not selected, the buyer looks for a line buyer in the supplier record, then the item record, then the commodity code record. If no buyer is found, the system uses the buyer from the requisition header.

Single Site Requisition

When this option is selected, the Site field on the line details form is disabled. The same site applies to all requisition lines.

Header Charges to Line

When this option is selected and when charges are specified on the header, they are defaulted to the lines and are not editable. Charges specified on the header apply to all requisition lines.

Enforce Sub-Acct to Line

When this option is selected, the sub-account specified on the header applies to all requisition lines.

Enforce CC to Line

When this option is selected, the cost center specified on the header applies to all requisition lines.

Site Exceptions

Use this grid to define site-specific values that differ from values set up in the Requisitions panel. When you add a site, initial values default from the Requisitions panel. You can then update just the values that are different.

Requisition Approval

Approval Sequence

The system displays the NRM sequence specified for approvals in Requisition Control (QAD .NET UI).

Sender Email Address

When you select either R(regular) or E(xtended) for the Email Option in **Requisition Accounting Control** and you:

- Enter a valid email address for a sender, all direct and indirect requisition external emails display the sender's email ID as the address you enter.
- Leave the option blank, the external email for all direct and indirect requisitions is the sender’s email ID from the Email Address in **Users**.

Confirm Approver On Route

When selected and you route for the first time in **Requisitions** or **My Requisitions**, the system displays a route requisition confirmation pop-up with a list of applicable approvers/reviewers for direct/indirect requisitions that do not use EAM. Otherwise, the system routes the requisition automatically and selects the Routed To based on the next route-to logic.

Buyer Tolerance Limits

Out of Tolerance Routing

The current version of the QAD Web UI automatically routes out-of-tolerance requisition lines back to the requester. QAD .NET UI GRS offers more options of routing to the first or last approver, or no routing at all; however, these options are not currently available in the QAD Web UI.

Enforce Tolerance %

Select this option to have the system check Increase % and Decrease % values when evaluating whether a requisition is out of tolerance when placed on a PO.

Increase %

Specify an increase percentage by which the system compares the:

- Requisition unit price to the purchase order unit price (when Tolerance Based on Extended Price is not selected)
- Requisition line extended price to the purchase order extended price (when Tolerance Based on Extended Price is selected).

When the PO cost exceeds the increase percentage, the line is out of tolerance.

Decrease %

Specify a decrease percentage by which the system compares the requisition line to the PO price per the comparison that is listed for the Increase % option. When the PO cost exceeds the decrease percentage, the line is out of tolerance.

Tolerance Based on Extended Line Price

When selected, the out-of-tolerance calculation is based on the extended line price, which is the price multiplied by the discount and the quantity. In this case, the system lets you add a quantity to the PO line that is higher than the requisition line quantity.

When not selected, the system bases the out-of-tolerance calculation on modifications to the unit Price and Discount of the PO line compared to the unit Price in the requisition line. In this case, it is not possible to order more quantity than the quantity specified in the requisition.

Note This option works in conjunction with other tolerance limit options (Tolerance % and Tolerance Amount).

Enforce Tolerance Amount

Select this option to have the system check the Increase Amount and Decrease Amount values when evaluating whether a requisition is out of tolerance when placed on a PO.

Note When Enforce Tolerance % and Enforce Tolerance Amount are not selected, the purchase order reapproval flow is not required.

Increase Amount

Specify an increase amount in base currency by which the system compares the:

- Requisition unit price to purchase order unit price (when Tolerance Based on Extended Price is not selected)
- Requisition line extended price to the purchase order extended price (when Tolerance Based on Extended Price is selected)

When the PO cost exceeds the increase amount, the line is out of tolerance.

Decrease Amount

Specify a decrease amount by which the system compares the requisition line to the PO price per the comparison that is listed for the Increase Amount option. When the PO cost exceeds the decrease amount, the line is out of tolerance.

GRS Requisition Setup

GRS Requisition Setup consists of the following panels:

- Main
- Approval Levels
- Categories
- Product Line Approvers
- Horizontal Approvers
- Job Approvers
- Vertical Approvers
- Buyer
- Jobs

Main Panel

The Main panel allows you to set required-approval options and an email option. For more information about the approval types, refer to Requisition Approvals on page 4399.

Product Line Approvals Required

Enter the number of product line approvals required. The value can be between 0 to 99.

Horizontal Approvals Required

Enter the number of horizontal approvals required. The value can be between 0 to 99.

Vertical/Job Approvals Required

Enter the number of vertical or job approvals required. The value can be between 0 to 99.

Email Option

Specify whether to send automatic email notifications during the requisition approval cycle. Use the dropdown to select one of the following options:

- Regular: A minimum number of messages are generated, mainly to inform approvers that their inputs are needed.
- Extended: The system sends status messages to the Requested By and the requestor as well.
- None: Does not send automatic email notifications.

Note To use the email option, you must create a record in Email Definition Maintenance (36.4.20) in the .NET UI for each email system your company uses. You must also enter email addresses for all GRS users in **Users**.

If you decide to use automatic email, you can send email in regular or extended mode.

The following table summarizes direct or indirect requisition EAM-disabled events and the resulting email recipients for these modes.

GRS Event	Regular mode notifies	Extended mode also notifies
Route Requisition	New route-to	Requested by, requestor
Reverse route requisition	Current route-to	Requested by, requestor
Modify or delete requisition	Current route-to	Requested by, requestor

GRS Event	Regular mode notifies	Extended mode also notifies
Mark out of tolerance	Requested by, end user	

For an explanation of the GRS requisition email use, refer to the section on Setting Up Automated E-Mail in the GRS chapter of the *QAD Purchasing User Guide* in the QAD Document Library.

Reset Approvals Upon Denial

Select the checkbox to reset the approval status for all approvers upon denial.

When one approver denies the requisition, the status of all other existing approvers is reset, regardless of their original approval status. The system routes the requisition back to the requester or originator. This checkbox is selected by default.

If generic approvals are in use and you select this checkbox, the system displays a warning message indicating that generic approvals for the requisition are active and the uncheck action cannot be performed.

Create Task for Alternate Approver

Select the checkbox to create requisition approval inbox tasks for alternate approvers (Alternate Approver 1, Alternate Approver 2) and the administrative approver, along with the original approver.

If generic approvals are in use and you select this checkbox, both the alternate and original approvers receive an approval task in their inboxes simultaneously. If any approver approves the task, the system closes the task for all approvers.

Note To create tasks for alternate approvers, ensure that active alternate approvers are defined in the system for the original approver.

Approval Levels Panel

Use the Approval Levels panel to associate approval level codes with amounts of currency.

An approval level is the maximum amount of currency a person assigned that level is authorized to approve on a purchase requisition. In the case of a reviewer, the approval level represents the minimum amount the person is required to review.

Approval levels are used in the four approver programs—Product Line Approvers, Horizontal Approvers, Job Approvers and Vertical Approvers—to define approvers for various types of requisitions. When a requisition enters the approval process, the system uses these levels to determine which individuals should review or approve the requisition.

Two-digit (01 to 99) level codes are validated against currency amounts as integer values, so the associated currency value must increase as the code increases. For example, the currency value of level 25 must be greater than the value associated with level 20. When setting up your system, consider establishing the level codes in increments of 5 or 10 so that you can later insert intermediate levels.

Level 00 is reserved for system use. In an approver program, you can use it to indicate that approval level is not applicable for a specific individual. A zero-level approver does not display on the system-generated approver list for a requisition. You can route a requisition to a zero-level approver. However, the system does not count this person's approval toward the required number of approvals specified in **GRS Requisition Setup**.

Level

Enter a two-digit numeric approval-level code to represent the amount of currency entered in the Amount field.

For approvers, the level represents the maximum that person is authorized to approve. For reviewers, it is the minimum amount a person is required to review.

Enter values from 01 through 99. Each increase in level is associated with an increase in the authorization amount. You cannot assign a lower code to a higher currency amount.

Level 00 is system reserved and represents a zero approval amount.

When setting up your system, consider entering levels in increments of 5 or 10 so you can later add intermediate levels.

Description

Enter a short description of the currency limit that appears in the Amount field.

You can leave this field blank. This description appears on various reports and browses.

Amount

Enter the amount of base currency associated with this approval level.

You cannot assign an approval amount to level 00. The system reserves this level to indicate a zero-currency amount.

Approval Amount acts as a maximum or minimum, depending on where it is used in the approver programs.

- When you assign an approval level and select the Approval Required checkbox, this individual must approve all requisitions up to this amount.

- When you assign a review level greater than zero and select the Review Required checkbox, this individual must review all requisitions greater than this amount.

Currency

Read-only currency. The default is the base currency of the current working domain.

Categories Panel

Categories are logical groupings of purchased items and their general ledger account numbers. They are used to define Horizontal Approvers.

Define categories if your company wants to review or approve purchases completely or partially based on the type of item in addition to the organizational structure.

The Horizontal Approvers panel uses categories to assign one person requisition approval authority for certain types of items across multiple sub-accounts or cost centers (that is, departments). For example, you can set up a category called Computers that includes all GL accounts for computer-related items. You then use Horizontal Approvers panel to assign one person in your organization to approve all purchases in this category or purchases up to a certain level.

Use the grid in this panel to add, update, or delete categories. Click Details above the grid to view additional category data or to change the description.

The Details form includes a grid that lists From and To account numbers and sub-account numbers. The same account numbers can be included in more than one category. Each account and sub-account you enter must be valid on its own and in combination with each other.

Specify the beginning of a range of accounts to be included in this category. The same account numbers can be included in more than one category. Save your updates.

Category

Enter an alphanumeric code identifying a category.

Description

Enter a brief description of the items in the category, such as computer equipment or communications. This description appears on various reports.

From Account

Specify the beginning of a range of accounts to be included in this category.

The same account numbers can be included in more than one category. The accounts must be of GL type Standard.

To Account

Specify the end of a range of accounts to be included in this category. To Account defaults to the same value as From Account.

Leave the default if you want only one account included. This field cannot be left blank.

From Sub-Account

Specify the beginning of a range of sub-accounts to be included in this category.

Leave the field blank to include all sub-accounts up to the value specified in To Sub-Acct.

To Sub-Account

Specify the end of a range of sub-accounts to be included in this category. To Sub-Acct defaults to the same value as From Sub-Acct.

Leave the default if you want only one sub-account included. This field can be left blank.

To/From Account Descriptions

Enter descriptions of the accounts.

GRS Requisition Setup allows you to set up approvers based on the way you want to manage the requisition approval process. You can set up four types of approvers: product line, horizontal, job, and vertical. This section describes the four GRS approver programs.

Product Line Approvers Panel

Product lines group items for reporting, planning, and accounting purposes. A product line approver authorizes inventory purchases for direct materials associated with specific sites and product lines. A person who approves MRP-planned material purchases must be defined as a product line approver.

Use the grid in this panel to add, update, or delete product line approvers. Alternatively, click Details above the grid to view or modify the approvers.

Site

Enter the site code for which this person is authorized to approve requisitions for inventory items. This field applies to product line approvers only.

Product Line

Enter the code of the product line for which this person can approve requisitions. This field applies to product line approvers only.

Horizontal Approvers Panel

Use Horizontal Approvers panel to assign requisition approval authority for a category, which is a set of general ledger account numbers defined in **Categories**. Approvers can be set up horizontally based on the categories of items they are approving. For example, one manager in your company can approve all computer purchases, regardless of which department creates the requisition. You use **Categories** to assign a range of accounts to a category such as Computers. You can then require all computer requisitions to be sent to the approver named for this category, regardless of the requestor's sub-account or department.

If you do not enter sub-account and cost center ranges, the horizontal approver can approve requisitions for any item up to the assigned approval level within the accounts included in the category. By adding a range of sub-accounts or cost centers, you can limit the authority of a horizontal approver to categories within certain organizations.

To require requisitions at or above a certain approval level to be reviewed or approved by this person, use the Review Required and Approval Required fields.

Use the grid in this panel to add, update, or delete Horizontal Approvers. Alternatively, click Details above the grid to view or modify the approvers.

Category

Enter the alphanumeric code for the selected category. This field applies to Horizontal Approvers only. Category is defined in **Categories**.

Job Approvers Panel

Sometimes, you may need to set up projects or other relatively short-term tasks that do not require long-term approval authority. In this case, you can set up one person, usually the program manager, as a job approver. This approver can authorize requisitions within specified ranges of sub-accounts and cost centers, but only if the requisitions are associated with a specific job. This way, a single approver can authorize project-specific purchases originated by several departments (multiple sub-accounts).

Use the grid in this panel to add, update, or delete Job Approvers. Alternatively, click the Details button to view or modify the approvers.

Job Name

The job code assigned to this project or activity. This field applies to Job Approvers only.

Vertical Approvers Panel

Many companies approve purchases on a group or department basis. Normally, a department manager or supervisor approves requisitions for the department. If this is the way your company works, you can define approvers vertically through the organization. The approval levels can be related to combinations of entities, sub-accounts, and cost centers.

Even if you use vertical approvers, you can have someone else review specific types of purchases across all organizations to make sure purchases conform to company policy. Then, you can also define categories and set up horizontal approvers with different ranges of account authorizations.

To require requisitions at or above a certain approval level to be reviewed or approved by this person, use the Review Required and Approval Required fields.

Use the grid in this panel to add, update, or delete Vertical Approvers. Alternatively, click Details above the grid to view or modify the approvers.

The GRS approver programs mentioned above include many common fields. Descriptions of these fields are provided below and are not repeated for each program.

User ID

Enter the ID of an individual assigned an expenditure authorization limit within a defined set of GL account, sub-account, cost center, and entity ranges.

This can also be a reviewer—a person who does have a high enough level to approve a purchase, but still reviews it from a policy or compliance standpoint.

Note When you enter a valid value, the system displays the full description of the selected entry.

Entity

Enter the entity code for which an approver can authorize requisitions.

Entity codes are used to process the GL transactions of a specific part of your company—an office or region, for example. Leave blank if this approver can authorize requisitions for all entities in the current domain.

From Sub-Account and From Cost Center

Specify the beginning of the range of sub-accounts and cost centers for which this approver is authorized to approve requisitions.

If there are values in To Sub-Account and Cost Center, these fields cannot be left blank.

To Sub-Account and Cost Center

Specify the end of the sub-account and cost center approval ranges. These default from the values in the From fields, if any.

If there are values in From Sub-Account and Cost Center, these fields cannot be left blank.

Approval Level

Enter the two-digit code representing the maximum amount of specified currency an individual is authorized to approve on a requisition.

The way GRS uses this level varies by the type of approver. For example, for vertical and job approvers, the system determines approvers based on the total maximum cost of the requisition. This is because all the line items use the same sub-account and cost center combination. For horizontal approvers, GRS selects approvers based on the total maximum cost of all the line items for each category included on the requisition. For product line approvers, GRS determines approvers based on the total value of requisition lines having the same site and the product line that is specified in Item . Note that the total requisition value is used only if the same site and product line apply to all requisition lines.

Approval Required

Select the checkbox if all requisitions at or below the level specified in Approval Level must be approved by this individual. By default, the checkbox is not selected.

This applies only to requisitions requiring this person’s approval type—horizontal, vertical, job, or product line.

Review Level

Enter the two-digit code representing the minimum amount of specified currency an individual is required to review on a requisition.

This field is used with the Review Required field to indicate that this person must review all requisitions at or above the level shown here, even if the person’s approval authority is insufficient to make final approval.

Review Required

Select the checkbox if all requisitions at or above the level specified in Review Level must be reviewed by this individual. By default, the checkbox is not selected.

This applies only to requisitions requiring this person’s approval type—horizontal, vertical, job, or product line.

Alternate Approver 1, Alternate Approver 2

Enter the ID of another approver with the same or greater expenditure authorization limit who is allowed to authorize requisitions on behalf of a regular approver when that person is not available.

You can designate up to two alternate approvers. An alternate approver must be the same type as the primary approver.

Administrative Approver

Enter the ID of an individual authorized to approve purchase requisitions on behalf of this approver. Completing this field allows routine requisition activities to continue during a manager's absence.

Start Effective

Enter the first date this approver is authorized to approve requisitions. The default is blank.

Effective dates are optional. You can use start and end dates to assign approvers for short-term tasks or as temporary alternates.

End Effective

Enter the last date this approver is authorized to approve requisitions. The default is blank. The effective period is open-ended.

Buyer Panel

The Buyer is an individual who places purchase orders with suppliers and is the last person in the requisition process. After a requisition has passed through final approval, it is routed to the buyer, who references approved requisition line items on purchase orders.

Use the grid in this panel to add or delete Buyers. Alternatively, click Details above the grid to view or modify the buyers.

Buyer

Specify a user previously defined in **Users**. During the approval process, the buyer named on the requisition is notified by system generated email when the requisition is approved and ready to be moved onto a purchase order.

Note If you use generalized codes for the Buyer field (po_buyer) in **Purchase Orders**, you must first use **Generalized Codes** to establish any user you want to define in the Buyer panel as a valid entry. Otherwise, the system displays an error.

Jobs Panel

A job is a relatively short-term set of tasks, such as a limited-duration project. People from many different sub-accounts or cost centers often issue requisitions for the same job. To keep purchase accountability with one person, usually the project manager, you can set up a job code.

Note While job and project are used for the same type of activity, projects are actually a component of an account and track expenses in the General Ledger (GL). Job is used only to determine an approver for a requisition.

Use the grid in this panel to add, update, or delete jobs. Alternatively, click Details above the grid to view or modify the jobs.

Job Name

Specify an alphanumeric code identifying a job.

When an approved requisition line is copied to a purchase order, this information is added to the Sales/Job field on the PO line. The job code is not validated against any system data. Consider establishing naming standards for your company to make the codes easy to recognize on reports.

Description

Enter a brief description of the project or activity for this job. This description appears on various reports.

Start Effective

Specify the first date this job can be used on a requisition. The default is blank. Effective dates are optional. If you leave the date fields blank, the job is effective indefinitely.

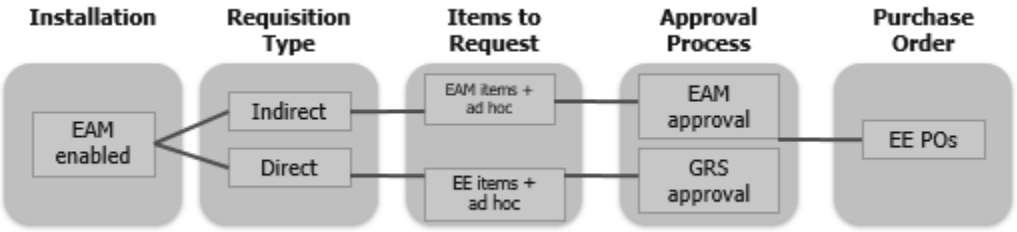
End Effective

Specify the last date this job can be used on a requisition. The default is blank.

Indirect Requisition Setup

Indirect Requisition Setup Flow

The following depicts the indirect requisition setup flow:



When requisitions are created in the Web UI by clicking New in the **Requisitions** hybrid view, the Requisition Type field governs the approval flow and the items that can be requested, depending on whether EAM is enabled or not. EAM will be enabled in a configuration if the EAM bridge (the connection to EAM) is enabled in System Control (EAM) in .NET UI.

For QAD AUX versions 2022.1 and higher, EAM is no longer enabled at the system level; for the newer versions, you enable/disable EAM at the domain level in the Indirect Domains hybrid browse.

When EAM is not enabled, indirect requisition types follow the GRS approval flow and only items defined in the EE item master or Ad hoc items can be requested; that is, the options leverage the GRS approval groups and GRS approval logic.

When EAM is enabled and in use, you use the direct requisition type to create requisitions for direct items defined in the Items hybrid browse or ad hoc items. You can then use the GRS product line approval groups in routing. You use the indirect requisition type for connections to EAM. This is how you request indirect material using the EAM requisition approval groups and routing logic.

Indirect Domains

Enable EAM at the domain level in Indirect Domain hybrid browse. Refer to Indirect Domains section in Enterprise Asset Management.

Indirect Sites

For EAM configuration for purchase requisitions, use the Authorization >Purchase Requisition Setup subpanel in Indirect Site hybrid browse. Refer to Indirect Sites section in Enterprise Asset Management.

Buyer Sites

For requisitions flows based on EAM, buyers need to be defined in .NET UI Employees (EAM) under the Buyer Sites menu.

For requisition flows based on direct/indirect requisitions not using EAM, buyers need to be defined in .NET UI Buyer Maintenance.

Regardless of the system behind the requisition flow, all buyers need to be defined in the Generalized Code po_buyer in order to effectively convert requisitions into purchase orders.

Buyers

Define Buyers for specific EAM items in Item Site Indirect hybrid browse in the Buyer Field or in Items browse in the Purchasing Buyer field under Planning (also available under Planning Site Exceptions browse)

Buyers can be also defined at the commodity code level browse. Refer to Commodity Code in Base Data section.

Buyers can be linked to suppliers, under Domain Settings in supplier browse. In this case, the buyer is defined at a domain level.

You can define Administrative buyers for both direct and indirect requisitions in Purchase Requisition Control on page 4309.

Indirect Requisition Approval Groups

Use **Indirect Requisition Approval Groups** to create a group of users who can authorize indirect requisitions. Requisition approval for asset management-related requisitions is highly configurable, but in every case, the system retrieves the list of approver names from the groups defined in **Indirect Requisition Approval Groups**.

During audits, this screen can be used to demonstrate compliance with corporate spending limits of authority, because the grid displays predefined expense, capital, and project requisition limits associated with each user.

Main

Approval Group

Enter a name for this approval group.

Description

Enter a short description for the approval group.

Approvers

Add users to the new approval group in the Approvers grid. Click New to enable a new line and then enter or select a user. The name and monetary fields populate with information from the user record.

The Consider Limit checkbox is selected by default. Clear the checkbox if the user is a quality approver who can only verify the quality of the supplier or budget, and does not have spending authority.

The Horizontal Approver checkbox defaults from the user ID, if horizontal approval has been enabled.

Continue adding approvers to the group by selecting New until the group is complete. Then click Save.

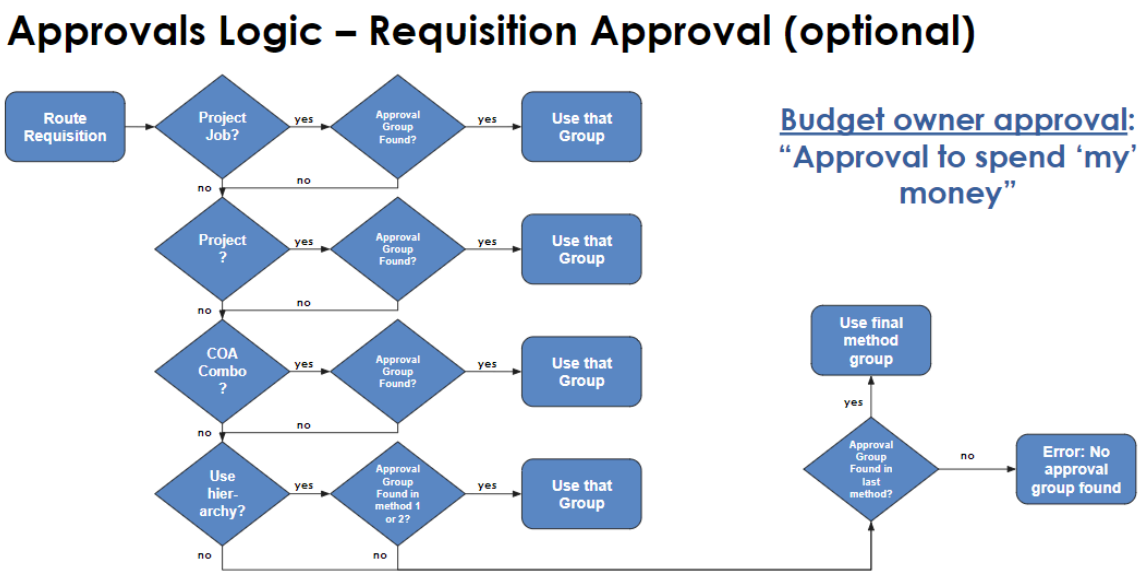


Chart of Account Requisition Approval Groups

Use **Chart of Account Requisition Approval Groups** to associate a specific chart of accounts combination (account, sub-account, cost center, and/or user) with an indirect requisition approval group.

These settings determine the routing group that is used for a purchase. COA requisition approval uses the following logic.

- The system determines whether the chart of accounts combination is associated with a specific requisition approval group. If a combination is found, the requisition is routed to the indirect requisition approval group specified in the COA requisition approval record.
- If a combination is not found, the system checks the Use Hierarchy? setting in the .NET UI site record. If it is set to yes, the system checks for a requisition approval group in the order specified on the Site > Approvals tab in .NET UI.
    - Account based. Account-based routing requires that you assign a specific requisition group to a specific account number. The system routes a requisition based on its account information to the group associated with the account number on the requisition.
    - Cost-center based. Cost-center-based routing requires that you assign a specific requisition group to a specific cost center number. The system routes cost center information to the group associated with the cost center number on the requisition.
    - User based. User-based routing depends on the user who initiates the routing. The user group is assigned to the EAM User Profile.

- If a combination is not found and Use Hierarchy? is set to no, the system uses the requisition approval specified in the first Approval Method drop-down menu.

After the initial save of the new approval group, you can update the Req Approval Group field, but all others become read-only. If you save an approval group with an incorrect pairing, delete that record and create a new approval group.

Main

Account

If desired, select an account.

Sub Account

If desired, select a sub-account

Cost Center

If desired, select a cost center.

User

If desired, select a user.

Req Approval Group

Select an existing indirect requisition approval group.

Note You can also specify requisition approval group in the Requisition Approval Group field in **Indirect Accounts**, and **Indirect Cost Centers**.

Indirect Users

In the **Indirect Users** browse screen the following fields are relevant to the requisition approvals:

Requisition Limit

Select this checkbox if the user has been assigned a spending limit for one or more of the following fields for requisition approval.

Capital

Amount a user can approve for a requisition flagged as a capital expense.

Expense

Amount a user can approve for a requisition not flagged as a capital expense.

Project

Amount a user can approve for a requisition linked to a project.

Horizontal Approver

Select this checkbox when the user is a horizontal approver.

Routing Substitutions

Use Routing Substitutions to replace a user for a requisition routing for a specified time period.

If authorization for a purchase requisition is required, and an individual is unavailable, the person can designate another user to approve purchase requisitions on their behalf until they return. The system will automatically send approval requests to the designated substitute person based on specified start and end dates.

The Substitute person takes on the spending authority for the user. When viewing a routing list of users, the substitute person is identified in the group as a substitute user.

Refer to Routing Substitutions section in Enterprise Asset Management.

Requisition Generic Approvals Configurations

Inbox alerts:

If you activate QAD Web UI generic approvals, then QAD Web UI Inbox task notifications are generated automatically when you become the current approver of a requisition. However, additional setup is required if you want additional notifications for requisition approvals such as when a high-priority requisition enters the approval process and you are a required approver. Additionally, if you are an administrative approver for your manager, you can use the Follow feature to track when your manager becomes the current approver so that you can take action as a delegated approver.

If you receive an inbox notification, go to your QAD Web UI Inbox. The notification body contains a link that you can click to take you directly to the requisition that requires your approval.

When an Entered-By user adds notes to a requisition, then selects to forward the text as an approval note in the Notes section of **Requisitions**, you can view the notes in the Inbox in the Web UI interface by selecting the Inbox: then, | Task | Requisition Approval.

Buyer Tolerance

Buyer tolerance settings control the degree to which the buyer can change quantity/price/discount information while placing approved requisition lines on a purchase order. Tolerance limits give purchasing managers and financial controllers control over how much an order line unit cost or order line extended price can be adjusted on purchase order lines based on a requisition. They have the option of setting limits by percentages or amounts; they can set either or both increase or decrease percentages or amounts.

When the buyer changes information coming from an approved requisition enough to make requisition lines go out of tolerance, the lines must be reviewed by the requester and the requisition needs to be reauthorized according to the updated line unit price and total cost before the purchase order can be placed to the supplier.

Setup

You can set buyer tolerance limits in the QAD Web UI using fields in the Buyer Tolerance Limits frame of **Purchase Requisition Control**.

Out of Tolerance Routing

The current version of the QAD Web UI automatically routes out-of-tolerance requisition lines back to the requester. QAD .NET UI GRS offers additional options of routing to the first or last approver, or no routing at all; however, these options are not currently available in the QAD Web UI.

Enforce Tolerance %, Increase/Decrease %

Select this option to have the system check Increase % and Decrease % values when evaluating whether a requisition is out of tolerance when placed on a PO.

When you specify an Increase %, the system compares the:

- Requisition unit price to the purchase order unit price (when Tolerance Based on Extended Price is not selected)
- Requisition line extended price to the purchase order extended price (when Tolerance Based on Extended Price is selected).

When the PO cost exceeds the increase percentage, the line is out of tolerance.

When you specify a Decrease %, the system compares the requisition line to the PO price per the comparison that is listed for the Increase % option. When the PO cost exceeds the decrease percentage, the line is out of tolerance.

Note The Decrease options are defined only in the QAD Web UI They are not enforced for QAD .NET UI purchase orders.

Enforce Tolerance Amount, Increase/Decrease Amount

Select this option to have the system check the Increase Amount and Decrease Amount values when evaluating whether a requisition is out of tolerance when placed on a PO.

Note When Enforce Tolerance % and Enforce Tolerance Amount are not selected, the purchase order re-approval flow is not required.

When you specify an Increase Amount in base currency, the system compares the:

- Requisition unit price to purchase order unit price (when Tolerance Based on Extended Price is not selected)
- Requisition line extended price to the purchase order extended price (when Tolerance Based on Extended Price is selected)

When the PO cost exceeds the increase amount, the line is out of tolerance

When you specify a Decrease Amount in base currency, the system compares the requisition line to the PO price per the comparison that is listed for the Increase Amount option. When the PO cost exceeds the decrease amount, the line is out of tolerance.

Note The Decrease options are defined only in the QAD Web UI They are not enforced for QAD .NET UI purchase orders.

Tolerance Based on Extended Line Price

When selected, the out-of-tolerance calculation is based on the extended line price, which is the price multiplied by the discount and the quantity. In this case, the system lets you add a quantity to the PO line that is higher than the requisition line quantity.

When not selected, the system bases the out-of-tolerance calculation on modifications to the unit Price and Discount of the PO line compared to the unit Price in the requisition line. In this case, it is not possible to order more quantity than the quantity specified in the requisition.

Note This option works in conjunction with other tolerance limit options (Tolerance % and Tolerance Amount).

Out-of-Tolerance Work Flow

1. When adding a requisition line to a purchase order using **Purchase Orders**, the buyer increases or decreases the quantity, unit price, and discount % that was copied from the requisition line.

   Note The buyer can increase the quantity by selecting the Tolerance Based on Extended Line Price in **Purchase Requisition Control**.

2. If one or both of the Enforce Tolerance options are selected in **Purchase Requisition Control**, the system determines whether the change amount and/or percentage is within the specified tolerance.
3. If the line unit cost is adjusted beyond the buyer tolerance limits, the system prompts the buyer with an out-of-tolerance message.

   Note For more information, refer to the Setup section in this help.

4. When the buyer confirms that the line should go out of tolerance by selecting Continue, the system sets the requisition as Out-of-Tolerance, and the purchase order line is On-Hold.

   The requisition returns to the Entered-By user, which lets the buyer enter values. If the buyer selects Cancel at the confirmation prompt,

the system resets the line unit cost to the original requisition line value.

Note When the PO line is On Hold, no action can be taken until it is reopened once the requisition has been re-routed and re-approved.

5. The Entered-By user can drill down while in **Requisitions** to the Requisition Approval Lines browse to review the original values of the requisition; once reviewed, the Entered-By user can update the requisition and re-route it for re-approval.
6. When the requisition is re-approved, the purchase order line is re-opened to continue the purchasing flow.

Modify Requisition After Approval

When you select Prohibit Changes to Approved Requisitions in **Purchase Requisition Control**, users cannot modify the requisition after it was approved (the requisition Approval Status is Authorized). The system also displays a message at the top of the requisition header form, indicating that modification is not allowed for Authorized Requisitions.

Note You can add, modify, or delete Notes for both the requisition header or requisition lines despite the setting of the Prohibit Changes to Approved Requisitions option.

When you do not select Prohibit Changes to Approved Requisitions, users can modify the requisition after it was approved. The requisition header and requisition line fields are enabled for editing.

Modifying some fields can trigger the requisition re-route process; the logic depends on the Re-Approval settings in **Purchase Requisition Control**. For more information on the re-route process, refer to

Requisition Attachments

You can promote attachments throughout the purchasing workflow—from Requisitions through the Requisition Approval process and onto Purchase Orders.

The Keep with Workflow setting in Attachment Properties controls this feature at header and line levels. When attachments are added to requisitions or requisition approvals, Keep with Workflow defaults as checked. Unless you clear the check box, specified attachments will be promoted through the workflow and available for review by all participating users.

The promotion feature can be changed at any step in the workflow; it controls the way in which attachments are promoted moving forward. For example, if you add an attachment to the original requisition and disable Keep with Workflow, the attachment is part of the requisition record. However, it is not included as an Approval attachment, nor will it be promoted to the purchase order later in the workflow. By the same token,

if an approver adds an attachment but disables Keep with Workflow, the new attachment stays as part of the approval process for other approvers to see, but is not available as part of the requisition record.

Note Requisition Approvals do not have line-level details; requisition line attachments are not promoted to the requisition approvals and so are not available for approvers to review.

When approved, requisition lines are placed on a purchase order, either directly or through Release to Purchase Order. Attachments are promoted to the purchase order from the requisition header and lines based on the Keep with Workflow settings for the header and lines.

- If a requisition line is split between two or more purchase orders, the requisition header/line attachments are promoted to all related purchase orders.
- If requisition lines from different requisitions are added to the same purchase order, the requisition header/line attachments from each of the requisitions are promoted to the purchase order header/lines.

Requisitions Entry

Requisitions provides a streamlined requisition entry process: a single screen where you can request both EE direct materials and indirect EAM MRO Items.

With minimal data entry, you can create and save your requisition and add lines for the items that you request for purchase.

The following roles provide access to the Requisition Entry screen:

- Purchase Material Planner
- Customer Service Manager
- Sales Manager
- Purchasing Manager
- Financial Controller
- VP Supply Chain

If not available from a role menu but you have proper security permissions for the Requisitions, Requisition Approvals, and/or Requisition Lines screens, you can access them from the QAD Web UI Search.

Note Depending on the approval level, Alternate Approvers may need to give their approval. This can be done in the Requisition Approval screen.

The requisitions screen browse visibility can be managed by security access. The **My Requisitions** screen provides a view of the requisitions screen that only shows the requisitions the signed-in user has created. The Requisitions screen provides a domain-wide view of all the requisitions created.

The Requisitions screen includes the following panels:

- Main
- Purchase
- Charges
- Accounting
- Lines
- Approval Status
- Notes

Summary

The requisition header includes several top-level fields to identify the requisition.

Requisition Number

The unique control number assigned to the requisition.

Requisition Status

The status of the requisition. The possible values are:

- Planned: The state assigned to requisitions when they are created and while the requisitions are open.
- Ordered: This status only applies to the linked internal EAM requisition line for indirect (MRO) requisitions created in **Requisitions** when EAM is enabled and indirect requisitions that have been placed on a PO with an open status in **Purchase Orders**.
- Closed. For all requisition types, the requisition is closed when all lines have been placed on a PO in **Purchase Orders**.
- Linked internal EAM requisition lines are closed when the purchase order is fully received.

Total Price

The total cost in the supplier or requisition document currency.

Maximum Total Price

Displays the calculated maximum total price of the requisition in the supplier's currency. The system uses the **Maximum Unit Price** entered in the requisition lines to calculate the **Maximum Total Price**.

Approval Status

The status of the approval flow.

- Blank. The requisition has not yet started the approval cycle.
- Routing. The requisition has been routed to an approver.
- Stopped (for EAM-related requisitions only). The requisition has started the approval cycle, but the flow has been stopped with the Stop Route button.
- Authorized. The approval process is complete and the requisition lines can then be placed on a PO.
- Previously Authorized. The requisition has been re-routed to the approval cycle after data was modified and the modification triggered a re-approval process
- Denied (for EAM-related requisitions only). The requisition has been denied and must be adjusted or the purchase is not authorized.
- On Hold (for EAM-related requisitions only). Requisition approval has been placed on hold and the approval routing has been

suspended until the approver placing the approval on hold activates it again.

Note For information on out-of-tolerance settings for a requisition, refer to the Buyer Tolerance Limits panel in **Purchase Requisition Control**; for information on the out-of-tolerance flow, refer to the Out-of-Tolerance Work Flow section of Buyer Tolerance.

Requisition Routing and Rerouting

For information on routing a requisition, refer to online help for and .

Main

Reason for Request

Specify a maximum of 50 alphanumeric characters for the request reason.

Requisition Type

Select a value to indicate the requisition type. The possible values are:

- Direct. Regardless of whether EAM is enabled, direct requisitions in the QAD Web UI always use the EE flow and allow EE items to be requested.
- Indirect. If EAM is enabled and you create an MRO-type requisition, the requisition follows the EAM requisition flow; EAM items can be requested and the system uses the EAM approval process. If EAM is not enabled and you create an indirect requisition, the requisition follows the EE flow; EE items can be requested and the system follows the EE approval process.

Requestor

The user ID of the person who is requesting the items. This field is mandatory.

Entered by

The system records the user ID of the signed-in user.

Site

Specify the site at which the item is needed. The lookup displays configured sites and the lookup list is validated against **Site Security**. This field is mandatory.

Requisition Number

The system-generated unique identifier for this requisition.

Entity

The system displays the entity associated with the requisition. You cannot update this field.

Need Date

The date on which the requested items are needed in the hands of the requestor.

High Priority

Indicates high priority for EAM requisitions.

Requisition Date

This field is read only and displays the date on which you are entering the requisition.

This date used by the line unit price/discount calculation when you do not select the Price by PO Line Due Date option in **Purchasing Control**.

Sourcing Status

This field is by default read-only and displays the status of the sourcing request related to the requisition. It displays **In Progress/Open** status if any of the items or the entire requisition has a sourcing request placed.

Purchase

Supplier

Specify the code for the supplier who you want to supply this item. You can leave this field blank and the buyer will specify the supplier when the requisition is approved and being placed on a purchase order.

If your role has permission to access the Supplier function, you can use the New and Edit buttons on the lookup browse to create or update supplier records while you are entering a purchase order.

> **Important** Suppliers are validated against the EE list of suppliers. If not all suppliers have been downloaded into EAM, there may be some data entry issues for indirect (MRO) requisitions when EAM is enabled.

Modifying the Supplier can trigger a re-routing process; the logic depends on the Re-Approval settings in **Purchase Requisition Control**. For more information on re-route process, refer to .

Contact/E-mail/Phone

Your company's main contact at the supplier organization, and that person's e-mail address and phone number, if recorded. When you have multiple contacts for the supplier defined in Business Relation Contact information in **Suppliers**, the system defaults the Primary contact information; when a Primary is not indicated and multiple contacts exist, it defaults the first contact.

You can create new contact data or modify existing contact data here. When you save, the system informs you that a new supplier contact was created or that the supplier contact has been updated

and prompts you to update the business relation contact record for the supplier. When you select Continue, the data you entered is stored in the contact information in **Suppliers**. When you select Cancel at the prompt, the contact data is refreshed with the initial contact information displays.

Contact information in the Release to Purchase Order action defaults from the requisition when defined and is copied to the purchase order (once the action is submitted).

Currency

Enter the currency code for this requisition. The value defaults to the domain base currency.

You cannot change this option manually after saving the requisition; however, the currency code changes automatically when the supplier is modified and the supplier currency is different from the requisition currency. The system defaults or updates the following, related to the currency code:

- Exchange rate is updated or populated between the base currency and the new requisition currency, as defined in the Exchange Rate table for the effective date. The system displays an error message when the exchange rate does not exist in the system
- The Requisition Total Cost/Base Total Cost are recalculated using an exchange rate.

Due Date

The date that the items are due to be received at your site.

When you create a new requisition, the system defaults Due Date as follows:

- When Need Date and Due Date do not have values, Due Date is today.
- When Need Date is specified but Due Date is empty, Due Date is the same as Need Date.

The system uses this date as the default for all line items on this requisition. You can change the due date when entering line item data.

Buyer

The buyer who purchases the item when the requisition has final approval. This field must include a valid buyer before you can save the requisition.

- For indirect EAM (MRO) requisitions, if you leave the Buyer field blank, the system defaults the indirect admin buyer value from **Purchase Requisition Control** when you save the requisition. If no default admin buyer is specified, an error results. The

Employee record should be linked to the Buyer Sites record in **Employees** (EAM) to use as a Buyer.

- For direct requisitions and indirect requisitions when EAM is disabled, if you specify a supplier that has an associated buyer in the EE Buyer Browse record, the buyer value defaults to the requisition. Furthermore, if the Buyer field for a direct requisition remains blank when the record is first saved, the direct admin buyer defaults from **Purchase Requisition Control**. If no default admin buyer is specified, an error results.

  Note Admin buyers can be defined at domain level or for specific sites.

Updating the Buyer can trigger a requisition re-routing process; the logic depends on the Re-Approval settings in **Purchase Requisition Control**. For more information on the re-route process, refer to .

Ship To

Enter the address to which the supplier is to send the goods.

Ship To defaulting is as follows:

- When Site is not specified yet, the default Ship-To is from the Main panel in **Purchasing Control**.
- When Site has a valid value, the default Ship-To is from the Ship-To in the Site Exceptions subpanel in the Accounting panel of **Purchasing Control** first; then, from the Main panel of **Purchasing Control**.

Note If you change the Site value once specified, the system resets the Ship To field according to the defaulting logic.

Pricing

Price List

Specify the price table to use to find the item's price. If a supplier is specified, this defaults from the supplier record. The entry in this field becomes the default value for the line items.

When you select Price Table Required in **Purchasing Control** and Supplier is not blank, you cannot leave this field blank. You must enter a valid price list when EAM is disabled and you are entering data for either a direct or indirect requisition (or when EAM is enabled and you enter data for a direct requisition); otherwise, the system displays an error when you try to save header data. The value you enter here defaults to the same-named field in line data.

Discount List

Specify the discount table to use to look up the discount associated with this item. If a supplier is specified, this defaults from the supplier record. The entry in this field becomes the default value for line items.

When you select Discrete Discount Table Required in **Purchasing Control** and Supplier is not blank, you must enter a valid discount table when EAM is disabled and you are entering data for either a direct or indirect requisition (or when EAM is enabled and you enter data for a direct requisition); otherwise, the system displays an error when you try to save header data. The value you enter here defaults to the same-named fields in line data.

Discount %

Enter the discount percentage that the supplier is allowing for the requisitioned items. This discount percentage is the default for line items; you can change the discount at the line-item level if it varies by item.

Indirect items

If you specify a supplier, the system defaults the discount percentage from **Inventory** | Vendor Parts if the requisition quantity, currency, and date meet the criteria for the discount.

If the discount is not provided or applicable in Vendor Parts, the system applies the discount percentage defined at header level.

Direct items

If a supplier price list of amount type Discount%, Markup%, or Price is provided, the system defaults the discount percentage of the price list if one of the following conditions applies *and* the supplier price list is effective for the requisition date (if the Price by PO Line Due Date is not selected in **Purchasing Control**):

- The currency, price list, item number, and unit of measure of the supplier price list match those of the requisition line.
- The currency, price list, and item number of the supplier price list match those of the requisition line.
- The currency, price list, and product line (with item number blank) of the supplier price list match those of the requisition line.
- The currency and price list (with product line and item number blank) of the supplier price list match those of the requisition line.

If a price list applies, the discount:

- For a price list with Discount % type, the discount percentage is the one defined in the supplier price list, according to the quantity ordered.

- For a price list with Price type, the discount percentage is calculated as follows:
  - If the requisition line unit price is not 0 (zero) and the header discount percentage is 0 (zero):

    Discount % = (Req Line Unit Price – Price from Discount List for the quantity ordered)/Req Line Unit Price
  - If both the requisition line unit price and header discount percentage are not 0 (zero):

    Discount % = Req Line Unit Price * (1– Price List Discount%) * (1– Header Discount %)
    Where Price List Discount % = Req Line Unit Price – Price from Discount List for the quantity ordered/Req Line Unit Price
  - If the requisition line Unit Price is 0 (zero), the system uses the price from discount list for the quantity ordered and the discount percentage is equal to header discount percentage.
- For price lists of type Markup %, the discount percentage is calculated as follows:
  - Discount percentage = (Req Line Unit Price – Net Price)/Req Line Unit Price * ((100 – Header Discount %) / 100)
    - If the header discount percentage is 0, the Net Price is Req Line Unit Price * (1 + (Markup / 100))
    - If the header discount percentage is not 0, then Net Price is Req Line Unit Price * (1 + (Markup / 100))

Exchange Rate

The Exchange Rate panel displays the exchange rate between the domain currency and the requisition currency, as defined in the Exchange Rate table for the effective date.

Exchange Rate From

This is the domain currency.

Exchange Rate To

This is the supplier’s currency.

Charges

Work Order

This subpanel only displays for indirect requisitions for indirect items.

Asset Work Order

If the requisition is associated with a maintenance work order number, you can identify it here. It is validated from the work order table and only displays open work orders.

If the requisition is set to auto issue, when the parts, goods, or services are received through the purchasing system, they charge directly to the work order's expense accounting data.

Stores Requisition

When you enter a work order number with an associated stores requisition number, it displays in this field.

Note You also can enter a stores requisition independently from a work order.

Modifying the Asset Work Order, Stores Requisition or Equipment can trigger a requisition re-route process; the logic depends on the Re-Approval settings in **Purchase Requisition Control**. For more information on the re-route process, refer to ..

Equipment

This subpanel only displays for indirect requisitions for an EAM indirect items.

Equipment

The identifying number for a piece of equipment. If the requisition is associated with a piece of equipment, identify the equipment in this field.

When you specify a piece of equipment, the associated charge account information defaults to the requisition charge account panel. You can update this, if needed.

System

The specific system code for the piece of equipment.

Note System and Assembly are available for data entry only if the Equipment record has a BOM Type value defined and the BOM Type has systems and assemblies.

Assembly

The specific assembly code for the piece of equipment. The assembly code is associated with the system code and to the specific piece of equipment that is associated with the work order.

Rebuild

The functionality associated with this subpanel is not yet available—you cannot charge purchases directly to a rebuild, so the fields are disabled for data entry. If a work order was created for rebuild activities, the rebuild information is displayed when the requisition is charged to the associated work order. The rebuild information comes from the work order.

Rotable Part

The part number of the rotable item.

Serial Number

The serial number of the rotable part.

Rebuild

The rebuild location.

Project

This subpanel displays for both direct and indirect requisitions.

Project

Specify the project if the equipment is required for a specific project.

When you enter a value in Project, and you create/update an indirect requisition line in the Requisition Lines panel, you can enter a job for the line; otherwise, the line Job field is read only. When lines have an existing job specified, you cannot modify the value of Project here.

Project is common for both direct and indirect purchases. The lookup is based on GL projects.

When you try to route an indirect requisition and the project you enter here is in an initial status stage (Open, but not Authorized), the system displays an error message.

Job

Specify the job if the equipment is required for a specific job. If you create indirect requisition lines with jobs defined at the line level, you can modify the value of Job here; however, you cannot update the line level job.

When routing, the system uses the requisition approval group defined for the job you specify here first; otherwise, it uses the requisition approval group of the header project. When the requisition approval group for the job does not have a high enough spending limit, the system displays an error.

Modifying the Project or Job can trigger a requisition re-route process; the logic depends on the Re-Approval settings in **Purchase Requisition Control**. For more information on the re-route process, refer to .

Charge Type

Select the charge type for the EAM project accounting. The options are:

- Expense. Associated with maintenance and plant work or other organizational activities.
- Capital. Related to new equipment acquisitions and installations.

  This value is related to the approval groups that will be assigned to the requisition and the expense limits each approver has.

  Note This value only displays for indirect items.

Accounting

Receive Type

Use the Receive Type to specify how the item requested will be received. You can specify this value on the header and at line level, depending on what items you are ordering. If you are charging the purchase to a work order, equipment, and so on, you see different options at line level.

- Inventory. This is the default. If receive type is Inventory, the item is an inventory item in the item master or EAM parts table. If there are no associated charges on the requisition, the item is received into inventory until it is needed in a manufacturing process or for maintenance. The inventory charge accounting is used for the item. These GL accounts are either specified in the EAM part record or are defaulted from the EE item or EE product line or EE domain account control file for the purchases entry.

  Once an item is pulled out of inventory and used, other accounting transactions charge the items to the process or department that consumed the inventory.
- Memo. The item is not received into inventory and the cost of the item is charged directly to the accounts specified. In EE, you can store items in the item master of type M. These are items ordered regularly but are not kept in inventory or charged to the inventory accounting. These memo items are charged directly to the accounting components listed.

  In EAM, if a requisition is charged to a work order, equipment, stores requisition, rebuild, or project; the parts are not received into inventory but are used immediately for the equipment repair or work order, for example, and the charges are made directly to the work order or equipment.
  When you update the Job field for an EAM requisition line, the system defaults the account value from the accounting fields of the job entered in the line first, if available; then, from the accounting fields from the project. You must enter an account

when a valid job is entered in the line and a project is entered in the header; otherwise, an error displays.

- Sub-Contract. This option is available for direct and indirect requisitions whether or EAM is enabled. Similar to the memo receive type, a different set of accounting is used that is specific to subcontract projects with outside partners. This is available with different charges, such as work order, equipment, and so on. This option results in a Sub-Contract panel that is visible at the line level for direct or indirect requisitions that do not use EAM.

Expense Site

The Expense Site carries the charges associated with requisition and purchase of indirect procurements. If you want a different site other than the source site to undertake the charges of indirect procurement, you can specify the Expense site.

Expense Site is only visible for indirect requisitions received as a Memo or a Subcontract when EAM is enabled.

You should ensure that the Expense Site and the Source Site belong to the same entity within the same domain where you enter the requisition and PO; otherwise, an error displays.

When you specify the details of the Asset Work Order, Equipment, Job, or the Project in the Charges panel, the system retrieves the Expense site from the charges record, populates and disables editing.

Account/Sub-Account/Cost Center

For information, refer to the online help for Requisition Accounting and Receive Type Defaulting on page 4366.

Department

Enter the department for this requisition. Department is only visible when for an indirect requisition with EAM enabled.

Lines

Use the Lines grid to add or update the items that you want to purchase. Note the following when editing lines:

- The grid is for quick entry. Go to the Lines Detail form to enter more specific information.
- When you enter a new line item, be sure to enter the Quantity Requested *before* you enter Unit Price. Otherwise, the system resets Unit Price to the default value when you enter Quantity Requested.

Next Line

Click Next Line to save current line updates and to open the next line for editing. If the last line is open for editing, Next Line adds a new line and opens for line editing.

Done

Click Done to save the current line and to exit line entry.

Cancel

Click Cancel to end line entry on the current line. Changes to the current or new line are not saved.

Total Price

The total cost of the requisition lines are displayed below the lines grid. The total cost is calculated with respect to unit price of the item.

Base Total Price

The base total cost of the requisition lines are displayed below the lines grid. The base cost is cost of the item without any additional charges. The base total cost is calculated with respect to unit price of the item.

Maximum Total Price

Displays the calculated maximum total price of all the requisition lines in the supplier's currency. The system uses the **Maximum Unit Price** entered in the grid to calculate the **Maximum Total Price**.

Maximum Base Total Price

Displays the calculated maximum base total price of all the requisition lines in the base currency. The system uses the **Maximum Unit Price** entered in the grid to calculate the **Maximum Base Total Price**.

Approval Status

Use the Approval Status panel to check the list of approvers and the current approver of the requisition.

Two options display preconfigured data: Approval Group and Routed To.

A grid displays data about the approver ID name; delegated approver; and remarks, including the type, action, date, and time.

The Type field in the grid displays the type of approver according to the routing setup.

Note For information on setups, refer to the *Enterprise Asset Management User Guide* or to the GRS information in the *QAD Purchasing User Guide*.

Notes

Use the Notes panel to enter more information about the requisition header. You can either enter text for one or more notes manually in a grid, or click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on. Notes are copied to the PO header, and option settings are preserved.

From the Details view, click Options to control which types of printed documents include notes text:

- Purchase orders (default)
- PO receipts
- Return to supplier order (cleared by default)
- Forward as Approval requisition (when selected, the notes of the requisition header populate the Requisition Approvals Notes grid for revision).

Buttons in the Top Toolbar

Stored Views

An out-of-the-box stored view called Quick View is configured for quick requisition entry. It only shows a subset of the requisition browse columns and requisition form panels and fields that are most common for the quick entry scenario. You can configure the default Quick View and save your personalizations as a new stored view.

New

Click New to create a new requisition.

Delete

Click the Delete button to delete the requisition. The Delete action is only available when you are logged in as one of the following:

- Requester: The user ID of the person who is requesting the items.
- Entered by: The user ID of the person who enters the requisition into the system; this is assigned automatically by the system based on the signed-in user.
- Current route to: The user ID to whom the requisition is currently routed for approval. Based on the requisition type and EAM enable settings, only the following types of requisitions can be deleted while in the approval process (the approval status is routing):
  - Direct and indirect types when EAM is disabled.
  - Only direct type when EAM is enabled.

Requisitions can only be deleted when they are not in routing in the approval process, the requisition is authorized, and none of the requisition lines are linked to a purchase order; or, if a few lines are linked to the purchase order, then authorized lines not linked to purchase orders should be deleted from the Lines grid or Details form. Outside of that, it is up to the buyer and requester to communicate if a requisition should not be placed on a purchase order.

Actions

- **Close Requisition**

  Choose this action to close the requisition. The Close action is only available if the logged-in user is among the list of users as described for the Delete on page 4350 action.
  The requisition status must be planned. The requisition can also be closed if any requisition lines are partially linked to a purchase order.
  When the requisition is closed, all options on the requisition are disabled and the requisition status is changed to Closed. The requisition Summary indicates that no further action is required for the requisition.

- **Cancel Requisition**

  Choose this action to cancel the requisition. The Cancel action is only available if the logged-in user is among the list of users as described for the Delete on page 4350 action.
  The requisition status must be equal to Planned, cannot be in the approval process (approval status is not equal to Routing), and cannot be linked to the purchase orders.
  When the requisition is canceled, all options on the requisition are disabled, the requisition status is changed to Canceled, and the requisition Summary displays a message informing you that the requisition has been canceled. Modification is not allowed.

- **Copy Requisition**

  Choose this action to copy the selected requisition. The Copy action presents a form with a Main anel with an Options subpanel and a Lines panel with a grid for the requisition lines to copy. The Main panel presents some options that are available in the Main panel of **Requisitions**. You can change some of the options. The Options subpanel contains two options to copy the attachments and to copy notes. The system creates a new requisition from the copied data when you click Submit.

- **Route Requisition**

  Choose this action to bulk route selected requisitions. The action presents a form with selected criteria that also displays requisitions returned and required criteria. An Additional Criteria subpanel displays options to choose Direct or Indirect requisitions. Click Search to find requisitions that match criteria. Requisitions that satisfy criteria display in the Requisitions to Route grid. Click the Simulate button to simulate the route; click the Route button to route the selected requisitions.

Buttons at the End of the Screen

Route

When Confirm Approver on Route is selected in **Purchase Requisition Control**:

- When you click Route, the Route Requisition confirmation pop-up displays with the list of applicable approvers/reviewers. The entered-by user can select the approver/reviewer to route to first. The approver selected in the pop-up displays in the Routed to option.
- When the entered-by user is a required approver/reviewer and other required approvers/reviewers exist, the entered-by user is not displayed in the Route Requisition confirmation pop-up, letting you select other approvers/reviewers from the list. When you click Continue, the system updates the approve action against the entered-by approver and routes the requisition to the approver selected in the pop-up
- For Auto-approve requisition scenarios, the Route Requisition confirmation pop-up does not display.
- For an entered-by user who is an alternate approver/ administrative approver and approvals are required (Approval Required/Review Required Requisition are selected in .NET UI Accounting Control), the original approver displays in the Route Requisition confirmation pop-up. When you click Continue, the approver selected in the pop-up displays in the Routed To field, routing action begins, and auto-approve actions should not be logged for the original approver in the Approval Status grid.
- Applicable only for direct/indirect requisitions when EAM is not enabled. For an indirect requisition when EAM is enabled, the system always routes automatically and there is no option to select an approver the first time the requisition is routed for approval.

When Confirm Approver on Route is not selected in **Purchase Requisition Control**, requisitions are automatically routed to the approver based on Route-To Calculations on page 4395.

When a requisition is routed for approval, the requisition screen is disabled, preventing document modification. Also:

- The Save and Cancel buttons are disabled.
- The Submit button is hidden and the Stop Route button becomes visible and enabled for indirect requisitions when EAM is enabled.
- The Submit button is hidden and the Stop Route button becomes visible and enabled.

- A message at the top of the requisition entry screen informs you that the requisition has been routed for approval.
- The Delete and Edit buttons in the top toolbar are hidden and disabled.
- Approval group and approval status table are populated on the requisition with approval information.

Stop Route

Note The Stop Route button is available only on indirect requisitions for EAM MRO items.

Click the Stop Route button to stop the requisition approval process and to make the requisition editable again. The requisition is no longer visible in the Requisition Approval by User browse or in the QAD Web UI Inbox/QAD Action Center app.

- The action button visible at the bottom of the form is the Route button.
- The Save and Cancel buttons are enabled again.
- The Edit and Delete buttons are enabled again. (Requisitions can be deleted until sent to purchasing.)
- The Requisition has been routed for Approval message is removed from the top of the screen.
- The requisition status (displayed in the Summary panel) does not change.
- The Approval Group field and approval grid are again blank since approval routing must be restarted at this time in the process.
- When you click the Route button a second time, the approval process starts again. When the requisition is rerouted to the approval process, a new routing iteration is created and becomes visible in the Requisition Approval screen. The approval status grid is repopulated with the second (new) approval group. The Requisition screen is in “routing” state—buttons are disabled, the “routed” message is displayed, and the screen becomes read only.
- The system sends a notification email to the current route-to user indicating that the requester has stopped routing and that no action is required
- Only for indirect requisitions for EAM MRO items, an internal EAM notification is sent to the next approver if the person is NOT a QAD Web UI user.

Save

Click Save to save your changes to the requisition. Click the triangular part of the button and select Save & Next to save and close the current requisition and to display the next available requisition from the browse.

If you are in the last requisition, the system creates a new requisition record.

Cancel

Click Cancel to cancel any changes that you have made since the last save. The system prompts you to confirm.

Notes

When notes are entered on requisitions headers, they are visible in the Requisition Approvals by User record.

Notes on the header and lines are copied to the PO header and lines, along with the options settings. The options settings can be updated on the PO, as needed.

Line Details Summary

Requisition Number

Displays the requisition number, which defaults from the requisition header.

Line

Displays the number of the selected requisition line.

Line Status

Displays the status of the selected requisition line.

For indirect lines when EAM is enabled, the options are:

- Open. The line has been added to a requisition during the approval process.
- Canceled. The line was canceled in EAM.

For direct requisition lines and indirect lines when EAM is not enabled, the options are:

- Open. The line has been added to a requisition during the approval process.
- Closed. The authorized requisition line has been added to a PO document.

Line Total Price

Displays the calculated cost of the selected requisition line in the supplier’s currency.

Line Maximum Total Price

Displays the calculated maximum total price of the selected requisition line in the supplier’s currency. The system uses the **Maximum Unit Price** entered in the Main panel to calculate the **Line Maximum Total Price**.

Requisition Total Price

Displays the calculated total cost of the requisition in the requisition document currency, as defined in the header.

Item

Displays the item requested on the selected line. If the item entered exists in a blanket order, the system displays a warning message when you save the requisition line. When the item entered exists in an authorized, active indirect Supplier Price Agreement, the system displays an error message when you save the requisition line.

Line Details Buttons in the Toolbar

New

Click New to create a new line for the requisition.

Delete

Click the Delete button to delete the requisition line. The Delete action is only available if the logged-in user is among the list of users as described for the Delete button in Buttons in the Top Toolbar on page 4345.

Requisition lines can only be deleted when they are not routing in the approval process and have not been authorized for purchase.

Actions:

- **Close Line**

  Select this option to close a line. The Close Line action is only available if the logged-in user is among the list of users as described for the Delete button in Buttons in the Top Toolbar on page 4345.
  The line status must be Open (requisition status is Planned) and the line should not be in the approval process (approval status is not Routing).
  The system informs you that you are closing the line and prompts you to continue with the close. When you select Continue, the system closes the line. When you have not saved the line, the system first saves the line. Select Cancel to cancel the close.
  When you make modifications in the Details panels and then select the Close Line action, the system prompts you to save your modifications in the Continue dialog box. When you select Yes, the modifications are saved before closing the line.
  When the Close completes, the system displays the Closed status in the Line Summary.
  When all lines on a requisition are closed, the requisition is closed. All options on the requisition are disabled, the requisition status is changed to Closed, and the requisition Summary displays that no further action is required for the requisition.

- **Cancel Line**

  Select this option to cancel a line. The Cancel Line action is only available if the logged-in user is among the list of users as described for the Delete button in Buttons in the Top Toolbar on page 4345.
  The line status must be Open (requisition status is Planned) and the line should not be in the approval process (approval status is not equal to Routing) and not be linked to a purchase order.
  The system informs you that you are canceling the line and prompts you to continue with the cancel. When you select Continue, the system cancels the line. When you have not saved the line, the system first saves the line.
  When you make modifications in the Details panels, then, select the Cancel Line action, the system prompts you to save your modifications in the Continue dialog box. When you select Yes, the modifications are saved before canceling the line.
  When the Cancel completes, the system displays the Canceled status in the Line Summary. When some lines on a requisition are closed and canceled, the Requisition is closed; otherwise, if all lines are canceled, the requisition is canceled. All options on the requisition are disabled, the requisition status is changed to Closed/Canceled, and the requisition Summary displays that no further action is required for the requisition. You cannot make modifications.

- **Reopen Line**

  Use this action to reopen a requisition line that was canceled or closed. When the requisition line is planned, this action is disabled. When you select a line that is open and you select the Reopen action for the line, the system displays an error message. After the requisition line is reopened, the system changes the requisition line status to Open (from canceled or closed). If the requisition status is closed or canceled, after one requisition line is reopened, the requisition status is changed to planned.

Main (Lines)

Line

Enter a unique identifier for each line of the requisition. Press Enter to create a new line number. The line number is used to identify individual requisition lines during the review, approval, and purchase order process. The line number limit is 1-999.

Site

This value defaults from the header. The ability to update the site for individual line times depends on the value of Single Site Requisition in **Purchase Requisition Control**. You can only update the line-level site when Single Site Requisition is not selected.

Note The Site field is mapped to the EAM line record Source Site and is duplicated in the EAM record Expense Site, which displays for information only in the QAD Web UI.

Item

Enter the catalog or stock identifier used for the inventory system. For memo item purchases, enter a brief description of the item being purchased. For other purchases, enter the item number from the item master.

Note The Item field has a conditional lookup. On an indirect requisition line for an EAM MRO item, EAM parts are available for selection. If it is a direct requisition flow, EE items are available for selection.

Item Description

Displays the item description from the EE Item Master table or the EAM Inventory table. You can update this field in the QAD Web UI and your change remains in place throughout the purchasing work flow. For memo items, enter a description of the item. (EE memo items may exist in the Item Master, depending on the value of Memo Order Type.)

Quantity Requested

Enter the quantity requested of the item.

Quantity Received

Enter the quantity received of the item.

Quantity Returned

Enter the quantity returned of the item.

Open Quantity

The open quantity, which is the quantity requested - quantity ordered.

UM

The unit of measure for the item.

Note When you create lines for non-existing items (ad hoc items), the system defaults the UM from the Non-Stock UM option in **Purchasing Control** in both the lines grid and the Details panel.

Supplier Item

If the item has been defined in **Supplier Items** or in the Inventory Vendor Parts table in EAM, the system displays the supplier’s item number in this field so that it can be referenced on the purchase order.

Note You can only update the supplier item for a new line when EAM is disabled.

When the value you enter for Supplier Item for a new line is from **Supplier Items**, Item is not entered, and Supplier is specified, the

system defaults the Item, Item Description, UM, Supplier Quote Price (if applicable based on the Supplier Quote Quantity from **Supplier Items**), and other item-related fields from the Supplier Items record. Additionally, the Manufacturer and Manufacturer Item in the Details grid also default from Supplier Items data.

Supplier

Optionally, enter the supplier of this item. Otherwise, the buyer selects a supplier when placing the requisition line on a purchase order. You cannot update the supplier for an indirect requisition line when EAM is enabled.

Modifying the Supplier value can trigger a requisition re-route; the logic depends on the Re-Approval settings in **Purchase Requisition Control**. For more information on the re-route process, refer to .

Price List

This value defaults from the header but can be changed for each line item.

This field is mandatory in both the Lines grid and the Line Details when Price Table Required is selected in **Purchasing Control**. You must enter a valid price list from **Supplier Price Lists** when EAM is disabled and you are entering data for either a direct or indirect requisition or when EAM is enabled and you enter data for a direct requisition; otherwise, the system displays an error when you do not enter a valid price list or leave it blank when you save line data.

When EAM is enabled and you enter data for an indirect requisition, Price List is not mandatory, even if Price Table Required is selected in **Purchasing Control**. The price list functionality is not supported for EAM items.

The system also validates that the values in item/product line, UM, supplier, and currency are valid for the price list specified on the line when you save.

The price list is valid when:

- The Price by PO Line Due Date option is selected in **Purchasing Control** and the requisition line due date falls within the start and expiration dates of the supplier price list definition.
- The Price by PO Line Due Date is not selected and the requisition date falls within the start and expiration dates of the supplier price list definition.

Discount List

This value defaults from the header but can be changed for each line item.

This field is mandatory in both the Lines grid and the Line Details when Discrete Discount Table Required is selected in **Purchasing Control**.

You must enter a valid discount table from **Supplier Price Lists** when EAM is disabled and you are entering data for either a direct or indirect requisition or when EAM is enabled and you enter data for a direct requisitions; otherwise, the system displays an error when you do not enter a valid discount table or leave it blank when you save line data.

When EAM is enabled and you enter data for an indirect requisition, the discount table is not mandatory even when Discrete Discount Table Required is selected in **Purchasing Control**. The price list functionality is not supported for EAM items.

The system also validates that the values in item, product line, UM, supplier, and currency are valid for the discount table specified for the line when you save.

The discount list is valid when:

- The Price by PO Line Due Date option is selected in **Purchasing Control** and the requisition line due date falls within the start and expiration dates of the supplier discount table definition.
- The Price by PO Line Due Date is not selected and the requisition date falls within the start and expiration dates of the supplier discount table definition.

Unit Price

Note When you enter a new line item, be sure to enter Quantity Requested *before* you enter Unit Price. Otherwise, the system resets Unit Price to the default value when you enter Quantity Requested.

Enter the price from the associated price list or discount table. The system uses this information to calculate the extended cost of the line item. You cannot enter a negative Unit Price in the Order Lines Grid and in the Lines Details form.

When negative values exist for a price list (Amount type is set to List Price) or a Discount Table (Amount type is set to Price) in **Supplier Price List**, the value does not default to the unit price, even when a price list/discount table applies. In this case, the price defaults from **Supplier Items** or **Items**. When the price list (Amount type is set to List Price) is set up with positive values but the Price Table List Price Minimum and Maximum both have negative values in **Supplier Price List**, the system defaults the value to the unit price when the price list applies.

Defaulting logic for Unit Price is as follows:

For EE items

1. If a supplier price list is provided (Amount type is set to List Price), the system defaults the Price table list price to the Unit Price field only if:

- The currency, price list, item number, and unit of measure of the supplier price list matches with the requisition line; or
- The currency, price list, and item number of the supplier price list matches with the requisition line; OR
- The currency, price list, and product line (with item number blank) of the supplier price list matches with the requisition line; or
- The currency and price list (with product line and item number blank) of the supplier price list matches with the requisition line; and
- The supplier price list is effective for the requisition date.

2. If a supplier price list is not provided or is not applicable, the system defaults the quote price from **Supplier Items**, if available for the item and supplier provided.
3. If the quote price is 0 (zero) in **Supplier Items**, the system defaults the Material Cost of This Level available in **Items**.

   Note When the Unit Cost is defaulted from the GL Cost (This Material Level) and the requisition currency is different from the base currency, the unit cost is converted using the exchange rate specified in the requisition header.

For EAM parts

- If a vendor part price schedule specified in the Vendor Part submenu matches the requisition information, this unit cost value should be used.
- If no vendor price schedule exists, the system should populate the unit cost with the last price in the same requisition currency charged for this part from the vendor.
- If no price schedule or last price in the requisition currency exists, the system uses the EAM Part unit cost.

Note When you create a new requisition line, and Price by PO Line Due Date is selected in **Purchasing Control**, EAM is enabled, and the line is for an indirect requisition, the requisition line unit price calculations (including discount %) use the requisition date (not the requisition line due date) to determine if the item cost, vendor parts unit cost, or the discount % apply to the requisition line.

Disc %

This value defaults from the header, but you can change it for each line item.

Note For indirect requisitions for EAM MRO items, EAM does not currently support discount percentages in cost calculations. If this is used, the requisition should only be maintained in the QAD Web UI.

Use Maximum Unit Price

The maximum unit price is an extended tolerance amount for the requisition line if the price changes due to exchange rate, inflation and market situation. You can use the maximum unit price to increase the unit price for the requisition to avoid Out-of-tolerance rejections and all the related process. Enable the **Use Maximum Unit Price** check-box to use the maximum unit price for requisition line calculations.

Note

When **Prohibit changes to Approved Requisitions** is enabled in the **Purchase Requisition Control** and Requisition approval status is **Authorized** then the **Maximum Unit Price** field and the **Use Maximum Unit Price** checkbox are disabled and cannot be edited.

Maximum Unit Price

Enabled only when the **Use Maximum Unit Price** field is checked. Enter the maximum unit price for the requisition line. The system uses the maximum unit price to calculate Line Maximum Total Price displayed on the lines details summary.

Quantity Ordered

This reference field displays the actual quantity ordered. The default is zero. When all or part of a requisition line-item quantity is placed on a purchase order, the quantity is reflected in this field.

Quantity Received

When the requisition is for consigned inventory, this reference field displays the quantity received. The default is zero. When all or part of a requisition line-item quantity is placed on a purchase order, the quantity is reflected in this field. T

Quantity Returned

When the requisition is for consigned inventory, this reference field displays the quantity returned. The default is zero. When all or part of a requisition line-item quantity is placed on a purchase order, the quantity is reflected in this field.

PO Number

When the requisition is for an indirect (EAM) item, this option lets you enter the related purchase order ID for the requisition. When the option is enabled, you can specify an open or pending purchase order number or use the lookup to find an open or pending PO number. When the PO does not have an open or pending status, the system displays an error message.

When a PO is already created for the requisition line and the PO you enter here is not the PO for the line, the system displays a message, informing you that the requisition line is already placed on another PO.

When a requisition line is on a PO, you cannot delete the PO number here.

You can create a new PO number in this option. When you create a new PO number, note the following:

- The system uses the number you create here as the default number when you use the Release to PO action from the **Requisition Lines** hybrid browse.
- When you create a new PO here for an existing EAM requisition, and the Purchase Order field in the requisition line grid is empty, the system auto-fills the Purchase Order field after you save.
- When you create a new PO here using an existing EAM requisition, and the Purchase Order field in the requisition line grid is specified, the system checks whether:
  - The PO number in the grid is different from the one you entered here.
  - The PO specified in the requisition line is not created yet.
  - The requisition line has not been placed on the PO yet.

  When any of these conditions exist, the system informs you that the PO number specified for the requisition line is different than the one you enter here and prompts you to continue. When you respond Yes, the system saves the PO and updates the PO number in the requisition line's Purchase Order field with the current PO number. When you respond No, the system cancels the PO creation process.
- When a PO line is linked to an indirect EAM requisition, the system updates the Purchase Order field of the related requisition line to blank after you save the PO.
- When a requisition line has a supplier that differs from the one on the specified PO number, the system displays an error message when you save the requisition line and when you add the requisition line via the Release To Purchase Order Action or to Purchase Orders.

Approval Status

The system displays the approval status of this requisition line.

Sourcing Status

Sourcing status is by default read-only and displays the status of the last sourcing request related to the requisition line items.

Item Details (Lines)

Item Revision

Enter a code that represents the revision level of the line item. Revision defaults from item master data, but you can change it, as needed. The

entry in this field is copied from the approved requisition line into the same-named field on the purchase order.

Revision Date

Specify the date that the line item revision level is effective. The default is blank.

Location

Specify the location codes associated with the item.

UM Conversion

The system calculates and displays a value in this field, based on the unit of measure (UM) specified for the line item.

- If the line-item UM is the same as the item master UM, a value of 1.0000 displays.
- If the line-item UM is not the item master UM, the system looks for a conversion factor in Unit of Measure Maintenance (QAD .NET UI) and displays it. If none is found, a warning is displayed and the UM Conversion remains 1.0000. Adjust it manually.

You can only modify the conversion factor on a new line. You cannot modify the conversion factor for an EAM requisition line; when you try, an error displays here and when you save. Once a line has been saved, UM Conversion is display only.

Stock UM Quantity

This reference field displays the order quantity converted from the supplier's unit of measure to the unit of measure in which your company stocks this item.

Commodity

The commodity code associated with the item.

Single Lot

Specify whether each receipt requires a unique lot number. This information is copied onto the purchase order with the approved line item.

Supplier Item Details (Lines)

Manufacturer

If the supplier item master includes a manufacturer, it displays in this field.

Manufacturer Item

If the supplier item master includes the manufacturer's original item identifier, it displays in this field.

Requested By (Lines)

Requester

This represents the person who requested this item. It defaults from the requisition header.

If EAM is enabled and you create an MRO-type indirect requisition, the Requester field displays your EAM employee code. However, if EAM is not enabled and you create an indirect requisition, the Requester field displays your EE employee code.

For direct requisitions, the Requester field always displays the EE employee code, regardless of whether EAM is enabled.

Need Date

Displays the date on which the requested items are needed.

The date defaults from the header, when specified.

Entered By

This field is read only and displays the user ID of the current user.

Purchase (Lines)

Supplier

Displays the supplier that you specified in the main Purchase panel. You can change this value for requisitions in the EE flow but not for EAM MRO indirect requisition lines.

Contact/E-mail/Phone

Your company's main contact at the supplier organization, and that person's e-mail address and phone number, if recorded. These fields are read only and the values default from the supplier's business relation record, if you specify a supplier.

Currency

The currency code associated with the requisition; defaults from the header. You cannot update the field on the line level.

Due Date

The date on which the items are due to be received from the supplier, as defaulted from the requisition header.

When you create a new requisition line here (or in the Lines grid), and Price by PO Line Due Date is selected in **Purchasing Control** , EAM is enabled, and the line is for an indirect requisition, the requisition line unit price calculations (including discount %) uses Requisition Date (not Due Date) to determine if the item cost, vendor parts unit cost, or the discount % apply to the requisition line.

Note This feature is not supported for EAM items. Requisition Date is always used when selecting the unit price for an EAM item, regardless of the setting for the Due Date option.

Original Due Date

The original due date for the items, as defaulted from the requisition header.

Buyer

The buyer responsible for placing this requisition line on a purchase order; defaulting logic depends on the setting of Enforce Buyer to Line in **Purchase Requisition Control**.

- When Enforce Buyer to Line is selected, the line Buyer field defaults from the header. You cannot change it.
- When Enforce Buyer to Line is not selected, the system looks for a buyer specified for the supplier, then for the item, then for the commodity code. If no value is found, the system uses the buyer from the header.

  The field is enabled for editing only for an EAM item and you can modify it. The change of the buyer value can trigger a requisition re-route process; the logic depends on the Re-Approval settings in **Purchase Requisition Control**. For more information on the re-route process, refer to .

Ship-To

Displays the ship-to company address from the requisition header.

Consignment

Indicates if the requisition is for supplier consigned inventory and is read only.

For an indirect item requisition (EAM) with an inventory receive type, the box is selected and defaults from the Asset Management **Item Site Indirect** hybrid browse.

For a direct item requisition with an inventory receive type, the box is selected and defaults when the supplier on the requisition is set up in **Supplier & Item Consignment Settings**. When the supplier is blank in **Supplier & Item Consignment Settings**, this field is not selected. This logic also applies when you add, change, or remove a supplier on an existing requisition.

When the receive type is not set to inventory (for example, when set to Memo or Subcontract), the box is not selected.

When you add a requisition for consigned inventory to a Purchase Order, the PO grid and PO Details panel also display the Consignment checkbox as selected, and you cannot deselect the checkbox in the

Purchase Order function. Additional fields are populated in the PO line grid and PO details based on a consignment flow.

For additional information for GRS direct items, refer to the following:

- For an overview of Supplier Consignment in Purchasing, see Supplier Consignment Inventory on page 4851.
- For a workflow of Supplier Consignment in Purchasing, see Supplier Consignment Workflow on page 4853 .
- For a supplier consignment setup flow in Purchasing, see Supplier Consignment Planning and Setup on page 4856.
- For supplier consignment descriptions with the **Purchase Orders** hybrid browse, see Purchase Order Entry on page 4472.

For additional information for Enterprise Asset Management indirect items. refer to the following:

- For an overview of Supplier Consignment in Asset Management, see EAM Supplier Consignment on page 5398.
- For a workflow of Supplier Consignment in Asset Management, see EAM Consignment Flow on page 5399 .
- For a supplier consignment setup flow in Asset Management, see EAM Consignment Setup Flow on page 5400.
- For supplier consignment descriptions with the Purchase Orders hybrid browse, see the link above for direct items in Purchase Orders.

Charges (Lines)

The Charges Panel displays various fields for information only. Some values can be updated on the line level.

Work Order (Lines)

This subpanel only displays for indirect requisitions for EAM MRO items.

Work Order/Stores Req

If applicable, displays the work order and stores requisition values, which default from the Charges panel in the main Requisition Entry screen.

Equipment (Lines)

This subpanel only displays for indirect requisitions for EAM MRO items.

Equipment/System/Assembly

If applicable, displays the equipment, system code, and assembly code values, which default from the Charges panel in the main Requisition Entry screen.

Rebuild (Lines)

This subpanel only displays for indirect requisitions for EAM MRO items.

Rotable Part/Serial Number/Rebuild

If applicable, displays the rotable part, serial number, and rebuild values, which default from the Charges panel in the main Requisition Entry screen.

Project (Lines)

This subpanel displays for both direct and indirect requisitions.

Project/Job/Charge Type

If applicable, displays the project, job, and charge type values, which default from the Project panel in the main Requisition Entry screen.

Note When EAM requisition lines exist with a Job and Project previously selected, you cannot change the Project.

Job

When you specify a valid project (EAM) in the header for a requisition, this option is enabled, and the lookup displays the EAM jobs that are defined for the EAM project. When a project is in the header, you can enter a job (EAM) for the line when the parts for the line can be expensed at the job level.

Note Job entry at the line level is not enabled for non-EAM projects.

When you enter a valid job for an EAM requisition line, the system:

- Copies the line-level Job and Charge Type values to the same-named options in the header when you enter a line job for the first time and the header Job field is blank.
- Defaults the accounting fields first from the job accounting fields, if applicable, then from the project accounting fields.
- Sets Receive Type to Memo. You can manually change the Receive Type to Subcontract, but not to Inventory.
- Updates job cost analysis. The system increases the line total cost for both Unauthorized Purchases (Cost) and Planned Expense - Material (Cost Analysis).

When you enter a job (EAM), the system displays an error when:

- The Spend at this Level option is not selected for the job but Use Allocations and Spend at this Level are selected for the header project. In this case, you cannot charge to the job.

- There are no accounts defined.

You cannot route a requisition when the requisition lines total cost exceeds the job's Net Available Funding estimate for the line.

Modifying the Job can trigger a requisition re-route process; the logic depends on the Re-Approval settings in **Purchase Requisition Control**. For more information on the re-route process, refer to.

Charge Type

Select the charge type for EAM project accounting. Choose from:

- Expense: Associated with maintenance and plant work or other organizational activities.
- Capital: Related to new equipment acquisitions and installations.

This value is related to the approval groups to be assigned to the requisition and the expense limits of each approver.

Note This value only displays for indirect items.

Subcontract (Lines)

In some manufacturing environments, specific operations or processes may be outsourced to a supplier or subcontractor. This panel displays for a direct requisition. Buyers can enter data in this panel.

Receive Type

This read-only option displays how the item requested will be received; the information is that same as the Receive Type in the Accounting panel.

Production Order

Enter a valid production order associated with the line item or use the lookup to select it.

ID

Specify a unique production order lot ID associated with a line item or use the lookup to select it. When a buyer selects an ID that is linked to a production order, the system populates the Work Order ID field in the production order.

When you enter Production Order and ID values that are not for the line item, the system displays an error message both here and when you save.

Operation

Enter the production order routing operation number associated with the work order or use the lookup to select it. When you enter an Operation that is not for the work order routing of the production order entered, the system displays an error message both here and when you save.

Subcontract Type

Optionally, specify the subcontract type, which describes the type of operation performed by the subcontractor or use the lookup to select it. Subcontract types are defined in Generalized Codes.

Accounting (Lines)

Receive Type

This field specifies how the requested item is received. It defaults from the Charge Account panel in the main Requisition Entry screen.

- Inventory
- Memo: When Receive type is Memo, Memo Order Type displays beside the Receive Type. Memo Order Type is retrieved from the Item-Site Inventory Exceptions or Item Inventory panel.
- Subcontract

  Note This field is available for direct and indirect lines when you are not using EAM. However, when EAM is enabled, Receive Type is not available for indirect requisitions for EAM MRO items.

Expense Site

The Expense Site carries the charges associated with requisition and purchase of indirect procurements.

The **Expense Site** is only visible for indirect requisitions lines received as a Memo or a Subcontract when EAM is enabled. It is by default disabled in requisition lines as it is retrieved from the requisition in which the line is created.

When a Requisition has a single line, the Expense Site of the Job in that line is updated in the header and the line.

When a Requisition has multiple lines and includes both Project and Job details at the header, the Expense Site of the Job in a Requisition Line must align with the Expense Site in the header; otherwise, an error message displays.

Account

Enter the expense account, sub-account, and cost center for this requisition line.

- Account is only editable for EE flow requisitions. For indirect requisitions for EAM MRO items, you can only edit accounting information on the header.
- Sub-account and cost center are not editable on any requisitions.

For more information, refer to the Accounting on page 4342 section of this help.

Department

Enter the department for this requisition line. The Department field is only visible for indirect requisitions when EAM is enabled.

Category

This option is applicable to indirect requisitions that do not use EAM. For other types of requisitions, the option is blank or hidden in the grid or Details form. It is added to the line grid after Accounting details or in the Accounting panel of the Details form. Note the following:

- The value defaults based on the Line Account and Sub-Account values.
- When you select to route the requisition, horizontal approvers are selected based on the category, the sub-account, and cost center at the line level.
- When an indirect requisition is in routing, the approvers can modify the Category value at the line level; the updated approver displays when you save the requisition.
- Warnings and errors can display when the Category value you enter is not linked to the Account or Sub-Account or you enter an invalid category.

Notes (Lines)

Use the Notes panel to enter more information about the requisition line. You can either enter text for one or more notes manually in a grid, or click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on. Notes are copied to the PO line, and option settings are preserved.

From the Details view, click Options to control which types of printed documents include notes text:

- Purchase Order; selected by default
- PO Receipts
- Return to Supplier; cleared by default
- Forward as Approver Note

Notes for Approvers

Requisition approvers can view the Notes in an Entered By user's requisitions in two ways:

- Selecting the requisition in **Requisition Approvals** to edit; then, maneuvering to the Notes.
- Through the approver's Inbox in the Web UI screen

The Entered-By user can add the approver text information for a requisition to be approved by completing the following steps:

1. Select Details in the Notes panel.
2. Enter text in the Text box, then select Save.
3. In the Notes toolbar, select Options.
4. Select the Forward as Approval Note option.

Once the note text is entered and saved in the requisition, the approver can view the notes in the Inbox in the Web UI interface by selecting the Inbox, then, | Task | Requisition Approval.

Requisition Accounting and Receive Type Defaulting

General Considerations

The behavior of accounting-related lookups is as follows:

- Account lookup displays and validates against EE Account values.
- Cost Center lookup displays and validates against EE CC values.
- Sub-Account lookup displays and validates against EE Sub-Accounts.
- Project lookup displays EE Projects.

Note When you input the **Expense Site** for indirect receive type items, Account, Sub-account, Cost Center (CC), and Project details are defaulted and validated from EAM.

The expectation is that EAM downloads all EE Accounts, Sub-Accounts, Cost Centers, and Projects to have consistency between EAM and EE, and that there is no problem saving requisition records in EAM.

Regarding validations, EE GL validations are always run for purchase accounting information (Receive Type = Memo or Subcontract). For cases where an EAM project is entered, both the EE GL validations and the EAM Project Accounting validations are run. When EAM project expense validations are removed in a future release, to achieve a similar effect, it will be necessary to set up GL Masks in EE for the Project Code.

Accounting defaulting for Requisitions has been developed with the following Web UI **Purchase Requisitions Control** settings:

- Enforce Header Charges to Line = Yes
- Enforce Header Charges to Line = Yes
- Enforce Cost Center to Line = Yes

EE to QAD Web UI Mapping

Receive Type values in QAD Web UI map to EAM settings in the following ways:

- Inventory → EAM Auto-Issue = False
- Memo → EAM Auto-Issue = True
- Subcontract → EAM Auto-Issue = True and Contractor = True

Defaulting Details

Requisition Header

	Receive Type		
Scenario	**Inventory**	**Memo**	**Subcontract**
Case 1: Order with no charges	**Default Receive Type = Inventory** EE Flow • Accounting Default: No defaulting available • Field States: Accounting fields are editable EAM • Accounting Default: ◦ Acct/Sub Acct/Cost Center from Sites (EAM) | Sites | Purchase Order | PO Receipt Default - Debit | Stock Acct No/Stock Sub Acct/Stock CC for Receive Type Inventory. ◦ Acct/Sub Acct/Cost Center from Sites (EAM) | Sites | Purchase Order | PO Receipt Default - Debit | NStock Acct No/NStock Sub Acct/NStock CC for Receive Type Memo If Acct/Sub Acct/Cost Center combination is provided, the system validates GL. If only Sub Acct and/or Cost Center is provided, GL validation is skipped. • Field States: Accounting fields are editable.		EE Flow Accounting Default: N/A EAM Accounting Default: Same as Inventory/Memo logic
Case 2: Order charged to a Project (EE Flows)	Accounting Default: Same as Memo logic **Note** The default receive type is Inventory.	**Default Receive Type: Memo** Accounting Default: No defaulting available.	N/A

	Receive Type		
Scenario	**Inventory**	**Memo**	**Subcontract**
	This has been changed in Web UI to stay consistent with the EAM Project scenario (Case 3, below).	Field States: Accounting fields are editable.	
Case 3: Order charged to an EAM Project (EAM Flow)	N/A	**Default Receive Type: Memo** Accounting Default: Default primary account information from the EAM Project definition Field States: Accounting fields are editable.	
Case 4: Order charged to an EAM Project Job (EAM Flow)	N/A	**Default Receive Type: Memo** Accounting Default: • Default primary account information from the EAM Job definition, if available, or • Keep EAM Project primary account information Field States: Accounting fields are editable.	
Case 5: Order charged to EAM Maintenance Order (Work Order)	N/A	**Default Receive Type: Memo** Accounting Default: Default the Matl Acct No, Sub Acct No, Cost Center, and Project/Job from Work Order | Detail Field States: Accounting fields are disabled	Accounting Default: Default the Cont Acct No, Sub Acct No, Cost Center, and Project/Job from the Work Order | Detail Field States: Accounting fields are disabled.
Case 6: Order charged to EAM Maintenance Order (Work	N/A	**Default Receive Type: Memo** Accounting Default:	N/A

	Receive Type		
Scenario	**Inventory**	**Memo**	**Subcontract**
Order) with Rebuild		Defaulted from WO Rebuild Accounting information (WO | Codes | Rebuild) Field States: Accounting fields are editable.	
Case 7: Order charged to EAM Equipment	N/A **Note** Although EAM allows users to receive items charged to EAM equipment to inventory, this can lead to data issues. It is not allowed in .	**Default Receive Type: Memo** Accounting Default: Default the Material Acct No, Material Sub Acct No, and Cost Center from Equipment | Detail Field States: Accounting fields are editable.	Accounting Default: Default the Contractor Acct No, Contractor Sub Acct No, and Cost Center from the Equipment | Detail Field States: Accounting fields are editable.
Case 8: Order charged to EAM Stores Requisition (No Work Order)	N/A	**Default Receive Type: Memo** Accounting Default: Default the Acct No, Sub Acct No, Cost Center, and Project/Job from Stores Requisition List | Expense Field States: Accounting fields are disabled.	
Case 9: Order charged to EAM Rebuild Location (No Work Order or Stores Requisition)	Not yet supported		
Case 10: Order Charged to EE Subcontract Production Order (Does not apply to EAM Items or	Not yet supported		

	Receive Type		
Scenario	**Inventory**	**Memo**	**Subcontract**
Ad Hoc Items - Error)			
Case 10: Order charged to the Expense Site	N/A	Accounting Default: Default the Acct No, Sub Acct No, Cost Center, and Department from Expense Site. Field States: • Acct field is editable • Sub Acct/Cost Center fields are disabled • Department field is editable. **Note** All Accounting panel fields are enabled if expense site is charged without any asset charges.	

Requisition Line

	Receive Type		
Scenario	**Inventory**	**Memo**	**Subcontract**
Case 1: EE/EAM Item Entered (No Charges)	**Default Receive Type = Header Receive Type** EE Items Accounting Default: • Sub Acct or Cost Center entered on Header are defaulted to line • Acct defaulted from Purchasing Account Maintenance | Purchases Account (if available), *or*	**Default Receive Type = Header Receive Type** EE Items Accounting Default: • Sub Acct or Cost Center entered on Header are defaulted to line • *a.1* Acct entered on Header is defaulted to line • *a.2* Acct defaulted from Purchasing	**Default Receive Type = Header Receive Type** EE Items Accounting Default: Not yet supported EAM Items Accounting Default: Same as Memo logic

	Receive Type		
Scenario	**Inventory**	**Memo**	**Subcontract**
	• Acct defaulted from Product Line Maintenance > Purchases Account Field States: • Acct field is editable • Sub Acct/ Cost Center fields are disabled EAM Items Accounting Default: • Inventory – Cost tab Inventory Account (if available), OR • Sites (EAM) – tab Purchase Order – PO Receipt Defaults Debit (if available), OR • Header accounting specified Field States: Accounting fields are disabled	Account Maintenance | Purchases Account (if available) • *a.3* Acct defaulted from Product Line Maintenance | Purchases Account Field States: • Acct field is editable • Sub Acct/ Cost Center fields are disabled EAM Items Accounting Default: • *b.1* Inventory | Accounts Submenu | Expense account for specific site (Pull in primary Accounts combination if available) ◦ Default Acct/Sub Acct/ Cost Center if applicable - If Sub Acct and/ or Cost	

	Receive Type		
Scenario	**Inventory**	**Memo**	**Subcontract**
		Center are defined at Header level then copy them - STOP ◦ If only Cost Center *or* nothing is available - CONTINUE • *b.2* EE Purchasing Account Maintenance (if available) or Product Line Maintenance - Purchase Acct/Sub Acct/Cost Center (If EAM Item has Product Line that is defined in EE) ◦ Default Acct/Sub Acct/Cost Center if available - If Sub Acct and/ or Cost Center are defined at Header	

	Receive Type		
Scenario	**Inventory**	**Memo**	**Subcontract**
		level then copy them - STOP ◦ If nothing is available - CONTINUE • *b.3* If Acct is not available in step b.2, then default the NStock Acct/Sub Acct/Cost Center from Sites | Purchase Order ◦ If Acct/ Sub Acct/ Cost Center are available then default; if Sub Acct and/ or Cost Center are defined at Header level then copy them - STOP ◦ If Cost Center was available	

	Receive Type		
Scenario	**Inventory**	**Memo**	**Subcontract**
		in step b.1, use step b.1 Cost Center - STOP • *b.4* Domain/ Account Control | Purchases Account ◦ Default Acct / Sub Acct / Cost Center if available - If Sub Acct and/ or Cost Center are defined at Header level then copy them Field States: Accounting fields are editable	
Case 2: EE Item w/ Memo Order Type <> blank and EAM Item w/ Auto-Issue = True (No Charges)	N/A ERROR: Memo items cannot have a receive type of Inventory **Note** you can change the receive type to Inventory for the EE case and some EAM cases. Best	**Default Receive Type = Header Receive Type** Same as Case 1 logic	

	Receive Type		
Scenario	**Inventory**	**Memo**	**Subcontract**
	practice has determined this should not be allowed for these EAM items. For consistency, you also cannot change the receive type for EE items.		
Case 3: Manually Entered Ad Hoc Items (No Charges)	N/A	**Default Receive Type: Memo** EE Items Accounting Default: • Sub Acct or Cost Center entered on Header are defaulted to line • *a.1* Acct entered on Header is defaulted to line, *or* • *a.2* If a Supplier is provided in the Requisition Header/ Requisition Line then the Purchase Account is defaulted from the Purchases Account GL Profile defined for the domain if	**Default Receive Type: Memo** EE Items Accounting Default: NA EAM Items Accounting Default: Same as Memo logic

	Receive Type		
Scenario	**Inventory**	**Memo**	**Subcontract**
		it is available, *or* • *a.3* Acct defaulted from Domain Account Control | Purchases Account Field States: • Acct field is editable • Sub Acct/ Cost Center fields are disabled EAM Items Accounting Default: • *b.1* If Acct <> blank on header, then copy Acct/ Sub Acct/ Cost Center specified at Header level to the line - STOP • *b.2* If Acct is BLANK in the Requisition Header, then default from header Sub Acct and/or Cost Center if they are available. Next, go to NStock Acct/ Sub Acct/	

	Receive Type		
Scenario	**Inventory**	**Memo**	**Subcontract**
		Cost Center from Sites | Purchase Order. If Acct is defined, default remaining values. If Acct is not specified then skip and go to step b.3 • *b.3* If Acct is BLANK in step b.2, then default from header Sub Acct and/or Cost Center if available and retrieve other accounting values from Domain / Account Control - Purchases account **Note** In Case 1, the accounting fields are defaulted independently of one another. However, in Case 3 the system defaults the Sub Acct/ Cost Center from the header when available, then steps through	

	Receive Type		
Scenario	**Inventory**	**Memo**	**Subcontract**
		the logic until the account is defaulted—pulling in the associated accounting combination as available. Field States: Accounting fields are editable	
Case 4: Line charged to a Project that does not exist in EAM	**Default Receive Type: Header Receive Type** Accounting Default: • For EE items, same as Case 1 • For Ad Hoc items, same as Case 3 Field States: • Acct field is editable • Sub Acct/Cost Center fields are disabled		
Case 5: Line charged to an EAM Project	N/A	**Default Receive Type: Header Receive Type** Accounting Default: Header accounting is defaulted to line Field States: Accounting fields are editable	
Case 6: Line charged to an EAM Project Job	N/A	**Default Receive Type: Header Receive Type** Accounting Default: Header accounting is defaulted to line Field States: Accounting fields are editable	
Case 7: Line charged to EAM Maintenance Order (Work Order)	N/A	**Default Receive Type: Header Receive Type** Accounting Default: • Header accounting is defaulted to line • If the line receive type is updated, accounting defaulting	

	Receive Type		
Scenario	**Inventory**	**Memo**	**Subcontract**
		for receive type uses the same logic described for Header Case 7 on page 4367	
Case 8: Line charged to EAM Maintenance Order (Work Order) with Rebuild	N/A	**Default Receive Type: Memo** Accounting Default: Header accounting is defaulted to line Field States: Accounting fields are disabled	N/A
Case 9. Line charged to EAM Equipment	N/A **Note** Although EAM allows users to receive items charged to EAM equipment to inventory, this can lead to data issues. It is not allowed in Web UI.	**Default Receive Type: Header Receive Type** Accounting Default: • Header accounting is defaulted to line • If the line receive type is updated, accounting defaulting for receive type uses the same logic described for Header Case 9 on page 4367	
Case 10: Line charged to EAM Stores Requisition (No Work Order)	N/A	**Default Receive Type: Header Receive Type** Accounting Default: Header accounting is defaulted to line Field States: Accounting fields are disabled	
Case 11: Line charged to EAM Rebuild Location (No Work Order or Stores Requisition)	Not yet supported		
Case 12. Charged to EE Subcontract Mfg Work Order	Not yet supported		

	Receive Type		
Scenario	**Inventory**	**Memo**	**Subcontract**
(Does not apply to EAM Items or Ad Hoc Items - Error)			
Case 13: Order charged to Expense Site	N/A	Accounting Default: Default the Acct No, Sub Acct No, Cost Center, and Department from Expense Site. Field States: • Acct field is editable • Sub Acct/Cost Center fields are disabled • Department field is editable. **Note** All Accounting panel fields are enabled if expense site is charged without any asset charges.	

Unit Cost / Discounts Defaulting Logic

	EAM Items	EE Items
Unit of Measure Conversion (Available with SM1)	Not Supported in SM1 or Earlier	**Logic for Line Creation** The Line UM will default in the following ways: 1. If a supplier item applies to the line then the UM will default from the supplier item record ◦ **CI Enhancement:** If a supplier item record exists that matches the line **Supplier, Item / Product Line, Currency** then this supplier item record will be selected to default to the line including UM value (Currently in .Net the first supplier item record for Supplier, Item / Product Line is returned only regardless of currency & user must manually update the line UM to match the supplier item record UM

	EAM Items	EE Items
		2. Else, the UM is defaulted from the Item record - main panel On **Line create**, if the user **manually changes** the line UM to a different value the following **updates** will automatically occur on the line: • UM conversion will default according to rate defined in 'Unit of Measure Maintenance' for the Line UM & Item UM ◦ If no UM conversion exists, then system will default UM conversion value = 1.0 • Stock Units will be recalculated according to the UM Conversion factor & Line Quantity • Line Unit Price will be recalculated according to the following conditions:\ 1. If Price List (Type L) applies then price table list price defined will be recalculated according to line UM conversion value 2. If Supplier Item Quote Price applies then Quote Price will be recalculated according to Supplier Item Record UM & Line UM (Note: Stock UM quantity is still expressed in terms of Item UM) 3. Else, Item material cost will be recalculated according to UM conversion value • If applicable, Discount % will updated according to new Stock Units value & Discount lists (Type P, D, M) (See below for specific cases) • Line Extended Net Cost will recalculate according to updated line information (Line Quantity, Unit Cost, Discount %) **Note**

	EAM Items	EE Items
		• If a supplier item applies to the line and the user manually updates the UM to a value different than what is specified on the supplier item record user will be warned "Unit of measure not the same as supplier item" • If a UM conversion does not exist for Line UM & Item UM, user will be warned "No unit of measure conversion exists"
		Logic for Line Update On **line edit**, if the user **manually changes** the line UM to a different value a purchasing confirmation message will appear. Depeding on the user's answer the following **updates** can occur: • (M1 = Yes, M2 = Yes) Convert line quantity (Stock Units remain the same) & recalculate unit cost / line extended net cost • (M1 = Yes, M2 = No) Convert line quantity (Stock Units remain the same) but unit cost / line extended net cost are not recalculated • (M1 = No, M2 = Yes) Line quantity is not converted (Stock Units are updated) but recalculate unit cost / line extended net cost • (M1 = No, M2 = No) Line quantity is not converted (Stock Units are updated) & unit cost / line extended net cost are not recalculated **Calculations:** 1. (Continue + M1 = Yes) line quantity = Stock UM quantity / UM Conversion Factor 2. (Continue + M1 = No) Stock UM Quantity = Line Quantity * UM Conversion Factor

	EAM Items	EE Items
		3. (Continue + M2 = Yes) ◦ Unit Cost = [Price Table List Price (Type L) **OR** Supplier Item Quote Price **OR** Item Material Cost] * PO UM Conversion Factor ◦ Discount is recalculated according to new unit cost value, stock UM value, & price/discount list that may be on the line ◦ Line extended net cost is recalculated with updated information
		Logic for Price Lists & Discount Lists If a Supplier Price List (Type L) or Discount list (Type P, D, M) has a UM value saved as part of the Price / Discount list record, then that Price / Discount List only applies when the UM value matches the Line UM. If there is no UM value saved as part of the Price / Discount list record, then the list cost / discount will need to be reassessed or converted according to the Line UM changes (This scenario is only possible if the system has no unit of measures defined in generalized codes of type 'pc_um'). When **Discount lists (Type P, D, M)** have no UM defined and are entered on the line: • If the Line UM = Item UM then apply the Discount list according to the quantity specified on the line • If the Line UM <> Item UM then convert the unit cost as described above and apply the line discount in the following ways: ◦ **Discount list type D**: Stock UM Quantity is used to determine discount % (CI Enhancement - If UM Conversion is adjusted then

	EAM Items	EE Items
		re-calculate discount % according to price list) ◦ **Discount list type M**: Stock UM Quantity is used to determine markup % (CI Enhancement - If UM Conversion is adjusted then re-calculate markup % according to price list) ◦ **Discount list type P**: Stock UM Quantity is used to determine which item price will be used in the line extended cost calculation and Discount % will reflect what is needed to balance unit price conversion of the line and the extended net price according to the price list When **Price list (type L)** have no UM defined and are entered on the line: • If the Line UM = Item UM then default the Price List (Type L) 'Price Table List Price' to the line Unit Cost • If the Line UM <> Item UM then adjust the 'Price Table List Price' according to the conversion factor defined for the 2 UOM's If the Line unit cost is manually adjusted, the Price list (type L) minimum and maximum values validated against are also converted according to the UM Conversion factor on the line.
		UM Update Restrictions For Requisitions, users can not update line Item, line UM, and UM Conversion once a requisition line is associated with a Purchase Order. This scenario could occur for Out of Tolerance scenarios • Fields on UI become disabled • API gives error For Purchase Orders, users can not update line Item, line UM, and UM

	EAM Items	EE Items
		Conversion once a PO line has been received against • Fields on UI become disabled • API gives error
Discount % Field Logic	1. If a Supplier is provided then the system should default Discount % from Inventory > Vendor Parts if the quantity criteria and the date criteria (Document date <= Exp Date) are met to apply the discount 2. If a Supplier Price List (Amount type = D / M / P) is NOT provided or not applicable or EAM Discount is NOT provided or	If a Supplier Price List is provided (Amount type = D / M / P), the system defaults Discount % of the Price list only if: • Currency, price list, item number, unit of measure of the Supplier Price List matches with the Requisition line • **OR** Currency, price list, item number of the Supplier Price List matches with the Requisition line • **OR** Currency, price list, product line (with item number blank) of the Supplier Price List matches with the Requisition line • **OR** Currency, price list (with product line and item number blank) of the Supplier Price List matches with the Requisition line **AND** Supplier price list is effective for the Requisition date. If the Price List is applicable then the Discount % will be: • For **Price Lists of type D** the Discount % will be the one **defined** in the Supplier Price List according to the quantity ordered. • For **Price Lists of type P** the Discount % will be **calculated** as follows: ◦ if (Document Line Unit Cost <>0 and Header Discount % = 0) then Discount % = (Document Line Unit Cost - Price from Discount

	EAM Items	EE Items
	applicable, the system will apply the Discount % defined at header level.	List for the line quantity)/ Document Line Unit Cost ◦ if (Document Line Unit Cost <>0 and Header Discount % <>0) then Discount % = Document Line Unit Cost * (1- Price List Discount%) * (1- Header Discount %) where Price List Discount % = Document Line Unit Cost - Price from Discount List for the line quantity/Document Line Unit Cost ◦ if (Document Line Unit Cost = 0) then Document Line Unit Cost = Price from Discount List for the quantity ordered and Discount % = Header Discount % • For **Price Lists of type M** the Discount % will be **calculated** as follows: ◦ Discount % = (Document Line Unit Cost - **Net Price**)/Document Line Unit Cost * ((100 - Header Discount %) / 100) where **Net Price =** ▪ If (Header Discount % = 0) then Net Price = Document Line Unit Cost * (1 + (Markup / 100)) ▪ if (Header Discount % <>0) then Net Price = Document Line Unit Cost * (1 + (Markup / 100)) If none of the Price Lists is applicable then the Header Discount % should be applied to the line. **CI Enhancement**:When ONLY a Discount Price List of type = P (and there is no Price list) is provided and applicable:

	EAM Items	EE Items
		• Unit Price is defaulted with the Price defined in the discount list • Discount % is defaulted to 0 if there is no Header discount %, otherwise we will default Header Discount %
Unit Cost Calculations	1. If a Supplier is provided the system will look for an existing supplier price in Inventory > Vendor Parts and the Unit Cost will be applicable only if the quantity criteria, currency and the date criteria (requisition date <= Exp Date) are met to apply the supplier price. 2. If no vendor price schedule exists, the system should	1. If a Supplier Price List is provided (Amount type = L) the system defaults the Price Table List Price in Unit Cost field only if the: ◦ Currency, price list, item number, unit of measure of the Supplier Price List matches with the Requisition line ◦ **OR** Currency, price list, item number of the Supplier Price List matches with the Requisition line ◦ **OR** Currency, price list, product line (with item number blank) of the Supplier Price List matches with the Requisition line ◦ **OR** Currency, price list (with product line and item number blank) of the Supplier Price List matches with the Requisition line **AND** Supplier price list is effective for the Requisition date. 2. If a Supplier Price List is NOT provided OR NOT applicable, the system defaults the Quote Price from 1.19. Supplier Item Maintenance if available for the Item OR Item Product Line and Supplier provided. The Quote Price is defaulted only if currency matches the Supplier item record and if the PO quantity is at least the quantity quoted. (SM1 update - previously, Supplier Item quote price was defaulted only if Line UM & Currency matched the Supplier Item record. With

	EAM Items	EE Items
	populate the unit cost with the last price in the same PO currency charged for this part from the vendor specified in Vendor Cost sub-menu in Inventory (EAM) (specified in PRQ-1917) 3. If Supplier price is not available the system will use as Unit Cost the Unit Cost available in Inventory > Detail (Cost tab > Cost Panel) **Note** When Unit Cost is defaulted and the Document currency is different to	SM1 UM Conversion in place this condition has been enhanced. Now if a Supplier Item applies to the record the quote price will be defaulted and if Line UM is changed then the supplier item quote price will be converted from Supplier Item UM to Line UM) 3. If Quote Price is 0 in Supplier Item Maintenance, the system defaults the Material Cost of This Level available in Base Module Item (in EE the cost is available in 1.4.18. Item-Site Cost Maintenance or 1.4.9. Item Cost Maintenance) **Note** When the Unit Cost is defaulted from the GL Cost (This Material Level) and the Document currency is different to the base currency the unit cost is converted using the exchange rate specified in the Document Header

	EAM Items	EE Items
	the base currency the unit cost is converted using the exchange rate specified in the Document Header.	

Requisition Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Cancel Requisition

When you select to cancel a requisition, the system does not display a form. It prompts you to confirm the cancel by selecting Continue. Once you do, the system displays the confirmation of the canceled requisition.

Close Requisition

You select this action from **Requistions**>Actions. When you select to close a requisition, the system does not display a form. It prompts you to confirm the close by selecting Continue. Once you do, the system displays the confirmation that the requisition status was changed to close.

Copy Requisition

Select this action from the **Requisitions**>Action menu. You can copy GRS (direct/indirect) or EAM indirect requisitions to a new requisition. The copied requisition number follows the numbering sequence.

When you select this action, the system displays a form with a Main panel that includes many of the same options in the Requisition form. You can choose to Recalculate Item Price & Discount % by clicking the checkbox for this option; click Apply when you select the option to recalculate.

The Main panel includes an Options subpanel for you to indicate whether attachments or notes are copied, too. Use the grid in the Lines panel to select lines to copy.

Reopen Requisition

Select this action from **Requisitions**>Actions. Occasionally, requisitions were closed accidentally or require reopening for other reasons. To reopen a requisition, you must select a requisition from the **Requisitions** browse that has a Cancel or Closed status. The Reopen action is not available for a planned requisition. When you attempt to use the Reopen action on a open requisition, the system displays an error message.

You can use this action on direct/indirect, GRS, and indirect EAM requisitions.

When you select the Reopen action, the system prompts you to reopen all lines. Choose from the following answers, then select Confirm:

- Yes: The system changes the status of the requisition to P(lanned) and reopens all lines.

- No: The system changes the status of the requisition to P(lanned). You manuever to the Lines grid to select the lines to reopen.

After the requisition is reopened, the requisition status will be changed to Planned (from canceled or closed).

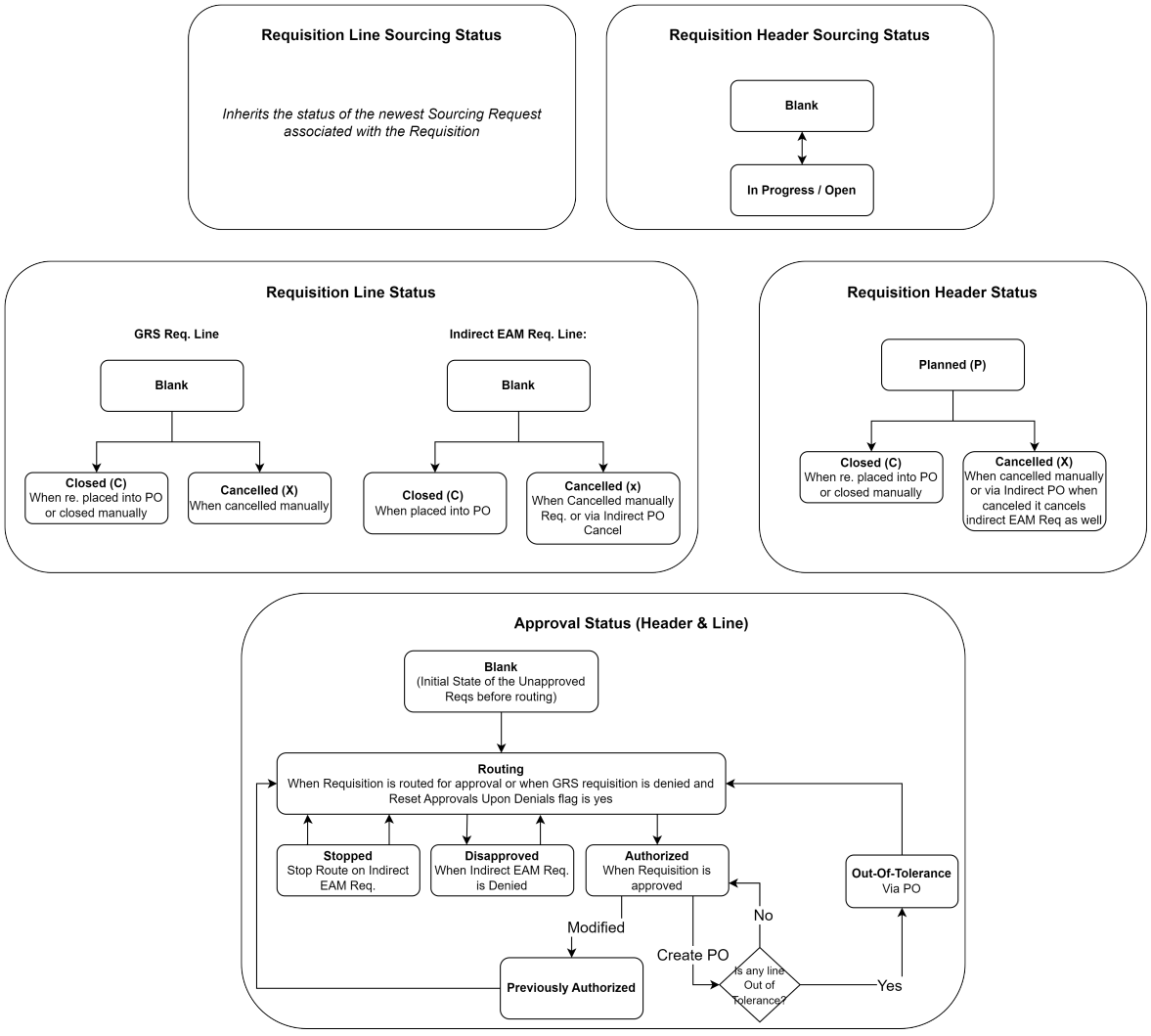
Create Sourcing Request

To create a sourcing request in Requisition Browse, ensure that **Sourcing** is enabled in **Purchasing Control**. When creating the requisition, enter the line details and click **Save** before submitting. This action keeps the requisition approval status blank.

To send requests from a requisition, the system must obtain quotes from part-record and non-part-record requisitions. For either record type, the flow, actions and consequences are the same. Even though requisitions can have multiple types of items--ERP, EAM, and no-stored, SM Integration processes them the same.

Note You can create a sourcing request only for line items that do not have a sourcing request already created in the same requisition. You can create multiple sourcing request for the selected line item in the grid.

The following image depicts the requisition sourcing request status flow:



Once the sourcing request is created, the system calculates the projected quantities, if needed; then, sends the sourcing request to SRM.

Note You specify the Projections Calculation Type in the Sourcing panel of **Sourcing Control.**

When the Requisition header has an **In Progress** sourcing request status, users cannot modify or alter the requisition.

For more information on sourcing requests, see SRM Overview on page 4834.

Route Requisition

Select this action from **Requisitions**>Actions. You can route GRS (direct/indirect) or EAM indirect requisitions. The system displays a form with selected criteria to filter the requisition(s) to route and additional

criteria to include either GRS direct/indirect or EAM indirect requisitions. Additionally, for GRS requisitions, you can modify the Route To before final submission depending on the Confirm Approver on Route flag in **Purchase Requisition Control** setup.

Requisition Approvals Overview

Requisition Approvals

Requisition Approvals is a QAD Web UI solution for managing both EE and EAM approvals from the same browse, letting you act upon and manage requisition approvals anytime, anywhere from the Web.

The Requisition Approval by User browse lists all requisitions for which you are a required member of the approvals group. The browse supports your approval decision by providing you with easy access and visibility to the most important requisition details.

Note When EAM is not enabled, all requisitions created directly in the QAD Web UI follow the GRS flow for approvals. Direct requisitions use the GRS product line approval groups and process, and MRO requisitions use the GRS horizontal and vertical approval groups and process. If EAM is enabled, MRO-type requisitions use the EAM approval groups and process. For more information on EAM and GRS approval flows, see Requisition Approvals on page 4399.

You can receive two types of notifications to alert you to approval actions required:

- Notifications to your QAD Web UI inbox
- Notifications using external email

To establish actionable insight into your approvals queue in the Requisition Approval by User browse, you can set up and access stored searches in the Advanced Search. For example, you might only want to see approvals that require your immediate action, allowing you to attend to these requisitions promptly.

Through the use of the Requisition Approval by User browse, you can stay informed of actions that you are required to take and use the QAD Web UI Activity Feed to collaborate with other approvers throughout the process.

Important For detailed information on EE requisitions and their associated processes, see *QAD Purchasing User Guide*. For detailed information on EAM requisitions and their associated processes, see *QAD Enterprise Asset Management User Guide*.

Approval Setup

To enable requisition approvals for the QAD Adaptive:

1. In Number Ranges, define an approval sequence for requisition approvals.
2. Then, in the Approval Sequence field in Purchase Requisition Control, specify the approval sequence that you just defined. The Approval Sequence field is only visible in Purchase Requisition Control if the QAD Web UI is installed.

When you have access to the QAD Web UI Requisition Approvals screen, some optional setup is required to take full advantage of the requisition approval functionality.

After a system administrator has enabled activity tracking in the Activity Tracking browse in the QAD Admin menu, you can set up and customize your inbox notifications and stored searches to gain actionable insight into requisition approvals.

Using the Activity Feed, you can collaborate easily with other approvers within the context of a requisition and the approval process, posing questions to other approvers, communicating concerns, and confirming approval actions. You can comment on activity in a way similar to how you use social media.

Route-To Calculations

For GRS requisitions:

When a GRS requisition document is routed for approval, the system builds the list of all possible approvers/reviewers for that requisition.

The list of appropriate approvers (Route-to list) determined by the system is based on the sub-account, cost center, category, job information, and product-line information. Depending on the content of the requisition document (requisition lines), the system will handle requisition lines separately or as a group (requisition lines broken down by the product line and site combination) to determine the required approvers/reviewers for either the group or the entire requisition document.

Note The system considers maximum unit price to create possible approvers/reviewers list when the Use Maximum Unit Price field is enabled.

When one approver/reviewer can qualify for a requisition with both vertical and horizontal approval configurations, that approver/reviewer displays just once in the list.

The approval/reviewer list contains information about the level the system uses to propose the next approver (unique level), whether the approver/reviewer is required, and the type of approver. The system uses the following logic to determine this:

- The level is selected as the highest available (considering both approval and reviewer level). When one approver has both approver and reviewer levels in the setup, the system selects the approver level because that level is higher than a reviewer level per the setup.
- The Approver, Approver Required, Reviewer, or Reviewer Required fields are populated after applying system logic.
- The Type (horizontal/vertical, job, and/or product line) is selected at the top of the hierarchy based on this order: approver required, reviewer required, approver not required, reviewer not required.

The system considers the resulting list when determining the next route-to approver/reviewer. When determining the next, proposed approver, the system excludes the current route-to approver/reviewer from the list, as well as all approvers/reviews from the list who have taken action. The system considers the remaining approvers/reviewers in the list by:

1. Prioritizing lower levels; that is, amounts (this is the same as for approvers and reviewers described above.)
2. When two approvers/reviewers have the same level, priority is based on this order: approver required, reviewer required, approver not required, reviewer not required..
3. When both approvers/reviewers have the same level and required configuration, the system chooses either of them.
4. Otherwise, a blank is proposed.

For EAM requisitions:

For EAM requisitions, the next route-to approver is the next approver in the approval hierarchy, as defined in EAM, until an approver in the group with a high enough spending limit has approved the requisition. This process also includes quality approvers and substitute approvers (administrative approvers in the Web UI).

Horizontal Approvals

- The Type field displays Horizontal and is visible in the Approval Status grid of **Requisition Approvals**.
- The Type field displays Horizontal and is visible in the Approval Status grid of **Requisitions**.

Note The order for horizontal approval is determined by the approver's spending limit.

Since horizontal approvers are required, the routing process is as follows:

1. The last non-horizontal approver approves the requisition.

   (Regular approvers are skipped at this point.)
2. The system sends notification to the first horizontal approver (when multiple horizontal approvers exist, the first is the approver with the highest spending limit).

   (Horizontal approvers with lower spending limits are skipped at this point.)

   Note When a horizontal approver approves the requisition first, even though not the first approver in the Requisition Approval Group, the requisition is routed to the first regular approver.
3. Approval is routed to the next horizontal approver in the Requisition Approval Group.
4. When applicable horizontal approvers in the Requisition Approval Group are finished, routing continues through regular approvers until

a regular approver with a high enough spending limit approves the requisition.

Note the following:

- When the requisition is denied by any regular or horizontal approver, the requisition is disapproved. The skipping process is the same as for regular approvers.
- When a regular approver with a high enough spending limit approves the requisition, other regular approvers should not take action.
- When a horizontal approver with a high enough spending limit approves the requisition, other horizontal approvers should not take action.
- Route-to logic is a follows:
  - Route to the regular approver
  - Route to the equivalent horizontal approver

Approval Notifications

You can receive two types of notifications to alert you if your approval is required for requisitions:

- Web UI email notifications
- Inbox alerts

Web UI Email Notifications

If you receive an external email alerting you to a requisition approval, the email body contains a hyperlink that you can click to launch the Requisition Approval by User screen in a new browser tab. If you are not already logged into the QAD Web UI, you are first prompted to log in.

When the GRS mechanism approval is used, the system uses the existing GRS setup defined in Requisition Accounting Control to determine to whom the e-mail should be sent. There are currently three different options:

- N: Not e-mail
- R: Regular
- E: Extended

The system uses the following rules when sending email notifications:

- When GRS is set up with E-mail option R, and a Route-To user exists in Requisition Approvals, the email notification states that a requisition requires approval action. If an Extended email option is specified, the Requested-By user and the End User also receive this email notification
- When the Reverse Route Action is selected in the Actions panel of **Requisition Approvals**, the current Route-To user receives a

second email notification, stating that the requisition is no longer awaiting action. When the Extended Email option is selected, then the Requested-By user and End User are also notified via email.

- When a Buyer is specified in **Requisition Approvals**, the Buyer is notified as a final approval action via email that the requisition is ready for purchasing.
- When Reset Approvals on Denial is selected in Actions panel of **Requisition Approvals**, and the requisition is denied by the current Route-To user, an email notification is sent to the Requested-By user. If the Extended email option is selected, then the End User also receives an email notification of the denial.
- When a Required Approver/Reviewer (or an alternate/Administrative user) who is not the current Route-To user routes the requisition to a different user, the former current Route-To user receives an e-mail notification stating that the requisition has been routed to another approver.

The content and format of the email notifications vary, depending on whether the recipient is an approver or an End User. The email subject informs you when action is required or not required, while the text can inform you when the requisition is routed to the mail recipient or another user. The subject can also include the status, such as when the requisition was denied.

When the EAM routing mechanism is used, then the system uses the existing EAM email system.

The system also has rules that reconcile GRS or EAM notifications. These are as follows:

- When an approver who is not the final approver specifies a Route-To user, an email notification is sent to the next Web UI approver. If the next approver is not a Web UI user, an internal EAM notification or GRS notification is sent to the next approver.
- When an approver who is the final approver executes the requisition approval's Approve action and the requisition is sent to Purchasing, the system sends an Extended email notification to the Web UI Buyer and the Requested-By user.

  Note When the Buyer is not a Web UI user, the system does not send a notification.

  The Requester receives the standard EAM internal notification or a Web UI email notification for GRS approvals.
- For GRS, when an approver denies approval, the system sends a notification to the Requested-By user when the Reset Approval upon Denial is selected in **Requisition Approvals**. The Requester receives the standard EAM internal notification for EAM requisitions or Web UI notification for GRS approvals.

- When a Web UI approver who executes any of the above actions in this list is not the current Route-To user, the system sends a Web UI email notification to the current Route-To user, stating that the user has been skipped. For EAM approvals, the system sends an internal EAM notification to the next approver when not a Web UI user.
- When Reverse Route is selected in **Requisition Approvals** for a GRS requisition, the current Route-To user receives a second Web UI email notification indicating that the requisition is no longer awaiting action.
- For GRS requisitions, when the Extended email option is specified, the system sends a Web UI email notification to the Web UI Requested-By user and End User. When the Requested-By user and End User are not Web UI users, the system sends a standard GRS notification.

  When Reset on Denial and Extended email are selected, and the approver denies the requisition, thereby routing it back to the Requested By user, the system sends emails to the Requested By user and the End User.

Inbox alerts:

If you activate QAD Web UI generic approvals, then QAD Web UI Inbox task notifications are generated automatically when you become the current approver of a requisition. However, additional setup is required if you want additional notifications for requisition approvals such as when a high-priority requisition enters the approval process and you are a required approver. Additionally, if you are an administrative approver for your manager, you can use the Follow feature to track when your manager becomes the current approver so that you can take action as a delegated approver.

If you receive an inbox notification, go to your QAD Web UI Inbox. The notification body contains a link that you can click to take you directly to the requisition that requires your approval.

When an Entered-By user adds notes to a requisition, then selects to forward the text as an approval note in the Notes section of **Requisitions**, you can view the notes in the Inbox in the Web UI interface by selecting the Inbox: then, | Task | Requisition Approval.

Requisition Approvals

Requisition Approvals lets you view and act on requisitions. The following roles provide access to the Requisition Approvals screen:

- Purchasing Manager
- VP Supply Chain
- VP Logistics
- Logistics Manager

- Director of Materials
- Customer Service Manager
- Sales Manager
- VP Sales

Unapproved requisitions are visible to:

- The current approver or the administrative approver for the current approver
- The previous route-to approver or the administrative approver for the previous approver (who is not the initiator)
- Approvers who already took action or the administrative approvers for approvers who took action
- Required approvers who are not quality approvers and who did not take action
- EAM quality approvers who are the current route-to approver for the requisition or who have already taken action on the requisition

When a substitute approver is deputizing for an approver who is named in the approval group for an EAM requisition, the substitute approver can see pending approvals in the Requisition Approval by User browse.

Note Substitute approvers in EAM are termed administrative approvers in QAD Web UI.

Requisition Approval Browse

You can load a system-wide stored view called My Approvals, which displays only the most critical information that is pertinent to both GRS and EAM approvals.

You can define additional stored views customized to your exact need. An administrator can create views that are system-wide for all users or role views that are limited to users with specific roles such as Purchasing Manager or Logistics Manager. Additionally, approvers can create user views (personal views) that are only available for their own use.

The Default view shows all fields and columns unconfigured, even if the column information does not apply to the user's particular use.

Note You can set up the browse to provide actionable insights using the steps shown in .

The Requisition Approvals browse contains the following columns.

Requisition Number

The unique control number assigned to the requisition. Requisition numbers are assigned to requisitions created directly in QAD Web UI and requisitions that originate from EAM.

If no QAD Web UI requisition number is assigned to an EAM requisition, the source requisition number for EAM is displayed in this field.

For GRS requisitions, this field displays the GRS requisition number assigned in QAD .NET UI.

This field has a related browse field called Source Req No.

Reason for Request

A brief explanation of the requisition for the benefit of the approvers or purchase reviewers who will approve or deny the request.

For EAM requisitions, this information is recorded in the requisition Description field. For EE requisitions, this information is recorded in the requisition Remarks field.

Total Price

The total cost in the supplier or requisition document currency.

Maximum Total Price

The Maximum total cost in the supplier or requisition document currency. Visible only when atleast a requisition line has Use Maximum Unit Price field enabled.

Currency

The currency of the requisition.

If a supplier has been specified on the requisition, this value defaults to the supplier’s currency but can be updated on the original requisition record.

Base Total Price

The total cost of the requisition in the domain base currency.

Maximum Base Total Price

The maximum total cost of the requisition in the domain base currency. Visible only when atleast a requisition line has Use Maximum Unit Price field enabled.

Base Currency

The domain base currency.

Due Date

The date on which the items are due to be received from the supplier.

High Priority

Indicates if the requisition was designated as high priority when created.

Action

The last action performed on the requisition by you. This field is blank if you have not yet taken any action on the requisition or if you were skipped in the EAM flow. The possible values are:

- Approve
- Deny
- Route (EAM requisitions only)

  Note If an approver performs a Hold or Stop action from EAM, the requisition approval is not visible in the Requisition Approval browse. See the Action field for detailed information on actions.

Action Date

The date on which you took action on the requisition. This field is blank if you have not taken action yet.

Action Time

The time of day on which you took action on the requisition. This field is blank if you have not taken action yet.

Currently Routed To

This column displays the ID of the user in whose queue the requisition currently resides.

You can change this value only if you are an alternate or administrative approver for the current route-to user.

Prev Route To

The last approver who performed an action on the requisition.

If no approval action has been taken on the requisition, the Prev Route To column displays the user ID of the person who entered the requisition in the system.

Max Total Cost

For GRS requisitions, this value is the calculated maximum total cost of the requisition.

GRS determines approvers based on the total maximum cost of the requisition. For horizontal approvers, GRS selects approvers based on the total maximum cost of all the line items for each category included on the requisition. For product line approvers, GRS determines approvers based on the total value of requisition lines that have the same site and product line (product line is specified in Item Data

Maintenance). Note that the total requisition value is used only if the same site and product line apply to all requisition lines.

For EAM requisitions, this column displays the total cost of the requisition.

Site

The site from which the order will be placed, if the requisition is approved.

Entity

The entity code for the requisition.

Requester

The ID of the person requesting the items, goods, or services associated with the requisition.

Entered By

The user ID of the person who entered the requisition.

Requisition Date

The date on which the requisition was created.

Max Base Total Cost

The maximum total cost in base currency. See the Max Total Cost column description.

Route Next

The next approver to whom the requisition will be routed.

This column is blank for EAM requisitions if the current route-to approver is the final approver in the hierarchy.

For EAM requisitions, you cannot change this value in the Requisition Approval screen.

This column may be blank for GRS requisitions and requisitions created directly in QAD Web UI. For these requisition approvals, you can change the route-to approver in the Requisition Approval by User screen.

Account/Sub-Account/Cost Center/Project

The account/sub-account/cost center/project to be charged with the cost of the order, if the requisition is approved.

End User

The user ID of the person for whom the requisitioned items are intended.

Category

This column is GRS specific. A category is a logical grouping of accounts related to specific approvers. For example, one person in an organization may review all computer purchases.

Job

For GRS, this is an alphanumeric code used to track expenses for a specific event or activity for job requisition approvals.

If a job is related to an EAM project, the job is displayed here for EAM requisitions.

Buyer

The buyer who will purchase the item when the requisition has final approval. For GRS approvals, this value can be blank until final approval.

Supplier

The code for the supplier who will supply the item, if the requisition is approved. This field can be blank on the requisition and specified by the buyer at time of purchase.

Supplier Name

The name of the supplier who will supply the item, if the requisition is approved.

Revision

This column is EAM specific and displays the approval routing revision number of an EAM requisition that has been modified and then routed again.

Exchange Rate

The current exchange rate for the requisition currency.

Exch Rate 2

The secondary exchange rate for the requisition currency.

Source

Displays a value of GRS or EAM to indicate the origin of the requisition.

Approval Code

A unique system-generated number used to identify the approval record.

Domain

The domain in which the requisition was created.

Source Req No

For EAM requisitions, this column displays the EAM requisition number assigned to the requisition. For EAM requisitions, the Source Req Number can be different than the QAD Web UI requisition number displayed in the Requisition Number column. If no QAD Web UI requisition number was assigned to the EAM requisition, the Source Req No and Requisition Number columns can display the same number—the source requisition number from EAM.

For GRS requisitions, this column displays the GRS requisition number assigned to the requisition, which is the same value as displayed in the Requisition Number column.

For requisitions created directly in the QAD Web UI, this column displays the requisition number, which is the same value as displayed in the Requisition Number column.

Requisition Approvals Screen

Requisition Approvals lets you review and take action on GRS and EAM requisition approval records, and on requisitions created directly in the QAD Web UI that follow the GRS approvals flow.

EAM and GRS approvals have key differences in terms of routing and available actions.

GRS Approval Process

GRS approvals have a more flexible approval process and provide approvers with the ability to adjust the approval routing. Because of this flexibility, approvers have a wider selection of actions that they can take throughout the lifetime of a GRS requisition.

The GRS requisition routing process allows both the alternate and the original approver to approve the requisitions. User should enable the **Create Task for Alternate Approver** field in the **GRS Requisitions Setup** to route the requisition to the alternate approver. If either of the approver approves the task, the system closes the requisition routing step.

When the approval process completes with the same horizontal and vertical approver being the last approval, the system blanks the Route To field and disables the Requisition Approval modal in the Requisition Approvals Inbox, indicating no additional approval action is required.

When there is an alternate approver who is both the vertical and horizontal approver and the last required approver, and the alternate approver has the same approval levels as the original approver, the approval process completes and the requisition is authorized.

EAM Approval Process

The EAM approval process is hierarchical and moves linearly with the approvals sequence. Once an approver action has been taken for an EAM requisition, the approver can no longer undertake subsequent actions and the Requisition Approvals screen becomes disabled. In contrast, GRS approvers can continue to act upon the requisition until the approval status changes to Authorized.

If you set an alternate approver for EAM Requisitions in the **Routing Substitutions**, only the substitute user is allowed to approve the requisition.

For EAM requisitions, the only available actions are Approve, Deny, and Route (if you are the final approver, Route is not available). For GRS requisitions, the same Approve, Deny, and Route actions are available with two additional actions: Reverse Route and Undo. Reverse Route pulls back the requisition approval so that you become the current approver again. This action is only available on requisitions where you were the previous route-to approver. The Undo action removes your previous action, and is available only after an Approve or Deny action.

Panels

The Requisition Approvals screen includes a header and the following panels:

- Actions
- Main
- Lines
- Approval Status
- Notes

Requisition Header

The Requisition Approval by User screen header contains two fields, Requisition Number and Approval Status, and an area where notification messages display, if applicable.

Two types of message display in the screen, and both types of message are specific to EAM approvals. If you open an EAM approval that you have already acted on, a “No further action required message” displays in the header. The second type of message notification displays if you delegate review and action for your EAM requisition approvals to a substitute approver during a defined time period and then open any of your approval records during the substitution period.

Requisition Number

Displays the requisition number. See the description for the Requisition Number browse column.

Approval Status

Displays the approval status. The possible statuses are:

- Routing. The status assigned to requisitions that have not yet reached final approval.
- Authorized. A requisition that has reached final approval.
- Disapproved. A requisition approval that has been denied approval.

Actions

Use the Actions panel to perform approval actions. Select an action and add comments/remarks. It is important to review the key requisition details in the Main and Lines panels before making your decision.

Action

Choose an action from the lookup. The options available vary, depending on whether the requisition is GRS or EAM. For GRS approvals, approvers can take the following actions:

- Approve. Approve the requisition. See and for information on GRS approvals and their effects.
- Deny. Deny your approval of the requisition. The effects of this action depend on whether the Reset Approval on Denial field is selected in GRS.

  If the Reset Approval on Denial field is selected and you deny approval of a requisition, all previous approvals are removed and the requisition is routed back to the requester for update. If the Reset Approval on Denial field is not selected and you deny approval of a requisition, the requisition continues forward in the approval process until the total number of approvals needed has been achieved.
  See .
- Route. Route the requisition to another approver. In the GRS flow, routing a requisition approval is not treated as an action. See .
- Reverse Route. Pulls back the requisition approval so that you become the current approver again. You can now route the requisition approval to a different next approver. This action is only available on requisitions where you were the previous route-to approver. See .
- Undo. Removes your previous action. This action is available only after an Approve or Deny action. See .

For EAM approvals, approvers can take the following actions:

- Approve. Approve the requisition. See , , and for information on EAM approvals and their effects.

- Deny. Deny your approval of the requisition. See .
- Route. Route the requisition to another approver. The Route action is only available for approvers who are not the final approver. A Route action in QAD Web UI is equivalent to a No Comments action in EAM. See .

Route To

This field is editable for GRS and QAD Web UI requisitions and is read only for EAM requisitions.

For GRS and QAD Web UI approvals, enter the ID of the next person in the approval process. The system may suggest a next route-to approver. However, you can change the suggested value.

For EAM requisitions, the Route To field displays the next approver in the hierarchy provided by the EAM requisitions system until an approver in the group with a high enough spending limit approves the requisition. This process also includes quality approvers and substitute approvers.

If the current approver is the highest approver in the hierarchy for EAM or is the final approver for GRS and QAD Web UI requisitions, the Route To field is blank and becomes read only after you select the Approve action.

Note For a complete explanation of the logic the system uses to determine the route-to, see Requisition Approvals Overview on page 4394.

Remarks

When you approve, deny, reverse, or route a requisition; you are prompted to enter optional comments.

For example, after denying a requisition, you might paste in the manufacturer’s description of an item that you feel is a better alternative before routing the requisition back to the originator.

Buyer

Specify the buyer for the requisition. This field is only editable for GRS approvals and for QAD Web UI approvals that use the GRS process.

For GRS and QAD Web UI approvals, you can leave this field blank, unless you are the final person to approve the requisition. You can change the buyer at any time during the approval process.

When a requisition is finally approved, the requisition lines are routed to the buyer for processing into purchase orders.

Note For EAM requisitions, the Buyer field is read only and displays the buyer specified when the requisition was created.

Main

The Main panel is read only and displays the most important information needed to support your approval decision, including the total cost of the requisition, reason for the requisition, due date, requisition date, requester, buyer (if recorded), supplier (if recorded), and end user. Expense Site is visible for EAM enabled indirect requisition.

Lines

The Lines panel is read only and displays the requisition line details including the line number, item, product line, quantity, unit cost, discounts, total cost, currency, and consignment.

Like the Main panel, the Lines panel also contains important information to help you to make your approval decision.

Approval Status

The Approval Status panel provides you with visibility into the progress of the approval process. The Approval Status grid lists all approvers in the approval group. Not all approvers will be required to take an action.

When an approver takes action from the QAD Web UI, the Approval Status grid is updated for the approver who performed the action, listing the action, date, time, and remarks.

Approver ID

The user ID of the approver.

Note If a substitute or administrative approver performs an Approve, Deny, or Route action, the approver ID in the Approval Status grid is that of the original approver. The substitute approver ID is displayed in the Administrative Approver column.

Approval Required

Displays Yes if it is mandatory that the user listed takes action against the requisition. Approval Required is a GRS concept.

For EAM, all approvers have a Yes value, even if their approval is not necessarily required such as in the case of quality approvers.

Displays No if the user’s approval of the requisition is optional.

Reviewer

Displays the user ID of the reviewer who reviewed the requisition approval.

A reviewer is a person who may not have a high enough level to approve a purchase, but still reviews it from a policy or compliance standpoint.

Review Required

Displays Yes if it is mandatory that the user listed reviews the requisition. This field relates to GRS only.

Type

Displays one of the following possible values:

- Vertical. Indicates that the approval action was taken as part of a vertical approval process. EAM approvals always follow a vertical approval process.

  GRS approvals can also follow a vertical approval process, where approval levels are related to entities, sub-accounts, and cost centers.

- Horizontal. This value relates to GRS only, and indicates that the approval action was taken as part of a horizontal GRS approval process, based on the categories of item being approved.

  When the Type displays as Horizontal, horizontal approvers are required to take an approval action in the Approval Status panel grid, and the approval order is determined by their spending limit.

- Quality. Indicates that the approval action was taken by an EAM quality reviewer.

  A quality approver can only verify the quality of the information on the requisition (approved vendor or pricing, for example). Quality approvers cannot override other approvers, and only see the requisition in the QAD Web UI when they are the current approvers.

- Product Line. This value relates to GRS only, and indicates that the approval action was taken by a GRS product line approver who is responsible for replenishing inventory used for manufacturing.

- Job. This value relates to GRS only, and indicates that the approval action was taken by a GRS job approver who is responsible for a project that crosses different organizations or departments in the company.

Delegated Approval

Records which user actually took an action on the requisition approval if it is different than the original member of the approval group.

For EAM requisitions, if a substitute approver is defined for one of the original members of the approval group, the substitute user ID is

recorded in this field and the original approver is maintained in the approval group.

For GRS requisitions, if either an administrative or alternate approver takes an action on the requisition instead of the main approver, the person's user ID is recorded here.

Action

Displays the action that the approver took. The possible values are:

- Approve
- Skipped. This action indicates that the approver's action was rendered unnecessary when an approver higher in the approval hierarchy took action out of sequence. This status only applies to EAM requisitions and indicates that the current user was skipped in the approval hierarchy.
- Deny
- Route. This action status only applies to EAM requisitions, and indicates that the approver routed the requisition to the next person in the list without taking action.

  Approvers can also route GRS requisitions and requisitions created directly in the QAD Web UI, but this move is not treated as an action on the requisition.
- Stopped. This action only applies to EAM requisitions and indicates that the initiator of the requisition stopped the routing by choosing Action > Stop Routing in EAM. The Remarks field is updated with a related comment. A stopped EAM requisition is no longer visible in the Requisition Approvals by User browse.

  If an EAM user subsequently performs an action on the stopped requisition, such as Approve or No Comments, from within EAM; the requisition becomes visible again in the Requisition Approvals by User browse in QAD Web UI.

Date

The date on which the approver took action.

Time

The time at which the approver took action.

Remarks

Displays the comments that the approver recorded when taking action.

If an EAM approver was skipped when an approver higher in the hierarchy took action out of sequence, the Remarks field for the

skipped approver is automatically updated with the comments “Overridden by *<user ID of more senior approver>*.”

If an EAM requisition is stopped in EAM by the initiator, the Remarks field for the current approver is automatically updated with the comments “Routing for requisition *<requisition ID>* has been stopped by *<initiator’s user ID>*.”

Administrative Approver

The ID of the substitute or administrative approver who took action on behalf of the approver. Designating substitute or administrative approvers allows routine requisition activities to continue during a manager’s absence.

Alt Approver 2

The ID of a second approver with the same or a greater expenditure authorization limit who is allowed to authorize requisitions on behalf of a regular approver when that person is not available.

Product Line

The product line, if the approval was taken as part of a GRS product line approval process.

This field is always blank for EAM approvals.

Site

The site associated with the requisition.

Category

The approval category that applies for a horizontal GRS approval process.

In GRS, approvers can be set up horizontally, based on the categories of items they are approving. For example, one manager might approve all computer purchases, regardless of which department creates the requisition. You use Category Maintenance (5.2.1.4) in GRS to assign a range of accounts to a category.

This field is blank for EAM approvals.

Job

Displays the job code assigned to the project or activity, if the approval was taken as part of a GRS job approval process.

This field is blank for EAM approvals.

Notes

The Notes panel in the Requisition Approval by User screen displays any notes recorded against the requisition in EAM or GRS.

The panel also displays any notes that were intended for and visible to an Approver when the Approver selects the Requisition Approval function in the Web UI Inbox. For information on forwarding requisition notes to the Approver's inbox, see Notes for Approvers on page 4365 in the **Requisitions** online help.

Release to Purchase Order Action

Buyers can use the Requisition Lines browse to release authorized requisition lines to purchase orders in a bulk process that creates multiple purchase orders at a time for both direct or indirect purchases. This Action always creates purchase orders in EE and processing is the same, regardless of item (Indirect or Direct) and requisition type.

Requisition Lines Browse

The browse shows requisition lines in the open status that are authorized. The browse also displays lines that are partially placed on a PO. Use the search criteria panel to filter the list to a workable set of lines.

Note A stored search is a convenient way to limit the browse to authorized lines of interest to a specific buyer.

When you have filtered the set of lines to a workable number, choose Actions | Release to PO.

The Release to PO Action opens a single-screen form with panels for Options, Criteria, and Lines To Release with Simulate, Submit, and Close buttons.

Release to Purchase Order Action

When the Release to Purchase Order action opens, the requisition lines that meet the criteria are loaded into the Lines To Release grid.

For the lines selected, use the Simulate button to pre-validate and view any errors on your release-to-PO session before submitting requisition lines to purchase orders. Selecting Submit also pre-validates data and, when valid, the system creates the PO and displays data in the Lines To Release grid for the successfully submitted lines. When you complete the release-to-PO process, a confirmation displays, indicating how many selected lines have passed or failed.

Summary Fields

Lines Selected

Displays a count of the lines selected in the Main grid.

Expected PO Documents

Displays a count of the PO groups that contain only valid lines. PO groups that contain lines with errors are not included.

Total Cost of Lines Selected

Displays the sum of the total cost values in the requisition base currency for the lines selected.

Lines with Errors

Displays a count of the lines selected that have errors.

Options

Group PO by Supplier

Select to assign requisition lines to POs according to unique combinations of:

- Supplier and Supplier Contact Information

  Note When selected, all selected requisition lines for the same supplier and supplier contact values are grouped into a single PO; requisitions with the same Supplier value but different supplier contacts are grouped into different POs. Contact information displays in a column in the grid.

- Site (applies to indirect (MRO) requisitions when EAM is enabled within a domain)
- Bill-to
- Ship-to
- Currency

If any of this information is missing, no PO group is assigned to the line.

Order Sequence

The purchase order number to build is generated based on the PO sequence you enter here. Enter a PO sequence that is defined in **Number Ranges** for purchase order sequences or use the lookup to select a **Number Ranges**-maintained PO sequence number.

When blank and you continue, the value of the PO number defaults from the PO Prefix and Next Purchase Order options in the Main panel of **Purchasing Control**.

When entered, the system validates that the entered number is defined in **Number Ranges** for POs and within the effective dates.

Start PO Approval

Select this option to automatically route a pending PO when Generic Approval is enabled for POs and this option is selected; otherwise, you should manually route pending POs from Release To Purchase Order in **Purchase Orders**.

This field is disabled and unselected when Generic Approval is disabled for POs.

Criteria

This panel displays a summary of the search criteria used to pull requisition lines into the PO-build function.

Lines Returned

Displays the line count returned from the advanced search query including any additional lines that meet the Required Criteria.

Note This number is of particular interest if you ran the query with broad criteria or with no criteria at all. For example, a large number of lines returned might have a negative impact on system performance during the PO-build process.

Required Criteria

Displays the additional required criteria that are applied to every session of Release to Purchase Order.

- The approval status must be Authorized.
- The line status must be Planned.
- The item must not be blocked from being on a PO, based on Enterprise Edition restricted transactions functionality.
- The Entered-By user should have access to the site where the PO is created.

Additional Criteria

Include Direct

Select this field to include direct requisition type lines in the PO.

This field is selected by default. Clear the field if you do not want to include direct requisitions in the PO.

Include Indirect

Select this field to include indirect (MRO) requisition type lines in the PO.

This field is selected by default. Clear the field if you do not want to include indirect requisitions in the PO.

Lines to Release

Selection Checkbox

Use the checkboxes to select requisition lines to process when you click Simulate or Submit.

Use the box in the heading row to select or deselect all lines.

Result

The system displays pass or fail icons once you submit selected lines.

Simulation

Displays pass or fail icons once you simulate selected lines to verify PO groups or any errors.

PO Group

When the Group PO by Supplier option is selected and the lines pass validation when you click Simulate, the lines are placed into PO groups when you click Submit, each represented by a system-assigned number. The numbers let you easily determine which lines will be on the same PO.

PO groups are assigned according to unique combinations of:

- Supplier
- Site
- Bill to
- Ship to
- Currency

When any of these are missing, no PO group is assigned to the line.

Item

The item from the requisition line.

Item Description

The item description from the requisition line.

Quantity

The quantity requested from the requisition line.

UM

The UM from the requisition line.

Unit Cost

The unit cost from the requisition line.

Discount %

The discount % from the requisition line.

Line Total Cost

The net total price of the requisition line, calculated using the quantity, unit cost, and discount %.

Currency

The currency from the requisition.

Base Total Cost

The line total cost converted to the base total price using the exchange rate between the currency and the base currency.

Base Currency

The base currency of the logged-in domain.

Supplier

This field is editable. If the line does not contain a valid supplier code, the line fails validation when you click the Simulate or Submit button.

Supplier Name

This field is non-editable and displays the name for the supplier entered in the Lines To Release grid.

Contact

You cannot edit this field. The contact defaults from the requisition header when the supplier is the same in both the requisition header and the PO builder. When the supplier is different in the PO builder line grid, the contact data defaults from **Suppliers**.

Note The contact information is copied to the PO from the requisition header when it is defined on the requisition and the supplier was not changed in the PO line grid.

Due Date

This field is editable. The system uses the specified date as the PO due date.

Bill To

This field is editable. When the line does not contain a valid bill-to code, the line fails validation when you click the Simulate or Submit button.

Ship To

This field is editable. If the line does not contain a valid ship-to code, the line fails validation when you click the Simulate or Submit button.

Purchase Order

Displays the PO number once lines are submitted successfully. Lines submitted successfully are not removed from the grid unless you click the Search button again. Resubmitting successful lines causes an error to display.

Buyer

The buyer from the requisition line.

Requisition

The requisition number—either direct or indirect.

Line

The requisition line.

Price List

The price list from the requisition line.

Discount List

The discount list from the requisition line.

Site

The site from the requisition line.

Description

The site description.

Requisition Type

Displays Direct or Indirect as the type.

Use Maximum Unit Price

Visible for indirect or direct requisition type with EAM disabled. The field should be enabled to use maximum unit price for out-of-tolerance calculations.

Maximum Unit Price

Visible for indirect or direct requisition type with EAM disabled. Displays maximum unit price of the requisition line.

Maximum Total Price

Visible for indirect or direct requisition type with EAM disabled. Displays the maximum total price in suppliers currency.

Maximum Base Total Price

Visible for indirect or direct requisition type with EAM disabled. Displays the maximum base total price in base currency.

Buttons

Search

Requisition lines based on the criteria are loaded in the grid and selected.

Simulate

Click the Simulate button to validate the grid lines for errors.

If the lines pass validation, the lines are placed into PO groups. The Summary panel displays statistics for the selected lines:

- Lines selected
- Total cost of lines
- Expected PO documents
- Total lines with errors

Note The Simulate button is enabled only when lines are selected in the main grid.

The Simulation column displays passed or failed icons.

Submit

When you click the Submit button, the selected lines in the main grid are validated. If the lines pass validation, the lines are placed into PO groups and the purchase order is created.

The purchase order is only created if there are no errors for any of the selected lines in the same PO Group. At completion of the release-to-PO process, a confirmation displays the outcome of the process and how many lines passed or failed.

When all lines have been processed into a purchase order, the system updates the status of all EE requisition lines statuses to C(losed). If all requisition lines on a requisition document have a Closed status, the requisition header status is also updated to C(losed).

For EAM requisition lines, when all lines have been processed into a purchase order, the purchase order number is added to the EAM requisition line PO Number field. The line or requisition document status is not updated in EAM; it remains as Planned. EAM updates the requisition line or document status within EAM when the purchase order is in effect and line items are ordered; however, in the QAD Web UI, the EAM requisition line displays a status of Closed.

Note The Submit button is enabled only when lines are selected in the main grid.

The Result column displays pass or fail icons. Any warning messages generated during submissions of passed lines are displayed in the information message panel.

Cancel

Any changes that you have made during the current release-to-PO session are canceled.

PO Build Price Validation

The system validates for price lists or discount lists when you build a PO from approved requisition lines when Price Table Required/Discrete Discount Table Required is selected in **Purchasing Control**. When the system includes requisition lines for a PO build, and the PO supplier, currency, and/or price list are different than what is on the requisition, the system validates the price list data once you are finished simulating the PO build. When you finalize the build, the system informs you of the price list discrepancy and prompts you to remove the requisition line from the PO build when the item does not validate with PO document information and a specified price list.

Completing the Purchase Order

After adding requisition lines to purchase orders, you can use **PO & Req Cross Reference Browse** to determine the associated PO for each requisition line. You can also use filtering to limit the orders shown to those created on the current date.

Use Purchase Orders on page 4472 to make necessary adjustments to the POs before sending them to the suppliers.

If Purchase Order Approvals is enabled, you must click Route to begin the approval process and move the PO out of Pending status. When the purchase order is authorized, the PO status is set to Open and you can send the order to the supplier. When approvals are not being used, the system sets the PO status to Open.

Note Even when the approval functionality is in use, the PO can be auto-approved—that is, have its status set to Open—when no approval routing group applies to that PO. Under those circumstances, the system updates the status to Open when you click Route.

Requisition Reports

By default, a report displays all the records available in the source data. However, you may want to retrieve just a certain range of records in the report. You do this by setting search conditions to filter data in the report for one or more of the available criteria.

1. Configurable filter capabilities let you create both simple and complex queries. Choose a search operator from the drop-down list: equals, not equals, and so on.
2. If you choose the Range operator, enter a beginning value of the range in the first search box. Optionally, enter an ending value of the range in the second search box.
3. To refine your search further, click the plus (+) icon to add another search row. You can add as many rows as needed, each with different search values and operators. When you specify several criteria, note that multiple criteria for the same field are treated as a logical AND condition.
4. To remove a search criteria row, click on the delete (X) icon
5. Optionally, click Save As to save the new search conditions as a filter for future reuse.

The table below lists the reports that can be generated for requisitions. For example, refer to Requisition to POs Report on page 4423.

Report	Function/Purpose
Category Report	Displays detail information about the categories defined in Category browse. The report shows category description as well as the accounts included in the category and their descriptions.
Approver Report	Displays detail information about approvers, grouped by approver type (horizontal, vertical, job, product line) and name. The report includes approval and review levels, sub-account and cost center ranges, categories, jobs, sites, product lines, effective dates, the names of alternate, and administrative approvers.
Requisition Document Print	Displays one or more requisitions based on selection criteria. Options let you include only open requisitions, include header and line comments in the report, output

Report	Function/Purpose
	the report in single- or multiple-line format, or start each requisition on a new page.
Requisition Delete/Archive	To delete or archive requisition, use Requisition Delete/Archive. **You cannot delete a requisition when purchase orders created from it exist in the system.**
Requisition to POs	Displays approved purchase requisitions and their associated purchase orders by cost center and/or by project letting you track purchasing costs.

Requisition to POs Report

Settings

For more information about running reports, see Reports. on page 296

Filter

Requisition Number

Select the requisition number from the lookup to run the report for a specific requisition.

Entered By

Select the user who entered the requisition from the lookup, if you want to filter the report based on the user who entered the requisition.

Requested By

Select the requester user from the lookup to filter the requisition by requestor.

End User

Select the end user from the lookup to filter the requisition by end user.

Buyer

Select the buyer from the lookup to filter the requisition by buyer.

Site

Select the site from the lookup to filter the requisition created from any particular site.

Category

Select the category from the lookup to filter the requisition based on categories browse.

Job

Select the job from the lookup to filter the requisition based on job.

Cost Center

Select the cost center from the lookup to filter the requisition based on cost center to which it is associated.

Include Line Details

Select Yes to include line details of the requisition in the report.

Currency and Reporting Currency

Select the currency and reporting currency to include details of cost associated with requisition.

Requition Date and Due date

Specify the requisition date and due date to filter report with respect to requisition associated dates.

Category

This report shows the category description as well as the accounts included in the category, along with their descriptions. The detailed report also includes numbers and descriptions of assigned accounts.

Settings Panel

The Settings panel contains the Format, Date Display, and Decimal Display subpanels, each with various report settings. For more information, see Reports on page 296.

Filter Panel

The Filter panel contains the criteria to filter the data in the report.

Category

Specify the category or a range of categories to be considered as selection criteria for this report. If you leave this field blank, the report includes all categories.

Print Details

Choose how to print the category details by selecting one of the following options from the dropdown list:

- No: The report includes only category names, numbers, and descriptions of the accounts at each end of the ranges assigned to each category. This option is the default option.
- Yes: The report also includes numbers and descriptions of all accounts for each category listed.

Requisition Delete/Archive

Requisitions are considered closed when all lines are closed or canceled. You can also delete or archive requisitions without any lines using this report.

You can delete and archive both, archive without deleting, or delete without archiving.

The system does not automatically delete historical information at period or year-end. You can choose how frequently you want to delete this information. Your decision depends on how long you need to retain historical information in your database. Most companies keep historical data for at least one year or longer, depending on availability of disk space.

You should run this report twice. First, run the report with the Delete option set to No, and review it to confirm that you want to delete all the listed items. Then, run it with Delete set to Yes.

When you set Delete to Yes, receiving history that satisfies the selection criteria is deleted from the database. If you set Archive to Yes, deleted data is copied to an ASCII file that can be reloaded. Otherwise, deleted data cannot be recovered.

When Archive is set to Yes, selected data is stored in a file named poYYMMDD.hst where po is the record type and YYMMDD is the file creation date. If this file does not exist in the system, it is created. If the file already exists because you ran the report earlier on the same day, the system adds the additional archived records to the end of the file.

The generated file has no internal label or content description. Keep a record of the file name and its contents in case you need to reload the data. Also, remember that you cannot selectively reload data from archive files. If an archive file contains data for an entire year and you need to access records for one month, you must reload all the data in the file to access the records you need.

The date and time in the stored data are formatted based on the country code associated with the user who archived the data. If a user with a different date and time format reloads the data, load errors and corrupted data can occur.

To avoid these problems, use the same settings when archiving and reloading the data. Before loading data, in **Users**, temporarily change your country code to match that of the user who archived the data.

Define menu security for this report to restrict access.

Settings Panel

The Settings panel contains the Format, Date Display, and Decimal Display subpanels, each with various report settings. For more information, see Reports on page 296.

Filter Panel

The Filter panel contains the criteria to filter the data.

Requisition

Specify a requisition number for this report to consider. To begin with the first available requisition number leave this field blank.

Requested By

Specify a requestor for this requisition.

Buyer

Specify the buyer for this requisition.

Site

Specify a site for this report.

Sub-Account

Specify a sub-account to appear on this report.

Cost Center

Specify a cost center to appear on this report.

Job

Specify a job code for this report. If you leave this field blank, the report includes all jobs.

Entity

Specify an entity code for this report. If you leave this field blank, the report includes all entities.

Requisition Date

Specify a requisition creation date for selecting records to display on the report.

History Older Than Days

For each deleted requisition, you can delete all history records that are older than the number of days entered here.

If you enter 100, for each deleted requisition, **Requisition Delete/ Archive** deletes history records that are more than 100 days old. It does the same for previously deleted requisitions too. By default, the value is 0.

Delete

Choose whether to delete the selected records or generate a report only:

- No: Do not delete the selected records. Generate a report only, listing the selected records.

- Yes: Delete the selected records from the database and list them in a report.

If you set Archive to Yes when Delete is Yes, the selected records are copied to an ASCII file before deletion. If you need to add the data to the system in the future, you can upload the ASCII file.

Note You cannot delete a requisition if purchase orders generated from it exist in the system.

Archive

Specify whether to archive the selected records by selecting one of the following options:

- No: Do not copy selected records to an ASCII file.
- Yes: Copy the selected records to an ASCII file. The system creates a file name in the following format: xxYYMMDD.hst, where xx identifies the module code or record type and YYMMDD is the file creation date. If this file does not exist, the system creates the file. If the file exists, the system appends the records to the file.

Archive File

Indicates the file name to save the archived documents in.

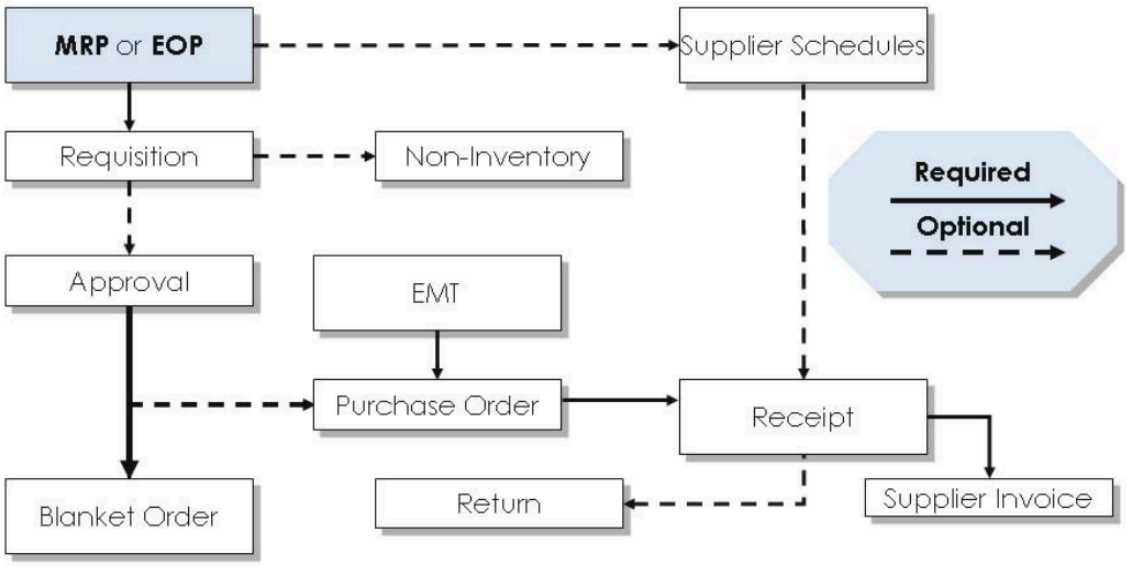
When Archive is set to Yes, the system stores selected data in a file named poYYMMDD.hst where po is the performance data module code and YYMMDD is the file creation date.

If this file does not exist, the system creates this file. If it does exist because you ran the report earlier on the same day, the system adds the additional archived records to the end of the file.

Purchasing Overview

Introduction

Purchasing lets you manage all aspects of ordering and receiving materials and services—requisitions, approvals, purchase orders, receipts, and returns. It supports purchasing of products as well as non-product materials and services—such as subcontracting services—giving you the means to support discrete, process, and just-in-time (JIT) manufacturing.



Purchasing Activities

A purchase involves several steps. Often the first step is a requisition, which is the result of demands recognized by material requirements planning (MRP) or entered manually (refer to the graphic above). An order is next, either a purchase order, a blanket order, or a supplier schedule. When the ordered goods arrive, a record is made called a receiver. If the goods are returned to the supplier, another record is made. The system keeps a record of each step.

Purchase Orders can be grouped into various types depending on delivery dates, receipts, duration, and MRP. The different types of POs include:

- Discrete Purchase Orders: Discrete Purchase Orders are used for single transactions with a supplier, typically for one-time purchases where there is no assumption of further transactions. Each purchase order contains a single delivery date for the entire order or individual line items.
- Supplier Scheduled PO: Supplier Scheduled POs are used for transactions with a supplier where there can be multiple delivery dates

associated with the order. They are typically short to medium-term orders.

- Blanket Order: A blanket order is a commitment to a supplier for products over a long term, with short-term releases triggered as needed to meet specific requirements. When there's a demand, a release is initiated against the blanket order to create a purchase order.

Properties	Discrete PO	Supplier Scheduled PO	Blanket Order
Delivery Dates	Single Date for an Order or item	Multiple Dates	Multiple Dates
Receipts	Yes	No	Yes
Duration	Yes	No	Yes
MRP	One time	Short to medium term	Medium to long term

Apart from discrete, supplier scheduled, and blanket order POs, the subcontract POs are used for some specialized operation within purchasing.

Subcontract POs are purchase orders specifically used for subcontracting operations, where certain production activities are outsourced to external suppliers or subcontractors. Subcontract PO functions include viewing production order routings related to subcontract operations and batch updating of purchase orders and supplier schedules.

Purchasing Setup Overview

Setup Overview

Setup steps depend on which area of purchasing you are using. Start with Purchasing Control on page 4430.

The *QAD Purchasing Certification Training Guide* approaches each purchasing area, providing an overview, setup steps, processing flows, and outcomes. In the training guide, each element of Purchasing (for example, requisitions, purchase orders, supplier performance) is a separate section. Refer to the Configuration subsection in the training guide to find complete setup information. You can find the certification training guide in the QAD Document Library. Enter *Purchasing Certification* in the search box, then select the zipped training guide when it displays.

Purchasing Control

Main

Ship-To

This address is where suppliers normally ship your company's purchased items.

Whenever you add a purchase order or blanket order, the ship-to address defaults to the Ship-To address code from Purchasing Control. You can change the ship-to address on each order, as needed.

Purchase orders may ship to any valid address code—supporting drop shipments to your customers or shipments to any of your company addresses.

The address for each site should be set up in **Company Address Maintenance**. Set the address code equal to the site code. When a purchase order is entered with line items referencing different sites, multiple purchase order documents can be printed—one for each site. The system accesses the site address based on the purchase order line item site.

PO Prefix

Enter an optional prefix (up to three characters) for purchase order numbers.

When you create a new order and leave the Number field blank, the system generates a number automatically by adding the next sequential number to the prefix specified here.

Prefix codes restrict the size of the numeric portion of the purchase order number, since the combined length cannot exceed eight characters. If, for example, you use a three-character prefix, then only five characters remain for the numeric portion of the number.

Next Purchase Order

The next automatic purchase order number for system-assigned numbers.

Each purchase order or blanket order entered must be assigned a unique purchase order number. You may enter one manually or let the system assign the next number. (Leave the Purchase Order Number field blank for a system-assigned number.) The system records this next purchase order number in Purchasing Control and increments it automatically.

Purchase order number selects specific information to appear on reports and inquiries.

Remember, when setting a default starting number, that purchase order numbers are alphanumeric and sort in that sequence: purchase orders 10, 20, and 100 sort in the sequence 10, 100, 20. You may want to start with a large number (such as 10000) so that orders sort in the sequence they are entered.

With blanket orders, you may want to limit your order numbers to five or six digits. A released blanket order creates a purchase order set to the blanket order number, followed by a three-digit release number: for three releases against blanket order number ABC555, the purchase order numbers would be ABC55501, ABC55502, and ABC55503. (Order numbers are only eight characters. If you expect more than 99 releases against one blanket order, restrict your blanket order numbers to five characters.)

Enforce Supplier Certification

Select this field to require that all purchasing activities be handled by certified suppliers. If Enforce Supplier Certification is active, users can only use certified suppliers. If it's not enabled, users can use any supplier to place a purchase order.

Supplier Certification can be added from the Supplier Domain Settings in the Supplier and Item Certification on page 895 Tab.

PO Header Comments

Indicates whether comments are normally entered on each purchase order or blanket order header. Information associated with the header

of an order usually applies to the entire order and prints at the top of the order.

This field setting does not control whether comments can be entered, but determines the default that displays whenever you enter or modify an order.

Selected: The order comment field defaults to Yes.

Cleared: The order comment field defaults to No.

The field can be changed manually on an order.

When the Comment field on an order is selected, the Transaction Comment screen displays for the user to enter comments, which may be marked as printing or non-printing.

If you normally do not use comments, clear this field to avoid being prompted each time with the comment entry screen.

PO Line Comments

Indicates whether comments are normally entered on each order line. Information associated with the line of an order usually applies to a specific line item and prints following that line.

This field setting does not control whether comments can be entered, but determines the default that displays whenever you enter or modify an order.

Selected: The order comment field defaults to selected.

Cleared: The order comment field defaults to cleared.

The field can be changed manually on an order.

When the comment field on an order is cleared, the transaction comment screen displays for the user to enter comments, which may be marked as printing or non-printing.

If you normally do not use comments, clear this field to avoid being prompted each time with the comment entry screen.

Sort PO By

Indicates if orders are printed in sequence by site or by purchase order line.

Values may be Site or Line.

The default is Site.

When orders are printed by site, an order document is printed for each order/site combination. For example, if line item 1 is for site 1000 and line item 2 is for site 2000, you would get two printed order documents —one for each site. If orders are not printed by site, using this same

example, you would get one printed document listing all the line items, regardless of site.

Sort by Line if you have set the ship-to by order line. In this case, a PO prints for each unique ship-to using the correct ship-to address.

When you choose to sort by Site, the system automatically picks up the address equal to the site code, even if this address is actually a customer or salesperson. Be sure to enter the address for each site into **Company Address Maintenance**. Set the address code equal to the site code.

Approved Requirements for POs

Specify whether purchases must be approved before entering a purchase order.

Keep Booking History

Indicates whether booking history is maintained.

Selected: the system keeps an audit trail of all incoming purchase orders, including new orders added or existing orders changed. A record is kept in transaction history and identified as type ORD-PO with the item, order quantity, price, cost, date, user ID, and other information.

You can review this information in **PO Change History**.

With booking history, a transaction history record is kept for all additions and changes—if you enter a line item with a quantity of 100 but you meant to enter a quantity of 10, the system tracks the booking for the initial quantity of 100. When you correct the mistake, the system creates two more booking history entries, one for -100 and another for the correct quantity of 10.

Therefore, you may end up with many booking history records. Examine the booking history reports available and decide whether you really plan to use them before you consume space with booking history.

Line Format

Indicates the method for entering purchase order or blanket order line items.

Single (default): You can display and maintain detailed information for each line item.

Multi: You can enter basic information—item, quantity, and price—for up to 12 lines on a single screen. Dates, site, location, tax status, and GL accounts simply default.

The normal method of entry display is entered in the control program. You can change the method at any time during order entry, and flip back and forth between single- and multi-line formats.

Non-Stock UOM

Specify or use the lookup to select the default unit of measure for non-stock (Receive Type set to Memo) items. The value must be maintained in **Generalized Codes** for the pt_um field.

The value you enter here defaults to purchase orders, supplier scheduled orders, and direct/indirect requisitions with EAM enabled or disabled when you add non-stock items.

Purchase Order Re-Approval

Enforce Tolerance %

When selected, the system compares the modified order total (including the quantity received) when in base currency, when the order total is within or outside of the sum of the Original Approved Total value in the purchase order, and the amount calculated is based on an increase or decrease tolerance percentage in base currency.

When the modified order total exceeds tolerance percentage parameters, the system sets the purchase order status to pending, and you are required to route the purchase order for reapproval again.

The tolerance percentages along with any tolerance amounts control if and how the system calculates out-of-tolerance purchase orders that require reapproval. Out-of-tolerance processing works only when either a tolerance percentage or a tolerance amount is both enforced and specified.

The default is cleared.

Increase %

Enter a percentage by which the modified order total can increase without requiring re.

Decrease %

Enter a percentage by which the modified order total can decrease without requiring re.

Enforce Tolerance Amount

This option is similar to the Enforce Tolerance % option, except that comparisons are made for actual amounts rather than percentages. When the modified order total exceeds tolerance amount parameters, the system sets the purchase order status to Pending, and you are required to route the order for approval again.

The default is cleared.

Increase Amount

Enter an amount by which the modified order total can increase without requiring reapproval.

Decrease Amount

Enter an amount by which the modified order total can decrease without requiring reapproval.

Pricing

Price Table Required

Requires items to have an existing price list for discrete purchase orders, blanket orders, direct/indirect requisitions when EAM is disabled, or direct requisitions when EAM is enabled.

Selected: Only items from an existing and valid price list or ad hoc items (with Receive Type set to Memo) can be added to the order or requisition line, and only if the price list, item, product line, unit of measure, and currency match. Price lists are valid when:

- The Price by PO Line Due Date option is selected and the order/requisition line due date falls within the start and expiration dates of the supplier price list definition.
- The Price by PO Line Due Date was not selected and the order/requisition date falls within the start and expiration dates of the supplier price list definition.

Cleared: Items can be entered regardless of whether a price list exists.

Prices can be overridden unless security has been applied to the field.

Temporary Price Enabled

Specify whether temporary purchase price functionality is enabled.

The default is cleared. When the field is selected, you can set up the supplier price list to be temporary to indicate that the price has not been agreed to by the supplier.

If you reset the field from selected to cleared, the system looks for supplier price lists with Temporary Price set to selected. If any are found, the system displays the message All Supplier Price lists will be updated to use an agreed price, continue? If you select this option, the system sets Temporary Price to cleared on all supplier price lists.

Important If you inadvertently set the **Purchasing Control** field back to cleared, you cannot undo the changes to individual price lists. You would be required to select the Temporary Price field on each individual record.

Important Temporary PO Pricing features are not available if you use Legal Documents functionality. Both Temporary Price Enabled and Fiscal Confirm Required cannot be selected.

Discrete Discount Table Required

Indicate whether discount tables are required for items you enter on discrete purchase orders, blanket orders, or requisitions. By requiring

discount tables, you can control which items can be purchased or ordered from suppliers.

Selected: You can only enter items on discrete purchase orders, blanket orders, direct/indirect requisitions when EAM is disabled, or direct requisitions when EAM is enabled, from an existing and valid discount table when ordering. The discount table, price list, item, product line, unit of measure, and currency should match. Discount tables are valid when:

- The Price by PO Line Due Date option is selected and the order/requisition line due date falls within the start and expiration dates of the supplier discount table definition.
- The Price by PO Line Due Date was not selected and the order/requisition date falls within the start and expiration dates of the supplier discount table definition.

Note Even when this field is selected, you can still enter an ad hoc item (with Receive Type set to Memo) without a matching discount table.

Cleared (the default): You can enter items on discrete purchase orders, blanket orders, or requisitions, regardless of whether a discount table exists.

Prices can be overridden unless security has been applied to the field.

Schedule Discount Table Required

Indicate whether discount tables are required for items you enter on supplier scheduled orders. By requiring discount tables, you can control:

- Which items can be purchased or ordered from customers or suppliers
- The unit of measure for the items such as case quantities

Cleared (the default): You can enter items on scheduled orders, regardless of whether a discount table exists.

Selected: You can only enter items on scheduled orders from an existing discount table when ordering or purchasing. The price list, item, unit of measure, and currency on the order must exist on the price list.

Note Even when this field is selected, you can still enter a memo item without a matching price. In this case, a warning displays rather than an error.

You can override prices on scheduled orders, as long as you have the appropriate security applied to the Price field.

The following two options are used only by the Firm Purchasing Action in the **Planned Orders** browse.

Advanced Pricing

When selected, pricing consolidation logic is enabled, calculated, then applied based on the total planned volume within the chosen period. The default is not selected.

Note You can still change the option in the Firm Purchasing Action.

Group Multiple Sites

You can group multiple sites within a domain. When you select Advanced Pricing, pricing consolidation logic is enabled and applied to the all domain sites.

Note This option has no effect if Advanced Pricing is not selected. You can still change that option in the Firm Purchasing action.

Receipts and Returns

Receipt/Return Type

Indicates whether receiving documents are printed, and controls how many receivers are created for each receipt.

Values are 0, 1, or 2.

Whenever you receive or return purchased items, a receiving record (receiver) is created for verification against the supplier's invoice when it is entered into Accounts Payable. A receiver is always created, regardless of the Receipt/Return Type specified here.

Each receiver is assigned a receiver number, entered manually or system assigned. When you assign receiver numbers manually, you enter one for the entire receipt. When the system assigns numbers, you have an option. If you specify Receipt/Return Type 1, the system assigns one receiver number for the whole shipment, even if multiple items are received. If you specify Receipt/Return Type 2, each item is assigned a different receiver number. If the same item is received on different lines, only one receiver number assigned for the item. To ensure that no gaps occur in the sequence numbers (which may be required for some POs), type 2 causes Purchasing Control to lock during the receipt against the PO.

Receipt/Return Type 0 specifies whether receiving documents are printed. If set to 0, the **Receiving Document Print** function is disabled.

Some companies assign each individual item a different receiver number to satisfy internal control and traceability requirements, and therefore use Receipt/Return Type 2. This is optional and varies from company to company. Type 2 works best in an environment that does not have multiple users simultaneously doing **Purchase Order Receipts** or **PO Shipper Receipt**. Otherwise, the users will experience contention for Purchasing Control, since each receipt transaction maintains control of that table for the duration of the receipt update to ensure no gaps in receiver numbers.

Receipt/Return Prefix

Enter an optional prefix (up to three characters) for purchase receiver numbers.

When you process a purchase order receipt and leave the Number field blank, the system generates a number automatically by adding the next sequential number to the prefix specified here.

If you are using consolidated order processing in multiple domains in one or more databases, assign a unique prefix code for each domain to maintain separate numbering sequences.

Prefix codes restrict the size of the numeric portion of the purchase order number, since the combined length cannot exceed eight characters. If, for example, you use a three-character prefix, then only five characters remain for the numeric portion of the number.

Next Receipt/Return

The next automatic receiver number for system-assigned numbers.

When you receive or return purchased items, a receiving record (receiver) is created for verification against the supplier's invoice when it is entered into Accounts Payable. Each receiver is assigned a unique receiver number, entered manually or system assigned. (Leave the Receiver Number field blank for a system-assigned number.) This next receiver number is recorded in **Purchasing Control** and incremented automatically by the system.

Receiver number selects specific information to appear on reports and inquiries.

When setting a default starting number, remember that receiver numbers are alphanumeric and sort in that sequence: receivers 10, 20, and 100 sort in the sequence 10, 100, 20. You may want to start with a large number (such as 1000000) so that receivers sort in the sequence they are entered. Since there may be multiple receivers for any given purchase order, use two different ranges of numbers for receivers and purchase orders.

Sequential Receiver

This field determines how receiver numbers are retrieved during PO receipts:

Selected (default): Ensures that receiver numbers occur in sequence. This PO setting prevents anyone else from creating purchase orders while a receipt is being processed.

Cleared: Do not require that receiver numbers occur in sequence. When No, it is possible that another PO Receipt process can retrieve a receiver number from the control program, thus creating a gap in receiver number sequence. Also, when cleared, purchase orders can be created during PO Receipt processing.

Note This control program setting applies to Receipt/Return Type 1 only.

Receive All

Select this option if your suppliers typically deliver all purchase order line items in a complete shipment; otherwise, clear the field. This value defaults to the Receive action in **Purchase Orders**. You can change it, as needed.

Cleared: Quantity to receive defaults to zero for each line and must be entered manually.

Selected: Quantity to receive is set automatically to the quantity open on each purchase order line.

Note Receive All does not affect subcontract line items or lines that include serial or lot-controlled items. You must enter these quantities manually.

When all lines on a purchase order are shipped completely, this feature lets you process receipts rapidly. However, you should have procedures to ensure that users verify the displayed receipt quantities against the shipment quantities on the supplier packing list to avoid over-receipt.

Cancel Backorders

Indicates whether backorders can be canceled in purchase order receiving functions. A backorder is any quantity remaining on order after a shipment is received.

If the supplier sends you 999 units on an order of 1000, do you want the backorder for one unit to remain open? If Cancel Backorders is selected, the system allows you to mark this backorder quantity as canceled at the time you process the receipt. If Cancel Backorders is cleared, you can only cancel a backorder through **Purchase Orders**, manually setting the line item status to Canceled. The order quantity remains open until it is received completely or canceled.

Consider a control issue before you set this field. Cancel Backorder selected means that any backorder can be canceled, regardless of the quantity: for example, with an order for 1000 against which you receive only five, if the operator specifies Cancel Backorder when processing this receipt, the remaining order for 995 is marked as canceled.

Inspection Location

Specify a code identifying the location where purchased items needing inspection are received.

When a new site is created, this field sets the default value for the same field in Sites.

Note To update the inspection location in existing sites to the one specified in Purchasing Control, use Inspection Location Update (si_mstr) (uxinslu1.p).

This inspection location is used during receipts only when Inspection Required is selected for the purchase order line item.

During receipts, the system searches for an inspection location in this order:

1. The inspection location specified for the site and item in **Items**
2. The inspection location defined for the site in **Sites**
3. The inspection location defined in Purchasing Control

Fiscal Confirm Required

Specify whether fiscal receiving is mandatory or not.

If Fiscal Confirm Required is selected, fiscal receiving is required as a necessary step in addition to physical receiving. The receiving process is considered as completed only when both physical and fiscal receiving are completed (the shipper and legal document status are Confirmed).

When Fiscal Confirm Required is selected:

- A pending supplier invoice (pending voucher) is not created until both fiscal and physical confirms are completed.
- More fields and verifications in the physical receiving functions are available.
- Another function, **Fiscal Receiving**, is available for fiscal document receiving.

When Fiscal Confirm Required is cleared (default):

- IC GL transactions and pending supplier invoice are posted immediately after physical receiving is confirmed (shipper confirm).
- Fiscal confirm is automatically marked as Confirmed when the shipper is confirmed.
- There is no need to use **Fiscal Receiving** and **Fiscal Confirm** to complete the whole receiving process.

Acceptance Limit for Overshipments

Tolerance Percent/Tolerance Cost

Enter the tolerance percentage and/or tolerance cost allowed for overshipments.

Tolerance Cost and Tolerance Percent, in conjunction with the Receive action in **Purchase Orders**, determine whether an overshipment is

accepted. Any overshipment amount is compared with the tolerances to determine if you accept it.

If the overshipment is over the defined cost or percentage allowed, an error displays and the receipt cannot be processed. To receive the additional quantity, go back and increase the quantity on the purchase order or temporarily change the tolerance.

PO Shipper Maintenance and **PO Container Maintenance** check these fields to determine if a shipper receipt quantity or cost is out of tolerance. Warning messages are issued both at the item level and for the cumulative item quantity on the shipper/container. This is true for both discrete and scheduled POs, with scheduled POs calculating the cumulative quantity received for the order, plus the quantity being received against the Max Order Qty for the PO line. If the shipper is being imported as an advance ship notice (ASN) using EDI eCommerce, the messages are printed on the report for that line.

When setting the overshipment tolerance fields, determine a value and quantity that stop overshipments that affect your cash flow and planning, but do not require daily attention from supervision to override the tolerance quantity.

Enterprise Material Transfer

Require Acknowledgment

When Use Enterprise Material Transfer is selected in **Sales Control**, specify whether a secondary business unit (SBU) supplier can process its secondary sales order, without first exporting a purchase order (PO) acknowledgment to the primary business unit (PBU).

Cleared (the default): PO acknowledgments are not required from the SBU.

Selected: The SBU cannot process its secondary sales order until it exports a PO acknowledgment. The PBU cannot modify its primary sales order until it imports the acknowledgment.

Note Regardless of this setting, the PBU may be able to delete individual lines or the entire primary sales order, depending on the value of Allow Non-Ack Deletes in **Sales Control**:

- When Allow Non-Ack Deletes is selected, the PBU can delete the order before it is acknowledged.
- When the field is cleared, the system displays an error message when the PBU attempts to delete an acknowledged order and Require Acknowledgment was selected at the time you exported the order to the SBU.

Convert Container/Items for Sales

Specify whether PO Shipper Receipt displays a prompt to copy the PO shipper container structure as a sales order shipper container with the same ID as the received container.

The prompt displays only when all the following are true:

- This Purchasing Control field is selected.
- PO containers have been created manually using **PO Container Maintenance**.
- If using Enterprise Material Transfer (EMT), the order type is TRANSHIP.

This feature supports a business model in which the company receives a containerized shipment from its supplier for transshipment to its end customer. By selecting the field during receipt, the company can simply attach the original container ID to their sales order shipment.

Accounting

Bill-To

This address is the normal billing address for your company. It should be set up first using **Company Address Maintenance**.

Whenever you add a purchase order or blanket order, the bill-to address defaults to the bill-to address code from Purchasing Control. The bill-to address prints on the purchase order.

If you have several bill-to addresses (for example, one for each entity), you may choose to leave the default bill-to address in the control program blank—forcing the operator to enter the appropriate bill-to address code on each individual order. Each billing address should be set up in **Company Address Maintenance**.

Price by PO Line Due Date

This is a master option for discrete purchase orders, blanket orders, and requisitions.

This option determines whether the system uses the individual line due date or the order/requisition date to determine the price of an item on a new order/requisition line. When selected, the individual line due date is used when selecting effective price lists and discount tables; the price list/discount tables and the individual line due date (and other data, like the quantity) are used to calculate the unit price. When not selected, the order/requisition line unit price is calculated, considering the order date/requisition date.

Note This feature is not supported for EAM items. The requisition date is always used when selecting the unit price for an EAM item, regardless of the setting for this option.

Print Tax-MISC on PO

Indicate whether printed purchase orders that include a bill-to address also include associated Tax ID – Misc field values.

Cleared: Tax ID – Misc field values do not print on the purchase order.

Selected: The header of printed purchase orders includes the values specified for the three miscellaneous tax ID fields associated with the address.

Note To include the tax IDs, Print Bill-to Address must also be selected in **Purchase Order Print**.

In some countries, it is a legal requirement to print regional tax IDs on purchasing documents. For example, in Canada, the company Provincial Sales Tax (PST) and Goods and Services Tax (GST) IDs assigned by the government must be included on purchase orders.

To accommodate these requirements, set up the GST and PST values using the Tax ID – Misc fields in the business relation associated with the bill-to address and select Print Tax ID – Misc on the PO.

PO Interest Accrued Acct/PO Interest Applied Acct

Enter the general ledger account (GL) codes used to track the calculated accrued and applied credit term interest for a purchase order. These must be valid, active accounts of type Standard.

These accounts let you separately track the interest component of purchasing in hyper-inflationary currencies, facilitating Financial Accounting Standards Board (FASB) reporting adjustments.

If you do not deal with hyper-inflationary currencies:

- Set the PO Interest Applied Account equal to PO Interest Accrued Account.
- Set the Terms Interest Pct in Credit Terms to 0%.

Next Fiscal Batch

Enter the next number to use for automatic batch numbers issued in **PO Fiscal Receiving**. Batch numbers identify groups of transactions entered at the same time. When you leave the batch number blank and enter a new reference number, the system automatically assigns the next available batch number.

You can select receipts to display by range of batch number.

Batch number is not required to modify a transaction. If you leave the batch number blank and enter an existing reference number, the system displays the batch number for you.

A complete record of all batch numbers is maintained in the system, along with the batch control and entered totals.

Use Daybook Set by Site

Select this option to base AP daybook defaulting and validation on site-specific setup records. This feature supports environments that require elements such as invoices and taxes to be tracked based on the originating site.

When you are using daybook sets by site:

- The Default Daybook Set field is disabled in **Purchasing Control**.
- The daybook set in Suppliers must be defined in Daybook Sets, either for the default supplier site or with a blank site value.
- Order-entry, receipt, and invoice programs verify that the specified daybook set is valid for the order header site.

When Use Daybook Set by Site is cleared:

- You define daybook sets at the domain level using **Daybook Sets**.
- Default Daybook Set is a required field in **Purchasing Control**. That value defaults to new Supplier records.

If you choose to change this value after daybook sets are defined, system behavior and setup requirements depend on the direction of the change:

- If you disable the Daybook Set by Site feature, the system makes existing site-specific daybook sets inactive. You can continue to use records that do not specify a site when you create new orders. However, order-entry, receipt, and invoice programs validate the Daybook Set field. The next time you access an existing order with a site-specific daybook set, you must update that field manually before completing the transaction.
- If you enable the feature, the system makes inactive all daybook sets, except the default specified in Purchasing Control. You can continue to use that value in supplier records and transactions, but you must define site-specific records in Daybook Sets. You also must update existing orders to reference an active daybook set.

Allow Supplier Invoice Daybook Update

Select this field to let users modify the default values in the Daybook Set and Daybook fields in **Supplier Invoice Create**.

When creating invoices in **Supplier Invoice Create**, the daybook set associated with the supplier in Suppliers defaults. However, if you specify a PO number in **Supplier Invoice Create**, the daybook set on the PO overrides the daybook set on the supplier data record, if they are different, and defaults instead. If you specify more than one PO, the daybook set associated with the first PO defaults.

Clear the field to remove the ability to modify the default values in the Daybook Set and Daybook fields in **Supplier Invoice Create**.

Default Daybook Set

Specify the default AP daybook set that is assigned to new supplier records in Suppliers. You can overwrite the default daybook set value when creating new supplier data records.

Site Exceptions

Use the options in this panel to specify one or more sites for which you do not want the default Ship-To in the Main panel or the default Bill-To in the Accounting panel to be applied. To add a site exception, select New. The system supplies default ship-to and the bill-to address codes; you can modify, using any valid value.

Site exceptions are checked in these PO actions:

- Firm Purchasing: For Ship-To and Bill-To defaults
- Release To PO: For codes to display in the **Requisition Lines** browse

Once a site displays as an exception, you have the following additional capabilities:

- New: Select New to add a new site exception line. You can enter the site, ship-to, bill-to,
- Edit: Select the Edit option to change either the ship-to or bill-to on an existing exception site.
- Delete: Select Delete to remove an existing exception site.
- More: Select More to drag a column heading into the Site Exception panel.

To add another site-exception line, select New Line. To complete the site exception, select Done. Optionally, you can cancel a site exception previously specified.

Supplier Schedule

Generate Date Based Release

Specify whether **Schedule Update from MRP** generates a date-based release ID, instead of a numeric release ID. The system generates date-based release IDs using the current date, plus an incrementing integer value. For example, Schedule Update from MRP generates a schedule on November 24, 2019, and the system creates release ID 20191124-001. The system does not generate date-based release IDs when you manually create a supplier schedule.

Cleared (the default): **Schedule Update from MRP** generates numeric release IDs.

Selected: **Schedule Update from MRP** generates release IDs based on the date.

Zero Schedules

Enter the number of zero schedules that the system generates for a supplier when an order is active but no demand exists. Zero schedules have a single-line order with a quantity of zero to indicate that the item is no longer required from the supplier. You can enter a zero so that the system never creates a zero schedule.

The system creates zero schedules for supplier shipping schedules, planning schedules, and shipping schedules when you run **Schedule Update from MRP** when:

- The prior schedule has zero net requirements.
- A record exists in **Scheduled Order MRP % Maintenance** or **Subcontract Order MRP % Maintenance.**
- The number of zero schedules sent by the system does not equal the number specified in the Zero Schedules field in **Supplier Scheduled Orders**.

Note The system count of zero schedules does not include zero schedules that you manually create

Default Release Status

Specify the initial status assigned to new supplier schedules when you run **Schedule Update from MRP**. Valid values are Draft and Active (default).

You can change the value on individual schedules in Supplier Scheduled Orders.

Shipping Schedule

Enable Shipping Schedule

Select this field to activate the Supplier Shipping Schedules features. Supplier Shipping Schedules lets you generate both planning and shipping schedules for suppliers.

When this field is cleared, only standard supplier schedules are generated. Planning and shipping schedules cannot be created or updated.

Generate Ship Schedule from MRP

This field indicates whether you typically generate shipping schedules based on item requirement data from MRP.

Important To generate a shipping schedule for a scheduled order line, Schedule Days must have a nonzero value for that line.

Selected: **Schedule Update from MRP** generates supplier shipping schedules based on item requirements from MRP.

Cleared: Only planning schedules are generated.

Note When you run **Schedule Update from MRP** with Generate Shipping Schedules cleared, shipping schedules are not generated for any scheduled order lines, regardless of how this field is set for those lines.

This value defaults to the corresponding field in **Supplier Controls Maintenance**. This field value, in turn, defaults to **Supplier Scheduled Orders** when scheduled orders are created for the associated supplier.

Auto Update Plan from Ship

This field indicates whether planning schedules are automatically updated by the system when you make manual changes to their associated shipping schedules.

Cleared: Planning schedules are not updated when their associated shipping schedules are changed.

Selected: When a requirement on a shipping schedule is manually changed, the requirement on the associated planning schedule for the active release ID is automatically updated.

Note Automatic update occurs only when the shipping and planning schedules have the same release ID and have not been sent to the supplier.

Selecting this field ensures that the requirements in the two schedules always correspond.

For example, on a typical Monday, you generate both a planning schedule for weeks and months and a shipping schedule for the next one or two weeks. One of your customers sends a rush order, and you must adjust the shipping schedule. As a result, the current shipping schedule no longer corresponds to the planning schedule. When Auto Update Plan From Ship is selected, the system automatically updates your planning schedule with the changes that you made to the shipping schedule.

Send Zero Requirements

This field indicates whether schedule detail lines that do not contain item quantities (requirements) are typically printed by:

- **Schedule Print**
- **Schedule Print in Fax Format**
- **Supplier Schedule Export**

Selected: Schedules sent to suppliers can contain detail lines with zero requirements.

Cleared: Only detail lines with nonzero quantities are included.

This value defaults from the same-named field in **Supplier Controls Maintenance**.

Edit Trade Sales Orders

Select this field to allow **Supplier Scheduled Orders** to be used to update orders that were created in Trade Sales. The system displays a message that it is a Trade Sales order and prompts you to continue before entering edit mode.

When this field is cleared, you cannot directly update Trade Sales supplier scheduled orders.

Regardless of this setting, you cannot delete a Trade Sales order using **Supplier Scheduled Orders**.

Scheduling

Firm Days

Specify the number of days in the schedule firm interval. For supplier shipping schedules, quantities and dates within this period are not changed by **Schedule Update from MRP**.

Note Schedule Update from MRP does not automatically designate item requirements on supplier planning schedules as firm, even when planning schedule active dates are within the schedule firm interval. However, you can manually designate item requirements as firm on individual planning schedules, if required.

- When Firm Days is zero on a scheduled order line, **Schedule Update from MRP** does not generate firm requirement data or consider data from previous releases when creating new supplier schedule releases for that line. Only MRP planning data are considered when building new releases, and the resulting schedules have a status of planned. MRP does not consider these schedules as sources of supply.
- When Firm Days has a positive value, **Schedule Update from MRP** generates firm requirement data for shipping schedule requirements within this time period. Data designated as firm are not replanned and are visible to MRP as scheduled supply, like discrete purchase orders. Data not designated as firm are not considered by MRP.

Only requirements that exist within the schedule days specified on the corresponding scheduled order line can be automatically designated as firm by **Schedule Update from MRP**.

Enter a positive value in this field if you want to explicitly track cumulative received quantities, or if you have an agreement with your supplier stipulating that requirements cannot change within a specific interval.

This value defaults to the corresponding field in **Supplier Controls Maintenance**. This field value, in turn, defaults to **Supplier Scheduled Orders** when scheduled orders are created for the associated supplier.

Fab Auth Days

Enter the typical number of days for the system to use to calculate fabrication authorization quantities (fab quantities) on supplier planning schedules. This is the fabrication authorization horizon.

When this value is positive, **Schedule Update from MRP** uses it to calculate fabrication quantities. These quantities represent cumulative item requirements within the specified number of days since the active start date of their associated planning schedules.

Fabrication authorization commitments are made to protect suppliers against sudden and unforeseen reductions in demand. Fabrication quantity is the quantity of product for which you commit to covering manufacturing costs. This information is sent to the supplier as part of the planning schedule.

> **Note Schedule Update from MRP** uses this value only if scheduled requirements extend beyond the specified number of days. Otherwise, the fabrication authorization horizon is equal to the number of schedule days specified on the applicable scheduled order line.

This value defaults to the corresponding field in **Supplier Controls Maintenance**. This field value, in turn, defaults to **Supplier Scheduled Orders** when scheduled orders are created for the associated supplier.

Raw Auth Days

Enter the typical number of days for the system to use to calculate raw authorization quantities on supplier planning schedules. This is the raw authorization horizon.

When this value is positive, Schedule Update from MRP uses it to calculate raw authorization quantities. These quantities represent cumulative item requirements within the specified number of days since the active start date of their associated planning schedules.

Raw authorization commitments are made to protect suppliers against sudden and unforeseen reductions in demand. Raw quantity is the quantity of product for which you commit to covering raw material costs. This information is sent to the supplier as part of the planning schedule.

> **Note Schedule Update from MRP** uses this value only if scheduled requirements extend beyond the specified number of days. Otherwise, the raw authorization horizon is equal to the number of schedule days specified on the applicable scheduled order line.

This value defaults to the corresponding field in **Supplier Controls Maintenance**. This field value, in turn, defaults to **Supplier Scheduled Orders** when scheduled orders are created for the associated supplier.

Schedule Days

Enter the typical number of days for **Schedule Update from MRP** to use to:

- Determine how many days the item requirements in each shipping schedule cover
- Bucket item requirements

When this value is zero for a scheduled order line, supplier shipping schedules are not generated for that line.

This value defaults to the corresponding field in **Supplier Controls Maintenance**. This field value, in turn, defaults to **Supplier Scheduled Orders** when scheduled orders are created for the associated supplier.

Schedule Weeks

Enter the typical number of weeks (from 0 to 99) for **Schedule Update from MRP** to use to:

- Determine the length of time that the item requirements in each planning schedule will cover. This is the sum of the schedule weeks and schedule months specified on the applicable scheduled order line.
- Bucket item requirements in planning schedules.

For each weekly requirement bucket on a planning schedule, the system assigns the entire item quantity to the first day of the week on which the supplier is available, based on the supplier calendar set up in **Supplier Calendar Maintenance**.

When both Schedule Weeks and Schedule Months are zero for a scheduled order line, supplier planning schedules are not generated for that line.

This value defaults to the corresponding field in **Supplier Controls Maintenance**. This field value, in turn, defaults to **Supplier Scheduled Orders** when scheduled orders are created for the associated supplier.

Schedule Months

Enter the typical number of months for **Schedule Update from MRP** to use to:

- Determine the length of time that the item requirements in each planning schedule cover. This is the sum of the schedule weeks and schedule months specified on the applicable scheduled order line.

- Bucket item requirements in planning schedules.

For each monthly requirement bucket on a planning schedule, the system assigns the entire item quantity to the first Monday of the applicable month.

When both Schedule Weeks and Schedule Months are zero for a scheduled order line, supplier planning schedules are not generated for that line.

This value defaults to the corresponding field in **Supplier Controls Maintenance**. This field value, in turn, defaults to **Supplier Scheduled Orders** when scheduled orders are created for the associated supplier.

Subcontract

Use the Subcontract panel to set the subcontract parameters for purchasing. The settings in this panel determine the default values in **Suppliers** > Domain Settings details screen > Subcontract panel.

Auto Update PO

Select this option to have the system automatically update a subcontract discrete PO in the **Update Subcontract PO from Production** report. In that report, when you select either Both or Discrete for the Schedule/Discrete option and Auto Update PO is selected here, the system updates the due dates and order quantity for the subcontract discrete scheduled PO lines, as long as the subcontract POs match other selected criteria in the report. When a PO is updated by the report, the system updates the revision number and date.

When you do not select Auto Update PO, and you try to run the report for a scheduled or discrete PO, the system displays an error.

Refer to the online help for **Update Subcontract PO from Production** for more processing information.

Auto Update Horizon

Specify the number of calendar days beyond which subcontract discrete PO lines are updated by the **Update Subcontract PO from Production** function. When you enter the number of calendar days in this field and then run the report, the system calculates the horizon days (the as-of date + Auto Update Horizon days) as the supplier calender working days, or when no supplier calendar exists, as regular calendar days.

When Auto Update Horizon is set to 0 (zero) for a PO line, **Update Subcontract PO from Production** displays a warning. The warning informs you that Auto Update Horizon is set to 0 for a particular PO

line; this can have an impact on the subcontract supplier side when there are time constraints for making changes.

Refer to the online help for **Update Subcontract PO from Production** for more processing information.

The setting in this field determines the default value for the Auto Update Horizon field in the Domain Settings details screen of the Subcontract panel in **Suppliers**.

Supplier Performance

The Supplier Performance functionality enables manufacturers to monitor the performance of their internal and external suppliers. Depending on your manufacturing environment, you can customize the way your system collects performance data as well as how you report performance metrics. You can create your own data collection points or use the ones predefined in the system. This functionality provides flexible automatic and manual data collection.

Use the options in this panel to enable and set the supplier performance parameters for purchasing.

Use Supplier Performance

Select this option to indicate whether Supplier Performance functionality is enabled. Unselected is the default. When disabled, information related to supplier performance is not captured by the system. This option overrides all other Supplier Performance option settings.

Acceptable Days Early

Enter the acceptable number of days a shipment can be early without generating an early shipment event. This value sets the default for the same-named option in **Supplier Performance Registration**.

Acceptable Days late

Enter the acceptable number of days a shipment can be late without generating a late shipment event. This value sets the default for the same-named option in **Supplier Performance Registration**.

Use Shipment Percent

Specify whether the system should evaluate the incoming receipts against a user-specified value.

Not selected: Evaluation does not occur. The values in the corresponding Acceptable Over Shipment and Acceptable Under Shipment options are not used.

Selected: The system evaluates whether incoming receipts are over or under a user-specified percentage value. The evaluation is based on a comparison of quantity received to quantity expected.

This value sets the default for the same-named option in **Supplier Performance Registration**.

Acceptable Over Shipment

When Use Shipment Percent is selected, enter the maximum percentage by which an incoming shipment can be over the expected quantity without generating an overshipment event. This value sets the default for the same-named option in **Supplier Performance Registration**.

Acceptable Under Shipment

When Use Shipment Percent is selected, enter the maximum percentage by which an incoming shipment can be under the expected quantity without generating an undershipment event. This value sets the default for the same-named option in **Supplier Performance Registration**.

Acceptable Days Early

Enter the acceptable number of days a shipment can be early without generating an early shipment event. This value sets the default for the same-named option in **Supplier Performance Registration**.

Acceptable Days late

Enter the acceptable number of days a shipment can be late without generating a late shipment event. This value sets the default for the same-named option in **Supplier Performance Registration**.

Use Shipment Percent

Specify whether the system should evaluate the incoming receipts against a user-specified value.

Not selected: Evaluation does not occur. The values in the corresponding Acceptable Over Shipment and Acceptable Under Shipment options are not used.

Selected: The system evaluates whether incoming receipts are over or under a user-specified percentage value. The evaluation is based on a comparison of quantity received to quantity expected.

This value sets the default for the same-named option in **Supplier Performance Registration**.

Acceptable Over Shipment

When Use Shipment Percent is selected, enter the maximum percentage by which an incoming shipment can be over the expected quantity without generating an overshipment event. This value sets the default for the same-named option in **Supplier Performance Registration**.

Acceptable Under Shipment

When Use Shipment Percent is selected, enter the maximum percentage by which an incoming shipment can be under the expected quantity without generating an undershipment event. This value sets the default for the same-named option in **Supplier Performance Registration**.

Use Shipment Quantity

Specify whether to use the shipment quantity to calculate supplier performance.

Not selected: Evaluation does not occur. The values in the corresponding Acceptable Over Shipment and Acceptable Under Shipment fields are not used.

Selected: The system evaluates whether incoming receipts are over or under the user-specified quantity.

This value sets the default for the same-named option in **Supplier Performance Registration**.

Acceptable Over Shipment

When Use Shipment Quantity is selected, enter the maximum quantity by which an incoming shipment can be over the expected quantity without generating an overshipment event.

This value sets the default for the same-named option in **Supplier Performance Registration**.

Acceptable Under Shipment

When Use Shipment Quantity is selected, enter the maximum quantity by which an incoming shipment can be under the expected quantity without generating an undershipment event.

This value sets the default for the same-named option in **Supplier Performance Registration**.

Use Shipment Percent Cost

Specify whether the system should evaluate the incoming receipts based on the percentage of the cost.

Not selected: Evaluation does not occur. The value in the corresponding Acceptable Over Shipment field is not used.

Selected: The system evaluates whether incoming receipts are over or under the specified percentage value. The evaluation is based on a comparison of quantity received to quantity expected. For example, an item might cost $1,000 each, and you receive 12 instead of 10. The overshipment based on quantity might not generate a supplier performance event, but if the percent of cost is 10%, then an overshipment is recorded.

This value sets the default for the same-named option in **Supplier Performance Registration**.

Acceptable Over Shipment

When Use Shipment Percent Cost is selected, enter the maximum cost by which an incoming shipment can be over the expected cost based on a percentage.

This value sets the default for the same-named option in **Supplier Performance Registration**.

Use Shipment Quantity Cost

Specify whether to use the total value of the shipment quantity to calculate supplier performance.

Not selected: Evaluation does not occur. The value in the corresponding Acceptable Over Shipment option is not used.

Selected: The system evaluates whether incoming receipts are over a specified cost based on quantity. The evaluation is based on a comparison of the cost of the quantity received and the cost of the quantity expected.

This value sets the default for the same-named option in **Supplier Performance Registration**.

Acceptable Over Shipment

When Use Shipment Quantity Cost is selected, enter the maximum cost by which an incoming shipment can be over the expected cost based on quantity.

Default Points

Enter the default point value to use when creating events in **Performance Events**.

This value sets the default for the Points option in **Performance Events**.

Parts-Per Counter

Enter the parts-per calculation method:

Quantity: The parts-per calculation is based on the total quantity ordered.

Events: The calculation is based on the number of events a receipt has generated.

This value sets the default for the same-named option in **Performance Categories**.

Parts-Per Factor

Enter the factor used to calculate supplier performance rank when the Parts-Per rating method is used. The default is 1,000,000.

This value sets the default for the same-named option in **Performance Categories**.

Maximum ASN Lead Time

Enter the maximum lead time for advance ship notices (ASN). Use the standard hour and minute time format (HH:MM).

This option determines the amount of time allowed between the time a shipment leaves the supplier’s dock and the time the ASN for that shipment is created and sent to the customer. This option also controls the RTS pop-up.

For example, the maximum ASN lead time is 00:20. If a shipment leaves the supplier’s dock at 9:00 AM, the supplier must create and send the ASN for that shipment before 9:20. If the supplier sends the ASN after 9:20, the lead time has been exceeded and a late ASN event is recorded.

This value sets the default for the same-named option in **Supplier Performance Registration**.

Include Purchase Orders

Select or clear to specify whether the Missed Shipment Event Generator should consider purchase orders. This value sets the default for the same-named option in **Missed Shipment Event Generator**.

Include DRP Orders

Select or clear to specify whether the Missed Shipment Event Generator should consider distribution orders. This value sets the default for the same-named option in **Missed Shipment Event Generator**.

Include Scheduled Orders

Select or clear to specify whether the Missed Shipment Event Generator should consider scheduled orders. This value sets the default for the same-named option in **Missed Shipment Event Generator.**

Net Same Day Receipts

Specify whether multiple same-day receipts should be netted as one receipt when calculating the supplier's overall report card score.

Note This setting applies only to over- or under-quantity performance events. It has no effect on events related to early or late receipt dates.

Not selected (the default): Supplier Performance considers each individual receipt that does not equal the open quantity to be an under- or overshipment, and generates the related performance event.

Selected: Total receipts for the day are compared against what is expected. If the supplier delivers the expected quantity during the day, no events are generated. Otherwise, the system generates a single under- or overshipment event for the day, as appropriate.

Enable Inv Transfer

Select or clear (the default) to specify whether the system should prompt the user for supplier performance data during inventory transfers.

When selected, a supplier performance data pop-up appears in the inventory transfer programs when transferring material from the inspection location.

Enable PO Return

Select or clear (the default) to specify whether the system should prompt the user for supplier performance data during purchase order returns.

When selected, a supplier performance data pop-up appears in **Return Purchase Order Action** and **RTS Shipments** (.NET UI menu 11.7.3.16).

Missed Shipment As Of Date

This read-only option displays the date entered for the same-named option in the **Missed Shipment Event Generator** (.NET UI menu 5.15.17) when that program was last executed. This is the beginning date the system uses when searching for missed shipments.

This option is set by the system each time Missed Shipment Event Generator is run.

Last Missed Shipment Run

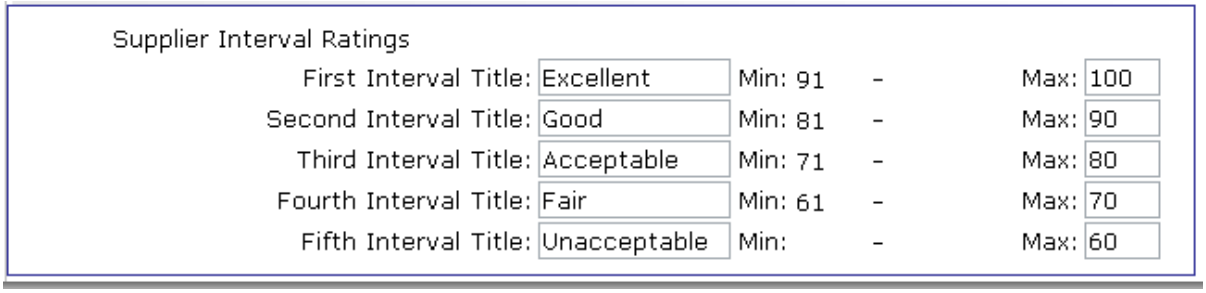
This read-only option displays the last date the Missed Shipment Event Generator was run.

This option is set by the system each time Missed Shipment Event Generator is run.

Supplier Interval Ratings

Use this frame to create a reference table that displays on the supplier's performance report card. The table shows performance levels that you can use as a guide for interpreting supplier ratings.

To set up the interval ratings table, enter the interval titles with their corresponding maximum score. The system generates the appropriate minimum score numbers for each level and displays the results in descending order. For example:



System Categories and System Events

After defining categories and events, use the options in these panels to relate system categories and events to the category and event definitions you previously created.

As the system automatically collects data, it uses the category and event code cross-references to relate the system activities to the supplier report card using your category and event definitions. The category and event definition codes tell the system where to place the data.

In some situations, not all system categories and events are used; leave these references blank. Entries for all options are not mandatory. When you leave an option blank, the automatic data collection process does

not create events for that system category or event. When you modify an option and remove the value, the system stops collecting data for these categories and or events.

System Categories

After defining categories and events, use the options in these panels to relate system categories to the category you created in **Performance Categories**.

ASN Information

Enter the category code that tracks late ASNs.

DO Receipts

Enter the category code that tracks early, late, under, over, and missed shipment events for incoming DO receipts.

PO Receipts

Enter the category code that tracks early, late, under, over, and missed shipment events for incoming PO receipts.

RTS Receipts

Enter the category code that tracks early, late, under, over, and missed shipment events for incoming RTS receipts.

System Events

Use the options in this subpanel to relate system events to user-defined events that you defined in **Performance Events**.

Early Receipt

Enter the event code for receipts that violate the early receipt threshold defined in the system.

Late Receipt

Enter the event code for receipts that violate the late receipt threshold defined in the system.

Under Shipment

Enter the event code for receipts that violate the under shipment percentage/quantity thresholds defined in the system.

Over Shipment

Enter the event code for receipts that violate the over shipment percentage/quantity thresholds defined in the system.

Missed Shipment

Enter the event code for expected receipts that are late and have not yet been received.

Duplicate ASN

Enter the event code for ASNs that have been sent and attempted to be processed twice in the system.

Late ASN

Enter the event code for ASN receipts that violate the maximum ASN lead time value defined in the system.

Summary Extraction

Use the options in this subpanel to set up parameters so that the system can extract supplier performance data and send the data to the Web UI Supplier Relationship Management (SRM) functions. For more information on the Supplier Performance and SRM integration, including and overview and flow, see Supplier Performance on page 4869.

Enable Summary Extraction

When selected, the system generates and extracts data, using setup parameters, to send to SRM.

Metric Period

Select from monthly, quarterly, bi-annually, or yearly as the period by which the system extracts data.

Synchronization Day

Specify a number between 1 and 10 as the day the extraction executes. This is the first day of the first month after the previous period has been finished (last period executes).

Start Month

When you do not select Month as the Metric Period, set the start month to execute the extraction. The system uses this period (with multiples of 1/4, 1/2, or 1—depending on the metric period) to execute.

Sourcing

Enabled

Select to activate the policy to manage Sourcing functionality existing in the ERP.

When not selected, Sourcing that exists in QAD ERP is not enabled and all other fields are disabled.

Direct Material Group

This field is enabled only when the item in the sourcing request is a direct material (Material not in EAM). SM Integration Control lets you group items by a key element. This option lets you group items included in SRM Sourcing from QAD ERP. This setup allows the SRM Sourcing functionality to select which field from the item is used as a group when sending the SRM Sourcing request. Choose from:

- Product Line
- Item Type
- Item Group
- Design Group
- Commodity Code

Indirect Material Group

This field is only enabled when the item in the sourcing request is an EAM material. SM Integration Control lets you group these items by a key element. This option lets you group items included in SRM Sourcing from QAD ERP. This setup allows the SRM Sourcing functionality to select which field from the item is used as a group when sending the SRM Sourcing request. Choose from:

- Commodity
- Product Line
- Type
- Material Group

Projections Calculation Type

Set the default calculation type that the sourcing request uses when the request is created. Your selection determines how the projected quantity is calculated. Choose from the following ways to calculate the projected quantities:

- Manual
- Demand
- All Supply
- Firm Supply
- Planned Supply
- Historical

Dates Range

Specify a date range that defaults to new SRM Sourcing records. This allows out-of-the box defaulting, and ultimately triggers the automatic quantities calculation without having to update the sourcing request. You can predefine a range of dates to use for calculating the projected quantities for this particular range of dates.

Specify the type of range or select it from the drop-down list, then specify the increment for the range when the period portion is not grayed out.

Require Material Group

It is checked by default when the sourcing request is for an EAM item (memo item). Users must choose an option from Indirect Material Group if the field is enabled otherwise the sourcing request fails with an error message.

Sequence ID

The sequence used for creating the Sourcing ID when a new Sourcing Request is created is defaulted.

Supplier Price List

Use Supplier Price Lists to set up price lists for POs, blanket orders, purchase requisitions, and supplier scheduled orders. A price list defines all the information necessary to price an item.

Refer to Supplier Price Lists on page 874.

Supplier Items

Each item you purchase has an item number, used internally for inventory control, planning, and production. Normally, your suppliers do not use the same numbering scheme you do. **Supplier Items** cross-references both their number and the original manufacturer's item number to yours, and keeps track of the quoted price and lead time.

Each supplier-item relationship is identified by an item number, supplier address code, and supplier item. More than one supplier item may be related to any item. This allows you to record all of the alternate sources for an item, along with their quoted price and lead time. This also allows you to record possible substitutes for an item. For example, one supplier may offer two different grades or quality levels of the same item. This information can be printed on purchase requisitions to assist the buyer.

When a purchase order or supplier schedule is entered for this supplier, you can enter the supplier item number right on the order. The system displays your item number and the quoted price. This can be changed on each order, as needed. If you do not enter the supplier item number on the order, the system displays the most recent supplier item number associated with the supplier and item entered.

Both your item number and the supplier item number are listed on most reports and inquiries, and both print on the formal purchase order document.

Both numbers also display when the purchase order is received. This helps your receiving clerk if the supplier's packing list shows only supplier item numbers.

Supplier item information can be reviewed by item or by supplier, listing all the suppliers of a given item, or all the items offered by a given supplier. This is useful for finding alternative sources when you are having problems with an item or supplier.

Supplier item numbers are used in blanket orders, purchase orders, and supplier scheduled orders. Whenever you enter an item number not defined in your item master, the system checks to see if it is a supplier item, looking for a match in the supplier-item table by supplier code and item number. If a match is found, your internal number is displayed on the order line, and the item number you entered is displayed in the Supplier Item field. Both are printed on all communications to the supplier. Also, the supplier item number displays on a purchase order receipt—in case their packing list neglected to include your item numbers.

Purchase order unit price also defaults based on the supplier-item information. If the order currency and unit of measure match the quote, and the order quantity exceeds the quote quantity, the quoted price displays on the order line. When a supplier offers different prices at different quantity levels, the price list in **Supplier Items** is accessed.

Although supplier items may be 30 characters long, it is recommended that you do not exceed 18—the length allowed on a purchase order.

You have the option to let the system maintain supplier-item quotes. As long as the PO quantity exceeds the quote quantity, the system can set the quote price equal to the PO unit cost. (The quote date is not updated, and neither is the price list data.)

Main

Item

Enter your internal item number related to this supplier item number. This is the item number used inside your company for planning and manufacturing.

Supplier

The address code identifying this item's supplier.

Supplier Item

The item number this supplier uses to identify this item.

Unit of Measure

Specify the purchase unit of measure that this supplier price quote is stated in terms of. The default is EA.

The supplier item unit of measure can differ from the unit of measure in which you store this item. For example, you may hold inventory in the unit of measure EA (each), but purchase it by the CS (case). In this situation, you would normally store your supplier price quotations in

terms of CS. The quote price, lead time, and quantity all apply to this unit of measure.

When a PO is entered, the quote price is accessed only if the unit of measure and currency on the PO match the quote unit of measure and currency, and if the PO quantity is at least the quantity quoted.

Supplier Lead Time

The quoted supplier lead time expressed in calendar days. This does not include inspection time.

This field is for reference only and can appear on some selected reports and inquiries. In particular, lead time prints on the purchase requisition for the buyer's use.

Price

Use SO Reduction Price

Select this field to reduce the price of items ordered from the supplier by the specified SO price reduction percentage. The SO reduction price calculation is similar to a markdown. Enter No to use standard SO prices without any reduction percentage.

SO Price Reduction %

Enter the mark-down percentage to use when Use SO Reduction Price is selected.

Currency

Specify the currency in which this supplier price is quoted.

Currency codes identify monetary units and form the basis of exchange rate relationships.

Each domain has a base currency. You can specify foreign currencies during sales, purchasing, service, and accounting transactions. Each currency must be predefined and a valid exchange rate must exist for the transaction effective date.

When a purchase order is entered, the supplier price is displayed only if the currency on the order matches the currency of the quote.

Quote Price

Quote Price

The price per unit that the supplier quoted for this item.

The supplier item unit of measure may be different from the unit of measure in which you store this item. For example, you may hold inventory in the unit of measure EA (each), but purchase it by the CS (case). In this situation, you would normally store your supplier price

quotations in terms of CS. The quote price, lead time, and quantity all apply to this unit of measure.

When a PO is entered, the quote price is accessed only if the unit of measure and currency on the PO match the quote unit of measure and currency, and if the PO quantity is at least the quantity quoted.

When a PO is entered referencing this supplier item, optionally you can update the supplier-item data to reflect the new price, if it has changed. Both the quote price and quote date are updated. The quote quantity does not change. You can choose to prevent this update, for example, if the price is much higher than normal because of a rush delivery requirement.

Quote Date

The default is the system date.

The date the supplier quoted you this price.

This field is for reference only, and can appear on some selected reports and inquiries.

When a PO is entered referencing this supplier item, optionally, you can update the supplier-item data to reflect the new price, if it has changed. Both the quote price and quote date are updated. The quote quantity does not change. You can choose to prevent this update, for example, if the price is much higher than normal because of a rush delivery requirement.

Quote Quantity

The minimum quantity that you must order to be eligible for the quoted price.

The supplier item unit of measure can differ from the unit of measure in which you store this item. For example, you may hold inventory in the unit of measure EA (each), but purchase it by the CS (case). In this situation, you would normally store your supplier price quotations in terms of CS. The quote price, lead time, and quantity all apply to this unit of measure.

When a PO is entered, the quote price is accessed only if the unit of measure and currency on the PO match the quote unit of measure and currency, and if the PO quantity is at least the quantity quoted.

Release Scheduling

Positive Plan Variance

Specify the percentage by which the current release quantity on planning schedules for this supplier item can exceed the previous quantity, without being flagged as an exception in **Supplier Scheduled Releases**.

Negative Plan Variance

Specify the percentage by which the current release quantity on planning schedules for this supplier item can underrun the previous quantity, without being flagged as an exception in **Supplier Scheduled Releases**.

Positive Ship Variance

Specify the percentage by which the current release quantity on on aggregate schedules or shipping schedules for this supplier item can exceed the previous quantity, without being flagged as an exception in **Supplier Scheduled Releases**.

Negative Ship Variance

Specify the percentage by which the current release quantity on aggregate schedules or shipping schedules for this supplier item can underrun the previous quantity, without being flagged as an exception in **Supplier Scheduled Releases**.

Manufacturing

Manufacturer

Specify an optional code identifying the original manufacturer of this item, if different from the supplier. This field is validated against predefined values entered in **Generalized Codes**, if any.

This field is for reference only and can appear on some selected reports and inquiries.

When a supplier item number is entered on a PO, the original manufacturer and manufacturer's item number are also listed. This ensures that the supplier does not substitute an item produced by a different manufacturer.

Manufacturer Item

The original manufacturer's item number for this item.

This field is for reference only and can appear on some selected reports and inquiries.

When a supplier item number is entered on a PO, the original manufacturer and manufacturer's item number are also listed. This ensures that the supplier does not substitute an item produced by a different manufacturer.

Comment

The comment associated with this supplier-item relationship, if any.

This field is for reference only and can appear on some selected reports and inquiries.

Subcontract

Use the Subcontract panel to set subcontract parameters for supplier items. Settings default from **Suppliers** > Domain Settings details screen > Subcontract panel.

Auto Update Horizon

The number of calendar days beyond which discrete PO lines will be updated by the **Update Subcontract PO from Production** report.

The value entered here sets the default value for the Auto Update Horizon setting in **Purchase Orders** > Purchase Order Lines details screen > Subcontract panel.

This setting defaults from the Auto Update Horizon setting in **Suppliers** > Domain Settings > Subcontract panel.

Supplier Items Report

It is used to track and analyze the relationship between suppliers and the items they provide.

This report comes with filters that allow you to search and narrow down the data by supplier, item number, or currency, helping you to analyze supplier performance, assess costs, monitor inventory, and ensure timely deliveries.

Settings Panel

The Settings panel includes the Format, Date Display, and Decimal Display subpanels that contain various settings for the report. For more information, see Reports on page 296.

Filter Panel

The Filter panel contains the criteria used to filter the data in the report.

Item Number

Specify an item number.

Each supplier-item relationship is identified by an item number, supplier address code, and supplier item. More than one supplier item can be related to any item. This allows you to record all of the alternate sources for an item, along with their quoted price and lead time. This also allows you to record possible substitutes for an item such as one supplier may offer two different grades or quality levels of the same item. This information can be printed on purchase requisitions to assist the buyer.

When a purchase order, blanket order or supplier schedule is entered for this supplier, you can enter the supplier item number right on the order. The system displays your item number and the quoted price. This can be changed on each order as needed. If you do not enter the

supplier item number on the order, the system displays the most recent supplier item number associated with the supplier and item entered.

Both your item number and the supplier item number are listed on most reports and both print on the formal purchase order document.

Both numbers also display during the Purchase Order Receipt function. This helps your receiving clerk if the supplier's packing list shows only supplier item numbers.

Supplier item information can be reviewed by item or by supplier, listing all the suppliers of a given item, or all the items offered by a given supplier. This is useful for finding alternative sources when you are having problems with an item or supplier.

Supplier

Optionally, specify a supplier for selecting items to report.

Reporting Currency

Specify a valid currency that the report output should use.

You can generate reports in any currency, regardless of the currency of the source document.

The translation of the report into the specified reporting currency begins with the standard report output. If the report shows base currency amounts, then these base currency amounts are translated to the reporting currency. If the report lets you specify a currency in a Currency field, output is translated from this currency.

The conversion uses either the current exchange rate valid for today's date, or the rate for the effective date selected on the appropriate report. If the conversion involves EMU currencies, triangulation is used.

Supplier Certifications

Supplier Certification Validation in Purchasing Transactions

Supplier Certification helps ensure that purchasing transactions are carried out only with approved or conditionally approved suppliers and items. The system validates supplier certification when creating or processing purchasing documents as follows:

- Purchase Orders
- Blanket Orders
- Requisitions
- PO Shippers
- Release to Purchase Order (from Requisition or Blanket)
- Receive or Return Purchase Orders
- Firm Purchasing Action

Validation is controlled by the Enforce Supplier Certification option in Purchasing Control on page 4430.You can enforce certified supplier requirements at the system-wide level or on an item/supplier basis. Refer to Supplier Domain Settings on page 891.

Validation occurs when a purchasing document is created, confirmed, or released. The system checks whether:

- The *Enforce Supplier Certification* option is enabled in Purchasing Control on page 4430.
- Valid certification records exist for the supplier and, if applicable, for the item in the Supplier Domain Settings on page 891.

When Enforce Supplier Certification Enabled

When the Enforce Supplier Certification option is selected in Purchasing Control on page 4430, the system validates both supplier and item certifications for purchasing documents creation in the following sequence:

1. Effective Date Validation on page 4469
2. Certification Status Validation on page 4469
3. Item Level Validations on page 4470, if applicable.

Effective Date Validation

1. The system looks for supplier records in Supplier Domain Settings on page 891.
   a. If purchasing document creation date falls on or within the supplier certification period (start/end effective dates), the system processes purchasing documents with Certification Status Validation on page 4469
   b. If purchasing document creation date falls outside supplier certifications period, the system blocks processing of purchasing document.
   c. If multiple supplier certifications overlap the document creation date:, the system processes purchasing documents with Certification Status Validation on page 4469

   Note If no certification record is effective for the document creation date, the supplier is considered as uncertified and the document processing fails.

Certification Status Validation

Once the system identifies supplier certifications valid for the document creation date, it processes the document according to their certification status.

Status	System Action
Approved / Condition	Purchasing document is processed.

Status	System Action
Note If multiple supplier certifications overlap the document creation date, all certification status should be Approved / Condition to be processed.	
Pending / Suspended / Terminated / Denied **Note** If multiple supplier certifications overlap the document creation date, If even one supplier certification status is Pending / Suspended / Terminated / Denied the document will not be processed.	Processing document is blocked. The system displays an error showing the current certification status.

Note If a certification is not effective for the document creation date, it is ignored regardless of status.

Item Level Validations

If the supplier's certification record has Enforce Item Certification enabled in the Supplier Domain Settings on page 891, the system applies the same effective date on page 4469 validation and Certification Status Validation on page 4469 from supplier certification to the items listed in the Item Certification subpanel.

When Enforce Supplier Certification is Disabled

When the Enforce Supplier Certification option is cleared in Purchasing Control on page 4430, the system validates with certification data in the Supplier Domain Settings on page 891.

Condition	System Action
Certification records exist for the supplier or item, and the transaction date is within the effective range	Purchasing document is processed based on Certification Status Validation on page 4469.
No certification records exist or are not effective for the transaction date	No Validation, Purchasing document is processed.

Discrete Purchase Orders

Purchasing Flow Overview

Introduction

Purchasing documents can optionally or mandatorily require approval; and the approval can be from a single user or multiple users, depending on your setup.

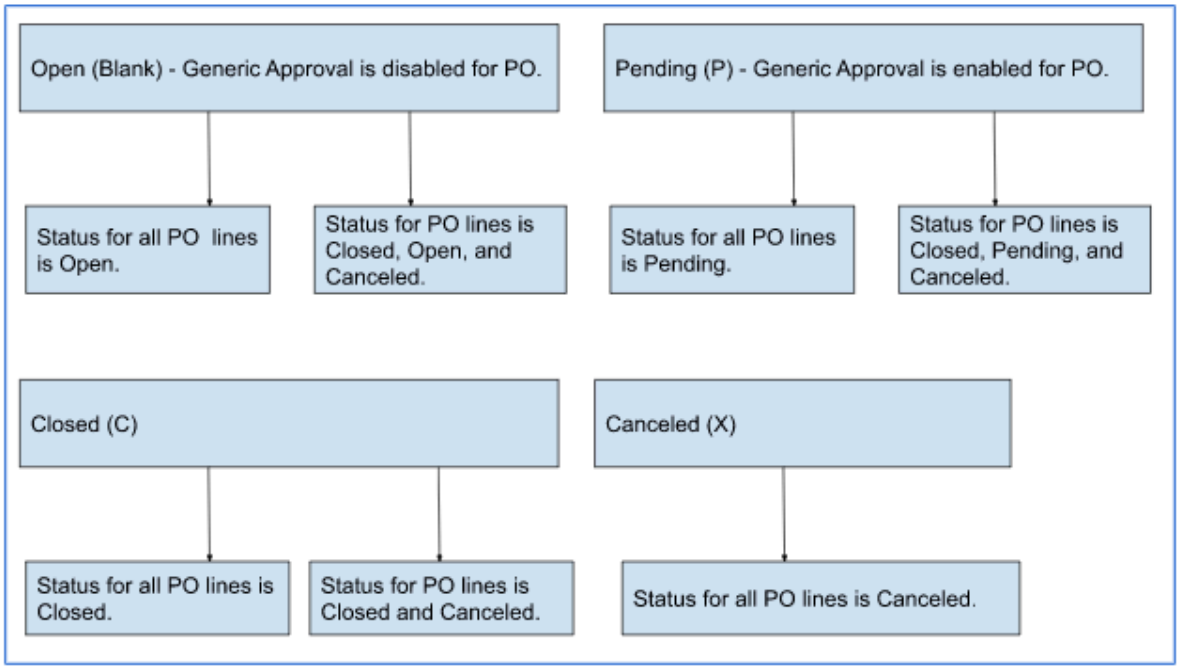
This overview describes aspects of the approval process by presenting a series of flow charts that depict various approval states for different purchasing documents.

Purchase Order Statuses

Optionally, Web UI Approval Configuration can also be enabled for discrete purchase orders. In this case, the full generic approval functionality is available to support the purchase order approval process, including the definition of approval routes or e-mail templates for approvers and stakeholders.

The following graphic depicts the various statuses that are possible for a purchase order.

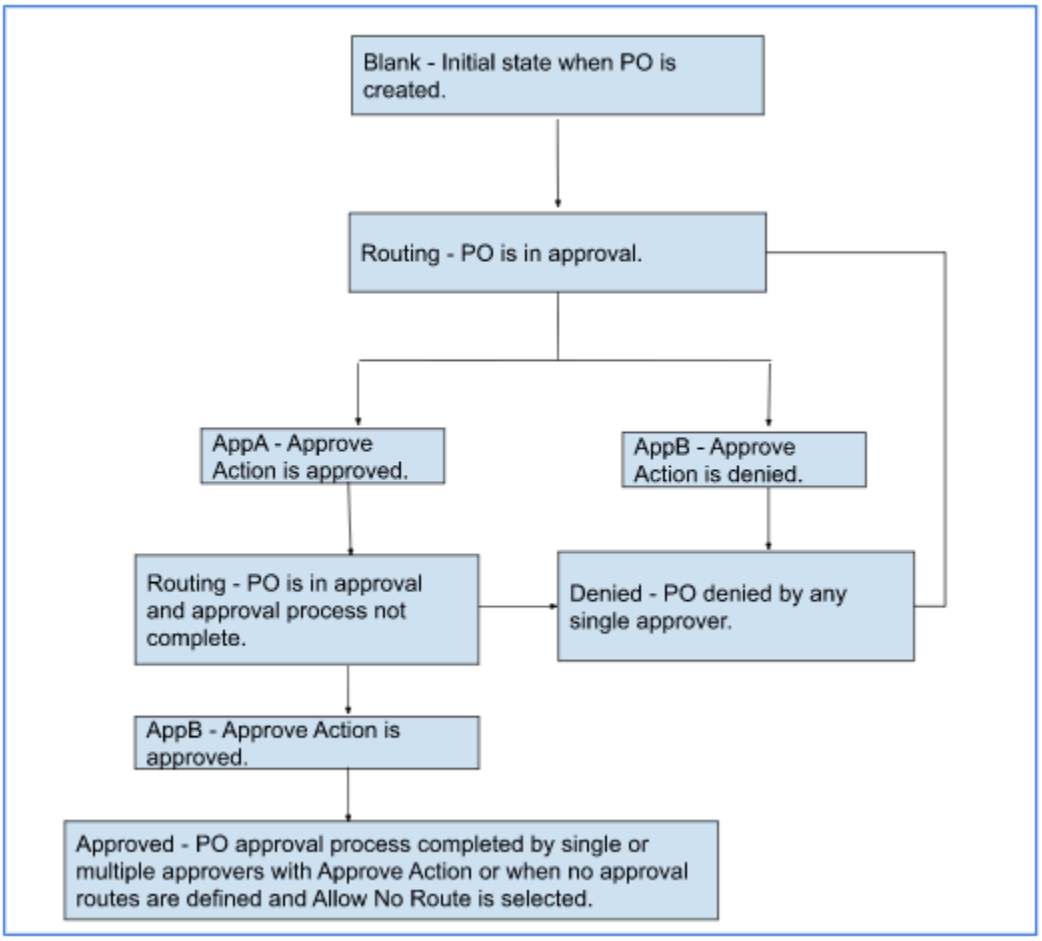
Purchase Order Statuses



Purchase Order Approval Statuses

Purchase order approvals can be a useful mechanism for getting management signature in high-spend purchase orders, for example. Purchase orders and requisitions can be perfectly combined, but they do not replace each other as they have different business purposes. The following graphic depicts the flow for a PO approval.

Purchase Order Approval Flow



Purchase Order Entry

A purchase order is a contract with a supplier for items to be delivered on specified dates. It includes the delivery address, the terms of the agreement, tax data, and shipping costs. Purchase orders created in the QAD Web UI can be also maintained in QAD .NET UI in **Purchase Order Maintenance**; many QAD .NET UI purchase orders can be maintained in the QAD Web UI.

Note QAD .NET UI purchase orders either created manually from GRS requisitions or created automatically by **Planned Purchase Order Approval** cannot be updated, received, or returned in QAD Web UI.

Actions

Available actions that apply to the entire order include the following.

Note Close, Cancel, and Reopen actions are available for individual lines. Select a line from the Order Lines grid and click Details; the Actions menu changes to show those actions.

Not all actions are always available. For example, Reopen Order displays in gray text if the current order is still open.

- Cancel Order Action on page 4506
- Close Order Action on page 4506
- Email Supplier Action on page 4517
- Receive Purchase Order Action on page 4522
- Return Purchase Order Action on page 4543
- Reopen Order Action on page 4543
- Create Pack Action on page 4507
- Receive Purchase Order Action on page 4522
- Return Purchase Order Action on page 4543
- Unload Action on page 5014

Roles

Buyer is the role that most typically creates purchase orders in the system. The buyer is responsible for negotiating contracts with suppliers and agreeing on pricing, due dates, credit terms, and so on. All this information is recorded in the purchase order document.

Also, other management roles, such as the purchasing manager, have access to purchase orders in the QAD Web UI. If not available from a role menu but you have proper security permissions for the Purchase Orders screens, you can access them from the QAD Web UI Search.

Panels

The **Purchase Orders** view has a summary and the following panels:

- Main
- Order Lines
- Receiving
- Billing
- Totals

- Notes

Purchase Orders includes a Quick Order view that includes only the panels that contain required fields, while the Default View includes all panels.

Summary

The summary at the top of the order screen includes several system-maintained fields to identify the purchase order.

Order

The unique QAD Enterprise Edition control number assigned to the purchase order.

Supplier

A code for the company responsible for providing the items specified in the order lines. This value defaults from the Main panel.

Once you enter the supplier when creating a new PO, then update it, all supplier-specific information redefaults to the new supplier.

You can modify the supplier on an existing PO that has purchase order lines; however, the currency code must be the same for the updated and existing supplier; the PO cannot be closed or canceled; and the PO lines cannot have receivers and therefore, transaction history.

Once you update the supplier, the system updates supplier-related information on the order, including:

- Supplier address and Supplier Contact data
- Credit terms and description
- Daybook Set and description
- Ship Via
- Price List, Discount table and Discount%, and Fixed Price
- Tax Class and description, Tax Environment and description, Tax Included, and Tax Usage and description

Note The system prompts you to confirm tax data updates. You must confirm the modifications.

Order Total

The total cost in the transaction currency.

Status

The status of the purchase order. The possible values are:

- Pending. Available only in the QAD Web UI. Purchase orders are created with status Pending only when PO Approvals is in use. This status indicates that the order is in process and requires approval before it can be sent to the supplier.

When a purchase order has a Pending status, MRP still sees the lines as planned orders due, rather than as scheduled receipts. The quantities are not considered as on-order quantities, and they are not considered as available inventory.

- Open. Equivalent to <blank> status in .NET UI. When PO Approvals is not enabled, Open is the default initial status.
- Closed. The order has been fully received. Closed status is equivalent to C status in .NET UI.
- Canceled. The order has been canceled. Canceled status is equivalent to X status in .NET UI.

Purchase Order Entry Screen Buttons

New

Click New to create a new purchase order.

Delete

Click Delete to remove the purchase order from the system.

When you select to delete an order, and the PO has a related to a requisition that is closed or canceled, the system prompts you to reopen the requisition line. When you respond with Yes, the system reopens the requisition line.

Route

Click the Route button to route the purchase order for approval. When a PO document is routed for approval, the maintenance screen and all buttons are disabled, preventing document modification. A color message at the top informs you that the order is routed for approval.

Note Approval routing only applies when the Purchase Order Approvals function is enabled. Otherwise, when you click Route, the system automatically sets the PO status to Open.

Save

Click Save to save your changes to the purchase order. Click the triangular part of the button and select Save & Next to save and close the current order and to display the next available order from the browse.

Cancel

Click Cancel to cancel any changes you have made since the last save. The system prompts you to confirm.

Main

Supplier

Enter the supplier name manually or select it from the lookup. You can only specify active, non-blocked, and certified (if Supplier Certification is enabled) suppliers.

If your role has permission to access **Suppliers**, you can use the New and Edit buttons on the lookup browse to create or update supplier records while you enter a purchase order.

When you create a new PO and you enter or update the supplier, the Ship To and Bill To fields default from the same-named fields in the Site Exceptions panel in **Purchasing Control**. The fields default from the supplier when site exceptions are defined for a site.

Site

Site is defaulted from the domain settings for the specified supplier. You can change it to any site valid for the domain (assuming that you have security access to the selected site). The site entered on the header may or may not be the site where items are received. This site code displays as the default for each line item, but you can change it manually. If you leave the site code blank on the header, you must enter a site manually for each line item.

When you modify an existing PO and update the site and a site exception is defined in **Purchasing Control** for the site you enter, the system prompts you to update the Ship To and Bill To options from the settings for the site exceptions. Select Continue to update the options or Cancel to cancel the updates. When you create a new PO and you enter a site that is defined in the site exceptions of **Purchasing Control**, the Ship To and Bill To fields default from the site exceptions in **Purchasing Control**.

Entity

Entity is defaulted from the Site record. This field is not editable.

Ship To

Enter the address code that identifies where the items on the order should be delivered. This field defaults from the ship-to address specified in **Purchasing Control**. You can modify the ship-to address, as needed.

When you create a new PO and you enter or update the supplier or the site, the value defaults from the Ship To field in the Site Exceptions panel in **Purchasing Control** when available.

Note Site exceptions must exist in **Purchasing Control** for the system to default values.

Number Format

If purchase order sequences are defined in your system (sequences for po_nbr.standard defined in **Number Ranges**), optionally select one from the lookup. When you specify a format, the system generates an order number using the sequence specified in this field. Otherwise, unless you specify your own value in the Number field, the system uses the prefix and next number specified in **Purchasing Control** to assign a number.

Note This field is not available on orders created directly from purchase requisitions. In that case, the system uses **Purchasing Control** to obtain a number. If you need an order with a number from a specified sequence definition, you must create it in **Purchase Orders**, select the sequence in Number Format, and add requisition lines manually.

Order

You can enter the order number manually or it can be auto-generated by the system.

- If you enter a number manually, the system verifies that it has not been used.
- If a number format is specified and you do not manually enter a number, the PO number is generated using the number format sequence.
- If no number format is specified and you do not manually enter a number, the PO number is generated using the prefix and the next available number defined in **Purchasing Control**.

  Once the PO header is saved, this field cannot be changed.

Order Revision

Enter a value that identifies the revision level of this order. Use revision numbers to identify the most current copy of a document. For the current version of the QAD Web UI, this field is for reference only.

Revision Date

If this is a PO revision, enter the revision date. For the current version of the QAD Web UI, this field is for reference only.

Order Date

Enter the date when this order was recorded. This can be the date the order was entered into the system or the date you placed the order. Defaults to today’s date. It can be blank.

The system uses this date in the line Unit Price/Discount calculation when you do not select the Price by PO Line Due Date option in **Purchasing Control**.

Due Date

Enter the date the items on this order are due to be received at the order site. If specified, the header due date sets the default line-item due date. Defaults to today's date. It can be blank.

Close Date

The system displays the date on which the purchase order was fully received.

Remarks

Enter brief remarks (up to 40 characters) pertaining to this supplier, usually relating to the order or shipping process. Initial remarks default from the supplier record.

Currency

Specify the domain base currency or an alternate currency. An order entered in an alternate currency can be paid in the alternate currency or the base currency. Defaulted from the supplier master data. Once the PO header is saved, the currency cannot be changed.

Requestor

Enter the user ID of the person who is requesting the items on this purchase order. For example, this is typically the person who initiated the purchase requisition.

Entered By

The system records and displays the user ID of the person who entered this order.

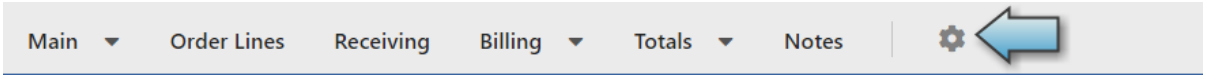
Buyer

Enter the buyer responsible for this order. If you use commodity codes, the default value depends on the setting of Enforce Buyer to Lines in **Purchase Requisition Control**.

- When that option is selected, Buyer defaults from the requisition header and cannot be updated.
- When Enforce Buyer to Lines is not selected, the system first looks for a buyer in the supplier record, then in the item record, then in the **Commodity Codes** record for the buyer associated with the line item and purchasing site. If those records do not include a buyer, the default is the header Buyer value.

Acknowledge Status

This option is not available by default in both the Default View and Quick Order view under the System Views. You can enable the option —as long as you have access rights—by clicking the gear icon in the top panel navigation bar.



The Acknowledge Status option represents key information that is exchanged between QAD Adaptive and the web portal.

When the option is visible, it is always disabled. The information that displays in the option represents supplier acknowledgment status of the purchase order. Possible values are as follows:

- Blank: Newly created purchase order. The purchase order is pending action on the supplier side.
- Accepted in Full: The purchase order accepted in full (as is) by the supplier.
- Rejected: The purchase order is rejected by the supplier.
- Accepted with detail and change: The order is accepted by the supplier but with changes for the ordered quantity or expected due date.
- Re-acknowledge: The purchase order is reacknowledged; the order stays as is and the Acknowledge status displays as Acknowledgment.

Supplier Contact Info

Contact

Enter the name of an individual at the supplier who is the contact for this order, or select it from the lookup. You can update or create new contact information on the fly in **Contacts**. The updates you make in **Contacts** display in the lookup here.

E-mail

Enter the e-mail address of the supplier contact.

Phone

Enter the telephone number of the supplier contact.

Confirm

Select this option to indicate that this order is a confirmation of an order placed previously by phone, fax, or other means. This field is for reference only.

Order Options

Consignment

Select this option if most items on this order are received from the supplier as consigned inventory. This option is enabled for direct items

when you enable Use Supplier Consignment in **Inventory Control**; otherwise, it is read-only and not selected.

For direct and indirect items, the value defaults from **Item & Supplier Consignment Settings** when a record exists for the supplier and the item is blank; otherwise, the value defaults from the Supplier Consignment panel in **Inventory Control**.

When you add consigned line items to the Lines grid, the Consignment checkbox is selected in the grid and in the Line Details Panel and additional consignment-related fields are populated with data. You can view and update this same data in the Line Details form.

When you click Consignment here, the system displays a Consignment subpanel in the Receiving on page 4485panel.

The following table depicts the settings of the consignment checkbox here, in the line grid and in the line Details panel, depending on your purchase order line entries:

Consignment in Main PO Panel	**Consignment Additional Fields**	**Line Entry**	**Receive Type**	**Consignment in Line Order Options**	**Consignment Additional Fields**
Defaults from Supplier Item Consignment Settings if there is a record with a Supplier and Item is blank; otherwise, defaults from Inventory Control>Supplier Consignment Control Panel setting	Defaults from Supplier Item Consignment Settings if there is a record with a Supplier and Item is blank; otherwise, defaults from Inventory Control>Supplier Consignment Control and Supplier Consignment Account Control panel settings	Requisition for indirect item	Inventory	Copied from requisition line and disabled	N/A

Consignment in Main PO Panel	Consignment Additional Fields	Line Entry	Receive Type	Consignment in Line Order Options	Consignment Additional Fields
Defaults from Supplier Item Consignment Settings if there is a record with a Supplier and Item is blank; otherwise, defaults from Inventory Control>Supplier Consignment Control Panel settings	Defaults from Supplier Item Consignment Settings if there is a record with a Supplier and Item is blank; otherwise, defaults from Inventory Control>Supplier Consignment Control and Supplier Consignment Acct Control panel settings	Requisitions for direct or indirect memo/ subcontract lines	Memo/ subcontract	Disabled	N/A
Defaults from Supplier Item Consignment Settings if there is a record with a Supplier and Item is blank; otherwise, defaults from Inventory Control>Supplier Consignment Control Panel settings	Defaults from Supplier Item Consignment Settings if there is a record with a Supplier and Item is blank; otherwise, defaults from Inventory Control>Supplier Consignment Control and Supplier Consignment	Requisitions for direct items	Inventory	Enabled. Defaults from Supplier Item Consignment Settings if there is a record with Supplier and Item; otherwise, defaults from the header.	Enabled. Defaults from Supplier Item Consignment Settings if there is a record with a Supplier and Item; otherwise, defaults from the header

Consignment in Main PO Panel	Consignment Additional Fields	Line Entry	Receive Type	Consignment in Line Order Options	Consignment Additional Fields
	Acct Control panel settings				
Defaults from Supplier Item Consignment Settings if there is a record with a Supplier and Item is blank; otherwise, defaults from Inventory Control>Supplier Consignment Control Panel settings	Defaults from Supplier Item Consignment Settings if there is a record with a Supplier and Item is blank; otherwise, defaults from Inventory Control>Supplier Consignment Control and Supplier Consignment Account Control panel settings	Released from the blanket order line	Inventory	Enabled. Copied from the blanket order header	Enabled. Copied from the blanket order line
Defaults from Supplier Item Consignment Settings if there is a record with a Supplier and Item is blank; otherwise, defaults from Inventory Control>Supplier Consignment	Supplier and Blank Item otherwise from Inventory Control->Supplier Consignment Control and Supplier Consignment Account Control panel settings	Item entered without any requisitions	Inventory	Enabled. Defaults from Supplier Item Consignment Settings if there is a record with a Supplier and Item; otherwise, defaults from the header	Enabled. Defaults from Supplier Item Consignment Settings if there is a record with a Supplier and Item; otherwise, defaults

Consignment in Main PO Panel	Consignment Additional Fields	Line Entry	Receive Type	Consignment in Line Order Options	Consignment Additional Fields
Control Panel settings					from the header

For information on EAM supplier consignment, refer to the following:

- Supplier consignment overview, see EAM Supplier Consignment on page 5398.
- Supplier consignment flow, see EAM Consignment Flow on page 5399.
- Supplier consignment setup flow, see EAM Consignment Setup Flow on page 5400
- Transactions created for receipts/returns, see and .

For more information on direct consignment flows, refer to the following:

- Supplier consignment overview, see Supplier Consignment Inventory on page 4851
- Supplier consignment flow, seeSupplier Consignment Workflow on page 4853
- Supplier consignment setup flow, seeSupplier Consignment Planning and Setup on page 4856
- Transactions created for receipts/returns, see and

Import/Export

When you are using Intrastat functionality, this field determines whether an additional frame displays, where you can enter data required for Intrastat reporting.

The default value for Import/Export is determined as follows. When the Use Intrastat option in **Logistics Control** is selected and the purchase order supplier and ship-to addresses are both EU countries but not the same country (for example, France and Spain), Import/Export is set to the Imp/Exp Default value from **Logistics Control**.

You cannot update this field after the first time the order is saved.

Taxable

Indicate whether items on the order are taxable. The taxable status on the purchase order header displays as the default for each line item, but it can be changed.

When you enter a PO for an existing EAM project in the Order option in the Main panel, the value in the Taxable option defaults from the EAM

Projects record. When the Supplier entered is taxable, then the Taxable value defaults from supplier records.

EDI PO

Select this option to allow this purchase order to be selected for transmission to your supplier in electronic data interchange (EDI) format using **Purchase Order Export**. If you do not export purchase orders using EDI eCommerce, enter No.

Print PO

Specify whether a purchase order is selected for printing using **Purchase Order Print** or **Blanket Order Print** or whether a scheduled order is selected for print using **Purchase Order Print**. For new orders, if the order supplier is an EDI trading partner, the default is No; otherwise, the default is Yes.

Fixed Price

This field indicates whether item prices are fixed or can be updated when **Purchase Order Cost Update** is executed. Fixed Price defaults from the supplier record. The header value sets the default for each new line added to this order.

ERS Option

Enter the Evaluated Receipts Settlement (ERS) option. ERS Option defaults from **Purchasing Control**.

ERS Price List Option

Enter the value indicating which date **ERS Processor** should use to determine effective price lists for lines on this purchase order.

- 0: The line-item price list option is determined by the header ERS Option field.
- 1: Use the receipt date.
- 2: Use the ship date.
- 3: Use the order date.

Language

Enter the language used by the supplier on this order. Language defaults from the supplier record.

Approval

Approval Status

If Purchase Order Approvals is enabled, the system displays the PO approval status.

- Blank
- Approved: The purchase order has been approved and can be placed with the supplier.

Approval Date

The date on which the order was approved.

Receiving

Ship-To

Enter the address code that identifies where the items on the order should be delivered.

Ship Via

Enter a code that identifies the carrier for supplier shipments. This field defaults from the supplier record.

Deliver To

Enter an optional code that identifies the person or department that receives the items.

Terms of Trade Point

The terms of trade point are internationally accepted definitions and rules of interpretation of common commercial terms that define the responsibilities of sellers and buyers. The terms specify who is responsible for paying for and managing the shipment, insurance, documentation, customs clearance, and other logistical activities. Choose from the available terms in the drop-down menu.

Logistics Charges Details

The Logistics Charges Details sub-panel is displayed when Logistics Accounting is enabled in Logistics Control on page 5069 and Terms of Trade is defined for the supplier in Supplier Domain Settings on page 891 (Supplier Domain Settings > Terms > Terms of Trade).

Terms of Trade

This field is read-only and value is populated from the Receiving panel (Purchase Order header). This field displays the Terms of Trade that determine the applicable logistics charges and transportation responsibility.

Transportation Responsibility

This field is read-only and defaulted from the Terms of Trade. It identifies whether the Customer or the Supplier is responsible for transportation.

Transportation Days

This field can be edited and enabled only if Transportation Responsibility is Customer's. Otherwise, it is disabled and defaults to zero. When enabled, the field is initialized with the value defined in Delivery Transit Times and is stored in the purchase order header. This

value also defaults to all purchase order lines for use in logistics charge calculations.

Consignment

Maximum Aging Days

The maximum number of days consigned inventory is allowed to reside at your facility. A value of 0 (zero) indicates that no scheduled aging deadline exists.

This field defaults values, depending on setup and the type of line entry. Refer to this table.

PO Cost Point

The purchase order cost that the system uses to calculate the purchase price variance. This is the cost at which the usage is paid/ invoiced.

- Usage: Use purchase order cost at time of usage.
- Receipt: Use purchase order cost at time of physical receipt.

This field defaults values, depending on setup and the type of line entry. Refer to this table.

Intrastat

For information on the options that display in the Intrastat subpanels, Intrastat correction information, and country-specific Intrastat subpanels, see .

Billing

Bill-To

Enter the address code where the supplier should send the bill for these purchased items.

When you create a new PO and you enter or update the supplier or the site, the setting defaults from the Bill To field in the Site Exceptions panel in **Purchasing Control** when available.

Note Site exceptions must exist in **Purchasing Control** for the system to default values.

Daybook Set

Specify the daybook set that is used to number supplier invoices that originate from this order. The default daybook set is copied from the supplier record in **Suppliers**, but you can overwrite it with a new value.

Contract

Enter an optional purchase contract associated with this order.

Charges

Project

Enter an optional code that identifies the default GL project associated with the purchase order.

Sales/Job

Enter an optional code to associate the order with a specific sales or job number.

Credit

Credit Terms

Enter the credit terms code that applies to this order. Credit terms default from the supplier record.

Credit Terms Interest

Enter the credit terms interest percent for this order. This field defaults from the credit terms specified. When you modify the default terms interest percent associated with a credit term code, the system displays a warning and prompts you to continue.

Prepaid

Enter the amount of deposit sent with this purchase order. The amount does not update the GL or the supplier account balance. A payment must be created in Accounts Payable, entered as a prepayment. When the invoice finally arrives, you can use Open Item Adjustment to match the prepayment record to the invoice.

Pricing

Price List

Enter a price list defined in **Supplier Price Lists** with the Amount Type set to List Price. These lists differ from those used for sales orders. You can specify default price lists for purchase orders in **Suppliers**. When a price list is referenced on an order, the system uses it to calculate the item's unit price.

When you select Price Table Required in **Purchasing Control**, you cannot leave this option blank. You must enter a valid price list and the price list currency must be the same as the PO header currency; otherwise, the system displays an error when you try to save header data. When Price Table Required is selected in **Purchasing Control**, you can also add ad hoc items (with Receive Type set to Memo) to the order line without a matching price list.

Note When you add lines to a PO that are not based on a requisition, the system validates that the Item/Product Line and UM specified meets the criteria for the values of Price List, Supplier, and Currency specified in the PO header when you save the line. When those

criteria are not met, the system displays an error. The validation does not occur when the lines you add are based on a requisition.

Discount Table

Enter the discount table for this order. Discount table defaults from **Suppliers**. Create supplier discount tables using **Supplier Price Lists**. There are three discount table types that can be entered by setting the Amount Type to Price, Discount%, or Markup%.

When you select Discrete Discount Table Required in **Purchasing Control**, you cannot leave this option blank. You must enter a valid Discount Table, and the discount table currency must be the same as the PO header currency; otherwise, the system displays an error when you try to save header data. When Discount Table Required is selected in **Purchasing Control**, you can also add ad hoc items (with Receive Type set to Memo) to the order line without a matching discount table.

Note When you add lines to a PO that are not based on a requisition, the system validates that the Item/Product Line and UM specified meets the criteria for the values of Discount Table, Supplier, and Currency specified in the PO header when you save the line. When these criteria are not met, the system displays an error. The validation does not occur when the lines you add are based on a requisition.

Discount %

Enter the percentage, if any, by which the unit price is decreased. The system applies this fixed discount % to the line in conjunction with the discount table (if any).

Fixed Price

This option indicates whether item prices are fixed or can be updated when Purchase Order Cost Update is executed. Fixed Price defaults from the supplier record. The header value sets the default for each new line added to this order.

Tax Settings

When you modify the Supplier on page 4476, tax options are updated for the new supplier. The system prompts you to confirm the updates to the tax-related data.

Tax Class

Enter a tax class previously defined in **Tax Class Maintenance**. Tax class defaults from the supplier address.

When you enter a PO in the Main panel that is for an EAM taxable project, the value of Tax Class defaults from EAM Projects General Tax data; otherwise, it defaults from the supplier's tax class data.

Tax Environment

Enter the tax environment that applies to this order. The tax environment determines which tax types apply to orders. The system calculates the tax environment according to the following:

The To tax zone is determined by the address associated with the site you enter in the Main panel. When a tax zone cannot be found for the To site, the system looks for a zone associated with an environment set up for a blank To tax zone; then, the tax environment defined in **Taxation Control**.

The From tax zone is determined by the supplier address. When a tax zone for the supplier is not found, the system uses the zone specified in **Taxation Control**. Lastly, the system defaults the value from the supplier tax class, and when not defined, the environment is based on tax zones only.

Tax In

This field determines whether the system calculates tax and adds it to the net price or if it assumes that the tax amount is already included in the price.

- No: Tax is calculated and added to line-item prices.
- Yes: The prices include tax. During line-item entry, the system retrieves the item price, reverse-calculates the tax amount, and displays the item price, exclusive of tax. To view the tax amount, select the View/Edit Tax Detail option in the trailer.

  When you enter a PO in the Main panel that is for an EAM taxable project, the value of Tax Class defaults from EAM Projects General Tax data; otherwise, it defaults from the supplier's tax class data.

Tax Usage

Enter the tax usage code that applies to this order. This field defaults from address associated with the header Site field. If Site is blank, the tax usage defaults from the ship-to address. Tax usage codes identify the normal use of this line item.

Tax usage codes, along with the item tax class and the tax date, determine which tax rates apply to the order.

When you enter a PO in the Main panel that is for an EAM taxable project, the value of Tax Class defaults from EAM Projects General Tax data; otherwise, it defaults from the supplier's tax class data.

Tax Date

Enter the date for determining which tax rates apply to items on this purchase order. During order entry, the default tax date is the purchase

order due date. During shipment and receipt, the default tax date is the transaction effective date.

Exchange Rate

The Exchange Rate panel displays exchange rate between the domain currency and the order currency, as defined in the Exchange Rate table for the effective date.

Important The Exchange Rate panel is only displayed if the supplier currency is not the same as the domain currency.

Exchange Rate From

The domain currency.

Exchange Rate To

The supplier's currency.

Exchange Rate

The current exchange rate for the order currency.

Totals

The Totals panel includes two subpanels:

- The Taxes Subpanel Grid on page 4490
- The Summary subpanel summarizes key information about the purchase order, including the following values:
  - Discount %
  - Tax Date
  - Taxable Total (The sum of the extended amounts of all the taxable lines with Taxable selected)
  - Non-Taxable (The sum of the extended amounts of all the non-taxable lines with Taxable not selected)
  - Lines Subtotal
  - Discount Amount
  - Total Tax (The sum all the taxes amounts of the tax records)

Taxes Subpanel Grid

This grid summarizes tax information for the purchase order, including the level (header or line) to which the information applies.

When you enter a new PO line, all tax records are updated for the new line. Since PO lines can have more than one tax record associated, tax records are created based on the value of Tax Point Date in the Tax Settings panel of the PO header. When not specified there, the default tax point date is the purchase order due date.

When the tax record has the Tax-by-Line option enabled in the Financials **Taxation Control**, the system creates a new tax record in the grid based on the following:

- Order Level displays the PO line that originated for the tax record.
- Tax Environment is based on the PO line tax record.
- The PO line is based on the line that originated the tax record.
- Tax Amount is based on the tax record.

When Tax-by-Line is disabled, the system updates or creates a new record in the Taxes grid, based on the following:

- Order Level is from the PO header.
- Tax Environment is based on the PO line tax record.
- The PO line is based on the line that originated the tax record.
- Tax Amount is based on the tax record and is the sum of all the tax amounts for all PO lines linked to this tax record.
- Item number and description are blank.

Notes

Supplier Notes added in the Domains Settings is displayed in the Notes grid when PO is created from requisitions.

Order Lines

Use the Order Lines grid to add or update the items you want to purchase. You can edit the Site, Requisition Number, Item Number and Item Description, Supplier Item, Quantity Ordered, UM, and Unit Price.

Note When you add/modify a PO line based on an EAM requisition line, you cannot modify the UM; when you try, the system displays an error message.

Next Line

Click Next Line to move down the list of existing lines. If the cursor is in the last line, the system creates a new line.

Done

Click Done to exit line entry.

Cancel

Click Cancel to end line entry on the current line. Changes to the current line are not saved.

Purchase Order Lines Maintenance Screen

Click Details at the top of the line grid to view and update all available fields in the selected purchase order line.

In Details mode, you can view the following panels for the selected line:

- Main
- Receiving
- Billing
- Charges
- Accounting
- Notes

Order Line Details Screen Buttons

New

Click New to create a new purchase order line. The system assigns the next available line number.

Delete

Click Delete to remove the current line from the order.

When you select to delete an order line, and the PO is related to a requisition that is closed or canceled, the system prompts you to reopen the requisition line. When you respond with Yes, the system reopens the requisition line.

Actions (Line Level)

Available actions that apply to the current line include the following.

- Cancel Line Action on page 4574
- Close Line Action on page 4574
- Reopen Line Action on page 4574

Note You can also apply Close, Cancel, and Reopen actions to the entire order at one time. Navigate to the top-level Purchase Orders view; the Actions menu changes to show order-level actions.

Not all actions are always available. For example, Reopen Line displays in gray text if the current line is still open.

Save

Click Save to save your changes to the purchase order line. Click the triangular part of the button and select Save & Next to save and close the current line and to display the next line.

Close

Click Close to close the line and cancel any changes you have made since the last save. The system prompts you to confirm.

Line Details Summary

Supplier

Displays the supplier code, which defaults from the purchase order header.

Purchase Order

Displays the PO number, which defaults from the purchase order header.

Line

Displays the number of the selected purchase order line.

Item

Displays the item ordered on the selected line.

Extended Net Cost

Displays the calculated cost of the selected line in the supplier's currency.

Main (Lines)

Line

Enter a unique identifier for each line of the requisition. Press Enter to create a new line number. The line number is used to identify individual order lines during the purchase order process.

Status

The system displays the PO status.

- Pending: The purchase order is awaiting approval.
- Open: The purchase order has been approved and can be placed with the supplier.
- Closed: All lines have been received.

Site

This value defaults from the header, but you can change it for each line item.

Entity

This field is read only and is automatically populated with the entity that the site is associated with.

Requisition Number

To add a purchase requisition line as an order line, select the line from the browse.

Note When you bring in an item from a requisition, the system defaults several purchase order line fields, based on data entered on the requisition.

Requisition Line

The system displays the line number associated with the selected purchase requisition. You can edit the value.

Item

Enter the catalog or stock identifier used for the inventory system. For memo item purchases, enter a brief description of the item being purchased. For other purchases, enter the item number from the item master. If you entered a requisition number, the system defaults the associated item information.

Supplier Item

If the item has been defined in **Supplier Items**, optionally use this field to add the item to the purchase order.

When you enter a supplier Item, the system defaults the Item field based on these conditions::

- The Item field is blank.
- The Item is defined in **Supplier Items**.

When these conditions are met, the system defaults the Item field and adds the item to the purchase order.

Qty Ordered

Enter the quantity of the item needed.

When creating/updating a PO line linked to an EAM requisition line and you update the Qty Ordered for a PO line that is not out of tolerance, the system updates the Qty Requested of the requisition line with the Qty Ordered of the PO line. The system displays a message, informing you that Qty Ordered is different from the Qty Requested in the approved requisition and prompts you to continue.

Note You cannot change the Qty Ordered to a higher quantity than the requisition line when Tolerance Based On Extended Line Price is not selected in the Tolerance Limits panel of **Purchase Requisition Control**. When it is selected, and the line is not out of tolerance, you can change the quantity to be either more or less than the Qty Requested.

UM

The UM field is not labeled but displays next to the Qty Ordered. You can modify it.

The UM defaulted for ad hoc items (with Receive Type set to Memo) is based on the Non-Stock UM setting specified in **Purchasing Control**.

Note When you add/modify a PO line based on an EAM requisition line, you cannot modify the UM; when you try, the system displays an error message.

Quantity Received

The system displays the cumulative quantity received against this purchase order line.

Unit Price

Enter the price from the associated price list or discount table. The system uses this information to calculate the extended cost of the line item.

The system sets the default Unit Price for a line item by searching records in the following sequence:

1. Applicable price and discount tables defined in **Supplier Price Lists**, when referenced in the Price List and Discount Table fields in the order header. Price and discount tables must be defined in the order currency.
2. The supplier quote price defined in **Supplier Items**.
3. The GL material cost of the line item defined in **Items**.

If you add or update the PO line by referencing an approved requisition line, be aware that any changes you make to this field are subject to tolerance validation (when tolerance settings are set up in **Purchase Requisition Control**). When you modify the price on an existing line and the value is outside the increase/decrease tolerance values specified in **Purchase Requisition Control**, the system displays out-of-tolerance messages, and you must confirm to continue.

When creating/updating a PO line linked to an EAM requisition line and you update the Unit Price for a PO line that is not out of tolerance, the system updates the Unit Price of the requisition line with the Unit Price of the PO line. The system displays a message, informing you that Unit Price is different from that in the approved requisition, and prompts you to continue.

When the PO line is based on an approved requisition line and you modify the UM for the line, the system converts the line Unit Price according to the entered UM.

When the PO line is based on an approved requisition line, when Tolerance based on Extended Line Price is not selected for the requisition and you modify the UM for the line, the system converts

the line Unit Price to the requisition's UM when calculating the buyer tolerance limits.

You cannot enter a negative Unit Price in the Order Lines grid and in the Lines Details form.

When negative values exist for an L-type price table (Amount Type is set to List Price) or a P-type discount table (Amount Type is set to Price) in **Supplier Price Lists**, the value does not default to Unit Price, even when a price table applies. In this case, the price defaults from **Supplier Items** or **Items**. When the L-type price list is set up with positive values but the Price Table List Price Minimum and Maximum both have negative values in the Supplier Price List Price, the system defaults the value to Unit Price when the price table applies.

Disc%

This value defaults from the header or based on the line Unit Price/ discount calculation logic, but you can change it for each line item.

When creating/updating a PO line linked to an EAM requisition line and you update the Disc % for a PO line that is not out of tolerance, the system updates the Disc % of the requisition line with the Disc % of the PO line. The system displays a message informing you that Disc % is different from that in the approved requisition and prompts you to continue

Due Date

Enter the date when items are due to be received at the specified site. Defaults from the header.

This date is used by the line Unit Price/discount calculation logic if option Price by PO Line Due Date is selected in **Purchasing Control**.

Original Due Date

The system displays the due date that was entered when the order was created. Use this as a point of comparison to determine if the Due Date field has been updated.

Performance Date

Enter the supplier’s promised delivery date, or leave blank to default to the due date.

Line Order Acknowledgments

Line order acknowledgment status displays in options with the Line Order Acknowledgment panel. The options display key information exchanged between the QAD Web UI and the web portal.

The panel—including all the options available within the panel—is hidden by default in both the Default View and Quick Order view under the System Views. This also applies to the form and the **Purchase Order Lines** browse.

You can enable the panel, though, in the form and in the browse; refer to the Acknowledge Status on page 4478 option in the Main panel.

Important When the options in the panel display, they are always disabled. The options are always blank for newly created purchase order lines and can remain blank when suppliers do not supply data in the acknowledgment process.

Acknowledge Status

The information that displays represents the supplier acknowledgment status of the purchase order line. Possible values are as follows:

- Blank: A newly created purchase order line. The purchase order line is pending action on the supplier side.
- Pending: The purchase order line is pending action on the supplier side.
- Accepted in Full: The purchase order line accepted in full (as is) by the supplier
- Rejected: The purchase order line is rejected by the supplier.
- Item accepted and shipped: The purchase order line is accepted by the supplier and shipped.
- Item accepted, date reschedule: The purchase order line is accepted by the supplier but the due date is changed.
- Item accepted: The purchase order line is accepted by the supplier.
- Item accepted, changes made: The purchase order line is accepted by the supplier but with some changes in terms of ordered quantity or expected due date.
- Item deleted: The item is deleted.
- Item accepted, price changed: The purchase order line is accepted by the supplier but the item purchase price is changed.
- Item accepted, quantity changed: The purchase order line is accepted by the supplier but quantity ordered is changed.
- Re-acknowledge: The purchase order line is re-acknowledged. The order is as is and Acknowledge Status displays as Acknowledged.

Acknowledged Date

The information that displays represents the supplier’s acknowledged date; that is, the date when the supplier ships the goods.

Acknowledged Quantity

The information that displays represents the supplier's acknowledged quantity; that is, the quantity to be shipped by the supplier.

UM

The purchase order line unit of measure displays and is the same as that for the UM option in the Main panel.

Remarks

The information that displays represents the supplier's comment to the purchase order line.

Item Details (Lines)

Revision

Enter a code representing the revision level of the line item.

Item Revision Date

Enter the date on which the item revision becomes effective.

Location

The location associated with the item.

UM Conversion

The system calculates and displays a value in this field, based on the unit of measure (UM) specified for the line item.

You cannot modify the UM conversion for a PO line based on an EAM requisition; when you try, the system displays an error.

- If the line-item UM is the same as the item master UM, a value of 1.0000 displays.
- If the line-item UM is not the item master UM, the system looks for a conversion factor in **UM Conversions** and displays it. If none is found, a warning displays and UM Conversion remains 1.0000. Adjust it manually.

When you add a new line from a requisition or through the requisition Release to Purchase Order action, the system copies the UM conversion factor from the requisition to the PO line.

You can only modify the conversion factor on a new line. When you modify the UM conversion factor that the system copied from a non-EAM requisition, the system displays a warning, informing you that the PO UM conversion is not equal to the requisition UM conversion.

Note UM Conversion is used with the Stock UM Quantity field. Modifications here can impact the Stock UM Quantity values.

Stock UM Quantity

This reference field displays the order quantity converted from the supplier's unit of measure to the unit of measure in which your company stocks this item.

When you create a new line or modify UM Conversion during line creation, the system determines the stock UM quantity based on the following:

*Stock UM Quantity = Quantity Ordered * UM Conversion*

When you modify Stock UM Quantity, the system prompts you to convert from stock units to purchase units. When you confirm, the system updates UM Conversion based on the factor defined in **UM Conversions**.

Commodity Code

The commodity code associated with the item.

Single Lot

Specify whether each receipt requires a unique lot number.

Inspection

Specify whether the item is subject to receiving inspection.

Supplier Item Details (Lines)

Manufacturer

If the supplier item master includes a manufacturer, it displays in this field.

Manufacturer Item

If the supplier item master includes the manufacturer's original item identifier, it displays in this field.

Requested By (Lines)

Requested By

Enter the user ID of the person who is requesting the items on this purchase order line.

Need Date

Enter the date on which the requested items are needed.

Entered By

This field is read only and displays the user ID of the current user.

Blanket Order Details (Lines)

If this line is based on a blanket purchase order, the system displays information about the blanket order.

Blanket Order

The number of the blanket purchase order.

Blanket Line

The line number from the blanket order.

Release

The identifier of the blanket order release that resulted in this purchase order line.

Release Quantity

The quantity associated with the current blanket order release of this line.

Blanket Quantity Ordered

The original order quantity of this line from the blanket order.

Blanket Quantity Open

The remaining quantity for the blanket line; that is, Blanket Order Quantity minus total Release Quantity from all releases.

Blanket Amount

The value from the Est Value field on the blanket order.

Remaining Balance

The original blanket amount minus the total value of all quantities released.

Line Order Options (Lines)

Import/Export

This field determines whether an additional frame displays, where you can enter data required for Intrastat reporting. This frame displays at the end of order processing.

Consignment

Select this option if this line item is received as consigned inventory. This option is enabled or disabled depending on line entries and whether Consignment is selected in the PO header options. Refer to this table.

Update Average/Last Cost

Indicate whether the purchase order is to be reflected in the current cost of the item. The update sets the cost to the last cost (that is, this

purchase) or to a weighted average cost, depending on the setting in **Inventory Accounting Control**.

If you use the Cost Management module and select average cost for GL, as well as current costs, the system updates both current and GL costs.

Taxable

Indicate whether items on the order are taxable.

The taxable status defaults from the project when the PO line references an EAM project.

When the PO line does not reference an EAM project:

- For items defined in item master data, the Taxable option is active only when it is active in the PO header and the item record.
- For items defined in **Item Site Indirect** (EAM), the Taxable option is active only when it is active in the PO header and in the Item Site Indirect record.
- Taxable defaults from the same-named option in the PO header when the system cannot find items in **Items** or **Item Site Indirect** (ad hoc items).

Fixed Price

This field indicates whether item prices are fixed or can be updated when **Purchase Order Cost Update** is run. Fixed Price defaults from the supplier record. The header value sets the default for each new line added to this order.

ERS Option

Enter the Evaluated Receipts Settlement (ERS) option. This defaults from the order header.

ERS Price List Option

Enter the value that indicates which date **ERS Processor** should use to determine effective price lists for this line. This value defaults from the order header.

Receiving (Lines), Consignment

Maximum Aging Days

Enter the maximum number of days consigned inventory is allowed to reside at your facility.

PO Cost Point

Specify which purchase order cost you want the system to use to calculate the purchase price variance. This is the cost at which the usage is paid/invoiced.

- Usage: Use the purchase order cost at time of usage.

- Receipt: Use the purchase order cost at time of physical receipt.

Receiving (Lines), Intrastat

For information on the options that display in the Intrastat subpanel, see Intrastat in Orders (Lines).

Billing (Lines), Credit

Credit Terms Interest

Enter the credit terms interest percent for this order line. This field defaults from the purchase order header.

Tax Settings (Lines)

Tax Class

Enter a tax class. Tax Class defaults from the:

- Project record for PO lines related to an EAM project record
- Tax Class value defined for items for PO lines related to **Items**
- The Tax Class value defined in the **Item Site Indirect** inventory record for PO lines for items defined in **Item Site Indirect** (EAM)
- Same-named option in the PO header for PO lines related to items not defined in **Items** or **Item Site Indirect** (ad hoc items)

Tax Environment

Enter the tax environment that applies to this order. The tax environment determines which tax types apply to orders.

When you enter a header site that is different from the line site, the system determines the line tax environment based on the ship-from tax zone for the supplier address and the ship-to tax zone for the line item site address. The system then uses the logic described for the Tax Environment option in the PO header when it cannot find tax zone or tax environment data. In this scenario, the system warns that a new site is specified, and prompts you to check the tax environment.

Tax In

This field determines whether the system calculates tax and adds it to the net price or if it assumes that the tax amount is already included in the price.

- No: Tax is calculated and added to line-item prices.
- Yes: The prices include tax. During line-item entry, the system retrieves the item price, reverse-calculates the tax amount, and displays the item price, exclusive of tax. To view the tax amount, select the View/Edit Tax Detail option in the trailer.

The value of Tax Included defaults from the purchase order header.

Tax Usage

Enter the tax usage code that applies to this order line. Tax usage codes identify the normal use of this line item.

Tax usage codes, along with item tax class and tax date, determine which tax rates apply to the line item.

This field defaults from EAM project records when you select the Taxable option in the header and enter a PO in the header that is for an EAM project; otherwise, it defaults from the PO header.

Tax Date

Enter the date used to determine which tax rates apply to this purchase order line. During order entry, the default tax date is the purchase order due date. During shipment and receipt, the default tax date is the transaction effective date.

Charges (Lines), Project

Project

If applicable, this field displays the project, which defaults from the Charges subpanel in the order-level Billing panel.

Note PO lines cannot be entered for EAM projects if an approved requisition is not in place.

Sales/Job

If applicable, this field displays the job, which defaults from the Charges subpanel in the order-level Billing panel.

Subcontract (Lines)

In some manufacturing environments, specific operations or processes may be outsourced to a supplier or subcontractor.

Receive Type

Defaults from the Receive Type setting in the Accounting panel.

Production Order

The production order number associated with the subcontract line item.

ID

The unique production order lot ID associated with the subcontract line item.

Operation

The production order routing operation number associated with the subcontract line item.

Subcontract Type

Optionally, specify the subcontract type, which describes the type of operation performed by the subcontractor.

Note Subcontract types are defined in **Generalized Codes**.

Auto Update Horizon

Specify the number of calendar days beyond which discrete PO lines are updated by the **Update Subcontract PO from Production** report. When you enter the number of calendar days here, then run the report, the system calculates the horizon days (the as-of date + Auto Update Horizon days) as the supplier calendar working days, or when no Supplier Calendar exists, as regular calendar days.

When Auto Update Horizon is set to 0 (zero) for a PO line, Update Subcontract PO from Production displays a warning.

Refer to the online help for **Update Subcontract PO from Production** for more processing information.

This value defaults from the Auto Update Horizon setting in **Supplier Items** > Subcontract panel. If there is no value in **Supplier Items**, it defaults from **Suppliers** > Domain Settings > Subcontract panel.

Accounting (Lines)

Receive Type

This field Indicates how the item requested is received. For PO lines created from requisitions, the value defaults from the same-named option in the **Requisitions** > Requisition Line Details > Accounting panel. The system also copies related accounting information from the requisition line. For more information on how the Receive Type and Accounting data is defaulted from Requisitions, see Accounting (Lines) on page 4364 in the **Requisitions** online help.

Note EAM-related purchases always require a requisition.

When the PO line is not linked to a requisition, the Receive Type is initialized as follows for the options:

- Inventory: When entering an item defined in **Items** with a blank for the Memo Order Type
- Memo: When entering an item defined in **Items** with a blank Memo Order Type or when entering an ad hoc item. When Receive Type is Memo, the Memo Order Type displays beside Receive Type.
- Subcontract: When entering subcontract details in the Subcontract panel

This option cannot be blank. Choose from:

- **Inventory.** Indicates that the item is an inventory item in **Items** or **Item Site Indirect** (EAM). When Receipt Type is Inventory and you enter a PO line for an item defined in **Items**, the system defaults the Inventory Account from either **Inventory Accounts** or **Product Lines**.
- **Memo.** Indicates that the item is not received into inventory and the cost of the item is charged directly to the Purchase Account specified. When Receipt Type is Memo and you enter a PO line for an item defined in **Items**, the system defaults the Purchase Account either from **Inventory Accounts** or **Product Lines**. If the item is not defined in inventory (ad hoc item), Purchase Account is defaulted from the .NET UI Domain/Account Control | Product Line | Purchases account.
- **Subcontract.** Indicates that the item is for a subcontract operation. A work order number, lot ID, and operation are specified on the order and on the receipt. When Receipt type is Subcontract, the Purchase Account defaults the Cost of Production account from either **Work Orders** (if found) or **Product Lines**.

Expense Site

The Expense Site carries the charges associated with requisition and purchase of indirect procurements.

The **Expense Site** is only visible for indirect purchase order lines received as a Memo or Subcontract when EAM is enabled. The Expense Site field is by default disabled in the purchase order lines as it is retrieved from the requisition in which the PO line is created.

When the EAM is enabled, the Expense Site column is visible in the Grid and the Browse by default; otherwise, it remains invisible.

For Indirect PO Lines, the Expense Site aligns with the one in the requisition. Meanwhile, for direct PO Lines, the concept of Expense Site is not applicable.

Inventory Account

Inventory account is read-only and is defaulted by the system; for information on the defaulting logic, see Receive Type on page 4504.

Purchase Account

Purchase account is either copied from the requisition line or defaulted by the system: for information on the defaulting logic, see Receive Type on page 4504. You can edit the value.

Notes (Lines)

Use the Notes panel to enter more information about the purchase order line. You can manually enter text for one or more notes in a grid, or you can click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on.

From the Details view, click Options to control which types of printed documents include notes text:

- Purchase Order
- PO Receipts
- Return to Supplier

Purchase Order Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Note Close, Cancel, and Reopen actions are available for individual lines. Select a line from the Order Lines grid and click Details; the Actions menu changes to show those actions.

Not all actions are always available. For example, Reopen Order displays in gray text if the current order is still open.

Cancel Order Action

When you select Cancel Order, the system sets the status of all open lines to Canceled. The line grid view displays an X symbol in the Status column for each canceled line.

Note To cancel only an individual line, select Action > Cancel Line from the Line Detail view.

You cannot make any changes to a canceled purchase order or order line. Canceled line items are not considered by MRP, nor can you process receipts against them. However, you can manually change the statuses of individual line items if required. You can delete a canceled purchase order so long as all lines do not have any receipts or are not linked to any PO shippers.

Close Order Action

When you select Close Order, the system sets the status of all open lines to Closed. The line grid view displays a checkmark symbol in the Status column for each line.

Note To close only an individual line, select Action > Close Line from the Line Detail view.

You cannot make any changes to a closed purchase order or order line. Closed line items are not considered by MRP, nor can you process receipts against them. However, you can manually change the statuses of individual line items, if required.

Create Pack Action

The processing of the Create Pack action can vary depending on where you initiate the action. You can start the Create Pack Action from the **Purchase Orders**, **Supplier Scheduled Orders**, or **PO Shippers** hybrid browses.

The Create Pack action is disabled under the following circumstances:

- Purchase order/supplier scheduled order status is Closed, Canceled, or Pending (order is under approval process).
- PO shipper has a Confirmed status or there are no PO shipper lines available.

Note When the Serialization module is disabled (**Inventory Control** > Enable Serialization is not selected), the system displays a pop-up error message, informing you that Serialization is not enabled and you cannot proceed with the action.

Use the Create Pack action on open POs, supplier scheduled orders, or PO shippers to perform the following activities before physical receipt of goods:

- Create packs or serial IDs based on the packing structure predefined for an item.
- Create packs for an ad hoc scenario where different pack codes or packing structures are in use, instead of the predefined codes and structures.
- Create packs or simulate different use case scenarios by using different pack codes/packing structures predefined in the system for a specified item and to use as an alternative packaging in some circumstances (for example, seasonal changes, transition periods, and so on).
- Obtain general information about required labels to be printed, depending on the scenario.

When a PO line is a subcontract line, you cannot create packs with this action. When you try, the system displays an error message. You can use other Create Pack functions; for example, you can use **Create Pack by Production Order**.

There are two frames in this action:

- Main: Lets you set up initial data (such as order/shipper, line, quantity to pack) and includes an Inventory subpanel with additional options.

- Pack or Pack Structure: Lets you choose pack code or pack structure (depending on the Create By selection) and displays a grid with read-only fields and editable fields.

Summary

This panel displays across the top with read-only data for the document (PO, supplier scheduled order, or PO shipper); ship-from and ship-to; and the item number and description

Main

Shipper

This option is available and visible only when you start the Create Packs action from **PO Shippers** and defaults to the selected shipper number from the PO Shippers browse.

You can modify it and choose any other shipper available in the system to proceed with pack creation; however, note the following:

- Each PO shipper can be uniquely identified by a combination of two fields: Shipper and Ship-From.
- If you change the shipper number and that PO shipper is for another Ship-To (Supplier); then, the Ship-To should be changed accordingly. When not changed, the system displays an error.
- Only an unconfirmed PO shipper with available shipper lines is accepted; otherwise, the system displays an error message.

Order

The processing of this option depends on where you started the Create Pack action. If you start the action from:

- **Purchase Orders** or **Supplier Scheduled Orders** - This field is enabled and defaults to the selected order number from your selection in the browse. You can modify the order or use the lookup to select an order. When you select from the lookup, the system populates both the Order and the Line.
- **PO Shippers** - This field is enabled and defaults to the order from the first available PO shipper line. You can modify the order, but the order should be in the PO shipper; otherwise, the system displays an error message. You can use the lookup to select from PO shipper lines for the selected PO shipper only. When you select from the lookup, the system populates both the Order and the Line.

Line

This field is enabled and displays the order line either from the purchase orders, supplier scheduled orders, or PO shippers and depends on where you started the Create Pack action. If you start the action from:

- **Purchase Orders** or **Supplier Scheduled Orders** - This field is enabled and defaults to blank (zero). You can enter the line manually or use the lookup. When you choose from the lookup, the system populates both the Order and Line.
- **PO Shippers** - This field is enabled and defaults to blank (zero). Enter the line manually or use the lookup to select shipper lines for the selected PO shipper only. When you choose from the lookup, the system populates both the Order and Line.

In both cases, after you specify the line the system populates the Item, Quantity, and UM fields. In addition, the Pack or Packs Structure (depending on the Create By option) defaults, calculation logic is executed, and data populated to the Pack/Pack Structure panels.

Packing Slip

You can enter a packing slip number or leave it blank.

When not blank and you start the Create Pack action from the **Purchase Orders** or **Supplier Scheduled Orders** hybrid browse, the packing slip number is linked to the serials (packs) in serial details.

This field is optional if you started the action from **PO Shippers**.

Create By

This field is enabled and provides a drop-down option with two possible values: Pack Code or Pack Structure. The default value is Pack Code.

- Pack Code: This mode lets you create a single pack from the pack structure assigned to the item or create any other single pack available in the system. Also, serial IDs can be created here when the item is a serialized item.
- Pack Structure: This mode lets you create the full set of packs in one step by using the pack structure assigned to the item, including a serial ID when the item is a serialized item.

Note This option can be changed at any time while you enter data; the system changes the mode instantly without messages. All data entered before the change remains.

Ship-From

The behavior of this field depends on where the Create Pack action was started. If you started the action from:

- **Purchase Orders** or **Supplier Scheduled Orders**: This field is read only and displays the Ship-From code (Supplier) from the order.
- **PO Shippers**: This field is enabled and displays the Ship-From code (Supplier) from the PO shippers. (This is because the PO shipper can be uniquely identified by the combination of the Shipper and Ship-From fields.)

Ship-To

This field is read only and displays the ship-to site (order line site) and description.

Item

This field is read only and displays the item and description.

Quantity

The behavior of this field depends on where the Create Pack action was started. If you started the action from:

- **Purchase Orders**: This field is enabled and defaults from the open order line Quantity (Quantity Ordered - Quantity Net Received). If the order line is created in an alternate UM, the system applies a conversion logic to the Item UM and uses the conversion factor from the order line.
- **Supplier Scheduled Orders** : This field is enabled and defaults to 0 (zero). Note that there is no information about the quantity in the scheduled order; therefore, the quantity must be specified manually based on the information received from the supplier for the actual upcoming receipt.
- **PO Shippers**: This field is enabled and defaults from the PO shipper line Quantity. If the PO shipper line is created in an alternate UM, the system applies conversion logic to the item UM and uses the conversion factor from the PO shipper line

You can modify the Quantity, if required (increase or decrease). It cannot be zero.

The system recalculates the Number or Packs or Number of Full Packs in the Pack/Packs Structure panels (depending on the Create By mode) once you modify the Quantity.

Unit of Measure

This option is read only and displays an item UM.

Note

If the order line is created in an alternate UM, the system applies conversion logic to the item UM.

Inventory

Lot/Serial

Enter the Lot/Serial associated with the item that should be printed on the pack label. The behavior of this option depends on where this action was started. If you started Create Packs from:

- **Purchase Orders** or **Supplier Scheduled Orders**: This option is field, defaults to blank, and can be modified or selected from the lookup.
- **PO Shippers**: This field is enabled and defaults from the selected PO shipper line. If there are records pointing to the same order and line in the PO shipper (scenario with multi-entry), the default is from the last record, and you can modify it.

Reference

Enter the Reference associated with the item and lot/serial that should be printed on the pack label. The behavior of this field depends on where this action was started. If you started Create Packs from:

- **Purchase Orders** or **Supplier Scheduled Orders**: This field is enabled, defaults to blank, and can be modified or selected from the lookup.
- **PO Shippers**: This field is enabled and defaults from the selected PO shipper line. If there are records pointing to the same order and line in the PO shipper (scenario with multi-entry), the default is from the last record, and you can modify it.

Serial Control

This is a read-only field that defaults to the serial control value from the **Items** > Inventory > Serial Control option. The value shows whether the specified order line (item) needs to be serialized:

- Mandatory: Each item in the inventory requires a serial ID. If a specified order line requires a serial ID, an additional scenario can be executed and serial IDs are created. For more information, refer to Create Pack by Packs Code and/or Create Pack by Pack Structure.
- Never: This item is not serial controlled, but the pack containing this item can have a serial ID.

Pack Code or Pack Structure Defaulting Logic

The system looks for a matching pack structure code in the following order:

1. Item, transaction type, address, site
2. Item, transaction type, address
3. Item, transaction type, site
4. Item, transaction type
5. Item, address, site
6. Item, site
7. Item, address
8. Item
9. Site, transaction type, address

10. Site, transaction type
11. Site, address
12. Site
13. Address, transaction type
14. Address
15. Transaction type
16. No options specified

Serial ID Range Defaulting Logic

The system uses serial-range logic to define different serial ranges and specify which serial ID range to use. You can set up a range of serial IDs by domain, site, address, item number, or pack code. The system looks for a matching serial range ID in the following order:

1. Pack code, item/BOM code, address, site
2. Pack code, address, site
3. Pack code, item/BOM code, site
4. Pack code, site
5. Pack code, item/BOM code, address
6. Pack code, item/BOM code
7. Pack code, address
8. Pack code
9. Item/BOM code, address, site
10. Item/BOM code, site
11. Item/BOM code, address
12. Item/BOM code
13. Address, site
14. Address
15. Site
16. All options blank

Create by Pack Code

This mode allows you to:

- Create a single pack from the pack structure that is assigned to the item.
- Create any other single pack available in the system.
- Create serial ID(s) when the item is a serialized item.

Pack Code

Enter or accept the pack code the system uses to create the serial numbers. The default is from the lowest-level serialized pack from the pack structure assigned to the item. Typically, this is the unit pack.

Note When you set the Serial Control option in Packaging Structures of the unit pack to Never, the system locates the upper level of the Packaging structure with a serial control that is not set to Never and also multiplies the Quantity Per of each level of the lowest-level serialized pack of the packing structure.

Example:

The packing structure contains three levels and the Serial Control option at the lowest level is set to Never. The item is assigned as content of the lowest level (level 3 with pack code TO01) with a quantity per unit pack equal to 10 EA. The assembly pack at the upper level (level 2 with pack code BX01) has the Serial Control option set as Mandatory (should be serialized) and contains the lower-level pack with the quantity per = 10 BX (10 packs of TO01 per 1 BX01 or 100EA of our inventory item per BX01). To create packs for the quantity 1000 EA of the inventory item, the system proposes 10 packs (number of packs) for BX01.

You can modify the value and enter any other pack code available within a default pack structure (an assembly pack code). The system multiplies the quantity per of each level of the lowest-level serialized pack of the packing structure and calculates the number of packs required for the particular level in accordance with the Main panel's quantity. The system populates the Standard Pack Quantity and UM from the level in the packing structure.

Example:

The packing structure contains three levels. The item is assigned as content of the lowest level (level 3 with pack code TO01) with a quantity per unit pack equal to 10 EA.

The assembly pack at the upper level (level 2 with pack code BX01) contains the lower-level pack with the quantity per = 10 BX (10 packs of TO01 per 1 BX01 or 100EA of our inventory item per BX01). The master pack (the highest level 1 in the structure with pack code PL01) contains the assembly pack from level 2 with the quantity per = 2 CS (2 packs of BX01 per 1 PL01, 20 packs of TO01 per 1 PL01, or 200EA of our inventory item per PL01). To create packs for the quantity 1000 EA of the inventory item and for the level 1 pack PL01, the system proposes five packs (number of packs) for PL01. The standard pack quantity defaults to 2, and UM is CS from level 1.

You can choose another pack code not assigned to the item or that is used in another pack structure for the specified item. When you do, the

number of packs and standard pack quantity defaults to 0, and you can modify it.

You cannot use a pack code when Serial Control is set to Never in Pack Codes; otherwise, the system displays an error message.

You can leave this option blank only when the Serial Control option in the Inventory panel is set to Mandatory; otherwise, the system displays an error message. When blank, the system processes it as item serialization and ignores the standard pack quantity (defaults to 1) and UM (defaults to the item UM). Both options become disabled.

The number of packs becomes equal to the Main panel's quantity.

Number of Packs

Displays the quantity of packs required to pack the specified quantity. The system calculates the value according to the selected pack code from the default pack structure.

You can modify the value, increasing/decreasing the number of packs to be created; however, the value cannot be zero.

Important The system recalculates the Main panel's quantity after the number of packs is modified here. When you modify the Main panel's quantity, the system recalculates the value here. The values of both the number of packs and the standard pack quantity are used in the recalculation. The serials required are recalculated accordingly.

Standard Pack Quantity

Enter or accept the expected quantity held in the pack. The default is from the Quantity Per field when you set serial control of the unit pack to a value other than Never in the packaging structures. You can modify it, but the value cannot be zero.

Important The system recalculates the Main panel's quantity after you modify the Standard Pack Quantity value and vice versa. The system uses the values of both the number of packs and the standard pack quantity in the recalculation. The serials required are recalculated accordingly.

Unit of Measure

Enter the UM of the content to be held in the pack. The default is from the item UM. When you specify an assembly pack code, the value you enter should be either a pack UM or item UM; otherwise, the system displays an error message.

Serials Required

This option is read only and displays the amount of serial numbers to be created.

Create by Pack Structure

This mode allows you to create the full set of packs at once by using the pack structure assigned to the item including a serial ID when the item is a serialized item. Note the following:

- The Pack Structure grid is empty by default. Click Apply to have the system display detailed data.
- You can choose another pack structure predefined in the system for the specified item and use it as alternative packaging. This can be done to accommodate certain circumstances—for example, due to seasonal changes or transition periods.

Note The system supports the creation of packaging structures up to four levels—three serial levels and one content level.

Apply Button

Once you enter data, click the Apply button to apply the changes and expand the pack structure into a grid. The button is disabled once the system adds details to the grid.

When you manually change the Number of Full Packs, BOP, Quantity, Shipper, Order, or Line fields, the button is enabled again. The system displays a warning, informing you that you should click Apply. Changes are not reflected in the grid until you click Apply again.

Before changes are applied, the system prompts you to confirm replacing the grid's contents.

BOP

Specify the BOP for the packing structure.

Number of Full Packs

Displays the quantity of full packs required to pack specified quantity. The system calculates the value according to the selected pack structure (BOP).

This option is disabled and equal to zero if the system cannot identify a default packing structure. It is enabled once you select a valid pack structure.

You can modify the value, increasing/decreasing the number of packs to be created; however, the value cannot be zero.

Important The system recalculates the Main panel's quantity after you modify the value here and vice versa. The system synchronizes the full pack quantity with the quantity. The system recalculates the serials required once you click Apply.

Serials Required

This option is read only and displays the amount of serial numbers to be created. The default is zero and is calculated once you click Apply

Full Pack Quantity

This option is read only and displays quantities for full packs.

Incomplete Pack Quantity

This option is read only and displays quantities for incomplete packs.

Pack Structure Grid

Use the grid to specify details of the pack structure. Once you update data in the grid, use the buttons described below. Note the following:

- You cannot add lines to the grid manually or delete them. All lines are added to the grid automatically after you click the Apply button and only when data inconsistency does not exist.
- You can modify the number of packs (number of serial IDs for a serialized item). The system uses the data for pack creation after you click Submit. Changes made in the grid do not affect the pack structure or data in the Main panels.

Grid Buttons

- Submit

  Click the Submit button to have the system validate the specified data before calling the appropriate services. When successful, the system creates serial numbers; otherwise, the system displays error messages.
  Once submitted, the system displays a pop-up that displays the total number of serials created and the first serial number from the series. You can copy the serial number and use it for data verification; for example, when you check serial-creation details using serial browses.

- Create Another

  To continue with pack creation action, click Create Another. This can be useful when you need to instantly create packs for other order lines or PO shippers. Once you click Create Another, the system returns you to the Action form and all data remains. You can modify the data as needed. For example, you can choose another line from the same order or change the Create By mode. Once you make all changes, click Submit again.

- Done

  When finished, click Done. The system closes the action form and returns you to the browse from which you selected the Create Pack action.

Level

This field is read only and displays the level within a pack structure

Note Level 1 is used for the highest level and is usually an assembly pack code. The lowest level represents the unit pack/serial ID where

the actual inventory is stored. The system supports the creation of packaging structures up to four levels—three serial levels and one content level.

Pack Code

This field is read only and displays a pack code value that is based on the selected packing structure. It is blank when the current level—usually the lowest level—is added to create an item serial ID.

Description

This field is read only and displays a pack code description that is based on the selected packing structure. When the current level—usually the lowest level—is added to create an item serial ID, the system displays *Serialized Item Unit* as the description.

Number of Packs

This field is enabled and displays the number of packs (serials) required. You can modify it, increasing/decreasing the number of packs to be created; however, the value cannot be zero.

Note When you need to create only certain packs from the pack structure, use the Create By Pack Code mode instead.

Standard Pack Quantity

This field is read only and displays the standard pack quantity assigned to that level in the pack structure.

Unit of Measure

This field is read only and displays the pack UM or the item UM if for the pack content level.

Email Order to Supplier Action

When you select Email Supplier, the system uses setup data to determine the email address of a supplier contact:

- First, the system looks for a supplier business relation contact person email address associated with the supplier contact entered on the purchase order.
- Next, the system looks for a contact email address for the primary contact of the supplier.
- If no email address is defined for the primary contact of the supplier, no email is generated, and the system displays an error message.

The system uses **Purchase Order Print** functionality to schedule a QRF report run. The user sees an information message saying that a notification will be sent to the user's Inbox when the Email Supplier task is completed. After the report is finished, the system creates an attachment, transmits it to the appropriate supplier email address, and generates the

Inbox message. If the user record of the specified purchase order buyer includes an email address, a copy of the purchase order is also sent to the buyer.

Email Template

The email template used for the Email Supplier action is the common QRF email template. This is configurable in the customer environment, but it is important to understand this template is shared for all reports that are scheduled to be delivered in an email.

The system uses the email template to determine the subject and body of the report notification emails. This template is stored in a special file called report-email-template.txt on the QAD .NET UI home server. The file can be modified if administrators want to change the default content.

Note The e-mail template can be overridden for a specific scheduling of a report by setting the sys_email_template report value to contain the desired template string. This is possible when scheduling a report programmatically using the Scheduled Report API.

The file is located on the home server as follows:

.../webapps/qadhome/configurations/<configuration-name>/storage/reports/report-email-template.txt

The default content of report-email-template.txt is as follows:

[SUBJECT]

Scheduled Report Completed: {$RRO_DESC}

[BODY]

A scheduled report from QAD Enterprise Applications has completed:

Report: {$RRO_DESC} ({$RRO_CODE})

Description: {$SR_DESC}

Link to Report: {$REPORT_FILE_LINK}

The default template structure includes two parts:

- A [SUBJECT] tag followed by the subject content on the next line, which is used as the subject of the email notification.
- A [BODY] tag followed by any number of lines of text, which is used as the body of the email.

Note

The Description field variable is used to pass in relevant information indicating that the email resulted from an Email Supplier action; it is not advised that you remove this field from the email template.

Custom Language or Layout for PO Print Report

Some companies do not support the standard Purchase Order Print format described above to email the PO to the supplier. You can create different report code or layouts and use that report or layout definition to create a custom PO email layout; for example, use the custom layout to send a PO that reflects your company's standard PO format. You can also customize the language for the PO email. You customize the layout and language by:

- Setting up report codes, language codes, and report layout codes in **Generalized Codes**
- Obtaining the report code and report layout from the Reporting Framework

Setting Up Generalized Codes

To set up the layout definition, report code, and language in **Generalized Codes**, you define codes at two different levels:

- Domain Level: Applies to all supplier POs within a domain
- Supplier Exceptions: Applies to a unique supplier (from the Supplier field in the PO header) within a domain

The following table depicts the codes that should exist in **Generalized Codes** for both levels:

Important When text in the table includes the greater than and less than symbols <>, you must supply the actual code or definition text in **Generalized Codes**.

Generalized Codes

	Field Name	Value	Comment	Group	Description
Domain Level:					
	email_order	<domain_supplier_report code to use>		APP	The Comment value to pass as Report code
	email_order	<domain_supplier_report definition to use>		APP	The Comment value to pass in parameter - Sys_default_report_definition
	email_order	<domain_supplier_report definition to use>		APP	The Comment value to pass in parameter - Sys_default_report_definition

	Field Name	Value	Comment	Group	Description
Supplier Exception Level :					
	email_order_rpt	<Supplier report code to use>		APP	The Comment value to pass as Report code
	email_order_rptdef	<Supplier report definition to use>		APP	The Comment value to pass in parameter - Sys_default_report_definition
	email_order_lang	<Supplier language code>		APP	The Comment value to pass in parameter - Sys_mfg_language

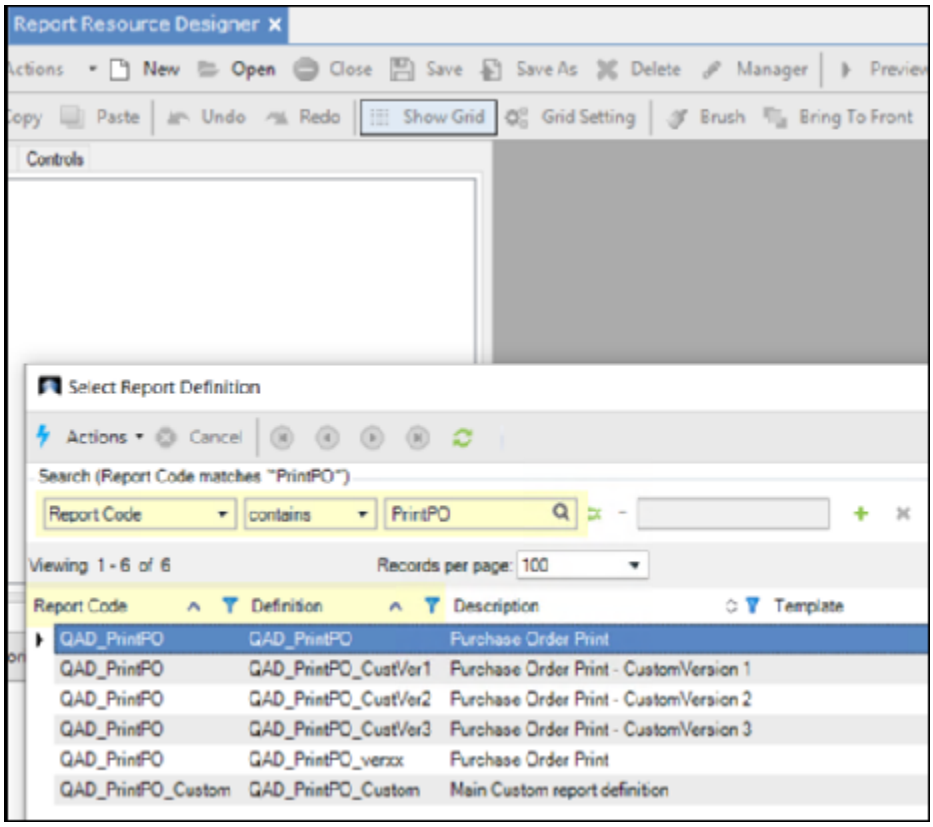
The system determines the report code, layout definition, and language to use based on considerations in the following order:

1. The system uses the Supplier Exception Level in **Generalized Codes**.
2. The system uses the Domain Level.
3. When neither exists, the system uses the default definition for parameters.

You use the Report Designer with the **Generalized Codes** information.

The Report Code(s) and Report layout(s) that you enter in Web UI**Generalized Codes** can be found in the Report Resource Designer.

To see the codes, select .NET UI Resource Designer (36.4.21.30); then, choose the Select Report Definition function to view existing report codes. (To create a new report code, use .NET UI Report Resource Maintenance).



In the definitions frame:

- Report Code (first column): The Report Code to be used in **Generalized Codes**
- Definition (second column): The Report Layout to be used in **Generalized Codes**

Important There is only one report code and report layout available in the environment out of the box. To use custom reports, your system administrator must create them first using the instructions in the chapter on designing custom reports in the *QAD Reporting Framework User Guide*.

Determining the Language

The system determines the language to use based on considerations in the following order:

1. When the Language option in the header Order Options panel in **Purchase Orders** is not blank and the code for language exists in **Generalized Codes**, the system creates the PO to mail in that language.
2. When domain-level settings are defined in **Generalized Codes**, the system uses these settings.
3. When both Supplier Exception and Domain level cannot be found, the system uses the default definition for the Language option.

Receive Purchase Order Action

Select the Receive Order item from the Actions menu in **Purchase Orders** to start the receiving process for the current purchase order.

Note the following:

- The order must be in Open status to be received. Otherwise, you cannot select Receive Order.
- Purchase orders either created manually from GRS requisitions or created automatically in the **Planned Purchase Order Approval** cannot be updated, received, or returned in the QAD .NET UI
- Supplier Performance and Logistics Accounting are not supported for direct purchasing or tax-inclusive flows for direct/indirect purchasing, and they are blocked in the return order form.
- Global shipping functionality is supported and when enabled, the system generates shipping documents (shipper) automatically.
- Supplier performance functionality is fully supported.

The navigation includes several panels, some of which display only when certain options/functions are enabled: Main, Shipping Documents, Lines, and Supplier Performance. The Main panel includes a Shipment Information subpanel. Also, an Exchange Rate subpanel is displayed under some conditions. The Shipping Documents panel includes Shipping Options and Carrier Grid subpanels.

You can either:

- Receive individual lines using the Add button on the Lines grid.
- Click the Receive All button in the Lines frame to prepopulate the Lines grid with all lines that have an open quantity.

Note The default value of Qty Received depends on the setting of Receive Full Quantity in the Main frame. When that option is selected, Qty Received defaults to the open line quantity. Otherwise, it defaults to 0. You can update each individual line, as needed.

Note For information on how GL transactions are generated for PO receipts according to the costing method, see Average PO Receipt/Return Transactions on page 5588, Standard PO Receipt/Return Transactions on page 5609, or FIFO and WAVG PO Receipt/Return Transactions on page 5601.

When receive actions are enabled for a subcontract flow, the system creates the following inventory transactions as part of WIP Lot Trace processing:

- RCT-PO – Receipt Purchase Order transaction.
- RCT-WO – Receipt Production Order transaction (last subcontract operation).

- CONS-WO – Consumption Work Order transaction (last subcontract operation).
- ISS-WO – Issue Production Order transaction (component assigned to subcontract operation).

Processing of Logistics Accounting enabled Purchase Order

When you receive a PO, the system finalizes the receipt and calculates logistics charge for the open order quantity for each order line.

1. For the PO being received, the system calculates logistics charges based on the quantity to receive for each order line. The calculation is based on the order type:
    - Discrete Purchase Orders – Charges are calculated on the actual quantities being received.
    - Supplier Scheduled Orders – Charges are calculated on the scheduled receipt quantities.

      Note The system uses the apportion method defined for each logistics charge to determine the charge amount for that receipt.
2. For each logistics charge incurred, the system automatically generates a Logistics Accounting GL transaction (RCT-LA). This transaction accrues the inbound logistics cost to the appropriate GL accounts as defined in Logistics Accounting setup,
3. For every unique combination of Logistics Supplier and Logistics Charge, the system creates a Pending Logistics Invoice. These pending invoices represent payables to third-party logistics suppliers and are separate from the main supplier’s pending invoice for the goods.

Main

Packing Slip

Enter an optional supplier packing slip number for the items received. In many environments, the fiscal document number is recorded here. This field can be used in Accounts Payable for supplier invoicing by fiscal document number. This number is also stored in the tax history.

Receiver

Enter a number that identifies the receiver associated with the items received. If you leave this field blank, the system assigns a number, based on the receiver prefix and the next receiver number maintained in **Purchasing Control**. When you receive or return purchased items, the system always generates a receiving record (receiver). Use it to verify the supplier invoice data entered in Accounts Payable.

When receiving indirect consigned inventory, a receiver is required. See Consigned Inventory on page 4542.

Receive Full Quantity

Select this option when the quantity received defaults as the open quantity for all line items in a complete shipment by the supplier for this purchase order; otherwise, clear the selection. This value defaults from Purchasing Control. You can change it, as needed.

Effective Date

Enter the receipt effective date. The default is the system date, but you can modify it, as needed. The system verifies that the effective date is within an open fiscal period.

Ship Date

Enter the date that the supplier shipped the items.

Receipt Date

Enter the date on which the items were received from the supplier.

Exchange Rate

This subpanel is displayed only under these conditions:

- The order currency is not the same as the base currency.
- The Fixed Rate option is not selected.

Exchange Rate From

Displays the exchange rate of the order currency against a unit of base currency.

Exchange Rate To

Displays the base currency.

Shipment Information

Many countries require that formal shipping documents accompany any movement of goods, even when goods are merely received, returned, and not sold. If you are using shipping groups, you can record shipping information and generate shipping documents. This functionality is also termed *global shipping.*

Shipping groups, defined in **Shipping Groups**, contain source and destination addresses that include inventory movement and carrier defaults. The system uses the attributes of a shipping group when processing a shipment/receipt/return from any source address to any destination address within the group.

Global shipping is enabled when the following two conditions are met:

- A shipping group is available for a combination of ship-from (supplier - source address) and ship-to (site - destination address).
- An Inventory Movement Code (IMC) for the RCT-PO transaction type is assigned to the shipping group.

Global shipping is disabled when there is no shipping group available for the previously mentioned combination or there is no shipping group with an IMC for the RCT-PO transaction type assigned.

Global shipping-related subpanels can display or be hidden, depending on whether global shipping is enabled or disabled:

- Global shipping is disabled:

  The Shipment Information panel is visible when the Shipment Info for Receipts option is selected in the Container/Shipper panel in **Logistics Control**. Purchased items are often managed with shippers; options in this panel let you enter shipper information for the receipt.
  If you are using inventory movement codes, you can also enter the code during receiving. When you select the Require Inventory Movement Codes option in the Customer/Scheduled Shipper panel in **Logistics Control**, you are required to enter a RCT-PO type of movement code.

- Global shipping is enabled:

  The Shipment Information panel is visible even when the Shipment Info for Receipts option is not selected in the Container/Shipper panel in **Logistics Control** as long as Global Shipping is enabled. The information described in the previous bullet applies.

Shipper Number

Enter the shipper number for this receipt. The value entered here defaults to the Shipper option in the Shipping Documents panel.

Note This option is not available if the Shipping Documents option is selected; otherwise, the option is available.

Inventory Movement Code (IMC)

Enter inventory movement codes with a RCT-PO type.

Note If global shipping is enabled, you can only enter IMCs associated with the RCT-PO transaction type and assigned to the shipping group; if you try to enter other valid code types not assigned to the shipping group, the system processes the data as when global shipping is disabled and does not generate shipping documents.

Shipping Documents

This option determines whether shipping documents (shipper) must be generated along with the receipt.

This option is visible, but disabled by default. It is not selected by default when global shipping is enabled; otherwise, it is hidden. When global shipping is enabled and the IMC is valid and belongs to the shipping group, this option is enabled and selected, and an

additional **Shipping Documents** panel displays for you to enter shipper, shipping, and carrier data.

Important You can clear this option at any time before clicking Submit and discard shipping documents (shipper) creation, even when all necessary options in the Shipping Documents panel are specified. When the field is not selected, the Shipping Documents panel does not display.

Shipping Documents

Shipper

The shipper ID uniquely identifies a shipper record. There are two possible scenarios, depending on the shipper value:

- When blank, the system creates a new shipper document. Shipper line details are created based on data in the Receive Order Lines grid.
- When you enter a valid shipper ID, you can modify the existing shipper document. Shipper line details are created based on data in the Receive Order Lines grid.

  Note You cannot modify the shipper header data even when you modify shipper lines.

Shipping Group

This field is read only and displays a shipping group code. To determine this value, the system searches for a:

- Shipping group that matches both source (supplier) and destination addresses (site) of the receipt.
- Shipping group, defined in **Shipping Groups**, that contains source/destination addresses that include inventory movement and carrier defaults.

Status

This option is read only and defaults as Confirmed. The system displays the status of the shipper being created.

Print Shipper

This field defaults as selected. When selected, the system launches the **Pre-Shipper/Shipper Print** function.

Shipping Options

Document Format

Specify the document format to use when the shipper prints. Document format must be a valid format of a type applicable to shippers. This

field defaults from the document format value specified for the shipping group, if available; otherwise, it defaults from **Logistics Control**.

Assigning a document format to a shipping group identifies a particular format or layout used when creating shipping documents.

Language

Specify a valid active language set up in **Languages** to use when associating header, line item, and trailer comments with this shipper. This field defaults from the ship-to address of the shipment. You can select shippers for printing by their language code.

Consolidate Ship

This field is read only and is automatically populated from the shipping group definition. It specifies whether consolidating shipments with multiple originating transactions of a given type (sales orders, receipts, transfers, and so on) is prohibited, allowed, or required for this address:

- Optional: Allows shipment consolidation, but does not require it.
- No: Prohibits shipment consolidation. You cannot prohibit shipment consolidation if any source address in this shipping group requires consolidation.
- Yes: Requires shipment consolidation. You cannot require shipment consolidation if any source address in this shipping group prohibits consolidation.

Carriers Grid

To edit an existing line, click the line to edit.

Select Delete to delete unnecessary carrier addresses from the grid.

Sequence

If the shipper record includes a series of carriers, specify a relative sequence number. When you add a new carrier, the default is the next available number.

Carrier

The address code of the carrier used for this shipping group/Inventory Movement Code defined in **Carriers**. The default carrier address is populated from the shipping group and inventory movement code for this shipment.

A carrier handles the transportation of goods from the time that they leave the shipping site until they are delivered to the destination. Typically shipments require a single carrier. Sometimes a shipment requires a series of carriers. For example, a shipment can be transported by truck to be loaded onto a train, transported by train to be loaded onto a ship, then transported by ship to its final destination. In this case, a series of carriers is required.

Ship Via

This option defaults from the value specified on the order associated with the shipper, if any. Ship Via is validated against predefined values entered in **Generalized Codes**.

Terms of Trade Point

Enter the terms of trade point for this shipment. The terms of trade point identifies when title passes to the buyer from the seller, as well as who pays shipping. The value defaults from **Sales Control** > Incoterms.

Mode of Transport

Enter the mode of transport for the shipment such as air or sea. This field is for reference only.

Carrier Shipment Reference

This field defaults from the shipper number and can be modified.

Vehicle ID

Optionally, enter an identifier representing the carrier's vehicle. This field is for reference only and prints on the shipper document.

Payment Type

Specify the payment type. Use Payment Type and Carrier Account to inform carriers of the accounts that require shipment payment collection.

Carrier Account

Specify the carrier account code. Use Carrier Account and Payment Type to inform carriers of the accounts that require shipment payment collection.

Lines

To edit an existing line, click the line to edit. You can enter values for multiple fields; refer to the field descriptions in this section.

Select Delete to delete lines. The system deletes the PO line for the item, including any multi-entry records.

Select Receive All to receive all items on the PO line.

Select Multi-Entry when the PO line is set up for multi-entry. The system displays a multi-entry form that lets you record multiple lines for the same order and line to receive.

Select Attributes when the line has active item attributes and you want to enter item attribute values in an Attributes form, letting you indicate whether received items conform/do not conform to specifications set in **Item Attributes**; see Attributes on page 4540.

Line

Enter a number that identifies an open line on the purchase order. When you enter a line number, the item number, unit of measure, and supplier item number are displayed.

Item

Enter the code that identifies an item to be received on this purchase order receipt.

Type

This option determines the effect on inventory, planning, and cost accounting when the item is received. Enter the receipt type as:

- I: Inventory
- S: Subcontract
- M: Memo

Defaulting of this option depends on whether the line that you are receiving is based on a PO line for an EE flow or an EAM flow or a requisition. For more information on requisition line-based receipt defaulting for EE/EAM items, see the Receive Type defaulting logic described in Requisition Accounting and Receive Type Defaulting on page 4366.

Lot Control

The system retrieves Lot Control values first from any item-site inventory exception settings; otherwise, the system retrieves them from the Inventory panel of **Items**. The system displays any of the following:

- L: Lot-controlled items
- S: Serial-controlled items
- Blank: Items with a blank in the Lot Control column for the items being received

Qty Open

The system displays the unreceived quantity from the purchase order.

UM

The system displays the unit of measure of the open quantity.

Qty Received

Enter the quantity received for this line item. The default quantity to receive is based on the value of the Receive All and Receive Full Quantity options in this function:

- When Receive All and Receive Full Quantity are selected, the quantity to receive defaults from the open quantity on the purchase order line.

- When Receive All and Receive Full Quantity are cleared, the quantity to receive defaults to zero, and you must click New line and enter the quantity received manually.

Note If you change the Quantity Received or UM, the system displays a warning message prompting you to review the existing WIP lot records.

UM Received

Enter the unit of measure (UM) for the quantity received. If you enter a value other than the item master unit of measure, the system accesses the conversion factor defined in **UM Conversions**.

Packing Qty

Enter the quantity listed on the supplier packing list.

This amount is usually the same as the quantity received. If it is not, you can record any discrepancy between the actual quantity received and the quantity listed on the packing list. Review these records later during invoice matching.

Due Date

The line item due date from the purchase order.

Cancel B/O

This field determines how the system handles unshipped quantities.

Cleared: Any remaining unshipped quantity remains open on backorder. This quantity can be shipped at some future time.

Selected: The quantity remaining is canceled and is not received later; the quantity required is set to zero and MRP is notified of the decreased requirement.

Typically, Cancel B/O is selected when only a trivial quantity remains to be shipped. For example, 10,120 items ship on an order for 10,124.

Update Requisition Line Open Qty

This checkbox is disabled and cleared by default. It is enabled when Cancel B/O is selected, and the PO is linked to a GRS requisition. When Cancel B/O is not selected, it is disabled and cleared.

When selected, the system updates the open quantity of the requisition line. It uses this formula to update the quantity:

Adds the number of the PO original order quantity - PO received quantity to the open requisition line quantity.

When the requisition line is closed, the system reopens the requisition.

Update Blanket Order Line Open Qty

This checkbox is disabled and cleared by default. It is enabled when Cancel B/O is selected, and the PO is linked to a blanket order. When Cancel B/O is not selected, it is disabled and cleared.

When selected, the system updates the open quantity of the blanket order line. It uses this formula to update the quantity:

Adds the number of the PO original order quantity - PO received quantity to the open blanket order line quantity.

When the blanket order line is closed, the system reopens the blanket order.

Site

Enter the site where this item was received. Site defaults first from item-site inventory data when set up, then from the order, but you can change it, if necessary.

Note For Indirect Memo or Subcontract PO Lines the site defaults to the Expense Site mentioned in the PO Line.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Note You cannot change the site if multi-entry detail lines exist. To change the site, you must first delete each multi-entry line.

Multi Entry

Select this field to specify multiple locations or lot/serial and lot reference numbers.

When multi-entry lines exist, Multi Entry is selected and cannot be changed. You also can no longer update the Site, Location, Lot/Serial, or Ref fields in the line detail. To change any of these values, you must first delete each multi-entry line.

Location

Enter the location where this item was received.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Lot/Serial

Enter the lot/serial number of the items received on this supplier scheduled order line.

When a value exists in Lot Control, lot control features are active and are based on the level indicated in Lot Control. The level can restrict the lot number that you enter for the item.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Manufacturer

Enter or select the manufacturer of the rotable item being received. This field is mandatory when visible.

This column is only visible when the item being received is rotable. The value is copied into the item's Reference field to support the eventual return of the item.

Asset

Enter the asset number of the rotable item received on this purchase order line.

This column is only visible when the item being received is rotable.

Model

Enter the model number of the rotable item received on this purchase order line.

This column is only visible when the item being received is rotable.

Warranty

Select the date that the item's warranty ends, if applicable.

This column is only visible when the item being received is rotable.

Life Expectancy

Enter the life expectancy in years of the rotable item received on this purchase order line.

This must be a number greater than or equal to 0.

This column is only visible when the item being received is rotable.

Reference

Enter the optional lot reference number for the items received on this purchase order line.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Use lot references to subdivide lot/serial numbers. Each lot reference can have its own quantity, status, and lot characteristics such as assay and expiration date. Lot reference is optional and can be left blank.

Supplier Lot

Enter a supplier lot or serial number for reference. To specify multiple supplier lot numbers, select Multi Entry.

To assign your own lot number to the material being received or to use the supplier lot number in your tracking records, specify the number in Lot/Serial. The system maintains detailed receipt records showing that the lot number that you enter in Lot/Serial is directly related to the supplier lot number specified here.

Note Lot/serial numbers can be restricted when the receipt is lot controlled.

Inventory Status

The Inventory Status value defaults from the following settings:

1. Inventory detail settings for the site or location
2. Lot/serial and reference combination settings
3. The active PO Receipt Status setting from item-site inventory exceptions
4. The active PO Receipt Status setting from items in inventory
5. Location settings
6. Site settings

Expire Date

The system calculates Expire Date values from the shelf life settings (when not blank). The system firsts checks for any shelf-life value settings for item-site inventory exceptions, then checks the shelf-life value from the Inventory panel in **Items**.

Assay

Enter an assay % attribute value for the inventory line being received.

Grade

Enter the grade attribute value for the inventory line being received.

Production Order

For a subcontract line item (receipt type S), the work order or production order number.

Note When you modify a subcontract line that already includes Consumed WIP Lot details, the system performs data checks. If you change the Production Order details (Order, ID, or Operation), a confirmation message notifies that the associated WIP lot records will be removed.

ID

For a subcontract line item (receipt type S), the production order or cumulative order lot ID associated with the subcontracted service. A single production order or cumulative order can have multiple associated lot IDs.

Operation

The operation number associated with the subcontract order.

Project

The project identifier associated with the subcontract order.

Supplier Item

The supplier item number associated with the line item.

Unit Price

The unit price of the line item.

Discount %

The discount percentage associated with this line item.

Ext Net Cost

The cost of the line after an applicable discount is taken.

Currency

The receipt currency.

Remarks

Optional remarks about this receipt line.

Line Notes

The sub-panel includes all the notes recorded in the PO lines. To add new notes within the grid, click the New button. To delete any notes, click the Delete button. You can manually edit the text for one or more notes in the grid. Click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on. The Reference field on the Details page automatically populates with the PO number, prefixed with RCPT/Line number.

Note By default, Print on PO Receipt is enabled in the Options sub-panel within the Details page.

Consumed WIP Lots

The Consumed WIP Lot grid displays based on settings and conditions defined the WIP Lot Trace Control and the routing operations.

WIP Lot Trace Control Settings

Main Panel	Routing Exception Grid	WIP Lot Grid Display Condition
Enable WIP Lot Trace and Trace Parents fields checked	Routing code not in Routing Exceptions	Grid displays using Main panel setup.
Enable WIP Lot Trace and Trace Parents fields checked	Routing code in Routing Exceptions with valid Effective Date	Grid displays. system applies Routing Exceptions first, then Main panel setup.
Enable WIP Lot Trace checked and Trace Parents cleared	Routing code in Routing Exceptions with Trace Parents checked and a valid Effective Date	Grid displays, system applies Routing Exceptions first, then Main panel setup.

Routing Operations Setup

Condition	WIP Lot Grid Display Condition
Line to receive is a Subcontract line with valid Production Order, ID, and Operation	Grid may display, depending on milestone operation conditions defined in Routings & Processes on page 2523 (Routing & Processes → Operations → Milestone enabled).
Subcontract line with Milestone field checked in Routings & Processes on page 2523 → Operations.	Grid displays.
Routing code for the production order is in Routing Exceptions.	Operation must match or occur after Lot Trace Start Operation defined in Routing Exceptions for the grid to display.

The grid does not display under the following conditions:

- Enable WIP Lot Trace field cleared in the main panel of WIP Lot Trace Control.

- Subcontract operation is not a Milestone operation. Milestone filed is cleared in Routings & Processes on page 2523.
- Subcontract operation is the first milestone in the Routings & Processes on page 2523.
- Subcontract operation is the last and only milestone in the routing.
- Production Order, ID, or Operation missing/invalid in the lines grid.

Note When the Receive action Lines grid includes multiple lines and at least one Subcontract line that meets all conditions in Table 27 on page 4535 and Table 28 on page 4535, the Consumed WIP Lot grid is available. The grid is displayed for editing only when the user selects the Subcontract line; if another line type is selected, the grid is shown as read-only and cannot be edited. If the user deletes the Subcontract line, the Consumed WIP Lot grid is no longer available because no qualifying Subcontract lines remain.

You can use the buttons above the grid to perform the following actions:

- New: Add a new lot line.
- Delete: Delete the selected line.
- More: Export and import the grid data to Excel.
- Auto Fill: Auto fill the grid with lot data. The field is enabled by default and disabled if data already exists in the grid.
- Calculate Consumption: Automatically calculates the Quantity to Consume for the WIP Lots to match the total Quantity Processed. The value depends on the Combine WIP Lots setting in WIP Lot Trace Control.

  Note You cannot select more than one WIP Lot if the Combine WIP Lots field is disabled in WIP Lot Trace Control.

Lot/Serial

Select a lot or serial number from the lookup to identify which WIP lot is consumed during the subcontract PO Receipt transaction. If the field is left blank, the transaction cannot be submitted.

Reference

Optionally, enter or select a reference value to associate with the WIP lot.

WIP Quantity

The field is populated by default and read-only with the available quantity for the selected WIP lot.

Quantity to Consume

Enter the quantity of the WIP lot to be consumed during the production operation, or use the Calculate Consumption to calculate the value automatically. The Quantity to Consume must equal the Quantity

Processed. Any deviation depends on the settings for Overissue WIP Lots and Combine WIP Lots fields in WIP Lot Trace Control.

Note When the user enters Consumed WIP Lot details, the system displays a message showing the WIP Quantity available at the operation for processing.

Produced WIP Lots

The Produced WIP Lot grid displays based on settings and conditions defined the WIP Lot Trace Control and the routing operations.

WIP Lot Trace Control Settings

Main Panel	Routing Exception Grid	WIP Lot Grid Display Condition
Enable WIP Lot Trace and Trace Parents fields checked	Routing code not in Routing Exceptions	Grid displays using Main panel setup.
Enable WIP Lot Trace and Trace Parents fields checked	Routing code in Routing Exceptions with valid Effective Date	Grid displays. system applies Routing Exceptions first, then Main panel setup.
Enable WIP Lot Trace checked and Trace Parents cleared	Routing code in Routing Exceptions with Trace Parents checked and a valid Effective Date	Grid displays, system applies Routing Exceptions first, then Main panel setup.

Routing Operations Setup

Condition	WIP Lot Grid Display Condition
Line to receive is a Subcontract line with valid Production Order, ID, and Operation	Grid may display, depending on milestone operation conditions defined in Routings & Processes on page 2523 (Routing & Processes → Operations → Milestone enabled).
Subcontract line with Milestone field checked in Routings & Processes on page 2523 → Operations.	Grid displays.
Routing code for the production order is in Routing Exceptions.	Operation must match or occur after Lot Trace Start Operation defined in Routing Exceptions for the grid to display.

The grid does not display under the following conditions:

- Enable WIP Lot Trace field cleared in the main panel of WIP Lot Trace Control.
- Subcontract operation is not a Milestone operation. Milestone filed is cleared in Routings & Processes on page 2523.
- Subcontract operation is the first milestone in the Routings & Processes on page 2523.
- Subcontract operation is the last and only milestone in the routing.
- Production Order, ID, or Operation missing/invalid in the lines grid.

You can use the buttons above the grid to perform the following actions:

- New: Add a new lot line.
- Delete: Delete the selected lot line.
- More: Export and import the grid data to Excel.
- Copy Consumed Lots: Enabled when Produced WIP Lots exist and can be mapped from the Consumed WIP Lots, and disabled when no Produced WIP Lots are available or when the operation being reported as the first milestone operation.

  Note If Split WIP Lots is disabled in WIP Lot Trace Control, the system populates the Produced WIP Lots grid with only the earliest created lot and defaults the Quantity Produced to the Quantity to Consume. If Split WIP Lots is enabled, the grid is populated with all selected Consumed WIP Lots, and the Quantity Produced defaults to the Quantity to Consume for each lot.

Lot/Serial

Select a lot or serial number from the lookup to identify which WIP lot is consumed during the subcontract PO Receipt transaction. If the field is left blank, the transaction cannot be submitted.

Reference

Optionally, enter or select a reference value to associate with the WIP lot.

Quantity

Enter the quantity of the lot produced after the consumed operations are completed. It is a mandatory field and the Quantity produced must equal the Quantity Processed. Any deviation depends on the settings for Overissue WIP Lots and Combine WIP Lots fields in WIP Lot Trace Control.

Order Notes

The sub-panel includes all the notes recorded in the PO header. To add new notes within the grid, click the New button. To delete any notes, click the Delete button. You can manually edit the text for one or more notes in the grid. Click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on. The Reference field on the Details page automatically populates with the PO number, prefixed with RCPT.

Note By default, Print on PO Receipt is enabled in the Options sub-panel within the Details page.

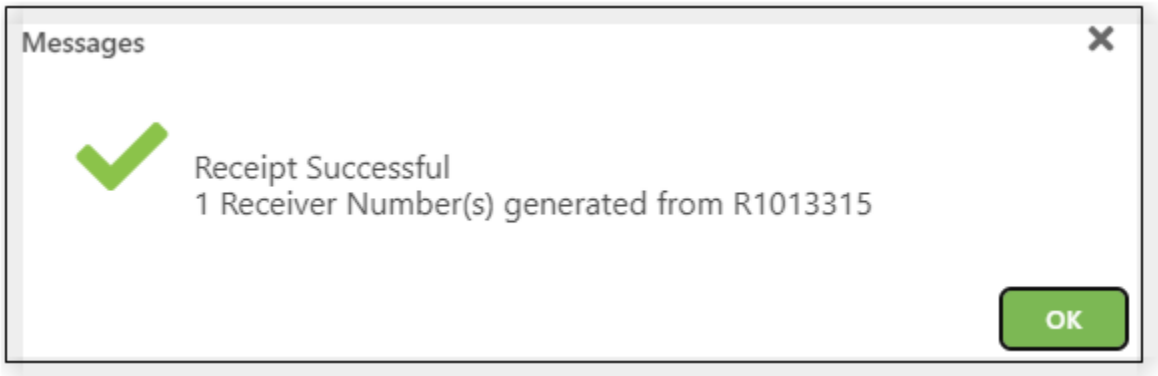
Workflow Options

This panel contains a single checkbox to print the receiver.

When selected, and you Submit the receive action, the system automatically launches the Purchase Receipt Document Print function, letting you print the document with some data from the Selection Criteria pre-filled, such as the receiver number.

After a successful submission, the system displays receiver information in the successful pop-up message. You can view the:

- Total number of RTV numbers the system generated
- First return receiver number



Processing Options

Use the Processing Options panel to control how the system handles order submissions. The system processes messages in the background, sends a notification to your inbox, and records all results in the Submitted Background Processing on page 392.

- Process in Background

  The field is cleared by default. Select it to submit the transaction for background processing, send notification to your inbox, and the system records any information, warning, or error messages in the Submitted Background Processing on page 392browse instead of

displaying them on the UI. When Process in Background is selected, the Print Receiver check box is automatically cleared and disabled.

- Background Processing Description

  The field is editable only when Process in Background field is selected. The system defaults the description to Order number and supplier value, and update it as needed. This description appears in the inbox notification, to identify the submitted transaction.

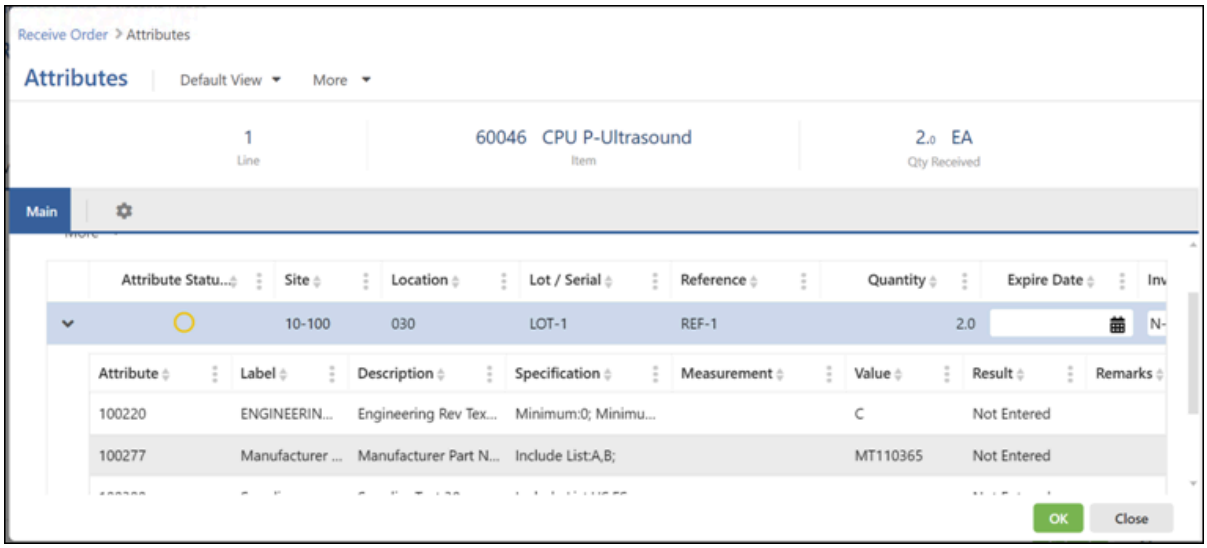
Attributes

You can enter attribute values when you receive a PO line, letting you indicate whether received items conform/do not conform to specifications set in **Item Attributes** and link receipt data to the item attributes data in **Item Lots**. Different documents, such as lot attribute orders or quality orders, are also generated when the PO line's item attribute values are not entered and Value Required is selected for the lot/sublot/system-level attribute. The lot attribute order/quality order can be modified to record additional values for the item attributes or test attributes to complete inspection and transfer quantity to another site/location.

You can enter attribute values when the item attributes are *active*, and set up with a User input method for the Lot/Sublot level in **Item Attribute Profiles**.

When the line to receive has active item attributes, you can select the Attributes button above the grid, letting you enter attribute values in a separate form. (Note that you can also access the Attributes form when you select Multi-Entry.) Also, the Attribute column on the line grid is selected, and you cannot change it.

When you select the Attributes button, the Attributes form displays. The attribute status displays in the Line grid. A Partially Entered (half-filled circle), Fully Entered (filled circle), or Not Entered (unfilled circle) attribute value entry can display in the status indicator.



The Attributes option is inactive when:

- There are no attributes associated with the line item.
- The Attributes option for the item was not selected.
- No lines were selected in the Multi Entry grid.
- Source Type is MRO.
- Receive Type is Memo.
- The line to receive is for a subcontract order but not the last operation. (You can receive a line with item attributes for a subcontract operation that is the last operation.)

The Attributes form includes two subpanels:

- **Summary**

  The Summary panel at the top includes PO order line, the item and description, and the quantity to receive.

- **Main**

  The Main panel lets you record attribute values for a single item with or without multi-entry records. To enter regulatory attribute values, select the inventory detail record from the Main grid. In the Main grid, enter attribute values Grade, Assay, or Expire Date for inventory detail records.

Click the line in the Main grid to display a subpanel that lets you enter values that display in quality orders (either lot or quality type) that generate when active attributes have not been fully entered or the attributes are linked to a test.

In the subpanel, when you enter values that are part of the include lists in the Specification column in the grid, the Result column changes the status to Conforming and the attribute status indicator can change to show a partial or complete attribute entry, depending on whether attribute entry is complete at the point of receipt.

Click OK when you are finished. Different attribute status displays in the Multi Entry grid or in the Main grid of the Attributes form.

Supplier Performance

Supplier Performance data can be collected automatically when you receive a purchase order using this action. Each time a PO is received, the system checks whether Supplier Performance functionality is enabled (Use Supplier Performance is selected in the Supplier Performance panel in **Purchasing Control**) and if so, it then checks for associated registrations (as defined in **Supplier Performance Registration**). Once a registration is confirmed, the system records the performance data. Several types of events are automatically generated during the purchase order receipt.

Early, late, overshipment, or undershipment events can be automatically generated, based on the following calculations:

- The receipt date is compared with the planned receipt date (the performance date on the PO line level). If the receipt is early or late, that number of calendar days is compared with the values specified in the Acceptable Days Early and Acceptable Days Late options in **Supplier Performance Registration**. When an acceptable value is exceeded, a late or early event is automatically created.
- The receipt quantity is compared with the open quantity. If the receipt quantity is under or over the open quantity, that quantity is converted to a percent. The difference and difference percent are compared with the values in the Acceptable Over Shipment (quantity), Acceptable Under Shipment (quantity), Acceptable Over Shipment (percent), and Acceptable Under Shipment (percent) options in **Supplier Performance Registration**. When one of these values is exceeded, an event (overshipment or undershipment) is automatically created.
- The cost of the quantity received is compared with the cost of the open quantity. If the quantity-received cost is more than the open-quantity cost, the cost difference is converted to a percent. The cost difference and cost difference percent are compared with the values in Acceptable Over Shipment (cost) and Acceptable Under Shipment (percentage) options. When one of these values is exceeded, an event is automatically created.

Note Reversing the entire receipt also removes all other performance events associated with that receipt. If you do not reverse the entire receipt (quantity received not equal to quantity reversed), then you must remove any performance events manually.

Consigned Inventory

You can use this action to receive consigned inventory. For prerequisites, a task flow, and system results when you receive consigned inventory.

Successful Submit

After a successful submit, the system stores the PO receipt accounting details, such as the Account, Sub-Account, Cost Center, and Project in the pending vouchers record that it creates for the receipt lines. The receipt accounting information is accessed during supplier invoice receiver matching to reconcile the balance in the Receipt Account.

Correcting Receiving Matching and Unposted GL Transactions

If there is change in the GL Account settings after you submit a receipt or return, the supplier invoice displays a warning when receiver matching is performed.

The system prompts you to continue with the operation or cancel by choosing Yes or No:

- Yes: The system defaults new PO receipt accounting details, based on suppliers, purchasing accounts, and/or product lines/accounts defaulting logic.
- No: You can use **Unposted GL Transactions** Correction to correct the records that will also update the pending voucher records for the receipt/return lines.

Reopen Order Action

When you select Reopen Order, the system sets the status of all lines to Open. The line grid view displays an O symbol in the Status column for each line.

Note To reopen only an individual line, select Action > Reopen Line from the Line Detail view.

When you reopen a purchase order line, it is again considered by MRP, and you can process receipts against it.

Return Purchase Order Action

Select the Return Order item from the Actions menu in **Purchase Orders** to start the return process for the current purchase order. When you select to return items, note the following:

- Return Order is available only when one or more lines have had a quantity received.
- QAD .NET UI purchase orders either created manually from GRS requisitions or created automatically by **Planned Purchase Order Approval** cannot be updated, received, or returned in the QAD .NET UI.
- Logistics Accounting is not supported for direct purchasing and is blocked in the return order screen.
- Global shipping functionality is supported, and when enabled, the system generates shipping documents (shippers) automatically.
- Supplier performance functionality is fully supported.
- Return-by-pack functionality is supported for a major set of scenarios that are applicable to serialized inventory. The return of non-serialized inventory is also supported when you select the Return by Pack option and can be performed simultaneously with the serialized inventory.
    - Return of an aggregated pack (pack aggregated to the master pack) is not supported; when you attempt the return of an aggregated pack, the system displays an error message.
    - Return of a mixed pack (different items as a pack content) is not supported; when you attempt the return of a mixed pack, the system displays an error message.

Note For information of how GL transactions are generated for PO returns according to the costing method, see Average PO Receipt/Return Transactions on page 5588, Standard PO Receipt/Return Transactions on page 5609, or FIFO and WAVG PO Receipt/Return Transactions on page 5601.

When return actions are enabled for a subcontract flow, the system creates the following inventory transactions as part of WIP Lot Trace processing:

- RTV-PO – Receipt Purchase Order transaction.
- RTV-WO – Receipt Production Order transaction (last subcontract operation).
- CONS-WO – Consumption Work Order transaction (last subcontract operation).
- ISS-WO – Issue Production Order transaction (component assigned to subcontract operation).

Navigation

The navigation includes four panels, some of which display only when certain options/functions are enabled: Main, Shipping Documents, Return Items, Supplier Performance, and Workflow Option.

You can either:

- Return individual lines using the Add button on the Return Items grid.
- Select the Return All button in the Return Items frame to pre-populate the grid with all lines that have a received quantity. Depending on the Return Full Quantity setting, Qty to Return for each line defaults to either zero or the quantity net received, less any quantity returned previously.

  Note The Return All button is disabled when at least one purchase order line has the Consignment option selected in the order line details. This is because the system cannot precisely identify inventory to return as consigned or non-consigned inventory as both types can be available simultaneously. Therefore, user interaction is required at the line level when determining to return all.

Main

RTV Number

Enter a number identifying the receiver associated with the items returned. An RTV (return to vendor) number is a form of receiver number. If you leave this field blank, the system assigns a number based on the receipt/return prefix and next receipt/return number maintained in **Purchasing Control**.

Return Full Quantity

Select this option to set the default Qty to Return in the Return Items grid to the entire purchase order line quantity. Otherwise, Qty to Return defaults to zero.

Note This option is ignored when you select the Return By Pack option.

Return to Replace

Select this option to set the default value for the Return to Replace field in the Return Items grid to return all items. When not selected (the default), the option indicates a return for credit; selecting it indicates that items are to be replaced. For more information, see Return-to-Replace Processing on page 4562.

Note The option is disabled and unselected by default when the return-to-replace flow is executed against supplier scheduled orders. The return-to-replace flow is not used for supplier scheduled orders and scheduled releases because the system manages them differently than purchase orders.

Return by Pack

Select this option to enable the return-by-pack mode. The default is unselected. When selected, the Return Item grid displays a tree structure that supports both packed and non-serialized loose inventory.

This option can be set or unset at any time while you enter data; system logic is as follows:

- When there are no records available in the Return Item grid, the standard return mode grid returns immediately without any additional messages.
- When there is at least one record available in the Return Item grid, regardless of the current mode enabled, and you change the Return by Pack option, the system displays a confirmation message. You can choose to continue working in the current mode or change the mode, clear all entered records, and enter data from the beginning.

Note This option is disabled and unselected by default when serialization functionality is disabled (**Inventory Control** > Enable Serialization is not selected). In this case, only standard return functionality is available.

For more information, refer to the Return by Pack on page 4564 section in this help.

Effective Date

Enter the return effective date. The default is the system date, but you can modify it as needed. The system verifies that the effective date is within an open fiscal period.

Ship From

The company address from which the returned items are to be sent. Defaults from the ship-to on the purchase order. This value is used in conjunction with ship-to to determine if a shipper should be created for the return being processed. If a shipping group is set up with the specified ship-from as a source and the ship-to as a destination, and this shipping group is marked to create shippers for PO returns, then a shipper is created. If the value of the ship-from is not blank, the system validates this field to ensure that the ship-from is a valid site. If the ship-from is not a valid site, you cannot proceed with PO Return.

Ship To

The company address to which the returned items are to be sent. Defaults from the supplier on the purchase order. This value is used in conjunction with the ship-from to determine if a shipper should be created for the return being processed. If a shipping group is set up with the specified ship-from as a source and the ship-to as a destination, and this shipping group is marked to create shippers for PO Returns, then a shipper is created.

Shipment Information

Many countries require that formal shipping documents accompany any movement of goods, even when goods are merely received, returned, and not sold. If you are using shipping groups, you can record shipping information and generate shipping documents. This functionality is also termed *global shipping.*

Shipping groups, defined in **Shipping Groups**, contain source and destination addresses that include inventory movement and carrier defaults. The system uses the attributes of a shipping group when processing a shipment/receipt/return from any source address to any destination address within the group.

Global shipping is enabled when the following two conditions are met:

- A shipping group is available for combination ship-from (site - source address) and ship-to (supplier - destination address)
- An inventory movement code (IMC) for the ISS-PRV transaction type is assigned to the shipping group.

Global shipping is disabled when there is no shipping group available for the previously mentioned combination or there is no shipping group with an IMC for the ISS-PRV transaction type assigned.

The visibility of this subpanel depends on whether global shipping is enabled or disabled:

- This subpanel is hidden when global shipping is disabled.
- This subpanel is visible when global shipping is enabled; if you are using inventory movement codes, you can enter the code during return.

Shipper Number

Enter the shipper number for this receipt.

Note This option is not available if the Shipping Documents option is selected; otherwise, the option is available.

Inventory Movement Code (IMC)

Enter inventory movement codes with an ISS-PRV type.

Note If global shipping is enabled, you can only enter an IMC that is associated with the ISS-PRV transaction type and assigned to the shipping group; if you try to enter other valid code types not assigned to the shipping group, the system processes the data as when global shipping is disabled, and shipping documents are not generated.

Shipping Documents

This option determines whether the shipping documents (shipper) are generated along with the return.

This option is visible, but disabled by default. It is not selected by default when global shipping is enabled; otherwise, it is hidden. When global shipping is enabled, the IMC is valid, and the IMC belongs to the shipping group, this option is enabled and selected. The Shipping Documents panel displays.

Important: You can clear this option at any time before pressing the Submit button and disregard shipping documents (shipper) creation, even if all necessary options in the Shipping Documents panel are provided. The Shipping Documents panel does not display.

Shipping Documents

Shipper

The shipper ID that uniquely identifies a shipper record. Note the following, based on your entry:

- When blank, the system creates a new shipper document. The system creates shipper line details based on data in the Receive Order Lines grid.
- When you enter a valid shipper ID, you can modify the existing shipper document. The system creates shipper line details based on data in the Receive Order Lines grid.

Note You cannot modify the shipper header data even when you modify shipper lines.

Shipping Group

This field is read only and displays a shipping group code. To determine the value, the system searches for:

- A shipping group that matches both source (supplier) and destination addresses (site) of the receipt.
- A shipping group, defined in **Shipping Groups**, that contains source/destination addresses that include inventory movement and carrier defaults.

Status

This option is read only and defaults as Confirmed. The system displays the status of the shipper being created.

Print Shipper

This field defaults as selected. When selected, the system launches the **Pre-Shipper/Shipper Print** function.

Shipping Options

Document Format

Specify the document format to use when you print the shipper. The document format must be a valid format of a type applicable to shippers. The value defaults from the document format value specified for the shipping group if available; otherwise, it defaults from **Logistics Control**.

Assigning a document format to a shipping group identifies a particular format or layout used when creating shipping documents.

Language

Specify a valid active language set up in **Languages** to use when associating header, line item, and trailer comments with this shipper. The value defaults from the ship-to address of the order. You can select shippers for printing by their language code.

Consolidate Ship

This option is read only and is automatically populated from the shipping group definition. Specifies whether consolidating shipments with multiple originating transactions of a given type (sales orders, receipts, transfers, and so on) is prohibited, allowed, or required for this address.

- Optional: Allows shipment consolidation, but does not require it.

- No: Prohibits shipment consolidation. You cannot prohibit shipment consolidation if any source address in this shipping group requires consolidation.
- Yes: Requires shipment consolidation. You cannot require shipment consolidation if any source address in this shipping group prohibits consolidation.

Carriers Grid

To edit an existing line, click the line to edit.

Select Delete to delete unnecessary carrier addresses from the grid.

Sequence

If the shipper record includes a series of carriers, specify a relative sequence number. When you add a new carrier, the default is the next available number.

Carrier

The address code of the carrier used for this shipping group/IMC defined in **Carriers**. The default carrier address is populated from the shipping group and inventory movement code for this shipment.

A carrier handles the transportation of goods from the time they leave the shipping site until they are delivered to the destination. Typically shipments require a single carrier. Sometimes a shipment requires a series of carriers. For example, a shipment can be transported by truck to be loaded onto a train, transported by train to be loaded onto a ship, then transported by ship to its final destination. In this case, a series of carriers is required.

Ship Via

This option defaults from the value specified on the order associated with the shipper, if any. Ship Via is validated against predefined values entered in **Generalized Codes**.

Terms of Trade Point

Enter the terms of trade point for this shipment. The terms of trade point identifies when title passes to the buyer from the seller, as well as who pays shipping. The value defaults from **Sales Control** > Incoterms

Mode of Transport

Enter the mode of transport for the shipment such as air or sea. This field is for reference only.

Carrier Shipment Reference

This field defaults from the shipper number and can be modified.

Vehicle ID

Optionally, enter an identifier representing the carrier's vehicle. This field is for reference only and prints on the shipper document.

Payment Type

Specify the payment type. Use Payment Type and Carrier Account to inform carriers of the accounts that require shipment payment collection.

Carrier Account

Specify the carrier account code. Use Carrier Account and Payment Type to inform carriers of the accounts that require shipment payment collection.

Return Items

To edit an existing line, click the line. You can enter values for multiple fields; refer to the descriptions in this section. You can select the following buttons:

Select Delete to delete lines. The system deletes the PO line for the item, including any multi-entry records.

Select Return All to return all items on the PO.

Select Multi-Entry when the PO line is set up for multi-entry. The system displays a multi-entry form that lets you record multiple lines for the same order and line to return.

Select Supplier Performance Entry when you want to enter supplier performance values in a detailed form for a particular line. Note: The button is enabled when you select Collect Performance Data in the Supplier Performance panel and the order line is qualified for supplier performance data collection (Supplier Performance is selected for that particular line).

Line

Enter a number that identifies a line on the purchase order that has a received quantity. When you enter a line number, the system populates various grid fields with values from the purchase order line record.

Item

The system displays the code that identifies an item to be returned.

Item Description

The system displays the description of the item from the purchase order line.

Quantity to Return

Enter the quantity of this line item to be returned. If Return Full Quantity is selected, this is set by default to the quantity net received.

Note If you change the Quantity to return or UM, the system displays a warning message prompting you to review the existing WIP lot records.

UM to Return

Specify the unit of measure of the items to return. The value defaults from the receipt document.

Packing Qty

Specify the packing quantity for this return line. The default is zero.

This amount is usually the same as the quantity received. If it is not, you can record any discrepancy between the actual quantity received and the quantity listed on the packing list.

Receiver

Enter a number that identifies the receiver associated with the items being returned. When you receive or return purchased items, the system always generates a receiving record (receiver). Use it to match the supplier invoice data entered in Accounts Payable.

Once the Receiver value is defined, related fields such as Location, Lot/Serial, Reference, and Supplier Lot are populated with default values.

There is a difference in the GL amounts calculated and posted when a receiver is not provided. With a receiver, the system calculates the price and the cost that were available in the original receipt that you select. In this scenario, when the PO is in a non-base currency, the system applies the original exchange rates that were applied to the original receipt that you select. Without a receiver it calculates these as values as of today.

When you return a consigned purchase order line (Consignment is selected), processing is as follows:

- Once the receiver is specified, the return is against the specific receiver number.
- If the receiver is intentionally left blank, the system selects the appropriate receiver by using FIFO logic. The system displays a message, informing you that the receiver was not entered and the return will be done using FIFO.

Site

Enter the site where the items being returned to the supplier are currently located.

Note For Indirect Memo or Subcontract PO Lines the site defaults to the Expense Site mentioned in the PO Line.

Select Multi Entry to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Note You cannot change the site if multi-entry detail lines exist. To change the site, you must first delete each multi-entry line.

Reason

Enter a code identifying the reason for the return.

When a Return to Supplier is processed, the items are taken from inventory and the quantity returned is recorded. **Supplier Performance Report** uses this return quantity to evaluate supplier performance. The quantity returned is listed and compared to the receipt quantity.

Return to Replace

Indicates a return for credit if the option was not selected and indicates that the item is to be replaced if the option was selected in the same-named option in the Main panel. For more information, see Return-to-Replace Processing on page 4562.

Multi Entry

Select this field to specify multiple locations or lot/serial and lot reference numbers.

When multi-entry lines exist, Multi Entry is selected and cannot be changed. You also can no longer update the Site, Location, Lot/Serial, or Ref fields in the line detail. To change any of these values, you must first delete each multi-entry line.

Supplier Performance

This checkbox is read-only. It is selected when the following exist:

- A supplier performance registration record is defined in the current domain.
- There is a match for supplier source, supplier, site, item number, and commodity code values or any combination of these.
- Use of supplier performance is selected for that registration.

When those conditions are not met, the checkbox is not selected.

Note The system also considers memo items when there is a supplier performance registration record defined with empty item number/ commodity code fields.

Receiver

Enter a number that identifies the receiver associated with the items being returned. When you receive or return purchased items, the

system always generates a receiving record (receiver). Use it to verify the supplier invoice data entered in Accounts Payable.

Once the Receiver value is defined, related fields such as Location, Lot/Serial, Reference, and Supplier Lot are populated with default values.

There is a difference in the GL amounts calculated and posted when a receiver is not provided. Without a receiver, the system calculates the price and the cost that were available in the original receipt that you select. In this scenario, when the PO is in a non-base currency, the system applies the original exchange rates that were applied to the original receipt that you select.

When a consigned purchase order line is being returned (Consignment is selected), processing is as follows:

- Once the receiver is specified, the return is against the specific receiver number.
- If the receiver is intentionally left blank, the system selects the appropriate receiver by using FIFO logic. The system displays a message, informing you that the receiver was not entered and the return will be done using FIFO.

Location

Specify the location from which the returned quantity is to be issued. Often, this is a scrap or inspection location.

Select Multi Entry to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Lot/Serial

Enter the lot/serial number of the items returned on this purchase order line. If the item is a rotable part, use the lookup to select rotable inventory records.

Select Multi Entry to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability. For rotable parts, once the Lot/Serial value is defined, related fields such as Reference and Receiver are populated with default values.

Reference

Enter the optional lot reference number for the items returned on this purchase order line. If the item is a rotable part, Reference refers to the part's manufacturer. Use the lookup to select rotable inventory records.

Select Multi Entry to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability. For rotable parts, once the Reference (Manufacturer) value

is defined, related fields such as Lot/Serial and Receiver are populated with default values.

Use lot references to subdivide lot/serial numbers. Each lot reference can have its own quantity, status, and lot characteristics such as assay and expiration date. Lot reference is optional and can be left blank.

Supplier Lot

Enter a supplier lot or serial number for reference. To specify multiple supplier lot numbers, select Multi Entry.

To assign your own lot number to the material being returned or to use the supplier lot number in your tracking records, specify the number in Lot/Serial. The system maintains detailed receipt records showing that the lot number you enter in Lot/Serial is directly related to the supplier lot number specified here.

Return Consigned Inventory

System processing based on this field and the default value depend on the purchase order line you select to return and inventory availability.

You cannot edit this field and the value is unselected if the purchase order line is not consigned (Consignment is not selected).

If the purchase order line is consigned (Consignment is selected), system processing for this field is as follows:

- If there is only consigned inventory available, then this field is selected and the system displays a message, informing you that only consigned inventory is available to return for the purchase order line < number>.
- If there is only non-consigned inventory available, this field is not selected and not editable, and the system displays a message informing you that only non-consigned inventory is available to return for the purchase order line <number>.
- If there is a mix of consigned and non-consigned inventory available, the system displays a confirmation message, informing you that both consigned and non-consigned inventory is available to return and prompting you to select either consigned or non-consigned inventory. The system then sets the value of this field based on your selection.
- If there is no inventory available, this field is not selected and not editable, and the system displays a message informing you that there is no inventory available to return for the purchase order line <number>.

For more information on returning consigned inventory, including prerequisites, a return flow, and system results, see .

Consignment

This field is read only and indicates whether the item on this purchase order line is consigned or not.

Production Order

For a subcontract line item (Subcontract (S) receipt type), the work order or production order number.

Note When you modify a subcontract line that already includes Consumed WIP Lot details, the system performs data checks. If you change the Production Order details (Order, ID, or Operation), a confirmation message notifies that the associated WIP lot records will be removed.

Reopen

If the purchase order line to be returned is in Closed status, indicate whether it should be reopened. The default is not selected, and the field is editable.

If the purchase order line to be returned is in Open status, the default is not selected and the field is *not* editable.

Note For additional details, refer to the Return to Replace on page 4545 process flow.

Qty Ordered

The system displays the total quantity ordered from the purchase order.

Qty Received

The system displays the total quantity received to date.

Qty Returned

The system displays the total quantity returned before the current return transaction.

Qty Net Received

The system displays the total quantity received to date minus any quantities returned before the current return transaction.

UM

The system displays the unit of measure for the quantity received.

Due Date

The system displays the line item due date from the purchase order.

Project

The system displays the project identifier associated with the subcontract order.

Supplier Item

The system displays the supplier item number associated with the line item.

Type

The system displays the return type; for example, S for a return related to a subcontract purchase order.

Line Notes

The sub-panel includes all the notes recorded in the PO lines. To add new notes within the grid, click the New button. To delete any notes, click the Delete button. You can manually edit the text for one or more notes in the grid. Click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on. The Reference field on the Details page automatically populates with the PO number, prefixed with RTV/Line number.

Note By default, Print on Rtn to Supplier is enabled in the Options sub-panel within the Details page.

Consumed WIP Lots

The Consumed WIP Lot grid displays based on settings and conditions defined the WIP Lot Trace Control and the routing operations.

WIP Lot Trace Control Settings

Main Panel	Routing Exception Grid	WIP Lot Grid Display Condition
Enable WIP Lot Trace and Trace Parents fields checked	Routing code not in Routing Exceptions	Grid displays using Main panel setup.
Enable WIP Lot Trace and Trace Parents fields checked	Routing code in Routing Exceptions with valid Effective Date	Grid displays. system applies Routing Exceptions first, then Main panel setup.
Enable WIP Lot Trace checked and Trace Parents cleared	Routing code in Routing Exceptions with Trace Parents checked and a valid Effective Date	Grid displays, system applies Routing Exceptions first, then Main panel setup.

Routing Operations Setup

Condition	WIP Lot Grid Display Condition
Line to receive is a Subcontract line with valid Production Order, ID, and Operation	Grid may display, depending on milestone operation conditions defined in Routings & Processes on

Condition	WIP Lot Grid Display Condition
	page 2523 (Routing & Processes → Operations → Milestone enabled).
Subcontract line with Milestone field checked in Routings & Processes on page 2523 → Operations.	Grid displays.
Routing code for the production order is in Routing Exceptions.	Operation must match or occur after Lot Trace Start Operation defined in Routing Exceptions for the grid to display.

The grid does not display under the following conditions:

- Enable WIP Lot Trace field cleared in the main panel of WIP Lot Trace Control.
- Subcontract operation is not a Milestone operation. Milestone filed is cleared in Routings & Processes on page 2523.
- Subcontract operation is the first milestone in the Routings & Processes on page 2523.
- Subcontract operation is the last and only milestone in the routing.
- Production Order, ID, or Operation missing/invalid in the lines grid.

Note When the Return action Lines grid includes multiple lines and at least one Subcontract line that meets all conditions in Table 31 on page 4556 and Table 32 on page 4556, the Consumed WIP Lot grid is available. The grid is displayed for editing only when the user selects the Subcontract line; if another line type is selected, the grid is shown as read-only and cannot be edited. If the user deletes the Subcontract line, the Consumed WIP Lot grid is no longer available because no qualifying Subcontract lines remain.

You can use the buttons above the grid to perform the following actions:

- New: Add a new lot line.
- Delete: Delete the selected line.
- More: Export and import the grid data to Excel.
- Auto Fill: Auto fill the grid with lot data. The field is enabled by default and disabled if data already exists in the grid.
- Calculate Consumption: Automatically calculates the Quantity to Consume for the WIP Lots to match the total Quantity Processed. The value depends on the Combine WIP Lots setting in WIP Lot Trace Control.

Note You cannot select more than one WIP Lot if the Combine WIP Lots field is disabled in WIP Lot Trace Control.

Lot/Serial

Select a lot or serial number from the lookup to identify which WIP lot is consumed during the subcontract PO Receipt transaction. If the field is left blank, the transaction cannot be submitted.

Reference

Optionally, enter or select a reference value to associate with the WIP lot.

WIP Quantity

The field is populated by default and read-only with the available quantity for the selected WIP lot.

Quantity to Consume

Enter the quantity of the WIP lot to be consumed during the production operation, or use the Calculate Consumption to calculate the value automatically. The Quantity to Consume must equal the Quantity Processed. Any deviation depends on the settings for Overissue WIP Lots and Combine WIP Lots fields in WIP Lot Trace Control.

Note When the user enters Consumed WIP Lot details, the system displays a message showing the WIP Quantity available at the operation for processing.

Produced WIP Lots

The Produced WIP Lot grid displays based on settings and conditions defined the WIP Lot Trace Control and the routing operations.

WIP Lot Trace Control Settings

Main Panel	Routing Exception Grid	WIP Lot Grid Display Condition
Enable WIP Lot Trace and Trace Parents fields checked	Routing code not in Routing Exceptions	Grid displays using Main panel setup.
Enable WIP Lot Trace and Trace Parents fields checked	Routing code in Routing Exceptions with valid Effective Date	Grid displays. system applies Routing Exceptions first, then Main panel setup.
Enable WIP Lot Trace checked and Trace Parents cleared	Routing code in Routing Exceptions with Trace Parents checked and a valid Effective Date	Grid displays, system applies Routing Exceptions first, then Main panel setup.

Routing Operations Setup

Condition	WIP Lot Grid Display Condition
Line to receive is a Subcontract line with valid Production Order, ID, and Operation	Grid may display, depending on milestone operation conditions defined in Routings & Processes on page 2523 (Routing & Processes → Operations → Milestone enabled).
Subcontract line with Milestone field checked in Routings & Processes on page 2523 → Operations.	Grid displays.
Routing code for the production order is in Routing Exceptions.	Operation must match or occur after Lot Trace Start Operation defined in Routing Exceptions for the grid to display.

The grid does not display under the following conditions:

- Enable WIP Lot Trace field cleared in the main panel of WIP Lot Trace Control.
- Subcontract operation is not a Milestone operation. Milestone filed is cleared in Routings & Processes on page 2523.
- Subcontract operation is the first milestone in the Routings & Processes on page 2523.
- Subcontract operation is the last and only milestone in the routing.
- Production Order, ID, or Operation missing/invalid in the lines grid.

You can use the buttons above the grid to perform the following actions:

- New: Add a new lot line.
- Delete: Delete the selected lot line.
- More: Export and import the grid data to Excel.
- Copy Consumed Lots: Enabled when Produced WIP Lots exist and can be mapped from the Consumed WIP Lots, and disabled when no Produced WIP Lots are available or when the operation being reported as the first milestone operation.

  Note If Split WIP Lots is disabled in WIP Lot Trace Control, the system populates the Produced WIP Lots grid with only the earliest created lot and defaults the Quantity Produced to the Quantity to Consume. If Split WIP Lots is enabled, the grid is populated with all selected Consumed WIP Lots, and the Quantity Produced defaults to the Quantity to Consume for each lot.

Lot/Serial

Select a lot or serial number from the lookup to identify which WIP lot is consumed during the subcontract PO Receipt transaction. If the field is left blank, the transaction cannot be submitted.

Reference

Optionally, enter or select a reference value to associate with the WIP lot.

Quantity

Enter the quantity of the lot produced after the consumed operations are completed. It is a mandatory field and the Quantity produced must equal the Quantity Processed. Any deviation depends on the settings for Overissue WIP Lots and Combine WIP Lots fields in WIP Lot Trace Control.

Order Notes

The sub-panel includes all the notes recorded in the PO header. To add new notes within the grid, click the New button. To delete any notes, click the Delete button. You can manually edit the text for one or more notes in the grid. Click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on. The Reference field on the Details page automatically populates with the PO number, prefixed with RTV.

Note By default, the Print on Rtn to Supplier is enabled in the Options sub-panel within the Details page.

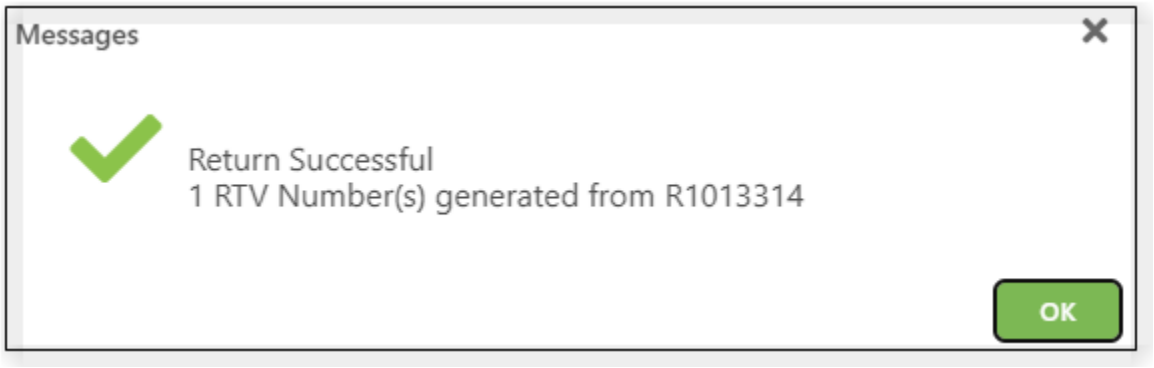
Workflow Options

This panel contains a single checkbox to print the return receiver.

When selected, and you Submit the receive action, the system automatically launches the Purchase Order Return Document Print function, letting you print the document with some of the Selection criteria prefilled in the print form, such as the return receiver number.

After a successful submission, the system displays receiver information in the successful pop-up message. You can view the:

- Total number of RTV numbers the system generated
- First return receiver number.



Correcting Receiving Matching and Unposted GL Transactions

If there is change in the GL Account settings after you submit a receipt or return, the supplier invoice displays a warning when receiver matching is performed.

The system prompts you to continue with the operation or cancel by choosing Yes or No:

- Yes: The system defaults new PO receipt accounting details, based on suppliers, purchasing accounts, and/or product lines accounts defaulting logic.
- No: You can use **Unposted GL Transactions** Correction to correct the records that will also update the pending voucher records for the receipt/return lines.

Processing Options

Use the Processing Options panel to control how the system handles order submissions. The system processes messages in the background, sends a notification to your inbox, and records all results in the Submitted Background Processing on page 392.

- Process in Background

  The field is cleared by default. Select it to submit the transaction for background processing, send notification to your inbox, and the system records any information, warning, or error messages in the Submitted Background Processing on page 392browse instead of displaying them on the UI. When Process in Background is selected, the Print Receiver check box is automatically cleared and disabled.

- Background Processing Description

  The field is editable only when Process in Background field is selected. The system defaults the description to Order number and supplier value, and update it as needed. This description appears in the inbox notification, to identify the submitted transaction.

Return-to-Replace Processing

When you select the Return To Replace option, the system processes as follows, depending on whether EAM MRO items are returned or not.

1. When EAM is disabled, and the purchase order line is based on an indirect or direct requisition line, or without the use of a requisition, *or*

   When EAM is enabled, and the purchase order line is based on a direct requisition line or without the use of a requisition:

   - The system adds a new line to the original purchase order for the returned quantity. The new order line status is set as Open.

     Note For a Return to Replace, all fields on the new purchase order line default to the values for the returned line item, except the quantity ordered, which shows the quantity returned, and quantity received is set to 0 (zero). The line number is set to the highest line on the purchase order plus one. The new line updates the quantity on order, MRP, and the transaction like any other purchase order line.

   - If the Return to Replace is against a closed purchase order (status is Closed), the system automatically changes the status of the order to Open after the new order line is added. This ensures that the Receipt Order action occurs at the moment when replaced items are received.

   - The purchase order reapproval flow (generic approval flow is enabled) is not triggered again when a new order line is added to the order.

   - The system adjusts the available inventory stock according to the returned quantity.

   - If Return to Replace completes successfully, the system creates the ISS-PRV (return to the vendor) and the ORD-PO (new PO line creation) inventory transactions.

     Note The system also considers memo item lines (Memo receive type) for this process.

2. When EAM is enabled, the purchase order line is based on an indirect requisition for an EAM MRO item:

   - The system updates the quantity received accordingly (decreased) on the original purchase order line to determine the open order quantity or updates the quantity to receive to equal the quantity returned.

   - The EAM requisition line data (Requisitions (EAM) in .NET UI) is updated as follows:

        - The EAM requisition status is changed to O(rdered) if the current requisition status is C(losed); otherwise, it remains as-is.
        - The quantity received is decreased with the returned quantity.
        - The quantity returned is increased with the returned quantity.
    - The purchase order line status changes to Open when the line was previously fully received or closed manually or the line remains Open when the line was previously partially received or previously re by the user using the Reopen Order/Line action.
    - If Return to Replace completes successfully, the system creates the ISS-PRV (return to the vendor) inventory transaction.
    - The system adjusts the available indirect inventory stock according to the returned quantity (EAM stock).

Supplier Performance

Supplier performance data can be collected manually when you return a purchase order. When material is returned, a panel lets you enter performance event data which is going to be as a default value for all returned lines qualified for supplier performance. This panel appears only when Use Supplier Performance and Enable PO Returns are selected in **Purchasing Control**; otherwise, it is hidden.

Collect Performance Data

This checkbox is selected by default; however, you can update it.

When not selected, the system skips the performance data collection and event creation, and all fields in the Supplier Performance panel are disabled.

When selected, the performance data collection and event creation occur.

The supplier performance data collection and event creation is an optional step and when skipped—even when enabled in control settings—the system does not stop the return action or display errors.

Category

Specify a valid category code. You can only enter a category that is not defined as a system category in **Purchasing Control**; otherwise, the system displays an error message.

Event

Specify a valid event code. You can only enter an event that is not defined as a system event in **Purchasing Control**; otherwise, the system displays an error message.

Document Number

Optionally, enter any document number referencing the return transaction.

Supplier Source

This field is read only and displays PO as the type of source supplier (only valid and active suppliers).

Supplier Performance Entry

This window is only accessible when you select Collect Performance Data in the Supplier Performance panel and the order line is qualified for supplier performance data collection. The line qualifies when you select the Supplier Performance checkbox in the line grid.

Collect Performance Data, Category, Event, Document Number, and Supplier Source options display and are described in the Supplier Performance on page 4563 panel. Additional fields include:

Reason

The value defaults from the same-named field in the line grid; you can modify it.

Quantity

The value defaults from the Quantity to Return field in the line grid; you can modify it.

Note If the Return By Pack option is selected, the system summarizes the Quantity to Return across all packs assigned to the same order line; you can modify it.

UM

This field is read only and displays the UM to Return field in the line grid.

Receiver

This field is read only and displays a number that identifies the receiver associated with the items being returned.

Return by Pack

Use this option to return serialized packs to a supplier.

The major set of scenarios applicable for serialized inventory are supported and defined based on the following assumptions:

- The system only considers the pack in the Active or Picked (pack must be picked against the order selected for return) stage for return.

  Note The return of the aggregated pack is not supported and an error message displays. To correct the situation, prior to the Return action,

remove the pack from an assembly pack using the **Serials** > Remove Packs action.

- Only a whole pack can be returned. For a *whole pack*, know that an assembly pack contains lower-level packs and/or loose inventory, while a unit pack contains serialized items or loose inventory.

  Note When you return a partial quantity, you should prepare the inventory by removing the unit pack from an assembly pack, decommissioning the pack, or removing inventory from a pack prior to return action.

- Only a single order line can be assigned to the pack/inventory simultaneously.
- The following pack with *mixed* inventory is supported:
  - Multiple lot/reference combinations for the single item as content
  - Packed and loose inventory for the single item as content.
- The return of mixed packs (packs with multiple items as content) is not supported.
- The return of non-serialized loose inventory is not supported in multi-entry mode.

Once you confirm a return, the system changes the serial IDs to the Consumed stage and creates additional serial transactions.

When you select the Return By Pack option, the Return Items grid changes to a grid that supports serialized inventory and non-serialized loose inventory.

Important Every pack in the grid is reflected as a multi-level structure. The actual inventory to return displays at the lowest level within the structure, and the level has an Item type. All packaging (boxes, pouches, pallets, and so on) display at the higher level(s) with a Serial type. You can enter additional information that is applied to the whole pack using available fields that are enabled only at the highest level of the pack (Level 1).

When you return non-serialized loose inventory (Item type, Level 1), the system performs as for a standard return (Return By Pack option is not selected).

Return by Pack Buttons

- +New: Add a new pack or line to the grid.
- Click line: Edit the line. You can enter values for multiple fields; refer to the field descriptions in this section.
- More: Change the appearance of the pack structure in the grid. The pack structure can be complex, containing many levels and many child packs. Use the options in More to simplify data entry. To expand

all pack levels, select the Expand All option. To collapse all levels and leave only Level 1, select the Collapse All option.

- Delete: Delete a pack or line. The system deletes the whole pack (Serial type), including any lower-level content or the PO line when returning loose inventory (Item type, Level 1).

  Note The button is enabled only on the line representing the highest level in the pack structure (Level field has value of 1).

  For example, to delete an existing multi-level structure (pack) from the grid, click on the line representing a Level 1 (indicated in the Level field); then, click the Delete button. The system deletes the whole pack from the grid.

- Item Serials: Select this option when the pack contains serialized items. The system displays an Item Serial form that lets you see multiple serial IDs stored in the pack. The button applies to only packed inventory and is disabled for non-serialized loose lines.

  Note The button is enabled when there are multiple serialized items stored on the pack. The orange highlighted, Serialized Item Unit, text displays in the Serial field for the line. When only one serial ID is stored on the pack, the serial ID displays directly in the grid, and the button is disabled.

  .

- Supplier Performance Entry: Select this option to enter supplier performance values in a detailed form for a particular line.

  Note Note: This button is enabled when you select Collect Performance Data in the Supplier Performance panel and the order line qualifies for supplier performance data collection (that is, Supplier Performance option is selected for the line at the highest level of the pack (Level 1) or for the PO line, if returning non-serialized loose inventory (Item Type, Level 1).

Grid Fields

Type

Select a type that identifies a line for a return, either Serial or Item (default is Serial), after you click the +New button. The behavior and the other grid fields depend on the selected value.

- Serial Type: Return by pack or serial ID (serialized item).
- Return non-serialized loose inventory as in standard mode when the Return By Pack option is not selected.

Level

This field is read only and displays the level in the packing structure, which is based on the selected serial number when Type is set to

Serial, or defaulted to 1 for non-serialized loose inventory when Type is set to Item.

Order

This field is read only and displays the order number from the header.

Note The return-by-pack function is limited to only one order per return session.

Line

Enter a number that identifies a line on the purchase order that has a received quantity. When you enter a line number, the system populates various grid fields with values from the purchase order line record.

The behavior of the Line field depends on the selected type and the logic as follows:

- Serial Type: The field is disabled until the serial number is entered manually or using the lookup. If the serial number passes all validations and the whole pack structure is added to the grid, the system focuses on the Line field.

  Note In addition to the standard list of validations that are executed against the selected line, the system verifies that the item from the pack is the same item as linked to the selected order line. When not the same, the system displays an error message.

- Item Type: The field is enabled and the behavior is the same as for a standard return.

Serial

Enter a serial number that identifies the pack or serialized item. The assembly pack, unit pack, or item serial ID (serialized item) can be selected here for return. The lookup points to serial numbers filtered by Active and Picked stages. You can still enter serial numbers in another stage; however, the system executes validations anyway.

Each serial number can be entered only once; otherwise, an error message displays.

The system expands the whole pack structure and adds to the grid when Serial is selected. The system accumulates the quantity to return at the highest level (Level 1) within the pack structure and displays the value in the Quantity to Return field. You can add/modify additional information applicable to the whole pack (such as a reason code, Return to Replace, and so on) only at the highest level.

This field is disabled and empty if the line has an Item type.

Note the following:

- When multiple serialized items are stored on the pack at a particular level, orange-highlighted serialized item unit text

displays in the Serial field for the line. In this case, use the Item Serials button to see multiple serial IDs stored on the pack.

- The system validates selected Serial in the Picked stage against the order to return. When serial numbers are picked for another order, the system displays an error message.
- The return of Aggregated serial numbers is not supported; when you try, the system displays an error message. To clear the error, prior to return action, you should remove a pack from an assembly pack via the **Serials** > Remove Packs action.

Pack Code

This field is read only and displays a pack code value that is based on the selected serial number. It is blank when you select an item serial ID (serialized item) or when the line has an Item type.

Pack Description

This field is read only and displays a pack code description that is based on the pack code. It is blank when you select an item serial ID (serialized item) or when the line has an Item type.

Stage

This field is read only and displays the current stage (Active, Aggregated, or Picked) of the pack/item serial ID (serialized item). It is blank for non-serialized loose inventory (Item type, Level 1).

Item

This field is read only and displays an item based on the selected serial (Serial type), or it is based on the selected order line for non-serialized loose inventory (Item type, Level 1).

The system displays an item at the lowest level within the pack structure where the inventory is stored.

Description

This field is read only and displays the item description.

Site

Specify the site from which the returned quantity is to be issued; the behavior is same as for a standard return.

This field is read only and displays the site assigned to the selected serial number when Type is set to Serial.

Location

Specify the location from which the returned quantity is to be issued; the behavior is same as for a standard return.

This field is read only and displays the location assigned to the selected serial number when Type is set to Serial.

Lot/Serial

Enter the lot/serial number of the items returned on this purchase order line; the behavior is the same as for a standard return. This field is read only and displays the lot/serial assigned to the selected serial number when Type is set to Serial.

Reference

Enter the lot reference number for the items returned on this purchase order line; the behavior is the same as for a standard return. This field is read only and displays the reference assigned to the selected serial number when Type is set to Serial.

Supplier Lot

Enter a supplier lot or serial number. This field is read only and displays the supplier lot assigned to the selected serial number when Type is set to Serial.

Quantity to Return

Enter the quantity of this line item to be returned. This field is read only and displays the quantity to return for the selected serial number when Type is set to Serial.

Note If the serial number represents a multi-level pack structure, the system accumulates the quantity to return at the highest level (Level 1) within the pack structure and displays it here.

UM to Return

Enter unit of measure associated with the returned quantity.

Reason

Enter a code identifying the reason for the return. When a return to supplier is processed, the items are taken from inventory and the quantity returned is recorded.

Note When you return a few packs against the same order line, the Reason option is synchronized across all lines (that is, packs assigned to the same order line), so if the Reason is specified or blank for one particular pack available in the grid, the system automatically applies the reason to all packs.

Packing Qty

Specify the packing quantity for this return line. The default is 0 (zero).

This amount is usually the same as the quantity received. If not, you can record any discrepancy between the actual quantity received and the quantity listed on the packing list.

This field is read only and empty for the selected serial number when Type is set to Serial.

Receiver

Enter a number that identifies the receiver associated with the items being returned. When you receive or return purchased items, the system always generates a receiving record (receiver). Use it to verify the supplier invoice data entered in Accounts Payable.

Once the Receiver value is defined, related fields such as Location, Lot/Serial, Reference, and Supplier Lot are populated with default values.

There is a difference in the GL amounts calculated and posted when a receiver is not provided. Without a receiver, the system calculates the price and the cost that were available in the original receipt that you select. In this scenario, when the PO is in a non-base currency, the system applies the original exchange rates that were applied to the original receipt that you select.

When a consigned purchase order line is being returned (Consignment option is selected), processing is as follows:

- Once the receiver is specified, the return is against the specific receiver number.
- If the receiver is intentionally left blank, the system selects the appropriate receiver by using FIFO logic. The system displays a message, informing you that the receiver was not entered and the return will be done using FIFO.

This field is read only and empty for the selected serial number when Type is set to Serial; therefore, the system selects the appropriate receiver by using FIFO logic only.

Return to Replace

Indicates a return for credit if the option was not selected. Indicates that the item is to be replaced if the option was selected in the same-named option in the Main panel.

Note When you return a few packs against the same order line, the system synchronizes the Return to Replace option across all the lines (that is, packs assigned to the same order line); so if the option is selected/unselected for a one particular pack available in the grid, the system automatically applies the value to all packs.

Return Consigned Inventory

The system processing based on this field and the default value depend on the purchase order line you select to return and inventory availability.

You cannot edit this field and the value is unselected if the purchase order line is not consigned (Consignment option is not selected).

If the purchase order line is consigned (Consignment option is selected), system processing for this field is as follows:

- If there is only consigned inventory available, this field is selected and the system displays a message, informing you that only consigned inventory is available to return for the purchase order line < number>.
- If there is only non-consigned inventory available, this field is not selected and uneditable, and the system displays a message informing you that only non-consigned inventory is available to return for the purchase order line <number>.
- If there is a mix of consigned and non-consigned inventory available, the system displays a confirmation message, informing you that both consigned and non-consigned inventory is available to return and prompting you to select either consigned or non-consigned inventory. The system then sets the value of this field based on your selection.
- If there is no inventory available, this field is not selected and uneditable, and the system displays a message informing you that there is no inventory available to return for the purchase order line <number>.

Note When you return a few packs against the same order line, the system synchronizes the return consigned inventory option across all the lines (that is, packs assigned to the same order line), so the option selected or unselected for one particular pack available in the grid is applied automatically to all packs.

For information on returning consigned inventory, including pre-requisites, return flow, and system results, see .

Consignment

This field is read only and displays whether the item on this purchase order line is consigned or not.

Reopen

If the purchase order line to be returned is in Closed status, indicate whether it should be reopened. The default is not selected, and the field is editable.

If the purchase order line to be returned is in Open status, the default is not selected and the field is not editable.

Note When you return a few packs against the same order line, the system synchronizes the Reopen option across all the lines (that is, packs assigned to the same order line), so the option selected or not selected for one particular pack available in the grid is applied automatically to all packs.

For additional details, please refer to the Return to Replace on page 4564 process flow.

Supplier Performance

This checkbox is read-only. It is checked under the following circumstances:

- A supplier performance registration record is defined in the current domain.
- There is a match for supplier source, supplier, site, item number, and commodity code values, or any combination of these.
- Use of Supplier Performance is selected for that registration.

When the above conditions are not met, the option is not selected.

Note The system also considers memo items when there is a supplier performance registration record defined with empty item number/ commodity code fields.

Production Order

For a subcontract line item (Return Type is set to Subcontract(S)), the work order or production order number.

Note When you return a few packs against the same order line, the system synchronizes production orders across all the lines (that is, packs assigned to the same order line), so the option is entered/ modified for one particular pack available in the grid is applied automatically to all packs.

ID

For a subcontract line item (Return Type is set to Subcontract (S)), the production order or cumulative order lot ID associated with the subcontracted service. A single production order or cumulative order can have multiple associated lot IDs.

Note When you return a few packs against the same order line the ID, the system synchronizes across all the lines (that is, packs assigned

to the same order line), so the ID is entered/modified for one particular pack available in the grid is applied automatically to all packs.

Operation

The operation number associated with the subcontract order.

Note When you return a few packs against the same order line, the system synchronizes the Operation across all the lines (that is, packs assigned to the same order line), so the Operation entered/modified for one particular pack available in the grid is automatically applied to all packs.

Qty Ordered

The system displays the total quantity ordered from the purchase order.

Qty Received

The system displays the total quantity received to date.

Qty Returned

The system displays the total quantity returned before the current return transaction.

Qty Net Received

The system displays the total quantity received to date minus any quantities returned before the current return transaction.

UM

The system displays the unit of measure for the quantity received.

Due Date

The system displays the line item due date from the purchase order.

Project

The system displays the project identifier associated with the subcontract order.

Supplier Item

The system displays the supplier item number associated with the line item.

Return Type

The system displays the return type for the selected order line.

For example: Subcontract for a return related to a subcontract purchase order line; Inventory for a return related to an ordinary purchase order line.

Lot Control

This field is read only and displays whether the item is set as lot controlled (Lot) or single lot (Single). The data displays only for the

level within the pack structure where an actual inventory is stored; usually it is the lowest level with an Item type.

Serial Control

This field is read only and displays whether an item or pack needs to be serialized or not:

- Item Type: Displays the value as Mandatory if the item's Serial Control option is set to M; otherwise, it displays the value as Never. If the item is a Memo item (ad hoc item), then the value is blank.
- Serial Type: Displays the value as Mandatory when the pack code's Serial Control option is set to M; otherwise, the value is Never.

Cancel Line Action

When you select Cancel, the system sets the status of the current line to Canceled. The line grid view displays an X symbol in the Status column.

Note To cancel all lines at the same time, navigate to the top level of the purchase order and select Action | Cancel Order.

You cannot make any changes to a canceled purchase order line. Canceled line items are not considered by MRP, nor can you process receipts against them. However, you can manually change the statuses of individual line items, if required. You can delete a canceled line so long as the line does not have any receipts or is not linked to PO shipper.

Close Line Action

When you select Close Line, the system sets the status of the current line to Closed. The line grid view displays a checkmark symbol in the Status column for the line.

Note To close the entire purchase order, select Action > Close Order from the top-level view.

You cannot make any changes to a closed purchase order or order line. Closed line items are not considered by MRP, nor can you process receipts against them. However, you can manually change the statuses of individual line items, if required.

Reopen Line Action

When you select Reopen Line, the system sets the status of the selected line to Open. The line grid view displays an O symbol in the Status column for the line.

Note To reopen all lines, select Action > Reopen Order from the top-level view of the purchase order.

When you reopen a purchase order line, it is again considered by MRP, and you can process receipts against it.

Unload Action

Material Handlers or Super User roles can use the Unload action to unload inventory received from the supplier, receiving inventory in unit/assembly packs or as loose inventory for discrete purchase orders or supplier scheduled orders.

You can select the Unload action from the **Purchase Orders**, **Supplier Scheduled Orders**, or **PO Shippers** hybrid browse.

Use the action on open POs or supplier scheduled orders to perform the following activities:

- Capture information on physically received goods by packing slip.
- Unload and receive single-item, single-lot or mixed unit/assembly pack structures for discrete or supplier scheduled orders. You can:
    - Modify previously unloaded inventory lines that are linked to the packaging slip being received.
    - Remove previously unloaded inventory line from the list that is linked to the packaging slip being received.
- Auto-generate large-scale unit pack/assembly pack structures with contents; then, modify the generated structure in the Contents grid.
- For a PO shipper, you can:
    - Choose to confirm or not confirm the PO shipper.
    - Generate unloaded inventory in the pending stage.
    - Execute a Purchase Order Discrepancies Report to analyze PO discrepancies between the Advance Ship Notice (ASN) and unloaded inventory.

The following use cases are supported for the Unload action on POs and PO shippers:

- Loose inventory without any packaging structure.
- Loose serialized inventory without any packaging structure.
- Single-item, single-lot unit pack structure with serialized and non-serialized content.
- Existing packs in the New, Decommissioned, or Pending stage and item serials, generated using the Create Pack action (from the **Purchase Orders**, **Supplier Scheduled Orders**, or **PO Shippers** hybrid browses) during the unload to package and receive inventory.
- Manual entry of new serials, rather than auto-generated serials, for the unit pack structure or serialized item. This supports any labels received from the supplier.

- Item serials generation on the fly or entered manually using the Item Serials pop-up for serialized items defined as Mandatory for the Serial Control option in Items > Inventory panel.
- For a PO Shipper Unload only, Match Level 1 (item and quantity) is supported.
- Mixed unit and assembly packs with serialized or non-serialized content
- For a PO shipper unload only, Match Level 1 (item and quantity) , Match Level 2 (item/lot), Match Level 3 (unit pack/item) & Match Level 4 (unit pack) are supported.

The following frames are in this action:

- Main: Lets you set up initial data for defaulting in the grid or to use when you auto-generate unit or assembly packs. An Inventory subpanel includes additional options.
- The PO Shippers Unload Action has a Matching panel.
- Contents: Lets you choose to auto-generate packs and displays in the grid with read-only fields and fields that you can update.

Summary

This panel displays across the top with the following read-only data:

- Matching Status: Displays Discrepancies Found when discrepancies exist between the ASN and unloaded inventory. This displays only when you unload a PO shipper.
- Document: The packing slip number when Unload by Packing Slip/ Delivery Note; otherwise, the PO Shipper number along with the packing slip when you unload by PO shipper.
- Ship-From: Supplier and supplier name
- Ship-To Site: Ship-to site

Main

Shipper

This option is visible only when you select the Unload action in **PO Shippers**. Displays the shipper number of the selected unconfirmed PO shipper from the browse; but you can modify the value. The Unload action is disabled on the confirmed PO shipper. When you attempt to use a confirmed PO shipper for the Unload action, the system displays an error.

Ship-From

Displays the supplier of the selected discrete PO, supplier scheduled order, or PO shipper from the browse when you launch the Unload action. You can modify the entry.

Note The order and line you enter in the Main panel or Contents grid should match the ship-from value; otherwise, the system displays an error.

When the shipper is modified, the value defaults the Ship-From and Ship-To and clears other options in the Main and Inventory panels.

Ship-To Site

Defaults to the order line site and can be modified. The discrete PO or supplier scheduled order line site should match the ship-to site value you enter in the Main panel or Contents grid; otherwise, the system displays an error.

Packing Slip

Enter the supplier packing slip number for the items received. This is a mandatory field when unloading by packing slip; otherwise, it is optional.

Confirm Shipper

Select this option to confirm or disconfirm the PO shipper during the unloading process. It is not selected by default.

Order

When you are unloading a packing slip, the value defaults to the first open status order number and line of the selected PO record or supplier scheduled order in the browse where you selected the Unload action. You can modify the value, and add either a discrete or supplier scheduled order.

Note The order and line you enter in the Main panel or Contents grid should match the ship-from value and can be blank in the Main panel, but it is mandatory in the grid.

You can select the value from the lookup, which displays both types of orders.

When unloading a PO shipper, the value defaults to blank, but you can enter a valid order and line that exists in the PO shipper entered in the Shipper option.

Line

Defaults to the first open-status order line and can be modified. When unloading a PO shipper, the value defaults to blank, but you can enter a valid order and line that exists in the PO shipper entered in the Shipper option.

Item

This option is disabled when unloading a packing slip. The value defaults the item number and description from values in the Order and Line options.

When the Unload by PO Shipper Item option is selected, you can enter the item being unloaded. When you do, the system retrieves information based on the shipper order and line.

Inventory

Site

Defaults from the order line site or PO shipper line when non-blank and can be modified or selected from the lookup.

Location

Defaults from the order and line or PO shipper line when non-blank and can be modified or selected from the lookup.

Lot/Serial

Defaults to blank and can be modified or selected from the lookup. When unloading a PO shipper, the value defaults from the PO shipper line.

Reference

Defaults to blank and can be modified or selected from the lookup. When unloading a PO shipper, the value defaults from the PO shipper line.

Supplier Lot

Defaults to blank and can be modified or selected from the lookup. When unloading a PO shipper, the value defaults from the PO shipper line.

Matching

This panel is visible only when the Unload action is selected from **PO Shippers.** The panel displays the following matching levels:

1. Item
2. Item/Lot
3. Unit Pack/Item
4. Unit Pack
5. Master Pack
6. Entire Pack
7. Automatic Unload

Note When you enter or modify Ship-from and Ship-to values in the Main panel, the system automatically defaults to the matching level, if the level is defined.

The match level value determines the receiving level when unloading goods; for example, it dictates whether you only scan the master pack or scan each pack's serial ID during receipt. The system displays the default match level value when you match the actual unloading data with the ASN received. Match levels are described as follows:

- Item: The match is successful when the unloaded item number is consistent with ASN data, and the quantity of each PO line is equal to the ASN data, regardless of whether you pack in the expected pallet or not does not affect the matching.
- - Item/Lot: The match is successful when the unloaded item number is consistent with ASN data and the lot quantity of each PO line is equal to the ASN data, regardless of whether you pack in the expected pallet.
- Unit Pack/Item: The match is successful when the unit pack serial ID scanned during unloading is consistent with the one in the ASN, and the number of items/lots for each PO line in the unit pack is the same. You cannot select this option when the received ASN does not contain pack information.

  Note When the ASN includes information for higher level packs/ containers, that information is ignored during the matching validation.
- Unit Pack: The match is successful when all serial IDs of the unit pack are consistent with the ones in the ASN. The system considers the content of the unit pack to be correct when it matches the serial ID of the unit case. You cannot select this option when the received ASN does not contain pack information.

  Note When the ASN includes information for higher-level packs/ containers, that information is ignored during the matching validation.
- Master Pack: The match is successful when all serial IDs of the master pack are consistent with the ones in the ASN. The system considers the highest level pack serials correct when they match the highest level pack serial for the Inbound PO Shipper Lines.
- Entire Pack: The match is successful when all serial IDs of the assembly and unit pack are consistent with the ones in the ASN. The system considers the assembly and unit serials correct when they match the entire packaging information for the Inbound PO Shipper Lines along with content information like Item, Order, Line, Quantity, Lot/Serial & Reference in the PO Shipper.
- Automatic Unload: Allows you to auto-populate the contents grid with information in the PO Shippers. You can read, update, and delete the auto-populated content in the grid.

When a discrepancy is found during the submission of the unloaded inventory, the matching status displays as *Discrepancies Found* in the Summary Panel. When you submit the unloaded inventory and select No to the Confirm Shipper prompt, a pop-up displays, informing you that discrepancies were found and suggesting that you run a discrepancies report for the details.

The discrepancy report lists one of the following reason codes:

1. Lot/Serial Mismatch
2. Reference Does Not Match
3. Quantity Does not Match
4. PO Line Does Not Match
5. Item Mismatch
6. Pack Not in ASN
7. Pack Structure Does Not Match
8. Item/PO Line/Lot not in ASN.

Contents

Select options and enter values for generating a pack in this panel. When you select the Auto Generate Pack option, additional options display. When you are finished with selections or data entry, select the Apply button.

When you select Apply, the system adds the packs to the Contents grid. The system adds the number of full packs to the Contents grid with each pack containing the item quantity entered in the Standard Pack Quantity option. When you enter a value in the Quantity in Partial Pack option, the system adds only one the pack containing the partial quantity.

BOP

Manually enter, select from the lookup, or accept the default bill of packaging (BOP) code, if used. If you are receiving inventory in different packs, leave the BOP value blank. When you enter a BOP value, the lowest-level unit pack in the pack code defaults from the BOP option and is read only.

Note When you enter a BOP code, the Pack Code option in the Contents grid is read only. When the BOP code is blank, the Pack Code is editable. This provides flexibility and allows you to receive goods based on a packaging structure or by a specified pack code.

The system searches for a matching BOP code by searching for the following values in this order:

1. Item, transaction type, address, site
2. Item, transaction type, address
3. Item, transaction type, site
4. Item, transaction type

5. Item, address, site
6. Item, site
7. Item, address
8. Item
9. Site, transaction type, address
10. Site, transaction type
11. Site, address
12. Site
13. Address, transaction type
14. Address
15. Transaction type
16. All fields blank

Auto Generate Packs

Select this option to populate the Lines grid with multiple unit packs at once based on the BOP Code or Pack Code entered. You can also populate the Lines grid with multiple assembly packs by selecting both Auto Generate Packs and Receive Assembly Pack.

When Auto Generate Packs is selected, the Pack Code, Number of Full Packs, Standard Pack Quantity, and Quantity in Partial Pack options are displayed in the Contents Panel. Use the following topic to help you use the options:

Unloading and Receiving Multiple Unit Packs

Use the additional options that display to easily populate the Lines grid with multiple unit packs. After entering the pack quantities, click Apply to populate the grid with the appropriate number of unit packs. Each time you click Apply, the Receive grid is updated to reflect the quantities entered in the Number of Full Packs, Standard Pack Quantity, and Quantity in Partial Pack options.

Note When there are packs available in the grid, when you click Apply, the system prompts you to replace or append the existing content in the grid. Choose Replace or Append as needed.

The Auto Generate Packs option works in conjunction with the Receive Assembly Packs option; see the topic entitled, **Unloading and Receiving Multiple Assembly Packs** in the Receive Assembly Pack on page 4582 option description.

Pack Code

Defaults the lowest level unit pack code from the BOP. When the BOP is blank, you can select a valid pack code from the lookup.

Number of Full Packs

Enter the number of full packs to receive. This option is only visible when Auto Generate Packs is selected. When you click Apply, the

system adds the number of packs entered in this option to the Lines grid. Each pack that is added to the Lines grid contains the Content Quantity entered in the Standard Pack Quantity option.

Standard Pack Quantity

Enter the number of items in a standard pack. This option is only visible when Auto Generate Packs is selected. Standard child Pack Quantity contains the quantity of it’s Serialized Unit Pack level multiplied by all the lower level child packs standard pack quantity.UM should default of the content

Quantity in Partial Pack

If you are receiving a pack that is partially full, optionally enter the quantity in the partial pack. This generates only one partial pack in the grid.

Receive Assembly Packs

When you select this option:

- Additional options display: Number of Assembly Packs, Standard Assembly Pack Quantity, Standard Child Pack Quantity.
- You can enter multi-level assembly packs manually; refer to
- Fields in the Lines grid let you enter the master pack information in the parent row and the lower-level pack information in the child rows based on the BOP Code.

The Receive Assembly Pack option is cleared by default.

Unloading and Receiving Multiple Assembly Packs

When Auto Generate Packs and Receive Assembly Pack are both selected, the Number of Assembly Packs, Standard Assembly Pack Quantity, and Standard Child Pack Quantity options are visible in the contents panel. These options allow you to easily populate the Lines grid with multiple assembly packs. After entering the pack quantities, click Apply to populate the grid with the specified number of assembly packs. Each time you click Apply, the Lines grid is updated to reflect the quantities entered in the Number of Assembly Packs, Standard Assembly Pack Quantity, and Standard Child Pack Quantity options. Do not select Auto Generate Packs if you are scanning or generating the pack serials manually.

Number of Assembly Packs

Enter the number of assembly packs to receive. This option is only visible when Auto Generate Packs and Receive Assembly Pack are both selected. The value defaults to 0 (zero); but you can edit the value. The UM defaults from the Serialized Master Pack from Pack Codes.

When you click Apply, the system adds the number of assembly packs entered in this option to the Lines grid. Each assembly pack that is

added to the Lines grid contains the number of child packs entered in the Standard Assembly Pack Quantity option.

Standard Assembly Pack Quantity

Enter the number of child packs that each assembly pack contains. This option is only visible when Auto Generate Packs and Receive Assembly Pack are both selected. Editable and defaults to Standard Quantity for the Master Pack that can hold a number of child packs. The UM defaults from the content (box or another pallet) from the Pack Codes that the Master Pack holds. Standard Assembly Pack Quantity contains the quantity of its level, multiplied by all the lower level child packs standard pack quantity except the Lowest Level Unit Pack.

When you click Apply, the system adds the number of child packs entered in this option to each assembly pack in the Lines grid. Each child pack that is added to the Lines grid contains the content quantity entered in the Standard Child Pack Quantity option.

Standard Child Pack Quantity

Enter the content quantity in the child pack. This option is only visible when Auto Generate Packs and Receive Assembly Pack are selected. Standard Child Pack Quantity contains the quantity of its current serialized unit pack level multiplied by all the lower level child packs standard pack quantity.

Contents Grid

When you select Apply in the Contents panel, the system adds data to the grid. Some fields are read only while other fields can be updated.

Each time you click Apply, a confirmation message displays, letting you select an Append option to add the new pack structure to the grid without replacing the old structure, or a Replace option to clear the entire contents from the grid and add a new pack structure.

Buttons above the grid include the following:

- New: Click to add a new child/item to the pack.
- Click the + (add) Child button to add contents to the pack.
- Delete: Click to delete a child/item from the pack.
- Item Serials: Click to enter item serials manually.
- Drag & Drop: Click this button to select nodes and drag and drop to another line in the grid.
- Add Unloaded Lines: Click to add previously unloaded inventory lines to the grid. The button is disabled if there are no unloaded inventory lines available for the packaging slip being received; otherwise, it is enabled.

Each time you click Add Unloaded Lines, the entire set of previously unloaded inventory lines in the grid is cleared, and unloaded inventory lines are added to the grid again.

- Add Shipper Lines: Click to add all the records from the PO Shipper Lines. The records are added to the grid in a structure maintained in the PO Shippers.

  Note Currently, when you use Add Shipper Lines, the system supports only two-level serial lines. If you exceed this limit, you will encounter an error.

Once you finish updating data in the grid, click the Submit button below the grid. For information on system results, see Successful Submit on page 4591.

Type

Enter or select an item or serial value from the drop-down list. When the type is Serial, you can add unit packs or assembly pack lines. (Assembly pack is not currently supported.) When the Type is Item, you can add loose, non-serialized, or serialized inventory without any packaging structure or as the lowest-level content for the unit pack. The unit pack with contents is displayed in the tree-list view.

Note To add contents (item type) for a serial type in the Contents grid, use the + Child button in the grid.

Unloaded

This read-only option is set only for unloaded inventory lines added to the grid by clicking the Add Unloaded lines button or manually by entering the Serial in pending stage that is linked to the packaging slip being received.

Unloading Date

This read-only field displays the date when the line was unloaded and populated only for unloaded inventory lines added to the grid by clicking the Add Unloaded lines button or manually by entering the Serial in pending stage that is linked to the packaging slip being received.

Remove

This option is enabled only for unloaded inventory lines added to the grid by clicking the Add Unloaded lines button or manually and unset by default, otherwise it is read only and always unset.

You can set the option in order that the unloaded inventory line needs to be removed from the list that is linked to the packaging slip being received.

You can set the option only for a master pack level (Type=Serial and Level = 1) or for a loose non-serialized or serialized inventory line without any packaging structure (Type = Item and Level=1).

Note The removal is supported only for the whole packaging structure (unit pack/assembly pack including all the child levels) or loose non-serialized or serialized inventory.

The following use cases are supported when you remove:

- Loose non-serialized inventory line without packaging structure
- Loose serialized inventory line without packaging structure
- Single item, single lot unit pack/assembly pack structures with non-serialized or serialized content

  Note Mixed unit/assembly packs with serialized / non-serialized contents are not supported for removal.

Serial

When you select serial in the Type option, the Serial option is editable and you can enter or use the lookup to select any valid new, pending, or decommissioned stage serial ID that is linked to the packing slip being received. Leave blank to generate new serial IDs based on the setup in **Serial Ranges**. Inbound Serial Rules 1, 2, and 3 specified in the Serial Ranges on page 3054 allow linking of external serial IDs to internal serial IDs.

For Inbound Serial rules other than 0, the serials generated are as follows:

1. Inbound Serial ID Rule 1: The Serial ID is generated with the Origin Code as the prefix and entered External Serial ID as the suffix.
2. Inbound Serial ID Rule 2: The Serial ID is generated with entered External Serial ID as the prefix and the Origin Code as the suffix.
3. Inbound Serial ID Rule 3: The Serial ID is generated as entered External Serial ID.

When blank, the system looks for a matching serial range ID in the following order:

- Pack code, item/BOM code, address, site
- Pack code, address, site
- Pack code, item/BOM code, site
- Pack code, site
- Pack code, item/BOM code, address
- Pack code, item/BOM code
- Pack code, address
- Pack code
- Item/BOM code, address, site

- Item/BOM code, site
- Item/BOM code, address
- Item/BOM code
- Address, site
- Address
- Site
- All fields are blank

Pack Code

When the BOP option is blank and Auto Generate Packs is selected, the value of Pack Code defaults from the Contents panel Pack Code field and can be modified for a serial type record.

When the BOP option has a value, the lowest-level unit pack defaults from the definition in **Packaging Structures**, and you cannot modify the pack code.

Pack Code Description

Displays a read-only pack code description.

Item

This option is editable when you select an item for the Type option; otherwise, it is disabled. For Item type lines, the system displays the item from the order/line entered in the Contents grid. When you modify the value, the item should match the non-blank mandatory Order and Line fields.

Item Description

Read-only and defaults the description from the PO line or from Description 1 from the supplier scheduled order line.

Site

The value defaults from the Site option in the Inventory subpanel when not blank. You can modify the value or select it from the lookup for Serial and Item types.

Location

The value defaults from the Lot/Serial option in the Inventory subpanel when non-blank. You can modify the value for Item types. The system validates the location if the item is a lot-/serial-controlled item.

Lot/Serial

The value defaults from the Lot/Serial option in the Inventory subpanel when non-blank. You can modify the value for Item types. The system validates the location if the item is a lot-/serial-controlled item.

Reference

The value defaults from the Reference option in the Inventory subpanel when non-blank. You can modify the value or select it from the lookup for Item types.

Supplier Lot

The value defaults from the Supplier Lot option in the Inventory subpanel when non-blank. You can modify the value for an Item type.

Quantity

The quantity defaults to 1 for Serial type and cannot be edited. For Item type, it defaults from the standard pack quantity for the full pack structure and from the quantity in the partial pack for a partial pack structure when you select the Auto Generate Packs option. It defaults to zero when you manually add contents and can be modified for Item type records.

UM

The value defaults from the order line. You can modify it for an Item type. It is disabled for a Serial type.

Generate Item Serials

When selected, the system automatically generates serials for each inventory unit. The system only generates item unit serials when the item is serial controlled (Serial Control option is set to Mandatory in **Items** > Inventory panel. When not serial controlled (Serial Control is blank), the Generate Item Serial option is disabled and not selected.

Item Serials

Display only and indicates if item serials have been entered or not for the serialized content when Generate Item Serials is not selected. When the Item Serials option is highlighted, it alerts you to the fact that serials have not been entered. When they are entered, the Item Serials option displays as selected.

Printed

By default, the Printed field remains disabled and unchecked.

External Serial

By default, the External Serial remains disabled, and its value is derived from the value entered in the Serial if the Inbound Serial rule other then 0 is entered in the Serial Range configuration.

Origin Code

By default, the Origin Code remains disabled, and its value is populated for Inbound Serial rule other then 0 entered in the Serial Range configuration.

Inventory Status

Inventory Status is blank for a serial type. When a value exists, it defaults from the following settings:

1. Inventory detail settings for the site or location
2. Lot/serial and reference combination settings
3. The active PO receipt status setting from item-site inventory exceptions
4. The active PO receipt status setting from items in inventory
5. Local settings
6. Site settings

Expire Date

The system calculates expire date values from the shelf-life settings when not blank. The system first checks for any shelf-life settings for item-site inventory exceptions, then checks the shelf-life value from the Inventory panel in **Items**. Expire Date is blank for a serial type.

Assay Percentage

Enter an assay % attribute value for the inventory line being received. Assay % is blank for a serial type.

Grade

Enter the grade attribute value for the inventory line being received. Grade is blank for a Serial type.

If there is existing inventory detail, the system retrieves regulatory attributes information from inventory detail; otherwise, for non-existing regulatory attributes, the system defaults as explained in this help topic when you unload by packing slip or PO shipper.

Note When unloading by PO shipper for non-existing inventory detail, the system retrieves information from the PO shipper line regulatory attributes, and you can modify it.

Production Order

For a subcontract line item (receipt type S), this is the work order or production order number. This option is disabled for inventory, memo POs, and supplier scheduled order lines.

ID

For a subcontract line item (receipt type S), the production order or cumulative order lot ID associated with the subcontracted service. A single production order or cumulative order can have multiple associated lot IDs. This option is disabled for inventory, memo POs, and supplier scheduled order lines.

Operation

The operation number associated with the subcontract order. This option is disabled for inventory, memo POs, and supplier scheduled order lines.

Any attempt to submit WIP items results in an error message. Packaging is only allowed for finished goods items.

When unloading by packing slip or PO shipper, the system retrieves production order details from the PO or the supplier scheduled order, and you cannot modify the value.

Unloading and receiving inventory for a subcontract line is supported only when it references a production order with a C(umulative) type and it is the last operation. For WIP items, you should use **Pack Receipt by Work Order**.

Lot Control

Display only and defaults from item-site inventory exceptions, if available; otherwise, it defaults from item planning data.

Serial Control

Display only and defaults from item planning data.

Item Serials

When you click the Item Serials button in the Contents grid, a screen displays that lets you enter item unit serials manually for each quantity. This option is only enabled when a serialized item unit (Serial Control is set to Mandatory in **Items** > Inventory panel) is entered in the Contents grid and Generate Item Serial is not selected. When Generate Item Serial is selected, this option is not enabled.

When the Item Serials screen is launched, the number of records that match the Quantity entered in the grid are added to the Main grid with blank serials. When you add or delete a record in the Item Serials screen, the system updates the total Quantity in the grid to match the number of item serials entered for each quantity.

When you have already entered item serials, and you are decreasing the Quantity in the contents grid, you cannot make changes in the Item Serials screen. The system displays a warning message, informing you that the quantity in the pack does not match the Item Serials quantity.

Summary

The Summary panel displays the following data:

- Item: Serialized item and description
- Quantity: Quantity entered in the Contents grid
- Total Item Serial Quantity Entered: Calculated on the fly as you enter the number of Item Serials

- Lot/Serial: Displays the Lot/Serial entered in the Contents grid.
- Reference: Displays the Reference entered in the Contents grid.

Main

Buttons above the grid include a New button to add a new record to the Item Serials grid and a Delete button to remove a record from the grid.

Item Serials Grid

Serial

Enter the serial provided by the supplier or select an existing valid stage (New, Pending or Decommissioned) for the item serials. You can only enter item serials with a blank Pack Code. You cannot use Pack Serial in the Item Serials screen.

Inbound Serial Rules 1, 2, and 3 specified in the Serial Ranges on page 3054 allow linking of external serial ids to internal serial ids.

For Inbound Serial rules other then 0, the serials generated are as follows:

1. Inbound Serial ID Rule 1: The Serial ID is generated with the Origin Code as the prefix and entered External Serial ID as the suffix.
2. Inbound Serial ID Rule 2: The Serial ID is generated with entered External Serial ID as the prefix and the Origin Code as the suffix.
3. Inbound Serial ID Rule 3: The Serial ID is generated as entered External Serial ID.

Quantity

Disabled. Displays one quantity.

UM

Disabled. Displays the UM entered in the Contents grid.

Printed

By default, the Printed field remains disabled.

External Serial

By default, the External Serial remains disabled, and its value is derived from the value entered in the Item Serial if the Inbound Serial rule other then 0 is entered in the Serial Range configuration.

Origin Code

By default, the Origin Code remains disabled, and its value is populated for Inbound Serial rule other then 0 entered in the Serial Range configuration.

Modifying Unloaded Inventory Lines

You can modify previously unloaded inventory lines that are linked to the packaging slip being received. Once you click the Add Unloaded Lines button above the Contents grid, the system populates the packaging structures (unit pack/assembly pack), loose non-serialized, or loose serialized inventory into the grid.

Once you choose an inventory line (Item Type) in the grid, you can modify data in the following fields: Site, and Location (must be the same across the entire pack structure), Lot/Serial, Reference, Supplier lot and Quantity. The rest of the fields are disabled for editing.

Note You cannot modify the *structure of the unloaded inventory line*, including adding an additional child level(s), adding an item to the pack, or changing a pack code. When you need to make these kinds of changes, QAD recommends that you remove unloaded lines and create new ones.

You can increase or decrease the Quantity in the Contents grid. When the contents are serialized, you should create new serial IDs when increasing the quantity or decommission existing serial IDs when decreasing the quantity.

Note You cannot choose serial IDs for decommission when decreasing the quantity or add existing serial IDs when increasing quantity using an item serials pop-up; this capability is not supported for previously unloaded inventory lines.

The system creates new serial IDs and aggregates them to the same pack structure if quantity increases.

The system removes serial IDs from the pack structure and decommissions them using the FIFO logic. The first serial ID that is aggregated to the pack structure or just generated for a loose serialized line is removed and decommissioned as the first, and so on.

Upon a successful submit, you can view functional impacts in Serials/Serial History browsers; however, you cannot view loose non-serialized inventory in the Serials/Serial History browses.

Successful Submit

Unloading by Packing Slip/PO Shipper with Confirm Shipper Selected

Once you click Submit and the unload is successful, the system creates serials; otherwise, the system displays error messages.

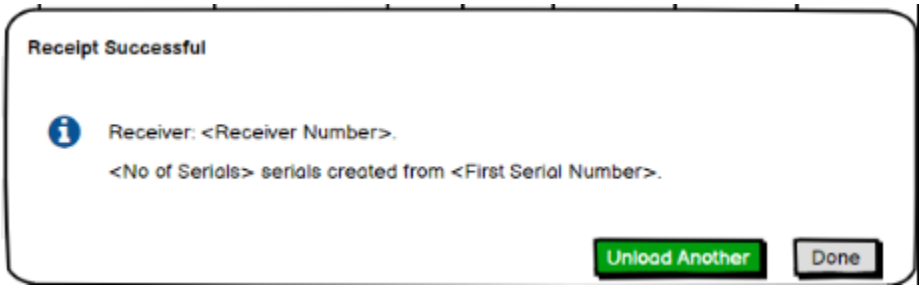
The system displays error messages for the following use cases:

- There are previously unloaded inventory lines available in the Contents grid and some/all are modified or marked for removal. When this occurs, the system displays an error message informing you that the unloaded inventory has been modified and you should deselect

Confirm Shipper. You should deselect the Confirm Shipper option and click Submit to apply all the changes.

- There are previously unloaded inventory lines available in the Contents grid and **all** are marked for removal. When this occurs, an error message displays, informing you that there is no unloaded inventory to be confirmed and you should deselect Confirm Shipper. You should deselect Confirm Shipper option and click Submit to apply all the changes.

The system displays a pop-up with details about the total amount of serials created and the first serial number from the series:



You can copy the serial number in the pop-up and use it for data verification—for example, when you check details about created serials using the **Serials** browse.

In the pop-up, click either:

- Unload Another: Continue with the unload action. The system returns you to the action form and all data in the grid is cleared. You can modify the data in the Main panel as required; for example, you can choose another line from the same order. Click Submit again.
- Done: All information is read-only and users can go through different browses and reports.

Upon a successful submit, when serial type records with contents (Item type) exist or Item type records exist for non-serialized or serialized items, you can view functional impacts in different browses:

- In **Serials** and **Serial History**, you can view detailed information about the unit pack serial or item serial that was created, built, and received by selecting the Serial History drill-down links.
- When unloading by PO shipper and Confirm Shipper is selected, all earlier unloaded inventory against the PO shipper is confirmed also along with new unloaded inventory.
- Inbound receipt transactions, like RCT-PO, CN-RCT, and optionally, ISS-TR and RCT-TR when inventory received on a receive site is different from the PO or supplier scheduled order line site.
- Check receiver/warning-related information on the right-hand side of the panel once the submit is successful.

- You can drill-down to various browses and reports from the Unload action screen.
- The PO shipper is confirmed when Confirm Shipper is selected and you unload by PO shipper.

Unloading by PO Shipper with Confirm Shipper Not Selected

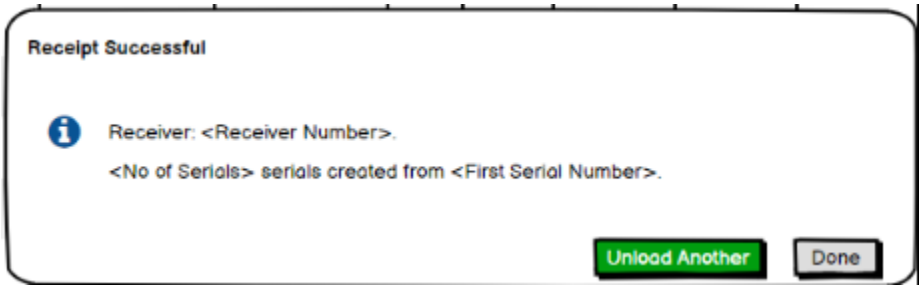
Once you click Submit with Confirm Shipper not selected and the unload is successful, the system creates the serials; otherwise, it displays error messages.

As long as the PO shipper is not confirmed, you can use the Unload Action against that PO shipper to unload different inventory multiple times, modify previously unloaded inventory lines, or remove some or all unloaded inventory lines that are linked to the packaging slip being received.

The system displays a pop-up with details, similar to the one shown for Unloading for a Packing Slip/PO Packing Slip/PO Shipper with Confirm Shipper Selected on page 4591, with the total amount of serials created and the first serial number from the series. That serial number can be copied and used for data verification.

Once you submit, the system also performs matching between the ASN and unloaded inventory. If discrepancies exist, the system displays an error message, informing you that discrepancies exist and that you must run the Purchase Order Discrepancies report. You can choose to Unload Another or choose Done to finish the unload. For information on these two buttons, refer to the button description in Unloading for a Packing Slip/PO Packing Slip/PO Shipper with Confirm Shipper Selected on page 4591.

When none of above messages display, the system displays the following message:



Upon a successful submit with Confirm Shipper not selected, when serial type records with contents (item type) exist or Item type records exist for non-serialized or serialized item, you can view the following functional impacts in different browses:

- In **Serials** and **Serial History**, you can view detailed information about the unit pack serial or item serial that was created and built. Serials are in the Pending stage since the PO shipper is not confirmed.

- You can drill down to various browses and reports from the Unload action screen.
- The PO shipper remains as unconfirmed and no inventory transactions are created.

Viewing Results for Various Use Cases

The following table depicts different use cases, the steps you take, and the results that you can view:

Use Case	Steps	Review Results
Unload and receive multiple unit packs with serialized and non-serialized content	• Use the Unload Action from Purchase Orders/ Supplier Scheduled Orders/PO Shippers. • In the Main Panel, enter the Packing Slip or PO Shipper, select Confirm Shipper, and optionally enter or accept the defaults related to Order, Line, Item, Supplier and Ship-To Site. • In the Inventory Panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to the content. Accept the BOP or modify to match the content specified in the Main panel. Optionally enter Pack code if BOP is blank. • Select Auto Generate and enter the Number	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	of Full Packs. Adjust or accept the standard pack quantity and quantity in the Partial Pack. Click Apply to replace or append multiple unit packs in the Contents Grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, other Inventory and Order Line details for the content. and pack. • As necessary, repeat the above steps to add more unit packs to the Contents grid.	
Unload and receive multiple assembly packs with serialized and non-serialized content	• Select the Unload action. • In the Main panel, enter Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. • Select both Auto Generate Packs and Receive Assembly Pack and enter the Number of Assembly Packs. Adjust or accept the Standard Assembly Pack Quantity and Standard Child Pack Quantity. Click Apply to replace or append multiple assembly packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, and other Inventory and order line details for the content and pack. • As necessary, repeat the above steps to add more assembly packs to the Contents grid.	

Use Case	Steps	Review Results
Unload and receive multiple unit packs with serialized and non-serialized content manually	• Select the Unload action. • In the Main panel, enter Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. Optionally enter the Pack Code if BOP is blank. • In the Contents grid, click New to add a serial type line and enter information related to the pack, such as the Serial ID, Pack Code, Site, and Location . • Click Add. Click the Serial Type line to add content details, such as Item, Order, Line, and inventory-related details. If	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	Main and Inventory panels are filled, information defaults from these panels to the Contents grid and can be modified. • As necessary, repeat the above steps to add more unit packs manually to the Contents grid.	
Unload and receive multiple assembly packs with serialized and non-serialized content manually	• Select the Unload action. • In the Main panel, enter Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. • In the Contents panel, select Receive Assembly Pack.	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	• In the Contents grid, click New to add a Serial Type line and enter information related to the pack, such as Serial, Pack Code, Site, and Location. The higher level Serialized Pack Code defaults from BOP, if specified. • Click Add. Click the Serial Type line to add another lower-level serialized pack based on the BOP code. • Click Add Child on the second level pack to add content details, such as Item, Order, Line, and inventory-related details. If Main and Inventory panels are filled, information defaults from these panels to the Contents grid and can be modified. • As necessary, repeat the above steps to add more assembly packs manually to the Contents grid.	
Unload and receive multiple mixed unit packs containing serialized and non-serialized content	• Select the Unload action. • In the Main panel, enter the Packing Slip or PO Shipper.	• Serials Browse • Serials>Serial History Browse • Shipping History

Use Case	Steps	Review Results
	Select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. Optionally, enter the Pack Code if BOP is blank. • Select Auto Generate and enter the Number of Full Packs, adjust or accept the Standard Pack Quantity and Quantity in Partial Pack. Click Apply to replace or append multiple unit packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location,	• Inventory Transactions

Use Case	Steps	Review Results
	and other inventory and order line details for the content and pack. • Click Add Child on the Unit Pack Level to add the same content with different lot, different content with same lot, or different lot to make the unit pack a mixed unit pack. **Note:** Pack code used in the Serial line should be defined correctly for single-item and single-lot settings. • As necessary, repeat the above steps to add more unit packs to the Contents grid and add contents to the unit pack to make a mixed unit pack structure.	
Unload and receive multiple mixed assembly packs containing serialized and non-serialized content	• Select the Unload action. • In the Main panel, enter the Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel. optionally	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. • Select both Auto Generate Packs and Receive Assembly Pack and enter the Number of Assembly Packs. Adjust or accept the Standard Assembly Pack Quantity and Standard Child Pack Quantity. Click Apply to replace or append multiple assembly packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, and other inventory and order line details for the content and pack. • Click Add Child on the Unit Pack level to add the same content	

Use Case	Steps	Review Results
	with different lot, different content with same lot, or different lot to make the unit pack a mixed unit pack. **Note:** The Pack Code used in the serial line should be defined correctly for single-item and single-lot settings. • As necessary, repeat the above steps to add more assembly Packs to the Contents grid.	
Unload and receive multiple loose serialized content	• Select the Unload Action • In the Main panel, enter the Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference and Supplier Lot related to content. • Accept the BOP or leave blank. • In the Contents grid, click New to add an Item Type line at Level 1 to	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	unload/receive it as loose serialized content and accept or modify information related to Site, Location, and other inventory and order line details for the loose content. • If item serials are being auto-generated, select Generate Item Serials. When item serials will be entered manually (for example, when they are generated beforehand or the supplier sent them), deselect Generate Item Serials. Maneuver to the Item Serials screen by clicking the Item Serials button in the Contents grid to add item serials data for the lot quantity being received. • As necessary, repeat the above steps to add more loose serialized contents to the grid.	
Unload and receive multiple loose non-serialized content	• Select the Unload action. • In the Main panel, enter the Packing Slip or PO Shipper, select Confirm	• Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or leave blank. • In the Contents grid, click New to add an Item Type line at Level 1 to unload/receive it as loose serialized and accept or modify information related to Site, Location, and other inventory and order line details for the loose content. • As necessary, repeat the above steps to add more loose non-serialized content to the grid.	
Unload multiple mixed unit packs and confirm using **PO Shippers**>Confirm action	• Select the Unload action from **PO Shippers**. • In the Main panel, enter the Packing Slip or PO Shipper, deselect Confirm Shipper and	• Serials Browse • Serials>Serial History Browse • Pending Purchase Order Unload Report

Use Case	Steps	Review Results
	optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. Optionally enter Pack Code if BOP is blank. • Select Auto Generate and enter the Number of Full Packs. Adjust or accept the Standard Pack Quantity and Quantity in Partial Pack. Click the Apply button to Replace or append Multiple Unit Packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, and other inventory	• Purchase Order Discrepancies • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	and order line details for the content and pack. • Click Add Child on the unit pack level to add the same content with different lot, different content with same lot, or different lot to make the unit pack a mixed unit pack. **Note:** The Pack Code used in the serial line should be defined correctly for single-item and single-lot settings. • As necessary, repeat the above steps to add more unit packs to the Contents grid and add contents to the unit pack to make a mixed unit pack structure. • Launch PO Shippers>Confirm Action to confirm the unloaded inventory.	
Unload multiple mixed assembly packs and confirm using **PO Shippers**>Confirm action	• Select the Unload action from **PO Shippers.** • In the Main panel, enter the Packing Slip or PO Shipper, deselect Confirm Shipper and optionally enter or accept the defaults related to	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. • Select both Auto Generate Packs and Receive Assembly Pack and enter the Number of Assembly Packs. Adjust or accept the Standard Assembly Pack Quantity and Standard Child Pack Quantity. Click Apply to replace or append multiple assembly packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, and other inventory and order line	

Use Case	Steps	Review Results
	details for the content and pack. • Click Add Child on the Unit Pack Level to add same content with different lot, different content with same lot, or different lot to make the unit pack a mixed unit pack. Note: The Pack Code used in the serial line should be defined correctly for single-item and single-lot settings. • As necessary, repeat the above steps to add more assembly packs to the Contents grid. • Launch **PO Shippers**>Confirm action to confirm the unloaded inventory.	
Unload loose serialized and non-serialized content and confirm using **PO Shippers**>Confirm action	• Select the Unload action from **PO Shippers.** • In the Main panel, enter the Packing Slip or PO Shipper, deselect Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel. optionally	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or leave blank. • In the Contents grid, click New to add an Item Type line at Level 1 to unload/receive it as loose serialized and accept or modify information related to Site, Location, and other inventory and order line details for the loose content. • If Item serials are being auto-generated, select Generate Item Serials. When item serials will be entered manually (for example, when generated beforehand or supplier sent them) deselect Generate Item Serials. Maneuver to the Item Serials screen by clicking Item Serials in the Contents grid to add item serials data for the lot quantity being received. • In the Contents grid, click New to	

Use Case	Steps	Review Results
	add an Item Type line at Level 1 to unload/receive it as loose serialized and accept or modify information related to Site, Location, and other inventory and order line details for the loose content. • As necessary, repeat the above steps to add more loose serialized contents to the Content grid. • Launch **PO Shippers**>Confirm action to confirm the unloaded inventory.	
Unload and Receive Unit and Assembly packs linking Internal Serial IDs to External Serial IDs	• Configure the **Number Ranges** for the item. Refer to Serial Ranges on page 3054. • Configure the Serial Ranges on page 3054 for the item. • Assign Inbound Serial rule other then 0 for linking Internal Serial IDs to External Serial IDs. Refer to Serial on page 4585 • Select the Unload action from **PO/PO Shippers.** • In the Main panel, enter the Packing	• Serials Browse • Serials>Serial History Browse • Inventory Transactions

Use Case	Steps	Review Results
	Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. Optionally, enter the Pack Code if BOP is blank. For Unit Packs: Select Auto Generate and enter the Number of Full Packs, adjust or accept the Standard Pack Quantity and Quantity in Partial Pack. Click Apply to replace or append multiple unit packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. or For Assembly Packs: Select both	

Use Case	Steps	Review Results
	Auto Generate Packs and Receive Assembly Pack and enter the Number of Assembly Packs. Adjust or accept the Standard Assembly Pack Quantity and Standard Child Pack Quantity. Click Apply to replace or append multiple assembly packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location,and other Inventory and order line details for the content and pack. • Enter the External Serial ID in the serial field. • Verify the Serials generated.	
Return single item single lot unit pack	• Complete executing Unload Action on **Purchase Orders**/**Supplier Scheduled Orders**/**PO Shippers** with	• Serials Browse • Serials>Serial History Browse • Inventory Transactions

Use Case	Steps	Review Results
	Confirm Shipper selected. • Execute Return Order action from **Purchase Orders** and select Return By Pack. • Click New in the Return Items grid. For a Serial Type, enter Pack Serial and Order PO line data. This adds content as Item Type into the unit pack line. • Submit.	
Return single item single lot assembly pack	• Complete executing Unload Action on **Purchase Orders**/**Supplier Scheduled Orders**/**PO Shippers** with Confirm Shipper selected. • Execute Return Order Action on **Purchase Orders** and select Return By Pack. • Click New in the Return Items Grid . For a Serial Type, enter assembly pack serial and PO line data. This adds all child packs and contents into the assembly pack. **Note:** If the unit pack or assembly pack contains	• Serials Browse • Serials>Serial History Browse • Inventory Transactions

Use Case	Steps	Review Results
	serialized items, all item serials display in the Item Serials pop-up. • Submit.	
Return mixed unit pack with same item, different lot	• Complete executing Unload Action on **Purchase Orders**/**Supplier Scheduled Orders**/**PO Shippers** with Confirm Shipper selected. • Execute Return Order Action from Purchase Orders and select Return By Pack. • Click New in the Return Items grid. For a Serial Type, add unit pack serial and PO line data. This adds all contents into a unit pack as Item Type lines. • Submit.	• Serials Browse • Serials>Serial History Browse • Inventory Transactions
Return mixed assembly pack with same item, different lot	• Complete executing Unload Action on **Purchase Orders**/**Supplier Scheduled Orders**/**PO Shippers** with Confirm Shipper selected. • Execute Return Order Action from Purchase Orders	• Serials Browse • Serials>Serial History Browse • Inventory Transactions

Use Case	Steps	Review Results
	and select Return By Pack. • Click New in the Return Items grid. For a Serial Type, enter the assembly pack serial and PO line data. This adds all contents into a unit pack as Item Type lines. • Submit.	
Return loose serialized /non-serialized contents	• Complete executing Unload Action on **Purchase Orders**/**Supplier Scheduled Orders**/**PO Shippers** with Confirm Shipper selected. • Execute Return Order Action from Purchase Orders and select Return By Pack. • Click New in the Return Items grid. For a Serial Type, enter the Item Serial if returning loose serialized item and PO line data for the Content line. • Click New in the Return Items grid. For an Item Type, enter the loose non-serialized data. • Submit.	

Purchase Order Price Update

Line items that are closed, canceled, returned to supplier (RTS process from the SSM module), or subcontracted are excluded from the price update. Lines that have the Fixed Price option selected are also excluded. Taxes are not recalculated by the update. You recalculate purchase order taxes using **Purchase Orders** or **Blanket Orders**.

The system selects purchase/blanket orders using the selection criteria you specified. When no selection criteria are specified, all purchase orders are selected for the price update process.

Note Purchase Order Price Update only updates the PO price when the line item Fixed Price option is not selected. Supplier scheduled orders can have prices fixed; however, scheduled orders typically do not have an order quantity to determine a price. Even though scheduled orders are not explicitly excluded in the update, PO prices on scheduled orders are not affected.

The update uses the same pricing logic as that for purchase orders. Price information considered includes the following:

- Price table from the purchase order or blanket order, if specified
- Discount table from the purchase order or blanket order, if specified
- Supplier quote price, if it exists
- GL material cost

When a price list table is specified in the selection criteria, all purchase orders with that list price table in the header are selected for processing. When a line item is to be changed, the new price is calculated using all relevant price information, not just the list price table specified in the selection criteria.

A report is generated showing the old and new price and discount for all line items changed. The price is determined by the quantity ordered, but the open quantity is printed on the report.

Transaction history records are created for all line items changed (not relevant for blanket orders).

Note The separate section displays at the end of the report with the list of exceptions (orders excluded from the update). The section is hidden when there are no exceptions.

The following are considered exceptions:

- Purchase order is in the approval process (generic approvals) with an order approval status of Routing.
- Purchase order line is on hold with a line status of On-Hold.

  Note This status is assigned to the order line when the OOT process (out-of-tolerance) is triggered.

- Purchase order or line is locked by another user or process; therefore, it cannot be updated by the report.

The report supports two modes:

- Simulation mode: The Update option is not selected (default value). The report runs in the simulation mode, and the system does not update data. In this case, the simulated data prints in the report header.
- Update mode: The Update option is selected. The report runs in the Update mode, and the system updates price data when:
  - The purchase order is approved (order approval status is Approved), order lines are selected for update, and the update causes a reapproval flow (if the change is outside of predefined tolerances defined in **Purchasing Control**); then, the purchase order/line status is changed to Pending and the purchase order approval status is set to blank.
  - The purchase order line is created based on a requisition line (direct type with EAM enabled or disabled or indirect type with EAM disabled), the order line is selected for update, and the update causes the OOT flow; then, the purchase order line status changes to On-Hold, and the corresponding requisition line approval status changes to Out-of-Tolerance.

The report supports either a PDF or Excel output.

Purchase Order Change History

Summary Panel

The Summary panel displays the purchase order number and the supplier address code.

Main Panel

Order

The order number associated with this inventory transaction.

When an unplanned inventory transaction is processed, you can manually enter an order number for the record. When an inventory transaction is processed in another module, such as sales, the order number remains in transaction history.

You can view some reports by order number.

Order number can be a sales order number, work order number, purchase order number, RMA/RTS number, or any other user-defined value.

Note An order number entered on an unplanned inventory transaction is for reference only. The system does not access this information from other modules. For example, if you enter a work order number

on an unplanned issue, it does not appear on the **Production Order Costs** report.

Supplier

An optional address code associated with this transaction.

Address code uniquely identifies a name and address record—usually of a customer or supplier.

When an unplanned inventory transaction or inventory transfer is processed, you can manually enter an address code for the record. When an inventory transaction is processed in another module, such as sales, the customer address code is kept in transaction history.

This field is for reference only and might appear on some selected reports. You can view some reports by address code.

Item

The item code associated with this inventory transaction.

It can be a new item to receive or an item that is not normally expected for a base process or a joint work order set.

Item codes uniquely identify items or products such as raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item codes also identify planning items, configured products, service kits, and repair parts used in service activities.

The transaction history is maintained by item code. You can view all reports by item code. Usually this is an inventory item, so beginning and ending inventory balances are maintained.

You can also enter transactions for non-inventory items, such as invoices for services or purchases of miscellaneous supplies. These items are identified by the transaction type M for memo, and do not affect inventory balances.

Quantity Required

The total quantity required before processing this inventory transaction.

When an inventory transaction is processed in another module, the system tracks the original quantity required, the transaction quantity, and the quantity short. For example, if this is a sale order shipment:

- The quantity required is the open order quantity.
- The transaction quantity is the quantity shipped.
- The quantity short is the difference.

This field is for reference only and might appear on some selected reports.

It is useful for comparing what you need or expect with a transaction.

Transaction

Each transaction history record is uniquely identified by a transaction number, assigned by the system.

Use transaction numbers to select and sort information on reports. Transactions usually appear in descending sequence by date and transaction number.

Note Transactions are assigned sequentially across the entire database. When a database has multiple active domains, transaction numbers within a domain might have gaps due to numbers assigned in other domains.

The system automatically assigns transaction numbers beginning with 1. When the number reaches 99999999, the system resets the number to 1 and starts over. If you have deleted some, but not all, of the transaction history, the system only assigns unused numbers. Duplicate numbers cannot occur.

Effective Date

The general ledger effective date associated with this inventory transaction. The default value is the system date.

The effective date determines when the general ledger transaction created by this transaction affects general ledger balances. A work order does not increase the balance in the general ledger inventory account until this effective date.

Inventory quantity on hand is affected immediately upon processing the receipt, regardless of the effective date.

The date of the transaction might differ from the effective date. The date is usually when the transaction is actually entered into the system. Effective date is when the transaction affects the general ledger. At period end, these dates are often different. If the period ends on Friday but you are still processing receipts on Monday, you can set the effective date to Friday's date. The entered date is Monday's date.

Purchase Order Reports

By default, a report displays all the records available in the source data. However, you may want to retrieve just a certain range of records in the report; for example, routing costs for an item at one specific work center. You do this by setting search conditions to filter data in the report for one or more of the available criteria.

1. Configurable filter capabilities let you create both simple and complex queries. Choose a search operator from the drop-down list: equals, not equals, and so on.
2. If you choose the Range operator, enter a beginning value of the range in the first search box. Optionally, enter an ending value of the range in the second search box.

3. To refine your search further, click the plus (+) icon to add another search row. You can add as many rows as needed, each with different search values and operators. When you specify several criteria, note that multiple criteria for the same field are treated as a logical AND condition.
4. To remove a search criteria row, click on the delete (X) icon
5. Optionally, click Save As to save the new search conditions as a filter for future reuse.

The table below lists the reports that can be generated for purchase orders. For example, refer to Purchase Order Print on page 4622 .

Report	Function/Purpose
Closed PO Delete/Archive	To delete or archive closed purchase orders, use Closed PO Delete/Archive. **You cannot delete a purchase order when purchase order line created from it exists in the system**.
Closed PO Receipt Delete/Archive	To delete or archive closed PO receipts, use Closed PO Receipt Delete/Archive. **You cannot delete a purchase order receipt when it is open in the system**.
Unmatched PO Receipts as of Date	The report lists purchase orders (PO) receipts that have not been matched with their corresponding purchase orders.
Purchase Order Change History By Item	This report lists various changes made to POs, such as revisions, item, quantity, and price changes, and date changes. **Note** Only the effective date is kept; that is, the date the change occurred, not any changes to due date, perform date, or need date.
Purchase Order Change History Report	This report lists various changes made to POs, such as revisions, item, quantity, and price changes, but date changes are not included. **Note** This data is recorded in the system only if you set the Keep Booking History field to Yes in Purchasing Control.

Report	Function/Purpose
Purchase Order Return Document Print	A purchase order return document print includes the items returned to the supplier.
Purchase Order Print	Report includes details of single or multiple POs. Details include supplier, buyer, Credit terms, item details, cost, quantity etc.
Purchase Receipt Document Print	Report includes the details of purchase order receipts.
Purchase Order Price Update	The report includes detailed information on the price changes for line items within both purchase orders and blanket orders.
Purchase Receipt	Report includes the details of purchase order receipts.
Retroactive Price Adjust	Retroactive Price Adjustment Report includes details of order lines that either have had a price adjustment or purchase receipts adjusted. The report shows original purchase receipt and all price adjustments after the receipt is invoiced.

Purchase Order Print

Use **Purchase Order Print** to print single or multiple purchase orders.

Since a purchase order is a legal document, it usually should be printed only once.

To make sure of this, once an order has been printed, the system updates the Print PO field in the **Purchase Orders**.

The order document is printed with the message *** DUPLICATE ***.

If you need to reprint an exact copy of an order without the *** DUPLICATE *** message, you must use **Purchase Orders** and clear the Print PO field in the Order Options subpanel of the Main panel.

When an existing PO is changed, its revision number is updated and the PO can be reprinted. .

Settings

For more information about running reports, see: Reports on page 296.

Filter

Purchase Order

Select the purchase order from the look-up.

Supplier

Select the supplier from the look-up if you want to segregate the POs with respect to suppliers.

.

Order Date

Define the order date segregate the POs with respect ot dates purchase orders are created.

Buyer

Select the buyer from the look-up if you want to segregate the POs with respect to buyers.

Site

Select the site from the look-up if you want to segregate the POs with respect to sites.

UnPrinted POs only

If Unprinted PO Only is set to Yes, only orders that have not yet been printed are printed. When you need to reprint an order, set Unprinted PO Only to No.

Purchase Order type

If you need a report with shcedule orders, discrete orders, or both. Select one of the options from the list ot segregate the PO report.

Include EMT Orders

Select Yes if you want to segregate the POs with respect to EMT orders or else select NO.

Sort PO by

Sort purchases orders by site or line.

Language ID

Use look-up to select the language ID of the report.

Print in selected languague

Use the drop-down menu to select an ID for the language, then indicate Yes or No to have the order printed in

Print Work Order Comments

Select Yes to view all the work order comments releted to the PO in the report.

Print Consignment Details

Select Yes to view all the consignment details releted to the PO in the report.

Update

Select Yes to run this program in update mode and change records in the database. Select No to run this report in report-only mode without updating the database. A report prints for review with SIMULATION displayed at the top of each page. The default is No.

Closed PO Delete/Archive

These purchase orders have an order status of C (closed) or X (canceled) and all line items are either closed or canceled.

You can also use **Closed PO Delete/Archive** to delete and archive scheduled orders that do not have an associated active or inactive schedule.

To ensure that all records associated with the scheduled order are also deleted:

1. Delete all releases for the supplier schedule in **Supplier Scheduled Releases**.
2. Delete the MRP percentage in **MRP Percentage**.
3. Delete the supplier scheduled order with **Closed PO Delete/Archive**.

You cannot archive or delete a subcontract purchase order if the purchase order is associated with an active release schedule, associated with a subcontract routing and operation, or has order percentages allocated to it.

The system does not automatically delete historical information at period or year-end. You can choose how frequently you want to delete this information. Your decision depends on how long you need to retain historical information in your database. Most companies keep historical data for at least one year, depending on availability of disk space.

You cannot delete or archive a scheduled order if the order header end effective date:

- Is later than or equal to the system date.
- Does not fall within the close date range you specify.

Run this report twice. First, run the report with the Delete option set to No, and review it to confirm that you want to delete all the listed items. Then, run it with Delete set to Yes.

When you set Delete to Yes, purchase orders that satisfy the selection criteria are deleted from the database. If you set Archive to Yes, deleted data is copied to an ASCII file that can be reloaded. Otherwise, deleted data cannot be recovered.

Note Closed PO Delete/Archive deletes the original purchase order. However, inventory transaction history maintains the ORD-PO and RCT-PO transactions, which list related ordering information.

You cannot delete system-created trade sales scheduled orders using this program. To delete a trade sales supplier scheduled order, delete the trade sales customer scheduled order line to which the supplier scheduled order is linked.

When Archive is set to Yes, selected data is stored in a file named poYYMMDD.hst where po is the module code and YYMMDD is the file creation date. If this file does not exist in the system, it is created. If it exists because you ran the report earlier on the same day, the system adds the additional archived records to the end of the file.

The generated file has no internal label or content description. Keep a record of the file name and contents, in case you need to reload the data.

You cannot selectively reload data from archive files. If an archive file contains data for an entire year and you need to access records for one month, you must reload all the data in the file to access the records you need.

Note The date and time in the stored data are formatted based on the country code associated with the user who archived the data. If a user with a different date and time format reloads the data, load errors and corrupted data can occur.

To avoid these problems, use the same settings when archiving and reloading the data. Before loading data, in **Users**, temporarily change your country code to match that of the user who archived the data.

Define menu security for this program to restrict access.

Settings Panel

The Settings panel includes the Format, Date Display, and Decimal Display subpanels that contain various settings for the report. For more information, see Reports on page 296.

FIlter Panel

The Filter panel contains the criteria used to filter the data in the report.

Close Date

Enter a close date. The default is the system date. This is a system-maintained field recording the date this purchase order was closed or cancelled.

Only closed or canceled purchase orders (status C or X), or scheduled orders that have no schedule, can be deleted and archived.

Supplier

Specify a supplier the purchase order is sent to.

This address code uniquely identifies a specific supplier, pointing to their name and address and the supplier data and credit information applicable to this name and address.

You can view all purchasing and accounts payable reports by supplier address code.

Purchase Order

Specify a unique purchase order or blanket purchase order.

Each purchase order or blanket order entered must be assigned a unique purchase order number. You can enter one manually or let the system assign the next number. To have the system assign a number, leave this field blank. The system records this next purchase order number in **Purchasing Control** and increments it automatically.

The specific information that appears on reports is determined by the purchase order numbers provided.

Normally the system assigns the next sequential order number. If you want to designate ranges of order numbers to identify specific types of orders (supplies), you can enter order numbers manually. The system ensures that duplicates are not entered.

Ship-To

Specify the first ship-to address in a range for selecting purchase order lines to be deleted or archived. To begin with the first ship-to address matching the other criteria, leave this field blank.

Standard Orders

Specify whether regular purchase orders with a Closed or Canceled status should be included in this report for deletion or archiving by selecting one of the following options:

- Yes: Regular purchase orders are included.
- No: Regular purchase orders are not included.

Scheduled Orders

Specify whether scheduled purchase orders that do not have an associated active or inactive schedule should be included in this report for deletion or archiving by selecting one of the following options:

- Yes: Scheduled purchase orders are included.
- No: Scheduled purchase orders are not included.

Delete Uninvoiced

Specify whether purchase orders with unmatched receipts with a Closed or Canceled status should be included in this report for deletion or archiving by selecting one of the following options:

- Yes: Unmatched purchase orders are included.
- No: Unmatched purchase orders are not included.

Discrete Purchase Order

Specify whether discrete purchase orders should be included in this report for deletion or archiving by selecting one of the following options:

- Yes: Discrete purchase orders are included.
- No: Discrete purchase orders are not included.

Blanket Order

Specify whether blanket orders should be included in this report for deletion or archiving by selecting one of the following options:

- Yes: Blanket orders are included.
- No: Blanket orders are not included.

Planned Return to Supplier

Specify whether planned return to supplier orders should be included in this report for deletion or archiving by selecting one of the following options:

- Yes: Planned return to supplier orders are included.
- No: Planned return to supplier orders are not included.

Release from Blanket Order

Specify whether purchase orders released from blanket orders should be included in this report for deletion or archiving by selecting one of the following options:

- Yes: Purchase orders released from blanket orders are included.
- No: Purchase orders released from blanket orders are not included.

Delete

Specify whether to delete the selected records or generate a report only, by selecting one of the following options:

- No: The selected records are not deleted. A report is generated listing the selected records.

- Yes: The selected records are deleted from your database and listed in a report.

If you set Archive to Yes when Delete is Yes, the selected records are copied to an ASCII file before deletion.

Archive

Specify whether to archive the selected records by selecting one of the following options:

- No: The selected records are not copied to an ASCII file.
- Yes: The selected records are copied to an ASCII file. The system creates a file name in the following format: xxYYMMDD.hst, where xx identifies the module code or record type and YYMMDD is the file creation date. If this file does not exist, it is created. If it does exist, records are appended to the file.

Archive File

The name of the file to save the archived documents in.

When Archive is set to Yes, the system stores selected data in a file named poYYMMDD.hst where po is the module code and YYMMDD is the file creation date.

Purchase Order Change History Report

Date change information applies to the **Purchase Order Change History** browse and the **Purchase Order Change History By Item** report. Only the effective date is kept — that is, the date the change occurred — not the due date, perform date, or need date.

Settings Panel

The Settings panel includes the Format, Date Display, and Decimal Display subpanels that contain various settings for the report. For more information, see Reports on page 296.

Filter Panel

The Filter panel contains the criteria used to filter the data in the report.

Item

Specify the item number identifying an inventory item defined in **Items**.

Item numbers uniquely identify items or products. These items or products can be raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item numbers are also used to identify planning items, configured products, repair parts, service items, and kits.

You can view most reports by item number.

Product Line

Specify the product line code. Product line codes identify major item and product groupings.

Every item or product must be assigned to a product line for planning and accounting purposes.

Product lines:

- Group products based on similarities in manufacturing or application.
- Identify families of products that can be planned in aggregate using product line planning.
- Associate general ledger accounts with groups of products.
- Are used throughout the system for selecting and reporting inventory, planning, and sales history reports.

Product lines group items based on their production process. For example, in the plastics industry, there might be a product line for blow-molded items and another for injection-molded items. Alternatively, you can group items by application to create product lines for raw materials, finished goods, and packaging.

Effective

Specify the first ship date for this report. Leave this field blank to include all dates.

Order

Specify the order number for this report. To begin with the first available number, leave this field blank.

Address

Specify a code uniquely identifying a name and address record.

All names and addresses are stored in one table. The list type identifies the address type. One name and address can have multiple types. For example, salesperson code 1 can also be a customer, with customer code 1. The name and address is stored only once with address code 1.

Sales/Job

Specify a sales or job number to use for selecting orders to be included or displayed by this report.

Sales or job numbers can be referenced on sales orders, purchase orders, work orders, intersite requisitions, and inventory transactions. The sales or job number is stored in the transaction history, letting you review the progress of activities associated with a particular sales order, contract, or job number.

Site

Specify a site. A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these locations.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing complete financial results to be maintained and monitored by site or by groups of sites. Each site is also associated with a domain, which provides support for processing transactions between different domains, either in a single database or between connected databases.

Usually each site is divided into multiple locations where the inventory is actually stored. In this sense, a site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

Show Revision Detail

Specify whether to display the revision number and user ID of the person who made the change for each purchase order by selecting one of the following options:

- Yes: Show the revision number of purchase orders in detailed reports. This approach provides a history of changes, including who made them, and allows you to compare revisions to identify differences.
- No: Exclude the revision number and user ID from the report.

Summary/Detail

Specify the level of detail to appear on this report by selecting one of the following options from the dropdown list:

- Detail: Print a detailed report of each transaction selected on this report.
- Summary: Print a report with transaction totals only.

Detailed reports are normally used as audit trails or when investigating sources of errors. Summarized reports are useful when you just need a bottom line total.

Currency

Specify a currency code, for either a foreign currency or the base currency, to select only transactions in the specified currency.

To exclude the transaction currency from the report selection criteria, leave this field blank. In this case, all amounts are converted to the base currency for display in the report.

If you are not using multiple currencies, leave this field blank or set it to your domain base currency.

Currency codes identify monetary units and form the basis of exchange rate relationships.

Each domain has a base currency. You can specify foreign currencies during sales, purchasing, service, and accounting transactions. Each currency must be predefined and a valid exchange rate must exist for the transaction effective date.

Purchase Order Change History by Item

The system records this data only if you select the Keep Booking History checkbox in **Purchasing Control**.

Settings Panel

The Settings panel includes the Format, Date Display, and Decimal Display subpanels that contain various settings for the report. For more information, see Reports on page 296.

Filter Panel

The Filter panel contains the criteria used to filter the data in the report.

Item Number

Specify the item number identifying an inventory item defined in **Items**.

Item numbers uniquely identify items or products. These items or products can be raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item numbers are also used to identify planning items, configured products, repair parts, service items, and kits.

You can view most reports by item number.

Address

Specify a customer ID. This field uniquely identifies a specific customer, including their name, address, and associated customer data and credit information.

Site

Specify a site. A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these locations.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing complete financial results to be maintained and monitored by site or by groups of sites. Each site is also associated with a domain, which provides support for processing transactions between different domains, either in a single database or between connected databases.

Usually each site is divided into multiple locations where the inventory is actually stored. In this sense, a site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

Buyer/Planner

Specify a buyer or planner. This is an optional field identifying the person responsible for planning and ordering this item.

The buyer or planner is validated against predefined values in **Generalized Codes** if predefined values exist.

You can view reports on action messages and past due receipts based on the buyer code. You can run **Selective Materials Plan** or **Selective Distribution Plan** reports and planned order approvals by buyer or planner.

The value entered in **Items** is used as the default value for all sites and you can change itfor any site.

Items at specific sites are associated with buyer or planner codes, not orders. Therefore, when you enter a buyer or planner to limit reporting, items with that buyer or planner assigned are included, but orders are not.

This field is validated against predefined values in **Generalized Codes** if predefined values exist.

Product Line

Specify the product line code. Product line codes identify major item and product groupings. Every item or product must be assigned to a product line for planning and accounting purposes.

Product lines:

- Group products based on similarities in manufacturing or application.

- Identify families of products that can be planned in aggregate using product line planning.
- Associate general ledger accounts with groups of products.
- Are used throughout the system for selecting and reporting inventory, planning, and sales history reports.

Product lines group items based on their production process. For example, in the plastics industry, there might be a product line for blow-molded items and another for injection-molded items. Alternatively, you can group items by application to create product lines for raw materials, finished goods, and packaging.

Group

Specify a group. The group is validated against predefined values in **Generalized Codes** if predefined values exist.

This is an optional code maintained in **Items** that you can use to categorize similar items.

You can use item group and type to subdivide product lines, or they can cross product lines, providing an entirely different view of your items.

Both group and type can be used for processing and reporting sales and planning information, and updating product costs. You can view most item and inventory reports by group and type.

You can run **Selective Materials Plan** or **Selective Distribution Plan** reports by item group and type.

Items are often grouped based on similar characteristics, such as method of manufacture. For example, you can use group or type to identify manufactured items with similar setups or routings, allowing you to release planned orders for these items at the same time.

Group or type codes can be assigned to correspond with the level in the product structure where the component item appears. During planning, this approach lets you check plans level by level, similar to how MRP functions.

Item Type

Specify an item type. You can use this optional field, maintained in **Items**, to categorize similar items. Entering a type range excludes items with a blank Type field.

Product line, group, and type all categorize items. You can use item group and type to subdivide product lines, or they can cross product lines, providing an entirely different view of your items.

Group and type can be used for processing and reporting sales and planning information, and updating product costs. You can view most item and inventory reports by group and type.

You can run **Selective Materials Plan** or **Selective Distribution Plan** reports by item group and type.

Items can be selected for cycle count based on item type, but not group.

This field is validated against predefined values in **Generalized Codes** if predefined values exist.

Supplier

Specify a supplier. This address uniquely identifies a specific supplier, pointing to their name and address, and the supplier data and credit information applicable to this name and address.

Operational addresses reference business relations for address and tax details. All operational address codes are stored in a single database table and distinguished by a list type. System supplied list types include salesperson, customer, end user, dock, supplier, carrier, and company.

Purchase/Manufacture

Specify the code that defines how the system processes this item.

The purchase/manufacture code controls how the system explodes forecasts, plans and creates orders, and calculates costs for the item. It affects material requirements planning (MRP) and distribution requirements planning (DRP).

This field is validated against predefined values in **Generalized Codes** if predefined values exist.

Valid code options include the following:

- P (Purchased): The item is usually purchased. MRP uses the purchasing and inspection lead times to calculate planned order release dates. MRP and cost calculations do not explode purchased assemblies, even when a product structure exists. Any routing or process operations are ignored. You can also manufacture an item designated as purchased. The product

structure and routing are accessed if a work order is created for the item.

- D (DRP):The item is usually supplied internally from another site. DRP uses the item's source network to determine where to generate requirements. It uses the transport lead time and shipping schedules to calculate the date when orders must be shipped from the other site. Any routing or BOM codes entered for a DRP item are for reference only. Cost calculations do not explode DRP items.
- M (Manufactured): The item is normally manufactured. MRP uses the manufacturing lead time to calculate planned order release dates. You can also purchase a manufactured item.
- R (Routable): The item is a special type of manufactured item, made only when needed by an upper-level assembly. A work order for the routable item is created automatically when a work order for its parent is released. The work order number is the same, but the lot ID is different. This approach lets the system track the two orders separately but accumulate the costs.
- C (Configured): The item is configured to order. When a sales quote or order is entered, the system prompts the order taker to select from a list of configuration options. Valid options are defined in **Product Structures & Formulas**.
- L (Line manufactured): The item is manufactured repetitively on a single line or on multiple production lines. You can approve MRP planned orders for items with this code using **Planned Repetitive Schedule Approval**.
- W (Flow scheduled): The item is normally manufactured on a flow production line. When you use **Import MRP Orders to Schedule** to add MRP planned work orders to a flow schedule, you can optionally limit the selection to items with this purchase/manufacture code.
- F (Family): The item is used for planning only. It is never actually made or stocked. For multilevel master scheduling, family items are set up with a planning bill.

The Operations Plan module uses family items to group end items for family-level planning. You can change a family item to a non-family item only if it is not included in a family hierarchy. You can always change a non-family item to a family item. The system populates both kinds of changes to all item-site records for the item. However, after you include an item in operations planning, you can no longer update its item-site purchase/manufacture code directly.

The value entered in **Items** is used as the default value for all sites. Set up site-specific values from the Site Planning Exceptions subpanel in the **Items** > Sites panel. This approach means you can manufacture

an item at one site but purchase it at another, or any other combination needed.

You can view most reports by purchase/manufacture code, in particular MRP action messages and past due receipts. You can run **Selective Materials Plan** or **Selective Distribution Plan** reports by purchase/manufacture code.

Start Date

Specify the first date to consider or to appear on this report. The default value is the current date.

Day/Week/Month

Specify the value that indicates the length of each column period. Values can be D, W, M, or P. The default value is week (W).

The information is displayed in columns with one column for each time period. Each period summarizes activity for one or more day, week, month, or GL calendar period.

In some situations it can be useful to review information by month. To do this, set the Start Dateto the beginning of the month, Day/Week/Month to month, and Per Column to 1.

Per Column

Specify the number of time periods (days, weeks, months, or periods) to include in each column. The default value is 1.

The information is displayed in columns with one column for each time period. Each period summarizes activity for one or more day, week, month, or GL calendar period.

In some situations, it can be useful to review information by month. To do this, set the Start Date to the beginning of the month, Day/Week/Month to month, and Per Column to 1.

Round To Thousands

Specify the accuracy to use on this report by selecting one of the following options:

- Yes: Rounds all amounts to the nearest thousand. For example, if you have an amount of 950, it prints as 1000. If you have an amount of 2350, it rounds down to 2000 and if the amount is 2500, it rounds up to 3000.
- No: Does not round amounts to the nearest thousand.

If rounding causes a balance sheet to be out of balance, a rounding error entry prints with the balancing amount.

Closed PO Receipt Delete/Archive

Sometimes, a PO number may not be entered correctly on a supplier invoice. As a result, the invoice is paid, but the receiver is never closed. You must delete these receivers using **Uninvoiced Receipt Del/Arch** in Accounts Payable. You cannot delete them using **Closed PO Receipt Delete/Archive** in Purchasing.

Receiving history is usually kept for some time. Accounts Payable functions use it for matching with supplier invoices, and Purchasing functions use it for reviewing receiving history. You can also view receiving history in **Receipt Transactions**, which is not deleted when you run the **Closed PO Receipt Delete/Archive**.

The system does not automatically delete historical information at period or year-end. You can choose how frequently you want to delete this information. Your decision depends on how long you need to retain historical information in your database. Most companies keep historical data for at least one year or longer, depending on availability of disk space.

You should run this report twice. First, run the report with the Delete option set to No, and review it to confirm that you want to delete all the listed items. Then, run it with Delete set to Yes.

When you set Delete to Yes, receiving history that satisfies the selection criteria is deleted from the database. If you set Archive to Yes, deleted data is copied to an ASCII file that can be reloaded. Otherwise, deleted data cannot be recovered.

When Archive is set to Yes, selected data is stored in a file named rcYYMMDD.hst where rc is the record type and YYMMDD is the file creation date. If this file does not exist in the system, it is created. If the file already exists because you ran the report earlier on the same day, the system adds the additional archived records to the end of the file.

The generated file has no internal label or content description. Keep a record of the file name and its contents in case you need to reload the data. Also, remember that you cannot selectively reload data from archive files. If an archive file contains data for an entire year and you need to access records for one month, you must reload all the data in the file to access the records you need.

Note The date and time in the stored data are formatted based on the country code associated with the user who archived the data. If a user with a different date and time format reloads the data, load errors and corrupted data can occur.

To avoid these problems, use the same settings when archiving and reloading the data. Before loading data, in **Users**, temporarily change your Country Code to match that of the user who archived the data.

You should define menu security for this program.

Note You cannot delete or archive system-created trade sales scheduled orders using **Closed PO Receipt Delete/Archive**. To delete a trade sales supplier scheduled order, delete the trade sales customer scheduled order line to which the supplier scheduled order is linked.

Settings Panel

The Settings panel includes Format, Date Display, and Decimal Display subpanels that contain various settings for the report. For more information, see Reports on page 296.

Filter Panel

The Filter panel contains the criteria to filter the data in the report.

Receiver

The receiver number uniquely identifies the receiving history created by a given purchase order receipt or return transaction.

When you receive or return purchased items, a receiving record — receiver, is created for verification against the supplier's invoice when it is entered into Accounts Payable. Each receiver is assigned a unique receiver number, which is entered manually or system assigned. To get a system-assigned number, leave the receiver number field blank. This next receiver number is recorded in **Purchasing Control** and incremented automatically by the system.

The receiver number selects the receiving records to show in the reports, helping track items and match them with the supplier's invoice.

Normally you let the system assign the next sequential receiver number. To designate ranges of receiver numbers to identify specific types of receivers — returns, enter receiver numbers manually. The system ensures that duplicates are not entered.

Receipt Date

The default is the system date. The effective date of the receipt, return, or correction.

The effective date is used to specify the effective date of the general ledger transaction to inventory. The GL transaction does not take effect until this date. This date defaults to the system date but can be set earlier or later, provided that the date falls in an open GL period.

The effective date has no effect on the inventory balance update. Inventory balances are updated immediately.

Ensure that you make corrections using a general ledger effective date that is in the same fiscal period as the initial receipt.

An effective date is particularly useful at period end. For example, what happens if the accounting period ends on a Friday but you did not get all the purchase receipts or returns entered into the system until Monday? The period must be left open, and all receipts and returns

processed with Friday's date as the effective date. This approach ensures that your inventory and purchase accrual amounts are correct for this fiscal period.

Supplier

This field uniquely identifies a specific supplier, pointing to their name and address, and the supplier data and credit information applicable to this name and address. This is the supplier the purchase order is sent to.

You can select all purchasing and accounts payable reports by using the supplier address code.

Buyer

Specify a range of buyer codes for selecting records to delete or archive.

Order

Enter the first purchase order number in a range of purchase order numbers to delete or archive. You cannot delete or archive a system-created trade sales supplier scheduled order.

Account

Enter the first account code in a range to consider in this function or to appear on this report. Leave this field blank to begin with the first account code matching the other criteria. This field is mandatory.

Sub-Account

Specify the sub-account to be included in this report. This field is mandatory.

Cost Center

Specify the cost center to include in this report.

Project

Project codes are one component of an account number defined in GL setup functions. Other components of account numbers are account, sub-account, and cost center code. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Although project details are not printed on standard financial statements, project summary and detail transaction reports are available to review project activity. Inventory value, but not physical inventory, can be tracked by project codes.

Payment Reference

Enter a payment reference number.

Check Date

The date when the AP check was recorded. When using Accounts Payable functions, receiving history can only be deleted for receivers that have already been matched. These receivers are marked as closed. Closed receivers are selected for deletion by specifying a range of AP check numbers, check dates, or invoice dates.

Invoice

Enter an invoice number.

Invoice Date

The invoice date associated with this invoice. The default is the system date. Enter the first date in a range for selecting invoices to display on this report.

Payment Type

Enter the type of payment.

Inventory Items

Inventory items are items that have been defined using **Items**.

- Yes: Transactions for inventory items are included on this report.
- No: Inventory transactions do not display.

Supplier Order Items

Determines whether or not completed receipts for open scheduled orders are deleted. Select one of the following options from the dropdown list:

- Yes: Completed receipts for open scheduled orders are deleted.
- No: Completed receipts for open scheduled orders are not deleted.

Note Completed receipts for closed scheduled orders are deleted regardless of the setting of this field.

Subcontracted Items

Subcontract transactions are used when manufacturing operations are sent to an outside supplier for processing. Purchase orders are issued to track this work. These purchase orders are marked as Type S, Subcontract.

Select one of the following options from the dropdown list:

- Yes: Transactions for subcontracted items are included on this report.
- No: Subcontract transactions do not display.

Memo Items

Memo transactions are marked as Type M, Memo. They usually involve non-inventory items such as office supplies or services. Memo transactions have no standard cost and do not have any effect on inventory.

Select one of the following options from the dropdown list:

- Yes: Transactions for memo items are included on this report.
- No: Memo transactions do not display.

Delete

Indicate whether to delete the selected records or generate a report in simulation mode only by selecting one of the following options from the dropdown list:

Select one of the following options from the dropdown list:

- No: The selected records are not deleted. A report is generated.
- Yes: The selected records are deleted from your database and a report is generated.

If you set Archive to Yes when Delete is Yes, the selected records are copied to an ASCII file before deletion.

Archive

Indicate whether to archive the selected records by selecting one of the following options from the dropdown list:

- No: The selected records are not copied to an ASCII file.
- Yes: The selected records are copied to an ASCII file. The system creates a file name in the following format: xxYYMMDD.hst, where xx identifies the module code or record type and YYMMDD is the file creation date. If this file does not exist, it is created. If it does exist, records are appended to the end of the file.

Archive File

Indicates the name of the file that contains the exported data. This is a system-maintained field that displays the archive file name in the form rcYYMMDD, where rc is the record type and YYMMDD is the creation date

Purchase Receipt

Settings Panel

The Settings panel includes the Format, Date Display, and Decimal Display subpanels that contain various settings for the report. For more information, see Reports on page 296 .

Filter Panel

The Filter panel contains the criteria used to filter the data in the report.

Receipt Date

Specify the effective date of receipt, return, or correction. The default is the system date.

Supplier

Specify a supplier.

This field uniquely identifies a specific supplier, pointing to their name, address, supplier data and credit information. This is the supplier the purchase order is sent to.

You can view all purchasing and accounts payable reports using the supplier address code.

Item

Specify the item number of an inventory item defined in **Items**.

Item numbers uniquely identify items or products. Items can be raw materials, purchased or manufactured intermediates, finished items, and packaging materials. Item numbers also identify planning items, configured products, repair parts, service items, and kits.

You can view most reports using the item number.

Site

Specify a site.

A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these locations.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing you to maintain and monitor complete financial results by site or by groups of sites. Each site is also associated with a domain, which provides support for processing transactions between different domains, either in a single database or between connected databases.

Usually each site is divided into multiple locations where the inventory is actually stored. In this sense, a site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

Project

Optionally, specify a range of GL project codes to review only purchase order data associated with those projects.

You can leave this field blank to review purchase orders regardless of associated project.

This report selects purchase order data based on either the purchase order header project or the line detail projects, depending on the Sort By setting:

- If the Sort By field is set to PO, the header project is used.
- If the Sort By field is set to Date/PS or Item, the line detail projects are used.

Packing Slip

Optionally, specify a supplier packing slip number to record the items received.

In many environments, the fiscal document number is recorded here. The value in this field is stored in the tax history.

Inventory Items

Inventory items are defined in **Items**.

Specify whether to include inventory items by selecting one of the following options from the dropdown list:

- Yes: Includes transactions for inventory items in this report.
- No: Inventory transactions are not displayed.

Subcontracted Items

Subcontract transactions are used when manufacturing operations are sent to an outside supplier for processing. Purchase orders are created to track this work. These purchase orders are marked as Type S, Subcontract.

Specify whether to include subcontracted items by selecting one of the following options from the dropdown list:

- Yes: Includes transactions for subcontracted items in this report.
- No: Subcontract transactions are not displayed.

ERS Items Only

Select one of the following options from the dropdown list:

- Yes: Select to get a report of purchase receipts created by ERS.
- No: Select to get a report of all purchase receipts, including those created by ERS.

Memo Items

Memo transactions are marked as Type M, Memo. They usually involve non-inventory items such as office supplies or services. Memo transactions have no standard cost and do not have any effect on inventory.

Select one of the following options from the dropdown list:

- Yes: Includes transactions for memo items in this report.
- No: Excludes memo transactions.

Unmatched Only

Specify whether to include all receivers or only those with unmatched supplier invoices by selecting one of the following options:

- Yes: Includes only receivers with unmatched supplier invoices.
- No: Includes all receivers in the report.

When a voucher is entered for a PO receiver in the Accounts Payable module, the PO receiver is marked as vouchered. This means that an invoice has been received and matched to this receiving document, and any variance identified and posted. After a receiver is matched, it can be deleted or archived.

This report is useful at period end for reviewing and balancing open purchase accrual amounts.

When using the Supplier Consignment module, and only supplier-consigned inventory is available for reporting, no report can be generated if this field is set to Yes. Consigned inventory cannot be invoiced until it is used.

Supplier Consigned

Specify how to display consigned inventory on this report by selecting one of the following options from the dropdown list:

- Exclude: Displays non-consigned inventory only. This is the default option.
- Include: Displays both consigned and non-consigned inventory.
- Only: Displays consigned inventory only.

This field has an effect when using the Supplier Consignment Inventory module.

Use Total Std Cost

Specify the cost to use for this report.

Item cost consists of five elements: material, labor, burden, overhead, and subcontract. Total GL cost is the sum of these five elements at this

level and all lower levels. Purchased inventory items typically only have costs at this level.

Select one of the following options:

- Yes: Use the total GL cost for all comparisons on this report.
- No: Use the total standard cost minus overhead.

For subcontract POs, the system always uses the subcontract cost specified in the routing operation.

The standard cost reported for subcontract items is the subcontract cost from the routing operation, regardless of the setting for this field.

Print Subtotals

Specify whether to print subtotals by selecting one of the following options:

- Yes: Prints subtotals at each breakpoint. These are determined by the Sort By selection. If you sort the report by PO number, you get subtotals after each purchase order. If you sort the report by Item, you get subtotals after each item.
- No: Subtotals are not printed. The grand total prints at the end of the report.

Currency

Specify a currency, either foreign or base, to select only transactions in the specified currency.

Leave this field blank to select all transactions within the other criteria. In this case, all amounts are converted to the base currency for display.

If not using multiple currencies, leave this field blank or set to your domain base currency.

Currency codes identify monetary units and form the basis of exchange rate relationships.

Each domain has a base currency. You can specify foreign currencies during sales, purchasing, service, and accounting transactions. Each currency must be predefined and a valid exchange rate must exist for the transaction effective date.

Inlcude Logistics

Specify how to report variances between the PO cost and the Standard GL cost by selecting one of the following options:

- Yes: The system considers logistics charges when calculating variances. When using Logistics Accounting, set this field to Yes to avoid misleading results in this report.
- No: Variances are based strictly on a comparison between PO cost and Standard GL cost, without considering logistics charges.

Sort By

Specifies the sequence in which the information on this report prints. You can choose from three sort options: PO, Item, or Date/PS. By default, this field is set to PO.

- PO (Purchase Order): The report prints in sequence by purchase order number. For each PO, the report displays the line item information along with a subtotal of costs and variances.
- Item: The report prints in sequence by item number. For each item number, the report displays all purchase orders containing orders for that item, along with the line item details. It also displays a subtotal of costs and variances for each item number.
- Date/PS: The report prints in sequence by receipt date and packing slip number. For each packing slip, the report displays all received item numbers, the corresponding purchase order number, and the line item details. It also displays a subtotal of costs and variances for each packing slip.

When sorting by date, the sort is in ascending order. All other sorts are in alphanumeric order.

Blanket Orders

A blanket order is an agreement to purchase items at a specific price during a defined time period, with the actual delivery dates to be determined.

A blanket order assumes that you and the supplier have a long-term relationship. They are useful when you place periodic (daily, weekly, monthly) or recurring orders for the same item. Blanket orders are used for multiple deliveries of stock rather than make-to-order items.

Blanket orders are usually negotiated in advance of the demand and cover a rather long time period, such as the annual requirement for a key component, with a price based on a volume commitment. Blanket orders monitor the quantity purchased and offer an opportunity for the buyer to negotiate a good price.

For example, a manufacturer of circuit boards might buy solder at irregular intervals but always from the same supplier. You can set up a blanket order for 12 months with the supplier, and each month an order for solder would be released. The amount of solder needed would be specified at the time each order is released.

POs Created from Blanket Orders

Delivery receipts can be processed only against a PO, not a blanket order. The **Blanket Orders** > Release to Purchase Order action generates a purchase order from the specified line items in a blanket order. All receipts are processed against this PO.

The system generates a purchase order for each blanket order released. The system-generated PO number uses the following logic:

1. Use the Release Order Sequence value specified in the Release Details Panel in **Blanket Orders**.
2. Use system logic to append sequential digits to the blanket order number to make the number length equal eight digits; for example, the first purchase order for blanket order BL1012 is BL101201, the second is BL101202, and so on. If the updated PO number exceeds eight characters, the system assigns a new number.
3. If Release Order Sequence is blank and the blanket order number has an 8-digit length, then use settings from **Purchasing Control** and assign the next available number.

The PO information for site, quantity ordered, and due date is from the blanket order. When a line item is closed or canceled, releasing the order to a PO does not release orders for those items. The number of releases and the total quantity released is maintained on the blanket order. Each release checks the quantity, ensuring that the total quantity released does not exceed the blanket order quantity.

Comparisons to POs

The system uses the blanket order as a template to create a purchase order when a release is made. MRP ignores blanket orders and you cannot process receipts against them; however, once the blanket order is released, the resulting purchase order is treated exactly as any other purchase order.

You do not have to specify order and line item due dates during order entry. If you leave these fields blank, the system assigns these automatically when you release the blanket order.

If a purchase order line item is canceled or deleted, the open quantity on the corresponding blanket PO is automatically adjusted.

PO Effects on Blanket Orders

If you release an item by mistake, use **Purchase Orders** to cancel or delete the line. This adjusts the quantity open on the blanket order. Changing the line item quantity on the PO to zero is not recommended. The quantity open updates on the blanket order, but the line item remains on the PO.

Use **Purchase Orders** to change the site or quantity ordered for a line item on a released PO. The quantity open on the blanket order is automatically adjusted. The PO quantity cannot exceed the open line item quantity on the blanket order. Changing the delivery site on the PO does not update the parent blanket order.

You cannot delete a PO line item or change its site or quantity when receipts are posted against it.

Adding a new line to a PO released from a blanket order does not update the blanket order. For example, a line item is deleted from a released PO by mistake and you add a new line to the PO for the same item. The quantity open on the blanket order does not update. You must release a new PO for the item.

When a receipt is posted against a PO released from a blanket order, the corresponding blanket order receipt quantity (if any) is also updated. The system closes blanket orders when the order is fully released or when all the lines are closed or canceled.

You cannot delete a blanket order when purchase orders created from it exist in the system.

Maintaining EE-Created Blanket Orders

You can manage EE-created blanket orders in this function; however, there are limitations to what you can do. You cannot:

- Review/maintain notes at the header and line level.
- Review/maintain Intrastat data.
- Enter lines in Order Details form.

- Review/maintain tax records or copy edited tax records from the blanket PO when you select the Release To Purchase Order action.
- Initiate document Close, Cancel, and Reopen actions at the header and line.
- Edit/maintain Logistics Accounting data.
- Link a requisition to blanket orders.

Flow

In the Web UI, the flow for a blanket order is as follows:

1. Enter the blanket order, using Blanket Orders on page 4649.
2. Print the blanket order, using .
3. Release the blanket order to a PO, using Release to Purchase Order Action on page 4680.

Multiple releases can be processed for any blanket order line item, and you specify the quantity to release, the buyer, the supplier, and the due date. Each release generates a purchase order; all receipts are processed against the released PO.

Purchase orders are released with all the blanket order information. Purchase order lines are created for any blanket order line with a non-zero quantity for the release.

When a receipt is posted against a regular PO, the corresponding blanket order receipt quantity, if any, is also updated. The system closes blanket orders when the order is fully released or when all the lines are closed or canceled.

Blanket orders have no effect on the general ledger.

Blanket Orders

For an introduction and the general flow of blanket orders, see Blanket Orders on page 4647.

A buyer is the role that most typically creates blanket orders in the system. The buyer is responsible for negotiating the agreement with suppliers and agreeing on pricing, due dates, credit terms, and so on. All this information is recorded in the blanket order document.

Additionally, other management roles, such as the purchasing manager, have access to **Blanket Orders** in the QAD Web UI. If not available from a role menu, but you have proper security permissions for the Blanket Orders screens, you can access them from the QAD Web UI Search.

The **Blanket Orders** view has a summary and the following panels and subpanels:

- Main
  - Supplier Contact Details

    - Blanket Order Details
    - Order Options
- Release Details
- Order Lines
- Receiving
    - Consignment
- Billing
    - Charges
    - Credit
    - Pricing
    - Tax Settings
- Totals
    - Summary

Note Additional panels display, depending on the selections you make.

You can click on the drill-downs to find browses that contain data to help you create or modify a blanket order; for example, you can find browses on active currency codes, credit terms, suppliers, supplier discount tables, and more.

Blanket Order Considerations

Set up a blanket order in either of two ways:

- Irregular: When deliveries are irregular or of varying quantities, do not select Release or Recurring in the Blanket Order Details subpanel. Refer to the Create Irregular Blanket Orders on page 4679 task.
- Recurring: When deliveries are regular, recurring, and of the same size, select Recurring and Release, then set the receipt quantity to the normal size. Refer to the Create Recurring Blanket Orders on page 4678 task.

Specify a release cycle in the Blanket Order Details subpanel as the frequency with which purchase orders are released from a blanket order. Choose from monthly, weekly, or daily, or leave it blank.

Delivery receipts can be processed only against a PO, not a blanket order. When a delivery is to be released against an outstanding blanket order, the system can generate the purchase order from the blanket order (see Release to Purchase Order Action on page 4680). When you need a delivery, select Release and optionally enter the Quantity To Release or leave it as 0 (zero) in Blanket Order lines; then, select the Release to Purchase Order action from **Blanket Orders** and review/modify the non-

zero Quantity To Release/Due Dates in the action screen. The action only considers blanket orders with Release selected and the specified Release Cycle, if any.

Although only one ship-to address is specified in the order header, you can specify different receiving sites for each line item, if required.

EE-Created Blanket Orders

You can manage EE-created blanket orders in this function; however, there are limitations to what you can do; refer to EE-Created Blanket Orders on page 4651 in the Blanket Orders Overview.

Summary

The summary at the top of the order screen includes several system-maintained fields to identify the blanket order.

Order

The unique QAD Enterprise Edition control number assigned to the blanket order.

Supplier

A code for the company responsible for providing the items specified in the order lines. This value defaults from the Main panel.

Remaining Balance

The total cost in the transaction currency.

Status

The status of the Blanket order. The possible values are:

- Open. Equivalent to <blank> status in .NET UI. When PO Approvals is not enabled, Open is the default initial status.
- Closed. The order has been fully received. Closed status is equivalent to C status in .NET UI.
- Canceled. The order has been canceled. Canceled status is equivalent to X status in .NET UI.

Blanket Order Entry Screen Buttons

New

Click New to create a new blanket order.

Delete

Click Delete to remove the blanket order from the system.

Save

Click Save to save your changes to the blanket order. Click the triangular part of the button and select Save & Next to save and close

the current order and to display the next available order from the browse.

Cancel

Click Cancel to cancel any changes you have made since the last save. The system prompts you to confirm.

Blanket Order Panels

The following topics describe blanket order panels and subpanels.

Main

Supplier

Enter the supplier name manually or select it from the lookup. You can only specify active, non-blocked, and certified (if Supplier Certification is enabled) suppliers. This is a mandatory field.

You can enter a supplier even though there are no releases for a blanket order.

If your role has permission to access **Suppliers**, you can use the New and Edit buttons on the lookup browse to create or update supplier records while you enter a blanket order.

The supplier name and address display.

Site

Site is defaulted from the ship-to from the Site Exceptions subpanel in the Accounting panel of **Purchasing Control** when a site-exception record exists for the site; otherwise, it defaults from the domain settings for the specified supplier.

You can change the value to any site valid for the domain (assuming that you have security access to the selected site). The site entered on the header may or may not be the site where items are received. This site code displays as the default for each line item, but you can change it manually. When you leave the site code blank on the header, you must enter a site manually for each line item.

Entity

Entity is defaulted from the site record. This field is not editable.

Ship To

Enter the address code that identifies where the items on the order should be delivered. This is a mandatory field. This field defaults from the ship-to address specified in **Purchasing Control**. You can modify the ship-to address, as needed.

Order Date

Enter the date when this order was recorded. This can be the date the order was entered into the system or the date you placed the order. Defaults to today's date. It can be blank.

Due Date

Specify the pricing due date.

When specified, the date is used by the line unit price/discount calculation logic when you select the Price by PO Line Due Date option in **Purchasing Control**.

Note When the date is blank, the system uses the entry date for unit price/discount calculations. QAD recommends that you review the resulting calculations to ensure correct data. In this case, the system stores the entry date in the Due Date field.

Close Date

The system displays the date on which the blanket order was fully received.

Remarks

Enter brief remarks (up to 40 characters) pertaining to this supplier, usually relating to the order or shipping process. Initial remarks default from the supplier record.

Confirmed

Select this option to indicate that this order is a confirmation of an order placed previously by phone, fax, or other means. Do not select it if previous communication did not occur.

Currency

Specify the domain base currency or an alternate currency. This is a mandatory field. An order entered in an alternate currency can be paid in the alternate currency or the base currency. Defaulted from the supplier master data. Once the PO header is saved, the currency cannot be changed.

Requestor

Enter the user ID of the person who is requesting the items on this blanket order. For example, this can be the person who initiates the order agreement.

Entered By

The system records and displays the user ID of the person who entered this order.

Buyer

Enter the buyer responsible for this order.

Order Sequence

If blanket order sequences are defined in your system (sequences for po_nbr.standard defined in **Number Ranges**), optionally select one from the lookup. When you specify a format, the system generates an order number using the sequence specified in this field. Otherwise, unless you specify your own value in the Number field, the system uses the prefix and next number specified in **Purchasing Control** to assign a number.

Order

You can enter the order number manually or it can be auto-generated by the system.

- If you enter a number manually, the system verifies that it has not been used.
- If a number format is specified and you do not manually enter a number, the blanket order number is generated using the number format sequence.
- If no number format is specified and you do not manually enter a number, the blanket order number is generated using the prefix and the next available number defined in **Purchasing Control**.

  Once the blanket order header is saved, this field cannot be changed.

Revision/Date

Enter a value that identifies the revision level of this order. Use revision numbers to identify the most current copy of a document. Once you enter the number, enter the date for the revision or select the date from the lookup.

Supplier Contact Details

Contact

Enter the name of an individual at the supplier who is the contact for this order.

E-mail

Enter the e-mail address of the supplier contact.

Phone

Enter the telephone number of the supplier contact.

Blanket Order Details

Start Date

Enter the start date for this blanket order. The default is today's date.

A blanket order is usually effective over a specified period. For example, it can represent prices negotiated for all purchases this year.

Expiration Date

Enter the end date for this blanket order. You can make releases after the blanket end date.

Expiration Amount

Enter the expiration amount. The default is 0 (zero).

Recurring

Select this option when the blanket order has recurring releases. When selected, the blanket order generates multiple purchase orders. When not selected, this blanket order generates only one purchase order. After the blanket order is released, clear this option. For more information, see Blanket Order Considerations on page 4650.

Release

This option determines whether the blanket order Release to Purchase Order on page 4680 action considers this blanket order.

When selected, a purchase order is released with all the blanket order information the next time you run the action. Corresponding lines are created for any blanket order with a non-zero quantity to release.

When not selected, this blanket order is not considered the next time you run the action.

The system does not reset Release as not selected after a blanket order is released when Release is selected and Recurring is not selected and Reset Release for Non-Recurring Orders is not selected in the Release To Purchase Order Action on page 4680. If Reset Release for Non-Recurring Orders is selected, Release is reset to unselected in the blanket order after the release is generated.

Release Cycle

Enter the code for the release cycle, such as MO (monthly),WK (weekly), QT (quarterly), DA (daily), or YR (yearly) or select from a list of cycle codes defined in **Generalized Codes**. This is a mandatory field.

Order Options

Import/Export

This field determines whether an additional frame displays, where you can enter data required for Intrastat reporting. The option is hidden

when Intrastat is not selected. The frame displays at the end of order processing.

Consignment

Select this option if most items on this order are received from the supplier as consigned inventory. This option has an effect only when you are using the optional Supplier Consignment Inventory features and functions. Otherwise, it is for reference only.

Consignment, Maximum Aging Days, and PO Cost Point default from **Supplier & Item Consignment Settings** if a record exists for the order supplier. Otherwise, the values default from the Enable Consignment checkbox in **Inventory Controls**. When checked, the system sets the default for the same-named field associated with each line item on the order.

When you save the PO header with Consignment selected, the system defaults the PO Cost Point from the **Inventory Controls**.

When you select this checkbox and Supplier Consignment is enabled and set up, and the consigned blanket order is added to a purchase order, the flow differs in some aspects for consignment items. Refer to the Consignment on page 4479 option in Purchase Orders on page 4479 for details and for references to Supplier Consignment overviews, flows, setup , and receipt/return information.

Taxable

Indicate whether items on the order are taxable. Items purchased for resale are normally not taxable. The taxable status on the blanket order header displays as the default for each line item, but it can be changed.

Print BO

Specify whether a blanket order is selected for printing using . For new orders, if the order supplier is an EDI trading partner, the default is not selected; otherwise, the default is selected. Once the blanket order is printed, the system changes the option to not selected.

ERS Option

Enter the Evaluated Receipts Settlement (ERS) option. ERS Option defaults from **Purchasing Control**.

ERS Price List Option

Enter the value indicating which date **ERS Processor** should use to determine effective price lists for lines on this blanket order.

- 0: The line-item price list option is determined by the header ERS Option field.
- 1: Use the receipt date.
- 2: Use the ship date.

- 3: Use the order date.

Language

Enter the language used by the supplier on this order. Language defaults from the supplier record.

Release Details

Release Count

This read-only field displays the number of releases generated for all the lines in the blanket order.

EDI PO

Select this option so that this order will be selected for transmission to your supplier in electronic data interchange (EDI) format using Purchase Order Export (.NET UI). When you do not export purchase orders using EDI eCommerce, do not select this option.

If the order supplier is defined in Trading Partner Parameter Maintenance (.NET UI), this option defaults from the corresponding Send EDI PO field. Otherwise, the default is not selected.

Order Lines

Use the Order Lines grid to edit data about the items you intend to purchase. There are several editable fields, described in Order Line Grid Fields on page 4658.

When are you are finished updating the order line, click Done. See Order Line Edit Buttons on page 4660.

Order Line Buttons

The following buttons display above the Order Lines grid:

New

Click New to create a new purchase order line. The system assigns the next available line number.

Edit

Click Edit to display the editable fields for a line and the Action buttons for the edits.

Delete

Click Delete to remove the current line from the order.

Details

Click Details to view and update all available fields in the selected blanket order line. The system displays a list of existing lines. To update a line, select it from the browse.

Order Line Grid Fields

The following fields are important or editable in the Order Lines grid:

Status

This field displays a circle that indicates the order line status as open, closed, or canceled.

Line

Specify the order line number.

Site

Specify the site.

Requisition

Displays the requisition if the BO is based on a requisition.

Requisition/Requisition Line

Displays the requisition line if the BO is based on a requisition.

Items

Specify the items for the line or use the lookup to select another item.

Item Description

Specify the item description.

Supplier Item

Specify the supplier item or use the lookup to select another supplier item.

Qty Ordered

Specify the quantity ordered.

UM

Specify the UM or use the lookup to find **Generalized Codes**-supported UMs.

Due Date

Specify the pricing due date.

When specified, the date is used by the line unit price/discount calculation logic when you select the Price by PO Line Due Date option in **Purchasing Control**.

Note When the date is blank, the system uses the entry date for unit price/discount calculations. QAD recommends that you review the resulting calculations to ensure correct data. In this case, the system stores the entry date in the Due Date field.

Unit Price

Specify the unit price.

Discount %

Specify the discount percentage.

Ext Net Cost

Released Qty

This read-only field displays the cumulative quantity released from all discrete POs for this blanket order line.

Released Count

This read-only field displays the total count of the discrete POs released for this blanket order line.

Qty Received

This read-only field displays the total quantity received for the line from all the discrete POs.

Qty Returned

This read-only field displays the total quantity returned for the line from all the discrete POs.

Stock UM Qty

This read-only field displays the item quantity for the defined UM, calculated as:

*Qty Ordered * UM Conversion*

Item Revision

Specify the item revision or use the lookup to find **Generalized Codes**-supported revision codes.

Item Revision Date

Specify the date for the item revision.

Location

Specify the location or use the lookup to select from a list of codes supported in **Locations.**

Single Lot

Specify whether each receipt requires a unique lot number.

Inspection

Specify whether the item is subject to receiving inspection.

Credit Terms Interest %

Specify the interest percentage for the credit terms. This field is disabled when Price by PO Line Due Date is not selected in **Purchasing Control**.

Receive Type

This read-only field indicates how the item requested is received. The Receive Type is initialized as follows for the options:

- Inventory: When entering an item defined in **Items** with a blank for the Memo Order Type.
- Memo: When entering an item defined in **Items** with a blank Memo Order Type or when entering an ad hoc item. When Receive Type is Memo, the Memo Order Type displays beside the Receive Type.
- Subcontract: When entering subcontract details in the Subcontract panel (detail form).

Purchase Account

Specify the purchase account code when the blanket order line has memo items; otherwise, this field is blank and read-only.

Sub-Account

Specify the sub-account code when the blanket order line has memo items; otherwise, this field is blank and read-only.

Cost Center

Specify the cost center when the blanket order line has memo items; otherwise, this field is blank and read-only.

Order Line Edit Buttons

You can choose from the following buttons when you are editing an order line in the grid:

- **Next Line**

  Click Next Line to move down the list of existing lines. If the cursor is in the last line, the system creates a new line.

- **Done**

  Click Done to exit line entry and save your updates.

- **Cancel**

  Click Cancel to end line entry on the current line. Changes to the current line are not saved.

- **Details**

  See Blanket Order Line Details on page 4665.

Receiving

Ship-To

Enter the address code that identifies where the items on the order should be delivered.

Ship Via

Enter a code that identifies the carrier for supplier shipments. This field defaults from the supplier record.

Deliver To

Enter an optional code that identifies the person or department that receives the items.

Terms of Trade Point

The International Commercial Terms, or Incoterms, are internationally accepted definitions and rules of interpretation of common commercial terms including ex works, and carriage paid to. Choose from the available terms in the drop-down menu.

Logistics Charges Details

The Logistics Charges Details sub-panel is displayed when Logistics Accounting is enabled in Logistics Control on page 5069 and Terms of Trade is defined for the supplier in Supplier Domain Settings on page 891 (Supplier Domain Settings → Terms → Terms of Trade).

Terms of Trade

This field is read-only and value is populated from the Receiving panel (Purchase Order header). This field displays the Terms of Trade that determine the applicable logistics charges and transportation responsibility.

Transportation Responsibility

This field is read-only and defaulted from the Terms of Trade. It identifies whether the Customer or the Supplier is responsible for transportation.

Transportation Days

This field can be edited and enabled only if Transportation Responsibility is Customer's. Otherwise, it is disabled and defaults to zero. When enabled, the field is initialized with the value defined in Delivery Transit Times and is stored in the purchase order header. This value also defaults to all purchase order lines for use in logistics charge calculations.

Consignment

Maximum Aging Days

The maximum number of days consigned inventory is allowed to reside at your facility. A value of 0 (zero) indicates that no scheduled aging deadline exists.

PO Cost Point

The blanket order cost that the system uses to calculate the purchase price variance. This is the cost at which the usage is paid/invoiced. The value defaults from Supplier/Item Controls or Supplier Consignment Accounting in **Inventory Control**.

- Usage: Use blanket order cost at time of usage.
- Receipt: Use blanket order cost at time of physical receipt.

Intrastat

For information on the options that display in the Intrastat subpanels, Intrastat correction information, and country-specific Intrastat subpanels, see .

Billing

Bill-To

Enter the address code where the supplier should send the bill for these purchased items.

When you create a new order and you enter or update the supplier or the site, the setting defaults from the Bill To field in the Site Exceptions panel in **Purchasing Control** when available.

Note Site exceptions must exist in **Purchasing Control** for the system to default values.

Daybook Set

Specify the daybook set that will be used to number supplier invoices that originate from this order. The default daybook set is copied from the supplier record in **Suppliers**, but you can overwrite it with a new value.

Contract

Enter an optional purchase contract associated with this order.

Charges

Project

Enter an optional code that identifies the default GL project associated with the blanket order.

Sales/Job

Enter an optional code to associate the order with a specific sales or job number.

Credit

Credit Terms

Enter the credit terms code that applies to this order. Credit terms default from the supplier record.

Credit Terms Interest

Enter the credit terms interest percent for this order. This field defaults from the credit terms specified. When you modify the default terms interest percent associated with a credit term code, the system displays a warning and prompts you to continue.

Prepaid

Enter the amount of deposit sent with this blanket order. The amount does not update the GL or the supplier account balance. A payment must be created in Accounts Payable, entered as a prepayment. When the invoice finally arrives, you can use **Open Item Adjustments** to match the prepayment record to the invoice.

Pricing

Due Date

Enter the date the items on this order are due to be received at the order site. Once specified, the header due date sets the default line-item due date.

For blanket orders, you can also leave due date blank. When you select the blanket order Release to Purchase Order on page 4680 action and specify a due date, the system updates the line-item due dates on the purchase order with this date.

Note When you enter a due date on the blanket order line, that date is used as the purchase order line-item due date regardless of the date specified in the Release to Purchase Order on page 4680 action.

Price List

Enter a price list defined in **Supplier Price Lists**. These lists differ from those used for sales orders. You can specify default price lists for blanket orders in **Suppliers**. When a price list is referenced on an order, the system uses it to calculate the item's unit cost.

Discount Table

Enter the discount table for this order. Discount table defaults from **Suppliers**.

Discount %

Enter the percentage, if any, by which the unit price is decreased.

Fixed Price

This field indicates whether item prices are fixed or can be updated when the .NET UI **Purchase Order Cost Update** is executed. Fixed Price defaults from the supplier record. The header value sets the default for each new line added to this order.

Tax Settings

Tax Class

Enter a tax class previously defined in **Tax Class Maintenance**. Tax class defaults from the supplier address.

Tax Environment

Enter the tax environment that applies to this order. The tax environment determines which tax types apply to orders.

Tax Included

This field determines whether the system calculates tax and adds it to the net price or if it assumes the tax amount is already included in the price.

- Not selected: Tax is calculated and added to line-item prices.
- Selected: The prices include tax. During line-item entry, the system retrieves the item price, reverse-calculates the tax amount, and displays the item price, exclusive of tax.

  The value of Tax Included defaults from the customer address.

Tax Usage

Enter the tax usage code that applies to this order. This field defaults from the address associated with the header Site field. If Site is blank, the tax usage defaults from the ship-to address. Tax usage codes identify the normal use of this line item.

Tax usage codes, along with the item tax class and the tax date, determine which tax rates apply to the order.

Tax Date

Enter the date for determining which tax rates apply to items on this blanket order. During order entry, the default tax date is the blanket order due date. During shipment and receipt, the default tax date is the transaction effective date.

Exchange Rate

The Exchange Rate panel displays exchange rate between the domain currency and the order currency, as defined in the Exchange Rate table for the effective date.

Important The Exchange Rate panel is only displayed if the supplier currency is not the same as the domain currency.

Exchange Rate From

The domain currency.

Exchange Rate To

The supplier's currency.

Fixed Rate

Indicate whether exchange rates are fixed or can be updated.

Totals

The Totals panel includes two subpanels:

- The Taxes subpanel grid summarizes tax information for the blanket order, including the level (header or line) to which the information applies. Click Details to view additional field-by-field information.
- The Summary subpanel summarizes key information about the blanket order, including the following values:
  - Discount %
  - Tax Date
  - Taxable Total
  - Lines Subtotal
  - Discount Amount
  - Total Tax

Blanket Order Line Details

Click Details at the top of the line grid to view and update all available fields in the selected blanket order line.

In Details mode, you can view the following panels for the selected line:

- Main
- Release Details
- Receiving
- Billing
- Charges
- Subcontract

- Accounting
- Notes

Order Line Details Buttons

New

Click to create a new blanket order line. The system assigns the next available line number.

Delete

Click to remove the current line from the order.

Actions

Available actions that apply to the current line include the following:

- Cancel Line
- Close Line

Note You can also apply the Close and Cancel actions to the entire order. Navigate to the top-level blanket orders view; the Actions menu changes to show order-level actions.

Not all actions are available at all times. For example, Cancel Line is not available when the current line has been released to a purchase order.

Save

Click to save changes made to the blanket order line details. Click the triangle in the Save button to display a drop-down menu. Select Save & Next to save and close the current line and to display the next line.

Close

Click to close the line and cancel any changes you made since the last save. The system prompts you to confirm.

Line Details Summary

The Line Details Summary panel displays the following read-only information:

Order

Displays the blanket order number, which defaults from the blanket order header.

Line

Displays the number of the selected blanket order line.

Supplier

Displays the supplier code, which defaults from the blanket order header.

Item

Displays the item ordered on the selected line.

Extended Net Price

Displays the calculated price of the selected line in the supplier's currency.

Main (Lines)

Line

Enter a unique identifier for each line of the blanket order. The line number is used to identify individual order lines.

Status

The system displays the blanket order line status:

- Open: The line is open and can be released to purchase order.
- Closed: The line has been fully released or manually closed.
- Cancelled: The line has been cancelled.

Site

This value defaults from the header, but you can change it for each line item.

Entity

This field is read-only and is automatically populated with the entity associated with the site.

Requisition

This field is enabled by default and you can select the requisition from the lookup browse or manually enter the requisition number.

Requisition Line

The system displays the line number associated with the selected requisition. You can edit the value.

Item

Enter a valid item code, specified in **Items**, to be purchased on this blanket order. For memo item purchases (ad hoc), enter a brief description of the item being purchased.

Supplier Items

Optionally, add a valid supplier item to the blanket order when the item is defined in **Supplier Items**.

When you enter a supplier item, the system defaults the Item field based on these conditions:

- The Item field is blank.

- The item is defined in **Supplier Items**.

When these conditions are met, the system defaults the Item field and adds the item to the blanket order.

Description

The item description defaults from **Items** when defined there; it can also be a brief description for an ad hoc item being purchased.

Qty Ordered

Enter the quantity of the item needed.

UM

The UM field is not labeled but displays next to the ordered quantity. You can modify it.

The UM defaulted for ad hoc items (with Receive Type set to Memo) is based on the Non-Stock UM setting specified in **Purchasing Control**.

Unit Price

Enter the price from the associated price list or discount table. The system uses this information to calculate the extended cost of the line item.

The system sets the default Unit Price for a line item by searching records in the following sequence:

1. Applicable price and discount tables defined in **Supplier Price Lists**, when referenced in the Price List and Discount Table options in the order header. Price and discount tables must be defined in the order currency.
2. The supplier quote price defined in **Supplier Items** if the quantity ordered satisfied a supplier quote quantity.
3. The GL material cost of the line item defined in **Items**.

When you modify the UM for the line, the system converts the line Unit Price according to the entered UM and UM conversion.

You cannot enter a negative Unit Price in the Order Lines grid and in the Lines Details form.

When negative values exist for an L-type price table (Amount Type is set to List Price) or a P-type discount table (Amount Type is set to Price) in **Supplier Price Lists**, the value does not default to Unit Price, even when a price table applies. In this case, the price defaults from **Supplier Items** or **Items**. When the L-type price list is set up with positive values but the Price Table List Price Minimum and Maximum both have negative values in the Supplier Price List Price, the system defaults the value to Unit Price when the price table applies.

Disc %

This value defaults from the header or based on the line unit price/ discount calculation logic, but you can change it for each line item.

Due Date

Optionally, enter a due date when items are due to be received at the specified site. When entered, the date is used by the Release to Purchase order action as a due date for the purchase order line.

When specified, the system uses the date in line unit price/discount % calculations when you select the Price by PO Line Due Date option in **Purchasing Control.**

Note When the date is blank, the system uses the entry date for unit price/discount calculations. QAD recommends that you review resulting calculations to ensure correct data is. The system stores the entry date in the field in that case.

Item Details (Lines)

Item Revision

Enter a code representing the revision level of the line item.

Item Revision Date

Enter the date on which the item revision becomes effective.

Location

The location associated with the item.

UM Conversion

The system calculates and displays a value in this field, based on the unit of measure (UM) specified for the line item.

- When the line-item UM is the same as the item master UM, a value of 1.0000 displays.
- When the line-item UM is not the item master UM, the system looks for a conversion factor in **UM Conversions** and displays it. If none is found, a warning displays and UM Conversion remains 1.0000. Adjust it manually.

Note UM Conversion is used in conjunction with the Stock UM Quantity field. Modifications here can impact the Stock UM Quantity values.

Stock UM Quantity

This read-only field displays the order quantity converted from the supplier's unit of measure to the unit of measure in which your company stocks this item.

When you create a new line or modify UM Conversion during line creation, the system determines the stock UM quantity based on the following:

Stock UM Quantity = Quantity Ordered x UM Conversion

When you modify Stock UM, the system prompts you to convert from stock units to purchase units. When you confirm, the system updates UM Conversion based on the factor defined in **UM Conversions**.

Commodity Code

The corporate commodity code associated with the item (Items).

Single Lot

Specify whether each receipt requires a unique lot number.

Inspection

Specify whether the item is subject to receiving inspection.

Supplier Item Details (Lines)

Manufacturer

A manufacturer displays here when the supplier item master includes a manufacturer.

Manufacturer Item

A manufacturer item displays here when the supplier item master includes the manufacturer's original item identifier.

Line Order Options (Lines)

Lines Export

This option determines whether an additional panel displays, where you can enter data required for Intrastat reporting. This panel displays as the subpanel to the Receiving panel.

Consignment

Select this option when most items on this order are received from the supplier as consigned inventory. This option has an effect only when you use the optional Supplier Consignment Inventory module. Otherwise, this option is for reference only.

Update Average/Last Cost

Indicate whether the purchase order (release from the blanket order) is to be reflected in the current cost of the item. The update sets the cost to the last cost (that is, this purchase) or to a weighted average cost,

depending on the setting in Inventory Accounting data in **Inventory Control**.

When you use **Costing** functions, and select average cost for GL, as well as current costs, the system updates both current and GL costs.

Taxable

Indicate whether items on the order are taxable. The taxable status defaults as follows:

- For items defined in **Items**, the Taxable option is active only when it is active in the blanket order header and the item record (**Items**).
- Taxable defaults from the same-named option in the blanket order header when the system cannot find items in **Items** (that is, they are ad hoc items).

Fixed Price

This field indicates whether item prices are fixed or can be updated when **Purchase Order Price Update** is run. Fixed Price defaults from the supplier record. The header value sets the default for each new line added to this order.

ERS Option

Enter the Evaluated Receipts Settlement (ERS) option. This defaults from the order header.

ERS Price List Option

Enter the value that indicates which date the ERS processor should use to determine effective price lists for this line. This value defaults from the order header.

Release Details (Lines)

Released Count

This read-only option displays the total count of the discrete POs released for this blanket order line.

Quantity to Release

Enter the quantity to release for this blanket order line. The quantity to release cannot exceed the quantity ordered.

Quantity Released

This read-only option displays the cumulative quantity released from all discrete POs for this blanket order line.

Receiving (Lines), Consignment

Maximum Aging Days

Enter the maximum number of days consigned inventory is allowed to reside at your facility.

PO Cost Point

Specify which purchase order cost you want the system to use to calculate the purchase price variance. This is the cost at which the usage is paid/invoiced.

- Usage: Use the purchase order cost at time of usage.
- Receipt: Use the purchase order cost at time of physical receipt.

Receiving (Lines), Intrastat

For information on the options that display in the Intrastat subpanel, see Intrastat in Orders (Lines).

Billing (Lines), Credit

Credit Terms Interest

Enter the credit terms interest percent for this order line. This field defaults from the blanket order header.

Billing (Lines), Tax Settings

Tax Class

Enter a tax class. Tax Class defaults from the:

- Tax Class value defined for items for blanket order lines related to **Items**.
- Same-named option in the blanket order header for blanket order lines related to items not defined in **Items** (ad hoc items).

Tax Environment

Enter the tax environment that applies to this order. The tax environment determines which tax types apply to orders.

When you enter a header site that is different from the line site, the system determines the line tax environment based on the ship-from tax zone for the supplier address and the ship-to tax zone for the line item site address. The system then uses the logic described for the Tax Environment option in the blanket order header when it cannot find tax zone or tax environment data. In this scenario, the system warns that a new site is specified, and prompts you to check the tax environment.

Tax Included

This option determines whether the system calculates tax and adds it to the net price or if it that assumes the tax amount is already included in the price.

- No: Tax is calculated and added to line-item prices.
- Yes: The prices include tax. During line-item entry, the system retrieves the item price, reverse-calculates the tax amount, and displays the item price, exclusive of tax. To view the tax amount,

select the Total > Taxes > Details option in the blanket order header.

The value of Tax Included defaults from the blanket order header.

Tax Usage

Enter the tax usage code that applies to this order line. Tax usage codes identify the normal use of this line item.

Tax usage codes, along with item tax class and tax date, determine which tax rates apply to the line item.

This option defaults from the blanket order header.

Tax Date

This is a read-only option that displays the date (from the blanket order header) used to determine which tax rates apply to this blanket order line. During blanket order entry, the default tax date is empty.

Charges (Lines), Project

Project

If applicable, this option displays the project, which defaults from the Charges subpanel in the order-level Billing panel.

Sales Job

If applicable, this option displays the job, which defaults from the Charges subpanel in the order-level Billing panel.

Subcontract (Lines)

In some manufacturing environments, specific operations or processes may be outsourced to a supplier or subcontractor.

Receive Type

Defaults from the Receive Type setting in the Accounting panel.

Production Order

The production order number associated with the subcontract line item.

ID

The unique production order lot ID associated with the subcontract line item.

Operation

The production order routing operation number associated with the subcontract line item.

Subcontract Type

Optionally, specify the subcontract type, which describes the type of operation performed by the subcontractor.

Note Subcontract types are defined in **Generalized Codes**.

Accounting (Lines)

Receive Type

Indicate how the item requested is received (against release purchase order). This option cannot be blank. Choose from:

- Inventory: Indicates that the item is an inventory item in **Items**. When Receipt Type is Inventory and you enter a blanket order line for an item defined in **Items**, the system defaults the Inventory Account from either **Inventory Accounts** or **Product Lines.**
- Memo: Indicates that the item will not be received into inventory and the cost of the item is charged directly to the Purchase Account specified. When Receipt Type is Memo and you enter a blanket order line for an item defined in **Items**, the system defaults the Purchase Account either from **Purchases Account** or **Product Lines**.
- Subcontract: Indicates that the item is for a subcontract operation. A work order number, ID, and operation are specified on the order and on the receipt. When Receive Type is Subcontract the Purchase Account defaults the Cost of Production account from either Work Orders (if found) or **Product Lines**.

The Receive Type is initialized as follows for the options:

- Inventory: When entering an item defined in **Items** with a blank for the Memo Order Type
- Memo: When entering an item defined in **Items** with a blank Memo Order Type or when entering an ad hoc item
- Subcontract: When entering subcontract details in the Subcontract panel

Inventory Account

Inventory Account is read-only and is defaulted by the system; for information on the defaulting logic, see Receive Type.

Purchasing Account

Purchasing Account is defaulted by the system; for information on the defaulting logic, see Receive Type. You can edit the value.

Notes (Lines)

Use the Notes panel to enter more information about the blanket order line. You can manually enter text for one or more notes in a grid, or you can click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on.

From the Details view, click Options to control which types of printed documents include notes text:

- Print on Purchase Order (set by default)

- Print on PO Receipt
- Print on Return to Supplier

Linking Requisitions and Requisition Lines to Blanket Orders

You can link the requisition and requisition lines to the blanket orders using the Requisition and Requisition Line fields. Click on the Requisition and the Requisition Line fields to select the requisition number from the Requisition lookup or manually enter the requisition number manually. Consider the following system validations when you enter the Requisitions manually:

- If an invalid requisition or requisition line is entered, the system displays an error message.
- If an unapproved requisition or requisition line is entered (requisition line approval status other than authorized), the system displays an error message.

  Note You can only link an authorized GRS requisition line (Requisition type is direct or indirect and EAM is disabled) to the blanket order line but not an indirect requisition line. The restriction for linking only the authorized GRS requisition line allows the system to keep a check on the out-of-tolerance validations by preventing the user from modifying the quantity and pricing information in authorized GRS requisitions.
- If the requisition or requisition line entered is canceled or closed, the system displays an error message.
- If the requisition or requisition line entered is canceled or closed, the system displays an error message.
- If the requisition line selected has a supplier defined and the supplier is different from the supplier defined in the blanket order, a flash warning message is displayed.
- If the site of the requisition line selected is different from the site defined in the blanket order line, then a flash warning message is displayed.
- If the requisition line selected already exists in another open blanket order, then the system displays an error message.

When you link the requisition or requisition lines to the blanket orders, the system defaults and validates the fields in the blanket orders.

The following fields are copied from the requisition lines to the blanket order lines:

- Site
- Item
- Item description
- Supplier Item

- Quantity Ordered: The open requisition quantity is considered (Quantity Requested - Quantity Ordered).
- Unit of Measure
- UM conversion
- Unit price: If the requisition and the blanket order are not in base currency, then the unit currency defaults to the following logic:

Blanket Order Currency	**Blanket Order Exchange Rate**	**Requisition Currency**	**Requisition Exchange Rate**	**Expected result**
Base	N/A	Base	N/A	No conversion - (same currency)
Non-base	Non-Base -> Base	Non-base	Non-Base - > Base	No conversion - (same currency)
Base	N/A	Non-base	Non-Base- > Base	Conversion - Exchange rate from the Requisition header is used to get the price in base currency
Non-base	Non-Base- > Base	Base	N/A	Conversion - Exchange rate from the Blanket Order header is used to get the price in non-base currency
Non-base A	Non-Base A - > Base	Non-base B	Non-Base B - > Base	Conversion: 1. Exchange rate from the Requisition header

Blanket Order Currency	Blanket Order Exchange Rate	Requisition Currency	Requisition Exchange Rate	Expected result
				is used to get the price in base currency. 2. Exchange rate from the Blanket Order header is used to convert the price from Base (p.1) to non-base A currency

- Discount %
- Item Revision or Item Revision Date
- Location
- Due date: Due date from requisition line. If the requisition line due date is blank, then the system copies the requisition line's needed date (if not blank), otherwise the present date is displayed.
- Receive type/ Account / Sub-account / Cost center / Project: Copied from accounting information to Purchase Account only when the Receive type of the Requisition line is Memo or Subcontract. If the receive type of requisition is inventory, then the inventory account is displayed in the accounting panel for the requisition line selected.
- Subcontract information
- Single Lot
- Requested By
- Consignment checkbox value

  Note The Consignment checkbox is available at requisition line level and it is read-only. The remaining related information (such as

Maximum Aging Days, PO Cost Point) is defaulted based on the Supplier & Item Consignment settings available in the system.

- Quantity to Release defaults to 0
- Tax information, Intrastat, Commodity codes, Supplier item information are defaulted to the blanket order line.

You cannot change the quantity and status of the requisition and requisition lines if it is linked to a blanket order or an order line. Requisition and requisition line notes are copied to blanket order and blanket order lines, you can update, modify or delete if required.

You cannot modify or update the blanket order line linked to a requisition, but you can close, cancel, and delete it if there are no releases created against it.

Blanket Order Types

You can create two types of blanket orders: recurring and irregular.

Create Recurring Blanket Orders

Use recurring blanket orders to automate the process of releasing POs for items delivered in the same quantities on a regular basis. When deliveries take place on a regular cycle, such as weekly or monthly, specifying a Release Cycle lets you release POs on a regular basis for that cycle. Release cycle code values are set up in **Generalized Codes**.

Follow these steps to create a recurring blanket order:

1. In **Blanket Orders**, select New.
2. For a delivery on a regular basis, enter or select a Release Cycle by using the drop-down menu to select a code in the Blanket Order Details subpanel of the Main panel.

   Choose the frequency with which purchase orders are released from a blanket order. Choose from monthly, weekly, or daily.
3. In the Blanket Order Details subpanel, specify the total amount in the Expiration Amount.

   This can be the total contract amount.
4. Select Release and Recurring in the Release Details panel.
5. Create each line item by manually entering data.
6. Complete all other mandatory and needed options and fields for the order; see Blanket Orders on page 4649 for more information.
7. Select Save.
8. From the **Blanket Orders** view, select the Release to Purchase Order on page 4680 action.
9. Run the action for the blanket order that you created.

For blanket orders set up with a Release Cycle code, run the Release to Purchase Order action for that release cycle code. A report is produced of the orders successfully released to POs.

After the PO is created, the Release Count field in the Release Details panel of Blanket Orders on page 4649 is reset to the new count.

Create Irregular Blanket Orders

Use irregular blanket orders when delivery dates or item quantities vary with each PO. You must specify the delivery due date and order quantity for line items before releasing the order to a PO.

Follow these steps to create an irregular blanket order:

1. In **Blanket Orders**, select New.
2. In the Blanket Order Details subpanel of the Main panel, select Release but keep Recurring as not selected.
3. In the Blanket Order Details subpanel, specify the Start Date and Expiration Date.
4. In the Pricing panels, specify the Due Date or leave it blank and select it when you run the Release to Purchase Order on page 4680 action.
5. Create each line item by manually entering data.
6. Complete all other mandatory and needed options and fields; see Blanket Orders on page 4649 for more information.
7. Select Save.
8. From the Blanket Orders view, select the Release to Purchase Order on page 4680 action.
9. When Release to Purchase Order opens, optionally adjust the values for fields in the Options panel; then, submit the selected records to generate a discrete purchase order. You can see the order in the **Blanket Order** lines grid.

After the PO is created, the Quantity to Release option in **Blanket Orders** is reset to 0 (zero) and Release is reset to unselected when Reset Release for Non-Reccurring Orders is selected.

Blanket Order Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Note Close, Cancel, and Reopen actions are available for individual lines. Select a line from the Order Lines grid and click Details; the Actions menu changes to show those actions.

Not all actions are always available. For example, Reopen Order displays in gray text if the current order is still open.

Release to Purchase Order Action

Buyers can use the **Blanket Orders** browse to release blanket orders to purchase orders in a bulk process that creates multiple purchase orders.

Selecting Orders from Blanket Orders

The **Blanket Orders** hybrid view shows blanket orders with all statuses as well as whether Release is set to Yes or No for the order, the release cycle, whether recurring is set to Yes or No, and other data. Use the search criteria panel to filter the list to a workable set of order lines.

Note A Blanket Order browse is also available; however, the browse consists of legacy data for blanket orders and you cannot select the action to put orders on a purchase order from the browse.

When you have filtered the orders to a workable number, choose Actions > Release to Purchase Order.

Note This action does not directly release blanket orders to a PO. A subsequent screen lets you fine-tune your selection.

Summary

The Summary panel includes the following data:

- Lines Selected: The number of selected blanket order lines
- Documents Created: The total number of POs the system creates when you select Submit for this action

Options

This screen displays the following build options.

Reset Release For Non-Recurring Orders

Select this option to reset the Release option in **Blanket Orders**. The default is cleared. The Release option determines whether this action considers a blanket order.

When not selected, the Release option in **Blanket Orders** remains selected after successfully processing non-recurring blanket order lines; otherwise, Release is not selected.

When selected in **Blanket Orders**, a purchase order is released with all the blanket order information the next time you run the action. When not selected, this blanket order is not considered the next time you run the action.

Copy Edited Tax From Blanket Order

Select this option to copy edited tax details from the blanket order to the purchase order. The default is cleared.

When selected, and edited tax records exist in the blanket orders, the system copies the records to the purchase order, overwriting current tax data with manually edited tax details during purchase order creation.

Note The Tax Detail screen always lets you review how the system calculates taxes. When the system lets you modify (Update Tax Allowed is selected on the Tax Rate level), you can also change the taxable base, tax, and recoverable tax amounts. Those tax records are then marked as edited tax records.

Important The system copies the edited tax record as is, without recalculations for the released quantity. To obtain proper tax amounts for the released quantity, you should recalculate the tax in the released purchase order.

Due Date

Optionally, enter a due date. When you do, the date is reflected in the order lines grid.

If left blank, the system calculates Due Date as *Today Date* + *Supplier Lead Time* (from **Supplier Items**) for any selected blanket order line with a supplier item when you click the Search button in the Criteria panel.

Criteria

This panel lets you set/reset Search Criteria and displays Required Criteria for this action.

When you are finished setting criteria, select Search.

Search Criteria

Displays the search criteria that you specified in the advanced search before you selected the Release to Purchase Order action.

Required Criteria

Displays the additional required criteria that are applied to every session of Release to Purchase Order.

- Release must be Yes
- Line status must be open.
- The item must not be blocked from being on a PO, based on Enterprise Edition restricted transactions functionality.
- Access to the site must be permitted.

Blanket Order Lines

When the Release to Purchase Order screen opens, the blanket order lines that meet the search criteria are loaded into the Blanket Order Lines panel grid.

For the lines selected, Quantity To Release and Due Date can be modified and validated when you update the fields, then click Submit.

At completion of the release to PO process, a confirmation message indicates the outcome of the process.

Grid Fields

Most of the fields in the grid are display only and default from blanket order data. You can update the following fields:

Selection Checkbox

Use the checkboxes to select lines that will be processed when you click Submit.

Use the box in the heading row to select or deselect all lines.

Results

This field displays lines that pass or fail validation. Failed lines are indicated by an X and passed lines are indicated by a green checkmark.

Qty to Release

This field is editable and defaults from the blanket order line.

Due Date

This field is editable and defaults from the same-named field. The system uses the specified date as the PO due date.

Purchase Order

This field is display only and shows the discrete purchase order number when lines are submitted successfully.

Requisition

Displays the requisition if the BO is based on a requisition.

Requisition Line

Displays the requisition line data.

Buttons

Submit

When you click the Submit button, the selected lines in the main grid are validated. If the lines pass validation, the lines are placed into PO groups and the purchase order is created.

The purchase order is only created if there are no errors with any of the selected lines. At completion of the release to PO process, a confirmation message displays the outcome of the process.

Note The Submit button is enabled only when lines are selected in the main grid. When some of the selected lines fail, then lines without errors are submitted successfully; lines with errors are not submitted so that the system only rolls back failed lines. Once processed, click the Search button in the Criteria panel to select the blanket order lines that processed successfully as open quantities may still exist.

Cancel

Any changes that you have made during the current Release to Purchase Order session are canceled.

Purchase Order Numbering Logic

The system-generated purchase order number uses the following logic:

1. Use the Release Order Sequence value specified in the Release Details Panel in **Blanket Orders**.
2. Use system logic to append sequential digits to the blanket order number to make the number length be eight digits; for example, the first purchase order for blanket order BL1012 is BL101201, the second is BL101202, and so on.
3. If Release Order Sequence is blank and the blanket order number has an 8-digit length, then use settings from **Purchasing Control** to assign the next available number.

BO Line Receive Type and Released PO Line Accounting Data

The system copies accounting data from the blanket order line to the released purchase order line, depending on the value of the blanket order line Receive Type option.

BO Receive Type	Receive Type of PO Line Created	Accounting Data Copied
Inventory	Inventory	No accounting information is copied from the blanket order line.
Memo	Memo	Purchasing accounts from the blanket order

BO Receive Type	Receive Type of PO Line Created	Accounting Data Copied
		line are copied to the corresponding purchasing account fields in the purchase order line. The Expense Site of the Indirect Blanket PO will be retrieved and disabled in the Purchase Order after the associated Blanket PO is released.
Subcontract	Subcontract	Purchasing accounts from the blanket order line are copied to the corresponding purchasing accounts fields in the purchase order line. **Important!** The remaining subcontract-specific information, such as the production order/ID, operation, and subcontract type, are not copied to the released purchase order line; you should maintain this data manually to link to the actual, most recent production data available in the system. The Expense Site of the Indirect Blanket PO will be retrieved and disabled in the Purchase Order after the associated Blanket PO is released.

Completing the Purchase Order

After adding blanket order lines to purchase orders, you can use the **PO & Req Cross Reference** browse to determine the associated PO for each line. You can also use filtering to limit the orders shown to those created on the current date.

Use **Purchase Orders** to make necessary adjustments to the POs before sending them to the suppliers.

Cancel Line Action

When you select Cancel Line, the system sets the status of the current line to Canceled. The line grid view displays a red cross symbol (X) in the Status column.

Note the following:

- You can only cancel a blanket order line if the order has no releases to a purchase order.
- To cancel all lines at the same time, navigate to the top level of the blanket order and select Action | Cancel Order. You can only cancel a blanket order if the order has no releases to a purchase order.
- When you select Cancel Line and the line is the only line in the blanket order or the only line with an open status, the system sets the status of the line to Cancel and sets the status of the entire blanket order as follows:
    - Cancel - if there are no lines with a Closed status.
    - Closed - if at least one blanket order line has a Closed status.
- You cannot make changes to a canceled blanket order line.

Cancel Order Action

When you select Cancel Order, the system sets the status of all open lines to Canceled. The line grid view displays an X symbol in the Status column for each canceled line.

Note You can only cancel a blanket order if the order has no releases to a purchase order. Also, if at least one blanket order line has a Closed status, you cannot cancel a blanket order.

When you select Cancel Order, the system sets the status of all open lines to Canceled and changes the status of the entire order to Closed instead.

Note To cancel only an individual line, select Action | Cancel Line from the Line Detail view.

You cannot change a canceled blanket order or order line.

Close Line Action

When you select Cancel Order, the system sets the status of all open lines to Canceled. The line grid view displays an X symbol in the Status column for each canceled line.

Note the following:

- You can close a blanket order line at every stage of the blanket order life cycle; for example, you can close a line in a blanket order that has no releases to a purchase order, has some releases to purchase orders, or has some released purchase orders that have receipts or returns.
- When you select Close Line and the line is the only one available in the blanket order or only one in open status, then the system sets the status of the line to Closed and also sets the status of the entire blanket order to Closed.
- To close the entire blanket order, select Action | Close Order from the top-level view.
- You cannot make any changes to a closed blanket order or order line.

Close Order Action

When you select Close Order, the system sets the status of all open lines to Closed. The line grid view displays a checkmark symbol in the Status column for each line.

Note You can close a blanket order at every stage of the blanket order life cycle; for example, when the blanket order has no release to a purchase order, has some releases to purchase orders, or has some released purchase orders that have receipts or returns.

Note To close only an individual line, select Action | Close Line from the Line Detail view.

You cannot change a closed blanket order or order line.

Reopen Blanket Order

Select this action from **Blanket Orders** > Actions. Occasionally, blanket orders may have been closed accidentally or require reopening for other reasons. To reopen a blanket order, you must select an order from the **Blanket Orders** browse that has a Cancel or Closed status. When you attempt to use the Reopen action on a open blanket order, the Reopen action is disabled.

When you select the Reopen action, the system prompts you to reopen all lines. Choose from the following answers, then select Confirm:

- Yes: The system changes the status to open and reopens all lines.
- No: The system changes the status to open,and opens the blanket order so that you can select the lines to reopen.

You can also select the Reopen Line action from the **Blanket Order Lines** hybrid browse, which functions similar to the **Blanket Orders** Reopen action.

Blanket Order Reports

Blanket Order Print

Use **Blanket Order Print** to print single or multiple blanket orders.

Since a purchase order or blanket order is a legal document, it usually should be printed only once.

To make sure of this, once an order has been printed, the system updates the Print PO field in **Purchase Orders**.

The order document is printed with the message *** DUPLICATE ***.

If you need to reprint an exact copy of an order without the *** DUPLICATE *** message, you must use **Blanket Orders** and clear the Print BO field in the Order Options subpanel of the Main panel.

When an existing PO is changed, its revision number is updated and the PO can be reprinted. .

Settings

For more information about running reports, see: Reports on page 296.

Filter

Select a range or a unique blanket order, supplier, buyer, or site. Additional filters are described as follows:

Blanket Start

Enter a range or a unique date for the start of the blanket orders to print.

Entered By

Specify the user who entered the blanket order information.

Requested By

Specify the user who requested the printed blanket order information.

To Be Released Only

Specify whether the system filters orders to print based on whether the order is to be released. Blanket orders are released when the Release option is selected in the Blanket Order Details panel of **Blanket Orders**.

Unprinted PO Only

If Unprinted PO Only is set to Yes, only orders that have not yet been printed are printed. When you need to reprint an order, set Unprinted PO Only to No.

Print Bill-To Address

Indicate whether the order prints with the Bill-To address.

Language ID/Print in Selected Language

Use the drop-down menu to select an ID for the language, then indicate Yes or No to have the order printed in the selected language.

Sort by Site

Indicate whether the order is printed and sorted by site, when a range of sites was selected.

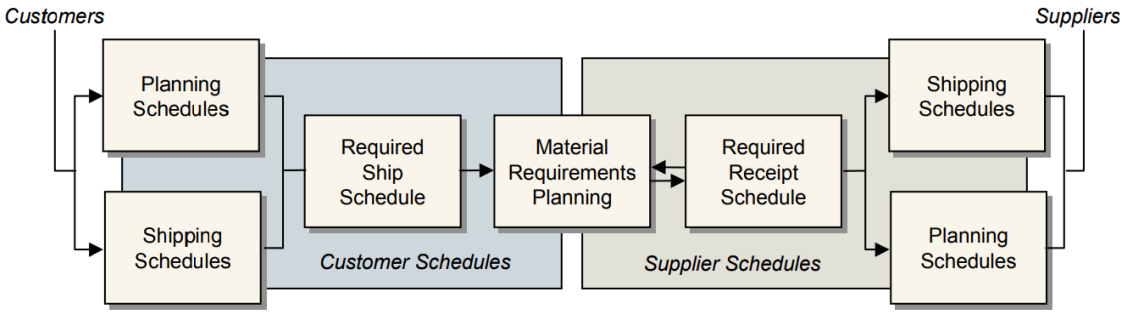
Update

Select Yes to run this program in update mode and change records in the database. Select No to run this report in report-only mode without updating the database. A report prints for review with SIMULATION displayed at the top of each page. The default is No.

Scheduled Purchasing

Scheduled Order Management is a combination of processes for managing the regular exchange of information among customers and suppliers. This information is used to coordinate a customer's manufacturing activities and demand for material with a supplier's manufacturing activities and shipments of material.

The figure below depicts the schduled order management flow:



Customers send information about the items they need and when they need them as planning or shipping schedules. Based on this information, a required ship schedule is created. When material requirements planning (MRP) is run, planned work orders and purchase orders are created to fulfill the required ship schedule. The planned purchase orders can be used to create a schedule for your suppliers, communicating your requirements to them.

A scheduled order is a type of purchase order. Its header and trailer resemble those of a normal purchase order for a single line item. However, supplier scheduled orders are cumulative, schedule-driven purchase orders with multiple line items from which releases of requirements and due dates are issued. They are typically used by companies with long-term supplier contracts that require regular weekly or daily deliveries. The scheduled orders specify, for the near term, dates and even hours of deliveries. But they also inform MRP and the supplier about long-term plans.

Use **Supplier Scheduled Orders** to create and modify the contract of supplier schedules. You cannot edit a scheduled order in **Purchase Orders**; if you try, the system displays an error message.

As with a regular purchase order, the items listed in a supplier schedule are seen by the system as supply unless they are expensed memo type items; these have no effect on inventory or MRP when they are placed on an order. You can also receive items against a supplier schedule.

Supplier Scheduled Orders

Main Panel (Header)

Supplier

Enter the address code of the supplier providing the items on this order. The address code identifies a specific supplier and related data such as credit information.

You cannot modify the supplier address once items have been received on the order. If you modify the supplier before receiving items, the supplier currency must match the order currency.

Note For information on editing a supplier scheduled order for the trade sales process, refer to section in this help on Trade Sales.

Ship-To

Enter the company address code identifying where the items on the order should be delivered.

When you create a new supplier scheduled order and have not entered data, this field defaults from the Ship-To in the Main panel of **Purchasing Control**. Once you enter or edit the Supplier or Site, the Ship-To defaults from the same-named field in the Site Exceptions panel of **Purchasing Control**. The system prompts you to confirm the update of the Ship-To value from the Site Exceptions panel.

When a site is not specified on the order header, the tax zones for the ship-to address and the supplier address, along with the supplier tax class, determine the default tax environment for the order lines.

Number Format

Enter a valid NRM sequence ID defined in **Number Ranges**. The data you enter here impacts the Order option. When you enter a valid number format and Order is blank, the system populates Order automatically with the next Sequence ID number. When you previously entered an Order manually, the system does not update the Order number.

When you do not enter a Number Format value, and Order is blank, the system populates the Order number with the next purchase order number and PO prefix defined in **Purchasing Control.**

Order

Enter a number identifying an order or leave blank for a system-generated number. The Order number is impacted by your selection in the Number Format option. Refer to the Number Format description.

Buyer

Enter the buyer responsible for this order. The default is the buyer associated with the supplier record.

The field is validated against codes set up in **Generalized Codes** for field po_buyer.

Start Effective

Specify a start date for this scheduled order. For new orders, the default is today's date. However, you cannot leave this field blank; otherwise, an error is displayed. Enter any date that is before or after the system date and earlier than or the same as the header end date.

The start date defaults to the line Start Effective field if it is after the system date. If it is earlier than or on the system date, the system date defaults to the Line Start Effective field.

If you change the header start date and line items already exist on the scheduled order, you must specify a start date that is earlier than the line start dates.

End Effective

Specify an end date for this scheduled order or leave blank. If you specify a date, the date must be later than or the same as the header start effective date. The date you enter here defaults to the line End Effective field.

You can close a scheduled order by assigning a date that is earlier than the system date. When you do:

- You cannot add new lines to the order.
- The system automatically closes lines with an end date earlier than the date that you specify.
- The system makes all lines with an end date later than the date that you specify inactive.

Currency

Enter the currency code for this scheduled order.

Revision

Enter a value identifying the revision level of this order. Use revision numbers to identify the most current copy of a document. When an order is initially created, the revision defaults to zero.

Each time the order changes, you can manually increase the revision number by 1; however, there are no restrictions on incrementing numbers. A new copy of the document can be printed, listing the current information, along with the revision number.

The system automatically selects the Print PO field when you modify the revision level.

Note When you save updates to existing order data or a new order, the system can display a warning when the order already exists with the same supplier, ship-to site, and item.

Supplier Contact Info Subpanel (Header)

Contact/E-mail/Phone

Your company's main contact at the supplier organization, and that person's e-mail address and phone number, if recorded. When you have multiple contacts for the supplier defined in Business Relation Contact information in **Suppliers**, the system defaults the Primary contact information; when a Primary is not indicated and multiple contacts exist, it defaults the first contact.

If necessary, contact information can be edited or created on the fly in **Contacts**. When you update/create in **Contacts**, the information is reflected here.

Order Options Subpanel (Header)

Import/Export

This field determines whether an additional frame displays where you can enter data required for Intrastat reporting. This frame displays at the end of order processing. The value defaults to selected when Imp/Exp Default is selected in**Logistics Control** > Intrastat panel and the ship-from and ship-to site addresses are both EC countries.

Intrastat refers to a system used by regulatory officials of the European Union to monitor trade between member countries. Intrastat header data defaults to each line. You can add Intrastat data to an existing order. In this case, the system copies the header data to all order lines without Intrastat information as well as any new lines you enter.

Taxable

Select this check box if the items on this order are subject to tax; otherwise, leave it cleared. The tax status defaults from the supplier address.

For the line-item tax status to default to selected for an inventory item:

- The order header tax status must be selected.
- The item tax status must be selected in Items.

Under Global Tax Management, taxes are based on the transaction tax environment, tax usage, and tax class. The tax environment represents the set of tax types that applies to the ship-from and ship-to sites/addresses and the supplier tax class.

A tax status of selected does not necessarily mean a tax amount is calculated. You can use tax types and zero-percent tax rates to report tax exemptions.

Consignment

Select this option if most items on this order are received from the supplier as consigned inventory. This option has an effect only if you are using Supplier Consignment Inventory. Otherwise, it is for reference only.

Consignment, Maximum Aging Days, and PO Cost Point default from **Supplier & Item Consignment Settings** if a record exists for the order supplier; otherwise, the values default from the Enable Consignment checkbox in **Inventory Controls**. When selected, it sets the default for the same-named field associated with each line item on the order.

When you save the PO header with Consignment selected, the system defaults the PO Cost Point from the **Inventory Controls.**

ERS Option

Specify the default value for the ERS Option field that displays on scheduled order lines.

Valid values for the header ERS Option are:

- 1 – ERS Processing Disallowed: **ERS Processor** skips purchasing transaction lines with this setting and does not generate invoices for them.
- 2 – Create an initial invoice and receiver matching: **ERS Processor** generates unconfirmed invoices for transaction lines with this setting.
- 3 – Create a confirmed invoice and receiver matching: **ERS Processor** generates confirmed invoices for transaction lines with this setting.

For more information on ERS setup and processing, see ERS Configuration on page 6248.

ERS Price List Option

Select the default line value indicating which date **ERS Processor** should use to determine effective price lists for the order line.

1 – Use Receipt Date

2 – Use Ship Date

3 – Use Order Date

For more information on ERS setup and processing, see ERS Configuration on page 6248.

Print PO

Specify whether a purchase order is selected for printing using **Purchase Order Print** or **Blanket Order Print** or whether a scheduled order is selected for print using **Purchase Order Print**. For new orders,

if the order supplier is an EDI trading partner, the default is cleared; otherwise, the default is selected.

Typically, a formal document is printed once. After you print an order with **Purchase Order Print** or **Blanket Order Print**, the system automatically clears this field so that you cannot reprint an order by mistake. To reprint an order, select this field; then run the appropriate print program.

The system automatically reselects this field when you modify the Order Revision field on existing orders, even when the supplier is an EDI trading partner.

Scheduling Panel (Header)

Print Schedules

Select this field if supplier schedules created from this order can be printed by **Schedule Print**; otherwise, clear the field.

The default is selected.

The **Schedule Print** function prints schedules only when this field is selected. For example, if you export supplier schedules using EDI eCommerce, you may not want to print copies of the schedules as well. In that case, select EDI Schedules and clear Print Schedules.

EDI Schedules

Select this field to allow this scheduled order to be selected for transmission to your supplier in electronic data interchange (EDI) format using Supplier Shipping Schedule (QAD .NET UI) on the Document Export menu. If you do not export schedules using EDI eCommerce, clear this field.

If the order supplier is defined in Trading Partner Parameter Maintenance (QAD .NET UI), this field defaults from the corresponding Send Plan Schedules or Send Ship Schedules field. Otherwise, it defaults to cleared.

Note

You cannot select this as the supplier communication method if Web Portal is selected.

Web Portal

Select this field to make this scheduled order available to your supplier in the web portal. If you do not use a web portal with the specified supplier, clear this field.

Note You cannot select this as the supplier communication method if EDI Schedules is selected.

Zero Schedules

Enter the number of zero schedules that the system generates for a supplier when an order is active but no demand exists. Zero schedules

have a single-line order with a quantity of zero to indicate that the item is no longer required from the supplier. You can enter a zero so that the system never creates a zero schedule. This field defaults from the same-named field in **Purchasing Control**.

The system creates zero schedules for supplier shipping schedules, planning schedules, and shipping schedules when you run **Schedule Update from MRP** when:

- The prior schedule has zero net requirements.
- An MRP percentage record exists in **Supplier Scheduled Orders**.
- The number of zero schedules sent by the system does not equal the number specified here.

Note The system count of zero schedules does not include zero schedules that you manually create in schedule maintenance programs.

Default Release Status

Specify the initial status assigned to releases of this schedule when you run **Schedule Update from MRP** either in the Web UI or .NET UI. Valid values are Draft, Active, or blank.

When you choose Draft, MRP creates supplier scheduled order releases with a Draft status. The Draft status for a supplier scheduled release lets the planner review and modify scheduled order release data. When the release has a Draft status, there is no impact in MRP; therefore, the system does not create a schedule receipt record.

When you choose Active, the system creates a release for the order and sets the previous active release to historical. Use **Supplier Scheduled Releases Historical** or **Supplier Scheduled Releases Detail Historical** to view historical releases.

When you leave this option blank, the system generates a release with an Active status, and the supplier scheduled order release status is set to Active.

The value of this option defaults from the Domain Settings panel in **Suppliers**; otherwise, it defaults from the Supplier Schedule panel in **Purchasing Control**. The value you set here defaults to the supplier scheduled order; you can change it in the Order Lines Panel.

Order Lines Panel

In this panel, you can select the following options:

- New: Select New to create new lines.
- Edit: Select an existing row and select Edit to update the line. This mode lets you enter or modify a limited number of values.
- Delete: Select lines, then select this option to delete them.

- Details: Select Details to enter detail mode. The system displays a list of existing lines. To update a line, select it from the browse.

You can determine when contract lines have expired in the **Supplier Scheduled Order Lines** hybrid browse and at the Lines grid and Line Details by viewing the End Effective column; when the column highlights red, lines have expired.

Receiving Panel (Header)

Ship-To

Enter the company address code identifying where the items on the order should be delivered. This field defaults from the ship-to address specified in **Purchasing Control**.

If a site is not specified on the order header, the tax zones for the ship-to address and the supplier address, along with the supplier tax class, determine the default tax environment for the order lines.

Ship Via

Enter a code identifying the carrier for supplier shipments. This field defaults from the supplier record.

Ship Via is validated against predefined values entered in Generalized Codes for field po_shipvia, if any. It prints on formal documents such as purchase orders, blanket orders, receivers, and return documents.

Terms of Trade Point

Enter the terms of trade point for shipments resulting from this scheduled order. This point identifies when the title transfers from the seller to the buyer. It is sometimes referred to as the free-on-board (FOB) point.

Logistics Charges Details

The Logistics Charges Details sub-panel is displayed when Logistics Accounting is enabled in Logistics Control on page 5069 and Terms of Trade is defined for the supplier in Supplier Domain Settings on page 891 (Supplier Domain Settings → Terms → Terms of Trade).

Terms of Trade

This field is read-only and value is populated from the Receiving panel (Purchase Order header). This field displays the Terms of Trade that determine the applicable logistics charges and transportation responsibility.

Transportation Responsibility

This field is read-only and defaulted from the Terms of Trade. It identifies whether the Customer or the Supplier is responsible for transportation.

Transportation Days

This field can be edited and enabled only if Transportation Responsibility is Customer's. Otherwise, it is disabled and defaults to zero. When enabled, the field is initialized with the value defined in Delivery Transit Times and is stored in the purchase order header. This value also defaults to all purchase order lines for use in logistics charge calculations.

Ship Delivery Data Subpanel (Header)

Ship Delivery Pattern

Enter a code for the routine ship or delivery pattern, the days of the week or month when deliveries are required.

Schedule Update from MRP uses ship/delivery patterns to calculate actual supplier schedule required dates. MRP generates quantities, but the quantities are not divided into buckets as they are in customer schedules. MRP may shift quantities to earlier dates, if necessary, as defined by the ship/delivery pattern code.

For example, the pattern specified is 1/3 Monday, Wednesday, Friday (code 26). Supplier Schedule Update from MRP receives a quantity for Thursday. The entire MRP-generated quantity shifts to Wednesday, since Wednesday is the closest date prior to Thursday for this ship/delivery pattern.

You can use ship/delivery pattern codes for both planning and shipping schedules. You would ordinarily use pattern codes only for planning schedules that use bucketed quantities frequently.

SDP codes support both the Organization for Data Exchange by Teletransmission in Europe (ODETTE) and the Automotive Industry Action Group (AIAG) ship/delivery patterns. They are translated to the appropriate industry-standard codes during EDI conversion and transmission.

Ship Delivery Time

Enter a valid SDT code specified in **Ship Delivery Time**. Each code consists of specified delivery time windows for supplier scheduled orders and percentages of purchased-material supply to deliver in the time window.

You can enter the SDT code at the header level to apply to all scheduled orders for the supplier, or you can change the code at the line level.

Consignment Subpanel (Header)

Note The Consignment subpanel is available only when Consignment is selected in the Order Options subpanel of the header Main panel.

Maximum Aging Days

Optionally, enter the maximum number of days consigned inventory on this order is allowed to reside at your facility. Enter 0 (zero) to indicate that no scheduled aging deadline exists.

The system automatically adds the number of days entered here to the receipt date to determine the maximum aging date. The calculated date is used by reports to determine how long inventory has been at your facility.

You can extend the maximum aging date as many times as required using Aging Inventory Update or Aging Inventory Batch Update. An extension automatically updates each receipt independently.

At the order header and order line, the value defaults from Supplier/Item Controls Maintenance (QAD .NET UI), if used. If control records are not defined: the order header defaults from Supplier Consignment Control (QAD .NET UI); the order line defaults from the order header.

PO Cost Point

Specify which purchase order cost that you want the system to use to calculate the purchase price variance.

Usage: Use purchase order cost at time of usage.

Receipt: Use purchase order cost at time of physical receipt.

The value defaults from Supplier/Item Controls Maintenance (QAD .NET UI) or Supplier Consignment Accounting Control (QAD .NET UI). Once a consigned receipt is processed, this field cannot be updated.

When Usage is specified on scheduled purchase orders, the system looks for the current price by checking the price list specified on the scheduled order. If a price list is not specified, or if a price list is not available, or if a zero price is returned, the system tries to find a supplier item price. If a supplier item price is not found, the cost on the purchase order is used.

When Usage is specified on discrete purchase orders, the system always uses the cost on the purchase order.

Intrastat

For information on the options that display in the Intrastat subpanels, Intrastat correction information, and country-specific Intrastat subpanels, see .

Billing Panel (Header)

Bill-To

Enter the address code where the supplier should send the bill for these purchased items.

When you create a new supplier scheduled order and have not entered data, this field defaults from the Bill-To in **Purchasing Control**. Once you enter or edit the Supplier or Site, the Bill-To defaults from the same-named field in the Site Exceptions panel of **Purchasing Control**. The system prompts you to confirm the update of the Bill-To from the Site Exceptions panel.

Daybook Set

Specify the daybook set that is used to number supplier invoices that originate from this order. The default daybook set is copied from the supplier record, but you can overwrite it with a new value.

Credit Terms

Enter the credit terms code that applies to this order. Credit terms default from the supplier record.

Credit terms codes identify specific types of payment terms. They print on formal documents and determine the payment due date and any discount for early payment.

Contract

Enter an optional purchase contract associated with this order.

This field is for reference only and appears on various reports and inquiries.

A/P Site

Optionally, enter the site originating this order. If you enter a value, it must be defined in **Sites**. The header value defaults to each new line item.

Note Changing the header site affects the line-item site only for new lines added to the order. Line-item sites entered previously are not changed, although a change to the header site may have an effect on GL transactions.

Fixed Price

Indicate whether a price lookup should occur at scheduled order receipt or if you use Evaluated Receipts Settlement (ERS), whether **ERS Processor** determines a new invoice cost for the line item when creating a supplier invoice. The difference between the extended cost entered on the PO and the extended cost determined by the

ERS Processor for the supplier invoice is posted to the AP Variance account. This field sets the default for the line items.

Cleared: The system looks up prices during scheduled order receipt. At the time of scheduled order receipt, the value of this field is copied to the receiver. If you use ERS, **ERS Processor** determines a new invoice cost for the line item when creating a supplier invoice.

Selected: The system does not look up prices during scheduled order receipt and **ERS Processor** does not determine a new invoice cost for the line item when creating a supplier invoice.

The quantity for scheduled order lines typically comes from planning, shipping, or required schedules. For this reason, scheduled order lines typically have a 0 (zero) quantity. Since scheduled orders typically do not have an order quantity to determine a price, PO costs on scheduled orders are not affected; therefore, this field has no effect for scheduled orders when you run Purchase Order Cost Update (QAD .NET UI). During receipt, the system does, however, look up new prices for scheduled order lines with a discount table and updates the PO cost, based on the quantity that you receive.

Tax Settings Subpanel (Header)

Tax Class

Enter a tax class previously defined in Tax Class Maintenance (QAD .NET UI). Tax classes group customers taxed at specific rates or that are tax exempt. Under Global Tax Management, tax classes help determine the default tax environment (set of tax types) for the transaction. The header tax class is used as the default for memo items on the order. The tax class for inventory items defaults from Items.

Tax Environment

Enter the tax environment that applies to this order. The system determines a default environment based on:

- The To tax zone, determined by the address associated with the header Site field. If a tax zone for the To site is not found, the system searches for the zone associated with an environment set up for a blank To tax zone and then for the tax environment in **Taxation Control**.
- The From tax zone, determined by the supplier address. If a tax zone for the supplier is not found, the system uses the one specified in **Taxation Control**.

- The supplier tax class, if any. If the supplier does not have a tax class, the environment is based on tax zones only.

The tax environment determines which tax types apply to orders. The header environment is only a default since the To tax zone can change, depending on the site associated with each order line.

Transactions are subject to the tax laws that govern both your company and the supplier. Before the system calculates taxes, it determines which taxes (such as state sales tax, local tax, or value-added tax) apply to the addresses that ship and receive the goods.

To calculate taxes, a corresponding address code must exist for the site in **Company Address Maintenance**. On taxable transactions, the system uses the site address to select the correct line-item tax environment.

Tax Usage

Enter the tax usage code that applies to this order. This field defaults from the address associated with the header Site field. If Site is blank, tax usage defaults from the ship-to address. Tax usage codes identify the normal use of line items.

Tax usage codes, along with item tax class and tax date, determine which tax rates apply to the order. Tax rates may vary, depending on the nature of operation of the buyer or seller, or on the intended usage of the item. Common tax usages are retail and manufacturing.

The tax usage code specified on the header defaults to each order line.

Tax Included

This field determines whether the system calculates tax and adds it to the net price or assumes that the tax amount is already included in the price.

Cleared: Tax is calculated and added to line-item prices.

Selected: The prices include tax. During line-item entry, the system retrieves the item price, reverse-calculates the tax amount, and displays the item price exclusive of tax. To view calculated tax amounts, choose Totals > Taxes.

The value of Tax Included defaults from the supplier address. The value on the order header defaults to each line item.

Note The tax rate that applies to the item must have Allow Tax Included selected in Tax Rate Maintenance (QAD .NET UI) for the system to reverse-calculate tax amounts.

Exchange Rate Subpanel (Header)

The Exchange Rate subpanel displays exchange rate between the domain currency and the order currency, as defined in the Exchange Rate table for the effective date.

Important The Exchange Rate panel is only displayed if the order currency is not the same as the domain currency.

Exchange Rate From

The domain currency.

Exchange Rate To

The supplier’s currency.

Fixed Rate

Select this option to indicate that the exchange rate relationship is fixed on this transaction.

Selected: The system does not look for a more current exchange rate at the next step in the transaction business cycle. Instead, the system uses the fixed rate for all calculations.

Cleared: The system looks for the current exchange rate at later points in the transaction life cycle. Amounts are updated based on the current exchange rate, which may result in exchange rate variances.

For example, if Fixed Rate is cleared for a sales order, invoice, call, contract, or return material authorization; the exchange rate is updated at invoice post. For purchase orders, the exchange rate is updated when the purchase receipt is matched with the supplier invoice.

Notes Panel (Header)

Use this panel to enter optional notes about this supplier scheduled order.

Line Detail

The following topics describe the panels, subpanels, and fields available when you view line details.

Main Panel (Lines)

Line

Use this number to access and modify an existing line item. The system automatically assigns a new number when you add a new line item. Line item number displays on most reports and inquiries.

This number uniquely identifies a line on this scheduled purchase order. Unique line numbers let you enter multiple lines for the same item, as long as each line has a different ship-to site.

Ship-To Site

This is the site for which this scheduled order detail line is being placed.

Under Global Tax Management, the ship-to address helps determine the applicable tax types. The tax zones for the ship-to address and the ship-from site, along with the customer tax class, determine the

tax environment for the transaction. In addition, the ship-to address determines the transaction tax usage code.

For scheduled orders, the combination of item number and ship-to site uniquely identifies a detail line item. Additionally, you can use the line item number assigned to the detail record to access the detail record.

Item

The item number that this detail record is for.

If the item is cross-referenced against the supplier's item identifier in **Supplier Items**, you can use the Supplier Item field to select the item.

If the item is set as a Memo Order Type in the Site Inventory Exceptions panel of **Items**, the Receive Type in the Scheduled Orders Accounting panel is set as Memo Type; when Memo Type is not specified, the system sets the Receive Type from the item master setting.

Unit of Measure

Enter the unit of measure (UM) for this line item. The value defaults from the item master, or for a supplier item, from **Supplier Items**. The system warns you if you modify the default UM for a supplier item.

This field is validated against predefined values entered in **Generalized Codes** for field pod_um, if any.

The UM for ad hoc items (with Receive Type set to Memo) is defaulted based on the control setting Non-Stock UM (if specified) in **Purchasing Control**.

Supplier Item

When the item has been defined in **Supplier Items**, optionally, use this field to add the item to the supplier scheduled order.

When you enter a supplier item, the system defaults the system's Item field when:

- The Item field is blank.
- An applicable supplier item record exists for the supplier, supplier item, and currency.

When these conditions are met, the system defaults the internal Item field value to the supplier scheduled order line.

Container Item

Enter the number of the primary container item to be used for packaging the order line item.

Planner

Enter the ID of the planner responsible for creating orders for this line item.

Entries are validated against **Generalized Codes** records for field pod_planner.

Start/End Effective

Enter the range of effective dates of this order line item. Dates default from the schedule header.

The start and end dates control planning and shipping for this order line.

The system does not add schedule requirements with dates after the end effective date to a required ship schedule (RSS). On the RSS output report, the system lists requirements as rejected because the order line is expired.

Discount Table

Enter the discount table for this line item. You cannot leave this field blank if you have selected Schedule Discount Table Req in **Purchasing Control**.

The system uses the current date for price list Start and Expire Date comparisons.

Unit Cost

The purchase cost per unit for this item.

This is the price that you have agreed to pay the supplier for this item. It prints on all formal documents and is used to calculate taxes and purchase commitments. If the invoice arrives with any variance from this price, the variance is calculated and posted to the AP Rate Variance account.

If you specify a price list, during receiving activities the system will automatically phase in prices as they become effective.

Actual purchase price can update current cost for inventory items. If Update Avg/Last Cost is selected, both the current and average material costs for the item are updated when this purchased item is received. Current cost can be set to Last or Average cost, as specified in **Inventory Control** (or for the Current cost set). (Non-base currency purchases update current cost.) For unusually priced purchases, such as rush orders, which should not affect current cost, clear Update Avg/Last Cost.

Item Details Subpanel (Lines)

Item Revision

Enter the code representing the revision level of the item. This field is validated against predefined values entered in **Generalized Codes** for field pod_rev. This field defaults from the Revision field in **Items**. Use **Item Revision No Variation Rpt** to find discrepancies in item revision numbers.

Note Do not confuse the item revision with the order revision. Order revision indicates whether changes have been made to the order; it has no default.

Item Revision Date

Optionally, specify the date that the line item revision level is effective. The default is blank for a new order.

Location

Enter the location where the item is to be received.

The default location depends on whether Inspection Required is selected in **Items**. When it is selected, the location defaults in this order:

- The inspection location specified for the site and item in **Items**
- The inspection location defined for the site in **Sites**
- The inspection location defined in **Purchasing Control**

When Inspection Required is cleared, location defaults in this order:

- The specific item-site location defined in **Items**
- The default item location defined in **Items**

When the purchase order receipt is processed, this location displays as the default and can be changed.

Note If you manually change Inspection Required to selected, you must reenter the location afterward.

UM Conversion

The system calculates and displays a value in this field, based on the unit of measure (UM) specified for the line item.

- If the line-item UM is the same as the item master UM, a value of 1.0000 displays.
- If the line-item UM is not the item master UM, the system looks for a conversion factor in **UM Conversions** and displays it. If none

is found, a warning displays and the UM Conversion remains 1.0000. Adjust it manually.

You can only modify the conversion factor on a new line. Once a line has been saved, UM Conversion is display only.

The conversion factor is expressed as the ratio of the alternate unit of measure to the item unit of measure.

For example, an item is held in inventory in the UM EA, but purchased in a case (CS) of 25. You define a conversion factor in **UM Conversions** so that:

25 EA = 1 CS

Now, when you enter CS, the system displays a factor of 25 in UM Conversion. The cost and inventory quantity adjust automatically when the item is received. You receive 1 CS but inventory is increased by 25 EA.

Order Line Options Subpanel (Lines)

Import/Export

This feature is not supported in the current version.

Taxable

This field determines whether this line item is subject to tax.

Selected: Tax is calculated for this line item.

Cleared: Tax is not calculated for this line item, regardless of the taxable status of the order.

The line-item tax status defaults to selected for an inventory item when:

- The header tax status is selected.
- The item tax status is selected in **Items**.

Under Global Tax Management, taxes are based on the transaction tax environment, tax usage, and tax class. The tax environment represents the set of tax types that applies to the ship-from and ship-to sites/addresses and the supplier tax class.

A tax status of selected does not necessarily mean a tax amount is calculated. You can use tax types and zero-percent tax rates to report tax exemptions.

Consignment

Select this option if the item on this order is consigned; otherwise, leave it cleared. If selected, you can update the maximum aging days in a subsequent frame.

This value defaults from Supplier/Item Controls Maintenance (QAD .NET UI), if a specific control record has been defined for the

combination of supplier and line item. Otherwise, it defaults from the order header.

Update Current Cost

This field indicates whether the order is to be reflected in the current cost of the item.

Cleared: The order is not reflected in the current cost of the item.

Selected: During PO receipt, the system sets the cost to the last cost (that is, this purchase) or to a weighted average cost, depending on the cost method specified in **Inventory Control**. If you use the Cost Management module and select average cost for GL, as well as current costs, the system updates both current and GL costs.

When this field is selected, costs are updated for both base and non-base currency purchases. For unusually priced purchases, such as rush orders, clear this field.

In a distributed purchasing environment, costs are updated in both the inventory and purchasing sites.

ERS Option

Enter the Evaluated Receipts Settlement (ERS) option. This option determines whether **ERS Processor** creates confirmed supplier invoices, unconfirmed supplier invoices, or skips this line.

The default line-item ERS Option depends on the header ERS Option. If the header field is 0 (zero) or 1, the line-item value is set to 0 or 1. If the header value is blank, the system determines the ERS option during line entry from the data entered in **ERS Configuration**.

Valid values for the line-item ERS Option are:

0: The system determines the ERS option when you run **ERS Processor**. This option lets you assign the most current value from **ERS Configuration**.

1: ERS processing is disabled.

2: **ERS Processor** generates unconfirmed supplier invoices.

3: **ERS Processor** generates confirmed supplier invoices.

You can modify the default line-item ERS option, but only by specifying 1 to disable ERS processing or specifying a lower value. For example, if the system determines that the default line-item ERS option is 2, you can change it to 1 or 0. You cannot, however, change it to 3.

To set the default value for the line-item ERS option, the system looks for an **ERS Configuration** record or combination of records based

on the supplier specified on the order header and the item and site entered on the line. It searches in the following order:

Supplier/site/item record

Supplier/site record

Supplier/item record and a separate site record

Supplier record and a separate site record

The system sets the default ERS option for the line, based on the first **ERS Configuration** record or combination of records it finds. When a combination of records with different ERS options is found, the system sets the ERS option to the lowest value in the combination. If no records or record combinations are found, the system sets the ERS option to 1, disallowing ERS processing for that line.

Changing the ERS option in **ERS Configuration** does not affect existing order lines, unless their ERS Option is 0. If you always want to use the most current values found in **ERS Configuration**, set both the ERS Option and ERS Price List Option fields to 0.

ERS Price List Option

Enter the value indicating which date **ERS Processor** should use to determine effective price lists for lines on this purchase order.

0: The line-item price list option is determined by the header ERS Option field.

1: Use the receipt date.

2: Use the ship date.

3: Use the order date.

For blanket orders, order date is the release date. For scheduled orders, order date refers to the scheduled order itself, not the various releases.

When the header ERS Price List Option field is 0, the line-item option is based on the header ERS Option field as follows:

- If the ERS Option is blank, the line-item price list option is set at the time the order is entered.
- If the ERS Option is 0, the values located in **ERS Configuration** at the time the ERS Processor is run are used.
- If the ERS Option is 1, the price list option does not apply.

The system searches records in **ERS Configuration** for a price list option the same way that it does for the ERS option. See the field help for ERS Option. If you always want to use the most current values

found in **ERS Configuration**, set both the ERS Option and ERS Price List Option fields to 0.

The value of ERS price list option is only used when a price table or discount table is specified on the order and the order-line Fixed Price field is cleared.

Trade Sales Customer Scheduled Order Details

This subpanel displays only when the supplier scheduled order is generated through a trade sales customer scheduled order.

Trade Sales Order

Displays the trade sales customer scheduled order number linked to the supplier scheduled order.

Trade Sales Line

Displays the linked trade sales customer scheduled order line linked to the supplier scheduled order line.

Trade Sales Ship-To

The ship-to address from the trade sales customer scheduled order linked to the supplier scheduled order.

Note The ship-to of the supplier scheduled order and the customer scheduled order is always the same.

Cum Shipped

The total cumulative shipped quantity against the trade sales customer scheduled order. This value is updated when a PO shipper that contains a supplier scheduled order line linked to a trade sales customer scheduled order is confirmed. This value can also be seen in .NET UI Cumulative Shipped Maintenance.

MRP Percentage Panel (Lines)

Use the MRP Percentage grid to allocate order percentages among suppliers for the same item.

Note Because **Schedule Update From MRP** does not apply to trade sales supplier scheduled orders, this panel does not display when you edit or create a trade sales supplier scheduled order.

Schedule Update from MRP uses these percentages to allocate MRP planned orders for the scheduled order among suppliers. For example, you can indicate that 60% of a given item should be from supplier A and 40% from supplier B. Percentages must equal either 100% for each item or be 0%. If 0%, the system does not allocate planned orders for the scheduled order.

Select New to enter a percentage for the selected line, then enter an effective date and a percentage.

When you select the Effective field lookup, you can view all MRP percentage records created for the item/site entered and select an applicable record.

When MRP records were created in the past, you can see them populated automatically in the grid. Once populated, you can copy them, updating the Effective Date to the Start Effective Date of the Main Panel (lines), or you can create a new percentage.

You can also select Delete to delete percentages.

When you click Save, the system validates that:

- The effective date is within the effective date range of the order.
- The sum of the Percent column for the same Item-Site-Effective Date combination equals 100.
- For subcontract order lines, the values specified for Routing and Operation exist in the system.

Scheduling Panel (Lines)

Default Release Status

Specify whether schedule releases for this line are initially generated as Draft or as Active.

The value defaults from the header.

When you run .NET UI Schedule Update from MRP, the system considers the setting of the default release status for the line. The following shows the MRP results based on settings:

- Draft: The system creates supplier scheduled order releases with a Draft status. When the release has a Draft status, there is no impact in MRP; therefore, schedule receipts are not created.
- Active: The system creates a release for the order and sets the previous active release to historical. You can see historical releases in **Supplier Scheduled Releases Historical** or **Supplier Scheduled Releases Detail Historical**.

Std Pack Qty

Specify the multiple in which orders for this item are shipped—the standard packaging quantity.

The default is 1.

This may be different for each supplier.

Order multiples are used to calculate scheduled receipt quantities so that they conform to packaging configurations and transportation constraints. When you update the receipt schedule from MRP, planned order quantities are rounded up according to this order multiple: for

example, if the order multiple is 50 and the planned order quantity is 432, MRP creates a required receipt schedule for 450.

If you enter an order multiple on the scheduled order, you should make sure that there is no order multiple on the item.

Max Order Qty

The maximum quantity to be received before warning messages appear whenever the order line is accessed.

If greater than zero, all maintenance, inquiry, and update functions display warning messages when the cumulative quantity received is equal to or exceeds this quantity.

Fab Auth Days

The number of days to use to calculate fabrication authorization quantity.

Schedule Update from MRP uses Fab Auth Days to calculate fabrication authorization quantity. An authorization quantity is a cumulative requirement quantity as of this number of days from the beginning of the schedule. This capability is enabled if the quantity is greater than zero.

Raw and Fabrication Quantity are authorization quantities that can be sent as footnote data in a schedule. They indicate a commitment to the supplier, with raw quantity the quantity of component product committed to, and fabrication quantity the quantity of manufactured product committed to. These commitments are made to give the supplier some protection against sudden and unforeseen reductions in demand.

Raw Auth Days

The number of days to use to calculate raw authorization quantity.

Schedule Update from MRP uses Raw Auth Days to calculate raw authorization quantity. An authorization quantity is a cumulative requirement quantity as of this number of days from the beginning of the schedule. This capability is enabled if the quantity is greater than zero.

Safety Days

The number of calendar days early that the MRP required date is adjusted—to provide a hedge against late deliveries—when creating a supplier schedule requirement date.

Schedule Update from MRP creates schedule dates from MRP requirement dates this many days early.

Safety Days is similar to the Safety Time field in Items.

Transport Days

Enter the number of calendar days required to transport goods from the supplier to the scheduled order line site.

This field is used by **Schedule Update from MRP** and **Schedule Print**. When **Schedule Update from MRP** creates schedule required dates, it first calculates a shipment date (required date – transport days) and looks at the supplier's calendar to see if this is an operating day for the supplier. It then backward-adjusts the required date as necessary to ensure that the supplier is operating on the shipment date and that the receiving site is operating on the required date.

When this field has a non-zero value, **Schedule Print** prints the schedule in terms of shipment dates, not the original required dates.

This feature is intended for situations where the supplier is not shipping the materials, but rather makes the material available for transport from their site.

Ordinarily, this field should be left set to 0 (zero), unless you are using Logistics Accounting (see the following section).

LOGISTICS ACCOUNTING

When you are using Logistics Accounting, this field is related to the terms of trade associated with the order. When the terms of trade on the scheduled order indicate that you are responsible for arranging transportation, this field defaults from the Transit Days field in **Delivery Transit Times**.

Line-item transport days defaults from the header if the header site is the same as the line-item site. Otherwise, the system searches for a new value in **Delivery Transit Times** using the address of the PO supplier and line-item site.

Cum Start

The date receipt quantities started to accumulate.

When a line item is first scheduled, the cumulative receipt quantity is zero and the cumulative start date is set to the first day of the schedule. As receipts are processed, the system updates the cumulative receipt quantity. Cumulative receipt quantity and start date appear on most reports and inquiries.

Sometimes cumulative receipt quantity must be adjusted manually, usually as dictated by policy—you may reset it to zero at the start of your new fiscal year. The cumulative start date is changed to this date.

You can also adjust cumulative receipts manually to reflect returned or defective items, or losses due to theft—when defective items are returned to the supplier, you may want to process a return and credit without decreasing cumulative quantity.

Generate Ship From MRP

This field indicates whether you generate supplier shipping schedules based on this order line.

Important To generate a shipping schedule for a scheduled order line, Schedule Days must have a nonzero value for that line.

Cleared: Only planning schedules are generated for this line.

Selected: When you run **Schedule Update from MRP** with Generate Shipping Schedules selected, a supplier shipping schedule is generated for this line. This shipping schedule covers item requirements for the specified number of schedule days.

Note When you run **Schedule Update from MRP** with Generate Shipping Schedules cleared, shipping schedules are not generated for any scheduled order lines, regardless of how this field is set.

Bucketing Subpanel (Lines)

Firm Days

Enter the number of days in the schedule firm interval. The firm interval begins one day after the date in Prior Cum Date.

A positive value in Firm Days is used by **Schedule Update from MRP**. This function generates firm requirement data for new supplier schedule releases and carries forward firm data to successive schedule releases.

Firm requirements are designated by setting the F/P field to F in the schedule detail record. Data marked as firm is visible to MRP as scheduled supply. Data not marked as firm is not visible to MRP.

Important Firm days should not exceed the number of scheduled days. If firm days exceed scheduled days, you may encounter requirement discrepancies on schedules.

To determine the best value for Firm Days, run **Schedule Update from MRP** with Update set to cleared. Schedules are calculated and reported, but updates are not made. Schedules can be reviewed and Firm Days can be changed without creating schedules.

Once the schedule and the value of Firm Days are set correctly, select Update and the schedule is created.

Days/Weeks/Months

Specify the number of days, weeks, or months of discrete data to output when you print a schedule using **Schedule Print** or export one using **Supplier Shipping Schedule**. Schedule Days is used by **Schedule Update from MRP** and supplier schedule export functions to define how data is to be bucketed before being output.

Data in a supplier schedule is stored in the database as discrete data with explicit receipt dates and quantities. Since a supplier schedule

may include a large volume of data, companies normally consolidate future data into bucketed quantities before outputting.

Typically, a schedule to be sent to the supplier starts with a number of days of discrete data (Schedule Days), followed by a number of weeks of weekly bucketed data (Schedule Weeks), then by a number of months of monthly bucketed data (Schedule Months).

Note The number of days specified here should be the same as or greater than the numbers of days specified in Firm Days.

For monthly bucketed quantities, there is one quantity per month with a date of the first Monday of the month.

Leaving Days, Weeks, and Months all at zero prevents bucketing. Schedule data is output in the same format in which it is stored.

Ship Delivery Data Subpanel (Lines)

Ship Delivery Pattern

A code specifying the routine ship or delivery pattern—the days of the week or month when deliveries are required.

Ship delivery patterns are used during **Schedule Update from MRP** to calculate actual supplier schedule required dates. Quantities have already been generated by MRP and are not divided into buckets as they are in customer schedules. Quantities are still shifted to earlier dates, if necessary, as defined by the ship delivery pattern.

The default is the header ship delivery pattern code.

Ship Delivery Time

Enter a valid SDT code specified in Ship Delivery Time Maintenance (QAD .NET UI). Each code consists of specified delivery time windows for supplier scheduled orders and percentages of purchased-material supply to deliver in the time window.

The default is the header SDT code.

Variance Tolerances Subpanel (Lines)

Positive Plan Variance

Specify the percentage by which the current release quantity on planning schedules can exceed the previous quantity, without being flagged as an exception in **Supplier Scheduled Releases**.

Negative Plan Variance

Specify the percentage by which the current release quantity on planning schedules can underrun the previous quantity, without being flagged as an exception in **Supplier Scheduled Releases**.

Positive Ship Variance

Specify the percentage by which the current release quantity on aggregate schedules or shipping schedules can exceed the previous

quantity, without being flagged as an exception in **Supplier Scheduled Releases**.

Negative Ship Variance

Specify the percentage by which the current release quantity on aggregate schedules or shipping schedules can underrun the previous quantity, without being flagged as an exception in **Supplier Scheduled Releases**.

Receiving Panel (Lines)

Note The Receiving panel includes a single subpanel, Consignment. Receiving displays only when the Consignment field is selected in the Order Options subpanel of the line Main panel.

Receiving (Lines), Intrastat

For information on the options that display in the Intrastat subpanel, see Intrastat in Orders (Lines).

Consignment Subpanel (Lines)

Note The Consignment subpanel is available only when Consignment is selected in the Order Options subpanel of the line Main panel.

Maximum Aging Days

Optionally, enter the maximum number of days that consigned inventory on this order line is allowed to reside at your facility. Enter 0 (zero) to indicate that no scheduled aging deadline exists.

This value defaults from the order header.

The system automatically adds the number of days entered here to the receipt date to determine the maximum aging date. The calculated date is used by reports to determine how long inventory has been at your facility.

You can extend the maximum aging date as many times as required using Aging Inventory Update or Aging Inventory Batch Update. An extension automatically updates each receipt independently.

PO Cost Point

Specify which purchase order cost that you want the system to use to calculate the purchase price variance.

Usage: Use purchase order cost at time of usage.

Receipt: Use purchase order cost at time of physical receipt.

This value defaults from the order header.

When Usage is specified on scheduled purchase orders, the system looks for the current price by checking the price list specified on the scheduled order. If a price list is not specified, or if a price list is not available, or if a zero price is returned, the system tries to find a

supplier item price. If a supplier item price is not found, the cost on the purchase order is used.

When Usage is specified on discrete purchase orders, the system always uses the cost on the purchase order.

Billing Panel (Lines)

Fixed Price

Indicate whether a price lookup should occur at scheduled order receipt or if you use Evaluated Receipts Settlement (ERS), whether **ERS Processor** determines a new invoice cost for the line item when creating a supplier invoice.

This field defaults from the header.

Tax Settings Subpanel (Lines)

Tax Class

Enter a tax class previously defined in Tax Class Maintenance (QAD .NET UI). Tax classes group customers taxed at specific rates or that are tax exempt.

This value defaults from the header

Tax Environment

Enter the tax environment that applies to this order.

This value defaults from the header

Tax Usage

Enter the tax usage code that applies to this order.

This value defaults from the header

Tax Included

This field determines whether the system calculates tax and adds it to the net price or assumes that the tax amount is already included in the price.

This value defaults from the header

Charges Panel (Lines)

Note The Charges panel includes a single subpanel, Subcontract. Fields on that panel apply only to order lines for subcontract items.

Subcontract Subpanel (Lines)

Receive Type

This field specifies how the item is received. The scheduled order lines grid also displays Receive Type values.

- Inventory

When Memo Type and Subcontract are not set, the system sets the Receive Type as Inventory, which is set in item master data.

- Memo

  If the item is set as a Memo Order Type in **Items**, the Receive Type is set here with the Memo Order Type value. Note that the system considers Site Exception settings in **Items**, first for the Memo Type.

- Subcontract

  When you attach production order data in this Subcontract panel in **Supplier Scheduled Orders**, the Receive Type displays as Subcontract; when you remove the production order data in the Subcontract panel, the system removes the Subcontract setting here.

Production Order

Enter the production order number associated with this subcontract order line.

ID

When entering a subcontract (Type is S) line, you can enter a valid manufacturing order ID or leave it blank. If you use the Advanced Repetitive module, the system automatically updates the order ID and operation when an Advanced Repetitive transaction creates a new cumulative ID.

For this automatic update to occur, you must specify a subcontract routing and operation for this scheduled order in the MRP Percentage panel. A message reminds you that a work order ID is required when you receive subcontract items. The system needs the work order ID to obtain sub shipper information.

When a work order is received, the order should have the status Allocated or Released. For subcontract processing of a repetitive operation, enter ID for a cumulative work order.

Rather than updating inventory, the PO receipt updates the work order operation status and creates a general ledger transaction debiting the WIP account from the work order. (Returns do the reverse.)

Subcontract purchase orders send work to an outside supplier for processing such as outside assembly or painting. The supplier is normally set up as a manufacturing work center, letting you print dispatch lists for work waiting to be sent out. A purchase order tracks the costs and receipts. When the subcontracted work is complete, the purchase order is received and the work order moves to the next operation step.

Operation

Enter the operation for this order. Operation numbers identify steps within a specific routing code. If you have entered an order number and ID, the operation should be a subcontract operation on a routing associated with the order.

When entering a subcontract (Type is S) line, you can leave this field and the ID field blank. If you use the Advanced Repetitive module, the system automatically updates the operation and ID when an Advanced Repetitive transaction creates a new cumulative ID.

For this automatic update to occur, you must specify a subcontract routing and operation for this scheduled order in the MRP Percentage panel. A message reminds you that an ID is required when you receive subcontract items. The system needs the ID to obtain subcontract shipper information.

Subcontract Type

Use this field to describe the type of operation performed by the subcontractor. This field is validated against codes defined in **Generalized Codes** for field subtype, if any.

A subcontract item is often a service that is purchased outside the company. Examples include heating, painting, or stamping. When you send material out for these operations, you create a subcontract type order to receive the material back in.

Using Supplier Performance, you can track a supplier's performance, based on the subcontract type. The Performance Data Report (QAD .NET UI) and the Performance Report Card (QAD .NET UI) include subcontract type as part of the selection criteria.

Accounting Panel (Lines)

Receive Type

This field specifies how the requested item is received.

- Inventory
- Memo

  If the item is set as a Memo Order Type in the Site Inventory Exceptions panel of **Items**, the Receive Type is set here with the Memo Order Type value; when Memo Type is not specified, the system sets the Receive Type from the item master setting. When the Receive Type is Memo, the Memo Order Type displays beside the Receive Type. The system retrieves the Memo Order Type from item-site inventory exceptions or the Item Inventory panel.
- Subcontract

  When you attach production order data in the Subcontract panel in **Supplier Scheduled Orders**, the Receive Type displays as

Subcontract; when you remove the production order data in the Subcontract panel, the system removes the Subcontract setting here.

Purchase Account/Sub-Account/Cost Center

Enter the general ledger (GL) account code used to track non-inventory purchases. A line Type of M (memo) indicates these purchases. This must be a valid, active account of type Standard.

Inventory Account/Sub-Account/Cost Center

Enter the general ledger (GL) account code used to track inventory purchases. This must be a valid, active account of type Standard.

Notes Panel (Lines)

Use this frame to enter optional notes about this supplier scheduled order line.

Deleting a Supplier Scheduled Order

You can delete an existing supplier scheduled order that you have selected to edit as long as the order does not have an associated active or inactive schedule by selecting the Delete option.

To ensure that all records associated with the scheduled order are also deleted, you should:

- Delete all releases for the supplier schedule using **Supplier Schedule Releases**.
- Delete the MRP percentage in the MRP Percentages Panel (Lines) in this function.

You cannot delete a system-created trade sales supplier scheduled order using system programs that delete or archive orders.

An error displays when you try to delete an order if the order header end effective date is later than or the same as the system date. This prevents the system from deleting scheduled orders that are still open.

You can delete a supplier scheduled order line in the Order Lines panel.

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Create Pack Action

The functions for the Create Pack action are documented in the same-named action for purchase orders. For detailed information, see Create Pack Action on page 4507.

Receive Supplier Scheduled Order Action

Select the Receive Order item from the Actions menu in **Supplier Scheduled Orders** to start the receiving process for the current supplier scheduled order.

Note The order must be in Open status to be received. Also, to receive a scheduled order line, the Effective Date cannot be outside the order line start and end effective date range for the line you are receiving; otherwise, an error displays.

The navigation always includes two panels, Main and Lines. Additionally, a Shipping Information subpanel within the Main panel lets you enter a shipper ID or inventory movement code.

The Exchange Rate Panel displays when a supplier scheduled order is created in non-base currency.

Note Currently, the supplier scheduled order function does not support creation, update, receipt, or return of indirect lines with rotable, auto-issue, and inventory items.

You can either:

- Receive individual lines using the New button on the Lines grid.
- Click the Receive All button in the Lines frame to pre-populate the Lines grid with all lines that have an open quantity.

Note The default value of Qty Received depends on the setting of Receive Full Quantity in the Main frame. When that option is selected, Qty Received defaults to the open line quantity as of the effective date in schedule detail records of the active supplier scheduled releases; otherwise, it defaults to 0. You can update each individual line, as needed.

Processing of Logistics Accounting enabled Supplier Scheduled Orders

When you receive a supplier scheduled order, the system finalizes the receipt and calculates logistics charge for the open order quantity for each order line.

1. For the supplier scheduled order being received, the system calculates logistics charges based on the quantity to receive for each order line. The calculation is based on the order type:
    - Discrete Purchase Orders – Charges are calculated on the actual quantities being received.
    - Supplier Scheduled Orders – Charges are calculated on the scheduled receipt quantities.

      Note The system uses the apportion method defined for each logistics charge to determine the charge amount for that receipt.

2. For each logistics charge incurred, the system automatically generates a Logistics Accounting GL transaction (RCT-LA). This transaction accrues the inbound logistics cost to the appropriate GL accounts as defined in Logistics Accounting setup,
3. For every unique combination of Logistics Supplier and Logistics Charge, the system creates a Pending Logistics Invoice. These pending invoices represent payables to third-party logistics suppliers and are separate from the main supplier's pending invoice for the goods.

Main

Packing Slip

Enter an optional supplier packing slip number for the items received. In many environments, the fiscal document number is recorded here. This field can be used in Accounts Payable for supplier invoicing by fiscal document number. This number is also stored in the tax history.

Receiver

Enter a number that identifies the receiver associated with the items received. If you leave this field blank, the system assigns a number, based on the receiver prefix and the next receiver number maintained in **Purchasing Control**. When you receive or return purchased items, the system always generates a receiving record (receiver). Use it to verify the supplier invoice data entered in Accounts Payable.

Receive Full Quantity

Select this option when the quantity received should be defaulted as the open quantity for all line items in a complete shipment by supplier for this scheduled order; otherwise, clear this option. This value defaults from**Purchasing Control**. You can change it, as needed.

Effective Date

Enter the receipt effective date. Various over-shipment warnings for quantity or cost can exist for the active schedule release. You can ensure that they are not displayed based on the effective date and quantity received values. To do this, compare schedule detail records for the active scheduled releases. The quantity received defaults from the open quantity when you select Receive Full Quantity in the Main panel of this function. The open quantity is the cumulative open quantity and defaults from schedule detail records as of the Effective Date you enter. The default is the system date, but you can modify it, as needed. The system verifies that the effective date is within an open fiscal period.

Ship Date

Enter the date that the supplier shipped the items.

Receipt Date

Enter the date on which the items were received from the supplier.

Exchange Rate

This subpanel is displayed only under these conditions:

- The order currency is not the same as the base currency.
- The Fixed Rate option is not selected.

Exchange Rate From

Displays the exchange rate of the order currency against a unit of base currency.

Exchange Rate To

Displays the base currency.

Shipment Information

This subpanel is visible only when Shipment Info for Receipts is selected in the Container/Shipper panel in **Logistics Control**.

Purchased items are often managed with shippers. This subpanel lets you enter shipper information for the receipt.

If you are using inventory movement codes, you can also enter the code during while receiving.

Note When Require Inventory Movement Codes is selected in the Customer/Scheduled Shipper panel in **Logistics Control**, you can only enter a RCT-PO type for the Inventory Movement Code in this panel.

Shipper Number

Enter the shipper number for this receipt.

Inventory Movement Code

Enter the code with a RCT-PO transaction type.

Lines

Select New to receive a line for the supplier scheduled order.

When existing lines for the order display, you can select a line to delete.

When you receive items into inventory, you can modify assay %, grade, expire date, and receipt status, unless items with the same lot and reference numbers already exist in the location with different attributes.

Line

Enter a number that identifies an open line on the supplier scheduled order. When you enter a line number; the item number, unit of measure, and supplier item number are displayed.

Item

Enter the code that identifies an item to be received on this supplier scheduled order receipt.

Type

The receipt type; for example, S for a receipt related to a subcontract order.

Lot Control

The value of Lot Control defaults from the same-named setting in the **Items** record. When a value displays, it determines when a lot or serial number is required.

Blank: Lot/serial numbers are not required, although they can be recorded as needed. When Serial Control is set to M (Mandatory) and Lot control is blank, the system generates item serial IDs; however, it is not mandatory that you enter the lot number.

L: Lot numbers are required for this item. During issues and receipts, a lot number must be entered. The lot number applies to the entire transaction quantity entered.

S: Single Lot. Lot is limited to having a maximum of quantity of one (1). During issues and receipts, the maximum quantity for each lot is a quantity of one. For example, when you receive 10, you must enter 10 lot numbers with a quantity of one each. When the Serial Control field is set to M (Mandatory), you cannot set this field to S. And, conversely, when you set Lot Control to S, you cannot set Serial Control to M. The value entered in **Items** is used as the default for all sites. (You can also set up site-specific exceptions in **Items**.) The system maintains complete lot/serial number traceability. The Lot Actual Bill Inquiry lists all the lot/serial numbers of components and raw materials used to make a given lot/serial number.

Qty Open

The system displays the cumulative open quantity from the line's schedule detail record of the active supplier scheduled release as of the Effective Date entered.

UM

The system displays the unit of measure of the open quantity.

Qty Received

Enter the quantity received for this line item. The default quantity to receive is set, based on the following:

- When Receive All and Receive Full Quantity are selected, the quantity to receive defaults from the open quantity on the purchase order line.

- When Receive All and Receive Full Quantity are cleared, the quantity to receive defaults to zero and you must select New for a new line, then enter the quantity received manually.

  Warnings can display that are specific to the supplier scheduled order, based on the quantity received. This occurs when:

  - Overship % exceeds the schedule as of date (Date).
  - No active schedule exists for the supplier scheduled order.
  - The cumulative received quantity is greater than or equal to the maximum order quantity for the order you selected. (This displays when the received quantity is greater than the maximum order quantity in the supplier scheduled order.)

UM Received

Enter the unit of measure (UM) for the quantity received. If you enter a value other than the item master unit of measure, the system accesses the conversion factor defined in Unit of Measure Maintenance (QAD .NET UI).

Packing Qty

Enter the quantity listed on the supplier packing list.

This amount is usually the same as the quantity received. If it is not, you can record any discrepancy between the actual quantity received and the quantity listed on the packing list. Review these records later during invoice matching.

Due Date

The line item due date from the supplier scheduled order.

Cancel B/O

This field determines how the system handles unshipped quantities.

Cleared: Any remaining unshipped quantity remains open on backorder. This quantity can be shipped at some future time.

Selected: The quantity remaining is canceled and is not received later; the quantity required is set to zero and MRP is notified of the decreased requirement.

Typically, Cancel B/O is selected when only a trivial quantity remains to be shipped. For example, 10,120 items ship on an order for 10,124.

Site

Enter the site where this item was received. Site defaults from the order, but you can change it, if necessary.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Note You cannot change the site if multi-entry detail lines exist. To change the site, you must first delete each multi-entry line.

Multi Entry

Select this field to specify multiple locations or lot/serial and lot reference numbers.

When multi-entry lines exist, Multi Entry is selected and cannot be changed. You also can no longer update the Site, Location, Lot/Serial, or Ref fields in the line detail. To change any of these values, you must first delete each multi-entry line.

Location

Enter the location where this item was received.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Lot/Serial

Enter the lot/serial number of the items received on this supplier scheduled order line.

When a value exists in Lot Control, lot control features are active and are based on the setting indicated in Lot Control. When the setting of Lot Control is blank, you are not required to enter a value in this option.

Reference

Enter the optional lot reference number for the items received on this supplier scheduled order line.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Use lot references to subdivide lot/serial numbers. Each lot reference can have its own quantity, status, and lot characteristics such as assay and expiration date. Lot reference is optional and can be left blank.

Supplier Lot

Enter a supplier lot or serial number for reference. To specify multiple supplier lot numbers, select Multi Entry.

To assign your own lot number to the material being received or to use the supplier lot number in your tracking records, specify the number in Lot/Serial. The system maintains detailed receipt records showing that the lot number you enter in Lot/Serial is directly related to the supplier lot number specified here.

Expire Date

Enter the inventory expire date.

The expiration date identifies items that eventually spoil, and for pharmaceuticals that lose potency over time.

The system calculates the expire date using the value for the shelf life (when not blank). The system first checks the value of the shelf life set for item-site inventory exceptions; otherwise, the value is from the Shelf Life setting in the Inventory panel in **Items**.

Inventory Status

Enter the inventory status.

When you assign an inventory status during order receipt, you can override the status normally assigned to a location. Using receipt statuses reduces the need for separate physical locations for inventory subject to regulated business practices.

Note You do not need to have the Regulatory Attributes module to assign inventory statuses during receipt; however, this feature is especially useful in regulated environments.

The Inventory Status value defaults from the following:

1. Inventory detail settings for the site, location, then lot/serial and reference combinations
2. The active PO receipt status from item-site inventory exception settings
3. The active PO receipt status from inventory settings in **Items**
4. Location, then site settings

Grade

Enter the inventory grade attribute. Grade identifies the quality or physical properties of an inventory quantity. Graded products include raw materials, intermediates, and finished goods.

Assay %

Enter the inventory assay % attribute. Assay % identifies the presence, absence, or quantity of one or more components, usually expressed as a percentage.

Production Order

For a subcontract line item (receipt type S), the work order or production order number.

ID

For a subcontract line item (receipt type S), the production order or cumulative order lot ID associated with the subcontracted service.

A single production order or cumulative order can have multiple associated lot IDs.

Operation

The operation number associated with the subcontract order.

Project

The project identifier associated with the supplier scheduled order.

Supplier Item

The supplier item number associated with the line item.

Unit Price

The unit price of the line item defaults from supplier scheduled order line Unit Cost when a fixed price is selected. When a fixed price is not selected, the system calculates a new Unit Price based on a discount list (P. M, or D type) using either the greater of the quantity received or quantity open value.

Discount %

The discount percentage associated with this line item.

Ext Net Cost

The cost of the line after an applicable discount is taken.

Currency

The receipt currency.

Remarks

Optional remarks about this receipt line.

Workflow Options

This panel contains a single checkbox to print the receiver.

When selected, and you Submit the receive action, the system automatically launches the Purchase Receipt Document Print function, letting you print the document with some data from the Selection Criteria pre-filled, such as the receiver number.

After a successful submission, the system displays receiver information in the successful pop-up message. You can view the:

- Total number of RTV numbers the system generated
- First return receiver number

Processing Options

Use the Processing Options panel to control how the system handles order submissions. The system processes messages in the background, sends a notification to your inbox, and records all results in the Submitted Background Processing on page 392.

- Process in Background

  The field is cleared by default. Select it to submit the transaction for background processing, send notification to your inbox, and the system records any information, warning, or error messages in the Submitted Background Processing on page 392browse instead of displaying them on the UI. When Process in Background is selected, the Print Receiver check box is automatically cleared and disabled.

- Background Processing Description

  The field is editable only when Process in Background field is selected. The system defaults the description to Order number and supplier value, and update it as needed. This description appears in the inbox notification, to identify the submitted transaction.

Return Supplier Scheduled Order Action

Select the Return Order item from the Actions menu in Supplier Scheduled Orders to start the return process for the current supplier scheduled order.

The release can be in Active or Inactive status to return items. When inactive, you can make a line active again to continue processing, by changing the scheduled order header end date to a later date in **Supplier Scheduled Orders**.

The navigation always includes two panels, Main and Return Items.

You can either:

- Return individual lines using the New button on the Lines Grid.
- Select the Return All button in the Lines frame to pre-populate the Lines Grid with all lines that have an open quantity.

Note The default value of Qty to Return depends on the setting of Return Full Quantity in the Main frame. When that option is selected, Qty to Return defaults to the quantity received; otherwise, it defaults to 0. You can update each individual line, as needed.

Main

RTV Number

Enter the Return to Vendor (RTV) number that identifies the receiver associated with the items returned. An RTV number is a form of a receiver number. If you leave this field blank, the system assigns a number based on the receiver prefix and next receiver number maintained in **Purchasing Control**.

Return Full Quantity

Select this option to return the full quantity net received on the scheduled order to the supplier; otherwise, clear the checkbox. You can change the quantity in the grid, as needed.

When selected, the Qty To Return in the grid defaults to the quantity net received value for the line.

Effective Date

Enter the return effective date. The default is the system date, but you can modify it, as needed.

Scheduled orders have both header and line start and end effective dates. When processing the order, the system uses the line start date and the later of the header or line end date as the active order line date range.

Note When you view order lines in**Supplier Scheduled Orders**, the system displays both the start and end effective dates. The system displays the end date as green when the date is within the active order line date range; it is displayed as red when it is not within the active date range.

Ship From

Enter the ship-from code for the return.

Ship To

Enter the ship-to code for the supplier to whom you are returning items.

Return Items

Select New to return items from a line for the supplier scheduled order.

When you select Return All, return lines are set up with items taken out of the site and location specified on the scheduled order. If you are returning from a different place, type in the return information for that line. Lot/serial numbered items must always be manually returned to record the correct lot/serial number.

When existing lines for the order display, you can select a line to delete from this return.

Line

Enter a number that identifies a line on the supplier scheduled order. When you enter a line number; the item number, unit of measure, and supplier item number are displayed.

Item

Enter the code that identifies an item to be returned on this supplier scheduled order.

Item Description

The system displays the item description

Qty to Return

Enter the quantity to return to the supplier. The default quantity to receive is set, based on the following:

- When Return All is selected, all lines in the supplier scheduled order are added in the grid. When Return Full Quantity is selected, too, then the quantity to return defaults from the net received quantity on the supplier scheduled order line.
- When Return All is cleared, you add each line by selecting the New option, then manually entering the quantity to return.
- The quantity to return defaults to zero or to the quantity net received value based on whether Return Full Quantity is selected or not. You can adjust the quantity to return manually in the grid.
- When you return the scheduled order line, the system reduces the cumulative quantity received for the line, and the MRP-scheduled receipts quantity is deducted.

UM to Return

Enter the unit of measure of the item to return. If you enter a value other than the item master unit of measure, the system accesses the conversion factor defined in Unit of Measure Maintenance (QAD .NET UI).

Packing Qty

Enter the quantity listed on the supplier packing list.

This amount can differ from the quantity received. When it does, you can record any discrepancy between the actual quantity returned and the quantity listed on the packing list. Review these records later during invoice matching.

Receiver

Enter a number that identifies the receiver for the receipt associated with the items to return. **Inventory Transactions** includes a lookup for the Receiver that lists all receivers for the line with a RCT-PO type. When the receiver is selected from the lookup when returning, the system defaults the Location, Lot/Serial, Supplier Lot, and Reference in the Return Items grid and the Multi Entry option. The order returns with the price indicated on the receiver.

You are required to enter a receiver when you are returning EAM lines.

Site

Enter the site from which the items will be returned. Site defaults from the order, but you can change it, if necessary.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Note You cannot change the site if multi-entry detail lines exist. To change the site, you must first delete each multi-entry line.

Reason

Enter a valid reason code or use the lookup to select a reason code for the return quantity.

Multi Entry

Select this field to specify multiple locations or lot/serial and lot reference numbers.

When multi-entry lines exist, Multi Entry is selected and cannot be changed. You also can no longer update the Site, Location, Lot/Serial, or Reference fields in the line detail. To change any of these values, you must first delete each multi-entry line.

Location

Enter the location from where the items will be returned.

Select Multi Entry to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Lot/Serial

Enter the lot/serial number of the items returned on this supplier scheduled order line.

Select Multi Entry to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Reference

Enter the optional lot reference number for the items returned on this supplier scheduled order line.

Select Multi Entry to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Supplier Lot

Enter a supplier lot or serial number for reference. To specify multiple supplier lot numbers, select Multi Entry.

To assign your own lot number to the material being returned or to use the supplier lot number in your tracking records, specify the number in Lot/Serial. The system maintains detailed receipt records showing that the lot number you enter in Lot/Serial is directly related to the supplier lot number specified here.

Reopen

Enter the inventory expire date.

The expiration date identifies items that eventually spoil, and for pharmaceuticals that lose potency over time.

Qty Ordered

The quantity ordered on scheduled order line, which is always zero for a supplier scheduled order line.

Qty Received

The quantity received for the scheduled order line.

Qty Returned

The quantity already returned to the supplier.

Qty Net Received

The net quantity received for the supplier scheduled order.

UM

The system displays the UM for quantities received.

Due Date

The line item due date from the supplier scheduled order.

Project

The project identifier associated with the order.

Supplier Item

The supplier item number associated with line item.

Type

Describes the type for the received item; for example, subcontract.

Workflow Options

This panel contains a single checkbox to print the receiver.

When selected, and you Submit the receive action, the system automatically launches the Purchase Receipt Document Print function, letting you print the document with some data from the Selection Criteria pre-filled, such as the receiver number.

After a successful submission, the system displays receiver information in the successful pop-up message. You can view the:

- Total number of RTV numbers the system generated
- First return receiver number

Processing Options

Use the Processing Options panel to control how the system handles order submissions. The system processes messages in the background, sends a notification to your inbox, and records all results in the Submitted Background Processing on page 392.

- Process in Background

  The field is cleared by default. Select it to submit the transaction for background processing, send notification to your inbox, and the system records any information, warning, or error messages in the Submitted Background Processing on page 392 browse instead of displaying them on the UI. When Process in Background is selected, the Print Receiver check box is automatically cleared and disabled.

- Background Processing Description

  The field is editable only when Process in Background field is selected. The system defaults the description to Order number and supplier value, and update it as needed. This description appears in the inbox notification, to identify the submitted transaction.

Unload Action

Material Handlers or Super User roles can use the Unload action to unload inventory received from the supplier, receiving inventory in unit/assembly packs or as loose inventory for discrete purchase orders or supplier scheduled orders.

You can select the Unload action from the **Purchase Orders**, **Supplier Scheduled Orders**, or **PO Shippers** hybrid browse.

Use the action on open POs or supplier scheduled orders to perform the following activities:

- Capture information on physically received goods by packing slip.
- Unload and receive single-item, single-lot or mixed unit/assembly pack structures for discrete or supplier scheduled orders. You can:
  - Modify previously unloaded inventory lines that are linked to the packaging slip being received.

    - Remove previously unloaded inventory line from the list that is linked to the packaging slip being received.
- Auto-generate large-scale unit pack/assembly pack structures with contents; then, modify the generated structure in the Contents grid.
- For a PO shipper, you can:
    - Choose to confirm or not confirm the PO shipper.
    - Generate unloaded inventory in the pending stage.
    - Execute a Purchase Order Discrepancies Report to analyze PO discrepancies between the Advance Ship Notice (ASN) and unloaded inventory.

The following use cases are supported for the Unload action on POs and PO shippers:

- Loose inventory without any packaging structure.
- Loose serialized inventory without any packaging structure.
- Single-item, single-lot unit pack structure with serialized and non-serialized content.
- Existing packs in the New, Decommissioned, or Pending stage and item serials, generated using the Create Pack action (from the **Purchase Orders**, **Supplier Scheduled Orders**, or **PO Shippers** hybrid browses) during the unload to package and receive inventory.
- Manual entry of new serials, rather than auto-generated serials, for the unit pack structure or serialized item. This supports any labels received from the supplier.
- Item serials generation on the fly or entered manually using the Item Serials pop-up for serialized items defined as Mandatory for the Serial Control option in Items > Inventory panel.
- For a PO Shipper Unload only, Match Level 1 (item and quantity) is supported.
- Mixed unit and assembly packs with serialized or non-serialized content
- For a PO shipper unload only, Match Level 1 (item and quantity) , Match Level 2 (item/lot), Match Level 3 (unit pack/item) & Match Level 4 (unit pack) are supported.

The following frames are in this action:

- Main: Lets you set up initial data for defaulting in the grid or to use when you auto-generate unit or assembly packs. An Inventory subpanel includes additional options.
- The PO Shippers Unload Action has a Matching panel.

- Contents: Lets you choose to auto-generate packs and displays in the grid with read-only fields and fields that you can update.

Summary

This panel displays across the top with the following read-only data:

- Matching Status: Displays Discrepancies Found when discrepancies exist between the ASN and unloaded inventory. This displays only when you unload a PO shipper.
- Document: The packing slip number when Unload by Packing Slip/ Delivery Note; otherwise, the PO Shipper number along with the packing slip when you unload by PO shipper.
- Ship-From: Supplier and supplier name
- Ship-To Site: Ship-to site

Main

Shipper

This option is visible only when you select the Unload action in **PO Shippers**. Displays the shipper number of the selected unconfirmed PO shipper from the browse; but you can modify the value. The Unload action is disabled on the confirmed PO shipper. When you attempt to use a confirmed PO shipper for the Unload action, the system displays an error.

Ship-From

Displays the supplier of the selected discrete PO, supplier scheduled order, or PO shipper from the browse when you launch the Unload action. You can modify the entry.

Note The order and line you enter in the Main panel or Contents grid should match the ship-from value; otherwise, the system displays an error.

When the shipper is modified, the value defaults the Ship-From and Ship-To and clears other options in the Main and Inventory panels.

Ship-To Site

Defaults to the order line site and can be modified. The discrete PO or supplier scheduled order line site should match the ship-to site value you enter in the Main panel or Contents grid; otherwise, the system displays an error.

Packing Slip

Enter the supplier packing slip number for the items received. This is a mandatory field when unloading by packing slip; otherwise, it is optional.

Confirm Shipper

Select this option to confirm or disconfirm the PO shipper during the unloading process. It is not selected by default.

Order

When you are unloading a packing slip, the value defaults to the first open status order number and line of the selected PO record or supplier scheduled order in the browse where you selected the Unload action. You can modify the value, and add either a discrete or supplier scheduled order.

Note The order and line you enter in the Main panel or Contents grid should match the ship-from value and can be blank in the Main panel, but it is mandatory in the grid.

You can select the value from the lookup, which displays both types of orders.

When unloading a PO shipper, the value defaults to blank, but you can enter a valid order and line that exists in the PO shipper entered in the Shipper option.

Line

Defaults to the first open-status order line and can be modified. When unloading a PO shipper, the value defaults to blank, but you can enter a valid order and line that exists in the PO shipper entered in the Shipper option.

Item

This option is disabled when unloading a packing slip. The value defaults the item number and description from values in the Order and Line options.

When the Unload by PO Shipper Item option is selected, you can enter the item being unloaded. When you do, the system retrieves information based on the shipper order and line.

Inventory

Site

Defaults from the order line site or PO shipper line when non-blank and can be modified or selected from the lookup.

Location

Defaults from the order and line or PO shipper line when non-blank and can be modified or selected from the lookup.

Lot/Serial

Defaults to blank and can be modified or selected from the lookup. When unloading a PO shipper, the value defaults from the PO shipper line.

Reference

Defaults to blank and can be modified or selected from the lookup. When unloading a PO shipper, the value defaults from the PO shipper line.

Supplier Lot

Defaults to blank and can be modified or selected from the lookup. When unloading a PO shipper, the value defaults from the PO shipper line.

Matching

This panel is visible only when the Unload action is selected from **PO Shippers.** The panel displays the following matching levels:

1. Item
2. Item/Lot
3. Unit Pack/Item
4. Unit Pack
5. Master Pack
6. Entire Pack
7. Automatic Unload

Note When you enter or modify Ship-from and Ship-to values in the Main panel, the system automatically defaults to the matching level, if the level is defined.

The match level value determines the receiving level when unloading goods; for example, it dictates whether you only scan the master pack or scan each pack's serial ID during receipt. The system displays the default match level value when you match the actual unloading data with the ASN received. Match levels are described as follows:

- Item: The match is successful when the unloaded item number is consistent with ASN data, and the quantity of each PO line is equal to the ASN data, regardless of whether you pack in the expected pallet or not does not affect the matching.
- - Item/Lot: The match is successful when the unloaded item number is consistent with ASN data and the lot quantity of each PO line is equal to the ASN data, regardless of whether you pack in the expected pallet.
- Unit Pack/Item: The match is successful when the unit pack serial ID scanned during unloading is consistent with the one in the ASN, and the number of items/lots for each PO line in the unit pack is the same.

You cannot select this option when the received ASN does not contain pack information.

Note When the ASN includes information for higher level packs/ containers, that information is ignored during the matching validation.

- Unit Pack: The match is successful when all serial IDs of the unit pack are consistent with the ones in the ASN. The system considers the content of the unit pack to be correct when it matches the serial ID of the unit case. You cannot select this option when the received ASN does not contain pack information.

  Note When the ASN includes information for higher-level packs/ containers, that information is ignored during the matching validation.

- Master Pack: The match is successful when all serial IDs of the master pack are consistent with the ones in the ASN. The system considers the highest level pack serials correct when they match the highest level pack serial for the Inbound PO Shipper Lines.
- Entire Pack: The match is successful when all serial IDs of the assembly and unit pack are consistent with the ones in the ASN. The system considers the assembly and unit serials correct when they match the entire packaging information for the Inbound PO Shipper Lines along with content information like Item, Order, Line, Quantity, Lot/Serial & Reference in the PO Shipper.
- Automatic Unload: Allows you to auto-populate the contents grid with information in the PO Shippers. You can read, update, and delete the auto-populated content in the grid.

When a discrepancy is found during the submission of the unloaded inventory, the matching status displays as *Discrepancies Found* in the Summary Panel. When you submit the unloaded inventory and select No to the Confirm Shipper prompt, a pop-up displays, informing you that discrepancies were found and suggesting that you run a discrepancies report for the details.

The discrepancy report lists one of the following reason codes:

1. Lot/Serial Mismatch
2. Reference Does Not Match
3. Quantity Does not Match
4. PO Line Does Not Match
5. Item Mismatch
6. Pack Not in ASN
7. Pack Structure Does Not Match
8. Item/PO Line/Lot not in ASN.

Contents

Select options and enter values for generating a pack in this panel. When you select the Auto Generate Pack option, additional options display. When you are finished with selections or data entry, select the Apply button.

When you select Apply, the system adds the packs to the Contents grid. The system adds the number of full packs to the Contents grid with each pack containing the item quantity entered in the Standard Pack Quantity option. When you enter a value in the Quantity in Partial Pack option, the system adds only one the pack containing the partial quantity.

BOP

Manually enter, select from the lookup, or accept the default bill of packaging (BOP) code, if used. If you are receiving inventory in different packs, leave the BOP value blank. When you enter a BOP value, the lowest-level unit pack in the pack code defaults from the BOP option and is read only.

Note When you enter a BOP code, the Pack Code option in the Contents grid is read only. When the BOP code is blank, the Pack Code is editable. This provides flexibility and allows you to receive goods based on a packaging structure or by a specified pack code.

The system searches for a matching BOP code by searching for the following values in this order:

1. Item, transaction type, address, site
2. Item, transaction type, address
3. Item, transaction type, site
4. Item, transaction type
5. Item, address, site
6. Item, site
7. Item, address
8. Item
9. Site, transaction type, address
10. Site, transaction type
11. Site, address
12. Site
13. Address, transaction type
14. Address
15. Transaction type
16. All fields blank

Auto Generate Packs

Select this option to populate the Lines grid with multiple unit packs at once based on the BOP Code or Pack Code entered. You can also

populate the Lines grid with multiple assembly packs by selecting both Auto Generate Packs and Receive Assembly Pack.

When Auto Generate Packs is selected, the Pack Code, Number of Full Packs, Standard Pack Quantity, and Quantity in Partial Pack options are displayed in the Contents Panel. Use the following topic to help you use the options:

Unloading and Receiving Multiple Unit Packs

Use the additional options that display to easily populate the Lines grid with multiple unit packs. After entering the pack quantities, click Apply to populate the grid with the appropriate number of unit packs. Each time you click Apply, the Receive grid is updated to reflect the quantities entered in the Number of Full Packs, Standard Pack Quantity, and Quantity in Partial Pack options.

Note When there are packs available in the grid, when you click Apply, the system prompts you to replace or append the existing content in the grid. Choose Replace or Append as needed.

The Auto Generate Packs option works in conjunction with the Receive Assembly Packs option; see the topic entitled, **Unloading and Receiving Multiple Assembly Packs** in the Receive Assembly Pack on page 4740 option description.

Pack Code

Defaults the lowest level unit pack code from the BOP. When the BOP is blank, you can select a valid pack code from the lookup.

Number of Full Packs

Enter the number of full packs to receive. This option is only visible when Auto Generate Packs is selected. When you click Apply, the system adds the number of packs entered in this option to the Lines grid. Each pack that is added to the Lines grid contains the Content Quantity entered in the Standard Pack Quantity option.

Standard Pack Quantity

Enter the number of items in a standard pack. This option is only visible when Auto Generate Packs is selected. Standard child Pack Quantity contains the quantity of it’s Serialized Unit Pack level multiplied by all the lower level child packs standard pack quantity.UM should default of the content

Quantity in Partial Pack

If you are receiving a pack that is partially full, optionally enter the quantity in the partial pack. This generates only one partial pack in the grid.

Receive Assembly Packs

When you select this option:

- Additional options display: Number of Assembly Packs, Standard Assembly Pack Quantity, Standard Child Pack Quantity.
- You can enter multi-level assembly packs manually; refer to
- Fields in the Lines grid let you enter the master pack information in the parent row and the lower-level pack information in the child rows based on the BOP Code.

The Receive Assembly Pack option is cleared by default.

Unloading and Receiving Multiple Assembly Packs

When Auto Generate Packs and Receive Assembly Pack are both selected, the Number of Assembly Packs, Standard Assembly Pack Quantity, and Standard Child Pack Quantity options are visible in the contents panel. These options allow you to easily populate the Lines grid with multiple assembly packs. After entering the pack quantities, click Apply to populate the grid with the specified number of assembly packs. Each time you click Apply, the Lines grid is updated to reflect the quantities entered in the Number of Assembly Packs, Standard Assembly Pack Quantity, and Standard Child Pack Quantity options. Do not select Auto Generate Packs if you are scanning or generating the pack serials manually.

Number of Assembly Packs

Enter the number of assembly packs to receive. This option is only visible when Auto Generate Packs and Receive Assembly Pack are both selected. The value defaults to 0 (zero); but you can edit the value. The UM defaults from the Serialized Master Pack from Pack Codes.

When you click Apply, the system adds the number of assembly packs entered in this option to the Lines grid. Each assembly pack that is added to the Lines grid contains the number of child packs entered in the Standard Assembly Pack Quantity option.

Standard Assembly Pack Quantity

Enter the number of child packs that each assembly pack contains. This option is only visible when Auto Generate Packs and Receive Assembly Pack are both selected. Editable and defaults to Standard Quantity for the Master Pack that can hold a number of child packs. The UM defaults from the content (box or another pallet) from the Pack Codes that the Master Pack holds. Standard Assembly Pack Quantity contains the quantity of its level, multiplied by all the lower level child packs standard pack quantity except the Lowest Level Unit Pack.

When you click Apply, the system adds the number of child packs entered in this option to each assembly pack in the Lines grid. Each child pack that is added to the Lines grid contains the content quantity entered in the Standard Child Pack Quantity option.

Standard Child Pack Quantity

Enter the content quantity in the child pack. This option is only visible when Auto Generate Packs and Receive Assembly Pack are selected. Standard Child Pack Quantity contains the quantity of its current serialized unit pack level multiplied by all the lower level child packs standard pack quantity.

Contents Grid

When you select Apply in the Contents panel, the system adds data to the grid. Some fields are read only while other fields can be updated.

Each time you click Apply, a confirmation message displays, letting you select an Append option to add the new pack structure to the grid without replacing the old structure, or a Replace option to clear the entire contents from the grid and add a new pack structure.

Buttons above the grid include the following:

- New: Click to add a new child/item to the pack.
- Click the + (add) Child button to add contents to the pack.
- Delete: Click to delete a child/item from the pack.
- Item Serials: Click to enter item serials manually.
- Drag & Drop: Click this button to select nodes and drag and drop to another line in the grid.
- Add Unloaded Lines: Click to add previously unloaded inventory lines to the grid. The button is disabled if there are no unloaded inventory lines available for the packaging slip being received; otherwise, it is enabled.

  Each time you click Add Unloaded Lines, the entire set of previously unloaded inventory lines in the grid is cleared, and unloaded inventory lines are added to the grid again.
- Add Shipper Lines: Click to add all the records from the PO Shipper Lines. The records are added to the grid in a structure maintained in the PO Shippers.

  Note Currently, when you use Add Shipper Lines, the system supports only two-level serial lines. If you exceed this limit, you will encounter an error.

Once you finish updating data in the grid, click the Submit button below the grid. For information on system results, see Successful Submit on page 4750.

Type

Enter or select an item or serial value from the drop-down list. When the type is Serial, you can add unit packs or assembly pack lines. (Assembly pack is not currently supported.) When the Type is Item,

you can add loose, non-serialized, or serialized inventory without any packaging structure or as the lowest-level content for the unit pack. The unit pack with contents is displayed in the tree-list view.

Note To add contents (item type) for a serial type in the Contents grid, use the + Child button in the grid.

Unloaded

This read-only option is set only for unloaded inventory lines added to the grid by clicking the Add Unloaded lines button or manually by entering the Serial in pending stage that is linked to the packaging slip being received.

Unloading Date

This read-only field displays the date when the line was unloaded and populated only for unloaded inventory lines added to the grid by clicking the Add Unloaded lines button or manually by entering the Serial in pending stage that is linked to the packaging slip being received.

Remove

This option is enabled only for unloaded inventory lines added to the grid by clicking the Add Unloaded lines button or manually and unset by default, otherwise it is read only and always unset.

You can set the option in order that the unloaded inventory line needs to be removed from the list that is linked to the packaging slip being received.

You can set the option only for a master pack level (Type=Serial and Level = 1) or for a loose non-serialized or serialized inventory line without any packaging structure (Type = Item and Level=1).

Note The removal is supported only for the whole packaging structure (unit pack/assembly pack including all the child levels) or loose non-serialized or serialized inventory.

The following use cases are supported when you remove:

- Loose non-serialized inventory line without packaging structure
- Loose serialized inventory line without packaging structure
- Single item, single lot unit pack/assembly pack structures with non-serialized or serialized content

  Note Mixed unit/assembly packs with serialized / non-serialized contents are not supported for removal.

Serial

When you select serial in the Type option, the Serial option is editable and you can enter or use the lookup to select any valid new, pending, or decommissioned stage serial ID that is linked to the packing slip being received. Leave blank to generate new serial IDs based on the

setup in **Serial Ranges**. Inbound Serial Rules 1, 2, and 3 specified in the Serial Ranges on page 3054 allow linking of external serial IDs to internal serial IDs.

For Inbound Serial rules other than 0, the serials generated are as follows:

1. Inbound Serial ID Rule 1: The Serial ID is generated with the Origin Code as the prefix and entered External Serial ID as the suffix.
2. Inbound Serial ID Rule 2: The Serial ID is generated with entered External Serial ID as the prefix and the Origin Code as the suffix.
3. Inbound Serial ID Rule 3: The Serial ID is generated as entered External Serial ID.

When blank, the system looks for a matching serial range ID in the following order:

- Pack code, item/BOM code, address, site
- Pack code, address, site
- Pack code, item/BOM code, site
- Pack code, site
- Pack code, item/BOM code, address
- Pack code, item/BOM code
- Pack code, address
- Pack code
- Item/BOM code, address, site
- Item/BOM code, site
- Item/BOM code, address
- Item/BOM code
- Address, site
- Address
- Site
- All fields are blank

Pack Code

When the BOP option is blank and Auto Generate Packs is selected, the value of Pack Code defaults from the Contents panel Pack Code field and can be modified for a serial type record.

When the BOP option has a value, the lowest-level unit pack defaults from the definition in **Packaging Structures**, and you cannot modify the pack code.

Pack Code Description

Displays a read-only pack code description.

Item

This option is editable when you select an item for the Type option; otherwise, it is disabled. For Item type lines, the system displays the item from the order/line entered in the Contents grid. When you modify the value, the item should match the non-blank mandatory Order and Line fields.

Item Description

Read-only and defaults the description from the PO line or from Description 1 from the supplier scheduled order line.

Site

The value defaults from the Site option in the Inventory subpanel when not blank. You can modify the value or select it from the lookup for Serial and Item types.

Location

The value defaults from the Lot/Serial option in the Inventory subpanel when non-blank. You can modify the value for Item types. The system validates the location if the item is a lot-/serial-controlled item.

Lot/Serial

The value defaults from the Lot/Serial option in the Inventory subpanel when non-blank. You can modify the value for Item types. The system validates the location if the item is a lot-/serial-controlled item.

Reference

The value defaults from the Reference option in the Inventory subpanel when non-blank. You can modify the value or select it from the lookup for Item types.

Supplier Lot

The value defaults from the Supplier Lot option in the Inventory subpanel when non-blank. You can modify the value for an Item type.

Quantity

The quantity defaults to 1 for Serial type and cannot be edited. For Item type, it defaults from the standard pack quantity for the full pack structure and from the quantity in the partial pack for a partial pack structure when you select the Auto Generate Packs option. It defaults to zero when you manually add contents and can be modified for Item type records.

UM

The value defaults from the order line. You can modify it for an Item type. It is disabled for a Serial type.

Generate Item Serials

When selected, the system automatically generates serials for each inventory unit. The system only generates item unit serials when the item is serial controlled (Serial Control option is set to Mandatory in **Items** > Inventory panel. When not serial controlled (Serial Control is blank), the Generate Item Serial option is disabled and not selected.

Item Serials

Display only and indicates if item serials have been entered or not for the serialized content when Generate Item Serials is not selected. When the Item Serials option is highlighted, it alerts you to the fact that serials have not been entered. When they are entered, the Item Serials option displays as selected.

Printed

By default, the Printed field remains disabled and unchecked.

External Serial

By default, the External Serial remains disabled, and its value is derived from the value entered in the Serial if the Inbound Serial rule other then 0 is entered in the Serial Range configuration.

Origin Code

By default, the Origin Code remains disabled, and its value is populated for Inbound Serial rule other then 0 entered in the Serial Range configuration.

Inventory Status

Inventory Status is blank for a serial type. When a value exists, it defaults from the following settings:

1. Inventory detail settings for the site or location
2. Lot/serial and reference combination settings
3. The active PO receipt status setting from item-site inventory exceptions
4. The active PO receipt status setting from items in inventory
5. Local settings
6. Site settings

Expire Date

The system calculates expire date values from the shelf-life settings when not blank. The system first checks for any shelf-life settings for

item-site inventory exceptions, then checks the shelf-life value from the Inventory panel in **Items**. Expire Date is blank for a serial type.

Assay Percentage

Enter an assay % attribute value for the inventory line being received. Assay % is blank for a serial type.

Grade

Enter the grade attribute value for the inventory line being received. Grade is blank for a Serial type.

If there is existing inventory detail, the system retrieves regulatory attributes information from inventory detail; otherwise, for non-existing regulatory attributes, the system defaults as explained in this help topic when you unload by packing slip or PO shipper.

Note When unloading by PO shipper for non-existing inventory detail, the system retrieves information from the PO shipper line regulatory attributes, and you can modify it.

Production Order

For a subcontract line item (receipt type S), this is the work order or production order number. This option is disabled for inventory, memo POs, and supplier scheduled order lines.

ID

For a subcontract line item (receipt type S), the production order or cumulative order lot ID associated with the subcontracted service. A single production order or cumulative order can have multiple associated lot IDs. This option is disabled for inventory, memo POs, and supplier scheduled order lines.

Operation

The operation number associated with the subcontract order. This option is disabled for inventory, memo POs, and supplier scheduled order lines.

Any attempt to submit WIP items results in an error message. Packaging is only allowed for finished goods items.

When unloading by packing slip or PO shipper, the system retrieves production order details from the PO or the supplier scheduled order, and you cannot modify the value.

Unloading and receiving inventory for a subcontract line is supported only when it references a production order with a C(umulative) type and it is the last operation. For WIP items, you should use **Pack Receipt by Work Order**.

Lot Control

Display only and defaults from item-site inventory exceptions, if available; otherwise, it defaults from item planning data.

Serial Control

Display only and defaults from item planning data.

Item Serials

When you click the Item Serials button in the Contents grid, a screen displays that lets you enter item unit serials manually for each quantity. This option is only enabled when a serialized item unit (Serial Control is set to Mandatory in **Items** > Inventory panel) is entered in the Contents grid and Generate Item Serial is not selected. When Generate Item Serial is selected, this option is not enabled.

When the Item Serials screen is launched, the number of records that match the Quantity entered in the grid are added to the Main grid with blank serials. When you add or delete a record in the Item Serials screen, the system updates the total Quantity in the grid to match the number of item serials entered for each quantity.

When you have already entered item serials, and you are decreasing the Quantity in the contents grid, you cannot make changes in the Item Serials screen. The system displays a warning message, informing you that the quantity in the pack does not match the Item Serials quantity.

Summary

The Summary panel displays the following data:

- Item: Serialized item and description
- Quantity: Quantity entered in the Contents grid
- Total Item Serial Quantity Entered: Calculated on the fly as you enter the number of Item Serials
- Lot/Serial: Displays the Lot/Serial entered in the Contents grid.
- Reference: Displays the Reference entered in the Contents grid.

Main

Buttons above the grid include a New button to add a new record to the Item Serials grid and a Delete button to remove a record from the grid.

Item Serials Grid

Serial

Enter the serial provided by the supplier or select an existing valid stage (New, Pending or Decommissioned) for the item serials. You can

only enter item serials with a blank Pack Code. You cannot use Pack Serial in the Item Serials screen.

Inbound Serial Rules 1, 2, and 3 specified in the Serial Ranges on page 3054 allow linking of external serial ids to internal serial ids.

For Inbound Serial rules other then 0, the serials generated are as follows:

1. Inbound Serial ID Rule 1: The Serial ID is generated with the Origin Code as the prefix and entered External Serial ID as the suffix.
2. Inbound Serial ID Rule 2: The Serial ID is generated with entered External Serial ID as the prefix and the Origin Code as the suffix.
3. Inbound Serial ID Rule 3: The Serial ID is generated as entered External Serial ID.

Quantity

Disabled. Displays one quantity.

UM

Disabled. Displays the UM entered in the Contents grid.

Printed

By default, the Printed field remains disabled.

External Serial

By default, the External Serial remains disabled, and its value is derived from the value entered in the Item Serial if the Inbound Serial rule other then 0 is entered in the Serial Range configuration.

Origin Code

By default, the Origin Code remains disabled, and its value is populated for Inbound Serial rule other then 0 entered in the Serial Range configuration.

Modifying Unloaded Inventory Lines

You can modify previously unloaded inventory lines that are linked to the packaging slip being received. Once you click the Add Unloaded Lines button above the Contents grid, the system populates the packaging structures (unit pack/assembly pack), loose non-serialized, or loose serialized inventory into the grid.

Once you choose an inventory line (Item Type) in the grid, you can modify data in the following fields: Site, and Location (must be the same across the entire pack structure), Lot/Serial, Reference, Supplier lot and Quantity. The rest of the fields are disabled for editing.

Note You cannot modify the *structure of the unloaded inventory line*, including adding an additional child level(s), adding an item to the pack, or

changing a pack code. When you need to make these kinds of changes, QAD recommends that you remove unloaded lines and create new ones.

You can increase or decrease the Quantity in the Contents grid. When the contents are serialized, you should create new serial IDs when increasing the quantity or decommission existing serial IDs when decreasing the quantity.

Note You cannot choose serial IDs for decommission when decreasing the quantity or add existing serial IDs when increasing quantity using an item serials pop-up; this capability is not supported for previously unloaded inventory lines.

The system creates new serial IDs and aggregates them to the same pack structure if quantity increases.

The system removes serial IDs from the pack structure and decommissions them using the FIFO logic. The first serial ID that is aggregated to the pack structure or just generated for a loose serialized line is removed and decommissioned as the first, and so on.

Upon a successful submit, you can view functional impacts in Serials/ Serial History browsers; however, you cannot view loose non-serialized inventory in the Serials/Serial History browses.

Successful Submit

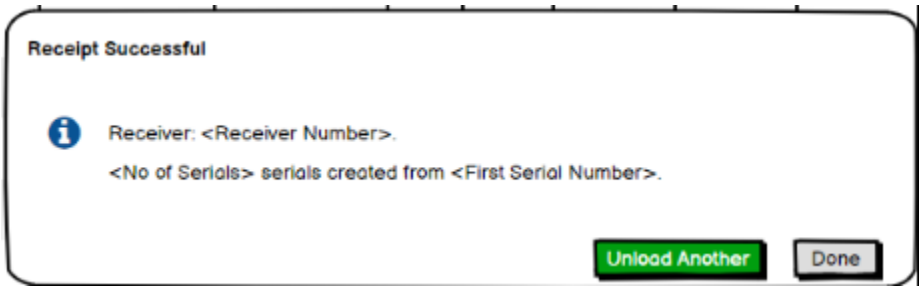
Unloading by Packing Slip/PO Shipper with Confirm Shipper Selected

Once you click Submit and the unload is successful, the system creates serials; otherwise, the system displays error messages.

The system displays error messages for the following use cases:

- There are previously unloaded inventory lines available in the Contents grid and some/all are modified or marked for removal. When this occurs, the system displays an error message informing you that the unloaded inventory has been modified and you should deselect Confirm Shipper. You should deselect the Confirm Shipper option and click Submit to apply all the changes.
- There are previously unloaded inventory lines available in the Contents grid and **all** are marked for removal. When this occurs, an error message displays, informing you that there is no unloaded inventory to be confirmed and you should deselect Confirm Shipper. You should deselect Confirm Shipper option and click Submit to apply all the changes.

The system displays a pop-up with details about the total amount of serials created and the first serial number from the series:



You can copy the serial number in the pop-up and use it for data verification—for example, when you check details about created serials using the **Serials** browse.

In the pop-up, click either:

- Unload Another: Continue with the unload action. The system returns you to the action form and all data in the grid is cleared. You can modify the data in the Main panel as required; for example, you can choose another line from the same order. Click Submit again.
- Done: All information is read-only and users can go through different browses and reports.

Upon a successful submit, when serial type records with contents (Item type) exist or Item type records exist for non-serialized or serialized items, you can view functional impacts in different browses:

- In **Serials** and **Serial History**, you can view detailed information about the unit pack serial or item serial that was created, built, and received by selecting the Serial History drill-down links.
- When unloading by PO shipper and Confirm Shipper is selected, all earlier unloaded inventory against the PO shipper is confirmed also along with new unloaded inventory.
- Inbound receipt transactions, like RCT-PO, CN-RCT, and optionally, ISS-TR and RCT-TR when inventory received on a receive site is different from the PO or supplier scheduled order line site.
- Check receiver/warning-related information on the right-hand side of the panel once the submit is successful.
- You can drill-down to various browses and reports from the Unload action screen.
- The PO shipper is confirmed when Confirm Shipper is selected and you unload by PO shipper.

Unloading by PO Shipper with Confirm Shipper Not Selected

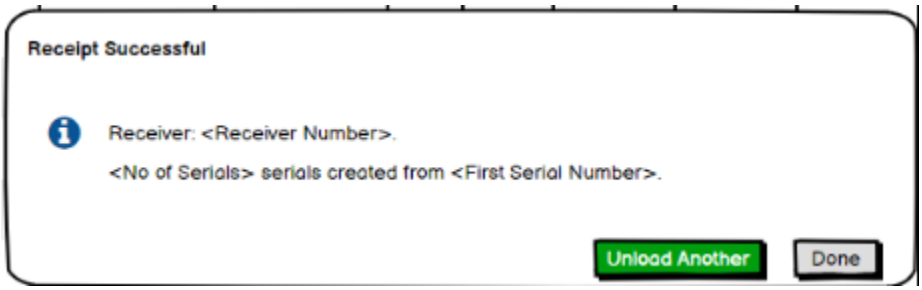
Once you click Submit with Confirm Shipper not selected and the unload is successful, the system creates the serials; otherwise, it displays error messages.

As long as the PO shipper is not confirmed, you can use the Unload Action against that PO shipper to unload different inventory multiple times, modify previously unloaded inventory lines, or remove some or all unloaded inventory lines that are linked to the packaging slip being received.

The system displays a pop-up with details, similar to the one shown for Unloading for a Packing Slip/PO Packing Slip/PO Shipper with Confirm Shipper Selected on page 4750, with the total amount of serials created and the first serial number from the series. That serial number can be copied and used for data verification.

Once you submit, the system also performs matching between the ASN and unloaded inventory. If discrepancies exist, the system displays an error message, informing you that discrepancies exist and that you must run the Purchase Order Discrepancies report. You can choose to Unload Another or choose Done to finish the unload. For information on these two buttons, refer to the button description in Unloading for a Packing Slip/PO Packing Slip/PO Shipper with Confirm Shipper Selected on page 4750.

When none of above messages display, the system displays the following message:



Upon a successful submit with Confirm Shipper not selected, when serial type records with contents (item type) exist or Item type records exist for non-serialized or serialized item, you can view the following functional impacts in different browses:

- In **Serials** and **Serial History**, you can view detailed information about the unit pack serial or item serial that was created and built. Serials are in the Pending stage since the PO shipper is not confirmed.
- You can drill down to various browses and reports from the Unload action screen.
- The PO shipper remains as unconfirmed and no inventory transactions are created.

Viewing Results for Various Use Cases

The following table depicts different use cases, the steps you take, and the results that you can view:

Use Case	Steps	Review Results
Unload and receive multiple unit packs with serialized and non-serialized content	• Use the Unload Action from Purchase Orders/ Supplier Scheduled Orders/PO Shippers. • In the Main Panel, enter the Packing Slip or PO Shipper, select Confirm Shipper, and optionally enter or accept the defaults related to Order, Line, Item, Supplier and Ship-To Site. • In the Inventory Panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to the content. Accept the BOP or modify to match the content specified in the Main panel. Optionally enter Pack code if BOP is blank. • Select Auto Generate and enter the Number of Full Packs. Adjust or accept the standard pack quantity and quantity in the Partial Pack. Click Apply to replace or append multiple unit packs in the Contents Grid with	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, other Inventory and Order Line details for the content. and pack. • As necessary, repeat the above steps to add more unit packs to the Contents grid.	
Unload and receive multiple assembly packs with serialized and non-serialized content	• Select the Unload action. • In the Main panel, enter Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel.	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	• Select both Auto Generate Packs and Receive Assembly Pack and enter the Number of Assembly Packs. Adjust or accept the Standard Assembly Pack Quantity and Standard Child Pack Quantity. Click Apply to replace or append multiple assembly packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, and other Inventory and order line details for the content and pack. • As necessary, repeat the above steps to add more assembly packs to the Contents grid.	
Unload and receive multiple unit packs with serialized and non-serialized content manually	• Select the Unload action. • In the Main panel, enter Packing Slip or PO Shipper, select Confirm Shipper and optionally enter	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. Optionally enter the Pack Code if BOP is blank. • In the Contents grid, click New to add a serial type line and enter information related to the pack, such as the Serial ID, Pack Code, Site, and Location . • Click Add. Click the Serial Type line to add content details, such as Item, Order, Line, and inventory-related details. If Main and Inventory panels are filled, information defaults from these panels to the Contents grid and can be modified. • As necessary, repeat the above	

Use Case	Steps	Review Results
	steps to add more unit packs manually to the Contents grid.	
Unload and receive multiple assembly packs with serialized and non-serialized content manually	• Select the Unload action. • In the Main panel, enter Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. • In the Contents panel, select Receive Assembly Pack. • In the Contents grid, click New to add a Serial Type line and enter information related to the pack, such as Serial, Pack Code, Site, and Location. The higher level Serialized Pack	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	Code defaults from BOP, if specified. • Click Add. Click the Serial Type line to add another lower-level serialized pack based on the BOP code. • Click Add Child on the second level pack to add content details, such as Item, Order, Line, and inventory-related details. If Main and Inventory panels are filled, information defaults from these panels to the Contents grid and can be modified. • As necessary, repeat the above steps to add more assembly packs manually to the Contents grid.	
Unload and receive multiple mixed unit packs containing serialized and non-serialized content	• Select the Unload action. • In the Main panel, enter the Packing Slip or PO Shipper. Select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. Optionally, enter the Pack Code if BOP is blank. • Select Auto Generate and enter the Number of Full Packs, adjust or accept the Standard Pack Quantity and Quantity in Partial Pack. Click Apply to replace or append multiple unit packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, and other inventory and order line details for the content and pack. • Click Add Child on the Unit Pack Level to add the same content with different lot, different content with same lot, or	

Use Case	Steps	Review Results
	different lot to make the unit pack a mixed unit pack. **Note:** Pack code used in the Serial line should be defined correctly for single-item and single-lot settings. • As necessary, repeat the above steps to add more unit packs to the Contents grid and add contents to the unit pack to make a mixed unit pack structure.	
Unload and receive multiple mixed assembly packs containing serialized and non-serialized content	• Select the Unload action. • In the Main panel, enter the Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel. optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel.	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	• Select both Auto Generate Packs and Receive Assembly Pack and enter the Number of Assembly Packs. Adjust or accept the Standard Assembly Pack Quantity and Standard Child Pack Quantity. Click Apply to replace or append multiple assembly packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, and other inventory and order line details for the content and pack. • Click Add Child on the Unit Pack level to add the same content with different lot, different content with same lot, or different lot to make the unit pack a mixed unit pack. **Note:** The Pack Code used in the serial line should be defined correctly	

Use Case	Steps	Review Results
	for single-item and single-lot settings. • As necessary, repeat the above steps to add more assembly Packs to the Contents grid.	
Unload and receive multiple loose serialized content	• Select the Unload Action • In the Main panel, enter the Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference and Supplier Lot related to content. • Accept the BOP or leave blank. • In the Contents grid, click New to add an Item Type line at Level 1 to unload/receive it as loose serialized content and accept or modify information related to Site, Location, and other inventory and order line	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	details for the loose content. • If item serials are being auto-generated, select Generate Item Serials. When item serials will be entered manually (for example, when they are generated beforehand or the supplier sent them), deselect Generate Item Serials. Maneuver to the Item Serials screen by clicking the Item Serials button in the Contents grid to add item serials data for the lot quantity being received. • As necessary, repeat the above steps to add more loose serialized contents to the grid.	
Unload and receive multiple loose non-serialized content	• Select the Unload action. • In the Main panel, enter the Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site.	• Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	• In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or leave blank. • In the Contents grid, click New to add an Item Type line at Level 1 to unload/receive it as loose serialized and accept or modify information related to Site, Location, and other inventory and order line details for the loose content. • As necessary, repeat the above steps to add more loose non-serialized content to the grid.	
Unload multiple mixed unit packs and confirm using **PO Shippers**>Confirm action	• Select the Unload action from **PO Shippers**. • In the Main panel, enter the Packing Slip or PO Shipper, deselect Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site.	• Serials Browse • Serials>Serial History Browse • Pending Purchase Order Unload Report • Purchase Order Discrepancies • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	• In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. Optionally enter Pack Code if BOP is blank. • Select Auto Generate and enter the Number of Full Packs. Adjust or accept the Standard Pack Quantity and Quantity in Partial Pack. Click the Apply button to Replace or append Multiple Unit Packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, and other inventory and order line details for the content and pack. • Click Add Child on the unit pack level to add the	

Use Case	Steps	Review Results
	same content with different lot, different content with same lot, or different lot to make the unit pack a mixed unit pack. **Note:** The Pack Code used in the serial line should be defined correctly for single-item and single-lot settings. • As necessary, repeat the above steps to add more unit packs to the Contents grid and add contents to the unit pack to make a mixed unit pack structure. • Launch PO Shippers>Confirm Action to confirm the unloaded inventory.	
Unload multiple mixed assembly packs and confirm using **PO Shippers**>Confirm action	• Select the Unload action from **PO Shippers.** • In the Main panel, enter the Packing Slip or PO Shipper, deselect Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. • Select both Auto Generate Packs and Receive Assembly Pack and enter the Number of Assembly Packs. Adjust or accept the Standard Assembly Pack Quantity and Standard Child Pack Quantity. Click Apply to replace or append multiple assembly packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, and other inventory and order line details for the content and pack. • Click Add Child on the Unit Pack Level to add same content with different lot,	

Use Case	Steps	Review Results
	different content with same lot, or different lot to make the unit pack a mixed unit pack. Note: The Pack Code used in the serial line should be defined correctly for single-item and single-lot settings. • As necessary, repeat the above steps to add more assembly packs to the Contents grid. • Launch **PO Shippers**>Confirm action to confirm the unloaded inventory.	
Unload loose serialized and non-serialized content and confirm using **PO Shippers**>Confirm action	• Select the Unload action from **PO Shippers.** • In the Main panel, enter the Packing Slip or PO Shipper, deselect Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel. optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content.	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	• Accept the BOP or leave blank. • In the Contents grid, click New to add an Item Type line at Level 1 to unload/receive it as loose serialized and accept or modify information related to Site, Location, and other inventory and order line details for the loose content. • If Item serials are being auto-generated, select Generate Item Serials. When item serials will be entered manually (for example, when generated beforehand or supplier sent them) deselect Generate Item Serials. Maneuver to the Item Serials screen by clicking Item Serials in the Contents grid to add item serials data for the lot quantity being received. • In the Contents grid, click New to add an Item Type line at Level 1 to unload/receive it as loose serialized and accept or modify information	

Use Case	Steps	Review Results
	related to Site, Location, and other inventory and order line details for the loose content. • As necessary, repeat the above steps to add more loose serialized contents to the Content grid. • Launch **PO Shippers**>Confirm action to confirm the unloaded inventory.	
Unload and Receive Unit and Assembly packs linking Internal Serial IDs to External Serial IDs	• Configure the **Number Ranges** for the item. Refer to Serial Ranges on page 3054. • Configure the Serial Ranges on page 3054 for the item. • Assign Inbound Serial rule other then 0 for linking Internal Serial IDs to External Serial IDs. Refer to Serial on page 4743 • Select the Unload action from **PO/PO Shippers.** • In the Main panel, enter the Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to	• Serials Browse • Serials>Serial History Browse • Inventory Transactions

Use Case	Steps	Review Results
	Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. Optionally, enter the Pack Code if BOP is blank. For Unit Packs: Select Auto Generate and enter the Number of Full Packs, adjust or accept the Standard Pack Quantity and Quantity in Partial Pack. Click Apply to replace or append multiple unit packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. or For Assembly Packs: Select both Auto Generate Packs and Receive Assembly Pack and enter the Number of Assembly Packs.	

Use Case	Steps	Review Results
	Adjust or accept the Standard Assembly Pack Quantity and Standard Child Pack Quantity. Click Apply to replace or append multiple assembly packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location,and other Inventory and order line details for the content and pack. • Enter the External Serial ID in the serial field. • Verify the Serials generated.	
Return single item single lot unit pack	• Complete executing Unload Action on **Purchase Orders**/**Supplier Scheduled Orders**/**PO Shippers** with Confirm Shipper selected. • Execute Return Order action from **Purchase Orders** and select Return By Pack.	• Serials Browse • Serials>Serial History Browse • Inventory Transactions

Use Case	Steps	Review Results
	• Click New in the Return Items grid. For a Serial Type, enter Pack Serial and Order PO line data. This adds content as Item Type into the unit pack line. • Submit.	
Return single item single lot assembly pack	• Complete executing Unload Action on **Purchase Orders**/**Supplier Scheduled Orders**/**PO Shippers** with Confirm Shipper selected. • Execute Return Order Action on **Purchase Orders** and select Return By Pack. • Click New in the Return Items Grid . For a Serial Type, enter assembly pack serial and PO line data. This adds all child packs and contents into the assembly pack. **Note:** If the unit pack or assembly pack contains serialized items, all item serials display in the Item Serials pop-up. • Submit.	• Serials Browse • Serials>Serial History Browse • Inventory Transactions

Use Case	Steps	Review Results
Return mixed unit pack with same item, different lot	• Complete executing Unload Action on **Purchase Orders**/**Supplier Scheduled Orders**/**PO Shippers** with Confirm Shipper selected. • Execute Return Order Action from Purchase Orders and select Return By Pack. • Click New in the Return Items grid. For a Serial Type, add unit pack serial and PO line data. This adds all contents into a unit pack as Item Type lines. • Submit.	• Serials Browse • Serials>Serial History Browse • Inventory Transactions
Return mixed assembly pack with same item, different lot	• Complete executing Unload Action on **Purchase Orders**/**Supplier Scheduled Orders**/**PO Shippers** with Confirm Shipper selected. • Execute Return Order Action from Purchase Orders and select Return By Pack. • Click New in the Return Items grid. For a Serial Type,	• Serials Browse • Serials>Serial History Browse • Inventory Transactions

Use Case	Steps	Review Results
	enter the assembly pack serial and PO line data. This adds all contents into a unit pack as Item Type lines. • Submit.	
Return loose serialized /non-serialized contents	• Complete executing Unload Action on **Purchase Orders**/**Supplier Scheduled Orders**/**PO Shippers** with Confirm Shipper selected. • Execute Return Order Action from Purchase Orders and select Return By Pack. • Click New in the Return Items grid. For a Serial Type, enter the Item Serial if returning loose serialized item and PO line data for the Content line. • Click New in the Return Items grid. For an Item Type, enter the loose non-serialized data. • Submit.	

Adjust or Reset (A/R) Action

Note New cumulative quantity is transmitted on the next scheduled release.

In **Supplier Scheduled Orders**, select the Adjust or Reset (A/R) action from the Actions dropdown menu. The Adjust Cumulative Receipts window appears.

Adjust Cumulative Receipts

In Adjust Cumulative Receipts, you can modify the cumulative receipt quantities, or reset an entire scheduled order with a new cumulative start date and a zero quantity.

You can reset the order, or adjust the cumulative quantity received or the start date of the accumulation.

If a discrepancy between cumulative receipts and the supplier's cumulative shipped quantities occurs, this is accommodated in the process of making a scheduled release active. However, you can use the Adjust option to adjust a discrepancy that occurs only on your end of the trading relationship such as losses due to theft, for which you would not want to adjust the cumulative quantity received.

Depending on the value of Adjust or Reset (A/R), Cumulative Received and Cumulative Shipped Start Date are either cleared or reset to new values.

You can clear your scheduled orders at the start of a fiscal year. Adjust Cumulative Receipts should be used seldom, if ever.

Summary Panel

The Summary panel displays the total count of selected supplier scheduled order lines.

Criteria Panel

Search Criteria

Displays the search criteria that you enter in **Supplier Scheduled Orders**. This field is read-only.

Supplier Scheduled Order Lines Panel

Use the grid in this panel to adjust the cumulative received quantity for supplier schedule lines by applying the Adjust or Reset (A/R) action.

You can also remove one or more supplier scheduled order lines from the grid. To do this, clear the checkbox next to the lines you want to remove and click the Clear Unselected Lines button. The selected lines are removed from the grid.

Order

Indicates the purchase order number used to identify a scheduled purchase order.

Line

Uniquely identifies a sales order or invoice line item.

Line items are automatically assigned when you are adding new line items. Use this number to access and modify an existing line item. The line item number displays on most reports.

Unique line numbers allow you to enter multiple lines for the same item, perhaps with different quantities or dates. The system assigns the next sequential line number.

Item

Indicates the code identifying an item on this scheduled order.

Item codes uniquely identify items or products such as raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item codes also identify planning items, configured products, service kits, and repair parts used in service activities.

For scheduled orders, the combination of item number, purchase order number, customer reference, and model year uniquely identifies each detail line item.

UM

Indicates the unit of measure (UM) for this line item. The value defaults from **Items**, or for a supplier item, from **Supplier Items**.

Supplier

This address code uniquely identifies a specific supplier, pointing to their name and address.

Supplier Name

Indicates the supplier name.

Ship-To

Indicates the site for which this scheduled order detail line is created.

Under Global Tax Management, the ship-to address helps determine the applicable tax types. The tax zones for the ship-to address and the ship-from site, along with the customer tax class, determine the tax environment for the transaction. In addition, the ship-to address determines the transaction tax usage code.

For scheduled orders, the combination of Item number and Ship-To Site uniquely identifies a detailed line item.

Adjust or Reset (A/R)

Specify whether to adjust or reset the cumulative received value by selecting one of the following options from the dropdown list:

- A: Adjusts the value. When selected, you must enter the new value for Cumulative Received. This is the default option.

- R: Resets the value. When selected, the Cumulative Received value is automatically set to zero.

A transaction history record is created each time this function is completed. The record indicates Adjust or Reset and the net increase or decrease quantity.

Remarks

Optionally, enter any remarks in this field.

Cumulative Received

Indicates the adjusted cumulative quantity received against this scheduled order line item.

When a line item is first scheduled, the cumulative receipt quantity is zero and the cumulative start date is set to the first day of the schedule. As receipts are processed, the system updates the cumulative receipt quantity. Cumulative receipt quantity and start date appear on most reports.

Sometimes, cumulative receipt quantity must be adjusted manually, usually as dictated by policy. For example, you can reset it to zero at the start of your new fiscal year. The cumulative start date is changed to this date.

You can also adjust cumulative receipts manually to reflect returned or defective items, or losses due to theft. For example, when defective items are returned to the supplier, you might want to process a return and credit without decreasing cumulative quantity.

When you send a revised schedule to a supplier, it lists the cumulative quantity received along with information about the last receipt. If the supplier's records do not match, they should investigate the difference.

Note You can apply field security to this field to restrict access.

Cumulative Shipped Start Date

Enter the starting date of the cumulative quantity. For more information, refer to the description of the Cumulative Received field above.

Note You can apply field security to this field to restrict access.

Supplier Scheduled Releases

Note When a supplier schedule release is generated through the trade sales process, you cannot create, update, or delete it in this function; you should use **Customer Scheduled Releases** to manipulate the related trade sales customer scheduled order. Also, when the trade sales supplier scheduled release is exported or printed, you cannot delete it in the trade sales customer scheduled release.

Supplier Scheduled Releases includes a browse showing all active and draft aggregate, shipping, and planning scheduled releases. Graphical icons indicate that quantity variations between releases are outside of specified tolerance limits.

From the initial browse screen, you can:

- Use the Manage Scheduled Releases Action on page 4785 from the Schedule Releases browse to update key values on multiple releases as needed.
- Use Supplier Scheduled Releases Historical on page 4790 to view aggregate, shipping, and planning scheduled releases with a historical status or to reactivate a release.
- Select an individual release from the browse and update details in a maintenance form.

Note You can check supplier scheduled release information that was communicated through EDI in the **EDI Monitor** browse, provided as a drill-down link to **Supplier Scheduled Releases**. The information in the browse is useful for buyers/planners when supplier schedule planning, shipping, or aggregate release exports result in errors for a given release.

Browse

Visual indicators in the browse give you instant access to key information:

- A green circle icon in the Status column identifies active schedules; a clear circle outlined in gray identifies draft schedules.
- A triangle icon in the Variance column indicates that the quantity difference from the previous release exceeds specified variance tolerances.

Other important columns in the browse include the following:

- Communication Status: Indicates the following statuses, based on whether you selected options when editing the contract of the release:
  - Whether the release printed or has not printed
  - For customers who are using the QCE (QAD Cloud EDI), whether the release has been sent or not sent by EDI, or whether the sent message resulted in a transmission error

    Note When you use QCE, you can view additional EDI information by selecting the **EDI Monitor** browse from the Drill-Down Links (chain icon) in the screen's right panel. You can select the browse from the Supplier Schedule Releases browse, the maintenance form, or the line maintenance form. The **EDI Monitor** browse lets you view information on the EDI sort time; status; inbound; exchange and application reference IDs; document and trading partner IDs; trading partner group, site, address, ship-to, ship-from, item, and PO; errors; and more.

    - Whether the release was sent or not sent to QAD Supplier Portal
- Reviewed and Reviewed By: Indicates whether a release has been reviewed and by which user
- Planner: Indicates the planner for the release
- Cum Received: Indicates the total quantity received for this release
- Current Balance: Indicates the current balance, based on the formula *current balance = prior cumulative required - cumulative received*
- In-Transit Qty: Indicates the quantity in-transit; that is, an ASN has been sent from the supplier but not confirmed
- Trade Sales Order: Displays the related trade sales customer scheduled order; otherwise, it is blank
- Trade Sales Line: Displays the related trade sales customer scheduled order line; otherwise, it is blank
- Trade Sales Ship-To: Displays the ship-to of the supplier scheduled order, which is the same as the ship-to of the related trade sales customer scheduled order

Optionally, use the Search field to narrow the display to schedules of interest; for example, you can filter based on a specified minimum variance value.

To update a single release, select it and select Edit, or simply double-click the row.

Creating a New Release

To create a new release, select New. The system displays the Main, Scheduling, Detail, and Notes panels with non-editable options, except for the order, line, type, release, and status, which is editable.

When the order, line, and type have correct data, the system populates the release with an identification number that is based on how you set the Generate Date Based Release option in the Supplier Schedule subpanel of **Purchasing Control**.

Status is set to Draft. For a release in Draft status that has not been sent, the system sets Active End Date and Reviewed to blank.

When these options are populated, but there is a previous release with the same identifying data, the system prompts you to copy the existing release information to the new release.

For other entries, use the descriptions in the Main Panel section to determine the kind of data to enter for the options.

When you create a new trade sales customer planning or shipping schedule and activate the release, the system automatically creates the matching supplier planning or shipping schedules.

Deleting an Existing Release

To delete a release, select it first from the main browse; then, select the Delete option.

Updating Data for an Individual Release

When you select a release from the initial **Supplier Scheduled Releases** browse, use the following panels to review and update some fields.

Note You cannot modify a release that was sent to a supplier. Also, when you deactivate a shipping release by setting Status to Draft, and corresponding planning data exists for the release, shipping data prevails over planned data; therefore, the quantity of the shipping is updated for Materials Planning.

When you update an option for the currently active trade sales customer planning or shipping schedule that already has a matching trade sales supplier schedule, the system creates a newer supplier schedule with a higher release ID. The system sets the new supplier schedule as the active release and ends the previous release.

Main Panel

The Main panel displays information about the supplier scheduled order. Most fields are read-only.

For Status, you can choose Draft or Active from the lookup:

- Draft: This is the default status. When you choose to set a previously Active release to Draft, the Schedule Receipts section of Materials Planning is updated. This deletes all supplier scheduled purchase orders (schedule receipts) associated with the release. When you execute Selective Materials Plan (QAD .NET UI), the system updates planned orders accordingly. This system action applies to all release types, including aggregate, planning, and shipping releases.
- Active: When you select Active, the system sets Active End Date to blank, selects Reviewed, and records your user ID as the reviewer, along with the date and time.

Note The Active or Draft Status can be modified here for the supplier scheduled release you create or for a release created through **Schedule Update from MRP** in either .NET UI or Web UI.

Scheduling

Prior Cum Req

The total quantity required before the date of release.

Prior Cum Date

The up-to and through date of a prior cumulative required quantity.

Create Date

The date and time when the supplier scheduled order was created.

Active Start

The starting date for the schedule horizon.

Active End

The ending date for the schedule horizon.

Planning Resource Authorization

Fab Qty

The quantity of finished items the supplier is authorized to produce for the time period.

Fab Start

The first date when the supplier is authorized to begin manufacturing to fill this order.

Fab End

The last date when the supplier is authorized to begin manufacturing to fill this order.

Raw Qty

The quantity of manufactured items for which the supplier is authorized to purchase raw materials for the time period.

Raw Start

The first date when the supplier is authorized to begin purchasing raw materials to fill this order.

Raw End

The last date when the supplier is authorized to begin purchasing raw materials to fill this order.

Variance Tolerances

The system displays the positive and negative variance tolerance percentages specified for planning and shipping schedules in **Supplier Scheduled Orders**, highlighting the corresponding planning or shipping schedule in orange for a positive variance and yellow for a negative variance.

The system color-codes the cells based on variances calculated for bucket periods in the Schedule Detail panel. The Variance can be shaded as:

- No shading: The difference is within tolerance.
- Orange: The increased quantity for one or more bucket periods exceeds the positive tolerance percentage.

- Yellow: The decreased quantity for one or more bucket periods exceeds the negative tolerance percentage.

  The system updates the shading when you change the Quantity value for all bucket periods to bring them within tolerance. Also, the Cumulative Required and Open Quantity fields are updated when the quantity is changed.

Schedule Detail

Use this panel to adjust the quantity of out-of-tolerance schedule buckets. When you update the Quantity value, the system recalculates the percentage difference since the previous release.

- No shading: The difference is within tolerance.
- Orange: The increased quantity exceeds the positive tolerance percentage.
- Yellow: The decreased quantity exceeds the negative tolerance percentage.

  The system updates the shading when you change the Quantity value.

You can also update the schedule qualifier associated with this schedule bucket: Firm or Planned.

The system copies the following data from the customer planning or shipping schedule to the matching Active Supplier planning or shipping schedule:

- Item number and quantity
- Fabrication and raw authorization quantities and dates
- Prior cumulative date and Prior Cum Required field setting
- Shipping detail data

Supplier Information

The Supplier Detail panel also displays delivery-exception information that suppliers shared that can impact the dates and quantities expected on the supplier scheduled release. Additional fields in the Line Grid contain this information. The fields represent key information that is exchanged within the scope of the information flow between the Web UI and the web portal.

Note The fields in the panel are hidden by default in both the Default View and Quick Order view under the System Views. You can enable the option —as long as you have access rights—by clicking the gear icon in the top panel navigation bar. When the options in the panel display, they are always disabled.

When the following delivery information fields are visible in the Line Grid, they are always disabled:

Action Status

This field represents the supplier acknowledgment status of the supplier scheduled release line. Possible values are as follows:

- Blank: The newly created supplier scheduled release line. The supplier scheduled release line is pending action on the supplier's side.
- Accepted in Full: The supplier scheduled release line is accepted in full (as is) by the supplier.
- Rejected: The supplier scheduled release line is rejected by the supplier.
- Reacknowledge: The supplier scheduled release line is reacknowledged.
- Changed: The supplier scheduled release line is acknowledged but with changes in terms of the Quantity and Date.

Adjusted Date

This field represents the supplier's acknowledged date; that is, the date when the supplier is to ship the goods for that particular supplier scheduled release line.

The field is empty for a newly created supplier scheduled release line and can remain empty if the supplier does not specify anything during the acknowledgment process.

Adjusted Quantity

This field represents the supplier's acknowledged quantity; that is, the quantity to be shipped by the supplier for that particular supplier scheduled release line.

The field is empty for a newly created supplier scheduled release line and can remain empty if the supplier does not specify anything during the acknowledgment process.

Remarks

This field represents the supplier's comment to the supplier scheduled release line.

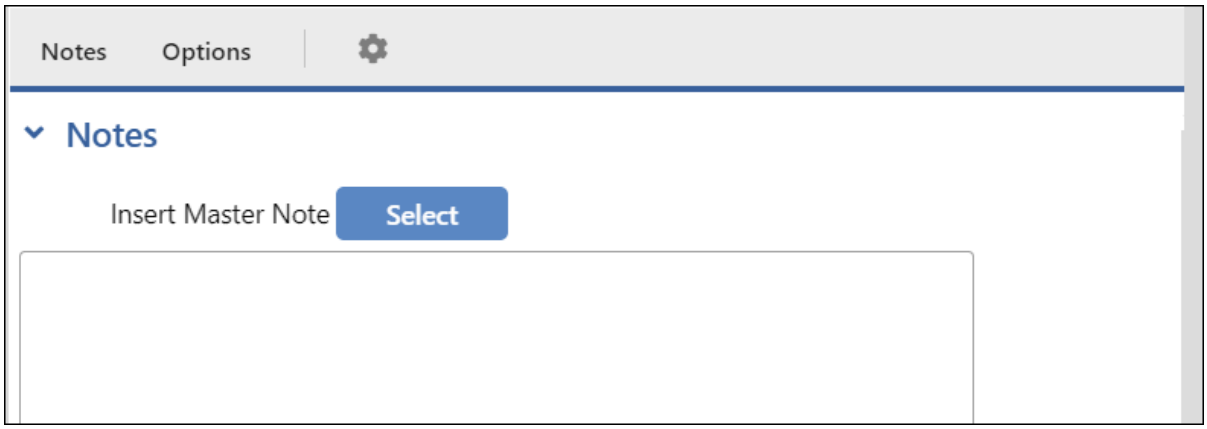
The field is empty for a newly created supplier scheduled release line and can remain empty if the supplier does not specify anything during the acknowledgment process.

Notes

Use this frame to enter optional notes about the supplier scheduled release.

There are two subpanels available: Notes Details or Options.

When you select Details, the system displays a Notes subpanel that lets you enter text.



In the Notes subpanel, you can choose the Insert Master Note option. When you do, the system displays the Master Note browse where you can set search criteria to find the correct master note to insert into this supplier scheduled release's notes.

When you add notes to releases created for standard supplier schedule releases (type 4), supplier planning schedule releases (type 5), or supplier shipping schedule releases (type 6), the notes are accessible in .NET UISupplier Schedule Maintenance, Supplier Planning Schedule Maintenance, and Supplier Shipping Schedule Maintenance.

When you select Options, you can choose the Print on Supplier Schedule option. When you do, the comments/page in the Notes panel prints in **Supplier Schedule Print**. The default is selected.

Notes entered in customer scheduled releases are copied to supplier scheduled releases when the order is created via the trade sales flow.

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Manage Scheduled Releases Action

Criteria

When you select the action to Manage Supplier Scheduled Releases, you have a chance to further refine the list of releases created by the browse selection criteria in the Criteria panel. You cannot change options for Required Criteria; set options in the Additional Criteria subpanel to further narrow the search.

Search Criteria

The system displays any user-defined criteria that you set in the search of the initial browse.

Required Criteria

The system displays predefined criteria that are always applied to the initial search:

- Both Active and Draft status are always included.
- The selection is limited to releases that have not already been sent to the supplier through printing, EDI, or the web portal and releases for which the user has site access permission.
- The supplier scheduled order cannot be a trade sales order.

Additional Criteria

Use the options in this subpanel to apply filters that affect the lines of the releases.

Show Exceptions Only

This option is selected by default so that you can review only releases that have variances (tolerances). The system loads the releases into the Lines grid. These are releases that have a variance indicator in the initial browse—that is, releases with a quantity that varies from the previous release by more than the specified positive or negative tolerance threshold.

Reference

Optionally, enter a range of reference codes for selecting schedule releases.

Qualifier

Optionally, use this field to limit the selection to either Firm or Planned schedules. By default, the selection includes both.

Date Range

Optionally, enter a range of release dates.

Variance Threshold

Optionally, specify the parameters for selecting releases based on the variance threshold defined in the schedule.

- Less than: enter a percentage
- Range: enter minimum and maximum percentages
- Equals: enter a percentage
- Greater or equal to: enter a percentage
- Greater than: enter a percent

- Is not null: the selection includes all releases whose schedules have any variance thresholds defined
- Less or equal to: enter a percentage

After setting criteria, select **Search** at the bottom of the Additional Criteria subpanel to go on to updating data for individual lines. The system populates the grid with all the releases based on the search criteria.

Select **Reset to Default** to clear all data that is loaded in the Lines grid and enter new criteria for reloading the grid. When you load line data for the first time, Reset to Default is enabled. When you select it, but no data is in the Lines grid, all Additional Criteria fields reset to the default.

When you update data in the Lines grid, then select Reset to Default, the system informs you that you have unsaved changes and prompts you to continue. Selecting to continue causes the Lines grid to clear and resets all fields in Additional Criteria to the default.

Lines

When Line data displays in the Line section, make updates in fields that permit editing.

When you are finished with your changes, select Submit. The system updates the release records as appropriate.

You can choose any of the following additional actions:

- Activate: Activates all selected releases with an Active status.
- Deactivate: Deactivates all selected releases with a Draft status.
- Review: Marks all selected Active releases as Reviewed. You cannot set a Draft status release to Review. When the Review field in the Line grid indicates that an Active order line has been reviewed, you cannot review it again. A Draft release is in review automatically when it is activated.

For schedule detail data that displays in the grid, you can edit the following:

Reference

Display only, indicating the reference code.

Adjusted Quantity

Enter the quantity that you are adjusting for the release line. When you update the adjusted quantity, the system recalculates the Adjusted Variance automatically so that you can view online how the tolerance changes.

Qualifier

Specify either planned or shipped to qualify the scheduled line.

For the header, you can edit the following:

Prior Cum Req

The total quantity required before the date of release.

Note When you update the Prior Cum Req quantity in the header in both the planning and shipping releases, the Prior Cum Req quantity of the shipping release takes precedence over the planning release's Prior Cum Req quantity when you update MRP.

Prior Cum Date

The up-to and through date of a prior cumulative required quantity.

Fab Qty

The quantity of finished items the supplier is authorized to produce for the time period.

Fab Start

The first date when the supplier is authorized to begin manufacturing to fill this order.

Fab End

The last date when the supplier is authorized to begin manufacturing to fill this order.

Raw Qty

The quantity of manufactured items for which the supplier is authorized to purchase raw materials for the time period.

Raw Start

The first date when the supplier is authorized to begin purchasing raw materials to fill this order.

Raw End

The last date when the supplier is authorized to begin purchasing raw materials to fill this order.

Active Start

The starting date for the schedule horizon.

Active End

The ending date for the schedule horizon.

Other important data includes the following:

Variance

The system displays the variance % for change between the current value and the value from the same date on the previous release. The release is out-of-tolerance when the -% change between the current value and the value from the same date on the previous release is greater than the Variance %.

Note In the Scheduled Releases browse, when any lines of the release are outside of the variance thresholds defined in the contract you create or edit in **Supplier Scheduled Releases**, then an orange Warning icon displays next to the order in the grid to warn you of a variance (tolerance) between the active release compared to the previous release.

Status

The system displays the status of the release. You can update a release with an Active or Draft status.

Note In the Scheduled Releases browse, a green icon next to the release indicates an Active release, while a clear circle indicates a Draft release.

Type

The system displays the order type; for example, aggregate.

Reviewed

The system indicates whether the release has been marked as reviewed or not. Users, normally planners, can mark a release as Reviewed.

Reviewed By

The system displays the reviewer of the release.

Planner

The system displays the planner ID. Planners can manage releases at the header level and line level.

Supplier Item

The system displays the item number by which the supplier identifies this item.

Cum Received

The total quantity received for this release.

Current Balance

The system displays the current balance, which is based on the following formula:

Current Balance = Prior Cumulative Required - Cumulative Received

In Transit Qty

The system displays the quantity in transit to the customer.

You can obtain the in-transit quantity from the unconfirmed ASN sent by the supplier. You can view the ASN once the system sends notification of it.

Create Date

The date the release was created.

Supplier Scheduled Releases Historical

Supplier Scheduled Releases Historical includes a browse showing all aggregate, shipping, and planning scheduled releases with a historical status.

From the initial browse screen, you can select an individual release from the browse and reactivate it in a maintenance form.

Reactivating an Individual Release

When you select a release from the initial **Supplier Scheduled Releases Historical** browse, the Main, Scheduling, Scheduling Detail, and Notes panels display in a maintenance form; however, you can only edit a single option within the Main panel to reactivate the release. All remaining options, including those in other panels, are read only.

Note You cannot reactivate a historical release that has been sent to the supplier. When you try, the system displays a message informing you of this.

Main Panel

You can only edit the Status option in this panel.

Status

Using the lookup, select either Active or Draft to reactivate the release.

- Draft: A draft release is a release that has not been sent to the supplier. When you change the status to Draft, the system blanks the Active End Date and Reviewed options.
- Active: When you select Active, the system sets the Active End Date to blank, selects Reviewed, and records your user ID as the reviewer, along with the date and time.

Ship Delivery Time

Each code consists of specified delivery time windows for supplier scheduled orders and percentages of purchased-material supply to deliver in the time windows. Setting up a ship delivery time code ensures smooth production between supply time windows. The sum of allocation percentages across the defined time windows must add up to 100%.

Note The purchased materials are managed by supplier scheduled orders.

SDT codes specify exact delivery times on supplier shipping schedules. The daily item requirements are divided into hour and minute buckets based on these delivery times.

For example, a scheduled order line has a time window for two deliveries per day—one at 10 AM and another at 2 PM. You want a larger percentage for the morning delivery, so you set the first time window for 10:00 and then allocate 70% to it. You set a second time window for 14:00 and allocate 30% to that window.

Note SDT codes are not used on supplier planning schedules. Specify an interval code, as needed. Associate SDT codes with individual scheduled orders to avoid having to manually enter delivery times on supplier shipping schedules. The sum of allocation percentages across the defined time windows must add up to 100%.

When you run **Schedule Update from MRP**, the system:

- Allocates the percentages, dividing the required quantities according to the defined time window.
- Applies the time code to the scheduled order lines that have the time pattern defined for them.
- Displays the SDT window allocation percentages, including a daily summarization of time window requirement quantities, in the output report.
- Applies the time pattern to both type 4 supplier schedules and type 5 and 6 supplier shipping schedules.

You can set the default ship delivery time code for suppliers from the Domain Settings panel in **Suppliers**, which then defaults to Supplier Scheduled Orders headers for orders that match the supplier. You can change the code at the line level in **Supplier Scheduled Orders**.

Custom Ship Delivery Time Program

In some cases, fixed allocation percentages are not sufficient, so you can create and specify a custom allocation calculation program in the SDT Calculation Program field in **Ship Delivery Time**. When you create the SDT code, by specifying time windows and allocating delivery percentages, you can also create the custom program defined as part of the SDT code.

The custom program determines the actual times and percentages used in **Schedule Update from MRP** to create the supplier shipping schedules.

The custom program should have certain features associated with it. Refer to the Supplier Schedules chapter of the QAD Scheduled Order Management User Guide for an example of the program.

To create the program:

1. Write the custom program in Progress and compile it.
2. Move the custom program to the execution Propath, similar to other Progress programs that are a part of QAD software.

The system links the custom program to the Ship Delivery Time Code master record (sdt_mstr), to the scheduled order line record (pod_det), and to the current set of time windows and allocation percentages as defined in **Ship Delivery Time**.

3. Optionally, employ custom calculations and include other adjustments in the custom program; then, pass back the updated set of time codes and allocation percentages.
4. To associate the custom program with an SDT code, register the program name in **Generalized Codes** as a valid value for the sdt_program field.

Setup

- Use **Ship Delivery Time** to define the SDT time code, defining one or more time windows and the percentages of the required delivery to ship in each window.
- Use **Suppliers** to set up values for a ship delivery time (SDT) code to default to scheduled order headers, then subsequently to scheduled order lines.
- Use **MRP Percentage** to allocate order percentages for non-subcontract orders.

Procedure

To define the ship delivery time code:

1. Enter the ship delivery time code. Then, optionally, enter a description of the code.
2. Optionally, specify a custom program for the ship delivery time windows and percentages.
3. Set up time windows, specifying each window on a 24-hour clock. For example, for a 3 PM window, specify 15:00.

   You do not have to enter time in sequential order; however, when you save and re-enter the program, the system puts the windows in sequential order by time.
4. Specify the percentage of purchased material supply to be delivered in each window, ensuring that totals add up to 100%.

   Note When you only have one delivery a day and you typically have a set time for deliveries, you can still set a time up for a single window at 100% allocation.
5. Optionally, on the Domain Settings panel in **Suppliers**, specify a ship delivery time code to default to Supplier Scheduled Orders headers.

Main Panel

Ship Delivery Time Code

Enter the code for the ship delivery time pattern.

SDT Description

Optionally, enter a description of the ship delivery time code.

SDT Calculation Program

Specify the name of a custom ship delivery time calculation program to use in place of time windows and allocations set by this program.

Note Register the custom program name in **Generalized Codes**. For more information, see Custom Ship Delivery Time Program on page 4791 above.

Ship Delivery Time Panel

Click the New button to set up time windows and the percentage of purchased material to be delivered in each window.

Time

Enter a delivery time to associate with this SDT code using the 24-hour time format. For example, 9:00 AM is 09:00, 3:00 PM is 15:00, and 9:00 PM is 21:00.

Percent

Enter the allocation percentage of supply to be delivered in the time window. All allocations must add up to 100%.

Supplier Schedule Reports

By default, a report displays all the records available in the source data. However, you may want to retrieve just a certain range of records in the report; for example, routing costs for an item at one specific work center. You do this by setting search conditions to filter data in the report for one or more of the available criteria.

1. Configurable filter capabilities let you create both simple and complex queries. Choose a search operator from the drop-down list: equals, not equals, and so on.
2. If you choose the Range operator, enter a beginning value of the range in the first search box. Optionally, enter an ending value of the range in the second search box.
3. To refine your search further, click the plus (+) icon to add another search row. You can add as many rows as needed, each with different search values and operators. When you specify several criteria, note that multiple criteria for the same field are treated as a logical AND condition.
4. To remove a search criteria row, click on the delete (X) icon
5. Optionally, click Save As to save the new search conditions as a filter for future reuse.

The table below lists the reports that can be generated for supplier scheduled orders. For example, refer to Supplier Scheduled Order Print on page 4795 .

Report	Function/Purpose
Supplier Scheduled Orders	The report information includes scheduled order data and order line item data. Selection criteria includes supplier scheduled order details (order number, item number, supplier, ship-to)
Schedule Delete/Archive	Use Schedule delete/archive to delete and archive scheduled orders.
Schedule Summary Report	The report information includes due dates, workdays, net quantity due, and cumulative quantity due. Selection criteria includes supplier scheduled order details (order number, item number, supplier, ship-to).
Schedule Update From MRP	The report Information includes the item's item planning data, and due date and quantity information for gross requirements, scheduled receipts, projected quantity on hand (QOH), planned orders due, and planned orders released.
Supplier Schedule Authorization	The report information includes release ID number, effective dates, and resource authorization information. Selection criteria includes supplier scheduled order details (order number, item number, supplier, ship-to).
Supplier Schedule Print	Use Supplier Schedule Print to print a schedule release as a material release to the supplier.
Supplier Schedule Releases	Supplier Scheduled Releases reports includes all active and draft aggregate, shipping, and planned scheduled releases

Report	Function/Purpose
Supplier Schedule Comparison Extract	The report compares the quantities, discrete and cumulative, between the two specified releases. Selection criteria includes order number, item number, supplier, ship-to, and two release IDs.
Supplier Scheduled Order Receipt History	This is a receipt history report that displays updated receipt and cumulative quantities.
Reset Cumulative Received	This report resets the cumulative totals for scheduled orders and generates a report showing the orders that have been reset.

Supplier Scheduled Order Print

Use Schedule Print to print a schedule release as a material release to the supplier.

You can print and review a schedule release any number of times before you actually transmit it. To transmit the release, you can mail or deliver it. Schedule Print creates the printed supplier schedule. The report includes supplier and ship-to information, the release ID, purchase order number, item number, receipt quantity, and cumulative receipts. The ship/delivery pattern displays, then the order detail. The detail shows any prior open quantities, including quantities in transit, and each scheduled requirement. For each line on the printed schedule:

- Req Qty is the discrete or bucketed quantity for that schedule line.
- Cum Req Qty is the total cumulative requirement, including that line quantity, for the entire life of the order.
- Net Req Qty is the total open quantity including that line quantity.

Settings

For more information about running reports, see: Reports on page 296.

Filter

Purchase Order

Select the purchase order from the look-up.

Item number

Select the item number from the look-up.

Supplier

Select the supplier from the look-up if you want to segregate the POs with respect ot suppliers.

Ship-to

Select the ship-to site from the look-up if you want to segregate the schedules with respect to buyers.

Ship to Site

Select the site from the look-up if you want to segregate the schedules with respect to sites.

Buyer

Select the buyer from the look-up if you want to segregate the suppliers schedules with respect to buyers.

Schedule Type

Use the Schedule Type field to print type 5 or type 6 schedules. When the Supplier Shipping Schedules module is inactive, selection is limited to type 4 schedules only.

Print Zero Schedules

Select Yes to generate report with zero schedules.

Print Lines with Zero required quantity

Select Yes to generate report with lines of zero required quantity.

Language ID

Use look-up to select the language ID of the report.

Print in selected languague

Use the drop-down menu to select an ID for the language, then indicate Yes or No to have the order printed in

Sort

Use any one of the below options to sort the supplier schedules.

1. By Ship-To, Supplier, Item, and PO.
2. By Item, Supplier, Item and PO.
3. By PO, Item.

Update Schedule sent

Select Yes to indicate the schedule is sent to the supplier.

Schedule Update from MRP

Schedule Update from MRP locates all planned orders for the selected items and schedules quantities and dates using scheduled order parameters. MRP planned orders for a co-/by-product or a base process item cannot be used to update supplier schedules.

Note Supplier scheduled orders generated via the trade sales flow cannot be used in this function to generate supplier shipping/planning schedules.

Creating Releases

To create supplier schedules automatically from MRP data, run **Schedule Update from MRP** after creating a scheduled order and distributing percentages for the items among multiple suppliers.

Note Subcontract supplier scheduled orders are not processed by this report. You must run **Update Subcontract PO from Production** to generate releases for supplier scheduled orders.

To create scheduled releases manually, enter scheduled orders, then enter specific due dates and quantities in **Supplier Scheduled Orders**.

No matter how the release is created, you can now modify it in Schedule , send it to your supplier, and repeat this process on a daily or weekly basis with updated requirements.

Adjusted Dates and Quantities

Schedule Update from MRP takes planned orders from MRP and distributes the requirements among suppliers using the percentages in **Supplier Scheduled Orders**. Next, it looks at the scheduled order for that supplier and adjusts the due dates and quantities using the following calculations:

For due dates:

1. Back-schedules for safety days from the planned order due date.
2. Back-schedules for Ship/Delivery Pattern from the safety day schedule. This may split the delivery—half Monday and half Wednesday.
3. Back-schedules for Supplier Calendar from the ship/delivery date.

For quantities:

1. Revises net required (open, not scheduled) quantities to Standard Pack Quantity multiple.
2. Displays any unfulfilled prior cumulative requirements.
3. Displays fabrication and raw authorizations quantities and start and end dates.

The quantity ordered displays in the MRP Demand column of the report.

Replacing Schedules/Supplier Time Window Processing

Each time you run **Schedule Update from MRP**, all or part of the schedule is replaced. If Firm Days in **Supplier Scheduled Orders** is set to 0, the schedule is replaced with current requirements. MRP treats this type of schedule as it would planned orders—if Firm Days is nonzero, requirements within the firm time fence are not changed. MRP treats this part of the schedule as it would firm planned orders—these are considered scheduled receipts. Outside of this period, the schedule is replaced. If there is any new requirement that falls within the firm time fence, the work order is not processed and the warning displays.

Schedule Bucketing

Depending on Schedule Days, Schedule Weeks, and Schedule Months in the scheduled order, the requirements may be grouped in weekly or monthly buckets or truncated to fit the supplier's planning horizon. The number of daily buckets may be adjusted so that weekly and monthly buckets start on Mondays.

With the Report Detail/Summary field set to Detail, the calculation prints an audit trail. Always set Update to cleared and preview the report before creating releases.

Effective Dates

The system determines whether a scheduled order line is active before assigning demands to the schedule release that it creates for the order or supplier. If the planned order is outside of the scheduled order line effective date range, the system:

- Excludes the planned order on the schedule release
- Displays the excluded planned order and a message indicating the order is not active
- Displays the demands for the excluded order

Scheduled orders have both header and line start and end effective dates. When processing the order, the system uses the line start date and the later of the header or line end date as the active order line date range.

Zero Schedules

If there is no demand for an item, the system creates a zero-quantity schedule to inform suppliers that an item is not needed. You specify the number of zero schedules to produce in the Zero Schedules field in **Supplier Schedule Control** and **Supplier Scheduled Orders**.

The system creates zero schedules when you run **Schedule Update from MRP** when:

- The prior schedule has zero net requirements.
- MRP % specifications exist in **Supplier Scheduled Orders**.

- The number of zero schedules sent by the system does not equal the number specified in **Supplier Scheduled Orders**.

Note The system count of zero schedules does not include zero schedules you manually create.

Previous Quantity

The report output includes the quantity of the previous active release. The system uses this value to calculate the variance between the active release and the previous active release.

Previous Quantity is 0 when:

- There is no previous active release.
- There is no previous active bucket.
- The interval of the previous active bucket is not equal to the interval of the active bucket; for example, Monthly (Previous) = 1000, while Weekly (Active) = 250.

Corrections

When you run **Schedule Update from MRP** by mistake, you can use **Supplier Scheduled Releases** to either modify the release or reactivate a previous release. All releases are maintained on the system, identified by their Release ID.

Supplier Performance

Supplier performance data can be collected automatically when you run **Schedule Update from MRP**. When the function collects supplier performance data, only *missed* shipment events are generated. When any overdue quantity exists on the prior schedule as a new schedule release is generated, that quantity is moved to the cumulative required portion of the schedules, and is presented as a missed shipment. A missed shipment event is automatically created.

Settings

For more information about running reports, see Reports on page 296.

Filters

Purchase Order

Enter the customer purchase order for this function to consider.

Item Number

Enter an item number to filter criteria.

Site

Enter the site for this function to consider.

Supplier

Enter the address code that uniquely identifies a specific supplier—pointing to their name and address, and the supplier data and credit information applicable to this name and address. This is the supplier associated with the purchase order.

Planner

Enter the planner code to filter criteria. This is an optional code identifying the person responsible for planning the manufacture of the item.

Include MPS/non-MPS Items

Specify whether this function includes master production schedule items or items not on the master production schedule.

Include GRC Items

Specify whether this function includes GRC items.

Generate Planning Schedules

Specify whether to generate planning schedules for this release.

This function generates planning schedules for each scheduled order line item that meets the selection criteria when you set this field and specify to Update. Also, the schedule week or months must have a nonzero value for the applicable order line before this function can generate planning schedules.

You must generate either a planning schedule or a shipping schedule. When Generate Shipping Schedules is cleared, the value for this filter must be selected. Planning schedules can be generated and used individually, or they can be generated and used in combination with shipping schedules.

This field cannot be updated when Enable Shipping Schedule is cleared in **Supplier Schedule Control**.

When Generate Shipping Schedules is cleared in **Supplier Schedule Control** and this filter is selected, item requirements for the number of schedule days specified on applicable scheduled order lines are loaded into planning schedules rather than shipping schedules. These requirements display in daily requirement buckets on each planning schedule.

Generate Shipping Schedules

Select this option to generate shipping schedules for this release.

This function generates shipping schedules for each scheduled order line item that meets the selection criteria when you set this filter to selected and specify to Update. Also, the schedule days must have a nonzero value for the applicable order line before this function can

generate shipping schedules, and **Generate Ship Schedule From MRP** must be selected for the applicable order line.

This field cannot be updated when Enable Shipping Schedule is cleared in **Supplier Schedule Control**.

When all conditions are met, the system:

- Generates a supplier schedule to cover item requirements for the schedule days specified on each applicable scheduled order line.
- Divides daily shipping requirements into hour and minute buckets based on the SDT code and standard pack quantity specified for each scheduled order line.

You must generate either a planning schedule, or a shipping schedule. When Generate Planning Schedules is cleared, the value for this filter must be selected. Shipping schedules can be generated and used individually, or they can be generated and used in combination with planning schedules.

When Generate Shipping Schedules is cleared and Generate Planning Schedules is selected, item requirements for the number of schedule days specified on applicable scheduled order lines are loaded into planning schedules rather than shipping schedules. These requirements display in daily requirement buckets on each planning schedule.

As of Date

Specify the beginning date for schedule releases generated by this run. The day before this date is stored in the Prior Cum Date field of each new schedule release generated. Schedule detail requirements will start on or after this date.

For scheduled order detail records with a positive number of firm days and an existing prior schedule, all firm detail requirements of the prior schedule before this date are summed into the Prior Cum Req field and deleted.

For all other scheduled order detail records, MRP planned order requirements before this date are summed into the Prior Cum Req field.

Calendar/Working Firm Days

Specify either Calendar (the default) or Working firm days, depending on how you want the system to interpret the number of days you set as Firm Days in **Supplier Scheduled Orders**. Orders within the Firm Day period are not replanned by MRP.

When set to Calendar, the system refers to the supplier calendar set up in **Supplier Calendar** . When set to Working, the system refers to the shop floor calendar set up in **Calendar** . Note that this is only relevant when Firm Days is set to a value greater than zero.

Report Detail/Summary

Specifies the level of detail to appear on this report. Detail prints a detailed report of each transaction selected on this report. Summary prints a report with transaction totals only. Detailed reports are normally used as audit trails or when investigating sources of errors. Summarized reports are useful when you just need a bottom line total.

Print Exceptions Only

Specify whether the system displays only exception messages or displays data for the entire scheduled order and schedules including exceptions. When selected, the system displays only exception messages. When cleared, all scheduled order data, schedules, and exception messages display.

Update

Select this option to run this program in update mode and change records in the database. When not selected, the system runs this program in report-only mode, without updating the database. A report prints for review with SIMULATION displayed at the top of each page.

Supplier Schedule Comparative Extract

You can use the data to compare schedule releases for all items on supplier scheduled orders, including:

- Standard supplier schedule releases (type 4)
- Supplier shipping schedule releases (type 6)
- Supplier planning schedule releases (type 5)

When you extract supplier release information, the system compares multiple supplier schedule order releases. The system calculates the following *per date*:

- Average requirement quantity (the sum of quantity per date / number of releases)
- Maximum and minimum requirement quantity
- Variance % between minimum quantity and maximum quantity (see Plan and Ship Variance %)
- Actual receipt quantity

The comparison provides visibility to multiple release data as well as spreadsheet or Web documentation for supplier interaction when examining, for example, additional expenses.

The system displays the data in:

- Daily buckets for shipping schedules (type 6)
- Weekly buckets for planning schedule (type 5)

- Schedule bucketing parameters—schedule days, weeks, or months —from the scheduled order line (type 4) for planning and shipping output reports
- Total variance % between the minimum and maximum schedule release for the same day

Settings

For more information about running reports, see: Reports on page 296.

Filters

Set combinations of criteria to compare specific schedule data. For example, select order releases using filter criteria for Release ID, Create Date, and the Number of Releases. When you do, the system includes all releases within the range.

Filter by the Number of Releases to determine the maximum number of releases to report, beginning with the most current release (based on release date) and working in descending release date order.

Note Setting Release Date Created overrides the filter you set using Number of Releases. When the date range is blank, the system reports data for the most recent releases.

Specify a Buyer to filter those order lines for items that match the Buyer/ Planner code in item planning and item-site planning data.

For type 4 supplier schedules, a standard supplier schedule does not have an Interval field to indicate whether a requirement is daily, weekly or monthly; therefore, the system uses the Schedule Days, Schedule Weeks and Schedule Months parameters on the scheduled order line to determine whether a requirement falls into the daily, weekly, or monthly category. So, the following displays for type 4 reports:

- The shipping report output for a type 4 schedule displays comparisons of requirements within the schedule days horizon for report display.
- The planning report output for a type 4 schedule displays rolled-up daily requirements into weekly values, but displays weekly values as-is, and breaks down monthly values into weekly values.

Supplier

Enter a valid supplier code.

Ship-To

Enter ship-to codes for the supplier.

Item Number

Enter the code identifying an item on this scheduled order. You can specify a non-inventory item, such as a service, or an inventory item previously defined in **Items**. If you specify a customer item defined in

Customer Items, the system replaces it with the associated internal item number.

When a you specify a non-inventory item, the system checks to see if this is a valid customer item as defined in **Customer Items**. If it is, the internal item number is accessed and displayed.

Order

Enter the scheduled order number (purchase order).

Release ID

Each supplier schedule is identified by an order number, line item, and release ID, allowing the system to maintain multiple versions of the same schedule, keeping complete on-line history of all schedule revisions.

Planning, ship, and required schedules for the same supplier schedule line item can share release IDs.

Create Date

Specify the dates the supplier scheduled order was created.

Buyer/Planner

Enter the buyer/planner code(s) to filter cost data to copy. This is an optional code identifying the person responsible for planning and ordering this item.

Effective Order Lines Only

Set Effective Order Lines criteria to select only current order lines, based on the end effective date on the scheduled order line. To include order lines that are no longer in effect, set Effective Order Lines Only to cleared.

Use Contract Variances

Set this option to Yes to have the system use contract variance tolerance parameters when calculating release fluctuations. When selected, the system includes the Positive Plan Variance, Negative Plan Variance, Positive Ship Variance, and Negative Ship Variance values of supplier scheduled orders when calculating. When you run the report, the report header displays the values of the contract variance parameters, showing you which contract parameters the system used in the calculations.

When you do not select this option, calculations do not consider contract variances and the contract variance information does not display in the header. When this option is not selected, the system only considers the variances you set for the Plan Schedule Variance and Ship Schedule Variance options in this panel.

Generate Planning Reports

Select this option to generate a planning report. The planning report output for a schedule displays rolled-up daily requirements into weekly values, but displays weekly values as-is, and breaks down monthly values into weekly values.

Number of Plan Releases

Enter the number of plan releases to determine the maximum number of releases to report, beginning with the most current plan release (based on release date) and working in descending plan release date order.

Plan Schedule Variance

The Plan Variance criterion lets the system use different thresholds for the report. Exceeding the variance % triggers the color changes of the requirement quantity for the date.

Refer to the Ship Schedule Variance description to see a table of colors.

Generate Shipping Report

Select this option to run this program in update mode and change records in the database. When not selected, the system runs this program in report-only mode without updating the database. A report prints for review with SIMULATION displayed at the top of each page.

Number of Ship Releases

Use this filter to select the most recent releases to compare. When you enter either specific Release IDs or Release Create dates, the data supersedes the Number of Releases criterion. Also, when you enter Release IDs or Created Dates, the system selects all releases associated with the entered criteria, regardless of the value in Number of Ship Releases.

Ship Schedule Variance

Specify a Ship Variance % for the system to use different thresholds for the report. Exceeding the variance % triggers the following text color changes of the requirement quantity for the date:

Color	Explanation
Pink	This highlights a critical out-of-tolerance condition. The % change between the current value and the value from the same date on the previous release is greater than the variance %. For example, using 05/27/19:

Color	Explanation
	• 1700 = Value for Release 20190429-005; 1300= Value for same date on previous release (20190429-004) • Difference between releases: 1700 - 1300 = 400 • Change % from the previous release: 400/1300 = 0.307 = 31% • 31% is greater than 10% • You are instructing the supplier to deliver more than earlier communicated.
Yellow highlighted cell	This highlights a warning out-of-tolerance condition. The -% change between the current value and the value from the same date on the previous release is greater. For example, using 04/29/19: • 1500 = Value for Release 20190429-006; 1700 = Value for same date on previous release (20190429-005) • Difference between releases: 1500 - 1700 =-200 • Change % from the previous release: 200/1700= -0.153 =-15% • -15 is greater than 10% from selection screen (10% is used as +10% and -10%) • You are instructing the supplier to deliver less than earlier communicated.
Red variance row	This is an out-of-tolerance condition. The variance % row uses the same equation as stated above in this table, but is based on the minimum and maximum values. This is an

Color	Explanation
	indication of the total movement for a single date. Incremental changes from release to release could be within tolerance, but the total change can result in an out-of-tolerance condition, and the value for which is shown in red.

Display Quantities

Select this option to run this program in update mode and change records in the database. When not selected, the system runs this program in report-only mode without updating the database. A report prints for review with SIMULATION displayed at the top of each page.

Report File Name

Specify a name for the report. The default is:

cs + current date and time in seconds + _ship or _plan + file extension

For example, *cs11041654578_plan.xls* is the output file for Nov 4, 2016, with the time of day in seconds after midnight for planning schedule data output to an Excel file. The system stores the files in your working directory.

Send Email

Select this option to send an email of the comparison report.

Email Address

Enter the email address for the recipient of the report. The default email is the user's email in **Users**. To use the e-mail attachment feature, you must create an entry in **E-mail Definition Maintenance** with the emailatt ID; then, in **Users**, you specify an e-mail definition and address for each user.

Output Format

You can export a number rows and columns with data that covers dates and items that span multiple schedule releases. You will be prompted to specify a file name for the report. You can generate the following types of output files:

- Formatted or raw .xls for MS Excel (raw data does not contain colors)
- HTML for Web browsers

Supplier Scheduled Order Receipt History

This scheduled version ensures that even when purchases are made under a consigned contract, all scheduling mechanisms remain the same amd the report provides an accurate reflection of your order status.

The selection criteria of this report includes supplier scheduled order details such as order number, item number, supplier, and ship-to address. This report displays detailed information such as receipt date and time, transaction type and number, site, location, receipt quantity, and cumulative quantity.

Settings Panel

The Settings panel contains the Format, Date Display, and Decimal Display subpanels, each with various report settings. For more information, see Reports on page 296.

Filter Panel

The Filter panel contains the criteria to filter the data.

Purchase Order

Specify the first purchase order number in a range for selecting records to display.

Item Number

Specify an item.

Item codes uniquely identify items or products such as raw materials, purchased or manufactured intermediates, finished items or packaging materials. Item codes also identify planning items, configured products, service kits, and repair parts used in service activities.

Item codes are used throughout the system. These are the items you stock in inventory, purchase, manufacture, sell, and service. Item codes are among the first things you set up.

The item code can not be a base process such as an item with a co-product or by-product structure.

The information such as revision, type, group, product line, and description for an item is the same for all sites. If you need different information for different sites, then assign different item numbers for each site.

You can view and sort most reports by item codes.

Items are not defined by site unless specified in **Items** and item site planning exceptions. As a result, all items are available at all sites. This approach offers flexibility for item transactions across multiple sites, such as issuing work order components and receiving end products at different locations.

Supplier

Specify a supplier.

This field uniquely identifies a specific supplier, pointing to their name, address, and applicable supplier data and credit information. This is the supplier the purchase order is sent to.

You can view all purchasing and accounts payable reports by supplier address code.

Ship-To

Specify the first ship-to address in a range for selecting documents to display on this report.

Buyer

Optionally, specify a range of buyers.

Receipt Date

Specify the date the purchase order was recorded.

This date can be the date this purchase order was entered into the system or the date it was actually placed. The default value is the system date.

You can view purchase order reports by specifying date ranges for order dates.

Report Shipments

Specify whether to include shipment transactions with positive quantities in the report by selecting one of the following options:

- Yes: Include shipment transactions with positive quantities in the report.
- No: Exclude shipment transactions with positive quantities from the report.

Report Returns

Specify whether to include shipment transactions with negative quantities in the report by selecting one of the following options:

- Yes: Include shipment transactions with negative quantities in the report.
- No: Exclude shipment transactions with negative quantities from the report.

Report Cum Adjs/Resets

Specify whether to include transactions created by the Adjust or Reset (A/R) Action in **Supplier Scheduled Orders** by selecting one of the following options:

- Yes: Include transactions created by the Adjust or Reset (A/R) Action in the report.
- No: Exclude transactions created by the Adjust or Reset (A/R) Action from the report.

Sort Option

Specify the sort option the system uses when displaying data for this report:

- 1 - By Ship-To; Supplier; Item; PO
- 2 - By Item; Ship-To; Supplier; PO
- 3 - By PO; Item

Schedule Delete/Archive

You can delete supplier schedule records, by purchase order number or schedule type. You can keep multiple releases of a schedule online for comparison purposes.

Note This report deletes schedules, not scheduled orders.

The system does not automatically delete historical information at period or year-end. You can choose how frequently you want to delete this information. Your decision depends on how long you need to retain historical information in your database. Most companies keep historical data for at least one year or longer, depending on availability of disk space.

You should run this report twice. First, run the report with the Delete option set to No, and review it to confirm that you want to delete all the listed items. Then, run it with Delete set to Yes.

When you set Delete to Yes, receiving history that satisfies the selection criteria is deleted from the database. If you set Archive to Yes, deleted data is copied to an ASCII file that can be reloaded. Otherwise, deleted data cannot be recovered.

When Archive is set to Yes, selected data is stored in a file named ssYYMMDD.hst where ss is the record type and YYMMDD is the file creation date. If this file does not exist, the system creates it. If the file exists because you ran the report earlier on the same day, the system adds the additional archived records to the end of the file.

The generated file has no internal label or content description. Keep a record of the file name and its contents in case you need to reload the data. Also, remember that you cannot selectively reload data from archive files. If an archive file contains data for an entire year and you need to access records for one month, you must reload all the data in the file to access the records you need.

The date and time in the stored data are formatted based on the country code associated with the user who archived the data. If a user with a different date and time format reloads the data, load errors and corrupted data can occur.

To avoid these problems, use the same settings when archiving and reloading the data. Before loading data, in **Users**, temporarily change your country code to match that of the user who archived the data.

Define menu security for this report to restrict access.

Settings Panel

The Settings panel contains the Format, Date Display, and Decimal Display subpanels, each with various report settings. For more information, see Reports on page 296.

Filter Panel

The Filter panel contains the criteria to filter the data.

Purchase Order

Specify the first purchase order number in a range for selecting records to delete or archive.

Supplier

Specify a supplier.

This field uniquely identifies a specific supplier, pointing to their name, address, and applicable supplier data and credit information. This is the supplier the purchase order is sent to.

You can view all purchasing and accounts payable reports by supplier address code.

Ship-To

Specify the first ship-to address in a range for selecting documents to display on this report.

Buyer

Optionally, specify a range of buyers.

Item Number

Specify an item.

Item codes uniquely identify items or products such as raw materials, purchased or manufactured intermediates, finished items or packaging

materials. Item codes also identify planning items, configured products, service kits, and repair parts used in service activities.

Item codes are used throughout the system. These are the items you stock in inventory, purchase, manufacture, sell, and service. Item codes are among the first things you set up.

The item code can not be a base process such as an item with a co-product or by-product structure.

The information such as revision, type, group, product line, and description for an item is the same for all sites. If you need different information for different sites, then assign different item numbers for each site.

You can view and sort most reports by item codes.

Items are not defined by site unless specified in **Items** and item site planning exceptions. As a result, all items are available at all sites. This approach offers flexibility for item transactions across multiple sites, such as issuing work order components and receiving end products at different locations.

Date Created

This is a system maintained field recording the date the schedule was created. This field is updated by **Schedule Update from MRP**, or when a schedule is created manually.

Inactive Schedule Only

Specify whether to select inactive or both active and inactive schedules for deletion or archiving by selecting one of the following options:

- Yes: Include inactive (draft) schedules.
- No: Include both active and inactive (draft) schedules in the report.

Detail Only

Specify the information to delete or archive by selecting one of the following options:

- Yes: Delete or archive only the schedule release detail records, keeping the schedule release header record. This approach allows you to retain schedule header information for reporting authorization data.
- No: Delete or archive both the schedule header and detail records.

Delete

Specify whether to delete the selected records or generate a report only by selecting one of the following options from the dropdown list:

- No: Do not delete the selected records. Generate a report only, listing the selected records.

- Yes: Delete the selected records from the database and list them in a report.

If you set Archive to Yes when Delete is Yes, the selected records are copied to an ASCII file before deletion that can be reloaded.

Archive

Specify whether to archive the selected records by selecting one of the following options from the dropdown list:

- No: Do not copy selected records to an ASCII file.
- Yes: Copy the selected records to an ASCII file. The system creates a file name in the following format: xxYYMMDD.hst, where xx identifies the module code or record type and YYMMDD is the file creation date. If this file does not exist, the system creates the file. If the file exists, the system appends the records to the file.

Archive File

Indicates the file name to save the archived documents in.

When Archive is set to Yes, the system stores selected data in a file named ssYYMMDD.hst where ss is the record type and YYMMDD is the file creation date.

If this file does not exist, the system creates this file. If it does exist because you ran delete or archive earlier on the same day, the system adds the additional archived records to the end of the file.

Reset Cumulative Received

You can reset one or a range of scheduled orders. Select scheduled orders using order number, item number, supplier, ship-to, or buyer.

Cumulative totals are generally reset once a year as directed by the supplier. Typically, you reset cumulative orders to zero when the contract related to the order is renegotiated. Scheduled order pricing is usually based on an agreed-upon total cumulative order quantity. When you renegotiate the price, you normally renegotiate a new total for the cumulative order quantity.

You can also adjust cumulative receipts manually to reflect returned or defective items or losses due to theft using the Adjust or Reset (A/R) action in **Supplier Scheduled Orders**. For example, when defective items are returned to the supplier, you might want to process a return and credit without decreasing cumulative quantity.

When you reset the cumulative totals to zero (0), you can also enter a new cumulative shipped start date. This new date replaces the order's current cumulative start date specified in **Supplier Scheduled Orders**.

Note This procedure cannot be undone. Run this program first with Update set to No. This lets you review the schedule changes without

updating the database. If the changes are correct, rerun the program with Update set to Yes to actually reset the cumulative totals.

Define menu security for this program to restrict access.

Settings Panel

The Settings panel includes the Format, Date Display, and Decimal Display subpanels that contain various settings for the report. For more information, see Reports on page 296.

Filter Panel

The Filter panel contains the criteria used to filter the data in the report.

Order

Specify the customer purchase order for this line item record.

Along with the Item field, the Order field, which is also used for record selection in Customer Schedule reports and maintenance functions, uniquely identifies a scheduled order detail record. You can leave this field blank.

Item

Specify the item code.

Item codes uniquely identify items or products such as raw materials, purchased or manufactured intermediates, finished items, packaging materials, and so on. Item codes also identify planning items, configured products, service kits, and repair parts used in service activities.

Item codes are used throughout the system. These are the items you stock in inventory, purchase, manufacture, sell, and service. Item codes are among the first things you set up. The item code may not be a base process such as an item with a Co-Product or By-Product structure.

You can view and sort most reports using item codes.

Supplier

Specify the supplier.

This address code uniquely identifies a specific supplier, pointing to their name and address, and the supplier data and credit information applicable to this name and address. This is the supplier the purchase order is sent to.

You can view all purchasing and accounts payable reports by supplier address code.

Ship-To

Specify the ship-to address.

Buyer

Optionally, specify a buyer code.

Update

Specify how to execute this report by selecting one of the following options:

- Yes: Select to run this program in update mode and change records in the database.
- No: Select to run this program in report-only mode without updating the database. A report prints for review with the title *Simulation* displayed at the top of each page.

Start Date

Enter a new date to start accumulating cumulative quantities. The default is the system date.

When a line item is first scheduled, the cumulative ship quantity is zero and the cumulative start date is set to the first day of the schedule. As shipments are processed, the system updates the cumulative ship quantity. Cumulative shipment quantity and start date appear on most reports.

The cumulative ship quantity is netted against the current required ship schedule. Remaining open quantities are what is visible to MRP.

This field is for reference only and appears on various reports.

Remarks

Enter any remarks associated with this transaction.

Usually these identify the source or the reason for the transaction, for example, the document number associated with an unplanned transaction. When transactions are recorded in other modules, such as sales, the system sometimes stores information—the packing list or invoice number—in the remarks field.

This field is for reference only and appears on some selected reports.

Sort Option

Specify the sort option the system uses when displaying data for this report by selecting one of the following options:

- By Ship-To; Supplier; Item; PO
- By Item; Ship-To; Supplier; PO
- By PO; Item

Pickup Sheet Delete/Archive

The system does not automatically delete historical information at period or year-end. You can choose how frequently you want to delete this information. Your decision depends on how long you need to retain

historical information in your database. Most companies keep historical data for at least one year or longer, depending on availability of disk space.

You should run this report twice. First, run the report with the Delete option set to No, and review it to confirm that you want to delete all the listed items. Then, run it with Delete set to Yes.

When you set Delete to Yes, receiving history that satisfies the selection criteria is deleted from the database. If you set Archive to Yes, deleted data is copied to an ASCII file that can be reloaded. Otherwise, deleted data cannot be recovered.

When Archive is set to Yes, selected data is stored in a file named vdbYYMMDD.hst where vdb is the record type and YYMMDD is the file creation date. If this file does not exist, the system creates it. If the file exists because you ran the report earlier on the same day, the system adds the additional archived records to the end of the file.

The generated file has no internal label or content description. Keep a record of the file name and its contents in case you need to reload the data. Also, remember that you cannot selectively reload data from archive files. If an archive file contains data for an entire year and you need to access records for one month, you must reload all the data in the file to access the records you need.

The date and time in the stored data are formatted based on the country code associated with the user who archived the data. If a user with a different date and time format reloads the data, load errors and corrupted data can occur.

To avoid these problems, use the same settings when archiving and reloading the data. Before loading data, in **Users**, temporarily change your country code to match that of the user who archived the data.

Define menu security for this report to restrict access.

Settings Panel

The Settings panel contains the Format, Date Display, and Decimal Display subpanels, each with various report settings. For more information, see Reports on page 296.

Filter Panel

The Filter panel contains the criteria to filter the data.

Buyer/Planner

Specify the buyer or planner responsible for selecting the planning processes for export.

Network ID

Specify a range of supplier source networks for which pickup sheets are to be deleted or archived. The source networks are defined in **Supplier Networks**.

Site

Specify a site or a range of sites.

Pickup Date

Specify the date to select supplier schedule requirements for the pickup sheet. By default, today's date is used.

Include Draft

Specify whether to select pickup sheets in Draft status for deletion or archiving by selecting one of the following options:

- Yes: Include pickup sheets in Draft status. These sheets are not completed or confirmed, and no schedule updates have occurred based on manual changes.
- No: Exclude pickup sheets in Draft status from this report.

Include Confirm

Specify whether to select pickup sheets in Confirmed status for deletion or archiving by selecting one of the following options:

- Yes: Include pickup sheets in Confirmed status. These sheets are ready to use. If manual changes are made, the supplier schedule is updated and a new release is created. However, the items on the sheet are not received.
- No: Exclude pickup sheets in Confirmed status from this report.

Include Closed

Specify whether to select pickup sheets in Closed status for deletion or archiving by selecting one of the following options:

- Yes: Include pickup sheets in Closed status.
- No: Exclude pickup sheets in Closed status from this report.

Include Canceled

Specify whether to select pickup sheets in Canceled status for deletion or archiving by selecting one of the following options:

- Yes: Include pickup sheets in Canceled status.
- No: Exclude pickup sheets in Canceled status from this report.

Report

Specify whether the system generates a report on the effects of the current selection criteria by selecting one of the following options:

- Yes: The system generates a report to simulate the effects of the current criteria. Set Archive and Delete to No to review the results. When you are satisfied with the results, to delete or archive the results, set Delete or Delete and Archive to Yes and run the report again.
- No: The system does not generate a report.

Delete

Specify whether to delete the selected records or generate a report only by selecting one of the following options from the dropdown list:

- No: Do not delete the selected records. Generate a report only, listing the selected records.
- Yes: Delete the selected records from the database and list them in a report.

If you set Archive to Yes when Delete is Yes, the selected records are copied to an ASCII file before deletion that can be reloaded.

Archive

Specify whether to archive the selected records by selecting one of the following options from the dropdown list:

- No: Do not copy selected records to an ASCII file.
- Yes: Copy the selected records to an ASCII file. The system creates a file name in the following format: xxYYMMDD.hst, where xx identifies the module code or record type and YYMMDD is the file creation date. If this file does not exist, the system creates the file. If the file exists, the system appends the records to the file.

Archive File

Indicates the file name to save the archived documents in.

When Archive is set to Yes, the system stores selected data in a file named vdbYYMMDD.hst where vdb is the record type and YYMMDD is the file creation date.

If this file does not exist, the system creates this file. If it does exist because you ran delete or archive earlier on the same day, the system adds the additional archived records to the end of the file.

Subcontract POs

Subcontract PO functions include the following:

- **Subcontract Purchase Orders by Operation** which lets you display all the production order routings related to subcontract operations along with all the purchase order information. The information displayed in this browse is retrieved from the associated purchase order.
- **Update Subcontract PO from Production** which lets you perform a batch update of purchase orders and supplier schedules.

Subcontract Purchase Orders by Operation

Using this browse, you can:

- See the subcontract purchase order linked to a production order operation.
- See when there are multiple subcontracts for a single operation.
- Easily see which purchase orders have not been created yet, as indicated by the red Purchase Order cells.

By default, this browse is filtered to show subcontract operations only. If necessary, turn off the filter to display all operations (subcontract and non-subcontract). This lets you select a non-subcontract operation and then create a purchase order and assign a supplier to it.

Drill Down Links Menu

When a Schedule PO is selected, you can select Scheduled Orders from the drill-down links menu.

When a Discrete PO is selected, you can select Purchase Orders from the drill-down links menu.

Main

Supplier

The address code identifying the supplier.

Purchase Order Type

Displays the type of subcontract purchase order.

- **Discrete.** Discrete POs are used for single transactions with a supplier, when there is no assumption that further transactions will occur. Purchase orders contain a single delivery date for each line item. MRP treats purchase order items as supply, and assumes that ordered amounts will be available on the delivery date. Receipts can be processed against these purchase orders.
- **Schedule.** A supplier schedule is an agreement with a supplier that guarantees a specified order level. Supplier schedules specify dates and even hours of delivery for the near term, and inform

MRP and the supplier about long-term plans. A supplier schedule resembles a discrete purchase order for a single line item with multiple delivery dates. However, the line item section of a supplier schedule has two parts:

- A short-term shipping schedule with exact quantities and delivery instructions
- A long-term planning schedule showing upcoming orders and authorizing the supplier to buy raw materials or make subassemblies

Standard supplier schedules support a single schedule that combines short- and long-term requirements. If you are using the Supplier Shipping Schedules module, you can generate separate planning and shipping schedules.
Items listed in supplier schedules are seen by MRP as supply, and receipts can be processed against them. Supplier schedules are also used for multiple orders from a supplier who may need to adjust production to accommodate the orders. For ongoing, irregular demands, use a blanket purchase order.
For example, a manufacturer of circuit boards needs circuit board blanks supplied each week. The manufacturer knows its exact needs for the next four weeks and its approximate needs for the next 12 months. The supplier of the blanks uses the information in the supplier schedule to plan orders for raw materials and to plan production and deliveries.

Purchase Order

The subcontract purchase order number associated with the operation.

Line

The subcontract purchase order line associated with the operation.

Production Order

The production order number associated with the operation.

ID

The unique production order lot ID associated with the subcontract line item.

Operation

The production order routing operation number associated with the subcontract line item.

Work Center

The work center associated with the production order operation.

Machine

The machine associated with the production order operation.

Item

The item associated with the production order.

Description

The item description.

WIP Status

Shows WIP quantity processing status.

Quantity Received

Displays the total WIP quantity received from the subcontract supplier by multiple inbound receipts.

Inbound Receipts

This subpanel displays the inbound receipt information associated the subcontract purchase order line. The following receipt information is pulled from the purchase order receipt history.

Receiver

The receiver number associated with the inbound receipt.

Shipper

The shipper number associated with the inbound receipt.

Quantity Received

The item quantity received in the inbound receipt.

Quantity Scrapped

The item quantity scrapped during the inbound receipt.

Unit of Measure

The item's unit of measure.

Receipt Date

The date the inbound receipt was processed.

Receipt Time

The time of day the inbound receipt was processed.

Create Subcontract Purchase Order Action

This action is available if the following conditions are met:

- Can be used for discrete production orders or discrete CUM orders only.
- The subcontract operation must have a supplier assigned.
- The status of the discrete production order must be Exploded, Allocated, or Released.

- The discrete CUM order cannot be Closed.
- If a subcontract purchase order line associated with the operation. To use this action when this situation applies, you must create a second PO and line from the Purchase Order hybrid view.
- If the discrete production order or the discrete CUM order's schedule orders have no open quantity. The system determines the open order quantity by checking the order's Open Quantity Method in the control table.

  If the Open Quantity Method is Qty Complete, the system calculates the open quantity of available orders as the order Quantity To Complete - Qty Completed. If the Open Quantity Method is Qty Processed, the open quantity of available orders is calculated as the (Qty to Start – Qty Completed) - (Qty Scrapped – Qty Rejected).

Purchase Order Line

Supplier

The address code identifying the supplier.

The default value is from Production Order Operation.

Site

Site is defaulted from the domain settings for the production order.

Ship-To

The address code that identifies where the items on the order should be delivered. This field defaults from the ship-to address specified in **Purchasing Control**.

Currency

Defaults from the Currency setting in **Suppliers** > Main panel.

Item Number

Displays the item on the production order.

Description 1

The primary description of the item.

Description 2

The second line of description of the item.

Order Quantity

The open quantity on this production order. The open quantity is determined by Open Quantity Method in **Production Order Control**.

For discrete work orders, the default order quantity is equal to the production order open quantity.

For discrete CUM orders, the default order quantity is equal to the total quantity of its associated discrete schedule order open quantity.

Unit Price

This value defaults from the associated price list or discount table if specified. Otherwise, it defaults from the Subcontract Cost on the Production Order Operation.

The system uses this information as the unit price purchase order line.

Due Date

Enter the date when items are due to be received at the specified site. Defaults from the production order operation.

Start PO Approval

Select this option to have the subcontract purchase order routed for generic approval.

The field is enabled when generic approval is turned on in **Approval Configuration** > Purchase Order > Enabled option.

Price List

Enter a subcontract price list to calculate the item's unit cost.

This value defaults from **Suppliers** and **Supplier Items**.

If this field is left blank, the purchase order line is created with the default pricelist as defined in **Suppliers** and **Supplier Items**.

Subcontract Type

Optionally, specify the subcontract type, which describes the type of operation performed by the subcontractor.

Subcontract types are defined in **Generalized Codes**.

Auto Update Horizon

Number of calendar days beyond which discrete PO Lines will be updated by the **Update Subcontract PO from Production** report.

This value defaults from the Auto Update Horizon setting in **Supplier Items** > Subcontract panel and if no value is found, it defaults from **Suppliers** > Domain Settings > Subcontract panel.

Purchase Order Operation

Production Order

The production order number associated with the operation.

ID

The unique production order lot ID associated with the subcontract line item.

Item

The item associated with the production order.

Operation

The production order routing operation number associated with the subcontract line item.

Start Date

The date the production order operation is scheduled to begin.

Due Date

The date this production order operation is scheduled to be completed.

Default Supplier

The supplier code from the production order operation.

Subcontract Cost

The subcontract cost on the production order operation.

Subcontract Lead Time

The subcontract lead time on the production order operation.

Subcontract PO Reports

By default, a report displays all the records available in the source data. However, you may want to retrieve just a certain range of records in the report; for example, routing costs for an item at one specific work center. You do this by setting search conditions to filter data in the report for one or more of the available criteria.

1. Configurable filter capabilities let you create both simple and complex queries. Choose a search operator from the drop-down list: equals, not equals, and so on.
2. If you choose the Range operator, enter a beginning value of the range in the first search box. Optionally, enter an ending value of the range in the second search box.
3. To refine your search further, click the plus (+) icon to add another search row. You can add as many rows as needed, each with different search values and operators. When you specify several criteria, note that multiple criteria for the same field are treated as a logical AND condition.

4. To remove a search criteria row, click on the delete (X) icon
5. Optionally, click Save As to save the new search conditions as a filter for future reuse.

The table below lists the reports that can be generated for subcontract purchase orders.

Report	Function/Purpose
Update Subcontract PO from Production	The report information includes batch updates of purchase orders and supplier schedules. Selection criteria includes PO, item number, site, supplier, planner, generate planning and shipping schedules.
Subcontract Item Status	The report information includes status of the subcontract items.

Subcontract Routing/Operations

If your company uses more than one subcontractor for the same routing and operation, you can enter multiple subcontract purchase orders in the Order Details panel.

When you specify subcontract purchase orders for a specific routing and operation, the system uses the information to find the subcontract purchase orders and automatically update the Order, ID, and Operation when a Production Order of Type C is created.

Note Use **MRP Percentage** to specify subcontract supplier scheduled orders for a specific routing and operation.

Main Panel

Site

Enter the site associated with this subcontract routing or operation purchase order record. These records are identified by the combination of site, item number, effective date, routing, and operation.

Item

Enter the item number associated with this subcontract routing or operation purchase order record. These records are identified by the combination of site, item number, effective date, routing, and operation.

Effective Date

Enter the effective date associated with this subcontract routing or operation purchase order record. These records are identified by the combination of site, item number, effective date, routing, and operation.

Routing

Enter the routing code associated with this subcontract routing or operation purchase order record. You can set up routing codes for subcontract work in **Routings & Processes**.

These records are identified by the combination of site, item number, effective date, routing, and operation.

Operation

Enter the operation associated with this subcontract routing or operation purchase order record. You can set up operations for subcontract routings in **Routings & Processes**.

These records are identified by the combination of site, item number, effective date, routing, and operation.

Order Details Panel

Order

Specify the open purchase order to associate with this routing or operation record. The purchase order must have the Receive Type set to Subcontract.

Line

Specify the open purchase order line to associate with this routing or operation record. The purchase order must have the Receive Type set to Subcontract.

Supplier

Indicates the supplier associated with this subcontract purchase order record. This field populates automatically when the order number is entered. The system connects subcontract purchase orders to a routing and operation based on the supplier.

Supplier Name

Indicates the supplier name. This field populates automatically when the order number is entered.

Special Purchasing Topics

This section discusses the following topics:

- Multisite Purchasing on page 4830: Describes purchasing in a multiple database environment
- Purchasing Memo Items on page 4831: Describes how the system processes memo items.
- Purchasing Miscellaneous Items on page 4831: Describes purchasing items not directly related to manufacturing or inventory and not delivered to a receiving department.
- Temporary Pricing on page 4827: Temporary pricing is setting a placeholder price for buying products when you haven't agreed on the final price yet.

Temporary Pricing

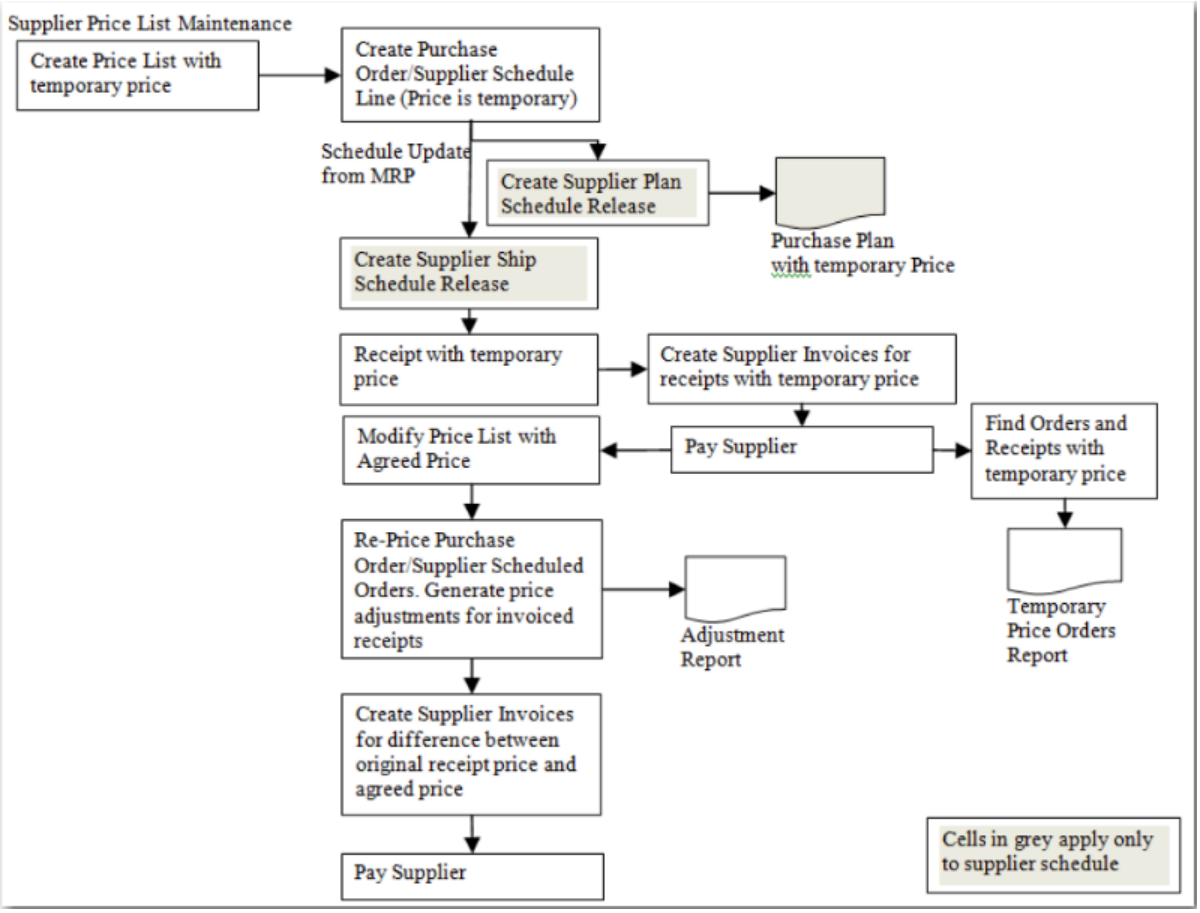
Temporary Price Enabled field should be enabled in the Purchasing Control for this feature to be available.

When you enable the Temporary Price field as **Yes** in the Supplier Price List browse, you're indicating that the price list is temporary. When a purchase order or supplier scheduled order uses this price list, it will use the temporary price. Once the final price is negotiated and you update the price list, the system considers the following status of the order to process the final price.

- If you update the price list with the negotiated price before receiving the order, the system will automatically update the purchase order or supplier schedule with the new price.
- If the price is updated after the order is received but before invoicing, the system will generate receipts based on the temporary price. Later, when the new price is available, the system will adjust the order accordingly.
- However, if the price is updated after invoicing, the system will proceed to create supplier invoices and make payments based on the temporary (receipt) price.

Note The system only selects order receipts with temporary prices for receiver matching (that is, invoicing) when the Match Receipts with Temporary Price field is enabled in Supplier Invoices browse.

When the price is finalized, the system re-prices the order, then generates price adjustments for the invoiced receipts, creates supplier invoices for the difference between the receipt price and the final price, and pays the supplier as needed.



Setting Up Temporary PO Pricing

The following tasks are required to use temporary prices on purchase orders and supplier schedules:

- Enabling Temporary Pricing
- Controlling Invoicing with Temporary Prices
- Defining Temporary Price Lists
- Adjusting Temporary Prices

Enabling Temporary Pricing

Use the Temporary Price Enabled field in the Pricing Panel of the Purchasing Control to enable the functionality. The field by default is disabled. When the field is enabled, you can enable the Temporary field in a supplier price list to indicate that the price has not been agreed to by the supplier.

If you disable the field, the system looks for supplier price lists with Temporary Price field enabled. If any are found, the system displays the message **All Supplier Price lists will be updated to use an agreed price, continue?** If you choose Yes, the system disables the Temporary Price to all supplier price lists.

If you inadvertently disable the Temporary Price Enabled field in the Purchasing Control field, you cannot undo the changes to individual prices list. You would be required to enable the Temporary Price field on each individual record.

Temporary PO Pricing features are not available if you use Legal Documents functionality. Both Temporary Price Enabled and Fiscal Confirm Required fields cannot be enabled simultaneously.

Controlling Invoicing with Temporary Prices

Use the Receiver Matching field in the Invoice Status panel of the Supplier Invoice Control browse to indicate whether purchase receipts with temporary prices are selected for receiver matching during supplier invoice processing.

Defining Temporary Price Lists

Use the Temporary field in the Supplier Price Lists browse to define prices that are still being negotiated.

Use this field to control whether purchase order and supplier schedule lines that reference this price list can be selected for system-generated updates after the price list is modified. For example, your company might enable this field when the prices on the list are still being negotiated with the supplier. After the terms are agreed to, you can update the prices on the list, then use the Purchase Order Price Update browse to update the order lines. If there are invoiced receipts that use temporary prices, use Retroactive Purchase Price Adjustment browse to create price adjustments

If you change this field on an existing price list record, the system displays a warning message.

Note

Enabling this setting does not update order line prices until you run Purchase Order Cost Update.

Adjusting Temporary Prices

After you and your supplier have agreed on the final price of an item, you can use the Temporary Price Orders Report to list the purchase order lines, the supplier schedule lines, and the receipts that use the temporary prices.

Then, use the Retroactive Purchase Price Adjustments browse to generate price adjustments for invoiced receipts of a purchase order/supplier scheduled order line, as well as to create invoices to reflect the updated price.

The function does not work when either of the following is true:

- The receipt is partially matched on one invoice and marked as finished.
- The receipt is matched on multiple invoices.

In such cases, you must handle retroactive price changes manually.

This function is disabled when Fiscal Receiving is in use.

This function identifies the purchase order/supplier scheduled order lines that have had price changes. If a supplier invoice has been created for a purchase receipt, and the supplier invoice price is different from the new price, this function creates price adjustments to the receipt.

You can use the Retroactive Price Adjustment Report to view order lines that either have had a price adjustment or have had receipts adjusted. The report shows original purchase receipt and all price adjustments after the receipt is invoiced.

Retroactive Purchase Price Adjustments includes several selection criteria fields that let you select one or more purchase order lines to be adjusted.

Multisite Purchasing

In many companies with multiple locations, certain inventory items are bought from one location only. However, each location buys its own non-inventory items like supplies and other essentials. This system supports purchasing initiated from multiple locations or databases.

For Example, site Singapore needs to buy an item, but they find that Site Chicago offers a better price. So, Singapore creates a request for the item, but specifies that Chicago should make the purchase. Chicago sees this request in their reports and creates a purchase order. They take information from the request and arrange for the item to be delivered to Singapore. Receiving the item and paying the supplier is handled by Chicago. Meanwhile, any planning and scheduling related to inventory is managed by Singapore

When generating reports across multiple databases, if you're not currently in the database where the purchase originated, you might not see the purchase order in your reports. This is the case even if the items have been received into your location's inventory. To view these purchase orders, you'd need to switch to the database where the purchase originated. This database also holds information like supplier addresses.

Purchasing Memo Items

Memo purchases are for items not in the **Items browse**, such as office supplies and equipment. Memo items do not update inventory. Rather, they are expensed or capitalized upon receipt, depending on the purchases account for the line item. Memo items have no effect on MRP.

To process an inventory item as a memo item, you can change the Type field from blank to M in PO Maintenance. However, if you always want an item defined in Item Master Maintenance to be treated as a memo item, you can specify the appropriate value in the Memo Order Type field, which sets the default for purchasing activities.

Even if an item is not defined as a memo item, it may be preferable in some cases to process it as a memo purchase. Such cases might include procurement of as-needed production materials and inventory items for non-production departments. Production materials, such as adhesives and solvents, are used as needed, and it is often impractical to maintain inventory balances and to process transactions for such materials.

Inventory items are items ordered for a non-production department, such as engineering or marketing. If these are handled as memo purchases, they can be charged to these departments upon receipt. Another way of transferring materials to non-production departments is by unplanned inventory issues.

Purchasing Miscellaneous Items

Purchases for items not directly related to manufacturing or inventory and not delivered to a receiving department, such as airline tickets or seminar fees, are sometimes easier to handle with external purchase orders—that is, purchase orders outside the system. This is because when invoices are matched in Accounts Payable, the system lets you verify a purchase by matching an order, a receiver, and an invoice. Items that have not been delivered to a receiving department have no associated receivers. To have each purchase accounted for in a purchase order, use manual purchase orders for items not delivered to a receiving department.

Supplier Certification

Supply Chain Certification

Use the Supplier Certification feature to ensure that planners, buyers, and requestors use only suppliers that have been vetted or certified, based on your company’s procurement policies.

The definition of approved suppliers will vary with each company. For example, you may rely on external ratings to vet suppliers for the initial list, then use QAD’s Supplier Performance module to refine the list from your own ratings, based on actual performance.

Validations

Depending on a setting in QAD Enterprise Edition Purchasing Control, you can enforce certified supplier requirements at the system-wide level or on an item/supplier basis. Select Enforce Supplier Certification to require that all purchasing activities be handled by certified suppliers. You can manage certification requirements by:

- Supplier
- Item
- Both supplier and item—specific items can be associated with specific suppliers

The supplier-level enforcement setting is in QAD Web UI Suppliers. Go to Details in Domain Settings, Supplier Certification panel, then click Details. When the supplier's status is Approved or Conditional, just select Approve. In this case, the supplier is eligible for all purchasing activities—or you can use the Item Certification subpanel to associate specific items with the supplier. Note that, when you have added an item to a supplier's list, that supplier cannot provide items that are *not* on the list.

When you do not want to require certified suppliers for all purchases—for example, if your company is concerned only about enforcing supplier certification for a small number of items—you can still apply controls by individual suppliers and items, or even both. In this case, do *not* select Enforce Supplier Certification in Purchasing Control.

The item-level enforcement setting is in QAD Web UI Items, in the Planning subpanel. Select Enforce Supplier Certification to indicate that the item can only be purchased from a certified supplier.

Validation

QAD Enterprise Edition validates the use of certified suppliers and items in the following screens. Equivalent QAD Web UI functions behave similarly.

Web UI	Type of Supplier Certification Control
Requisitions	Hard Error
PO Build From Requisition	Hard Error
Purchase Orders	Hard Error
Purchase Order Receipts	Warning
PO Shippers	Hard Error
Blanket Orders	Warning
Blanket Order Release To PO	Hard Error
Supplier Scheduled Orders	Hard Error

Web UI	Type of Supplier Certification Control
PO Fiscal Receiving	Warning
PO Shipper Receipt	Warning
RTS Maintenance	Warning

SRM Overview

Supplier Management Integration Control is a set of functions and features that are designed to provide users with a single place for the manufacturer and the manufacturer's suppliers to manage end-to-end collaboration and interaction.

Supplier information must be synchronized between QAD Adaptive ERP and Supplier Management Integration Control so that functionality exists and can be executed directly from the **Suppliers** hybrid browse when the connection with SRM is properly set up.

Supplier Synchronization

Suppliers are created and the synchronization is triggered in Supplier Management Integration Control when you click the Synchronize button in the Supplier Management Integration Control subpanel of the **Suppliers** hybrid browse. Note the following:

- The synchronize functionality exists in the SRM subpanel when QAD SRM integration is enabled in SM Integration Control on page 4836.
- If the action is triggered for non-existing Sourcing Suppliers, the system creates the supplier in SRM.
- If the action is triggered for existing Sourcing Suppliers, the system updates the supplier in SRM

Sourcing Requests Origins

The Web UI sourcing requests triggers the creation of a sourcing request that tracks the related items and includes capabilities to automatically calculate the projected quantity of the item for a certain period of time. You can select whether the sourcing request gets a quote from:

- ERP items
- A requisition (part records and non-part records)
- Indirect Supplier Price Agreement (ISPA)
- Indirect inventory part (EAM)

You can create sourcing requests from the following the:

- **Sourcing Requests** hybrid browse
- Create Sourcing Request Action from the **Requisition Lines** hybrid browse
- Drill-downs in the **Items** hybrid browse

You can view item type sourcing information in the Item Source panel in **Sourcing Requests**.

Supplier Synchronization from AERP to SRM

Individual Synchronization

Select a single supplier and click Actions > Synchronize, supplier details are sent from AERP to SRM.

- If the supplier already exists in SRM, the system updates the supplier details.
- If the supplier does not exist in SRM, the system creates a new supplier record.

Bulk Synchronization

Filter suppliers by any criteria and click Actions > Bulk Synchronize, multiple suppliers are sent from AERP to SRM.

1. The system displays the number of suppliers selected for bulk synchronization.
2. If no filter criteria are applied, the system prompts: “No filter criteria applied. Would you like to proceed?”.
3. On Confirm the system continues:
    - If the supplier already exists in SRM, the system updates the supplier details.
    - If the supplier does not exist in SRM, the system creates a new supplier record.

SM Integration Control

The SRM processes in ERP include both inbound and outbound processing and provide multiple optional and mandatory defaults that are used during the sourcing processes.

When not specified properly, the system applies policies at the system level. When you set a policy at the Shared Set or Domain level, the policy overwrites any system-level policy.

There are four panels:

- Sourcing: Use this panel to set up synchronization with the QAD Supplier database.
- Supplier Creation Defaulting: This panel lets you set defaults for certain mandatory parameters that default to the supplier when created from an external sourcing integration.
- Supplier Performance: Use this panel to set up synchronization with QAD Supplier Performance.
- Demand and Delivery: Use this panel to set up synchronization of demand and delivery data between Adaptive and SRM.

Sourcing

Use this panel to set up synchronization with the QAD Supplier database. This panel consists of a single checkbox to enable synchronization between the Supplier database and Supplier Management (SM) Integration Control, and a grid to specify domains and enable synchronization for each domain in the grid. You can also choose to view details for the Domain settings in the grid.

Synchronization Enabled

Enable the check-box to allow supplier synchronization to SM Integration Control at system level.

Note Supplier Synchronization panel is enabled in Supplier Hybrid view when Synchronization Enabled is checked.

Domain Settings

This subpanel contains a grid that allows the supplier synchronization at domain level. You can add a domain and enable or disable supplier synchronization for the domain.

Click New above the grid to add a new domain setting. When you add new data, all fields in the grid are editable, including the checkbox to enable. Click Done when finished or New Line to add another line.

Click Details to view a form with the same options that are in the Sourcing panel. Note that when you set the same-named option in the Details panel, it overrides the generic settings in the Sourcing panel.

Supplier Creation Defaulting

This panel lets you set defaults for certain mandatory parameters that default to the supplier when created from an external sourcing integration.

Accounting Profile

Set defaults in this subpanel that populate the same-named fields for the supplier.

Payments & Taxes

Set the default values in this subpanel that populate the same-named field when creating a new sourcing request

Grid

Click New to add a new shared set. Click Delete to remove a shared set.

Click Details above the grid to view a form with the same-named options in this subpanel. Note that when you set the same-named option in the Details panel, it overrides the generic settings here. Fields in the grid are as follows:

Share Set

When adding a new shared set, use the drop down to select from a list of all shared sets in the system.

Credit Term, Invoice Status, Tax Zone

When you update the value in the grid, it overrides the value for the generic same-named field.

Domain Settings (Supplier Creation Defaulting)

Use this subpanel to set the daybook; then, use the grid to specify domains and their daybook sets.

Daybook Set

Contains the default value that populates for the same-named field on each of suppliers for the particular domain.

Grid

In the grid, click New to add a new domain and daybook or click Delete to remove a domain and daybook. Click Details to view a form of the same-named fields in the grid. Set values here that overwrite the generic values.

Domain

When adding a new domain, use the lookup that contains the list of all system domains.

Daybook Set

Overwrites the same-named option in this panel.

Supplier Performance

Use this panel to set up synchronization with QAD Supplier Performance. This panel consists of a single checkbox to enable synchronization between Supplier Performance and SRM and a grid to specify domains from which you want the synchronization of suppliers enabled. You can also choose to view details for the Domain settings in the grid.

When synchronization with QAD SRM is enabled, you should provide the *rating scheme* you want to use when sending the data to QAD SRM; therefore, this value must be provided by QAD SRM. For more information see Supplier Performance on page 4869 and Setting Up Automatic QAD SRM Integration on page 4880.

Demand and Delivery

Use this panel to set up synchronization of demand and delivery data between Adaptive and SRM. This panel contains a grid to specify the details of each domain for demand and delivery synchronization with SRM. The grid includes the following fields:

Domain

Enter the domain to which the SRM integration applies. This is a mandatory field.

Client ID

Optionally, enter the client ID used for connection with Adaptive.

Client Secret

Optionally, enter the authentication key paired with the client ID.

User ID

Optionally, enter the user ID.

Enabled

Select to activate synchronization for the domain.

When synchronization with SRM is enabled, you must define the credentials and policies required for the exchange of demand and delivery data at the domain level.

Supplier Management Integration Control FLow

Supplier Management Integration Control

The Supplier Management Integration Control flow is as follows:

1. Receive XML SOAP request from SRM using the web service server. NOTE: It is necessary to use the API service component to adjust Boomi to SRM request format. SRM main XML tag is called *BatchSendCompaniesRequest.*
2. Map the incoming supplier XML into canonical format.
3. Set the pipeline properties in the Set properties shape. The required properties are listed in SRM Connection on page 4841.
4. Use the pipeline connector to output data in canonical format to the pipeline.
5. Send the response back to SRM using the same supplier reference as they provided initially prefixed with *IntPlatform*| to visualize the successful integration in the SRM app.

SRM Connection

To connect QAD Adaptive ERP to SRM, the ERP *configuration.properties* must be set with the following properties:

Properties to connect to SRM

qad-erp-srmconnector.connection.url= SRM/Astras URL endpoint

qad-erp-srmconnector.connection.userid= User ID provided by SRM/Astras

qad-erp-srmconnector.connection.oauth-clientid= Client ID provided by SRM/Astras

qad-erp-srmconnector.connection.oauth-clientsecret= Client Secret provided by SRM/Astras

qad-erp-srmconnector.connection.expiration-minutes= Maximum numbers of minutes while the created token will be valid (maximum recommended

5min)

Example:

Example:

Properties to connect to Astra's SRM

qad-erp-srmconnector.connection.url=https://vmlai7srmint1.qad.com/ngastras/connector/master/

qad-erp-srmconnector.connection.userid=WSUserWithJWT

qad-erp-srmconnector.connection.oauth-clientid=FVw600Gin43MQOFB_X-a1hvT0MHHnVkO

qad-erp-srmconnector.connection.oauth-clientsecret=d1ZKVERXdlVhb213OWJUdmNqSHh3MEs2WldRd0FPdUk=

qad-erp-srmconnector.connection.expiration-minutes=5

The configuration.properties file can be found in the Linux environment. Once in the YAB home path, the file can be found under the *build/config folder.*

The configuration.properties file can be found in the Linux environment. Once in the YAB home path, the file can be found under the *build/config folder.*

Once you edit the file (using nano, vi, or other editors), you can run the following command to force tomcat to restart, and thereby reload properties:

yab tomcat-webui-stop tomcat-webui-start

Sourcing Processes

Adaptive supports two types of sourcing requests:

- Item based Sourcing Requests
- Requisition based Sourcing Requests

They differ in how they are created and how awarding is processed.

Item based Sourcing Request

A Sourcing Request of type Item is a sourcing request created directly from the Sourcing Requests on page 4843 browse. A source request created using an external system is always of type item. Sourcing status can be:

- Pending: A sourcing request exists and is not yet sent to the external system to be sourced.
- Sourcing: A sourcing request that is sent to an external system to be sourced.
- Canceled: The sourcing request is canceled before it could be awarded.
- Complete: The sourcing request is awarded.

Requisition based Sourcing Request

A Requisition based Sourcing Request can be created from the Requisitions Entry on page 4332 browse for specific requisition lines. Refer to Create Sourcing Request on page 4391 to create a sourcing request from requisitions. A Requisition based Sourcing Request also tracks the sourcing progress at the requisition header level. Sourcing status at requisition header level can be:

- Blank : No sourcing request created for the requisition.
- In Progress : A sourcing request exists
- Not in sourcing : The sourcing request is awarded

Sourcing status in Sourcing Request screen can be:

- Pending: A sourcing request exists and is not yet sent to the external system to be sourced.
- Sourcing: A sourcing request that is sent to an external system to be sourced.
- Canceled: The sourcing request is canceled before it could be awarded.
- Complete: The sourcing request is awarded.

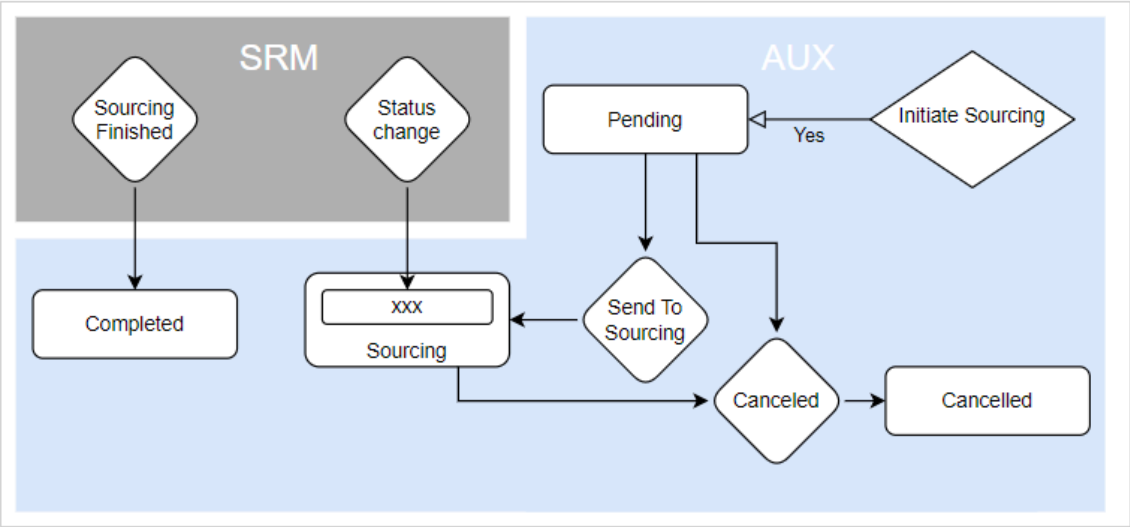
Sourcing Requests

Usually customers need to send sourcing requests to external systems using information that is available in QAD Adaptive ERP. The Web UI sourcing request triggers the creation of a sourcing request that emanates directly from QAD Adaptive ERP. The request tracks the related items and includes capabilities to automatically calculate the projected quantity of the item for a certain period of time based on the demand, forecast, or the history of a particular item, based on the data available in QAD Adaptive ERP.

Additionally, the sourcing requests can be synchronized with QAD SRM out of the box, including when the sourcing request completes.

All this is combined with the ability to synchronize supplier data—including the creation of new suppliers or an update of its own data—with QAD SRM.

The following graphic depicts the sourcing request flow:



Panels

There are three panels:

- Main: Identifies the sourcing request ID and item group. Displays additional aspects of the request.
- Projections: Displays calculation information and lets you specify the calculation type, date range, and projected quantity.
- Item Source: Displays the item type, the record ID, and record line.
- Status History: Contains a grid with read-only information about the sourcing request.

Main

Sourcing Request

Alphanumeric ID that identifies the Adaptive ERP sourcing request. Once saved, you cannot modify the ID.

Item

The item that the system uses to start the sourcing process.

Material Group

The group to which the item belongs. The value defaults from the Item Group option of the item selected in the Sourcing Panel of the Purchasing Control.

A material group classifies items into predefined categories, allowing external sourcing applications to identify the appropriate group for each item.

Based on the item type and settings enabled in Purchasing Control in sourcing panel material group is reflected for more details refer to Sourcing Requests on page 4843.

For direct material groups, the material group information is retrieved from the item record. For indirect material groups, the information is retrieved from the item-site indirect settings.

Status

The current status of the sourcing request. Sourcing Status can be modified via the interaction with the SRM sourcing module:

- When the item sourcing request is created, the status is set to Pending.
- SRM can send other statuses to the ERP, one of which is *Being Sourced*—the equivalent to not finished and implying that the sourcing process was initiated.

For more information, see Status Results on page 4845.

Status Date

The date when the sourcing request was changed to the current status.

External Reference

The ID in the SRM/external sourcing. This is an optional field that is always populated by the external Sourcing module. The Sourcing module populates this option once the request has the Being Sourced status.

Creation Date

The date the sourcing request was created.

Status Results

The results for sourcing request statuses are as follows:

Status	Results
Being Sourced	You cannot edit a sourcing request with this status.
	Both Pending and Completed statuses behave as a Being Sourced status.
	A sourcing request can change its status from Being Sourced to any other status, except Pending.
Completed	You cannot edit a sourcing request that has a Completed status.
	You cannot change the Completed status.

Projections

Last Calculated Date

Indicates the last date/time the calculation of the sourcing projection for the current item successfully completed.

Calculation Type

Indicates how the projected quantity will be calculated. Values may be defaulted from **SRM Control**.

Note When the Type in Item Source panel is set to Requisition, Calculation Type is non-editable.

Choose from the following types in the drop-down list:

- Manual: When a sourcing request is created from a requisition, the system defaults the calculation type to Manual. Enter the projected quantity manually.
- Demand: For independent demand items, demand includes Forecast (Production Forecast), Sales Orders, and Customer Schedules. For dependent demand items, the system considers Production Order components and intersite demand.
- All Supply: To consider all firmed and planned supply order quantities
- Firm Supply: To consider only firmed supply order quantities, including:

1. Firmed but not started production orders (Status: Firmed or Exploded)
2. Started production orders (Status: Released or Allocated)
3. Purchase requisitions, unconfirmed intersite requests, and scheduled receipts.
4. Committed supply:

- Planned Supply: To consider only planned supply order quantities. Includes supply orders generated by MRP or DRP for manufactured parts, purchased parts, or parts sourced from another site.
- Historical: To consider historical purchase order receipts.

Date Range From/To

Specify the From and To dates from which the Projected Quantity value was calculated. This option is editable when blank.

Projected Quantity

The quantity requested that is sent with the sourcing request. When you select the Manual calculation type, you can edit this option.

Item Source

This panel displays read-only data for the sourcing request and identifies the origins of the sourced item. This information is communicated back, via SRM or via SRM with any other sourcing application interfaced, from the awarding information once a supplier is granted the sourcing request:

Type

This non-editable field includes a drill-down with the following options:

- Items (ERP items)
- Item Site Indirect (EAM)
- Requisition

Record ID

Read-only record ID.

Record Line

Read-only record line.

When a new sourcing request is created from QAD ERP **Items** (+ button on the Items drill downs) or when a new sourcing request is created here when the system looks up the item, the system resets the options here to the following:

- Type: ERP Item
- Record ID: Item ID
- Record Line ID: blank

These fields also display in the **Sourcing Request** browse.

Status History

Field label

This panel contains a read-only grid that displays information related to all statuses the current record has had.

Creating Sourcing Requests from Items Drill Down

You can select sourcing requests from the drill-downs in the **Items** hybrid browse, and create a new sourcing request based on an item from the launched drill down as long as SRM is enabled in **SRM Control** for the current shared set.

When creating a new sourcing request from the launched drill down, values for most options are auto-populated.

Send and Cancel Sourcing Requests Action

Send Sourcing Requests

Select this action from **Sourcing Requests**>Actions. The action sends a sourcing request to QAD SRM Sourcing. This action has both individual and bulk options, which are enabled when:

- Synchronization is enabled in the SM Integration Control screen, under the Sourcing panel, for the active shared set.
- The current record has no elements to be saved. (Before running any calculation, the record must be saved when updates occur.)

If the calculation succeeds, the system does the following:

- Changes the status of the sourcing request to Being Sourced
- On the Status History, adds a new record with the following:
  - Status: Being Sourced
  - Status Change Date: Sets it to current date/time

Cancel Sourcing Requests

Select this action from **Sourcing Requests**> Actions. This action cancels the sourcing request from QAD SRM Sourcing. This action is enabled when:

- SRM is enabled based on the Sourcing Control for the current domain.
- Sourcing Request status is pending or Sourcing.

Awarding

Awarding process for item based sourcing request is as follows:

1. Creates a Supplier Price Lists on page 874 with the awarded prices. The sourcing status is updated to Complete for sourcing request initiated in adaptive ERP once all awarded quotes are successfully processed
2. The price list is assigned to the supplier in Supplier Domain Settings on page 891 > Pricing panel > Discount Table.
3. The sourcing status is updated to Complete for sourcing request initiated in adaptive once all awarded quotes are successfully processed

Awarding process for requisition based sourcing request is as follows:

1. The awarding process updates the Requisitions Entry on page 4332 Line with the awarded supplier and the unit price.
2. The sourcing status is updated to Complete in Sourcing Requests on page 4843 browse and the sourcing status is updated to Not in sourcing in Requisitions Entry on page 4332 header once all awarded quotes are successfully processed.

Supplier Performance Synchronization

The supplier scorecard consolidates event occurrences, parts received and rejected, rejection rates, and weighted points into a standardized scoring system in the Supplier Performance Summary Category Data on page 4886.

Supplier scorecards can be synchronized to SRM in two ways:

Manual Synchronization

1. Open the Supplier Performance Summary Category Data.
2. Optionally, filter data by Supplier ID or Supplier Name.
3. Select Actions > Period Manual Execution.
4. In the Perform Period Extraction pop-up, choose the Period (for example, 2023M11) from the drop-down list.
5. Click Submit to start the synchronization for the selected period.

   Note The system processes the supplier performance data and updates the scorecards in SRM.

Scheduled Synchronization

Ensure the following configuration in SM Integration Control on page 4836 and Purchasing Control on page 4430 to allow the supplier scorecards to be automatically published from Adaptive.

1. Select Synchronization Enabled in SM Integration Control on page 4836 to allow supplier synchronization to SM Integration Control at system level.

   Note Optionally, define the domain details and assign a rating scheme for supplier performance in Domain Settings grid.

2. Select Enable Summary Extraction in the Purchasing Control on page 4430 and define the following fields:
   - Metric Period: Select from the monthly, quarterly, bi-annually, or yearly as the period by which the system extracts data.
   - synchronization day: Specify a number between 1 and 10 as the day the extraction executes. This is the first day of the first month after the previous period has been finished (last period executes).
   - Start Month: Specify the month to start the scorecard extraction.

Supplier Consignment Inventory

The Supplier Consignment Inventory feature lets you plan, order, receive, stock, track, and report supplier-consigned material while at the same time deferring receiver matching and accounts payable (AP) transactions until the time the items are used, for example, issued to production. A company using consigned inventory pays for only what they use, not for what they receive.

Note For information specific to consignment in EAM, see EAM Supplier Consignment on page 5398 overview and EAM Consignment Flow on page 5399.

The module extends the purchase order process by providing new transactions to receive material and identify it as consigned. These transactions also delay the standard AP process until material is consumed but allow the consigned items to be visible for planning. When items are consumed, such as in a manufacturing process, the receiver becomes available for receiver matching.

When consumption is reported back to the supplier, the supplier can transfer liability for the material in their system and issue an invoice if self-billing is not being used.

Using consigned inventory alleviates the need for the supplier to buy back the excess sent to the customer or remaining at the end of the consignment period. Because the supplier still owns the inventory, any excess is simply returned.

Using key features of Supplier Consignment Inventory, you can:

- Create PO Consigned Inventory and Inventory Offset accounts at the domain level, for product lines, or for combinations of sites and product lines.
- Delay the transfer of ownership of consigned inventory by deferring AP transactions until you use the inventory.
- Determine at the domain level whether consigned inventory in a location with both consigned and non-consigned inventory should be consumed first or only after non-consigned inventory is exhausted.
- Set up consignment defaults for the majority of your purchase orders and supplier scheduled orders and tailor defaults for individual suppliers and items.
- Indicate for selected sites and locations that inventory transfers should initiate a change in ownership.
- Determine the tax point for consigned inventory based on settings in the associated tax rate. The tax point can be either at receiver matching or consumption.

- Create a requisition for consigned goods, which is copied to a purchase order to purchase the goods.
- Create a purchase order or scheduled order with both non-consigned and consigned items. Note that blanket orders can also be for consigned goods.
- Manually adjust consigned inventory if needed.
- Include or exclude consigned inventory during physical inventory or cycle count.
- Retain visibility of consigned inventory information including its location, status, age, and order details.
- Manage and update aging dates.
- Generate reports and inquiries that sort and display details according to your needs.
- Identify unconsumed inventory that exceeds its maximum aging date.
- Compare inventory received with inventory consumed.
- Communicate usage of consigned inventory with EDI to the supplier.

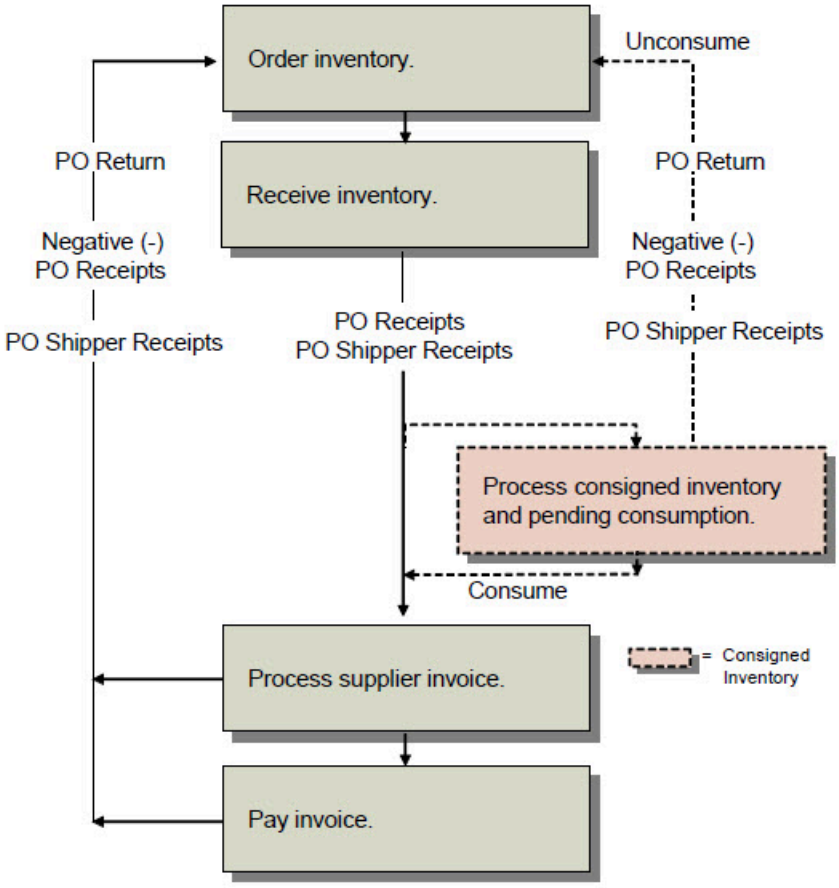
Benefits

For supplier consignment, in the supply chains customers order material from their supplier that they receive but do not pay for until they have used it. It adds a step between the receipt and vouchering process, a timing mechanism. The main reasons to use supplier consignment are:

- Pay only for what has been used
- Decrease inventory investment
- Less inventory obsolescence
- More supplier responsiveness
- Suppliers manage their own inventory

Supplier Consignment Workflow

The complete consignment inventory workflow beginning with the contract and ending with accounts payable includes the following steps.



1. Creating a Requisition

Create requisitions for either consigned or non-consigned procurement. Item and supplier setup determines the normal terms for procurement, consigned or non-consigned.

2. Creating a Purchase Order

A contract is created between a customer and a supplier that dictates the items to be sold on consignment. The contract is either a standard purchase order, a blanket purchase order, or a scheduled purchase order. It includes clauses on deferring liability. The contract may also include a maximum number of aging days that a customer is permitted to hold items without liability of payment. This ensures that the supplier will be paid in a timely manner.

The system copies consignment information from the requisition or from item setup. You can modify the information for direct items.

3. Receiving Inventory

As consigned inventory arrives, it is handled by the standard receiving process. The inventory is immediately nettable to MRP and available for use just like non-consigned inventory. Cumulative receipt quantities are automatically updated for scheduled purchase orders. Because the consigned inventory is not yet available for receiver matching, any supplier invoice process that selects open receipts bypasses receipts of consigned inventory until the inventory is consumed. Only shipping-related charges (trailer and freight) can be matched with the supplier invoice at the time of receipt.

The receive action creates a PO receipt (RCT-PO) transaction for non-consignment lines; however, when you receive a consignment line, the system creates a consignment receipt (CN-RCT) transaction.

The system creates the CN-RCT with the following GL transactions:

- Debits the PO Consigned Inventory account defined in **Purchasing Accounts** for the product line, site, and supplier type, if available. Otherwise, the account from **Product Lines** is used.
- Credits the PO Consigned Offset account defined in **Purchasing Accounts** for the product line, site, and supplier type if available. Otherwise, the account from **Product Lines** is used.

4. Returning Inventory

Consignment PO lines can be returned either while the received inventory is still consigned (owned by the supplier) or after ownership has transferred from the supplier to the customer; however, each return transaction can only return inventory that is either fully from consigned inventory or fully from non-consigned inventory. If you need to return more than what is available from either source, you should do two separate return transactions.

If supplier-owned inventory is returned, the system creates a transaction with a CN-RCT transaction type for the PO/PO line returned. If non-consigned (company-owned) inventory was returned, the system creates a transaction with an ISS-PRV transaction type, and a pending voucher for the return, which you can view in **Unmatched PO Receipt As Of Date**.

5. Consuming Consigned Inventory

The consigned inventory is eventually consumed by the customer. Consumption occurs in the following ways:

- Issues to a manufacturing order
- Unplanned issues
- Transfers to another location within a site
- Shipment of sales orders or customer schedules

In addition to the Issue transactions created (ISS-WO, ISS-TR, ISS-WO, and so on), when the inventory is issued, the system also creates a CN-ISS and a RCT-PO. The CN-ISS represents the ownership change of consigned inventory, and the RCT-PO represents a supplier liability of the issued inventory. A pending voucher is created and is available for supplier invoice matching, but only for the amount consumed. This can be a partial amount and may not always be the total amount on the receiver. The system tracks how much of the receiver is available for receiver matching.

Consumption activity (change of ownership) is logged for audit purposes and for reporting to the supplier. When reported to the supplier, it triggers the transfer of liability, and the supplier can generate an invoice. Consumption can be reported to the supplier with reports or with EDI transmissions.

6. Manual Ownership of Consigned Inventory

The purchase order may also include a term defining a maximum number of aging days that a customer is permitted to hold items without liability of payment. When the age of the consigned inventory has reached this period, ownership is transferred to the customer by manually transferring ownership using the action in **Supplier Consignment Detail**. This transaction creates a CN-ISS and a RCT-PO. The CN-ISS represents the ownership change of consigned inventory, and the RCT-PO represents a supplier liability of the issued inventory. A pending voucher is created and is available for supplier invoice matching.

7. Supplier Invoices and Receiver Matching

Once you consume inventory and notify the supplier of consumed inventory, at this point, you can wait for your supplier to send you an invoice. The supplier invoice is recorded and matched against the pending vouchers created by the earlier change of ownership. If you are using Evaluated Receipts Settlement (ERS), you can automatically generate a supplier invoice for the consumed inventory matched against the pending vouchers so that you can pay the supplier right away.

8. Paying Supplier Invoices

Supplier invoices for consigned receipts are paid just like other invoices.

Supplier Consignment Planning and Setup

Before You Begin

You can view a Supplier Consignment overview in Supplier Consignment Inventory on page 4851. You can view the overall Supplier Consignment flow for Purchasing in Supplier Consignment Workflow on page 4853.

The first thing to do is determine your business processes. Before you get into the system you should understand what your company needs you to do procedurally. These include:

- Accounting – required account codes
- Transfer ownership options, such as inventory locations settings
- Terms of the contract, such as maximum aging days and supplier default settings

Once you make these business decisions, you are ready to ensure that the system is configured correctly—not just for Consignment features, but for the business decisions you made.

During and after supplier consignment transactions, you will be viewing transaction history to know who created transactions, account codes, and monetary values associated with them.

Setup Flow for Supplier Consignment in Purchasing

In terms of Purchasing features and functions, the consignment flow is as follows:

1. In the Supplier Consignment panel in Inventory Controls on page 2894, enable Consignment by selecting the Use Supplier Consignment checkbox.

   Selecting that option activates the Supplier Consignment Inventory features and functions. This is the single place where you activate system-wide supplier consignment control settings. When Supplier Consignment is active, additional options, fields, and frames display for user input during order entry in purchase, blanket, and suppler scheduled orders.
2. In the Supplier Consignment panel in **Inventory Control**, set additional Supplier Consignment controls for the following:
   - Supplier Consignment Default
   - Maximum Aging Days
   - Use Consigned First
3. In the Supplier Consignment Account panel in **Inventory Control**, set options for:
   - Transfer Ownership
   - Purchase Order Cost Point

4. In Supplier & Item Consignment Settings: on page 4857
   - Specify the consignment supplier and the items as consignment items. When you specify a supplier and leave the item blank, all items from that supplier are considered consigned.
   - In the Consignment subpanel, select Consignment Orders; then, specify the maximum aging days and PO cost point.
5. Identify accounts for tracking supplier consignment inventory:
   - Consignment Accounts panel in Product Lines on page 699
   - Consignment Account panel in Purchasing Accounts on page 2939
6. When Supplier Consignment is active, you have an additional option for determining when the system creates GL transactions for tax amounts on consigned purchases:
   - Yes: The system creates tax transactions when consigned items are used.
   - No:The system creates tax transactions later, during receiver matching.

   The tax point is determined by settings defined for the tax rate in effect in Tax Rates on page 6520. The Tax Rate at Usage option determines if taxes accrue when inventory is used.

Maintaining Supplier Consignment

Once you set up and establish purchasing, receipts/issues, transferring ownership, and so on, from time to time you may need to adjust supplier consignment information. Use the following actions in **Supplier Consigned Detail** to help you manage consigned inventory:

- Adjust Consigned Inventory Action on page 4859
- Transfer Ownership Action on page 4861
- Update Aging Action on page 4863

Supplier Consignment Accounting

Supplier and Item Consignment Settings

Use this function to identify a supplier's items as belonging to a consignment order.

Supplier Items cross-references both the supplier's number and the original manufacturer's item number to yours, and keeps track of the quoted price and lead time. For information on supplier-item relationships and supplier items, see Supplier Items on page 884.

Main

Supplier

The address code identifying this item's supplier.

Item

Enter your internal item number related to this supplier item number. This is the item number used inside your company for planning and manufacturing.

Consignment

Consignment Orders

Select this option to specify the default value for the Consignment Orders option in new blanket orders, purchase orders, and scheduled orders. When selected, the system sets the Consignment Orders option in the order files to selected. This, in turn, sets the Consignment option on the order lines to selected.

Maximum Aging Days

Enter the maximum number of days consigned inventory is allowed to be in-transit to a customer facility or remain there after shipment.

The default value is 0 (zero), which indicates that there is no scheduled aging deadline.

PO Cost Point

Specify which purchase order cost you want the system to use to calculate the purchase price variance. This is the cost at which the usage is paid/invoiced.

Usage: Use purchase order cost at time of usage.

Receipt: Use purchase order cost at time of physical receipt.

Supplier Consignment Offset Account Setup

Indirect Item Consignment Setup

Managing Supplier Consignment with Actions

You can manage supplier consignment items through actions that are available in the **Supplier Consignment Detail** hybrid browse.

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Adjust Consigned Inventory Action

Select this action from the **Supplier Consignment Detail** browse.

Use Consignment Inventory Adjustment to manually modify consigned inventory information such as quantities and locations. For example, use this action after processing physical inventory to indicate that surplus items are consigned.

The action consists of three panels:

- Main: Includes read-only data that defaults from the record selected in the Supplier Consignment Detail browse, and lets you select the project/effective date and enter remarks.
- Inventory Detail: Includes a grid that displays inventory data or add a new record of detailed data.
- Accounts: Displays debit and credit account data.

Submitting the Adjustment

Click Submit when you complete updates.

The system validates the receiver, effective date, and that the items on the order line are consigned. An error displays if there are no consigned items in the location specified.

When the quantity to adjust causes the consigned quantity to exceed the quantity on hand, the system displays a warning when you submit, indicating that the quantity consigned will exceed the quantity on hand.

Note the following:

- Items should have a PO and line numbers and the receiver should have an ID to process the adjustment.
- Pending supplier invoices are not updated based on this adjustment. Changes to the amount due the supplier must be made manually.
- This action only updates the consignment quantity. It does not adjust any other elements of the regular consignment business cycle, such as the quantity on hand.

Upon **successful** submit, the system:

- Displays a message, informing you of the success
- Creates a consignment adjustment transaction (CN-ADJ)
- For both positive and negative adjustments: Debits the PO Consigned Inventory account and Credits the PO Consigned Offset account

Main

In this panel, the Item, Order, Line, and Receiver options default from the record selected in the Supplier Consignment browse and are read-only.

Item

The read-only item for the adjustment.

Order

The read-only order for the adjustment.

Line

The read-only line for the adjustment

Receiver

The read-only receiver for the adjustment. You can do adjust against a receipt receiver only, but not a return receiver.

Remarks

Enter any remarks about the adjustment.

Project

Select a valid project affected by the adjustment from the drop-down list of projects.

Effective Date

Specify the effective date for the adjustment or use the calendar to select a date. The default is the system date.

Unit Cost

The unit cost defaults from ??/ and is read only.

Total Quantity to Adjust

The value in this option reflects the Quantity to Adjust field value that displays in the grid in the Inventory Detail panel. When you add a new record to the grid in that panel, then enter a value in the Quantity to Adjust field and save the line, the value is reflected here.

Total Cost

The total cost of the adjustment. The value is based on the this equation: *Total Quantity to Adjust * Unit Cost*.

Inventory Detail

Use the grid to review inventory detail data.

Click New to add additional rows for the item, order, line, or receiver combination.

Click Delete to remove a row.

In the Inventory Detail grid:

- The values for the Site, Location, Lot/Serial, Reference, and UM default from the browse and are read only..
- The Entity defaults from ??? and is read only.
- The Current Qty Consigned defaults from the Quantity Consigned field in the browse and is read only.
- The Lot Control, Expire Date and Inventory Status default from inventory data and are read only.

Quantity To Adjust

Enter the quantity to adjust. The defaults is 0 (zero). The value you enter here is reflected in the Total Quantity to Ajust option in the Main panel once you submit.

Qty Consigned

The system calculates the read-only value here automatically bases the value on this calculation: *(Current Qty Consigned + Quantity to Adjust).*

Conversion

Specify a conversion. The default is 1.0000.

Conversion

Specify a conversion. The default is 1.0000.

Accounts

The Accounts panel displays default debit and credit account data that is read only.

Transfer Ownership Action

When consigned inventory has not been consumed and has not been returned within the agreed-upon period, ownership is available to be transferred from the supplier.

Select this bulk action from the **Supplier Consignment Detail** hybrid browse. Since it is a bulk action, you can transfer ownership for multiple suppliers or just one supplier.

The Transfer Ownership action contains the following panels:

- Criteria: Standard criteria panel with pre-selected required criteria for Consignment set to Yes and the Quantity Consigned > 0 (zero).

- Options: Contains a single option to enter an effective date for the tranfer of inventory shown in the supplier consignment details grid.
- Consignment Detail Grid: Contains a grid with consignment detailed data by rows; you select rows to transfer ownership.

Submitting the Transfer of Ownership

Click Submit when you complete updates.

The system consumes consigned inventory, so ownership is transferred from the supplier to your company.

Upon **successful** submit, the system generates the following for each row in the grid:

- Displays a message, informing you of the success
- A consignment issue (CN-ISS) transaction to record the transfer of consigned inventory
- A purchase order receipt (RCT-PO) transaction to record receipt from the supplier
- Credits the PO Consigned Inventory account, and debits the PO Consigned Offset account
- Debits Accounts Payable (AP) and credits Inventory
- Updates the Supplier Consignment Usages records

Note The Transfer Ownership action does not update the aging date, use Update Aging Action on page 4863 for that functionality.

Criteria

The system populates the Search criteria panel with the criteria you entered in the **Supplier Consignment Details** browse.

Options

The Effective Date option defaults to the system date, and is editable. When you modify the Effective Date, all rows in the grid reflect the new Effective Date.

Consignment Detail Grid

In the grid, select the Use checkbox for a row to indicate the quantity is the row is to be transferred. All fields in the grid are read only. The only change that you can make in the grid is to select/deselect the Use checkbox.

The system uses the full Quantity Consigned for the row to transfer ownership. You cannot transfer ownership for a partial quantity of the Quantity Consigned value.

To remove a row from the grid, deselect the Use checkbox for a rows(s); then, click the Clear Unselected Lines button.

In the grid, note the following:

- Data in the grid is populated based on the Search Criteria data and the Required Criteria.
- The Use checkbox is selected by default for all rows;

Update Aging Action

When the Supplier Consignment Inventory is activated, use this action to extend the aging date for a range of consigned items by number of days or date. Select this action from the **Supplier Consignment Detail** hybrid browse.

Aging Dates in Supplier Consignment

When you use Supplier Consignment inventory, you can track inventory by receipt date or by how long it has been in a consignment location. By assigning maximum aging days to the purchase order line, you can:

- Identify inventory on a particular purchase order receipt that exceeds the maximum aging date without being consumed.
- Extend the aging date by number of days or date on items received on individual or multiple purchase orders
- Transfer ownership of the consigned inventory from a supplier to yourself.

When you have not consumed or returned consigned inventory by the maximum aging date, ownership can be transferred to you via the Transfer Ownership Action that you select from the **Supplier Consignment Details** hybrid browse.

To determine the date that maximum aging occurs, the system uses the following calculation:

receipt date + maximum aging days = maximum aging date

Where:

- The Receipt date is the date recorded in PO receipts or PO shipper receipts.
- The Maximum aging days is taken from the consignment purchase order line data in **Purchase Orders** or **Supplier Scheduled Orders**

The calculated maximum aging date for each shipment is shown in various aging reports.

Update Aging Panels

The Update Aging action contains the following panels:

- Criteria: Standard criteria panel with pre-selected required criteria for Consignment set to Yes and the Quantity Consigned > 0 (zero).

- Options: Contains date-related options that replace or recalculate the New Age date.
- Aging Detail Grid: Contains a grid with consignment detailed data by rows.

Submitting the Updated Aging

Click Submit when you complete updates.

Upon **successful** submit, the system:

- Displays a message, informing you of the success
- Updates the New Age date

Criteria

The system populates the Search criteria panel with the criteria you entered in the **Supplier Consignment Details** browse.

Options

There are two options in this panel, described below.

New Age Date

Specify a new age date for consigned inventory. The New Age Date option defaults to the system date, and is editable. When you modify the New Age Date, all rows in the grid reflect the date.

Note You can still select a row(s) in the grid and manually update the New Date in the selected row.

Days to Extend

Specify the number of days to extend the aging. When you enter a value, then leave this option, the system calculates a new Age Date, based on the original Age Date; then, updates the date in the grid. So, when you enter a value for Days to Extend, the system updates the grid's New Age Date based on the value you enter here, overriding any value you enter in the New Age option.

Aging Detail Grid

Data in the grid is populated based on the Search Criteria data and the Required Criteria.

In the grid, the Selection checkbox is selected by default for all rows; however, you can deselect rows. When no rows are selected, the Submit button is not available.

Select Unselected Lines to remove unchecked rows from the grid.

All fields in the grid are read only, except the New Age field. You can select a row, then manually enter a New Age. Also, the system updates the value of the New Age in the grid, based on data you enter in the Options panel.

Supplier Consignment Reports

Reports and Inquiries in the Supplier Consignment Inventory include:

Report	Function/Purpose
Consignment Inventory Report	Displays consigned inventory items of a product line by selected criteria including site, location, lot/serial number, ABC class, grade, assay %, status, expiration date, and other details. The report shows the item number and the site information, the location information, and even the supplier consignment detail receipt information. There are buckets at both the site, and at each location. Some locations have zero supplier consignment; some locations will have only supplier consignment. If you select Yes for details criteria, it shows you the receipts that make up that information at that location. This will triggers the aging because receipts are pegged to it. That can also determine the age of that material in that location.
Consignment Inventory by Order	Displays selected consigned inventory receipts sorted by PO. Displays with or without quantities and is sorted by: 1. Site, customer, supplier, item, PO, 2. Item, site, supplier, PO, or 3. PO, item. This is an order-centric view of the Consignment Inventory Report. Use this report to find out, by order, what receipts have come in and how much of that is still consigned or how much of that is unused
Consignment Inventory by Location	Displays selected consigned inventory receipts sorted by locations.

Report	Function/Purpose
Consignment Inventory Usage (QRF)	Displays detailed inventory usage by selected criteria including PO, item, supplier, site, and usage date. Is sorted by: 1. Site, customer, supplier, item, PO, 2. Item, site, supplier, PO, or 3. PO, item. This report shows us the issue transaction that occurred, the usage quantity, and a subtotal of the usage quantity over some specified date. It also shows you a cumulative value of what's been used, and it pegs it back to the receiver that the quantity has been deducted from. So there's a little bit of pegging going on. It's more like a soft pegging. It's not a hard pegging, trapping. This receiver, actually, is on this component issue, but it's a soft pegging, netting out just the balances of what's been received versus what's been used. This represents that mini-PO receipt that was mentioned earlier. What you see here is the receiver quantity of 10 is a direct reflection of what's been used. The receiver quantity, in total, could have been 1,000, as stated before. You could receive 1, 000 at the beginning of the week. Now you've just used 10. If the situation occurs where you've used, let's say, 1,500, that goes across two receivers, you would see that usage quantity of 1,500 would be bridged across two receivers. If we were using a valuated receipt settlement, it would take it right through this vouchering process. Also, if you're using lots and serialized parts, that receivers specific to those lots and serialized

Report	Function/Purpose
	items would be the ones deducted. And you'd see that reflected here, so that the netting process-- the first in, first out process of using up the receivers--is further dependent on whether you're using serialized parts which will go after specific receivers. .The use of consignment does not, in any way, keep you from following the level of details in inventory, through traceability, that so many of our customers require at the lot and serial level.
Supplier Consignment Usages	Displays inventory usage by selected criteria including PO, item, supplier, site, and date. Is sorted by: 1. Site, customer, supplier, item, PO, 2. Item, site, supplier, PO, or 3. PO, item. Here's a view of your inventory valuation report. There's a number of different inventory evaluation reports, based on order and based on dates and so forth. They all include this option to select supplier consigned inventory. So if you want to look only at the supplier consigned inventory or you want to include it or you want to exclude it, those are the options that you have.
Supplier Consignment Usage Export (QRF)	Displays inventory usage with the option to mark usage records as reported. It's an e-commerce gateway to electronically summarize and ship out, or electronically communicate to your supplier what has been used. And you can pick and choose certain subsets of what you haven't notified from your supplier before,

Report	Function/Purpose
	so that, if you do this on a periodic basis, whether it be a nightly run or a weekly run or a monthly run, we support that with this gateway. And it won't transmit the same information twice, because they'll all be marked as being transmitted. If you're not using the e-commerce gateway, or if your suppliers don't have e-commerce, you can also do the same operation with this export report. So, you generate the report, you use email to send it to your suppliers. Or you can simply print out the report and phone in the information or fax it in.
Supplier Consignment Detail	Displays inventory quantities and aging dates by purchase order.
Aging Supplier Consigned Inventory by Item	Displays aging inventory items and quantities by supplier.

Supplier Performance

The Supplier Performance functionality enables manufacturers to monitor the performance of their internal and external suppliers. Depending on your manufacturing environment, you can customize the way your system collects performance data as well as how you report performance metrics. You can create your own data collection points or use the ones predefined in the system. This functionality provides flexible automatic and manual data collection.

With the Supplier Performance functionality, you can enable or disable data collection for any registration. A registration in Supplier Performance is the record used to specify the supplier, site, item, corporate commodity code, date, or combination of these for which performance data is collected. You can explicitly define when, where, and for what registration you want data to be collected. You can further define the data you want to collect by specifying a date or date range when the data collection should occur or be disabled.

This functionality gives you broad control of the performance activities you want to count, where you want to count them, and for which registration you want to collect data. You can use system events as measurements, or you can define the specific non system events to be counted. Using category and event definitions, tell the system what data you want reported, and how you want that data to be reported.

Planning Supplier Performance

Before you begin the supplier performance setup, you should first plan your system. Basic information you should decide and plan before setting up a supplier performance system includes:

- The categories and events to monitor
- The impact or value of events
- The suppliers, items, sites, and/or commodity codes to monitor
- The impact or value of events for specific registrations; for example, does registration A in another country receive the same late penalties as registration B, located across town?
- The computational system to use for each category
- Which suppliers should receive email performance reports
- Configuring controls in the Supplier Performance panel of Purchasing Control on page 4430

WorkFlow

The Supplier Performance flow is as follows:

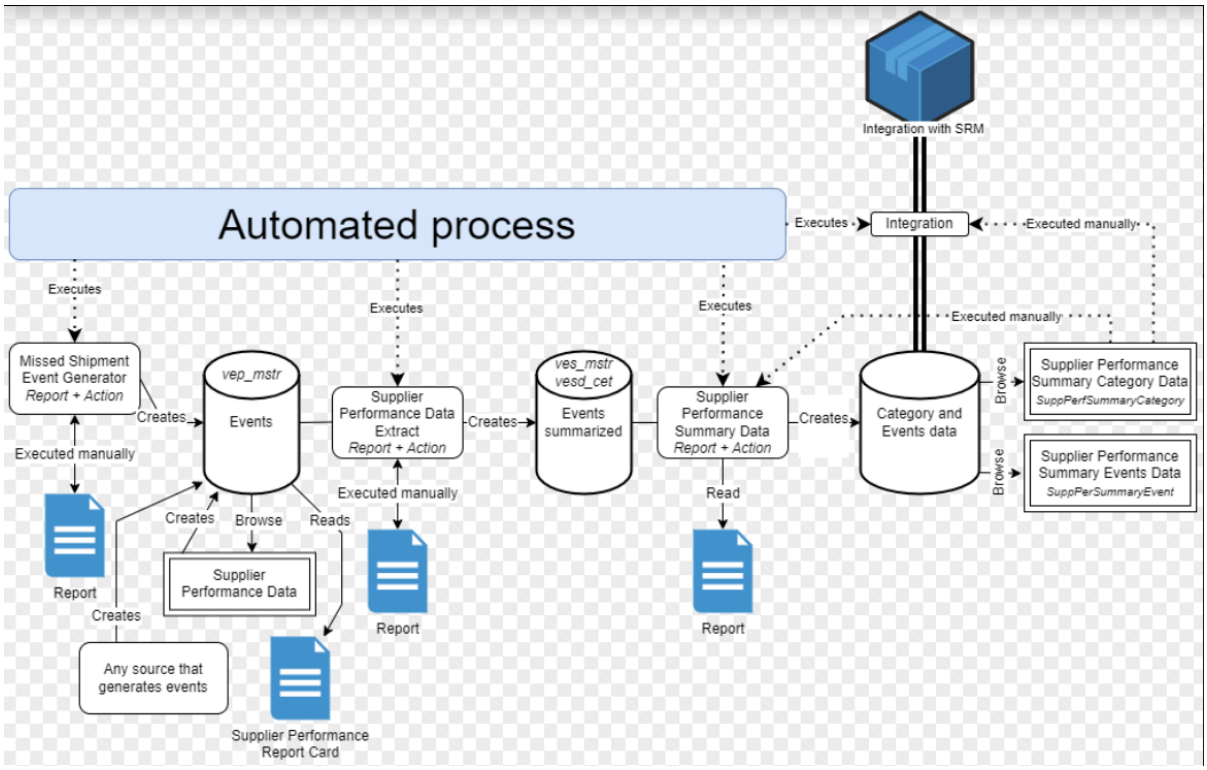
1. Define events and categories in Performance Events on page 4875 and Performance Categories on page 4872.

2. Activate Supplier Performance in the Supplier Performance panel of Purchasing Control. on page 4430
3. Relate system categories to user-defined categories in the Categories subpanel in the Supplier Performance panel in **Purchasing Control**.
4. Relate system events to user-defined events in the Events subpanel in the Supplier Performance Panel in **Purchasing Control**.
5. Create registrations in Supplier Performance Registration on page 4877.
6. Collect events:
   a. Process receipts for automatic data collection.
   b. Enter data for user-assisted collection. For example, when material is received and the receipt is a performance event, enter supplier performance data during the receipt.
   c. Manually create events when needed in Supplier Performance Data on page 4882.
7. Review performance data.

To use Supplier Performance automated processing, you also set up information in the following:

- Setting Up Automatic Supplier Performance KPI Calculation on page 4878
- Setting Up Automatic QAD SRM Integration on page 4880

The following diagram depicts how the key Supplier Performance steps work to make Supplier Performance KPIs available:


Integration with SRM
Automated process
Executes
Integration
Executed manually
Executes
Executes
Executes
Executed manually
Missed Shipment Event Generator
Report + Action
Creates
vep_mstr
Events
Supplier Performance Data Extract
Report + Action
Creates
ves_mstr
vesd_cet
Events summarized
Supplier Performance Summary Data
Report + Action
Creates
Category and Events data
Browse
Supplier Performance Summary Category Data
SuppPerfSummaryCategory
Browse
Supplier Performance Summary Events Data
SuppPerSummaryEvent
Executed manually
Executed manually
Report
Creates
Browse
Reads
Supplier Performance Data
Report
Read
Report
Creates
Any source that generates events
Supplier Performance Report Card

Supplier Performance Setup

Setup Flow

Files in this section help you setup for Supplier Performance operations and for automatic processing:

- Performance Categories on page 4872
- Supplier Categories on page 4875
- Performance Events on page 4875
- Performance Weight Factor on page 4876
- Supplier Performance Registration on page 4877.
- Setting Up Automatic Supplier Performance KPI Calculation on page 4878
- Setting Up Automatic QAD SRM Integration on page 4880

Performance Categories

You must create category definitions to use the data captured by system categories. The system uses the details from the category definitions you create to sort, calculate, and report on data captured by the corresponding system categories.

Supplier performance uses four predefined system categories to capture and associate event data:

- ASN info
- PO receipts
- DO receipts
- RTS receipts

The initial view includes a browse that lists previously created categories. In the browse, select New to create a new category. Select Edit in the browse to edit an existing category record. You cannot edit the parts per factor and parts per counter.

The form for this function includes a single Main panel and a Performance Category Details subpanel that displays when you select the parts-per computation method.

Main

Category

Specify a code for the category.

Name

Enter a name for the category. You can use the predefined system category names or create names to fit your environment. The name is used in the reports.

Description

Optionally, enter a description for the category.

Computation Method

Categories are scored using one of three computational methods, each with its own attributes and purpose:

- Discrete method

  This method involves adding points to or deducting points from a category's starting value or maximum points. The Discrete Type field determines if the event adds to or deducts from the supplier's score. This method is commonly used with subjective categories, but can be used by all categories.

- Proportion method

  This method distributes the total points based on the number of occurrences captured and the number of events captured. This method supports manufacturers who, for example, determine that the number of deliveries should be factored into the rating on delivery.

- Parts-per method

  This method uses a factoring value (typically 1 million) to extrapolate the points awarded and produces a result that helps differentiate suppliers having almost perfect scores. When you select this method, the Performance Category Details subpanel displays with a grid that you can use to specify a range of values and associated percentage of category points. The values you set up in this table are used by the system to calculate the supplier's score percentage.
  Also, the Use Lookup Table option is enabled when you select this option. When you select Use Lookup Table, the New button is enabled in the grid, letting you enter the values and associated percentage points.

Use Category

You can have multiple categories in your system but use only a subset of them. Select this option to use the category in the system. To stop using a category without deleting it from your system, deselect this option.

Maximum Points

Use maximum points to indicate the maximum allowable points for the category.

Threshold Points

Indicate the minimum number of points a supplier can have in the category before that supplier is considered deficient.

Discrete Type

Specify either Add or Deduct:

- Add: Supplier performance events that track back to this category have points added to zero up to the maximum point value.
- Deduct: Supplier performance events that track back to this category have points deducted from the maximum point value.

Parts-per Factor

Enter the factor to use when calculating supplier performance. This value defaults from the same-named option in the Supplier Performance panel of **Purchasing Control**.

Parts-per Counter

Enter the Parts Per calculation method for this category. This value defaults from the same-named option in the Supplier Performance panel of **Purchasing Control**.

Use Lookup Table

Select this option to specify data for the lookup table in the Details grid.

This option can be changed at any time without interfering with system functionality.

Performance Category Details

Use the grid in the subpanel to specify a range of values and associated percentage of category points when you select the parts-per computation method in the Main panel. You can enter the Value From, the Value To, and the Percent. The values from the lookup table are used by the Performance Report Card (.NET UI) program to calculate the supplier score percentage.

Many manufacturing companies set specific performance guidelines for their suppliers. The lookup table is used when these guidelines indicate a parts-per number.

Example: Use the following example to understand the use of the lookup table:

A company requires a supplier to have no more than 50 defective parts per million (1,000,000). For that company, the category Quality is worth 50 points on the performance report card.

To manually calculate the parts-per number, you take the actual number of defective parts and the total number of parts and put them into terms of the parts-per value (in this case a million) using the following formula:

*parts-per number= (defective parts/total parts ordered) * 1,000,000*

With 100,000 parts ordered and 34 defective, the supplier’s parts-per number is 340, calculated as:

*parts per=(34/100,00)*1,000,000*

This parts-per number (340) still must be related to the points the supplier should receive for the category. This is the purpose of the lookup table.

The 340 parts-per number fits into the interval of 251–500, so the Quality category would receive 97% of 50 points, or 48.5 points.

Supplier Categories

Use this function to define a supplier category, associate the category with a predefined category in **Performance Categories**, and determine if Supplier Performance functions use the supplier category.

You must create category definitions first to use the data captured by system categories. The system uses the details from the category definitions you create to sort, calculate, and report on data captured by the corresponding system categories. For more information, refer to the online help for **Performance Categories**.

To create a new supplier category, select New from the Supplier Category browse. All options are editable in the form. When you select an existing record from the browse and select Edit, you can only set the Use Category option. All other options are read only.

Main

Supplier Source

Select the source as either distributed orders (DO) or purchase orders (PO). You cannot leave this option blank.

Supplier

Enter a valid supplier for the POs or DOs.

Site

Enter a valid site for the orders.

Category

Enter a predefined category, defined in **Performance Categories**, to associate with this supplier source (and supplier).

Use Category

Select this option to use the supplier category in Supplier Performance functions when the system captures data by system categories.

Performance Events

Events are actions—positive or negative—that the system records and uses as supplier performance data. Examples of events are on-time delivery, quality of items, undershipment, or overshipment.

Event points are used by the *Discrete* computational method only. The *Proportional* and *Parts-Per* computational methods use ratios to rate suppliers based on activity.

As events occur, points are awarded to the supplier. These events are termed *system events* because the system can automatically recognize and count them.

You must create event definitions to use the data captured by the system events. The details from the event definitions you create are used to sort, calculate, and report on data captured by the corresponding system events.

The initial view includes a browse that lists previously created performance events. In the browse, select New to create a new event. Select Edit in the browse to edit an existing event record.

Main

Event Code

Enter an event code. Event codes are used to define the type of performance event that has occurred. The event code gives a performance occurrence a name and a point value.

Name

Enter a name for the event code. The name is used in the reports.

Description

Enter a description for the event.

Points

Enter a point value for this event. When set to zero (0), the system continues to track this event; however, the event has no impact on the supplier's overall report card score. Once your system is active, it automatically recognizes the event, and the event definition indicates how to award point values.

Performance Weight Factor

After relating categories and events, define weight factors for your system using this function.

Weight factors are multipliers used to affect the value of an event by compounding its severity. Weight factors are only applied to discrete categories (Computation Method is set to Discrete in **Performance Categories**). The weight factors you create should reflect the type of impacts you want to have on your suppliers’ ratings. Some examples of weight factors you can apply to the quality of a commodity delivered to you are normal, excellent, and poor.

Weights are typically used for negative events to indicate the level of disruption to a normal routine. You predefine weight factors to provide consistency in their use. Applying a weight to an event is a manual task

and is done in **Supplier Performance Data**. The system is designed to allow weights to be applied to events at any point after the events have been recorded.

Main

Weight Code

Enter a weight code.

Name

Enter a name for the weight code. The name is used in the reports.

Description

Enter a description for the weight code.

Weight Factor

Enter a weight factor point value.

Weight factors are optional measurements, but can be an important part of the performance measurement system. The weight factors you create vary depending on your manufacturing environment.

Example: A supplier provides you with uncommonly poor-quality goods. The associated Poor Quality event code is worth 1 point; however, you apply the Extremely Poor *weight factor*, which has a value of 3.00. The system calculates the new weighted performance event score as 3 (1 x 3.00). The weighted performance event score displays on the supplier's performance report card.

Supplier Performance Registration

The final step in setting up the Supplier Performance functionality is to register the suppliers, items, commodity codes, or sites to be monitored.

You can also use **Supplier Performance Registration** to exclude any registration from performance tracking by clearing the Use Supplier Performance field.

Main

Supplier Source

Choose a different type of source supplier to reference. Select either PO or DO.

Supplier

Enter a valid PO supplier or DO site to register for performance tracking. You cannot leave this option blank. You must select a Supplier Source before this option is enabled.

Site

Enter a valid site to register for performance data collection or leave blank to include data regardless of the associated site code. This is the receiving site where supplier performance is being activated.

Item

Enter a valid item to register for performance data collection or leave blank to include data regardless of the associated item code.

Commodity

Enter a valid commodity code associated with this item, or a code to register for performance data collection. Leave blank to include data regardless of the associated commodity code.

Detail

The data in the options in this panel defaults from the Supplier Performance panel of **Purchasing Control**. Modify the default information according to the specific need of the registration you are creating.

Refer to the online help for Purchasing Control on page 4430for option information.

Note You cannot edit the acceptable under- or over-shipment data, even for new records.

Setting Up Automatic Supplier Performance KPI Calculation

You can automate the generation of Supplier Performance KPIs. You do this for two main reasons:

- Internal consumption
- Integration with external applications

For internal consumption reasons, at the end of the process you have all final KPIs available on these two browses:

- Supplier Performance Summary Category Data on page 4886
- Supplier Performance Summary Events Data on page 4888

For integration with external applications, at the end of the process you have all data calculated by the system available though the system browses and on the database; therefore, it is ready to be sent to any third-party application you choose. Moreover, if you use QAD SRM, you can automatically send all data without extra steps.

Once the setup is in place, the system processes for you through the following:

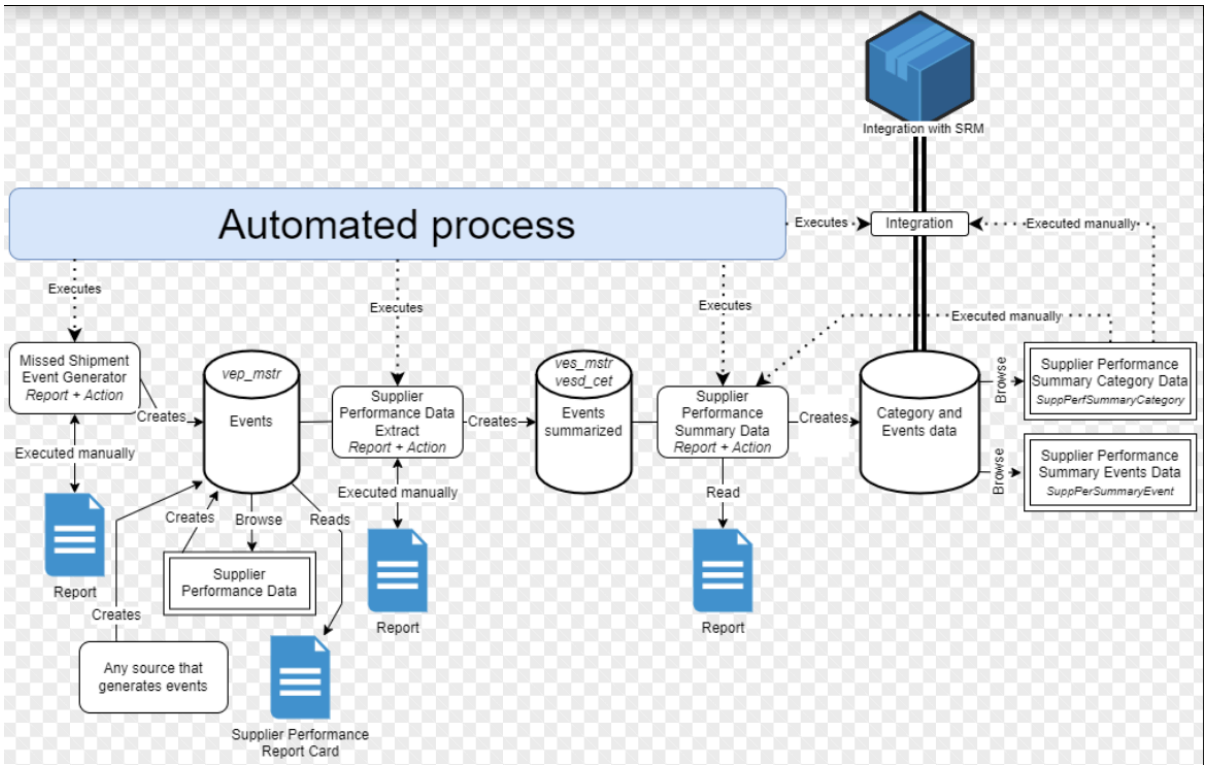
- Runs a batch job that includes Missed Shipment Event Generator on page 4889 data for the period you set up in the Purchasing Control on page 4430 > Supplier Performance > Extract Summary panel.
- Runs a batch job that includes Supplier Performance Data Extract on page 4892 for the period defined in the setup period and does the same for Supplier Performance Summary Data on page 4892.

Note You can automatically synchronize your KPIs with the QAD SRM application when you need to expose the information for sourcing purposes.

As a consequence of the system's automatic processing, you have new KPI results on the following browses:

- Supplier Performance Summary Category Data on page 4886
- Supplier Performance Summary Events Data on page 4888

The following diagram depicts how key Supplier Performance steps work to make all Supplier Performance KPIs available. The figure shows you how the *automated process* runs most of the steps for you:



Setup Steps

The Purchasing Control on page 4430 > Summary Extraction panel includes all setup parameters required to run the process automatically. Set the following parameters in that panel:

- **Enable Summary Extraction**: If selected the automatic extraction will be executed, otherwise it will not.
- **Metric Period**: Defines how often you want to evaluate your suppliers (monthly, quarterly, biannually, or yearly).
- **Synchronization Day**: When you still have data to be entered that can impact your KPIs at the last day of the period, the system lets you run the process after the period has finalized. The system uses the day you enter here to calculate, then collect any pending data introduced with a date that belongs to the period. So, the Synchronization Day is the day after the end of the period when the process launches.
- **Start Month:** When you do not use January as the first month of the period, indicate in which month your period starts.

Configuration Notes

The cron job runs every day and checks whether there is supplier performance data that requires updating. The time the automatic KPI calculation runs is configurable in the following manner:

1. Add or modify the following YAB properties in build/config/configuration.properties:
   - qad-erp-purchasing.suppperf-upd-hour=10
   - qad-erp-purchasing.suppperf-upd-minute=50
2. Run the following YAB command to update the properties: Restart YAB.

Setting Up Automatic QAD SRM Integration

When you use QAD SRM and you want to expose KPI information (highly recommendable) for Sourcing or Supplier Management purposes, you can automatically expose this information in QAD SRM.

To do this, you should:

- Have the Automatized Supplier Performance option available
- Set up QAD SRM properly
- Enable the synchronization between the ERP and QAD SRM (see below)

Setup Steps

To activate this capability, use the SM Integration Control on page 4836 > Supplier Performance panel. Set parameters in the panel to activate the capability, and when you have multiple domains, to select the behavior of each one:

- **Synchronization Enabled**: Activate the automatic synchronization with SRM. To do this per domain, use the Domain Settings grid.

- **Rating Scheme**: QAD SRM should inform Supplier Performance against which rating scheme the data must be synchronized. For more information, refer to your QAD Supplier Relationship Management documentation.
- **Domain**: To do this per domain, use the Domain Settings grid to specify the domain and its behavior.

Configuration Notes

For both Sourcing Request features and Supplier Performance data synchronization, an outgoing connection is needed from ERP to SRM.

The authentication mechanism is going to use OAUTH2 flow, and the actual values must be provided by the SRM side.

To set up the parameters, the YAB configuration.properties file must be set properly with the following properties:

Properties to connect to SRM

qad-erp-srmconnector.connection.url= SRM/Astras URL endpoint

qad-erp-srmconnector.connection.userid= User ID provided by SRM/Astras

qad-erp-srmconnector.connection.oauth-clientid= Client ID provided by SRM/Astras

qad-erp-srmconnector.connection.oauth-clientsecret= Client Secret provided by SRM/Astras

qad-erp-srmconnector.connection.expiration-minutes= Maximum numbers of minutes while the created token will be valid (maximum recommended 5min)

Example:

Properties to connect to Astra's SRM

qad-erp-srmconnector.connection.url=https://vmlai7srmint1.qad.com/ngastras/connector/master/

qad-erp-srmconnector.connection.userid=WSUserWithJWT

qad-erp-srmconnector.connection.oauth-clientid=FVw600Gin43MQOFB_X-a1hvT0MHHnVkO

qad-erp-srmconnector.connection.oauth-clientsecret=d1ZKVERXdlVhb213OWJUdmNqSHh3MEs2WldRd0FPdUk=

qad-erp-srmconnector.connection.expiration-minutes=5

After changing these properties, execute either of these commands on the ERP server: yab tomcat-webui-restart or yab update

Supplier Performance Data

When performance data is generated for any registration, that data is saved for future reporting. The data is identified by a system-generated transaction ID.

Use Supplier Performance Data to access and modify details of the captured performance data, or manually create new performance on page 4882 data.

The initial view includes a browse that lists the system-generated transaction ID that identifies specific events associated with the corresponding registrations and the particular performance details.

Identify and select the corresponding transaction ID and then click the Edit button. Modify captured performance data by adding performance weight factors or updating other fields.

Note the following:

- This function does not have a delete option; performance data entries cannot be deleted to ensure that all entries remain in the system.
- You can only modify a limited amount of performance data.

The form includes the following panels:

- Main
- Transaction Details
- Performance Card Details
- Notes

Manually Creating Performance Events

Click the +New button to create a new supplier performance event manually.

When performance entries are not automatically recorded within the system, you can create a new performance entry. To do so, enter the appropriate data on this screen. When you complete this screen and your data is validated, the system assigns the next transaction ID to your new record.

Summary

This panel displays across the top with read-only data from the Main panel, including the transaction ID for the performance event, the supplier source, and the supplier and description.

Main

All the data in this panel is read only. When creating a new record, the data should be specified.

Supplier Source

The supplier source specified in **Supplier Performance Registration**.

Choose from a drop-down list supplier source (PO) for a new record.

Supplier

The supplier specified in **Supplier Performance Registration**. This field is read only in the Edit mode.

Enter or select from the lookup a new record.

Category

When the associated category is not a system category, optionally update this option with a valid category. You define categories in **Supplier Categories**. This field is read only in the Edit mode.

Enter or select from the lookup for a new record.

Event

When the associated event is not a system category, optionally update this option with a valid event. You define events in **Performance Events**. This field is read only in the Edit mode.

Enter or select from the lookup for a new record.

Last Modified Date

This field is read only and displays the last date where the record was modified

Last Modified User

This field is read only and displays the last user who modified the record.

Transaction Details

Most of the data in this detail panel is read only and defaults from the Detail panel in **Supplier Performance Registration**.

You can always enter data for the Reason and Document Number options and determine if the transaction data should be included in the scoring.

Conditions can exist that let you enter information in more fields:

- The Weight Code is enabled when the category used for that event has a computation method that is set to *Discrete*. You specify the computation method in **Performance Categories**.
- When the category for this transaction is not a system category, you can enter data for the Category, Event, Order, Site, and Item.
- The Quantity and UM fields are enabled when the category used for that event has a computation method set to *Parts per.* You specify the computation method in **Performance Categories**.

- When the category for this transaction is not a system category and the supplier source is a PO vendor, you can enter data for the Receiver, Line, and Shipper. You define the supplier source in **Supplier Performance Registration**.

Receiver

When the category for this transaction is not a system category and the supplier source is a PO vendor, you can enter a valid receiver.

Order

When the category for this transaction is not a system category, optionally update this field with an order number.

Line

When the category for this transaction is not a system category and the supplier source is a PO vendor, you can enter a valid order line.

Site

When this associated category is not a system category, optionally update this field with a valid site. You specify the site in **Supplier Performance Registration**.

Item

When the category for this transaction is not a system category, optionally update this field with a valid item. You specify items in **Supplier Performance Registration**.

Shipper

When the category for this transaction is not a system category and the supplier source is a PO vendor, you can enter a valid shipper ID.

Reason

This field is always enabled. Enter a valid reason defined in **Reason Codes**.

Document Number

This field is always enabled. Enter an applicable document number.

Quantity

Enter the quantity. This field and the UM field are enabled when the category used for the event has a Parts Per computation method.

Performance Date

This field is read only and displays supplier’s promised delivery date. This information is from the corresponding order line.

Receipt Date

This field is read only and displays the receipt date from the corresponding Receiver.

Open Quantity

This field is read only and displays the open quantity from the corresponding order line.

Receipt Quantity

This field is read only and displays the receipt quantity from the corresponding Receiver.

ASN Ship Date

This field is read only and displays the ASN Ship Date (date when ASN was shipped by supplier) from the corresponding shipper.

ASN Create Date

This field is read only and displays the ASN Create Date (date when ASN was created in the system) from the corresponding shipper.

Performance Card Details

Weight Code

Enter a valid weight code defined in **Performance Weight Factor** for this transaction. The weight code you enter here can have an impact on the supplier's ratings. This field is enabled when the category used for the event has a *Discrete* computation method.

For more information on weight factors, refer to the online help for **Performance Weight Factor**.

Include in Scoring

Select this option to include the data you enter in this function along with the transaction data when calculating the supplier’s overall report card score. The default is selected.

Notes

Use the Notes panel to enter more information about the supplier performance event. You can manually enter text for one or more notes in a grid, or you can click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on.

Supplier Performance Summary Category Data

You can use this program to view summary performance category data. When Supplier Performance automated functions perform calculations based on the period data, event data, category data, missed shipment, and other order-receipt/return data, the system runs a batch job. Once the process completes, the system generates the Supplier Performance Summary reports for each domain activated in the setup, including data in the Supplier Performance Summary Events Data and Supplier Performance Summary Category Data. Use this program to view available Supplier Performance categories metrics to analyze how your suppliers are performing period by period.

The browse displays supplier data; the period; from/to dates; category data, part data (parts received, rejected, and so on); and more.

Performance Period Extraction Action

You can choose Performance Period Extraction from the Actions menu at the top of the browse. When you do, the system displays a form with a single Main panel with a **Period** option. The option displays the last two-year periods available and is based on the Summary Extraction panel setup in Purchasing Control. on page 4430

Buttons

The form displays the following buttons:

- Synchronization with SRM

  Select this checkbox to synchronize with Supplier Relationship Management (SRM) and send Supplier Performance data to SRM based on the period.

  Important This checkbox (and the Test Connection button) are only visible when SRM control is available and synchronization of Supplier Performance data is set up within both Supplier Performance and SRM for the current, enabled domain.

- Test Connection

  Use this button to test the connection with SRM. When the connection is successful, the system display a message, indicating success. The system displays an error message when the connection fails, indicating that the URL cannot be reached and advises you to check the URL.

- Submit

  Click this button to synchronize with SRM and send Supplier Performance data.

Successful Submission

When you click Submit, the system:

- Validates that the connection with SRM is working properly when Synchronize with SRM is selected. When the connection operates, the system proceeds by processing the calculation.
- Processes the calculation based on the Period data that you enter in this function, rather than dates provided in the Supplier Performance panel in **Purchasing Control**. The system runs a batch job for missed shipments for the period defined, based on missed shipment event generation. It also gathers data from the Supplier Performance Data on page 4882, Supplier Performance Category Data on page 4886, and Supplier Performance Summary Events Data on page 4888 functions. Once the process completes, the system generates the Supplier Performance Summary reports for each domain activated in the setup.
- Integrates with SRM when processing completes successfully and Synchronize with SRM is selected.

Supplier Performance Summary Events Data

You can use this program to view summary performance events data. When Supplier Performance automated functions perform calculations based on the period data, event data, category data, missed shipment, and other order-receipt/return data, the system runs a batch job. Once the process completes, the system generates the Supplier Performance Summary reports for each domain activated in the setup, including data in the Supplier Performance Summary Events Data. Use this program to view available Supplier Performance events metrics to analyze how your suppliers are performing period by period.

The browse displays supplier data; the period; from/to dates; the event, event occurrences, event count, and event points data; part data (parts received, rejected); and more.

For more information, see Performance Events on page 4875 and Performance Weight Factor on page 4876. Additionally, the Supplier Performance Overview on page 4869 explains processing at a high level.

Drill-Down Support

Also, there are Supplier Performance-related parameters for the following in additional browses that you can access through Drill-Downs:

- Supplier
- Supplier, Period
- Supplier, Period, Category
- Period
- Period, Category

Supplier Performance Reports

Reports

Use the reports in this section to review supplier performance data.

Report	Function/Purpose
Missed Shipment Event Generator	Use this report to display order data for orders that have not been shipped.
Performance Data	Use this report to examine raw performance data.
Supplier Performance Report Card	Use this report card to create a snapshot in time of a supplier's overall rating.
Supplier Performance Data Extract	Use **Supplier Performance Data Extract** to compress supplier performance data for historical reporting and/or extraction for other applications.
Supplier Performance Summary Data	Use this function to display a supplier’s overall rating for the date range.
Performance Data Delete/Archive	Use this function to delete and archive supplier performance data.
Summary Data Delete/Archive	USe this function to delete or archive summary performance data created by **Summary Data Extract**.

Missed Shipment Event Generator

Use **Missed Shipment Event Generator** before generating performance reports. This program updates performance data with the most current results. It evaluates open POs, DOs, and scheduled orders, then creates missed shipment events for any orders not fully reconciled by the value in the Missed Shipment As Of Date option in this program.

Indicate the type of orders evaluated by specifying defaults in the control program or making changes in this program. Missed shipment events are created for valid registrations only.

See the Supplier Performance Panel in Purchasing Control on page 4430 for details about the policies affecting this report.

Note Missed shipment events do not remain in the system. They are removed upon receipt of the associated late shipment.

Settings

For more information about running reports, see Reports. on page 296

Filter

Missed Shipment As Of Date

Specify an as-of date for the data to display in the report.

Last Run Date

Specify a date that indicates the last date this report ran.

Include DRP Orders

Indicate whether to include DRP order data in the report.

Include Purchase Orders

Indicate whether to include purchase order data in the report.

Include Scheduled Orders

Indicate whether to include scheduled order data in the report.

Update

Specify Yes or No to update data based on your filter selections.

Performance Data

Use this report to specify criteria; then, examine raw performance data. You can view data in multiple detail and summary formats, and view event comments.

Settings

For more information about running reports, see Reports. on page 296.

Filter

Specify criteria for the report.

Specify the Supplier Source as either DO or PO for the report.

Optionally, specify the supplier, site, item number, corporate commodity code, subcontract type, and transaction date.

Specify Yes or No to include inventory items, memo items, details, or comments in the report.

Supplier Performance Report Card

Your system measures your suppliers' performance, and you can automatically email the Supplier Performance Report Card to your suppliers.

The program examines performance data through criteria you select to generate supplier ratings. The program scores this data through categories, events, and weights. You can produce this report with various information.

Note the following:

- Event Section is exposed when Report Option is set to Category and Event.
- Detail Section is exposed when Report Option is set to Category, Event and Detail.
- You can export this report in PDF and Spreadsheet format.

Settings

For more information about running reports, see: Supplier Performance Reports on page 4889.

Filter

Supplier Source

Enter the Supplier Source for the report.

Supplier

Select the supplier for the report.

Site

Select a site for the report.

Item Number

Select the item number for the report.

Core Commodity Code

Select the Core Commodity Code for the report.

Subcontract Type

Select the Subcontract Type for the report.

Transaction Date

Use the drop-down calendar to select the Transaction Date for the report.

Receipt Date

Use the drop-down calendar to select the Receipt Date for the report.

Inventory Item

Select either Yes or No to include inventory items in the report.

E/Mail to Supplier

Select either Yes or No to email this report to the supplier.

Subcontracted Items

Select either Yes or No to include Subcontracted Items in the report.

Supplier Performance Data Extract

Use **Supplier Performance Summary Data Extract** to collapse and compress supplier performance data for the purpose of historical reporting or for extraction to other applications.

These records are not the final KPIs; they are the summarized data for the filter applied that are used in further steps to generate your final KPIs (see Supplier Performance Summary Data on page 4892 for information on the automated process).

The system uses a date range for the selection criteria of the extraction. The summarized data retains enough information to match the criteria used in the Supplier Performance Report Card. on page 4890.

Supplier Performance Data Extract prints an online report that uses the information in your database based on selection criteria, summarizes, and saves the data as a separate record in the database. After you run this program multiple times over time, you can use these individual records for trend data reports and analytic purposes.

Example: If you run this program every month for six months and retain the information in your system, at the end of the six-month period you can run **Supplier Performance Summary Data** to view the six summary reports you created during the reporting period.

Settings

For more information about running reports, see: Reports on page 296.

Filter

Start Date

Use the drop-down calendar to select the start date from where the report will be filtered (based on the events transaction date).

End Date

Use the drop-down calendar to select the end date from where the report will be filtered (based on the events transaction date).

Supplier Performance Summary Data

This function displays a supplier’s overall rating for the date range originally extracted using Supplier Performance Data Extract on page 4892.

The display format is the same as that of the Supplier Performance Report Card on page 4890. The date range determines which sets of summary records are included in the report. Each set of records produces a separate report card for the date range indicated.

You can run this report with two levels of detail:

- Category only
- Category and event

You can also include or exclude inventory, subcontract, or memo items from the report.

Settings

For more information about running reports, see Reports. on page 296.

Filter

Supplier Source

Indicate the source of the data.

Supplier

Enter a supplier or range of suppliers to report data.

Site

Enter a site or range of sites to report data.

Item Number

Indicate whether the report only shows data for a specific item or a range of items.

Commodity Code

Indicate whether the report only shows data for commodity codes. Commodity codes are used in Intrastat and can be used in Purchasing to track a buyer's activities.

Subcontract Type

Indicate whether the report only shows data for a specified subcontract type.

Date

Specify the date or dates for the report data. The system uses the dates to wrap the data previously generated using **Supplier Performance Data Extract**. This means that when the system uses the dates you specify here, it includes only subsets of data extracted within the range of dates (or date) selected for this filter.

Inventory Items

Indicate whether the report only shows data for inventory items.

Subcontracted Items

Indicate whether the report shows data for subcontracted items. A subcontract item can be either a finished product or an intermediate subassembly.

Memo Items

Indicate whether the report shows data for expensed memo type items. These items have no effect on inventory or MRP when they are placed on an order.

Report Options

Specify whether to display data on either the Category only or Category & Events. The default is Category & Events. For more information on categories, see Supplier Categories on page 4875. For more information on events, see Performance Events on page 4875.

Performance Data Delete/Archive

You cannot delete performance data in any other supplier performance program. You can archive performance data without deleting it from your system. You can also archive performance data using the corporate standardized supplier names defined in Supplier Cross-References.

Settings Panel

The Settings panel contains the Format, Date Display, and Decimal Display subpanels, each with various report settings. For more information, see Reports on page 296 .

Filter Panel

The Filter panel contains the criteria to filter the data.

Supplier Source

Specify PO or DO to differentiate the type of source supplier being referenced.

- PO: References suppliers defined in **Suppliers**. Only suppliers previously defined in **Suppliers** can be specified in the Supplier field.
- DO: References sites defined in **Sites**. Only sites previously defined in **Sites** can be specified in the Supplier field.

Supplier

Specify a supplier registered for supplier performance data collection.

This is the first supplier to appear on this report. Leave this field blank to include all suppliers.

Item Number

Specify the item number identifying an inventory item defined in **Items**.

Item codes uniquely identify items or products. Items can be raw materials, purchased or manufactured intermediates, finished items, and packaging materials. Item codes are also used to identify planning

items, such as configured products, repair parts, service items, and kits.

You can view most reports by item number.

Site

Specify a site.

A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

A site manages all inventory control and planning information, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing you to maintain and monitor complete financial results by site or by groups of sites. Each site is associated with a domain, which supports processing transactions between different domains, either within a single database or across connected databases.

Usually each site is divided into multiple locations where the inventory is actually stored. A site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

Order Number

Specify the order number associated with this transaction. It must be a valid PO or DO order as specified in the Supplier Source field.

Receiver

Specify the purchase order receiver number for selecting records to display or process.

Corp Commodity Code

Specify a valid corporate commodity code associated with this item, or registered for performance data collection.

Corporate commodity codes group similar items into a general category. For example, wire, steel, plastic, and tools.

Leave this field blank to include all corporate commodity codes.

Transaction Date

Specify the date this performance event was recorded.

Use Cross-Reference

Specify whether to use the cross-references defined in **Supplier Cross-References** by selecting one of the following options:

- Yes: Use the cross-references from local site and supplier names to corporate site and supplier names to create the archive file.

Selecting this option affects only the information within the archive file.

- No: Ignore the defined cross-references. Selecting this option does not alter the archive file, and the local site and supplier names remain unchanged in the resulting file.

Delete

Specify whether to delete the selected records or generate a report only by selecting one of the following options from the dropdown list:

- No: Do not delete the selected records. Generate a report only, listing the selected records.
- Yes: Delete the selected records from the database and list them in a report.

If you set Archive to Yes when Delete is Yes, the selected records are copied to an ASCII file before deletion that can be reloaded.

Archive

Specify whether to archive the selected records by selecting one of the following options from the dropdown list:

- No: Do not copy selected records to an ASCII file.
- Yes: Copy the selected records to an ASCII file. The system creates a file name in the following format: xxYYMMDD.hst, where xx identifies the module code or record type and YYMMDD is the file creation date. If this file does not exist, the system creates the file. If the file exists, the system appends the records to the file.

Archive File

Indicates the file name to save the archived documents in.

When Archive is set to Yes, the system stores selected data in a file named veYYMMDD.hst where ve is the performance data module code and YYMMDD is the file creation date.

If this file does not exist, the system creates this file. If it does exist because you ran the report earlier on the same day, the system adds the additional archived records to the end of the file.

Summary Data Delete/Archive

You can archive summary data without deleting it from your system. You can also archive summary data using the corporate standardized supplier names defined in **Supplier Cross-References**.

Settings Panel

The Settings panel contains the Format, Date Display, and Decimal Display subpanels, each with various report settings. For more information, see Reports on page 296.

Filter Panel

The Filter panel contains the criteria to filter the data.

Supplier Source

Specify PO or DO to differentiate the type of source supplier being referenced.

- PO: References suppliers defined in **Suppliers**. Only suppliers previously defined in **Suppliers** can be specified in the Supplier field.
- DO: References sites defined in **Sites**. Only sites previously defined in **Sites** can be specified in the Supplier field.

Supplier

Specify a supplier registered for supplier performance data collection.

This is the first supplier to appear on this report. Leave this field blank to include all suppliers.

Item Number

Specify the item number identifying an inventory item defined in **Items**.

Item codes uniquely identify items or products. Items can be raw materials, purchased or manufactured intermediates, finished items, and packaging materials. Item codes are also used to identify planning items, such as configured products, repair parts, service items, and kits.

You can view most reports by item number.

Site

Specify a site.

A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

A site manages all inventory control and planning information, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing you to maintain and monitor complete financial results by site or by groups of sites. Each site is associated with a domain, which supports processing transactions between different domains, either within a single database or across connected databases.

Usually each site is divided into multiple locations where the inventory is actually stored. A site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

Corp Commodity Code

Specify a valid corporate commodity code associated with this item, or registered for performance data collection.

Corporate commodity codes group similar items into a general category. For example, wire, steel, plastic, and tools.

Leave this field blank to include all corporate commodity codes.

From Date

Specify the first date to appear on this report. Leave this field blank to begin with the first date on which transactions exist.

Use Cross-Reference

Specify whether to use the cross-references defined in **Supplier Cross-References** by selecting one of the following options:

- Yes: Use the cross-references from local site and supplier names to corporate site and supplier names to create the archive file. Selecting this option affects only the information within the archive file.
- No: Ignore the defined cross-references. Selecting this option does not alter the archive file, and the local site and supplier names remain unchanged in the resulting file.

Delete

Specify whether to delete the selected records or generate a report only by selecting one of the following options from the dropdown list:

- No: Do not delete the selected records. Generate a report only, listing the selected records.
- Yes: Delete the selected records from the database and list them in a report.

If you set Archive to Yes when Delete is Yes, the selected records are copied to an ASCII file before deletion that can be reloaded.

Archive

Specify whether to archive the selected records by selecting one of the following options from the dropdown list:

- No: Do not copy selected records to an ASCII file.
- Yes: Copy the selected records to an ASCII file. The system creates a file name in the following format: xxYYMMDD.hst, where xx identifies the module code or record type and YYMMDD is the file creation date. If this file does not exist, the system creates the file. If the file exists, the system appends the records to the file.

Archive File

Indicates the file name to save the archived documents in.

When Archive is set to Yes, the system stores selected data in a file named vsYYMMDD.hst where vs is the performance data module code and YYMMDD is the file creation date.

If this file does not exist, the system creates this file. If it does exist because you ran the report earlier on the same day, the system adds the additional archived records to the end of the file.

Supplier Cross-References

In **Supplier Cross-References**, you specify:

- The supplier source and the name associated with the corporate site.
- The supplier source and the name you have assigned to the supplier.

When you archive data using these cross-references, the system saves the archived data with the correct corporate name, instead of the name used at the reporting site.

For example, sites 2000, 3000, and 4000 all track performance for their suppliers. ABC Inc. is a supplier for these three sites, but each site identifies ABC Inc. with a different supplier code: 001, 505, and 100.

These three sites must produce monthly supplier-performance data for their corporate headquarters. The corporate headquarters uses the name ABC Inc. to consolidate the monthly data. To resolve the supplier name inconsistencies when consolidating data from these sites, each site uses **Supplier Cross-References** to map its supplier name (001, 505, or 100) to the corporate name (ABC. Inc.).

When the archive functions are used at sites 2000, 3000, and 4000, the system archives the performance data using the defined supplier cross-references. The archive files with the corporate supplier name are then sent to the corporate headquarters, where they are consolidated into one database.

Set Use Cross-Reference to Yes when using **Performance Data Delete/ Archive** and **Summary Data Delete/Archive**.

In this case, the system saves the archived data with the correct corporate name, instead of the name used at your site. Performance data does not change in the system. The change occurs only when the data is being archived.

Main

Site

Specify the site where supplier cross-references are created.

Supplier Source

Specify PO or DO to differentiate the type of source supplier being referenced:

- PO: References suppliers defined in **Suppliers**. Only suppliers previously defined in **Suppliers** can be specified in the Supplier field.
- DO: References sites defined in **Sites**. Only sites previously defined in **Sites** can be specified in the Supplier field.

To Supplier Source

This field automatically populates from the Supplier Source field.

Supplier Panel

Supplier

Specify the supplier name as recognized at the local site.

To Supplier

Specify the corporate name for the local supplier.

When archiving performance data with the Use Cross-Reference field set to Yes, the local site name changes to this corporate site name in the archive file only.

Supplier Cross-Reference (Report)

In trade sales, the item numbers that the customer and the trade sales supplier use can differ from the item numbers the system uses to process orders between the customer and the trade sales supplier. To ensure that the order and shipment processing between the customer, your company, and the trade sales supplier, references the same item, do the following:

- First, use Items to define the items that you reference on trade sales orders.
- If needed, use **Customer Items** to cross-reference the customer's item number to your item number.
- If needed, use **Supplier Items** to cross-reference the trade sales supplier's item number to your internal item number.

Settings Panel

The Settings panel contains the Format, Date Display, and Decimal Display subpanels, each with various report settings. For more information, see Reports on page 296.

Filter Panel

The Filter panel contains the criteria to filter the data.

Supplier Source

Specify PO or DO to differentiate the type of source supplier being referenced.

- PO: References suppliers defined in **Suppliers**. Only suppliers previously defined in **Suppliers** can be specified in the Supplier field.
- DO: References sites defined in **Sites**. Only sites previously defined in **Sites** can be specified in the Supplier field.

Supplier

Optionally, specify the component supplier for the item.

Leave this field blank to include all suppliers. The system validates the supplier against the supplier in **Suppliers**.

If an item site planning record exists, the system filters the supplier against the item site planning record. If an item site record does not exist, the system filters the supplier against the item in **Items**. The system does not check the supplier against the BOM code.

Site

Specify a site.

A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

A site manages all inventory control and planning information, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing you to maintain and monitor complete financial results by site or by groups of sites. Each site is associated with a domain, which supports processing transactions between different domains, either within a single database or across connected databases.

Usually each site is divided into multiple locations where the inventory is actually stored. A site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

Receive/Return Order Actions

The system fully supports the receipt and return of purchase orders and supplier scheduled orders. You can select either the return or receipt function for either order type by selecting it from the Actions pull-down menu from the order's hybrid view.

For example, to select the purchase order receipt/return, maneuver to **Purchase Orders**; then, select the Actions pull-down menu to find the function.

Receive Purchase Order Action

Select the Receive Order item from the Actions menu in **Purchase Orders** to start the receiving process for the current purchase order.

Note the following:

- The order must be in Open status to be received. Otherwise, you cannot select Receive Order.
- Purchase orders either created manually from GRS requisitions or created automatically in the **Planned Purchase Order Approval** cannot be updated, received, or returned in the QAD .NET UI
- Supplier Performance and Logistics Accounting are not supported for direct purchasing or tax-inclusive flows for direct/indirect purchasing, and they are blocked in the return order form.
- Global shipping functionality is supported and when enabled, the system generates shipping documents (shipper) automatically.
- Supplier performance functionality is fully supported.

The navigation includes several panels, some of which display only when certain options/functions are enabled: Main, Shipping Documents, Lines, and Supplier Performance. The Main panel includes a Shipment Information subpanel. Also, an Exchange Rate subpanel is displayed under some conditions. The Shipping Documents panel includes Shipping Options and Carrier Grid subpanels.

You can either:

- Receive individual lines using the Add button on the Lines grid.
- Click the Receive All button in the Lines frame to prepopulate the Lines grid with all lines that have an open quantity.

Note The default value of Qty Received depends on the setting of Receive Full Quantity in the Main frame. When that option is selected, Qty Received defaults to the open line quantity. Otherwise, it defaults to 0. You can update each individual line, as needed.

Note For information on how GL transactions are generated for PO receipts according to the costing method, see Average PO Receipt/Return Transactions on page 5588, Standard PO Receipt/Return Transactions on page 5609, or FIFO and WAVG PO Receipt/Return Transactions on page 5601.

When receive actions are enabled for a subcontract flow, the system creates the following inventory transactions as part of WIP Lot Trace processing:

- RCT-PO – Receipt Purchase Order transaction.
- RCT-WO – Receipt Production Order transaction (last subcontract operation).

- CONS-WO – Consumption Work Order transaction (last subcontract operation).
- ISS-WO – Issue Production Order transaction (component assigned to subcontract operation).

Processing of Logistics Accounting enabled Purchase Order

When you receive a PO, the system finalizes the receipt and calculates logistics charge for the open order quantity for each order line.

1. For the PO being received, the system calculates logistics charges based on the quantity to receive for each order line. The calculation is based on the order type:
    - Discrete Purchase Orders – Charges are calculated on the actual quantities being received.
    - Supplier Scheduled Orders – Charges are calculated on the scheduled receipt quantities.

      Note The system uses the apportion method defined for each logistics charge to determine the charge amount for that receipt.
2. For each logistics charge incurred, the system automatically generates a Logistics Accounting GL transaction (RCT-LA). This transaction accrues the inbound logistics cost to the appropriate GL accounts as defined in Logistics Accounting setup,
3. For every unique combination of Logistics Supplier and Logistics Charge, the system creates a Pending Logistics Invoice. These pending invoices represent payables to third-party logistics suppliers and are separate from the main supplier's pending invoice for the goods.

Main

Packing Slip

Enter an optional supplier packing slip number for the items received. In many environments, the fiscal document number is recorded here. This field can be used in Accounts Payable for supplier invoicing by fiscal document number. This number is also stored in the tax history.

Receiver

Enter a number that identifies the receiver associated with the items received. If you leave this field blank, the system assigns a number, based on the receiver prefix and the next receiver number maintained in **Purchasing Control**. When you receive or return purchased items, the system always generates a receiving record (receiver). Use it to verify the supplier invoice data entered in Accounts Payable.

When receiving indirect consigned inventory, a receiver is required. See Consigned Inventory on page 4924.

Receive Full Quantity

Select this option when the quantity received defaults as the open quantity for all line items in a complete shipment by the supplier for this purchase order; otherwise, clear the selection. This value defaults from Purchasing Control. You can change it, as needed.

Effective Date

Enter the receipt effective date. The default is the system date, but you can modify it, as needed. The system verifies that the effective date is within an open fiscal period.

Ship Date

Enter the date that the supplier shipped the items.

Receipt Date

Enter the date on which the items were received from the supplier.

Exchange Rate

This subpanel is displayed only under these conditions:

- The order currency is not the same as the base currency.
- The Fixed Rate option is not selected.

Exchange Rate From

Displays the exchange rate of the order currency against a unit of base currency.

Exchange Rate To

Displays the base currency.

Shipment Information

Many countries require that formal shipping documents accompany any movement of goods, even when goods are merely received, returned, and not sold. If you are using shipping groups, you can record shipping information and generate shipping documents. This functionality is also termed *global shipping.*

Shipping groups, defined in **Shipping Groups**, contain source and destination addresses that include inventory movement and carrier defaults. The system uses the attributes of a shipping group when processing a shipment/receipt/return from any source address to any destination address within the group.

Global shipping is enabled when the following two conditions are met:

- A shipping group is available for a combination of ship-from (supplier - source address) and ship-to (site - destination address).
- An Inventory Movement Code (IMC) for the RCT-PO transaction type is assigned to the shipping group.

Global shipping is disabled when there is no shipping group available for the previously mentioned combination or there is no shipping group with an IMC for the RCT-PO transaction type assigned.

Global shipping-related subpanels can display or be hidden, depending on whether global shipping is enabled or disabled:

- Global shipping is disabled:

  The Shipment Information panel is visible when the Shipment Info for Receipts option is selected in the Container/Shipper panel in **Logistics Control**. Purchased items are often managed with shippers; options in this panel let you enter shipper information for the receipt.
  If you are using inventory movement codes, you can also enter the code during receiving. When you select the Require Inventory Movement Codes option in the Customer/Scheduled Shipper panel in **Logistics Control**, you are required to enter a RCT-PO type of movement code.

- Global shipping is enabled:

  The Shipment Information panel is visible even when the Shipment Info for Receipts option is not selected in the Container/Shipper panel in **Logistics Control** as long as Global Shipping is enabled. The information described in the previous bullet applies.

Shipper Number

Enter the shipper number for this receipt. The value entered here defaults to the Shipper option in the Shipping Documents panel.

Note This option is not available if the Shipping Documents option is selected; otherwise, the option is available.

Inventory Movement Code (IMC)

Enter inventory movement codes with a RCT-PO type.

Note If global shipping is enabled, you can only enter IMCs associated with the RCT-PO transaction type and assigned to the shipping group; if you try to enter other valid code types not assigned to the shipping group, the system processes the data as when global shipping is disabled and does not generate shipping documents.

Shipping Documents

This option determines whether shipping documents (shipper) must be generated along with the receipt.

This option is visible, but disabled by default. It is not selected by default when global shipping is enabled; otherwise, it is hidden. When global shipping is enabled and the IMC is valid and belongs to the shipping group, this option is enabled and selected, and an

additional **Shipping Documents** panel displays for you to enter shipper, shipping, and carrier data.

Important You can clear this option at any time before clicking Submit and discard shipping documents (shipper) creation, even when all necessary options in the Shipping Documents panel are specified. When the field is not selected, the Shipping Documents panel does not display.

Shipping Documents

Shipper

The shipper ID uniquely identifies a shipper record. There are two possible scenarios, depending on the shipper value:

- When blank, the system creates a new shipper document. Shipper line details are created based on data in the Receive Order Lines grid.
- When you enter a valid shipper ID, you can modify the existing shipper document. Shipper line details are created based on data in the Receive Order Lines grid.

  Note You cannot modify the shipper header data even when you modify shipper lines.

Shipping Group

This field is read only and displays a shipping group code. To determine this value, the system searches for a:

- Shipping group that matches both source (supplier) and destination addresses (site) of the receipt.
- Shipping group, defined in **Shipping Groups**, that contains source/destination addresses that include inventory movement and carrier defaults.

Status

This option is read only and defaults as Confirmed. The system displays the status of the shipper being created.

Print Shipper

This field defaults as selected. When selected, the system launches the **Pre-Shipper/Shipper Print** function.

Shipping Options

Document Format

Specify the document format to use when the shipper prints. Document format must be a valid format of a type applicable to shippers. This

field defaults from the document format value specified for the shipping group, if available; otherwise, it defaults from **Logistics Control**.

Assigning a document format to a shipping group identifies a particular format or layout used when creating shipping documents.

Language

Specify a valid active language set up in **Languages** to use when associating header, line item, and trailer comments with this shipper. This field defaults from the ship-to address of the shipment. You can select shippers for printing by their language code.

Consolidate Ship

This field is read only and is automatically populated from the shipping group definition. It specifies whether consolidating shipments with multiple originating transactions of a given type (sales orders, receipts, transfers, and so on) is prohibited, allowed, or required for this address:

- Optional: Allows shipment consolidation, but does not require it.
- No: Prohibits shipment consolidation. You cannot prohibit shipment consolidation if any source address in this shipping group requires consolidation.
- Yes: Requires shipment consolidation. You cannot require shipment consolidation if any source address in this shipping group prohibits consolidation.

Carriers Grid

To edit an existing line, click the line to edit.

Select Delete to delete unnecessary carrier addresses from the grid.

Sequence

If the shipper record includes a series of carriers, specify a relative sequence number. When you add a new carrier, the default is the next available number.

Carrier

The address code of the carrier used for this shipping group/Inventory Movement Code defined in **Carriers**. The default carrier address is populated from the shipping group and inventory movement code for this shipment.

A carrier handles the transportation of goods from the time that they leave the shipping site until they are delivered to the destination. Typically shipments require a single carrier. Sometimes a shipment requires a series of carriers. For example, a shipment can be transported by truck to be loaded onto a train, transported by train to be loaded onto a ship, then transported by ship to its final destination. In this case, a series of carriers is required.

Ship Via

This option defaults from the value specified on the order associated with the shipper, if any. Ship Via is validated against predefined values entered in **Generalized Codes**.

Terms of Trade Point

Enter the terms of trade point for this shipment. The terms of trade point identifies when title passes to the buyer from the seller, as well as who pays shipping. The value defaults from **Sales Control** > Incoterms.

Mode of Transport

Enter the mode of transport for the shipment such as air or sea. This field is for reference only.

Carrier Shipment Reference

This field defaults from the shipper number and can be modified.

Vehicle ID

Optionally, enter an identifier representing the carrier's vehicle. This field is for reference only and prints on the shipper document.

Payment Type

Specify the payment type. Use Payment Type and Carrier Account to inform carriers of the accounts that require shipment payment collection.

Carrier Account

Specify the carrier account code. Use Carrier Account and Payment Type to inform carriers of the accounts that require shipment payment collection.

Lines

To edit an existing line, click the line to edit. You can enter values for multiple fields; refer to the field descriptions in this section.

Select Delete to delete lines. The system deletes the PO line for the item, including any multi-entry records.

Select Receive All to receive all items on the PO line.

Select Multi-Entry when the PO line is set up for multi-entry. The system displays a multi-entry form that lets you record multiple lines for the same order and line to receive.

Select Attributes when the line has active item attributes and you want to enter item attribute values in an Attributes form, letting you indicate whether received items conform/do not conform to specifications set in **Item Attributes**; see Attributes on page 4922.

Line

Enter a number that identifies an open line on the purchase order. When you enter a line number, the item number, unit of measure, and supplier item number are displayed.

Item

Enter the code that identifies an item to be received on this purchase order receipt.

Type

This option determines the effect on inventory, planning, and cost accounting when the item is received. Enter the receipt type as:

- I: Inventory
- S: Subcontract
- M: Memo

Defaulting of this option depends on whether the line that you are receiving is based on a PO line for an EE flow or an EAM flow or a requisition. For more information on requisition line-based receipt defaulting for EE/EAM items, see the Receive Type defaulting logic described in Requisition Accounting and Receive Type Defaulting on page 4366.

Lot Control

The system retrieves Lot Control values first from any item-site inventory exception settings; otherwise, the system retrieves them from the Inventory panel of **Items**. The system displays any of the following:

- L: Lot-controlled items
- S: Serial-controlled items
- Blank: Items with a blank in the Lot Control column for the items being received

Qty Open

The system displays the unreceived quantity from the purchase order.

UM

The system displays the unit of measure of the open quantity.

Qty Received

Enter the quantity received for this line item. The default quantity to receive is based on the value of the Receive All and Receive Full Quantity options in this function:

- When Receive All and Receive Full Quantity are selected, the quantity to receive defaults from the open quantity on the purchase order line.

- When Receive All and Receive Full Quantity are cleared, the quantity to receive defaults to zero, and you must click New line and enter the quantity received manually.

Note If you change the Quantity Received or UM, the system displays a warning message prompting you to review the existing WIP lot records.

UM Received

Enter the unit of measure (UM) for the quantity received. If you enter a value other than the item master unit of measure, the system accesses the conversion factor defined in **UM Conversions**.

Packing Qty

Enter the quantity listed on the supplier packing list.

This amount is usually the same as the quantity received. If it is not, you can record any discrepancy between the actual quantity received and the quantity listed on the packing list. Review these records later during invoice matching.

Due Date

The line item due date from the purchase order.

Cancel B/O

This field determines how the system handles unshipped quantities.

Cleared: Any remaining unshipped quantity remains open on backorder. This quantity can be shipped at some future time.

Selected: The quantity remaining is canceled and is not received later; the quantity required is set to zero and MRP is notified of the decreased requirement.

Typically, Cancel B/O is selected when only a trivial quantity remains to be shipped. For example, 10,120 items ship on an order for 10,124.

Update Requisition Line Open Qty

This checkbox is disabled and cleared by default. It is enabled when Cancel B/O is selected, and the PO is linked to a GRS requisition. When Cancel B/O is not selected, it is disabled and cleared.

When selected, the system updates the open quantity of the requisition line. It uses this formula to update the quantity:

Adds the number of the PO original order quantity - PO received quantity to the open requisition line quantity.

When the requisition line is closed, the system reopens the requisition.

Update Blanket Order Line Open Qty

This checkbox is disabled and cleared by default. It is enabled when Cancel B/O is selected, and the PO is linked to a blanket order. When Cancel B/O is not selected, it is disabled and cleared.

When selected, the system updates the open quantity of the blanket order line. It uses this formula to update the quantity:

Adds the number of the PO original order quantity - PO received quantity to the open blanket order line quantity.

When the blanket order line is closed, the system reopens the blanket order.

Site

Enter the site where this item was received. Site defaults first from item-site inventory data when set up, then from the order, but you can change it, if necessary.

Note For Indirect Memo or Subcontract PO Lines the site defaults to the Expense Site mentioned in the PO Line.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Note You cannot change the site if multi-entry detail lines exist. To change the site, you must first delete each multi-entry line.

Multi Entry

Select this field to specify multiple locations or lot/serial and lot reference numbers.

When multi-entry lines exist, Multi Entry is selected and cannot be changed. You also can no longer update the Site, Location, Lot/Serial, or Ref fields in the line detail. To change any of these values, you must first delete each multi-entry line.

Location

Enter the location where this item was received.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Lot/Serial

Enter the lot/serial number of the items received on this supplier scheduled order line.

When a value exists in Lot Control, lot control features are active and are based on the level indicated in Lot Control. The level can restrict the lot number that you enter for the item.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Manufacturer

Enter or select the manufacturer of the rotable item being received. This field is mandatory when visible.

This column is only visible when the item being received is rotable. The value is copied into the item's Reference field to support the eventual return of the item.

Asset

Enter the asset number of the rotable item received on this purchase order line.

This column is only visible when the item being received is rotable.

Model

Enter the model number of the rotable item received on this purchase order line.

This column is only visible when the item being received is rotable.

Warranty

Select the date that the item's warranty ends, if applicable.

This column is only visible when the item being received is rotable.

Life Expectancy

Enter the life expectancy in years of the rotable item received on this purchase order line.

This must be a number greater than or equal to 0.

This column is only visible when the item being received is rotable.

Reference

Enter the optional lot reference number for the items received on this purchase order line.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Use lot references to subdivide lot/serial numbers. Each lot reference can have its own quantity, status, and lot characteristics such as assay and expiration date. Lot reference is optional and can be left blank.

Supplier Lot

Enter a supplier lot or serial number for reference. To specify multiple supplier lot numbers, select Multi Entry.

To assign your own lot number to the material being received or to use the supplier lot number in your tracking records, specify the number in Lot/Serial. The system maintains detailed receipt records showing that the lot number that you enter in Lot/Serial is directly related to the supplier lot number specified here.

Note Lot/serial numbers can be restricted when the receipt is lot controlled.

Inventory Status

The Inventory Status value defaults from the following settings:

1. Inventory detail settings for the site or location
2. Lot/serial and reference combination settings
3. The active PO Receipt Status setting from item-site inventory exceptions
4. The active PO Receipt Status setting from items in inventory
5. Location settings
6. Site settings

Expire Date

The system calculates Expire Date values from the shelf life settings (when not blank). The system firsts checks for any shelf-life value settings for item-site inventory exceptions, then checks the shelf-life value from the Inventory panel in **Items**.

Assay

Enter an assay % attribute value for the inventory line being received.

Grade

Enter the grade attribute value for the inventory line being received.

Production Order

For a subcontract line item (receipt type S), the work order or production order number.

Note When you modify a subcontract line that already includes Consumed WIP Lot details, the system performs data checks. If you change the Production Order details (Order, ID, or Operation), a confirmation message notifies that the associated WIP lot records will be removed.

ID

For a subcontract line item (receipt type S), the production order or cumulative order lot ID associated with the subcontracted service. A single production order or cumulative order can have multiple associated lot IDs.

Operation

The operation number associated with the subcontract order.

Project

The project identifier associated with the subcontract order.

Supplier Item

The supplier item number associated with the line item.

Unit Price

The unit price of the line item.

Discount %

The discount percentage associated with this line item.

Ext Net Cost

The cost of the line after an applicable discount is taken.

Currency

The receipt currency.

Remarks

Optional remarks about this receipt line.

Line Notes

The sub-panel includes all the notes recorded in the PO lines. To add new notes within the grid, click the New button. To delete any notes, click the Delete button. You can manually edit the text for one or more notes in the grid. Click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on. The Reference field on the Details page automatically populates with the PO number, prefixed with RCPT/Line number.

Note By default, Print on PO Receipt is enabled in the Options sub-panel within the Details page.

Consumed WIP Lots

The Consumed WIP Lot grid displays based on settings and conditions defined the WIP Lot Trace Control and the routing operations.

WIP Lot Trace Control Settings

Main Panel	Routing Exception Grid	WIP Lot Grid Display Condition
Enable WIP Lot Trace and Trace Parents fields checked	Routing code not in Routing Exceptions	Grid displays using Main panel setup.
Enable WIP Lot Trace and Trace Parents fields checked	Routing code in Routing Exceptions with valid Effective Date	Grid displays. system applies Routing Exceptions first, then Main panel setup.
Enable WIP Lot Trace checked and Trace Parents cleared	Routing code in Routing Exceptions with Trace Parents checked and a valid Effective Date	Grid displays, system applies Routing Exceptions first, then Main panel setup.

Routing Operations Setup

Condition	WIP Lot Grid Display Condition
Line to receive is a Subcontract line with valid Production Order, ID, and Operation	Grid may display, depending on milestone operation conditions defined in Routings & Processes on page 2523 (Routing & Processes → Operations → Milestone enabled).
Subcontract line with Milestone field checked in Routings & Processes on page 2523 → Operations.	Grid displays.
Routing code for the production order is in Routing Exceptions.	Operation must match or occur after Lot Trace Start Operation defined in Routing Exceptions for the grid to display.

The grid does not display under the following conditions:

- Enable WIP Lot Trace field cleared in the main panel of WIP Lot Trace Control.

- Subcontract operation is not a Milestone operation. Milestone filed is cleared in Routings & Processes on page 2523.
- Subcontract operation is the first milestone in the Routings & Processes on page 2523.
- Subcontract operation is the last and only milestone in the routing.
- Production Order, ID, or Operation missing/invalid in the lines grid.

Note When the Receive action Lines grid includes multiple lines and at least one Subcontract line that meets all conditions in Table 35 on page 4917 and Table 36 on page 4917, the Consumed WIP Lot grid is available. The grid is displayed for editing only when the user selects the Subcontract line; if another line type is selected, the grid is shown as read-only and cannot be edited. If the user deletes the Subcontract line, the Consumed WIP Lot grid is no longer available because no qualifying Subcontract lines remain.

You can use the buttons above the grid to perform the following actions:

- New: Add a new lot line.
- Delete: Delete the selected line.
- More: Export and import the grid data to Excel.
- Auto Fill: Auto fill the grid with lot data. The field is enabled by default and disabled if data already exists in the grid.
- Calculate Consumption: Automatically calculates the Quantity to Consume for the WIP Lots to match the total Quantity Processed. The value depends on the Combine WIP Lots setting in WIP Lot Trace Control.

  Note You cannot select more than one WIP Lot if the Combine WIP Lots field is disabled in WIP Lot Trace Control.

Lot/Serial

Select a lot or serial number from the lookup to identify which WIP lot is consumed during the subcontract PO Receipt transaction. If the field is left blank, the transaction cannot be submitted.

Reference

Optionally, enter or select a reference value to associate with the WIP lot.

WIP Quantity

The field is populated by default and read-only with the available quantity for the selected WIP lot.

Quantity to Consume

Enter the quantity of the WIP lot to be consumed during the production operation, or use the Calculate Consumption to calculate the value automatically. The Quantity to Consume must equal the Quantity

Processed. Any deviation depends on the settings for Overissue WIP Lots and Combine WIP Lots fields in WIP Lot Trace Control.

Note When the user enters Consumed WIP Lot details, the system displays a message showing the WIP Quantity available at the operation for processing.

Produced WIP Lots

The Produced WIP Lot grid displays based on settings and conditions defined the WIP Lot Trace Control and the routing operations.

WIP Lot Trace Control Settings

Main Panel	Routing Exception Grid	WIP Lot Grid Display Condition
Enable WIP Lot Trace and Trace Parents fields checked	Routing code not in Routing Exceptions	Grid displays using Main panel setup.
Enable WIP Lot Trace and Trace Parents fields checked	Routing code in Routing Exceptions with valid Effective Date	Grid displays. system applies Routing Exceptions first, then Main panel setup.
Enable WIP Lot Trace checked and Trace Parents cleared	Routing code in Routing Exceptions with Trace Parents checked and a valid Effective Date	Grid displays, system applies Routing Exceptions first, then Main panel setup.

Routing Operations Setup

Condition	WIP Lot Grid Display Condition
Line to receive is a Subcontract line with valid Production Order, ID, and Operation	Grid may display, depending on milestone operation conditions defined in Routings & Processes on page 2523 (Routing & Processes → Operations → Milestone enabled).
Subcontract line with Milestone field checked in Routings & Processes on page 2523 → Operations.	Grid displays.
Routing code for the production order is in Routing Exceptions.	Operation must match or occur after Lot Trace Start Operation defined in Routing Exceptions for the grid to display.

The grid does not display under the following conditions:

- Enable WIP Lot Trace field cleared in the main panel of WIP Lot Trace Control.
- Subcontract operation is not a Milestone operation. Milestone filed is cleared in Routings & Processes on page 2523.
- Subcontract operation is the first milestone in the Routings & Processes on page 2523.
- Subcontract operation is the last and only milestone in the routing.
- Production Order, ID, or Operation missing/invalid in the lines grid.

You can use the buttons above the grid to perform the following actions:

- New: Add a new lot line.
- Delete: Delete the selected lot line.
- More: Export and import the grid data to Excel.
- Copy Consumed Lots: Enabled when Produced WIP Lots exist and can be mapped from the Consumed WIP Lots, and disabled when no Produced WIP Lots are available or when the operation being reported as the first milestone operation.

  Note If Split WIP Lots is disabled in WIP Lot Trace Control, the system populates the Produced WIP Lots grid with only the earliest created lot and defaults the Quantity Produced to the Quantity to Consume. If Split WIP Lots is enabled, the grid is populated with all selected Consumed WIP Lots, and the Quantity Produced defaults to the Quantity to Consume for each lot.

Lot/Serial

Select a lot or serial number from the lookup to identify which WIP lot is consumed during the subcontract PO Receipt transaction. If the field is left blank, the transaction cannot be submitted.

Reference

Optionally, enter or select a reference value to associate with the WIP lot.

Quantity

Enter the quantity of the lot produced after the consumed operations are completed. It is a mandatory field and the Quantity produced must equal the Quantity Processed. Any deviation depends on the settings for Overissue WIP Lots and Combine WIP Lots fields in WIP Lot Trace Control.

Order Notes

The sub-panel includes all the notes recorded in the PO header. To add new notes within the grid, click the New button. To delete any notes, click the Delete button. You can manually edit the text for one or more notes in the grid. Click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on. The Reference field on the Details page automatically populates with the PO number, prefixed with RCPT.

Note By default, Print on PO Receipt is enabled in the Options sub-panel within the Details page.

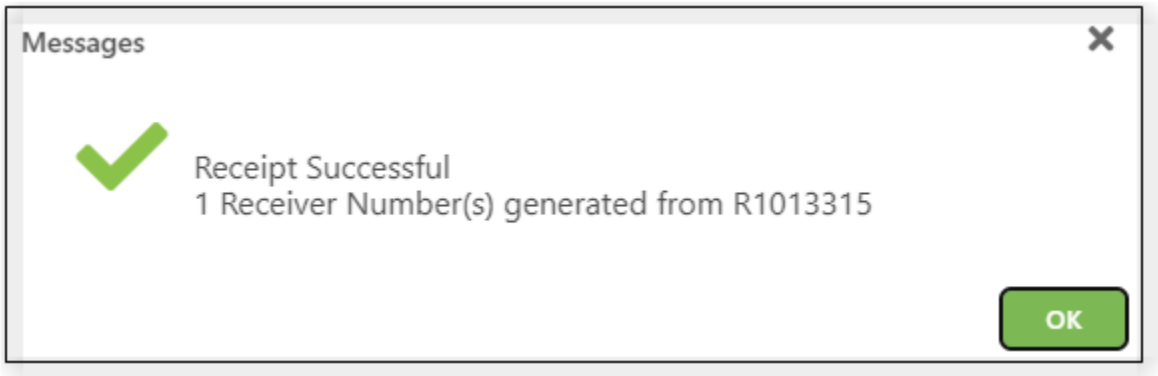
Workflow Options

This panel contains a single checkbox to print the receiver.

When selected, and you Submit the receive action, the system automatically launches the Purchase Receipt Document Print function, letting you print the document with some data from the Selection Criteria pre-filled, such as the receiver number.

After a successful submission, the system displays receiver information in the successful pop-up message. You can view the:

- Total number of RTV numbers the system generated
- First return receiver number



Processing Options

Use the Processing Options panel to control how the system handles order submissions. The system processes messages in the background, sends a notification to your inbox, and records all results in the Submitted Background Processing on page 392.

- Process in Background

  The field is cleared by default. Select it to submit the transaction for background processing, send notification to your inbox, and the system records any information, warning, or error messages in the Submitted Background Processing on page 392browse instead of

displaying them on the UI. When Process in Background is selected, the Print Receiver check box is automatically cleared and disabled.

- Background Processing Description

  The field is editable only when Process in Background field is selected. The system defaults the description to Order number and supplier value, and update it as needed. This description appears in the inbox notification, to identify the submitted transaction.

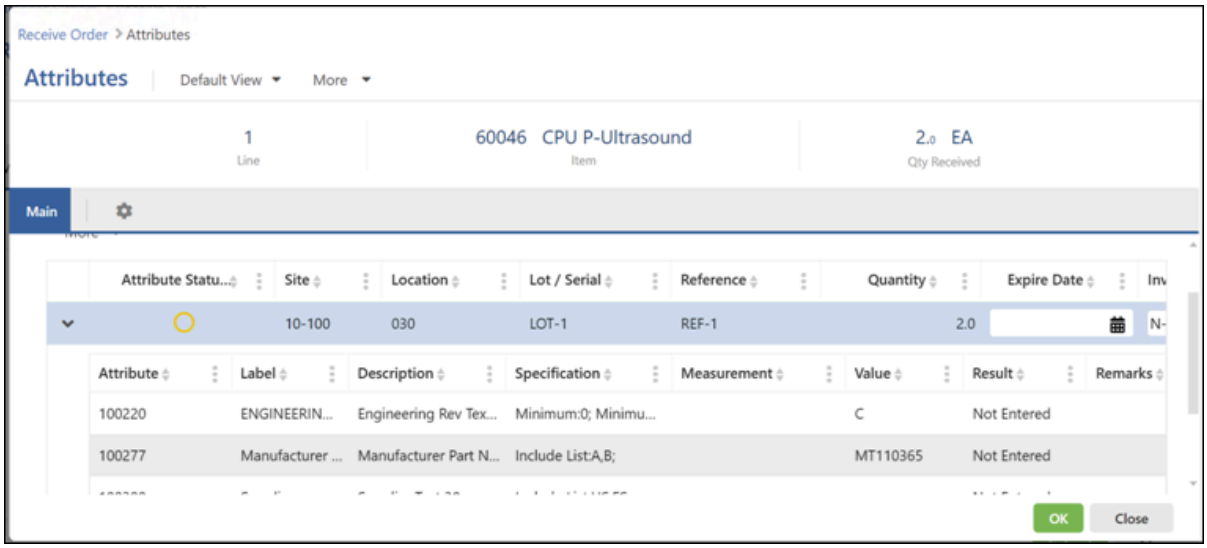
Attributes

You can enter attribute values when you receive a PO line, letting you indicate whether received items conform/do not conform to specifications set in **Item Attributes** and link receipt data to the item attributes data in **Item Lots**. Different documents, such as lot attribute orders or quality orders, are also generated when the PO line's item attribute values are not entered and Value Required is selected for the lot/sublot/system-level attribute. The lot attribute order/quality order can be modified to record additional values for the item attributes or test attributes to complete inspection and transfer quantity to another site/location.

You can enter attribute values when the item attributes are *active*, and set up with a User input method for the Lot/Sublot level in **Item Attribute Profiles**.

When the line to receive has active item attributes, you can select the Attributes button above the grid, letting you enter attribute values in a separate form. (Note that you can also access the Attributes form when you select Multi-Entry.) Also, the Attribute column on the line grid is selected, and you cannot change it.

When you select the Attributes button, the Attributes form displays. The attribute status displays in the Line grid. A Partially Entered (half-filled circle), Fully Entered (filled circle), or Not Entered (unfilled circle) attribute value entry can display in the status indicator.



The Attributes option is inactive when:

- There are no attributes associated with the line item.
- The Attributes option for the item was not selected.
- No lines were selected in the Multi Entry grid.
- Source Type is MRO.
- Receive Type is Memo.
- The line to receive is for a subcontract order but not the last operation. (You can receive a line with item attributes for a subcontract operation that is the last operation.)

The Attributes form includes two subpanels:

- **Summary**

  The Summary panel at the top includes PO order line, the item and description, and the quantity to receive.

- **Main**

  The Main panel lets you record attribute values for a single item with or without multi-entry records. To enter regulatory attribute values, select the inventory detail record from the Main grid. In the Main grid, enter attribute values Grade, Assay, or Expire Date for inventory detail records.

Click the line in the Main grid to display a subpanel that lets you enter values that display in quality orders (either lot or quality type) that generate when active attributes have not been fully entered or the attributes are linked to a test.

In the subpanel, when you enter values that are part of the include lists in the Specification column in the grid, the Result column changes the status to Conforming and the attribute status indicator can change to show a partial or complete attribute entry, depending on whether attribute entry is complete at the point of receipt.

Click OK when you are finished. Different attribute status displays in the Multi Entry grid or in the Main grid of the Attributes form.

Supplier Performance

Supplier Performance data can be collected automatically when you receive a purchase order using this action. Each time a PO is received, the system checks whether Supplier Performance functionality is enabled (Use Supplier Performance is selected in the Supplier Performance panel in **Purchasing Control**) and if so, it then checks for associated registrations (as defined in **Supplier Performance Registration**). Once a registration is confirmed, the system records the performance data. Several types of events are automatically generated during the purchase order receipt.

Early, late, overshipment, or undershipment events can be automatically generated, based on the following calculations:

- The receipt date is compared with the planned receipt date (the performance date on the PO line level). If the receipt is early or late, that number of calendar days is compared with the values specified in the Acceptable Days Early and Acceptable Days Late options in **Supplier Performance Registration**. When an acceptable value is exceeded, a late or early event is automatically created.
- The receipt quantity is compared with the open quantity. If the receipt quantity is under or over the open quantity, that quantity is converted to a percent. The difference and difference percent are compared with the values in the Acceptable Over Shipment (quantity), Acceptable Under Shipment (quantity), Acceptable Over Shipment (percent), and Acceptable Under Shipment (percent) options in **Supplier Performance Registration**. When one of these values is exceeded, an event (overshipment or undershipment) is automatically created.
- The cost of the quantity received is compared with the cost of the open quantity. If the quantity-received cost is more than the open-quantity cost, the cost difference is converted to a percent. The cost difference and cost difference percent are compared with the values in Acceptable Over Shipment (cost) and Acceptable Under Shipment (percentage) options. When one of these values is exceeded, an event is automatically created.

Note Reversing the entire receipt also removes all other performance events associated with that receipt. If you do not reverse the entire receipt (quantity received not equal to quantity reversed), then you must remove any performance events manually.

Consigned Inventory

You can use this action to receive consigned inventory. For prerequisites, a task flow, and system results when you receive consigned inventory.

Successful Submit

After a successful submit, the system stores the PO receipt accounting details, such as the Account, Sub-Account, Cost Center, and Project in the pending vouchers record that it creates for the receipt lines. The receipt accounting information is accessed during supplier invoice receiver matching to reconcile the balance in the Receipt Account.

Correcting Receiving Matching and Unposted GL Transactions

If there is change in the GL Account settings after you submit a receipt or return, the supplier invoice displays a warning when receiver matching is performed.

The system prompts you to continue with the operation or cancel by choosing Yes or No:

- Yes: The system defaults new PO receipt accounting details, based on suppliers, purchasing accounts, and/or product lines/accounts defaulting logic.
- No: You can use **Unposted GL Transactions** Correction to correct the records that will also update the pending voucher records for the receipt/return lines.

Return Purchase Order Action

Select the Return Order item from the Actions menu in **Purchase Orders** to start the return process for the current purchase order. When you select to return items, note the following:

- Return Order is available only when one or more lines have had a quantity received.
- QAD .NET UI purchase orders either created manually from GRS requisitions or created automatically by **Planned Purchase Order Approval** cannot be updated, received, or returned in the QAD .NET UI.
- Logistics Accounting is not supported for direct purchasing and is blocked in the return order screen.
- Global shipping functionality is supported, and when enabled, the system generates shipping documents (shippers) automatically.
- Supplier performance functionality is fully supported.
- Return-by-pack functionality is supported for a major set of scenarios that are applicable to serialized inventory. The return of non-serialized inventory is also supported when you select the Return by Pack option and can be performed simultaneously with the serialized inventory.
    - Return of an aggregated pack (pack aggregated to the master pack) is not supported; when you attempt the return of an aggregated pack, the system displays an error message.
    - Return of a mixed pack (different items as a pack content) is not supported; when you attempt the return of a mixed pack, the system displays an error message.

Note For information of how GL transactions are generated for PO returns according to the costing method, see Average PO Receipt/Return Transactions on page 5588, Standard PO Receipt/Return Transactions on page 5609, or FIFO and WAVG PO Receipt/Return Transactions on page 5601.

When return actions are enabled for a subcontract flow, the system creates the following inventory transactions as part of WIP Lot Trace processing:

- RTV-PO – Receipt Purchase Order transaction.
- RTV-WO – Receipt Production Order transaction (last subcontract operation).
- CONS-WO – Consumption Work Order transaction (last subcontract operation).
- ISS-WO – Issue Production Order transaction (component assigned to subcontract operation).

Navigation

The navigation includes four panels, some of which display only when certain options/functions are enabled: Main, Shipping Documents, Return Items, Supplier Performance, and Workflow Option.

You can either:

- Return individual lines using the Add button on the Return Items grid.
- Select the Return All button in the Return Items frame to pre-populate the grid with all lines that have a received quantity. Depending on the Return Full Quantity setting, Qty to Return for each line defaults to either zero or the quantity net received, less any quantity returned previously.

  Note The Return All button is disabled when at least one purchase order line has the Consignment option selected in the order line details. This is because the system cannot precisely identify inventory to return as consigned or non-consigned inventory as both types can be available simultaneously. Therefore, user interaction is required at the line level when determining to return all.

Main

RTV Number

Enter a number identifying the receiver associated with the items returned. An RTV (return to vendor) number is a form of receiver number. If you leave this field blank, the system assigns a number based on the receipt/return prefix and next receipt/return number maintained in **Purchasing Control**.

Return Full Quantity

Select this option to set the default Qty to Return in the Return Items grid to the entire purchase order line quantity. Otherwise, Qty to Return defaults to zero.

Note This option is ignored when you select the Return By Pack option.

Return to Replace

Select this option to set the default value for the Return to Replace field in the Return Items grid to return all items. When not selected (the default), the option indicates a return for credit; selecting it indicates that items are to be replaced. For more information, see Return-to-Replace Processing on page 4944.

Note The option is disabled and unselected by default when the return-to-replace flow is executed against supplier scheduled orders. The return-to-replace flow is not used for supplier scheduled orders and scheduled releases because the system manages them differently than purchase orders.

Return by Pack

Select this option to enable the return-by-pack mode. The default is unselected. When selected, the Return Item grid displays a tree structure that supports both packed and non-serialized loose inventory.

This option can be set or unset at any time while you enter data; system logic is as follows:

- When there are no records available in the Return Item grid, the standard return mode grid returns immediately without any additional messages.
- When there is at least one record available in the Return Item grid, regardless of the current mode enabled, and you change the Return by Pack option, the system displays a confirmation message. You can choose to continue working in the current mode or change the mode, clear all entered records, and enter data from the beginning.

Note This option is disabled and unselected by default when serialization functionality is disabled (**Inventory Control** > Enable Serialization is not selected). In this case, only standard return functionality is available.

For more information, refer to the Return by Pack on page 4946 section in this help.

Effective Date

Enter the return effective date. The default is the system date, but you can modify it as needed. The system verifies that the effective date is within an open fiscal period.

Ship From

The company address from which the returned items are to be sent. Defaults from the ship-to on the purchase order. This value is used in conjunction with ship-to to determine if a shipper should be created for the return being processed. If a shipping group is set up with the specified ship-from as a source and the ship-to as a destination, and this shipping group is marked to create shippers for PO returns, then a shipper is created. If the value of the ship-from is not blank, the system validates this field to ensure that the ship-from is a valid site. If the ship-from is not a valid site, you cannot proceed with PO Return.

Ship To

The company address to which the returned items are to be sent. Defaults from the supplier on the purchase order. This value is used in conjunction with the ship-from to determine if a shipper should be created for the return being processed. If a shipping group is set up with the specified ship-from as a source and the ship-to as a

destination, and this shipping group is marked to create shippers for PO Returns, then a shipper is created.

Shipment Information

Many countries require that formal shipping documents accompany any movement of goods, even when goods are merely received, returned, and not sold. If you are using shipping groups, you can record shipping information and generate shipping documents. This functionality is also termed *global shipping.*

Shipping groups, defined in **Shipping Groups**, contain source and destination addresses that include inventory movement and carrier defaults. The system uses the attributes of a shipping group when processing a shipment/receipt/return from any source address to any destination address within the group.

Global shipping is enabled when the following two conditions are met:

- A shipping group is available for combination ship-from (site - source address) and ship-to (supplier - destination address)
- An inventory movement code (IMC) for the ISS-PRV transaction type is assigned to the shipping group.

Global shipping is disabled when there is no shipping group available for the previously mentioned combination or there is no shipping group with an IMC for the ISS-PRV transaction type assigned.

The visibility of this subpanel depends on whether global shipping is enabled or disabled:

- This subpanel is hidden when global shipping is disabled.
- This subpanel is visible when global shipping is enabled; if you are using inventory movement codes, you can enter the code during return.

Shipper Number

Enter the shipper number for this receipt.

Note This option is not available if the Shipping Documents option is selected; otherwise, the option is available.

Inventory Movement Code (IMC)

Enter inventory movement codes with an ISS-PRV type.

Note If global shipping is enabled, you can only enter an IMC that is associated with the ISS-PRV transaction type and assigned to the shipping group; if you try to enter other valid code types not assigned to the shipping group, the system processes the data as when global shipping is disabled, and shipping documents are not generated.

Shipping Documents

This option determines whether the shipping documents (shipper) are generated along with the return.

This option is visible, but disabled by default. It is not selected by default when global shipping is enabled; otherwise, it is hidden. When global shipping is enabled, the IMC is valid, and the IMC belongs to the shipping group, this option is enabled and selected. The Shipping Documents panel displays.

Important: You can clear this option at any time before pressing the Submit button and disregard shipping documents (shipper) creation, even if all necessary options in the Shipping Documents panel are provided. The Shipping Documents panel does not display.

Shipping Documents

Shipper

The shipper ID that uniquely identifies a shipper record. Note the following, based on your entry:

- When blank, the system creates a new shipper document. The system creates shipper line details based on data in the Receive Order Lines grid.
- When you enter a valid shipper ID, you can modify the existing shipper document. The system creates shipper line details based on data in the Receive Order Lines grid.

  Note You cannot modify the shipper header data even when you modify shipper lines.

Shipping Group

This field is read only and displays a shipping group code. To determine the value, the system searches for:

- A shipping group that matches both source (supplier) and destination addresses (site) of the receipt.
- A shipping group, defined in **Shipping Groups**, that contains source/destination addresses that include inventory movement and carrier defaults.

Status

This option is read only and defaults as Confirmed. The system displays the status of the shipper being created.

Print Shipper

This field defaults as selected. When selected, the system launches the **Pre-Shipper/Shipper Print** function.

Shipping Options

Document Format

Specify the document format to use when you print the shipper. The document format must be a valid format of a type applicable to shippers. The value defaults from the document format value specified for the shipping group if available; otherwise, it defaults from **Logistics Control**.

Assigning a document format to a shipping group identifies a particular format or layout used when creating shipping documents.

Language

Specify a valid active language set up in **Languages** to use when associating header, line item, and trailer comments with this shipper. The value defaults from the ship-to address of the order. You can select shippers for printing by their language code.

Consolidate Ship

This option is read only and is automatically populated from the shipping group definition. Specifies whether consolidating shipments with multiple originating transactions of a given type (sales orders, receipts, transfers, and so on) is prohibited, allowed, or required for this address.

- Optional: Allows shipment consolidation, but does not require it.
- No: Prohibits shipment consolidation. You cannot prohibit shipment consolidation if any source address in this shipping group requires consolidation.
- Yes: Requires shipment consolidation. You cannot require shipment consolidation if any source address in this shipping group prohibits consolidation.

Carriers Grid

To edit an existing line, click the line to edit.

Select Delete to delete unnecessary carrier addresses from the grid.

Sequence

If the shipper record includes a series of carriers, specify a relative sequence number. When you add a new carrier, the default is the next available number.

Carrier

The address code of the carrier used for this shipping group/IMC defined in **Carriers**. The default carrier address is populated from the shipping group and inventory movement code for this shipment.

A carrier handles the transportation of goods from the time they leave the shipping site until they are delivered to the destination. Typically

shipments require a single carrier. Sometimes a shipment requires a series of carriers. For example, a shipment can be transported by truck to be loaded onto a train, transported by train to be loaded onto a ship, then transported by ship to its final destination. In this case, a series of carriers is required.

Ship Via

This option defaults from the value specified on the order associated with the shipper, if any. Ship Via is validated against predefined values entered in **Generalized Codes**.

Terms of Trade Point

Enter the terms of trade point for this shipment. The terms of trade point identifies when title passes to the buyer from the seller, as well as who pays shipping. The value defaults from **Sales Control** > Incoterms

Mode of Transport

Enter the mode of transport for the shipment such as air or sea. This field is for reference only.

Carrier Shipment Reference

This field defaults from the shipper number and can be modified.

Vehicle ID

Optionally, enter an identifier representing the carrier's vehicle. This field is for reference only and prints on the shipper document.

Payment Type

Specify the payment type. Use Payment Type and Carrier Account to inform carriers of the accounts that require shipment payment collection.

Carrier Account

Specify the carrier account code. Use Carrier Account and Payment Type to inform carriers of the accounts that require shipment payment collection.

Return Items

To edit an existing line, click the line. You can enter values for multiple fields; refer to the descriptions in this section. You can select the following buttons:

Select Delete to delete lines. The system deletes the PO line for the item, including any multi-entry records.

Select Return All to return all items on the PO.

Select Multi-Entry when the PO line is set up for multi-entry. The system displays a multi-entry form that lets you record multiple lines for the same order and line to return.

Select Supplier Performance Entry when you want to enter supplier performance values in a detailed form for a particular line. Note: The button is enabled when you select Collect Performance Data in the Supplier Performance panel and the order line is qualified for supplier performance data collection (Supplier Performance is selected for that particular line).

Line

Enter a number that identifies a line on the purchase order that has a received quantity. When you enter a line number, the system populates various grid fields with values from the purchase order line record.

Item

The system displays the code that identifies an item to be returned.

Item Description

The system displays the description of the item from the purchase order line.

Quantity to Return

Enter the quantity of this line item to be returned. If Return Full Quantity is selected, this is set by default to the quantity net received.

Note If you change the Quantity to return or UM, the system displays a warning message prompting you to review the existing WIP lot records.

UM to Return

Specify the unit of measure of the items to return. The value defaults from the receipt document.

Packing Qty

Specify the packing quantity for this return line. The default is zero.

This amount is usually the same as the quantity received. If it is not, you can record any discrepancy between the actual quantity received and the quantity listed on the packing list.

Receiver

Enter a number that identifies the receiver associated with the items being returned. When you receive or return purchased items, the system always generates a receiving record (receiver). Use it to match the supplier invoice data entered in Accounts Payable.

Once the Receiver value is defined, related fields such as Location, Lot/Serial, Reference, and Supplier Lot are populated with default values.

There is a difference in the GL amounts calculated and posted when a receiver is not provided. With a receiver, the system calculates the price and the cost that were available in the original receipt that you

select. In this scenario, when the PO is in a non-base currency, the system applies the original exchange rates that were applied to the original receipt that you select. Without a receiver it calculates these as values as of today.

When you return a consigned purchase order line (Consignment is selected), processing is as follows:

- Once the receiver is specified, the return is against the specific receiver number.
- If the receiver is intentionally left blank, the system selects the appropriate receiver by using FIFO logic. The system displays a message, informing you that the receiver was not entered and the return will be done using FIFO.

Site

Enter the site where the items being returned to the supplier are currently located.

Note For Indirect Memo or Subcontract PO Lines the site defaults to the Expense Site mentioned in the PO Line.

Select Multi Entry to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Note You cannot change the site if multi-entry detail lines exist. To change the site, you must first delete each multi-entry line.

Reason

Enter a code identifying the reason for the return.

When a Return to Supplier is processed, the items are taken from inventory and the quantity returned is recorded. **Supplier Performance Report** uses this return quantity to evaluate supplier performance. The quantity returned is listed and compared to the receipt quantity.

Return to Replace

Indicates a return for credit if the option was not selected and indicates that the item is to be replaced if the option was selected in the same-named option in the Main panel. For more information, see Return-to-Replace Processing on page 4944.

Multi Entry

Select this field to specify multiple locations or lot/serial and lot reference numbers.

When multi-entry lines exist, Multi Entry is selected and cannot be changed. You also can no longer update the Site, Location, Lot/Serial, or Ref fields in the line detail. To change any of these values, you must first delete each multi-entry line.

Supplier Performance

This checkbox is read-only. It is selected when the following exist:

- A supplier performance registration record is defined in the current domain.
- There is a match for supplier source, supplier, site, item number, and commodity code values or any combination of these.
- Use of supplier performance is selected for that registration.

When those conditions are not met, the checkbox is not selected.

Note The system also considers memo items when there is a supplier performance registration record defined with empty item number/ commodity code fields.

Receiver

Enter a number that identifies the receiver associated with the items being returned. When you receive or return purchased items, the system always generates a receiving record (receiver). Use it to verify the supplier invoice data entered in Accounts Payable.

Once the Receiver value is defined, related fields such as Location, Lot/Serial, Reference, and Supplier Lot are populated with default values.

There is a difference in the GL amounts calculated and posted when a receiver is not provided. Without a receiver, the system calculates the price and the cost that were available in the original receipt that you select. In this scenario, when the PO is in a non-base currency, the system applies the original exchange rates that were applied to the original receipt that you select.

When a consigned purchase order line is being returned (Consignment is selected), processing is as follows:

- Once the receiver is specified, the return is against the specific receiver number.
- If the receiver is intentionally left blank, the system selects the appropriate receiver by using FIFO logic. The system displays a message, informing you that the receiver was not entered and the return will be done using FIFO.

Location

Specify the location from which the returned quantity is to be issued. Often, this is a scrap or inspection location.

Select Multi Entry to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Lot/Serial

Enter the lot/serial number of the items returned on this purchase order line. If the item is a rotable part, use the lookup to select rotable inventory records.

Select Multi Entry to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability. For rotable parts, once the Lot/Serial value is defined, related fields such as Reference and Receiver are populated with default values.

Reference

Enter the optional lot reference number for the items returned on this purchase order line. If the item is a rotable part, Reference refers to the part's manufacturer. Use the lookup to select rotable inventory records.

Select Multi Entry to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability. For rotable parts, once the Reference (Manufacturer) value is defined, related fields such as Lot/Serial and Receiver are populated with default values.

Use lot references to subdivide lot/serial numbers. Each lot reference can have its own quantity, status, and lot characteristics such as assay and expiration date. Lot reference is optional and can be left blank.

Supplier Lot

Enter a supplier lot or serial number for reference. To specify multiple supplier lot numbers, select Multi Entry.

To assign your own lot number to the material being returned or to use the supplier lot number in your tracking records, specify the number in Lot/Serial. The system maintains detailed receipt records showing that the lot number you enter in Lot/Serial is directly related to the supplier lot number specified here.

Return Consigned Inventory

System processing based on this field and the default value depend on the purchase order line you select to return and inventory availability.

You cannot edit this field and the value is unselected if the purchase order line is not consigned (Consignment is not selected).

If the purchase order line is consigned (Consignment is selected), system processing for this field is as follows:

- If there is only consigned inventory available, then this field is selected and the system displays a message, informing you that only consigned inventory is available to return for the purchase order line < number>.

- If there is only non-consigned inventory available, this field is not selected and not editable, and the system displays a message informing you that only non-consigned inventory is available to return for the purchase order line <number>.
- If there is a mix of consigned and non-consigned inventory available, the system displays a confirmation message, informing you that both consigned and non-consigned inventory is available to return and prompting you to select either consigned or non-consigned inventory. The system then sets the value of this field based on your selection.
- If there is no inventory available, this field is not selected and not editable, and the system displays a message informing you that there is no inventory available to return for the purchase order line <number>.

For more information on returning consigned inventory, including prerequisites, a return flow, and system results, see .

Consignment

This field is read only and indicates whether the item on this purchase order line is consigned or not.

Production Order

For a subcontract line item (Subcontract (S) receipt type), the work order or production order number.

Note When you modify a subcontract line that already includes Consumed WIP Lot details, the system performs data checks. If you change the Production Order details (Order, ID, or Operation), a confirmation message notifies that the associated WIP lot records will be removed.

Reopen

If the purchase order line to be returned is in Closed status, indicate whether it should be reopened. The default is not selected, and the field is editable.

If the purchase order line to be returned is in Open status, the default is not selected and the field is *not* editable.

Note For additional details, refer to the Return to Replace on page 4927 process flow.

Qty Ordered

The system displays the total quantity ordered from the purchase order.

Qty Received

The system displays the total quantity received to date.

Qty Returned

The system displays the total quantity returned before the current return transaction.

Qty Net Received

The system displays the total quantity received to date minus any quantities returned before the current return transaction.

UM

The system displays the unit of measure for the quantity received.

Due Date

The system displays the line item due date from the purchase order.

Project

The system displays the project identifier associated with the subcontract order.

Supplier Item

The system displays the supplier item number associated with the line item.

Type

The system displays the return type; for example, S for a return related to a subcontract purchase order.

Line Notes

The sub-panel includes all the notes recorded in the PO lines. To add new notes within the grid, click the New button. To delete any notes, click the Delete button. You can manually edit the text for one or more notes in the grid. Click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on. The Reference field on the Details page automatically populates with the PO number, prefixed with RTV/Line number.

Note By default, Print on Rtn to Supplier is enabled in the Options sub-panel within the Details page.

Consumed WIP Lots

The Consumed WIP Lot grid displays based on settings and conditions defined the WIP Lot Trace Control and the routing operations.

WIP Lot Trace Control Settings

Main Panel	Routing Exception Grid	WIP Lot Grid Display Condition
Enable WIP Lot Trace and Trace Parents fields checked	Routing code not in Routing Exceptions	Grid displays using Main panel setup.

Main Panel	Routing Exception Grid	WIP Lot Grid Display Condition
Enable WIP Lot Trace and Trace Parents fields checked	Routing code in Routing Exceptions with valid Effective Date	Grid displays. system applies Routing Exceptions first, then Main panel setup.
Enable WIP Lot Trace checked and Trace Parents cleared	Routing code in Routing Exceptions with Trace Parents checked and a valid Effective Date	Grid displays, system applies Routing Exceptions first, then Main panel setup.

Routing Operations Setup

Condition	WIP Lot Grid Display Condition
Line to receive is a Subcontract line with valid Production Order, ID, and Operation	Grid may display, depending on milestone operation conditions defined in Routings & Processes on page 2523 (Routing & Processes → Operations → Milestone enabled).
Subcontract line with Milestone field checked in Routings & Processes on page 2523 → Operations.	Grid displays.
Routing code for the production order is in Routing Exceptions.	Operation must match or occur after Lot Trace Start Operation defined in Routing Exceptions for the grid to display.

The grid does not display under the following conditions:

- Enable WIP Lot Trace field cleared in the main panel of WIP Lot Trace Control.
- Subcontract operation is not a Milestone operation. Milestone filed is cleared in Routings & Processes on page 2523.
- Subcontract operation is the first milestone in the Routings & Processes on page 2523.
- Subcontract operation is the last and only milestone in the routing.
- Production Order, ID, or Operation missing/invalid in the lines grid.

Note When the Return action Lines grid includes multiple lines and at least one Subcontract line that meets all conditions in Table 39 on page 4938 and Table 40 on page 4939, the Consumed WIP Lot grid is available. The grid is displayed for editing only when the user selects

the Subcontract line; if another line type is selected, the grid is shown as read-only and cannot be edited. If the user deletes the Subcontract line, the Consumed WIP Lot grid is no longer available because no qualifying Subcontract lines remain.

You can use the buttons above the grid to perform the following actions:

- New: Add a new lot line.
- Delete: Delete the selected line.
- More: Export and import the grid data to Excel.
- Auto Fill: Auto fill the grid with lot data. The field is enabled by default and disabled if data already exists in the grid.
- Calculate Consumption: Automatically calculates the Quantity to Consume for the WIP Lots to match the total Quantity Processed. The value depends on the Combine WIP Lots setting in WIP Lot Trace Control.

  Note You cannot select more than one WIP Lot if the Combine WIP Lots field is disabled in WIP Lot Trace Control.

Lot/Serial

Select a lot or serial number from the lookup to identify which WIP lot is consumed during the subcontract PO Receipt transaction. If the field is left blank, the transaction cannot be submitted.

Reference

Optionally, enter or select a reference value to associate with the WIP lot.

WIP Quantity

The field is populated by default and read-only with the available quantity for the selected WIP lot.

Quantity to Consume

Enter the quantity of the WIP lot to be consumed during the production operation, or use the Calculate Consumption to calculate the value automatically. The Quantity to Consume must equal the Quantity Processed. Any deviation depends on the settings for Overissue WIP Lots and Combine WIP Lots fields in WIP Lot Trace Control.

Note When the user enters Consumed WIP Lot details, the system displays a message showing the WIP Quantity available at the operation for processing.

Produced WIP Lots

The Produced WIP Lot grid displays based on settings and conditions defined the WIP Lot Trace Control and the routing operations.

WIP Lot Trace Control Settings

Main Panel	Routing Exception Grid	WIP Lot Grid Display Condition
Enable WIP Lot Trace and Trace Parents fields checked	Routing code not in Routing Exceptions	Grid displays using Main panel setup.
Enable WIP Lot Trace and Trace Parents fields checked	Routing code in Routing Exceptions with valid Effective Date	Grid displays. system applies Routing Exceptions first, then Main panel setup.
Enable WIP Lot Trace checked and Trace Parents cleared	Routing code in Routing Exceptions with Trace Parents checked and a valid Effective Date	Grid displays, system applies Routing Exceptions first, then Main panel setup.

Routing Operations Setup

Condition	WIP Lot Grid Display Condition
Line to receive is a Subcontract line with valid Production Order, ID, and Operation	Grid may display, depending on milestone operation conditions defined in Routings & Processes on page 2523 (Routing & Processes → Operations → Milestone enabled).
Subcontract line with Milestone field checked in Routings & Processes on page 2523 → Operations.	Grid displays.
Routing code for the production order is in Routing Exceptions.	Operation must match or occur after Lot Trace Start Operation defined in Routing Exceptions for the grid to display.

The grid does not display under the following conditions:

- Enable WIP Lot Trace field cleared in the main panel of WIP Lot Trace Control.
- Subcontract operation is not a Milestone operation. Milestone filed is cleared in Routings & Processes on page 2523.
- Subcontract operation is the first milestone in the Routings & Processes on page 2523.
- Subcontract operation is the last and only milestone in the routing.

- Production Order, ID, or Operation missing/invalid in the lines grid.

You can use the buttons above the grid to perform the following actions:

- New: Add a new lot line.
- Delete: Delete the selected lot line.
- More: Export and import the grid data to Excel.
- Copy Consumed Lots: Enabled when Produced WIP Lots exist and can be mapped from the Consumed WIP Lots, and disabled when no Produced WIP Lots are available or when the operation being reported as the first milestone operation.

  Note If Split WIP Lots is disabled in WIP Lot Trace Control, the system populates the Produced WIP Lots grid with only the earliest created lot and defaults the Quantity Produced to the Quantity to Consume. If Split WIP Lots is enabled, the grid is populated with all selected Consumed WIP Lots, and the Quantity Produced defaults to the Quantity to Consume for each lot.

Lot/Serial

Select a lot or serial number from the lookup to identify which WIP lot is consumed during the subcontract PO Receipt transaction. If the field is left blank, the transaction cannot be submitted.

Reference

Optionally, enter or select a reference value to associate with the WIP lot.

Quantity

Enter the quantity of the lot produced after the consumed operations are completed. It is a mandatory field and the Quantity produced must equal the Quantity Processed. Any deviation depends on the settings for Overissue WIP Lots and Combine WIP Lots fields in WIP Lot Trace Control.

Order Notes

The sub-panel includes all the notes recorded in the PO header. To add new notes within the grid, click the New button. To delete any notes, click the Delete button. You can manually edit the text for one or more notes in the grid. Click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on. The Reference field on the Details page automatically populates with the PO number, prefixed with RTV.

Note By default, the Print on Rtn to Supplier is enabled in the Options sub-panel within the Details page.

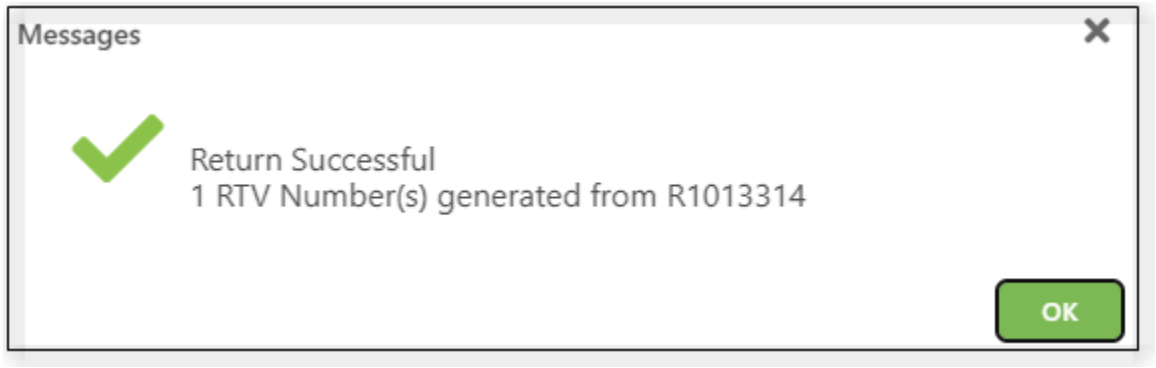
Workflow Options

This panel contains a single checkbox to print the return receiver.

When selected, and you Submit the receive action, the system automatically launches the Purchase Order Return Document Print function, letting you print the document with some of the Selection criteria prefilled in the print form, such as the return receiver number.

After a successful submission, the system displays receiver information in the successful pop-up message. You can view the:

- Total number of RTV numbers the system generated
- First return receiver number.



Correcting Receiving Matching and Unposted GL Transactions

If there is change in the GL Account settings after you submit a receipt or return, the supplier invoice displays a warning when receiver matching is performed.

The system prompts you to continue with the operation or cancel by choosing Yes or No:

- Yes: The system defaults new PO receipt accounting details, based on suppliers, purchasing accounts, and/or product lines accounts defaulting logic.
- No: You can use **Unposted GL Transactions** Correction to correct the records that will also update the pending voucher records for the receipt/return lines.

Processing Options

Use the Processing Options panel to control how the system handles order submissions. The system processes messages in the background, sends a notification to your inbox, and records all results in the Submitted Background Processing on page 392.

- Process in Background

  The field is cleared by default. Select it to submit the transaction for background processing, send notification to your inbox, and the system records any information, warning, or error messages in the Submitted Background Processing on page 392browse instead of

displaying them on the UI. When Process in Background is selected, the Print Receiver check box is automatically cleared and disabled.

- Background Processing Description

  The field is editable only when Process in Background field is selected. The system defaults the description to Order number and supplier value, and update it as needed. This description appears in the inbox notification, to identify the submitted transaction.

Return-to-Replace Processing

When you select the Return To Replace option, the system processes as follows, depending on whether EAM MRO items are returned or not.

1. When EAM is disabled, and the purchase order line is based on an indirect or direct requisition line, or without the use of a requisition, *or*

   When EAM is enabled, and the purchase order line is based on a direct requisition line or without the use of a requisition:

   - The system adds a new line to the original purchase order for the returned quantity. The new order line status is set as Open.

     Note For a Return to Replace, all fields on the new purchase order line default to the values for the returned line item, except the quantity ordered, which shows the quantity returned, and quantity received is set to 0 (zero). The line number is set to the highest line on the purchase order plus one. The new line updates the quantity on order, MRP, and the transaction like any other purchase order line.

   - If the Return to Replace is against a closed purchase order (status is Closed), the system automatically changes the status of the order to Open after the new order line is added. This ensures that the Receipt Order action occurs at the moment when replaced items are received.

   - The purchase order reapproval flow (generic approval flow is enabled) is not triggered again when a new order line is added to the order.

   - The system adjusts the available inventory stock according to the returned quantity.

   - If Return to Replace completes successfully, the system creates the ISS-PRV (return to the vendor) and the ORD-PO (new PO line creation) inventory transactions.

     Note The system also considers memo item lines (Memo receive type) for this process.

2. When EAM is enabled, the purchase order line is based on an indirect requisition for an EAM MRO item:

   - The system updates the quantity received accordingly (decreased) on the original purchase order line to determine the open order

quantity or updates the quantity to receive to equal the quantity returned.

- The EAM requisition line data (Requisitions (EAM) in .NET UI) is updated as follows:
  - The EAM requisition status is changed to O(rdered) if the current requisition status is C(losed); otherwise, it remains as-is.
  - The quantity received is decreased with the returned quantity.
  - The quantity returned is increased with the returned quantity.
- The purchase order line status changes to Open when the line was previously fully received or closed manually or the line remains Open when the line was previously partially received or previously re by the user using the Reopen Order/Line action.
- If Return to Replace completes successfully, the system creates the ISS-PRV (return to the vendor) inventory transaction.
- The system adjusts the available indirect inventory stock according to the returned quantity (EAM stock).

Supplier Performance

Supplier performance data can be collected manually when you return a purchase order. When material is returned, a panel lets you enter performance event data which is going to be as a default value for all returned lines qualified for supplier performance. This panel appears only when Use Supplier Performance and Enable PO Returns are selected in **Purchasing Control**; otherwise, it is hidden.

Collect Performance Data

This checkbox is selected by default; however, you can update it.

When not selected, the system skips the performance data collection and event creation, and all fields in the Supplier Performance panel are disabled.

When selected, the performance data collection and event creation occur.

The supplier performance data collection and event creation is an optional step and when skipped—even when enabled in control settings—the system does not stop the return action or display errors.

Category

Specify a valid category code. You can only enter a category that is not defined as a system category in **Purchasing Control**; otherwise, the system displays an error message.

Event

Specify a valid event code. You can only enter an event that is not defined as a system event in **Purchasing Control**; otherwise, the system displays an error message.

Document Number

Optionally, enter any document number referencing the return transaction.

Supplier Source

This field is read only and displays PO as the type of source supplier (only valid and active suppliers).

Supplier Performance Entry

This window is only accessible when you select Collect Performance Data in the Supplier Performance panel and the order line is qualified for supplier performance data collection. The line qualifies when you select the Supplier Performance checkbox in the line grid.

Collect Performance Data, Category, Event, Document Number, and Supplier Source options display and are described in the Supplier Performance on page 4945 panel. Additional fields include:

Reason

The value defaults from the same-named field in the line grid; you can modify it.

Quantity

The value defaults from the Quantity to Return field in the line grid; you can modify it.

Note If the Return By Pack option is selected, the system summarizes the Quantity to Return across all packs assigned to the same order line; you can modify it.

UM

This field is read only and displays the UM to Return field in the line grid.

Receiver

This field is read only and displays a number that identifies the receiver associated with the items being returned.

Return by Pack

Use this option to return serialized packs to a supplier.

The major set of scenarios applicable for serialized inventory are supported and defined based on the following assumptions:

- The system only considers the pack in the Active or Picked (pack must be picked against the order selected for return) stage for return.

  Note The return of the aggregated pack is not supported and an error message displays. To correct the situation, prior to the Return action, remove the pack from an assembly pack using the **Serials** > Remove Packs action.

- Only a whole pack can be returned. For a *whole pack*, know that an assembly pack contains lower-level packs and/or loose inventory, while a unit pack contains serialized items or loose inventory.

  Note When you return a partial quantity, you should prepare the inventory by removing the unit pack from an assembly pack, decommissioning the pack, or removing inventory from a pack prior to return action.

- Only a single order line can be assigned to the pack/inventory simultaneously.
- The following pack with *mixed* inventory is supported:
  - Multiple lot/reference combinations for the single item as content
  - Packed and loose inventory for the single item as content.
- The return of mixed packs (packs with multiple items as content) is not supported.
- The return of non-serialized loose inventory is not supported in multi-entry mode.

Once you confirm a return, the system changes the serial IDs to the Consumed stage and creates additional serial transactions.

When you select the Return By Pack option, the Return Items grid changes to a grid that supports serialized inventory and non-serialized loose inventory.

Important Every pack in the grid is reflected as a multi-level structure. The actual inventory to return displays at the lowest level within the structure, and the level has an Item type. All packaging (boxes, pouches, pallets, and so on) display at the higher level(s) with a Serial type. You can enter additional information that is applied to the whole pack using available fields that are enabled only at the highest level of the pack (Level 1).

When you return non-serialized loose inventory (Item type, Level 1), the system performs as for a standard return (Return By Pack option is not selected).

Return by Pack Buttons

- +New: Add a new pack or line to the grid.

- Click line: Edit the line. You can enter values for multiple fields; refer to the field descriptions in this section.
- More: Change the appearance of the pack structure in the grid. The pack structure can be complex, containing many levels and many child packs. Use the options in More to simplify data entry. To expand all pack levels, select the Expand All option. To collapse all levels and leave only Level 1, select the Collapse All option.
- Delete: Delete a pack or line. The system deletes the whole pack (Serial type), including any lower-level content or the PO line when returning loose inventory (Item type, Level 1).

  Note The button is enabled only on the line representing the highest level in the pack structure (Level field has value of 1).

  For example, to delete an existing multi-level structure (pack) from the grid, click on the line representing a Level 1 (indicated in the Level field); then, click the Delete button. The system deletes the whole pack from the grid.
- Item Serials: Select this option when the pack contains serialized items. The system displays an Item Serial form that lets you see multiple serial IDs stored in the pack. The button applies to only packed inventory and is disabled for non-serialized loose lines.

  Note The button is enabled when there are multiple serialized items stored on the pack. The orange highlighted, Serialized Item Unit, text displays in the Serial field for the line. When only one serial ID is stored on the pack, the serial ID displays directly in the grid, and the button is disabled.

  .
- Supplier Performance Entry: Select this option to enter supplier performance values in a detailed form for a particular line.

  Note Note: This button is enabled when you select Collect Performance Data in the Supplier Performance panel and the order line qualifies for supplier performance data collection (that is, Supplier Performance option is selected for the line at the highest level of the pack (Level 1) or for the PO line, if returning non-serialized loose inventory (Item Type, Level 1).

Grid Fields

Type

Select a type that identifies a line for a return, either Serial or Item (default is Serial), after you click the +New button. The behavior and the other grid fields depend on the selected value.

- Serial Type: Return by pack or serial ID (serialized item).

- Return non-serialized loose inventory as in standard mode when the Return By Pack option is not selected.

Level

This field is read only and displays the level in the packing structure, which is based on the selected serial number when Type is set to Serial, or defaulted to 1 for non-serialized loose inventory when Type is set to Item.

Order

This field is read only and displays the order number from the header.

Note The return-by-pack function is limited to only one order per return session.

Line

Enter a number that identifies a line on the purchase order that has a received quantity. When you enter a line number, the system populates various grid fields with values from the purchase order line record.

The behavior of the Line field depends on the selected type and the logic as follows:

- Serial Type: The field is disabled until the serial number is entered manually or using the lookup. If the serial number passes all validations and the whole pack structure is added to the grid, the system focuses on the Line field.

  Note In addition to the standard list of validations that are executed against the selected line, the system verifies that the item from the pack is the same item as linked to the selected order line. When not the same, the system displays an error message.

- Item Type: The field is enabled and the behavior is the same as for a standard return.

Serial

Enter a serial number that identifies the pack or serialized item. The assembly pack, unit pack, or item serial ID (serialized item) can be selected here for return. The lookup points to serial numbers filtered by Active and Picked stages. You can still enter serial numbers in another stage; however, the system executes validations anyway.

Each serial number can be entered only once; otherwise, an error message displays.

The system expands the whole pack structure and adds to the grid when Serial is selected. The system accumulates the quantity to return at the highest level (Level 1) within the pack structure and displays the value in the Quantity to Return field. You can add/modify additional

information applicable to the whole pack (such as a reason code, Return to Replace, and so on) only at the highest level.

This field is disabled and empty if the line has an Item type.

Note the following:

- When multiple serialized items are stored on the pack at a particular level, orange-highlighted serialized item unit text displays in the Serial field for the line. In this case, use the Item Serials button to see multiple serial IDs stored on the pack.
- The system validates selected Serial in the Picked stage against the order to return. When serial numbers are picked for another order, the system displays an error message.
- The return of Aggregated serial numbers is not supported; when you try, the system displays an error message. To clear the error, prior to return action, you should remove a pack from an assembly pack via the **Serials** > Remove Packs action.

Pack Code

This field is read only and displays a pack code value that is based on the selected serial number. It is blank when you select an item serial ID (serialized item) or when the line has an Item type.

Pack Description

This field is read only and displays a pack code description that is based on the pack code. It is blank when you select an item serial ID (serialized item) or when the line has an Item type.

Stage

This field is read only and displays the current stage (Active, Aggregated, or Picked) of the pack/item serial ID (serialized item). It is blank for non-serialized loose inventory (Item type, Level 1).

Item

This field is read only and displays an item based on the selected serial (Serial type), or it is based on the selected order line for non-serialized loose inventory (Item type, Level 1).

The system displays an item at the lowest level within the pack structure where the inventory is stored.

Description

This field is read only and displays the item description.

Site

Specify the site from which the returned quantity is to be issued; the behavior is same as for a standard return.

This field is read only and displays the site assigned to the selected serial number when Type is set to Serial.

Location

Specify the location from which the returned quantity is to be issued; the behavior is same as for a standard return.

This field is read only and displays the location assigned to the selected serial number when Type is set to Serial.

Lot/Serial

Enter the lot/serial number of the items returned on this purchase order line; the behavior is the same as for a standard return. This field is read only and displays the lot/serial assigned to the selected serial number when Type is set to Serial.

Reference

Enter the lot reference number for the items returned on this purchase order line; the behavior is the same as for a standard return. This field is read only and displays the reference assigned to the selected serial number when Type is set to Serial.

Supplier Lot

Enter a supplier lot or serial number. This field is read only and displays the supplier lot assigned to the selected serial number when Type is set to Serial.

Quantity to Return

Enter the quantity of this line item to be returned. This field is read only and displays the quantity to return for the selected serial number when Type is set to Serial.

Note If the serial number represents a multi-level pack structure, the system accumulates the quantity to return at the highest level (Level 1) within the pack structure and displays it here.

UM to Return

Enter unit of measure associated with the returned quantity.

Reason

Enter a code identifying the reason for the return. When a return to supplier is processed, the items are taken from inventory and the quantity returned is recorded.

Note When you return a few packs against the same order line, the Reason option is synchronized across all lines (that is, packs assigned to the same order line), so if the Reason is specified or blank for one particular pack available in the grid, the system automatically applies the reason to all packs.

Packing Qty

Specify the packing quantity for this return line. The default is 0 (zero).

This amount is usually the same as the quantity received. If not, you can record any discrepancy between the actual quantity received and the quantity listed on the packing list.

This field is read only and empty for the selected serial number when Type is set to Serial.

Receiver

Enter a number that identifies the receiver associated with the items being returned. When you receive or return purchased items, the system always generates a receiving record (receiver). Use it to verify the supplier invoice data entered in Accounts Payable.

Once the Receiver value is defined, related fields such as Location, Lot/Serial, Reference, and Supplier Lot are populated with default values.

There is a difference in the GL amounts calculated and posted when a receiver is not provided. Without a receiver, the system calculates the price and the cost that were available in the original receipt that you select. In this scenario, when the PO is in a non-base currency, the system applies the original exchange rates that were applied to the original receipt that you select.

When a consigned purchase order line is being returned (Consignment option is selected), processing is as follows:

- Once the receiver is specified, the return is against the specific receiver number.
- If the receiver is intentionally left blank, the system selects the appropriate receiver by using FIFO logic. The system displays a message, informing you that the receiver was not entered and the return will be done using FIFO.

This field is read only and empty for the selected serial number when Type is set to Serial; therefore, the system selects the appropriate receiver by using FIFO logic only.

Return to Replace

Indicates a return for credit if the option was not selected. Indicates that the item is to be replaced if the option was selected in the same-named option in the Main panel.

Note When you return a few packs against the same order line, the system synchronizes the Return to Replace option across all the lines (that is, packs assigned to the same order line); so if the option is selected/unselected for a one particular pack available in the grid, the system automatically applies the value to all packs.

Return Consigned Inventory

The system processing based on this field and the default value depend on the purchase order line you select to return and inventory availability.

You cannot edit this field and the value is unselected if the purchase order line is not consigned (Consignment option is not selected).

If the purchase order line is consigned (Consignment option is selected), system processing for this field is as follows:

- If there is only consigned inventory available, this field is selected and the system displays a message, informing you that only consigned inventory is available to return for the purchase order line < number>.
- If there is only non-consigned inventory available, this field is not selected and uneditable, and the system displays a message informing you that only non-consigned inventory is available to return for the purchase order line <number>.
- If there is a mix of consigned and non-consigned inventory available, the system displays a confirmation message, informing you that both consigned and non-consigned inventory is available to return and prompting you to select either consigned or non-consigned inventory. The system then sets the value of this field based on your selection.
- If there is no inventory available, this field is not selected and uneditable, and the system displays a message informing you that there is no inventory available to return for the purchase order line <number>.

Note When you return a few packs against the same order line, the system synchronizes the return consigned inventory option across all the lines (that is, packs assigned to the same order line), so the option selected or unselected for one particular pack available in the grid is applied automatically to all packs.

For information on returning consigned inventory, including pre-requisites, return flow, and system results, see .

Consignment

This field is read only and displays whether the item on this purchase order line is consigned or not.

Reopen

If the purchase order line to be returned is in Closed status, indicate whether it should be reopened. The default is not selected, and the field is editable.

If the purchase order line to be returned is in Open status, the default is not selected and the field is not editable.

Note When you return a few packs against the same order line, the system synchronizes the Reopen option across all the lines (that is, packs assigned to the same order line), so the option selected or not selected for one particular pack available in the grid is applied automatically to all packs.

For additional details, please refer to the Return to Replace on page 4946 process flow.

Supplier Performance

This checkbox is read-only. It is checked under the following circumstances:

- A supplier performance registration record is defined in the current domain.
- There is a match for supplier source, supplier, site, item number, and commodity code values, or any combination of these.
- Use of Supplier Performance is selected for that registration.

When the above conditions are not met, the option is not selected.

Note The system also considers memo items when there is a supplier performance registration record defined with empty item number/ commodity code fields.

Production Order

For a subcontract line item (Return Type is set to Subcontract(S)), the work order or production order number.

Note When you return a few packs against the same order line, the system synchronizes production orders across all the lines (that is, packs assigned to the same order line), so the option is entered/ modified for one particular pack available in the grid is applied automatically to all packs.

ID

For a subcontract line item (Return Type is set to Subcontract (S)), the production order or cumulative order lot ID associated with the subcontracted service. A single production order or cumulative order can have multiple associated lot IDs.

Note When you return a few packs against the same order line the ID, the system synchronizes across all the lines (that is, packs assigned

to the same order line), so the ID is entered/modified for one particular pack available in the grid is applied automatically to all packs.

Operation

The operation number associated with the subcontract order.

Note When you return a few packs against the same order line, the system synchronizes the Operation across all the lines (that is, packs assigned to the same order line), so the Operation entered/modified for one particular pack available in the grid is automatically applied to all packs.

Qty Ordered

The system displays the total quantity ordered from the purchase order.

Qty Received

The system displays the total quantity received to date.

Qty Returned

The system displays the total quantity returned before the current return transaction.

Qty Net Received

The system displays the total quantity received to date minus any quantities returned before the current return transaction.

UM

The system displays the unit of measure for the quantity received.

Due Date

The system displays the line item due date from the purchase order.

Project

The system displays the project identifier associated with the subcontract order.

Supplier Item

The system displays the supplier item number associated with the line item.

Return Type

The system displays the return type for the selected order line.

For example: Subcontract for a return related to a subcontract purchase order line; Inventory for a return related to an ordinary purchase order line.

Lot Control

This field is read only and displays whether the item is set as lot controlled (Lot) or single lot (Single). The data displays only for the

level within the pack structure where an actual inventory is stored; usually it is the lowest level with an Item type.

Serial Control

This field is read only and displays whether an item or pack needs to be serialized or not:

- Item Type: Displays the value as Mandatory if the item's Serial Control option is set to M; otherwise, it displays the value as Never. If the item is a Memo item (ad hoc item), then the value is blank.
- Serial Type: Displays the value as Mandatory when the pack code's Serial Control option is set to M; otherwise, the value is Never.

Receive Supplier Scheduled Order Action

Select the Receive Order item from the Actions menu in **Supplier Scheduled Orders** to start the receiving process for the current supplier scheduled order.

Note The order must be in Open status to be received. Also, to receive a scheduled order line, the Effective Date cannot be outside the order line start and end effective date range for the line you are receiving; otherwise, an error displays.

The navigation always includes two panels, Main and Lines. Additionally, a Shipping Information subpanel within the Main panel lets you enter a shipper ID or inventory movement code.

The Exchange Rate Panel displays when a supplier scheduled order is created in non-base currency.

Note Currently, the supplier scheduled order function does not support creation, update, receipt, or return of indirect lines with rotable, auto-issue, and inventory items.

You can either:

- Receive individual lines using the New button on the Lines grid.
- Click the Receive All button in the Lines frame to pre-populate the Lines grid with all lines that have an open quantity.

Note The default value of Qty Received depends on the setting of Receive Full Quantity in the Main frame. When that option is selected, Qty Received defaults to the open line quantity as of the effective date in schedule detail records of the active supplier scheduled releases; otherwise, it defaults to 0. You can update each individual line, as needed.

Processing of Logistics Accounting enabled Supplier Scheduled Orders

When you receive a supplier scheduled order, the system finalizes the receipt and calculates logistics charge for the open order quantity for each order line.

1. For the supplier scheduled order being received, the system calculates logistics charges based on the quantity to receive for each order line. The calculation is based on the order type:
    - Discrete Purchase Orders – Charges are calculated on the actual quantities being received.
    - Supplier Scheduled Orders – Charges are calculated on the scheduled receipt quantities.

      Note The system uses the apportion method defined for each logistics charge to determine the charge amount for that receipt.

2. For each logistics charge incurred, the system automatically generates a Logistics Accounting GL transaction (RCT-LA). This transaction accrues the inbound logistics cost to the appropriate GL accounts as defined in Logistics Accounting setup,
3. For every unique combination of Logistics Supplier and Logistics Charge, the system creates a Pending Logistics Invoice. These pending invoices represent payables to third-party logistics suppliers and are separate from the main supplier's pending invoice for the goods.

Main

Packing Slip

Enter an optional supplier packing slip number for the items received. In many environments, the fiscal document number is recorded here. This field can be used in Accounts Payable for supplier invoicing by fiscal document number. This number is also stored in the tax history.

Receiver

Enter a number that identifies the receiver associated with the items received. If you leave this field blank, the system assigns a number, based on the receiver prefix and the next receiver number maintained in **Purchasing Control**. When you receive or return purchased items, the system always generates a receiving record (receiver). Use it to verify the supplier invoice data entered in Accounts Payable.

Receive Full Quantity

Select this option when the quantity received should be defaulted as the open quantity for all line items in a complete shipment by supplier for this scheduled order; otherwise, clear this option. This value defaults from**Purchasing Control**. You can change it, as needed.

Effective Date

Enter the receipt effective date. Various over-shipment warnings for quantity or cost can exist for the active schedule release. You can ensure that they are not displayed based on the effective date and quantity received values. To do this, compare schedule detail records for the active scheduled releases. The quantity received defaults from the open quantity when you select Receive Full Quantity in the Main panel of this function. The open quantity is the cumulative open quantity and defaults from schedule detail records as of the Effective Date you enter. The default is the system date, but you can modify it, as needed. The system verifies that the effective date is within an open fiscal period.

Ship Date

Enter the date that the supplier shipped the items.

Receipt Date

Enter the date on which the items were received from the supplier.

Exchange Rate

This subpanel is displayed only under these conditions:

- The order currency is not the same as the base currency.
- The Fixed Rate option is not selected.

Exchange Rate From

Displays the exchange rate of the order currency against a unit of base currency.

Exchange Rate To

Displays the base currency.

Shipment Information

This subpanel is visible only when Shipment Info for Receipts is selected in the Container/Shipper panel in **Logistics Control**.

Purchased items are often managed with shippers. This subpanel lets you enter shipper information for the receipt.

If you are using inventory movement codes, you can also enter the code during while receiving.

Note When Require Inventory Movement Codes is selected in the Customer/Scheduled Shipper panel in **Logistics Control**, you can only enter a RCT-PO type for the Inventory Movement Code in this panel.

Shipper Number

Enter the shipper number for this receipt.

Inventory Movement Code

Enter the code with a RCT-PO transaction type.

Lines

Select New to receive a line for the supplier scheduled order.

When existing lines for the order display, you can select a line to delete.

When you receive items into inventory, you can modify assay %, grade, expire date, and receipt status, unless items with the same lot and reference numbers already exist in the location with different attributes.

Line

Enter a number that identifies an open line on the supplier scheduled order. When you enter a line number; the item number, unit of measure, and supplier item number are displayed.

Item

Enter the code that identifies an item to be received on this supplier scheduled order receipt.

Type

The receipt type; for example, S for a receipt related to a subcontract order.

Lot Control

The value of Lot Control defaults from the same-named setting in the **Items** record. When a value displays, it determines when a lot or serial number is required.

Blank: Lot/serial numbers are not required, although they can be recorded as needed. When Serial Control is set to M (Mandatory) and Lot control is blank, the system generates item serial IDs; however, it is not mandatory that you enter the lot number.

L: Lot numbers are required for this item. During issues and receipts, a lot number must be entered. The lot number applies to the entire transaction quantity entered.

S: Single Lot. Lot is limited to having a maximum of quantity of one (1). During issues and receipts, the maximum quantity for each lot is a quantity of one. For example, when you receive 10, you must enter 10 lot numbers with a quantity of one each. When the Serial Control field is set to M (Mandatory), you cannot set this field to S. And, conversely, when you set Lot Control to S, you cannot set Serial Control to M. The value entered in **Items** is used as the default for all sites. (You can also set up site-specific exceptions in **Items**.) The system maintains complete lot/serial number traceability. The Lot Actual Bill Inquiry lists all the lot/serial numbers of components and raw materials used to make a given lot/serial number.

Qty Open

The system displays the cumulative open quantity from the line's schedule detail record of the active supplier scheduled release as of the Effective Date entered.

UM

The system displays the unit of measure of the open quantity.

Qty Received

Enter the quantity received for this line item. The default quantity to receive is set, based on the following:

- When Receive All and Receive Full Quantity are selected, the quantity to receive defaults from the open quantity on the purchase order line.

- When Receive All and Receive Full Quantity are cleared, the quantity to receive defaults to zero and you must select New for a new line, then enter the quantity received manually.

  Warnings can display that are specific to the supplier scheduled order, based on the quantity received. This occurs when:

  - Overship % exceeds the schedule as of date (Date).
  - No active schedule exists for the supplier scheduled order.
  - The cumulative received quantity is greater than or equal to the maximum order quantity for the order you selected. (This displays when the received quantity is greater than the maximum order quantity in the supplier scheduled order.)

UM Received

Enter the unit of measure (UM) for the quantity received. If you enter a value other than the item master unit of measure, the system accesses the conversion factor defined in Unit of Measure Maintenance (QAD .NET UI).

Packing Qty

Enter the quantity listed on the supplier packing list.

This amount is usually the same as the quantity received. If it is not, you can record any discrepancy between the actual quantity received and the quantity listed on the packing list. Review these records later during invoice matching.

Due Date

The line item due date from the supplier scheduled order.

Cancel B/O

This field determines how the system handles unshipped quantities.

Cleared: Any remaining unshipped quantity remains open on backorder. This quantity can be shipped at some future time.

Selected: The quantity remaining is canceled and is not received later; the quantity required is set to zero and MRP is notified of the decreased requirement.

Typically, Cancel B/O is selected when only a trivial quantity remains to be shipped. For example, 10,120 items ship on an order for 10,124.

Site

Enter the site where this item was received. Site defaults from the order, but you can change it, if necessary.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Note You cannot change the site if multi-entry detail lines exist. To change the site, you must first delete each multi-entry line.

Multi Entry

Select this field to specify multiple locations or lot/serial and lot reference numbers.

When multi-entry lines exist, Multi Entry is selected and cannot be changed. You also can no longer update the Site, Location, Lot/Serial, or Ref fields in the line detail. To change any of these values, you must first delete each multi-entry line.

Location

Enter the location where this item was received.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Lot/Serial

Enter the lot/serial number of the items received on this supplier scheduled order line.

When a value exists in Lot Control, lot control features are active and are based on the setting indicated in Lot Control. When the setting of Lot Control is blank, you are not required to enter a value in this option.

Reference

Enter the optional lot reference number for the items received on this supplier scheduled order line.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Use lot references to subdivide lot/serial numbers. Each lot reference can have its own quantity, status, and lot characteristics such as assay and expiration date. Lot reference is optional and can be left blank.

Supplier Lot

Enter a supplier lot or serial number for reference. To specify multiple supplier lot numbers, select Multi Entry.

To assign your own lot number to the material being received or to use the supplier lot number in your tracking records, specify the number in Lot/Serial. The system maintains detailed receipt records showing that the lot number you enter in Lot/Serial is directly related to the supplier lot number specified here.

Expire Date

Enter the inventory expire date.

The expiration date identifies items that eventually spoil, and for pharmaceuticals that lose potency over time.

The system calculates the expire date using the value for the shelf life (when not blank). The system first checks the value of the shelf life set for item-site inventory exceptions; otherwise, the value is from the Shelf Life setting in the Inventory panel in **Items**.

Inventory Status

Enter the inventory status.

When you assign an inventory status during order receipt, you can override the status normally assigned to a location. Using receipt statuses reduces the need for separate physical locations for inventory subject to regulated business practices.

Note You do not need to have the Regulatory Attributes module to assign inventory statuses during receipt; however, this feature is especially useful in regulated environments.

The Inventory Status value defaults from the following:

1. Inventory detail settings for the site, location, then lot/serial and reference combinations
2. The active PO receipt status from item-site inventory exception settings
3. The active PO receipt status from inventory settings in **Items**
4. Location, then site settings

Grade

Enter the inventory grade attribute. Grade identifies the quality or physical properties of an inventory quantity. Graded products include raw materials, intermediates, and finished goods.

Assay %

Enter the inventory assay % attribute. Assay % identifies the presence, absence, or quantity of one or more components, usually expressed as a percentage.

Production Order

For a subcontract line item (receipt type S), the work order or production order number.

ID

For a subcontract line item (receipt type S), the production order or cumulative order lot ID associated with the subcontracted service.

A single production order or cumulative order can have multiple associated lot IDs.

Operation

The operation number associated with the subcontract order.

Project

The project identifier associated with the supplier scheduled order.

Supplier Item

The supplier item number associated with the line item.

Unit Price

The unit price of the line item defaults from supplier scheduled order line Unit Cost when a fixed price is selected. When a fixed price is not selected, the system calculates a new Unit Price based on a discount list (P. M, or D type) using either the greater of the quantity received or quantity open value.

Discount %

The discount percentage associated with this line item.

Ext Net Cost

The cost of the line after an applicable discount is taken.

Currency

The receipt currency.

Remarks

Optional remarks about this receipt line.

Workflow Options

This panel contains a single checkbox to print the receiver.

When selected, and you Submit the receive action, the system automatically launches the Purchase Receipt Document Print function, letting you print the document with some data from the Selection Criteria pre-filled, such as the receiver number.

After a successful submission, the system displays receiver information in the successful pop-up message. You can view the:

- Total number of RTV numbers the system generated
- First return receiver number

Processing Options

Use the Processing Options panel to control how the system handles order submissions. The system processes messages in the background, sends a notification to your inbox, and records all results in the Submitted Background Processing on page 392.

- Process in Background

  The field is cleared by default. Select it to submit the transaction for background processing, send notification to your inbox, and the system records any information, warning, or error messages in the Submitted Background Processing on page 392browse instead of displaying them on the UI. When Process in Background is selected, the Print Receiver check box is automatically cleared and disabled.

- Background Processing Description

  The field is editable only when Process in Background field is selected. The system defaults the description to Order number and supplier value, and update it as needed. This description appears in the inbox notification, to identify the submitted transaction.

Return Supplier Scheduled Order Action

Select the Return Order item from the Actions menu in Supplier Scheduled Orders to start the return process for the current supplier scheduled order.

The release can be in Active or Inactive status to return items. When inactive, you can make a line active again to continue processing, by changing the scheduled order header end date to a later date in **Supplier Scheduled Orders**.

The navigation always includes two panels, Main and Return Items.

You can either:

- Return individual lines using the New button on the Lines Grid.
- Select the Return All button in the Lines frame to pre-populate the Lines Grid with all lines that have an open quantity.

Note The default value of Qty to Return depends on the setting of Return Full Quantity in the Main frame. When that option is selected, Qty to Return defaults to the quantity received; otherwise, it defaults to 0. You can update each individual line, as needed.

Main

RTV Number

Enter the Return to Vendor (RTV) number that identifies the receiver associated with the items returned. An RTV number is a form of a receiver number. If you leave this field blank, the system assigns a number based on the receiver prefix and next receiver number maintained in **Purchasing Control**.

Return Full Quantity

Select this option to return the full quantity net received on the scheduled order to the supplier; otherwise, clear the checkbox. You can change the quantity in the grid, as needed.

When selected, the Qty To Return in the grid defaults to the quantity net received value for the line.

Effective Date

Enter the return effective date. The default is the system date, but you can modify it, as needed.

Scheduled orders have both header and line start and end effective dates. When processing the order, the system uses the line start date and the later of the header or line end date as the active order line date range.

Note When you view order lines in**Supplier Scheduled Orders**, the system displays both the start and end effective dates. The system displays the end date as green when the date is within the active order

line date range; it is displayed as red when it is not within the active date range.

Ship From

Enter the ship-from code for the return.

Ship To

Enter the ship-to code for the supplier to whom you are returning items.

Return Items

Select New to return items from a line for the supplier scheduled order.

When you select Return All, return lines are set up with items taken out of the site and location specified on the scheduled order. If you are returning from a different place, type in the return information for that line. Lot/serial numbered items must always be manually returned to record the correct lot/serial number.

When existing lines for the order display, you can select a line to delete from this return.

Line

Enter a number that identifies a line on the supplier scheduled order. When you enter a line number; the item number, unit of measure, and supplier item number are displayed.

Item

Enter the code that identifies an item to be returned on this supplier scheduled order.

Item Description

The system displays the item description

Qty to Return

Enter the quantity to return to the supplier. The default quantity to receive is set, based on the following:

- When Return All is selected, all lines in the supplier scheduled order are added in the grid. When Return Full Quantity is selected, too, then the quantity to return defaults from the net received quantity on the supplier scheduled order line.
- When Return All is cleared, you add each line by selecting the New option, then manually entering the quantity to return.
- The quantity to return defaults to zero or to the quantity net received value based on whether Return Full Quantity is selected or not. You can adjust the quantity to return manually in the grid.
- When you return the scheduled order line, the system reduces the cumulative quantity received for the line, and the MRP-scheduled receipts quantity is deducted.

UM to Return

Enter the unit of measure of the item to return. If you enter a value other than the item master unit of measure, the system accesses the conversion factor defined in Unit of Measure Maintenance (QAD .NET UI).

Packing Qty

Enter the quantity listed on the supplier packing list.

This amount can differ from the quantity received. When it does, you can record any discrepancy between the actual quantity returned and the quantity listed on the packing list. Review these records later during invoice matching.

Receiver

Enter a number that identifies the receiver for the receipt associated with the items to return. **Inventory Transactions** includes a lookup for the Receiver that lists all receivers for the line with a RCT-PO type. When the receiver is selected from the lookup when returning, the system defaults the Location, Lot/Serial, Supplier Lot, and Reference in the Return Items grid and the Multi Entry option. The order returns with the price indicated on the receiver.

You are required to enter a receiver when you are returning EAM lines.

Site

Enter the site from which the items will be returned. Site defaults from the order, but you can change it, if necessary.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Note You cannot change the site if multi-entry detail lines exist. To change the site, you must first delete each multi-entry line.

Reason

Enter a valid reason code or use the lookup to select a reason code for the return quantity.

Multi Entry

Select this field to specify multiple locations or lot/serial and lot reference numbers.

When multi-entry lines exist, Multi Entry is selected and cannot be changed. You also can no longer update the Site, Location, Lot/Serial, or Reference fields in the line detail. To change any of these values, you must first delete each multi-entry line.

Location

Enter the location from where the items will be returned.

Select Multi Entry to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Lot/Serial

Enter the lot/serial number of the items returned on this supplier scheduled order line.

Select Multi Entry to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Reference

Enter the optional lot reference number for the items returned on this supplier scheduled order line.

Select Multi Entry to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Supplier Lot

Enter a supplier lot or serial number for reference. To specify multiple supplier lot numbers, select Multi Entry.

To assign your own lot number to the material being returned or to use the supplier lot number in your tracking records, specify the number in Lot/Serial. The system maintains detailed receipt records showing that the lot number you enter in Lot/Serial is directly related to the supplier lot number specified here.

Reopen

Enter the inventory expire date.

The expiration date identifies items that eventually spoil, and for pharmaceuticals that lose potency over time.

Qty Ordered

The quantity ordered on scheduled order line, which is always zero for a supplier scheduled order line.

Qty Received

The quantity received for the scheduled order line.

Qty Returned

The quantity already returned to the supplier.

Qty Net Received

The net quantity received for the supplier scheduled order.

UM

The system displays the UM for quantities received.

Due Date

The line item due date from the supplier scheduled order.

Project

The project identifier associated with the order.

Supplier Item

The supplier item number associated with line item.

Type

Describes the type for the received item; for example, subcontract.

Workflow Options

This panel contains a single checkbox to print the receiver.

When selected, and you Submit the receive action, the system automatically launches the Purchase Receipt Document Print function, letting you print the document with some data from the Selection Criteria pre-filled, such as the receiver number.

After a successful submission, the system displays receiver information in the successful pop-up message. You can view the:

- Total number of RTV numbers the system generated
- First return receiver number

Processing Options

Use the Processing Options panel to control how the system handles order submissions. The system processes messages in the background, sends a notification to your inbox, and records all results in the Submitted Background Processing on page 392.

- Process in Background

  The field is cleared by default. Select it to submit the transaction for background processing, send notification to your inbox, and the system records any information, warning, or error messages in the Submitted Background Processing on page 392 browse instead of displaying them on the UI. When Process in Background is selected, the Print Receiver check box is automatically cleared and disabled.

- Background Processing Description

  The field is editable only when Process in Background field is selected. The system defaults the description to Order number and supplier value, and update it as needed. This description appears in the inbox notification, to identify the submitted transaction.

PO Shippers Overview

Use **PO Shippers** to view, modify, create, or delete unconfirmed shippers; view confirmed shippers; or confirm an unconfirmed shipper. You can also enter attribute values in a PO shipper, letting you indicate whether received items conform/do not conform to item specifications.

Use the **Confirm PO Shipper** action to confirm unconfirmed PO shippers.

PO Shippers

PO shippers record item numbers and quantities from formal shipping documents or supplier packing lists. You can edit, create new, or delete shipping line information that contains the recorded data from the shipping documents or packing lists. You can enter attribute values in a PO shipper, letting you indicate whether received items conform to item specifications, and you can also view or edit carrier data.

PO shippers do not update inventory balances or create general ledger (GL) transactions for PO receipts and inventory accounts. **PO Shippers** lets you record a receipt and take time to verify it. Use the **PO Shippers** Confirm Action on page 4996 to update inventory and the GL after manually verifying received items and quantities.

Note the following:

- PO shippers that you create can be maintained and received in .NetUI when the shipper does not contain any EAM shipper lines.
- PO shippers with data in the Inbound Shipper Lines on page 4987 grid cannot be maintained in .NetUI.
- PO shippers with loose lines that were created in the .NetUI can be maintained and received.
- PO shippers that have containers created in the .NetUI can be viewed and the shipper’s contents can be modified and confirmed
- New loose lines can be added to PO shippers with containers that were previously created in the .NetUI.
- You cannot create or delete container lines or add contents to existing container lines in the Web UI.
- The Inbound Shipper Lines on page 4987 grid only supports the following:
    - Loose items without a packaging structure (that is, a unit pack with content or a master pack with a unit pack with content)
    - Multi-entry for content
    - Attributes for KIT structure line
- When you add a consigned PO line to the PO shipper grid and use the Confirm PO Shipper action, the system creates a consignment

receipt (CN-RCT) for the consigned line. Refer to Confirm Action on page 4996.

PO shippers are identified by a shipper ID. The shipper ID is associated with a supplier code (ship-from); a status (confirmed or unconfirmed); and ship, arrive, and due dates.

Select a PO shipper from the browse, then select Edit to modify details.

Select New to create a new shipper.

Select Delete to delete a shipper. For an unconfirmed shipper without container contents, the system deletes the shipper, item contents, and any item child records (such as multi-entry records).

Select Actions, then Confirm on page 4996 to confirm an existing unconfirmed shipper.

To enter attribute values in a PO shipper, letting you indicate whether received items conform/do not conform to specifications set in **Item Attributes**, see Attributes on page 4988.

Main

The Main panel includes shipper information. When the shipper status is confirmed, you cannot modify the information in this panel.

When an unconfirmed shipper exists without shipper lines or containers, you can modify the date and ship-to options when you select to edit the shipper in the browse.

Shipper

You can manually enter a shipper number.

Ship-From

The ship-from address for the supplier.

You can use the lookup to find active suppliers. The system displays an error when you:

- Modify or create a new shipper, and you enter a blocked or inactive supplier or select one from the lookup.
- Enter a supplier who is not certified and Enforce Supplier Certification is selected in **Purchasing Control**.

Ship-to

The ship-to site to which this shipper is delivered.

When shipper content (the receiving details in a PO shipper line) exists for a shipper that was created through either the .NetUI or .NetUI, the ship-to option is disabled.

Status

Indicates whether the shipper is confirmed or unconfirmed.

Ship Date

The date the goods were shipped. When creating a new shipper, the default is the system date. This option is used by the system when calculating the open quantity on a scheduled order line. This date is also used to determine if the quantity invoiced on a scheduled order line will cause the receipt quantity or cost tolerance specified in **Purchasing Control** to be exceeded.

Arrive Date

The date the shipment is due at the port of arrival.

Due Date

The date the items on the shipment are due to be received at the destination.

Carriers

Use the information in the Carriers panel to view carrier information for a confirmed shipper's lines.

You can select Edit to edit existing carrier information, select New to add new information, or select Delete to remove carrier information or an unconfirmed shipper's lines.

Carrier Shipment Reference

The shipment reference number from the carrier, such as a bill of lading number, carrier tracking number, or packing slip number.

Carrier Shipment Reference 2

Indicates another shipment reference number supplied by the carrier, such as a waybill number.

Ship Via

The preferred carrier for a supplier’s orders. You can select different Ship Via values from the lookup.

Terms of Trade Point

The terms of trade point for shipments resulting from this scheduled order. This point identifies when the title transfers from the seller to the buyer. It is sometimes referred to as the free-on-board (FOB) point. You can select different terms of trade point values from the lookup.

Vehicle ID

The vehicles or vessel used to transport items from your suppliers to your company. You can select different vehicle ID values from the lookup.

Voyage/Flight

A specific voyage or flight number for the shipment.

Origin of Goods

The country origin of the shipped goods. If the item ordered has a country of origin value in the Item Intrastat record, the system uses that as the default. You can select different origin of goods values from the lookup.

Mode of Transport

The mode of transport code for this order line. The value defaults from the order header. You can select different mode of transport values from the lookup.

Port of Departure

The airport, seaport, or land border through which vehicles, vessels, or flights cross when departing. You can select different port of departure values from the lookup.

Port of Arrival

The airport, seaport, or land border through which vehicles, vessels, or flights cross when arriving. You can select different port of arrival values from the lookup.

Remarks

Edit or add remarks for unconfirmed shippers.

PO Shipper Lines

This panel displays two grids:

- Container Structures or Loose Lines grid

  Displays the shipper lines for PO shippers with container structure lines created in .NET UI, loose lines, and KIT parents with component lines.

- Pack Structures or Loose Lines grid

  Displays the shipper lines related to loose items only.

Both grids deploy a tree-list structure that allows the display of child lines. For example, a shipper line for a kit parent item can have child lines that display the component items used in the kit item or containers with child lines as content.

When Grids Display

It is important to note that both grids do not always display. In some cases, only one of the grids for the shipper lines displays:

- If the shipper was created in .NET UI, line data displays in the existing Container Structures or Loose Lines grid, and the Pack Structures or Loose Lines grid is not visible.

- When creating a new shipper, based on the **Match Levels** setup, the Pack Structures or Loose Lines grid is visible during creation or when you have entered the Ship-From and Ship-To.
- To display the Pack Structures or Loose Lines grid, the system checks the following setup in this order of preference:
  - Ship-to, Supplier
  - Ship-to
  - Supplier
  - <blank Ship-To>, <blank Ship-From>
- When the expected preference is found, the Pack Structures or Loose Lines grid is visible; otherwise, the Container Structures or Loose Lines grid is visible. Note that once a user has created and saved a shipper line in one of the grids, then the other grid is hidden.
- When no **Match Levels** setup is found when creating the PO shipper, then both grids are visible; you can enter data in either grid.

  Note To help you determine which grid to use, you should use the Pack Structures or Loose Lines grid when you want to use packaging structures based on serialization setup definition or enter item serials for serialized items.
- When viewing and editing a PO shipper created in the Web UI, the panel only displays the grid that was used to create the PO shipper.
- Once all shipper lines are deleted in any grid, you enter lines in the other grid; so, if you delete all lines in the Container Structures or Loose Lines grid, you can then enter lines in the Pack Structures or Loose Lines grid.
- PO Shipper Lines created in PO Shippers cannot be modified in PO Shipper Lines browse. PO Shipper Lines browse in AUX is just to view the PO Shipper Lines details created in PO Shippers.

Container Structures or Loose Lines Grid

Buttons in the Container Structures or Loose Lines grid include:

- New: Click to add a new record to the contents grid.
- Edit : Click to edit existing lines in the grid.
- + (Add sign): Click the **+** Child button to add contents to the pack.
- Delete: Click to delete a child/item from the pack.
- Attributes: See Attributes on page 4988 for more information.
- Drag & Drop: Click this button to add to a child/item.
- Child button in the grid: Add a child row.

Select Edit to edit fields in the grid. When you edit shipper lines, you can only edit the quantity to receive, site, location, lot/serial, reference, and supplier lot. You can edit regulatory fields such as Inventory Status, Expire Date, Assay Percentage, and Grade when a shipper line you receive has a site, location, lot/serial, and reference combination that does not exist in **Inventory Detail**. When the line was created as a subcontract line in the .NetUI, you can also edit the Production Order, ID, and operation-related fields for the existing line.

Select New to add new lines. When you add new lines, you can edit the order number, line, quantity to receive, UM received, UM conversation, location, lot/serial, reference, supplier lot, and site. When you try to create a shipper line with the same order and line as an existing shipper line, the system displays an error message.

Select Delete to delete lines. The system deletes the shipper line for the item, including any multi-entry records.

In the grid, select the Child button on the left of a row to add a child row. You can do this when the line selected is a kit parent line. You cannot select the Child button when the line selected is for a loose item or the line has a container item.

Select Details to view/edit PO Shipper Line Details.

Click Done to save all updates to the shipper lines in the grid. When you do, the system checks for the following, and displays error or warning messages for the following conditions:

- Out-of-tolerance for the quantity being received
- Duplicate records
- UM
- UM conversion between shipper line UM and stock UM
- Location
- Site
- Inventory status
- Production order
- ID
- Operation

Type

Displays the type of PO Shipper line. Example types are item or container.

Level

The line level in the grid. Provides an indication of where the line exists in the PO shipper line hierarchy.

Attribute Status

See Attributes on page 4988.

Container ID

The identification number of the container when the line is a container type.

Order

The order number. This can be a discrete, supplier scheduled, EMT, or trade sales supplier scheduled order.

Line

The order line number.

Item

The item for the order being shipped.

Description

Displays the read-only item description.

Qty to Receive

The actual received item quantity for this line. When the line has multi-entry records, the system displays the cumulative quantity of all multi-entry records.

UM Received

Enter the UM for the quantity received. When you enter a value other than the item master UM, the system accesses the conversion factor from the PO or scheduled order line as long as the UM received is the same as the UM in the line; otherwise, the system accesses the conversion factor defined in Unit of Measure Maintenance (.NetUI).

UM Conversion

The conversion factor to use if the shipping unit of measure is not the same as the inventory stocking unit of measure. For example, if the shipping UM is cases, the stocking UM is pallets, and there are 10 cases per pallet, the conversion factor is .1.

Stock UM Quantity

This value is calculated using the Quantity to Receive and UM Conversion.

UM

The unit of measure for the shipped items.

Site

The site that receives the items. You can select a different site from the lookup.

Entity

The entity associated with the site.

Multi Entry

This field is selected automatically and non-editable when:

- Multiple sites/locations, lot/serial, or lot reference number records exist

  When this condition exists, the Multi Entry option is selected and noneditable in the PO Shipper Lines Options subpanel, too. When the grid contains only one record, Multi Entry is not selected and non-editable.

- Multi-entry lines exist

  When this condition exists, you can no longer update the Site, Location, Lot/Serial, or Reference fields in the PO Shipper Lines Details panel. To change any of these values, select Details; then, edit the information for each multi-entry record in the PO Shipper Lines Details grid.

When you add multi-entry details in the PO Shipper Details grid, the system lets you record multiple lines for the same order and line as long as the site/location/lot/serial/reference are different; however, when you add multiple lines with the same site/location/lot/serial/reference for the same order and line, the system displays an error.

Attributes

This column includes a read-only checkbox that is automatically selected when the line items have attributes maintained for them. For more information, refer to Attributes on page 4988.

Location

The company location that receives the items. You can select a different location from the lookup.

Lot/Serial

Enter the lot/serial number of the items received on this shipper line. You can select existing inventory with different a lot/serial and reference from the lookup.

When a value exists in Lot Control, lot control features are active and are based on the level indicated in Lot Control. The level can restrict the lot number that you enter for the item.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Reference

Enter the optional lot reference number for the items received on this shipper line. You can select existing inventory with a different lot/serial and reference from the lookup.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Use lot references to subdivide lot/serial numbers. Each lot reference can have its own quantity, status, and lot characteristics such as assay and expiration date. Lot reference is optional and can be left blank.

Supplier Lot

Enter a supplier lot or serial number for reference. To specify multiple supplier lot numbers, select Multi Entry.

To assign your own lot number to the material being received or to use the supplier lot number in your tracking records, specify the number in Lot/Serial. The system maintains detailed receipt records showing that the lot number you enter in Lot/Serial is directly related to the supplier lot number specified here.

Note Lot/serial numbers can be restricted when the receipt is lot controlled.

Expire Date

The system calculates Expire Date values from the shelf life settings (when not blank). The system first checks for any shelf-life value settings for item-site inventory exceptions, then checks the shelf-life value from the Inventory panel in **Items**.

Inventory Status

The Inventory Status value defaults from the following settings:

1. Inventory detail settings for the site or location
2. The active PO Receipt Status setting from item-site inventory exceptions
3. The active PO Receipt Status setting from items in inventory
4. Location settings
5. Site settings

Grade

Enter the grade attribute value for the inventory line being received.

Assay

Enter an assay % attribute value for the inventory line being received.

Production Order

The work order or production order number. You can update the value only for a subcontract line item (receipt type S).

ID

The production order or cumulative order lot ID associated with the subcontracted service. A single production order or cumulative order can have multiple associated lot IDs. You can update the value only for a subcontract line item (receipt type S).

Operation

The operation number associated with the subcontract order. The operation value is for a subcontract line that does not have the type set for receipt, is not a memo order type, and does not have inventory options specified for the line. You can update the value only for a subcontract line item (receipt type S).

Note When you select the Details option, Production Order, ID, and Operation are only editable when the order line receive type is for a subcontract line item. When the order line has a memo or inventory receive type, these fields are blank and disabled both in the PO Shipper Lines and PO Shipper Line Details panel.

Pack Structures or Loose Lines Grid

The grid in this panel supports loose items,unit packaging lines and multi-level packaging lines. Adding, modifying, or deleting loose lines or pack structures is the same as described in the Container Structures or Loose Lines Grid on page 4975.

To add pack structures or loose lines to the grid, you must provide ship-from, shipper, ship-to, and ship via details in the PO Shippers Main on page 4972 and Carriers on page 4973 panel respectively.

Note When you add an EMT kit Dirship or Tranship type parent line, the system automatically adds related components as child items. If a component is not part of the parent item, you can manually add it using the Child button in the grid.

When you create multilevel packaging lines with a pack code, the grid validates the existence of the pack code and checks if it is linked to an inventory item.

Note The grid does not permit the use of Memo pack codes that are not linked to any inventory items.

All the multilevel packaging created in Pack Structures or Loose Lines grid is validated against the pack code configuration as mentioned in the table below.

Pack Code Validations

Pack Code Configuration	Description	Error message when conditions of the Pack Code Configuration are not met
Single Item: Yes Single Lot: No	Allows the inclusion of the same item with different lots.	Master Serial Pack Code is for single item.
Single Item: No, Single Lot: Yes	Permits adding different item with a single lot.	Master Serial Pack Code is for Single Lot
Single Item: No, Single Lot: No	Permits adding different item with a single lot.	Master Serial Pack Code is for Single Item & Master Serial Pack Code is for Single Lot

Note The Pack Structures or Loose Lines grid can be saved and processed even when the pack code configuration conditions are not met, but processing in PO Shippers Confirm Action on page 4996 is not allowed.

You can also modify or delete unit packaging lines in the Pack Structures or Loose Lines grid.

Note When you delete an EMT PO KIT parent line, the system automatically deletes the related components from the grid.

You can confirm loose lines or packaging lines in the grid via the Confirm Action for PO Shippers on page 4997.

Note The **PO Shipper Lines** hybrid browse displays PO shippers created with data either in **PO Shipper Lines** or in the grid in this panel; however, you can only view the inbound shipper lines.

To modify or delete inbound shipper lines, use **PO Shippers**.

Type

Displays the type of PO shipper line. Example types are item or serial.

Level

The line level in the grid. Provides an indication of where the line exists in the PO shipper line hierarchy. The system will calculate levels for all multilevel packaging structure lines automatically.

Serial

The identification number of the pallet or box when the line is a serial type. It is mandatory and editable for the serial type line. This serial data must be entered manually.

Note The Serial linked to Pack Code is allowed to be used only with one PO shipper.

Pack Code

Editable for a serial type line. You can enter the Pack Codes defined in the Pack Codes screen here. The system displays a warning when a Pack Code is not linked to the inventory item, BOM or when a non-existing Pack Code is entered. Blank Pack code not allowed in Pack Structures or Loose Lines grid for Type Serial line and error is displayed.

Order

The order number. This can be a discrete, supplier scheduled, EMT, or a trade sales supplier scheduled order. It is disabled for a serial type line.

Line

The order line number. It is disabled for a serial type line.

Item

The item for the order being shipped. This can also contain the item code from the Pack Codes definition.

Description

Displays the read-only item description.

Qty to Receive

The actual received item quantity for this line. It defaults to 1 and is disabled for a serial type line but you can update the value for an item type line.

UM

Enter the unit of measure for the quantity received. When you enter a value other than the item master UM, the system accesses the conversion factor from the PO or scheduled order line as long as the UM received is the same as the UM in the line; otherwise, the system accesses the conversion factor defined in **UM Conversions**. It defaults to the item UM for a serial type line that links to the Pack Code.

UM Conversion

The conversion factor to use if the shipping unit of measure is not the same as the inventory stocking unit of measure. For example, if the shipping UM is cases, the stocking UM is pallets, and there are 10 cases per pallet, the conversion factor is 1.

Stock UM Quantity

This value is calculated using the Quantity to Receive and UM Conversion.

Site

The site that receives the items. You can select a different site from the lookup. It defaults to the site from the item that links to the Pack Code and can be modified for either a serial or item type lines.

Entity

The entity associated with the site.

Multi Entry

The field is editable only for an item type line and only when creating a new line. When editing an existing line, the field is not available.

When you create a new line, the option is not selected. When you enter line details and set the Quantity to Receive to any value greater than 0, the option is automatically selected; however, you can clear it.

When you save the line, and Multi-Entry is selected, the system displays a pop-up window that lets you create multiple lines from the details entered on the PO shipper line.

When you complete entering multi-entry data, the system replaces the original line entered on the PO shipper lines grid with the multi-entry lines entered in the multi-entry pop-up window

Location

The company location that receives the items. You can select a different location from the lookup. It defaults to the location from the item linked to the Pack Code and can be modified for either a serial or item type line.

Lot/Serial

Enter the lot/serial number of the items received on this shipper line. You can select existing inventory with a different lot/serial and reference from the lookup.

When a value exists in Lot Control, lot control features are active and are based on the level indicated in Lot Control. The level can restrict the lot number that you enter for the item. Refer to the Lot Control description for more information.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

When a serial type line with an item linked to the Pack Code is lot controlled or serial controlled, you must enter this data manually.

Reference

Enter the optional lot reference number for the items received on this shipper line. You can select existing inventory with a different lot/serial and reference from the lookup.

Select Multi Entry to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Use lot references to subdivide lot/serial numbers. Each lot reference can have its own quantity, status, and lot characteristics such as assay and expiration date. Lot reference is optional and can be left blank.

Supplier Lot

Enter a supplier lot or serial number for reference. To specify multiple supplier lot numbers, select Multi Entry.

To assign your own lot number to the material being received or to use the supplier lot number in your tracking records, specify the number in Lot/Serial. The system maintains detailed receipt records showing that the lot number you enter in Lot/Serial is directly related to the supplier lot number specified here.

Note Lot/serial numbers can be restricted when the receipt is lot controlled.

Item Serials

Read only. Indicates if item serials have been entered or not for the serialized content. When the Item Serials option is highlighted, it alerts you to the fact that serials have not been entered. When they are entered, the Item Serials option displays as selected.

Expire Date

The system calculates the Expire Date values from the shelf life settings when not blank. The system first checks for any shelf-life value settings for item-site inventory exceptions, then checks the shelf-life value from the Inventory panel in Items. This is disabled for a serial type line.

Inventory Status

The Inventory Status is disabled for serial type line; otherwise, the value defaults from the following settings:

- Inventory detail settings for the site or location
- The active PO Receipt Status setting from item-site inventory exceptions
- The active PO Receipt Status setting from items in inventory
- Location settings
- Site settings

Grade

Enter an assay % attribute value for the inventory line being received. This option is disabled for serial type line.

Essay

Enter an assay % attribute value for the inventory line being received. This option is disabled for serial type line.

Production Order

The work order or production order number. You can update the value only for a subcontract line item (receipt type S). This option is disabled for serial type line.

ID

The production order or cumulative order lot ID associated with the subcontracted service. A single production order or cumulative order can have multiple associated lot IDs. You can update the value only for a subcontract line item (receipt type S).This option is disabled for serial type line.

Operation

The operation number associated with the subcontract order. The operation value is for a subcontract line that does not have the type set for receipt, is not a memo order type, and does not have inventory options specified for the line. You can update the value only for a subcontract line item (receipt type S). This option is disabled for serial type line.

Lot Control

Read only and defaults from item-site inventory exceptions, if available; otherwise, it defaults from item planning data.

Serial Control

Read only and defaults as Mandatory from the Pack Code definition.

Item Serials

When you click the Item Serials button in the Contents grid, a screen displays that lets you enter item unit serials manually for each quantity. This option is only enabled when a serialized item unit (Serial Control is set to Mandatory in **Items** > Inventory panel) is entered in the Contents grid.

When the Item Serials screen is launched, the number of records that match the Quantity entered in the grid are added to the Main grid with blank serials. When you add or delete a record in the Item Serials screen, the system updates the total Quantity in the grid to match the number of item serials entered for each quantity.

Summary

The Summary panel displays the following data:

- Item: Serialized item and description
- Quantity: Quantity entered in the Contents grid
- Total Item Serial Quantity entered: Calculated on the fly as you enter the number of Item Serials.
- Lot/Serial: Displays the Lot/Serial entered in the Contents grid.
- Reference: Displays the Reference entered in the Contents grid.

Main

Buttons above the grid include a New button to add a new record to the Item Serials grid and a Delete button to remove a record from the grid.

Item Serials Grid

Serial

Optionally, enter the serial provided by the supplier.

Quantity

Displays one quantity and is disabled.

UM

Displays the UM entered in the Contents grid and is disabled.

Warnings

The following warnings can display when adding unit packaging lines in the Inbound PO Shipper Lines grid:

Pack Code Does Not Exist Warning

Displays when you enter a non-existing Pack Code

Memo Pack Codes Not Currently Supported Warning

Displays when you enter a Pack Code not linked to an inventory item

For the following scenarios, there are warnings when adding shipper line(s) in the Inbound PO Shipper Lines grid.

Single Item: Yes	Single Lot: No	Different items are being added in the pack	Master Serial Pack Code is for single item
Single Item: No	Single Lot: Yes	Different items are being added in the pack with different lots	Master Serial Pack Code is for single lot
Single Item: Yes	Single Lot: Yes	Single Item with different lots/	Master Serial Pack Code is for

		different items are being added in the pack with different lots	single item and Master Serial Pack Code is for single lot

Note The **PO Shipper Lines** hybrid browse displays PO shippers created with data either in **PO Shipper Lines** or in the grid in this panel; however, you can only view the inbound shipper lines.

Shipper Line Details Panel

The Shipper Line Details panel displays:

- Summary information, including the shipper, status, order and line, item, quantity to receive, UM received and conversion, and stock UM quantity. You cannot edit this information.
- A PO Shipper Lines Options subpanel with two entries: an option for Multi-Entry, and an option for Attributes on page 4988. The Attributes option is read-only and pre-selected when the line items have *active* item attributes maintained for them. The Attributes option also displays in the Multi-Entry panels.
- A Subcontract subpanel that displays only for subcontract EE order lines
- A PO Shipper Lines Details panel grid where you can create a new line or edit the site, location, quantity to receive, lot/serial, reference, supplier lot, inventory attributes (status, expire date, assay percentage, or grade). For information on the inventory-related attributes, refer to **Inventory Details**.

Logistics Charges Details

The Logistics Charges Details grid is displayed when Logistics Accounting is enabled in Logistics Control on page 5069 and Terms of Trade is defined for atleast one PO in the PO Shipper lines. Once enabled, the system uses logistics accounting logic to the PO Shipper process.

Use the following buttons above the grid to maintain logistic charges grid.

- Add: Add a new charge line; recalculate all charge totals after saving.
- Delete: Delete only manually added charges. Charges originating from the Terms of Trade cannot be deleted.
- Edit: Modify fields in the grid to trigger automatic recalculation based on current quantities, supplier, and price list.

Logistics Charges Re-calculations

Whenever grid data is updated, all logistics charges are automatically re-evaluated:

- Shipper Line Quantity Changed: The system recalculates all the logistics charge totals.
- New Shipper Line Added: The system recalculates logistics charges.
- Shipper Line Deleted: The system recalculates if it was the last line, remove all charge data.
- Charge Field Updated:The system recalculate all totals on Save.
- Charge Added/Deleted: The system recalculate totals automatically.

Logistics Charge

Select a defined logistic charge code from the lookup.

Logistics Supplier

Defaults from Logistic Charges and should be active.

Logistics Charge Price List

Defaults from Logistic Charges and should be valid price list for the selected logistics charges.

Currency

Specify the currency and it is a mandatory field.

Type

Defaults from Logistics charges, For Apportion Method 01, Type is blank/disabled; for Methods 02–04, only Unit or Bulk allowed. Invalid selections cause error.

UM (Unit of Measure)

Select from the lookup and UM varies by Apportion Method:

- Method 02 > weight UMs
- Method 03 > volume UMs
- Method 04 > field disabled/blank

Attributes

You can enter attribute values in a PO shipper, letting you indicate whether received items conform/do not conform to specifications set in **Item Attributes** and generate different documents, such as quality orders, either Lot or Quality type, when the PO shipper is confirmed and the inspection is complete.

You can enter attribute values when the item attributes are *active*, and set up with a User input method for the lot level in **Item Attributes**.

Attribute status displays in the PO Shipper Line Details grid when the line item has attributes associated with it. Partial (half-filled circle), complete (filled circle), or no attribute value entry (unfilled circle) can display in the

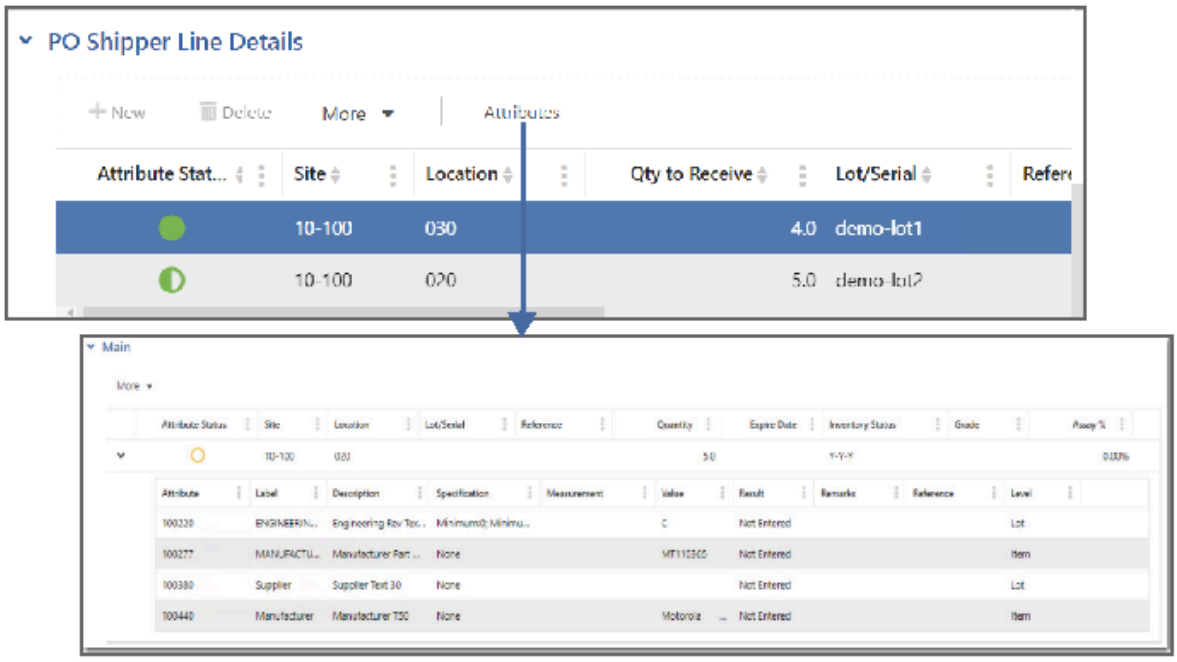
status indicator. Also, Regulatory Attribute fields (Expire Date, Assay %, Inventory Status, and Grade) can be modified in the Attributes pop-up screen.

An Attributes option displays in both the PO Shipper Lines grid and the Multi-Entry grid. When you select a line with item attributes in the PO Shipper Lines Details grid, the Attributes option is selected.



When attributes exist for the line, and you select the Details option, the system shows you in the PO Shipper Line Options subpanel that the Attributes option is selected, and you cannot modify it.

In the PO Shipper Line Details grid, you can select the Attributes option to display the Attributes panel.



The Attributes status column is not visible for the following scenarios:

- There are no attributes associated with the line item
- The Source Type is MRO
- The Receive Type is Memo or Subcontract but not the last operation

The Attributes panel includes two subpanels:

- **Summary**

The Summary panel at the top includes the PO or scheduled order, the order line, the item and description, the quantity to receive, and the UM.

- **Main**

  The Main panel lets you enter item attributes for a PO shipper. You can enter attributes for single or multiple items and for items that have multiple lot/serials. To enter attributes for single or multiple items, select the Lot/Serial record displayed in the Main panel. Then enter the attribute in the Value field and any additional notes in the Remarks field.

To enter attributes for a PO shipper, in the Main panel's grid, select the line with no or partially entered attributes; then, click on the arrow to the right of the selected line to display a subpanel that lets you enter attribute values.

You can modify regulatory attribute values such as grade, assay, or the expire date for inventory detail records. You can also enter Remarks. The values you enter display in quality orders (either Lot or Quality type) that generate when active attributes have not been fully entered or the attributes are linked to test.

When you enter values that are part of the include lists in the Specification column in the grid, the Result column changes the status to Conforming and the Attribute Status indicator can change to show a partial or complete attribute entry, depending on whether attribute entry is complete at the point of receipt.

Click OK when you are finished. The entered attribute values are reflected in PO Shipper Lines grid.

When you confirm the shipper, you can create quality records for the item that you received when all attributes conform and are completely entered. When you enter attributes in Multi-Entry records, you can generate quality orders for two different lot sequences when you confirm the PO shipper.

WIP Lots

The WIP Lots button is available in both PO Shipper Lines grids - the Pack Structures/Loose Lines and Container Structures/Loose Lines grids, when Enable WIP Lot Trace is selected in the WIP Lot Trace Control setup. The button allows to enter or review WIP lot details for subcontract items that are WIP lot traceable. For non-subcontract or non-traceable lines, the WIP Lots modal opens in a read-only state and does not allow WIP lot entry.

Consumed WIP Lots

The Consumed WIP Lot grid record WIP lot details for subcontract PO Shipper lines when WIP Lot Trace is enabled in the WIP Lot Trace Control.

You can use the buttons above the grid to perform the following actions:

- New: Add a new lot line.
- Delete: Delete the selected line.
- More: Export and import the grid data to Excel.
- Auto Fill: Auto fill the grid with lot data. The field is enabled by default and disabled if data already exists in the grid.
- Calculate Consumption: Automatically calculates the Quantity to Consume for the WIP Lots to match the total Quantity Processed. The value depends on the Combine WIP Lots setting in WIP Lot Trace Control.

  Note You cannot select more than one WIP Lot if the Combine WIP Lots field is disabled in WIP Lot Trace Control.

Lot/Serial

Select a lot or serial number from the lookup to identify which WIP lot is consumed during the subcontract PO Receipt transaction. If the field is left blank, the transaction cannot be submitted.

Reference

Optionally, enter or select a reference value to associate with the WIP lot.

WIP Quantity

The field is populated by default and read-only with the available quantity for the selected WIP lot.

Quantity to Consume

Enter the quantity of the WIP lot to be consumed during the production operation, or use the Calculate Consumption to calculate the value automatically. The Quantity to Consume must equal the Quantity Processed. Any deviation depends on the settings for Overissue WIP Lots and Combine WIP Lots fields in WIP Lot Trace Control.

Note When the user enters Consumed WIP Lot details, the system displays a message showing the WIP Quantity available at the operation for processing.

Produced WIP Lot

The Consumed WIP Lot grid records WIP lot details for subcontract PO Shipper lines when WIP Lot Trace is enabled in WIP Lot Trace Control.

You can use the buttons above the grid to perform the following actions:

- New: Add a new lot line.
- Delete: Delete the selected lot line.
- More: Export and import the grid data to Excel.
- Copy Consumed Lots: Enabled when Produced WIP Lots exist and can be mapped from the Consumed WIP Lots, and disabled when

no Produced WIP Lots are available or when the operation being reported as the first milestone operation.

Note If Split WIP Lots is disabled in WIP Lot Trace Control, the system populates the Produced WIP Lots grid with only the earliest created lot and defaults the Quantity Produced to the Quantity to Consume. If Split WIP Lots is enabled, the grid is populated with all selected Consumed WIP Lots, and the Quantity Produced defaults to the Quantity to Consume for each lot.

Lot/Serial

Select a lot or serial number from the lookup to identify which WIP lot is consumed during the subcontract PO Receipt transaction. If the field is left blank, the transaction cannot be submitted.

Reference

Optionally, enter or select a reference value to associate with the WIP lot.

Quantity

Enter the quantity of the lot produced after the consumed operations are completed. It is a mandatory field and the Quantity produced must equal the Quantity Processed. Any deviation depends on the settings for Overissue WIP Lots and Combine WIP Lots fields in WIP Lot Trace Control.

Notes

Use the Notes browse to view or edit existing notes for a shipper line. You can apply filters for note data to display.

Select New to add new notes for a line for an unconfirmed shipper.

Select Edit to edit existing notes for an unconfirmed shipper.

Select Details to view or add more information for the notes, or to select other Options, such as printing the notes on a shipper. You can choose Select in the Details subpanel to display a lookup browse with data from **Master Notes**. You can refine the search to display existing Master Reference records from Master Notes. When you select a record, the system populates the Notes text box with the data from the record. When you save your notes additions, you can add additional, separate notes by selecting other data to populate the Notes text box.

Select Delete to delete notes for an unconfirmed shipper.

Select Save to save your added notes.

Create PO Shipper with EDI Document Import

You can use EDI Document Import function to create PO Shipper Lines in the Pack Structures and Loose Lines grid if a match level setup is found for the Supplier and Site data.

Loose Items and Packaging Lines include:

- Loose Lines with non-serialized Items
- Loose Lines with serialized items without serials information
- Loose Lines with both non-serialized and serialized Items.

If a match level setup is not found for the Ship-From (Supplier) and Ship-To (Site), the EDI Document Import generates .NET UI PO Shipper for container structures and loose items.

Create Advanced PO Shipper with Document Import

Use Purchase Order Export to export purchase orders that include multiple loose serialized and non-serialized lines, consisting of both kit and non-kit component items, with EMT types transhipment or dir-ship.

When you import these Sales shipper files in the .NET UI using the EDI document import, the system automatically creates an Advanced PO Shipper if match levels exist for the supplier and the site.

If the Automatic PO Receipt option is enabled in the **Supplier Domain** settings for the supplier in **Sales Orders**, the advanced PO Shipper is confirmed automatically. Otherwise, confirm the advanced PO Shipper manually using the Confirm action.

PO Shipper Lines

You can view, export, import, update, and delete records. This browse supports loose items and multi-level packaging structures, including assembly and unit packs. You can edit the Pack Structures or Loose Lines browse only when the shipper is in an Unconfirmed status. When confirmed, modifications are restricted.

Users can perform the following actions:

- Export shipper line data in CSV or Excel format and maintain the original structure and hierarchy in the exported file using the Export button.
- Import shipper line data using CSV or Excel, validate records before insertion, display error logs for incorrect entries, and update shipper lines.

  Note

  - All imported pack structures must have a valid Pack Code.
  - If the item is serial-controlled, the serial number must be included in the import file.
  - The system automatically assigns imported Pack Structures or Loose Lines to the correct shipper based on Ship-To location, Supplier, and Match Levels.
- Update the quantity, location, site, reference, supplier lot, and attribute status. Editing restrictions apply based on the shipper type and

inventory status. The Pack Structures or Loose Lines browse remains editable only when the shipper is in an Unconfirmed status, after which all modifications are restricted.

- Delete shipper lines with confirmation. If applicable, child records associated with the deleted line are also removed.

Summary

Shipper

Displays the shipper number.

Status

Displays the current status of the PO shipper, such as Unconfirmed or Confirmed.

Supplier Name

The preferred carrier for a supplier’s orders. You can select different Ship Via values from the lookup.

Ship-To

Displays the ship-to location.

Main

Type

Defaults from PO Shipper Line and is read-only.

Serial

Defaults from PO Shipper Line. The field displays the unique serial number associated with the item, if applicable, and is read-only.

Pack Code

Editable field and you can assign a pack code for the shipment.

Order

Defaults from PO Shipper Line and is read-only.

Line

Defaults from PO Shipper Line and is read-only.

Item

Defaults from PO Shipper Line and is read-only.

Quantity to Receive

Displays the quantity expected to be received. If the type is Serial line, this field is disabled.

UM Received

Displays the unit of measure for the item and is read-only.

UM Conversions

Displays the conversion factor between different units of measure and is read-only.

Stock UM Quantity

Displays the calculated stock quantity based on the unit of measure conversion and is read-only.

Subcontract Subpanel

The fields in the Subcontract subpanelare enabled if the item type is subcontract lines and remains disabled for other item types.

Production Order

Displays the associated production order number.

ID

Displays the unique identifier for the production order.

Operations

Displays the specific operation associated with the production order.

Inventory Details

The Inventory Details Panel fields are editable during the receiving process and default from PO Shippers. You can configure these fields, including Site, Location, Lot/Serial, Reference, and Supplier Lot, before confirmation. When the shipper is confirmed, editing restrictions apply to ensure accurate inventory tracking.

Site

Displays the receiving site.

Location

Displays the specific storage location within the site.

Lot/Serial

Displays the lot or serial number of the item.

Reference

Displays any additional reference for tracking.

Supplier Lot

Displays the supplier-provided lot number.

Expire Date

Displays the expiration date, if applicable. This field follows Inventory Detail record rules.

Inventory Status

Displays the inventory status.

Assay

Displays the assay percentage if applicable.

Grade

Displays the quality grade of the item. This field is configurable.

PO Shipper Lines Grid

The PO Shipper Lines Grid displays the Pack Structures and Loose Lines associated with a shipper. It is used to add and modify shipper line details. This grid allows users to review all shipper lines, including multi-level pack structures and loose items. It helps users manage serialization and packaging hierarchy. You can perform the following actions in the grid.

- Edit Button: Allows users to modify existing shipper line details when the shipper is unconfirmed.
- Delete Button: Enables users to remove shipper lines. The system prompts for confirmation before deletion.
- Item Serials Button: Opens the serial management panel, where users can enter or modify item serials for serialized inventory.

PO Shipper Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action. Refer to Inbound Receiving Actions on page 5014 and Confirm Action on page 4996 .

Confirm Action

Use the Confirm action to confirm an unconfirmed shipper. Once you select the PO shipper and set options, you can submit the action.

When you select the action, the system displays a summary panel with shipper, ship-from, and ship-to data, and two panels: Main and Lines.

When you complete updates in the Main panel, select the Submit button. When you confirm, the system processes and a successful confirmation occurs. Refer to the following Results section for a description. See Errors and Warnings on page 5002 for additional information.

Select Cancel to cancel the confirm action. When you cancel, the shipper status remains unconfirmed and there are no functional impacts.

Results

Successful confirmation can occur for any of following orders or order characteristics:

- Discrete PO, supplier scheduled order, EMT order, and Trade Sales supplier scheduled order
- Single- or multi-entry lines
- Consigned or non-consigned lines
- EE or EAM lines (with or without EAM charges)
- Discrete PO with EMT with either a transship or direct-ship type

When the PO shipper is confirmed and the order/order characteristics are any of those listed above, the system:

- Updates MRP records and updates schedule receipts with the open quantity, depending on the quantity received (for EE items)
- Creates an RCT-PO or CN-RCT inventory transaction with the shipper number, effective date, ship date, site, location, quantity, lot/serial, reference, supplier lot, and regulatory attributes as set in **PO Shippers** (for EE and EAM items).

  When you confirm a PO shipper line for a consigned PO line, the system creates a consignment receipt (CN-RCT) for the consigned line. Instead of a standard RCT-PO, which makes the purchase order available for receiver matching, a CN-RCT transaction records the receipt of consigned inventory.
- Calculates the price, creates unposted transactions, and displays the data in **Inventory Transactions** or the .NET UI Unposted Transaction Inquiry for base and non-base currency scenarios
- Updates the inventory availability record (such as the quantity on hand or the order quantity) with the correct quantity received and the remaining open quantity (for EE items)
- Updates the order and on-hand quantities with the open quantity and quantity received when you receive an EAM line (for discrete POs)
- Updates cost analysis data with actual and planned parameters for different EAM charges on the shipper lines with EAM items
- For a full receipt, changes the status of the PO line from Open to Closed (only for discrete POs) and updates the quantity received
- Creates a pending invoice for non-consigned lines of discrete POs or scheduled orders (for EE and EAM items)
- For a PO with an EMT transhipment type, updates the quantity allocated for a sales order line to the quantity received when the quantity received is equal or less than the sales order line quantity when the PO shipper is confirmed.

- For an EMT direct shipment type PO line, updates the quantity shipped and the quantity To on the invoice for a sales order with the PO shipper line quantity received, generates a confirmed sales order shipper, and issues an ISS-SO transaction when a PO shipper is confirmed.
- Generates an ISS-FAS transaction for component items and a RCT-FAS transaction for the parent kit when the PO shipper line contains an EMT PO line with kit items for transhipment and direct ship type processes.
- Displays parent and configured component costs in the GL cost section in the RCT-PO inventory transaction for the kit parent item.
- For the pack code linked to an inventory item or a shipper line with containers, creates unplanned receipt (RCT-UNP) transactions. You can view them in **Unposted GL Transactions**.
- After a successful submit, the system stores PO receipt accounting details—such as account, sub-account, cost center, and project data—in the pending vouchers record created for the receipt lines. The system accesses the receipt accounting information during supplier invoice receiver matching to reconcile the balance in the receipt account.
- During receiver matching and for an unposted GL transaction correction, note the following:

  When there is change in the GL account settings after you submit the receipt/return, the supplier invoice displays a warning during receiver matching. You can choose to continue or not. When you continue, new PO receipt accounting details default based on suppliers account, purchasing account, or product-line account defaulting logic. When you decline to continue, you can use **Unposted GL Transactions** to correct the records. When you do, the system also updates the pending voucher records for the receipt/return lines.
- When serialization is enabled in Inventory Control on page 2894, all serialized items or match levels requiring automatic unload (such as Match Level 7) must be processed through Unload Action on page 5014 before confirmation.

For a subcontract line, the system creates the following:

- RCT-PO inventory transaction
- SUBCNT op_hist transaction
- RCT-WO transaction for the production order and ID when the operation referenced in the PO shipper line is the last operation
- CONS-WO transaction for the production order and ID when the operation referenced in the PO shipper line is the last operation

Note For detailed information on the standard costing, average costing receipt transactions, and account postings generated during PO shipper confirmation, see Standard PO Receipt/Return Transactions on page 5609.

For a supplier scheduled order line, the system:

- Updates the cumulative quantity received for a supplier scheduled order line.
- When Fixed Price is not selected on the order line and there is a discount table or a supplier item, calculates the price and updates the price in the supplier scheduled order line based on the quantity received/quantity open. The system displays the data in **Inventory Transactions**.

Exchange Rates

Exchange rates are the rates between the domain currency and the order currency, as defined in the Exchange Rate table, for the effective date when you do not select the Fixed Rate option. The Fixed Rate option indicates that the exchange rate relationship is fixed on this transaction.

When you select Fixed Rate, the system uses the Exchange Rate value entered in the purchase/supplier scheduled order to calculate the price and generate unposted GL transactions.

You can set the Fixed Rate in the Exchange Rate panel in **Purchase Orders** or in **Supplier Scheduled Orders** when you create an order in non-base currency.

Processing of Logistics Accounting enabled PO Shippers

When you confirm a PO Shipper, the system finalizes the receipt and calculates logistics charge calculations for the PO Shippers.

1. For the shipper being confirmed, the system calculates logistics charges based on the quantity to receive on each shipper line. The calculation is based on the order type:
    - Discrete Purchase Orders – Charges are calculated on the actual quantities being received.
    - Supplier Scheduled Orders – Charges are calculated on the scheduled receipt quantities.

      Note The system uses the apportion method defined for each logistics charge to determine the charge amount for that receipt.
2. For each logistics charge incurred, the system automatically generates a Logistics Accounting GL transaction (RCT-LA). This transaction accrues the inbound logistics cost to the appropriate GL accounts as defined in Logistics Accounting setup,
3. For every unique combination of Logistics Supplier and Logistics Charge, the system creates a Pending Logistics Invoice. These

pending invoices represent payables to third-party logistics suppliers and are separate from the main supplier's pending invoice for the goods.

Processing of In-Transit Status PO Shippers

When you confirm a PO shipper with the Receive In Transit option selected, the system records a receipt into a designated transit location. While in this status, the shipper cannot be modified, packed, or unloaded until it is finally confirmed. The In-Transit state provides traceability for goods that have been dispatched but not yet received into final inventory.

The Unload and Create Pack actions are disabled for all shippers in In-Transit status. When the goods reach the final receiving site, confirm the in-transit shipper again to move inventory from the transit location to the final location. When confirming a PO Shipper in In-Transit status, the Effective Date field is enabled for editing while all other fields remain read-only. You can change the Effective Date if back-dating or adjusting the posting to a specific accounting period is required.

Upon the initial confirm (Unconfirmed > In-Transit), the system performs a receipt into the transit location. Upon the final confirm (In-Transit > Confirmed), it performs a transfer from the transit location to the final location. These system-generated transactions ensure that inventory quantities and General Ledger values are correctly tracked through the process:

- RCT-PO / CN-RCT (Initial Receipt into Transit): When you confirm a PO shipper into transit, the system generates RCT-PO for standard (non-consignment) PO lines and CN-RCT for supplier consignment PO lines. This represents the receipt of goods into the transit location. It also creates any necessary pending voucher records for supplier invoice matching (for non-consigned goods) and calculates taxes.

  Note Consigned purchase orders can be received into transit if you are not using Logistics Accounting (the system does not allow consigned POs with Logistics Accounting).

- ISS-POIT (Issue from PO In-Transit): During the final confirmation of an in-transit receipt an ISS-POIT transaction is created which represents issuing the goods out of the transit holding location. It decreases the quantity in the transit location and credits the appropriate transit-holding account. For example, If the transit location and final receiving location are the same site, the ISS-POIT will credit the site's Inventory account and debit a Transfer Clearing account for the value of the goods being moved. In an intra-site transfer, this serves to move the inventory value into a clearing account temporarily (there is no net change in the site's total inventory value after the full process). If the transit and final locations are within the same site, the cost used is the item's cost at that site.

- RCT-POIT (Receipt from PO In-Transit): During the final confirmation the RCT-POIT records the receipt of goods into the final inventory

location from transit. It debits the Inventory account of the receiving location and clears the Transfer Clearing account (credit) that was used by ISS-POIT. After an ISS-POIT and RCT-POIT pair, the inventory is no longer in the transit location; it resides in the intended storage location and the clearing account is netted out. In a same-site scenario with identical costs, the debit to Inventory and credit from ISS-POIT cancel out, resulting in the correct inventory on hand with no remaining clearing balance.

- Cost Variance (Transfer Variance): If the receiving site is different from the transit (shipping) site and the item's cost differs between those sites, the system will generate a cost variance to adjust for the cost difference. In such cases, the final receipt will include a CST-TR (Cost Transfer) transaction. For example, the ISS-POIT will be recorded at the sending site's item cost, and the RCT-POIT at the receiving site's item cost. The difference is posted to a Transfer Variance account on the receiving side. This ensures that each site's inventory is valued correctly according to its own cost rates, and any gain or loss due to cost difference is captured in the variance account.
- Inter-Entity Transfers: If the transit location's site and the final receiving site belong to different entities (companies), the transfer will be handled with intercompany accounting entries. The ISS-POIT will debit an Intercompany Inventory (or in-transit holding) account for the supplying entity and credit that entity's inventory, effectively recording a sale/issuance to the other entity. The corresponding RCT-POIT will credit an intercompany account and debit the receiving entity's inventory. In addition, intercompany AR/AP entries may be created depending on system configuration for intercompany transactions. The result is that the sending entity relieves inventory and records an intercompany receivable, while the receiving entity records inventory and an intercompany liability, maintaining balanced books for each entity. The accounts used are defined in Additional Information panel settings for the Sites on page 725.

WIP Lot Processing

When you click Submit and there are no validation errors, the system processes the WIP Lots (Consumed/Produced) assigned to the PO Shipper line. The WIP Lot Inventory and Details are updated as follows:

- If Move to Next Operation is enabled in the subcontract operation:
  - If the WIP Lot entered exists, the quantity for each WIP Lot selected in the grid is added to the input queue for the next milestone operation.
  - If the WIP Lot entered does not exist, a new record is created for each selected WIP Lot in the input queue for the next milestone operation.
- If Move to Next Operation is disabled in the subcontract operation:

- If the WIP Lot entered exists, the quantity for each WIP Lot selected in the grid is added to the output queue for the operation being reported.
- If the WIP Lot entered does not exist, a new record is created for each selected WIP Lot in the output queue for the operation being reported.

The system generates the following inventory transactions as part of the subcontract flow:

- Operation Transactions - SUBCNT for the subcontract operation and MOVE for the input queue of the next operation when Move to Next Operation is enabled.
- WIP Lot Convert Transaction Report – SUBCNT for the subcontract operation, PROD for produced WIP Lots, and CONS for consumed WIP Lots from the prior milestone operation.
- RCT-PO - Receipt purchase order transaction
- RCT-WO - Receipt production order transaction (last subcontract operation)
- CONS-WO - Consumption work order transaction (last subcontract operation)
- ISS-WO - Issue production order transaction (component assigned to subcontract operation)

Errors and Warnings

When errors display when you select Submit, the PO shipper remains unconfirmed. Errors can display when:

- The location does not exist and Automatic Locations is not selected in **Sites**.
- The overship % exceeds the schedule as of date (the schedule receipt date) when the quantity to receive or the cost exceeds the tolerance percentage and tolerance cost in **Purchasing Control**.

  When you enter an Effective Date that is before the line Start Effective Date or after the line End Effective Date; in this case, the system displays an error, informing you that the line is not active.
- The Ship-From for the PO shipper is a kanban supplier. You set the kanban supplier in Supplier Data Maintenance (QAD .NetUI). When this occurs, the system informs you that the PO shipper receipt for a kanban supplier is only supported in the QAD .NetUI.
- An EMT PO cannot be received using the PO Shipper Confirm action. It is not currently supported.
- The Master Serial Pack Code is for a single item or a single lot.
- The Pack Code does not exist.

- Unloaded Inventory does not exist against a PO shipper and the PO shipper line contains a serialized item; when this occurs, the system displays an error indicating that the PO shipper line contains a serialized item and instructs you to use the Unload Action.
- For a Pack Code not linked to an inventory item, the system warns that the memo pack code is not currently supported.
- There is unloaded inventory for the PO shipper. The warning recommends that you run a Purchase Order Discrepancies report, which is available from the search menu or from the **PO Shipper** confirm action screen in the drill-down links.
- The Pack Code configuration conditions are not met as per PO Shippers on page 4971.

  Note Users with specific roles, like Logistics Manager or Logistics Analyst, are granted permission to correct the information within the PO Shipper Lines before the shipment is confirmed.
- The Serial ID is already linked to a PO shipper or it is blank in the PO Shippers on page 4971.
- When Match Level 7 (Automatic Unload) is defined for the Supplier and Ship-To, serialization is enabled in Inventory Control on page 2894, and no unloaded inventory exists for the PO Shipper.
- When the PO Shipper includes serialized items and no unloaded inventory exists.
- When Match Level 1–6 is defined for the Supplier and Ship-To, serialization is enabled in Inventory Control on page 2894, and no unloaded inventory exists.

A warning can display when:

- The cumulative received quantity is greater than the maximum order quantity.
- No active releases are defined for supplier scheduled orders.
- Over-shipment issues occur for discrete POs or supplier scheduled orders when tolerance percentages exceed the percentages specified in **Purchasing Control**.

Main

This panel includes the following options, defaulted from the PO shipper values:

Carrier Shipment Reference

The shipment reference number from the carrier, such as a bill of lading number, carrier tracking number, or packing slip number. The system defaults the value when you create the shipper.

Ship Via

The preferred carrier for a supplier’s orders. The value defaults from the Ship Via option in **PO Shippers**.

Effective Date

Enter the effective date. The default is today's date.

Ship Date

The date the goods were shipped. The value defaults from the Ship Date option in the Main panel of **PO Shippers**.

Receipt Date

The date of the receipt for the PO shipper being confirmed. The default is today's date.

Packing Slip

Edit or accept the packing slip number. The default is the shipper number.

Inventory Movement Code

Edit, accept, or select an inventory movement code from the lookup. The system validates the value when Require Inventory Movement Codes is selected in **Logistics Control**.

Receive In Transit

Select the check box to record the liability for items in transit on a PO shipper along with their associated logistics charges. This approach allows you to pay the item supplier for the goods on the shipper while they are still in transit. When you select Receive In Transit and confirm a PO Shipper, the system sets the status to In-Transit. If the status is already In-Transit, the Receive In Transit checkbox is disabled. The system also checks whether a transit location is defined for the main ship-to site in Sites on page 725.

Note When the status of a shipper or invoice is In-Transit, you cannot update the details of existing invoices or delete the shipper. However, you can update the shipment details and you can also add new invoices. The system requires that you receive the new invoices into the transit location or delete the new records before you click Save. This functionality is provided to allow you to make corrections to shippers or invoices when invoice errors are made by item suppliers.

When items are received into a transit location, The system performs the following tasks:

- Receive the items on the PO shipper into the transit location specified for the ship-to site and create RCT-PO and CN-RCT inventory transactions depending on the PO line type (Non-Consigned or Consigned).

Note The system does not support the consignment receipt flow (CN-RCT) for PO Shippers with Logistics Accounting enabled.

- Create a pending voucher and receiver for each PO line on the shipper.
- Create a pending voucher invoice for each logistics charge on the shipper.
- Create GL transactions for the receipt into the transit location and create the logistics charge accrual amounts.
- Calculate GTM taxes for shipper line items and logistics charges.
- Update the shipper status from Unconfirmed to In-Transit.

When items are received into a transit location, the following processes are delayed or unsupported:

- The quantity received on the purchase order line is not updated until the PO Shipper is confirmed.
- MRP Records are not updated until the PO Shipper is confirmed.
- Inbound Serialization Actions (Create Pack and Unload) are not supported and are disabled for PO Shippers received in transit.

Lines to Receive

This panel is read only and includes the following options, defaulted from the PO shipper lines values:

Order

The order number.

Line

The order line number.

Item

The item for the order being shipped.

Description

The item description.

Quantity

The actual received item quantity for this line. There are no multi-entry views for the quantity; therefore, the quantity that displays is the total cumulative quantity for the order and line.

UM

The unit of measure for the quantity received.

Attributes

When the PO shipper to confirm has attribute values for the line items, when you click Submit, related **Item Attributes** records are changed as follows:

- Item lots/sublots records are generated when any shipper line with attributes is processed.
- A lot attribute order is generated when the required Attribute value is not entered for the shipper line.
- **Quality Orders** are generated for the shipper lines that have a test attached to the attributes record.
- Regulatory attribute values modified in the Attributes screen in **PO Shippers** are also reflected in Lot Attribute Order/Quality Order documents generated during PO Shipper Confirm.

Workflow Options

This panel contains a single checkbox to print the return receiver.

When selected, and you Submit the receive action, the system automatically launches the Purchase Order Return Document Print function, letting you print the document with some of the Selection criteria prefilled in the print form, such as the return receiver number.

After a successful submission, the system displays receiver information in the successful pop-up message. You can view the:

- Total number of RTV numbers the system generated
- First return receiver number.

PO Shippers Reports

By default, a report displays all the records available in the source data. However, you may want to retrieve just a certain range of records in the report; for example, routing costs for an item at one specific work center. You do this by setting search conditions to filter data in the report for one or more of the available criteria.

1. Configurable filter capabilities let you create both simple and complex queries. Choose a search operator from the drop-down list: equals, not equals, and so on.
2. If you choose the Range operator, enter a beginning value of the range in the first search box. Optionally, enter an ending value of the range in the second search box.
3. To refine your search further, click the plus (+) icon to add another search row. You can add as many rows as needed, each with different search values and operators. When you specify several criteria, note that multiple criteria for the same field are treated as a logical AND condition.
4. To remove a search criteria row, click on the delete (X) icon

5. Optionally, click Save As to save the new search conditions as a filter for future reuse.

The table below lists the reports that can be generated for PO Shippers.

Report	Function/Purpose
PO Shipper Delete/Archive	Report to delete and archive PO Shippers.

Purchase Order Shipper Delete/Archive

You can optionally include shippers that are combined with invoices for logistics charges except for:

- Shippers that are received into an in-transit location.
- Confirmed shippers that are combined with invoices that have not been paid.

Note The system does not delete a purchase order shipper that has at least one pending serial ID associated with it.

The system does not automatically delete historical information at period or year-end. You can choose how frequently you want to delete this information. Your decision depends on how long you need to retain historical information in your database. Most companies keep historical data for at least one year or longer, depending on availability of disk space.

You should run this report twice. First, run the report with the Delete option set to No, and review it to confirm that you want to delete all the listed items. Then, run it with Delete set to Yes.

When you set Delete to Yes, shipper records that satisfy the selection criteria are deleted from the database. If you set Archive to Yes, the deleted data is copied to an ASCII file that can be reloaded. Otherwise, deleted data cannot be recovered.

When Archive is set to Yes, selected data is stored in a file named shYYMMDD.hst where sh is the record type and YYMMDD is the file creation date. If this file does not exist in the system, it is created. If it does exist because you already ran the report earlier on the same day, the system adds the additional archived records to the end of the file.

The generated file has no internal label or content description. Keep a record of the file name and contents, in case you need to reload the data.

Note You cannot selectively reload data from archive files. If an archive file contains data for an entire year and you need to access records for one month, you must reload all the data in the file to access the records you need.

The date and time in the stored data are formatted based on the country code associated with the user who archived the data. If a user with a different date and time format reloads the data, load errors and corrupted data can occur.

To avoid these problems, use the same settings when archiving and reloading the data. Before loading data, in **Users**, temporarily change your Country Code to match that of the user who archived the data.

You should define menu security for this program.

Settings Panel

The Settings panel includes Format, Date Display, and Decimal Display subpanels that contain various settings for the report. For more information, see Reports on page 296.

Filter Panel

The Filter panel contains the criteria to filter the data in the report.

Supplier

Uniquely identifies a specific supplier, pointing to their name and address, and the supplier data and credit information applicable to this name and address. This is the supplier the purchase order is sent to.

You can view all purchasing and accounts payable reports using the supplier address code.

ID

Enter the first in a range of identifying codes for purchase order shipper records that you want to delete or archive. Leave the field blank to select all purchase order shipper IDs from the beginning of the table.

Ship Date

Enter the date of shipment. The default is the system date.

Effective Date

Enter the beginning date in a range for selecting shippers to delete or archive.

Confirmed Shippers

Specify whether confirmed shippers are to be included in this report by selecting one of the following options from the dropdown list:

- Yes: Confirmed shippers are processed by this report.
- No: Confirmed shippers are not processed.

Unconfirmed Shippers

Specify whether unconfirmed shippers are to be processed by this report by selecting one of the following options from the dropdown list:

- Yes: Unconfirmed shippers are processed by this report.

- No: Unconfirmed shippers are not processed.

Include Combined Invoices

Specify whether to process shippers that are linked to invoices by selecting one of the following options from the dropdown list:

- No: Purchase order shippers that are combined with invoices are excluded.
- Yes: Process both shippers that are combined with invoices and shippers that are not combined with invoices.

Delete

Indicate whether to delete the selected records or generate a report in simulation mode only by selecting one of the following options from the dropdown list:

- No: The selected records are not deleted. A report is generated.
- Yes: The selected records are deleted from your database and a report is generated.

If you set Archive to Yes when Delete is Yes, the selected records are copied to an ASCII file before deletion.

Archive

Indicate whether to archive the selected records by selecting one of the following options from the dropdown list:

- No: The selected records are not copied to an ASCII file.
- Yes: The selected records are copied to an ASCII file. The system creates a file name in the following format: xxYYMMDD.hst, where xx identifies the module code or record type and YYMMDD is the file creation date. If this file does not exist, it is created. If it does exist, records are appended to the end.

Archive File

Indicates the name of the file that contains the exported data. This is a system-maintained field that displays the archive file name in the form shYYMMDD, where sh is the record type and YYMMDD is the creation date.

Serialization

Serialization is the act of assigning a unique identifier to items or packaging. Assigning serial IDs identifies each type of packaged inventory uniquely, including the following:

- Items
- Cases
- Pallets (packaging/shipping units)

Item serialization is the ability to track and trace each purchased, produced, or salable unit independently yet with supplier or production lot numbers. QAD-provided item serialization capabilities let you manage high-volume, mass serialization. You can track and trace while concurrently managing and controlling logistics requirements using lot (batch) numbers.

Companies greatly benefit from the QAD-provided item serialization capabilities when they produce a high number of units of sale per production lot and also require that the units be tracked and traced individually

Serialization Setup

Use **Serialization Control** to define control settings for serialization. Refer to Serialization Setup on page 2961.

Use **Match Levels** to define a match level by supplier, ship-to, or a combination of both when receiving goods. Refer to Match Levels on page 5011.

Match Levels

You can set a default match level for shippers that come from a specific supplier and ship to a specific site. The match level value determines the receiving level when unloading goods; for example, it dictates when you only need to scan the master pack or need to scan each pack serial ID and its content during receipt.

You can set a default match level for shippers that come from a specific supplier that ships to a specific site. Leave Supplier blank to define the match level for shippers to be received at a specific site, regardless of the supplier. Leave Supplier and Ship-To blank to define a default match level for the entire domain.

Main Panel

Ship-To

Enter the ship-to.

Supplier

Enter the supplier.

Match Level

Enter a Match Level from 1 to 7 from the drop down:

- 1: Item

  During unloading, only items and quantities are matched for what was on the ASN (PO Shipper) versus what was unloaded, regardless of other PO shipper information available. Users still can scan serial IDs of existing supplier labels; scan labels created beforehand; or labels created on the fly, which will be used to receive the goods finally in inventory.
  Users can evaluate what has already been unloaded and check any discrepancies on the PO shipper Discrepancy Report, where items and quantities are matched.
  Note that current functionality only supports unloading of serialized packs. This means that:

  - All inventory unloaded is serialized during unloading: packs are staged as Ending (or aggregated for multilevel packs).
  - When item units are to be serialized, users can capture the item unit serial IDs or generate them on the fly.

When leaving the PO shipper unload functionality, the user is prompted to display the discrepancies and confirm the unloaded goods to be received. When confirmed, only the unloaded inventory are received in stock. The information on the original PO shipper remains in the database for possible discrepancy discussions with the supplier.

- 2: Item/Lot

  This level is similar to level 1, but the system validates the item, lot/serial, and reference information during matching. For the discrepancy report, although the total quantities unloaded match the quantities in the PO shipper, when lots are not matching, the system considers this a discrepancy.

- 3: Unit Pack/Item

  In this level, it is expected that PO shippers have all inventory packaged in a single-level container at a minimum. When there are multi-level containers in the PO shipper, only the lower-level packs (containers) are considered for matching and for discrepancy reporting. The system evaluates the container ID on the shipper against the serial ID unloaded. The user is expected to scan the content information of the unit pack (item/lot/qty and PO/order line number).

- 4: Unit Pack

  This level is similar to level 3; the difference is that the user is not required to scan the content of the unit packs. Instead, the system automatically takes this information from the PO shipper (ASN) transmitted by the supplier. It is assumed that the supplier has no label errors for the content of a pack, so users only need to verify that all shipped cases arrived correctly at the destination.

- 5: Master Pack

  This level is similar to level 4; however, the matching validation is now extended to two packaging levels; for example, pallets having cases aggregated on the pallets.
  The user is expected to scan each pallet ID, the cases in the pallets, and the content of the cases. The system reports when mismatches exist in container IDs on the PO shipper versus the serial packs unloaded (correct pallet ID with the correct case IDs aggregated, and each case ID has the exact same item/lot and quantity that are linked to the same PO/PO line).

  Note The Master Pack match level supports unloading of four-level packaging structures, consisting of three serial levels and one content level. During matching, the system validates serial IDs from the lowest unit pack to the master pack and ignores information beyond the fourth level.

- 6: Entire Pack

This level is similar to level 5, except that the user is expected to scan the master serial ID; for example, the pallet serial ID), and information of all aggregated lower-level packs (cases). Content is assumed to be correct on the PO shipper (ASN) and is automatically copied to the pending serial packs to be received.

- 7: Automatic Unload

  This level does not require any labels to be scanned and converts the shipper directly into serialized packs based on the data contained in the shipper itself. Because the serialized pack structures are generated based on the structure of the shipper and not on scanned data, there are no discrepancies reported with matching level 7 as long as the shipper conforms to all of the necessary requirements for generating a serialized pack.
  The container IDs in the shipper can be used as unique serial IDs in the system, the packaging item numbers in the shipper are connected properly to serialization pack codes, the items exist in the database, and so on. When there is a failure in the validation of the conversion of the shipper into serialized packs, the container with the error is not unloaded and is not converted into a pending serialized pack. The discrepancy is reported.
  Match level 7 is for use with pending PO shipper unload, PO shipper receipt, and PO shipper receipt in transit.
  For PO shipper receipts, users should be successful converting containers into serialized packs; when not, the automatic unload fails, and an error message displays, informing users to use **PO Shipper Unload.**
  For PO shipper unload, the system automatically unloads all containers that comply with all requirements. When requirements are not met to perform the automatic unload, the system displays a warning, informing you that only *x* containers have been unloaded from *y* items on the shipper.
  For containers with issues, users should unload manually and resolve the data issues. For example, when a container ID was not unique, the user can generate a new label with a new serial pack ID that replaces the supplier label.
  When confirming the unload discrepancy, the system check is similar to matching levels 5 and 6. When goods are accepted to receive, only the unloaded packs are considered for receipts.

  Note The Automatic Unload match level supports unloading of four-level packaging structures, consisting of three serial levels and one content level. During automatic processing, the system copies all serial and content information from the PO Shipper lines into the Contents grid and ignores information beyond the fourth level.

Inbound Receiving Actions

Three key actions contribute to this process: creating the pack, unloading the pack, and returning by pack.

1. Use the Confirm Action on page 4996 from the **PO Shippers** hybrid view to confirm an existing unconfirmed PO shipper.
2. Use the Create Pack Action on page 5014 from the **PO Shippers** hybrid view to prepare and pack ordered goods for shipment.
3. Use the Unload Action on page 4575 from the **PO Shippers** hybrid view to unload packaged goods from the supplier.

These three actions of confirming, creating and unloading the pack form a critical sequence in the inbound receiving process. Following established procedures at each stage allows warehouse operators to maximize efficiency, minimize errors, and ensure the timely and accurate integration of incoming shipments into inventory.

Create Pack Action

The functions for the Create Pack action are documented in the same-named action for purchase orders. For detailed information, see Create Pack Action on page 4507.

Unload Action

Material Handlers or Super User roles can use the Unload action to unload inventory received from the supplier, receiving inventory in unit/assembly packs or as loose inventory for discrete purchase orders or supplier scheduled orders.

You can select the Unload action from either the **Purchase Orders**, **Supplier Scheduled Orders**, or **PO Shippers** hybrid browse.

Use the action on open POs or supplier scheduled orders to perform the following activities:

- Capture information on physically received goods by packing slip.
- Unload and receive single-item, single-lot or mixed unit/assembly pack structures for discrete or supplier scheduled orders. You can:
  - Modify previously unloaded inventory lines that are linked to the packaging slip being received.
  - Remove previously unloaded inventory line from the list that is linked to the packaging slip being received.
- Auto-generate large-scale unit pack/assembly pack structures with contents; then, modify the generated structure in the Contents grid.
- For a PO shipper, you can:
  - Choose to confirm or not confirm the PO shipper.

    - Generate unloaded inventory in the pending stage.
    - Execute a Purchase Order Discrepancies Report to analyze PO discrepancies between the ASN (Advance Ship Notice) and unloaded inventory.

The following use cases are supported for the Unload action on POs and PO shippers:

- Loose inventory without any packaging structure.
- Loose serialized inventory without any packaging structure.
- Single-item, single-lot unit pack structure with serialized and non-serialized content.
- Existing packs in the New, Decommissioned, or Pending stage and item serials, generated using the Create Pack action (from the **Purchase Orders**, **Supplier Scheduled Orders**, or **PO Shippers** hybrid browses) during the unload to package and receive inventory.
- Manual entry of new serials, rather than auto-generated serials, for the unit pack structure or serialized item. This supports any labels received from the supplier.
- Item serials generation on the fly or entered manually using the Item Serials pop-up for serialized items defined as Mandatory for the Serial Control option in Items > Inventory panel.
- For a PO Shipper Unload only, Match Level 1 (item and quantity) is supported.
- Mixed unit and assembly packs with serialized /non-serialized content
- For a PO shipper unload only, Match Level 1 (item and quantity) , Match Level 2 (item/lot), Match Level 3 (unit pack/item) & Match Level 4 (unit pack) are supported.

The following frames are in this action:

- Main: Lets you set up initial data for defaulting in the grid or to use when you auto-generate unit or assembly packs. An Inventory subpanel includes additional options.
- The PO Shippers Unload Action has a Matching panel.
- Contents: Lets you choose to auto-generate packs and displays in the grid with read-only fields and fields that you can update.

Summary

This panel displays across the top with the following read-only data:

- Matching Status: Displays Discrepancies Found when discrepancies exist between the ASN and unloaded inventory. This displays only when you unload a PO shipper.

- Document: Packing slip number when Unload by Packing Slip/ Delivery Note; otherwise, PO Shipper number along with the packing slip when you select to Unload by PO shipper.
- Ship-From: Supplier and supplier name
- Ship-To Site: Ship-to site

Main

Shipper

This option is visible only when you select the Unload action in **PO Shippers**. Displays the shipper number of the selected unconfirmed PO shipper from the browse; but you can modify the value. The Unload action is disabled on the confirmed PO shipper. When you attempt to use a confirmed PO shipper for the Unload action, the system displays an error.

Ship-From

Displays the supplier of the selected discrete PO, supplier scheduled order, or PO shipper from the browse when you launch the Unload action. You can modify the entry.

Note The order and line you enter in the Main panel or Contents grid should match the ship-from value; otherwise, the system displays an error.

When the shipper is modified, the value defaults the Ship-From and Ship-To and clears other options in the Main and Inventory panels.

Ship-To Site

Defaults to the order line site and can be modified. The discrete PO or supplier scheduled order line site should match the ship-to site value you enter in the Main panel or Contents grid; otherwise, the system displays an error.

Packing Slip

Enter the supplier packing slip number for the items received. This is a mandatory field when unloading by packing slip; otherwise, it is optional.

Confirm Shipper

Select this option to confirm or unconfirm the PO shipper during the unloading process. It is unselected by default.

Order

When you are unloading a packing slip, the value defaults to the first open status order number and line of the selected PO record or supplier scheduled order in the browse where you selected the Unload action. You can modify the value, and add either a discrete or supplier scheduled order.

Note The order and line you enter in the Main panel or Contents grid should match the ship-from value and can be blank in the Main panel, but it is mandatory in the grid.

You can select the value from the lookup, which displays both types of orders.

When unloading a PO shipper, the value defaults to blank, but you can enter a valid order and line that exists in the PO shipper entered in the Shipper option.

Line

Defaults to the first open-status order line and can be modified. When unloading a PO shipper, the value defaults to blank, but you can enter a valid order and line that exists in the PO shipper entered in the Shipper option.

Item

This option is disabled when unloading a packing slip. The value defaults the item number and description from values in the Order and Line options.

When the Unload by PO Shipper Item option is selected, you can enter the item being unloaded. When you do, the system retrieves information based on the shipper order and line.

Inventory

Site

Defaults from the order line site or PO shipper line when non-blank and can be modified or selected from the lookup.

Location

Defaults from the order and line or PO shipper line when non-blank and can be modified or selected from the lookup.

Lot/Serial

Defaults to blank and can be modified or selected from the lookup. When unloading a PO shipper, the value defaults from the PO shipper line.

Reference

Defaults to blank and can be modified or selected from the lookup. When unloading a PO shipper, the value defaults from the PO shipper line.

Supplier Lot

Defaults to blank and can be modified or selected from the lookup. When unloading a PO shipper, the value defaults from the PO shipper line.

Matching

This panel is visible only when the Unload action is selected from **PO Shippers.** The panel displays the following matching levels:

1. Item
2. Item/Lot
3. Unit Pack/Item
4. Unit Pack
5. Master Pack
6. Entire Pack
7. Automatic Unload

Note When you enter or modify Ship-from and Ship-to values in the Main panel, the system automatically defaults to the matching level, if the level is defined.

The match level value determines the receiving level when unloading goods; for example, it dictates whether you only scan the master pack or scan each pack's serial ID during receipt. The system displays the default match level value when you match the actual unloading data with the ASN received. Match levels are described as follows:

- Item: The match is successful when the unloaded item number is consistent with ASN data, and the quantity of each PO line is equal to the ASN data, regardless of whether you pack in the expected pallet or not does not affect the matching.
- - Item/Lot: The match is successful when the unloaded item number is consistent with ASN data and the lot quantity of each PO line is equal to the ASN data, regardless of whether you pack in the expected pallet.
- Unit Pack/Item: The match is successful when the unit pack serial ID scanned during unloading is consistent with the one in the ASN, and the number of items/lots for each PO line in the unit pack is the same. You cannot select this option when the received ASN does not contain pack information.

  Note When the ASN includes information for higher level packs/ containers, that information is ignored during the matching validation.
- Unit Pack: The match is successful when all serial IDs of the unit pack are consistent with the ones in the ASN. The system considers the content of the unit pack to be correct when it matches the serial ID of the unit case. You cannot select this option when the received ASN does not contain pack information.

  Note When the ASN includes information for higher-level packs/ containers, that information is ignored during the matching validation.
- Master Pack: The match is successful when all serial IDs of the master pack are consistent with the ones in the ASN. The system

considers the highest level pack serials correct when they match the highest level pack serial for the Inbound PO Shipper Lines.

Note The Master Pack match level supports unloading of four-level packaging structures, consisting of three serial levels and one content level. During matching, the system validates serial IDs from the lowest unit pack to the master pack and ignores information beyond the fourth level.

- Entire Pack: The match is successful when all serial IDs of the assembly and unit pack are consistent with the ones in the ASN. The system considers the assembly and unit serials correct when they match the entire packaging information for the Inbound PO Shipper Lines along with content information like Item, Order, Line, Quantity, Lot/Serial & Reference in the PO Shipper.
- Automatic Unload: Allows you to auto-populate the contents grid with information in the PO Shippers. You can read, update, and delete the auto-populated content in the grid.

  Note The Automatic Unload match level supports unloading of four-level packaging structures, consisting of three serial levels and one content level. During automatic processing, the system copies all serial and content information from the PO Shipper lines into the Contents grid and ignores information beyond the fourth level.

When a discrepancy is found during the submission of the unloaded inventory, the matching status displays as *Discrepancies Found* in the Summary Panel. When you submit the unloaded inventory and select No to the Confirm Shipper prompt, a pop-up displays, informing you that discrepancies were found and suggesting that you run a discrepancies report for the details.

Contents

Select options and enter values for generating a pack in this panel. When you select the Auto Generate Pack option, additional options display. When you are finished with selections or data entry, select the Apply button.

When you select Apply, the system adds the packs to the Contents grid. The system adds the number of full packs to the Contents grid with each pack containing the item quantity entered in the Standard Pack Quantity option. When you enter a value in the Quantity in Partial Pack option, the system adds only one the pack containing the partial quantity.

Note The system supports unloading of packaging structures with up to four levels—three serial levels and one content level.

BOP

Manually enter, select from the lookup, or accept the default bill of packaging (BOP) code, if used. If you are receiving inventory in different packs, leave the BOP value blank. When you enter a BOP

value, the lowest-level unit pack in the pack code defaults from the BOP option and is read only.

Note When you enter a BOP code, the Pack Code option in the Contents grid is read only. When the BOP code is blank, the Pack Code is editable. This provides flexibility and allows you to receive goods based on a packaging structure or by a specified pack code.

The system searches for a matching BOP code by searching for the following in this order:

1. Item, transaction type, address, site
2. Item, transaction type, address
3. Item, transaction type, site
4. Item, transaction type
5. Item, address, site
6. Item, site
7. Item, address
8. Item
9. Site, transaction type, address
10. Site, transaction type
11. Site, address
12. Site
13. Address, transaction type
14. Address
15. Transaction type
16. All fields blank

Auto Generate Packs

Select this option to populate the Lines grid with multiple unit packs at once based on the BOP Code or Pack Code entered. You can also populate the Lines grid with multiple assembly packs by selecting both Auto Generate Packs and Receive Assembly Pack.

When Auto Generate Packs is selected, the Pack Code, Number of Full Packs, Standard Pack Quantity, and Quantity in Partial Pack options are displayed in the Contents Panel. Use the following topic to help you use the options:

Unloading and Receiving Multiple Unit Packs

Use the additional options that display to easily populate the Lines grid with multiple unit packs. After entering the pack quantities, click Apply to populate the grid with the appropriate number of unit packs. Each time you click Apply, the Receive grid is updated to reflect the quantities entered in the Number of Full Packs, Standard Pack Quantity, and Quantity in Partial Pack options.

Note When there are packs available in the grid, when you click Apply, the system prompts you to replace or append the existing content in the grid. Choose Replace or Append as needed.

The Auto Generate Packs option works in conjunction with the Receive Assembly Packs option; see the topic entitled, **Unloading and Receiving Multiple Assembly Packs** in the Receive Assembly Pack on page 5021 option description.

Pack Code

Defaults the lowest level unit pack code from the BOP. When the BOP is blank, you can select a valid pack code from the lookup.

Number of Full Packs

Enter the number of full packs to receive. This option is only visible when Auto Generate Packs is selected. When you click Apply, the system adds the number of packs entered in this option to the Lines grid. Each pack that is added to the Lines grid contains the Content Quantity entered in the Standard Pack Quantity option.

Standard Pack Quantity

Enter the number of items in a standard pack. This option is only visible when Auto Generate Packs is selected. Standard child Pack Quantity contains the quantity of it’s Serialized Unit Pack level multiplied by all the lower level child packs standard pack quantity.UM should default of the content

Quantity in Partial Pack

If you are receiving a pack that is partially full, optionally enter the quantity in the partial pack. This generates only one partial pack in the grid.

Receive Assembly Packs

When you select this option:

- Additional options display: Number of Assembly Packs, Standard Assembly Pack Quantity, Standard Child Pack Quantity.
- You can enter multi-level assembly packs manually; refer to
- Fields in the Lines grid let you enter the master pack information in the parent row and the lower-level pack information in the child rows based on the BOP Code.

The Receive Assembly Pack option is cleared by default.

Unloading and Receiving Multiple Assembly Packs

When Auto Generate Packs and Receive Assembly Pack are both selected, the Number of Assembly Packs, Standard Assembly Pack Quantity, and Standard Child Pack Quantity options are visible in the contents panel. These options allow you to easily populate the Lines

grid with multiple assembly packs. After entering the pack quantities, click Apply to populate the grid with the specified number of assembly packs. Each time you click Apply, the Lines grid is updated to reflect the quantities entered in the Number of Assembly Packs, Standard Assembly Pack Quantity, and Standard Child Pack Quantity options. Do not select Auto Generate Packs if you are scanning or generating the pack serials manually.

Number of Assembly Packs

Enter the number of assembly packs to receive. This option is only visible when Auto Generate Packs and Receive Assembly Pack are both selected. The value defaults to 0 (zero); but you can edit the value. The UM defaults from the Serialized Master Pack from Pack Codes.

When you click Apply, the system adds the number of assembly packs entered in this option to the Lines grid. Each assembly pack that is added to the Lines grid contains the number of child packs entered in the Standard Assembly Pack Quantity option.

Standard Assembly Pack Quantity

Enter the number of child packs that each assembly pack contains. This option is only visible when Auto Generate Packs and Receive Assembly Pack are both selected. Editable and defaults to Standard Quantity for the Master Pack that can hold a number of child packs. The UM defaults from the content (box or another pallet) from the Pack Codes that the Master Pack holds. Standard Assembly Pack Quantity contains the quantity of its level, multiplied by all the lower level child packs standard pack quantity except the Lowest Level Unit Pack.

When you click Apply, the system adds the number of child packs entered in this option to each assembly pack in the Lines grid. Each child pack that is added to the Lines grid contains the content quantity entered in the Standard Child Pack Quantity option.

Standard Child Pack Quantity

Enter the content quantity in the child pack. This option is only visible when Auto Generate Packs and Receive Assembly Pack are selected. Standard Child Pack Quantity contains the quantity of its current serialized unit pack level multiplied by all the lower level child packs standard pack quantity.

Contents Grid

When you select Apply in the Contents panel, the system adds data to the grid. Some fields are read only while other fields can be updated.

Each time you click Apply, a confirmation message displays, letting you select an Append option to add the new pack structure to the grid without replacing the old structure, or a Replace option to clear the entire contents from the grid and add a new pack structure.

Buttons above the grid include the following:

- New: Click to add a new child/item to the pack.
- Click the + (add) Child button to add contents to the pack.
- Delete: Click to delete a child/item from the pack.
- Item Serials: Click to enter item serials manually.
- Drag & Drop: Click this button to select nodes and drag and drop to another line in the grid.
- Add Unloaded Lines: Click to add previously unloaded inventory lines to the grid. The button is disabled if there are no unloaded inventory lines available for the packaging slip being received; otherwise, it is enabled.

  Each time you click Add Unloaded Lines, the entire set of previously unloaded inventory lines in the grid is cleared, and unloaded inventory lines are added to the grid again.
- Add Shipper Lines: Click to add all the records from the PO Shipper Lines. The records are added to the grid in a structure maintained in the PO Shippers.

Once you finish updating data in the grid, click the Submit button below the grid. For information on system results, see Successful Submit on page 5031.

Type

Enter or select an item or serial value from the drop-down list. When the type is Serial, you can add unit packs or assembly pack lines. (Assembly pack is not currently supported.) When the Type is Item, you can add loose, non-serialized, or serialized inventory without any packaging structure or as the lowest-level content for the unit pack. The unit pack with contents is displayed in the tree-list view.

Note To add contents (item type) for a serial type in the Contents grid, use the + Child button in the grid.

Unloaded

This read-only option is set only for unloaded inventory lines added to the grid by clicking the Add Unloaded lines button or manually by entering the Serial in pending stage that is linked to the packaging slip being received.

Unloading Date

This read-only field displays the date when the line was unloaded and populated only for unloaded inventory lines added to the grid by clicking the Add Unloaded lines button or manually by entering the Serial in pending stage that is linked to the packaging slip being received.

Remove

This option is enabled only for unloaded inventory lines added to the grid by clicking the Add Unloaded lines button or manually and unset by default, otherwise it is read only and always unset.

You can set the option in order that the unloaded inventory line needs to be removed from the list that is linked to the packaging slip being received.

You can set the option only for a master pack level (Type=Serial and Level = 1) or for a loose non-serialized or serialized inventory line without any packaging structure (Type = Item and Level=1).

Note The removal is supported only for the whole packaging structure (unit pack/assembly pack including all the child levels) or loose non-serialized or serialized inventory.

The following use cases are supported when you remove:

- Loose non-serialized inventory line without packaging structure
- Loose serialized inventory line without packaging structure
- Single item, single lot unit pack/assembly pack structures with non-serialized or serialized content

  Note Mixed unit/assembly packs with serialized / non-serialized contents are not supported for removal.

Serial

When you select serial in the Type option, the Serial option is editable and you can enter or use the lookup to select any valid new, pending, or decommissioned stage serial ID that is linked to the packing slip being received. Leave blank to generate new serial IDs based on the setup in **Serial Ranges**.

Inbound serial rules 1, 2, and 3 specified in the Serial Ranges on page 3054 allow linking of external serial IDs to internal serial IDs.

For Inbound serial rules other than 0, the generated serials are as follows:

1. Inbound serial ID rule 1: The serial ID is generated with the origin code as the prefix and the entered external serial ID as the suffix.
2. Inbound serial ID rule 2: The serial ID is generated with the entered external serial ID as the prefix and the origin code as the suffix.
3. Inbound serial ID rule 3: The serial ID is generated as the entered external serial ID.

When blank, the system looks for a matching serial range ID in the following order:

- Pack code, item/BOM code, address, site

- Pack code, address, site
- Pack code, item/BOM code, site
- Pack code, site
- Pack code, item/BOM code, address
- Pack code, item/BOM code
- Pack code, address
- Pack code
- Item/BOM code, address, site
- Item/BOM code, site
- Item/BOM code, address
- Item/BOM code
- Address, site
- Address
- Site
- All fields are blank

Pack Code

When the BOP option is blank and Auto Generate Packs is selected, the value of Pack Code defaults from the Contents panel Pack Code field and can be modified for a serial type record.

When the BOP option has a value, the lowest-level unit pack defaults from the definition in **Packaging Structures**, and you cannot modify the pack code.

Pack Code Description

Displays a read-only pack code description.

Item

This option is editable when you select an item for the Type option; otherwise, it is disabled. For Item type lines, the system displays the item from the order/line entered in the Contents grid. When you modify the value, the item should match the non-blank mandatory Order and Line fields.

Item Description

Read-only and defaults the description from the PO line or from Description 1 from the supplier scheduled order line.

Site

The value defaults from the Site option in the Inventory subpanel when not blank. You can modify the value or select it from the lookup for Serial and Item types.

Location

The value defaults from the Lot/Serial option in the Inventory subpanel when non-blank. You can modify the value for Item types. The system validates the location if the item is a lot-/serial-controlled item.

Lot/Serial

The value defaults from the Lot/Serial option in the Inventory subpanel when non-blank. You can modify the value for Item types. The system validates the location if the item is a lot-/serial-controlled item.

Reference

The value defaults from the Reference option in the Inventory subpanel when non-blank. You can modify the value or select it from the lookup for Item types.

Supplier Lot

The value defaults from the Supplier Lot option in the Inventory subpanel when non-blank. You can modify the value for an Item type.

Quantity

The quantity defaults to 1 for Serial type and cannot be edited. For Item type, it defaults from the standard pack quantity for the full pack structure and from the quantity in the partial pack for a partial pack structure when you select the Auto Generate Packs option. It defaults to zero when you manually add contents and can be modified for Item type records.

UM

The value defaults from the order line. You can modify it for an Item type. It is disabled for a Serial type.

Generate Item Serials

When selected, the system automatically generates serials for each inventory unit. The system only generates item unit serials when the item is serial controlled (Serial Control option is set to Mandatory in **Items** > Inventory panel. When not serial controlled (Serial Control is blank), the Generate Item Serial option is disabled and not selected.

Item Serials

Display only and indicates if item serials have been entered or not for the serialized content when Generate Item Serials is not selected. When the Item Serials option is highlighted, it alerts you to the fact that

serials have not been entered. When they are entered, the Item Serials option displays as selected.

Printed

By default, the Printed field remains disabled and unchecked.

External Serial

By default, the External Serial field remains disabled, and the populated serial follows the inbound serial rule other then 0 configured in the **Serial Ranges**.

Origin Code

By default, the Origin Code field remains disabled, and the populated value follows the inbound serial rule other then 0 configured in the **Serial Ranges**.

Inventory Status

Inventory Status is blank for a serial type. When a value exists, it defaults from the following settings:

1. Inventory detail settings for the site or location
2. Lot/serial and reference combination settings
3. The active PO receipt status setting from item-site inventory exceptions
4. The active PO receipt status setting from items in inventory
5. Local settings
6. Site settings

Expire Date

The system calculates expire date values from the shelf-life settings when not blank. The system first checks for any shelf-life settings for item-site inventory exceptions, then checks the shelf-life value from the Inventory panel in **Items**. Expire Date is blank for a serial type.

Assay Percentage

Enter an assay % attribute value for the inventory line being received. Assay % is blank for a serial type.

Grade

Enter the grade attribute value for the inventory line being received. Grade is blank for a Serial type.

If there is existing inventory detail, the system retrieves regulatory attributes information from inventory detail; otherwise, for non-existing regulatory attributes, the system defaults as explained in this help topic when you unload by packing slip or PO shipper.

Note When unloading by PO shipper for non-existing inventory detail, the system retrieves information from the PO shipper line regulatory attributes, and you can modify it.

Production Order

For a subcontract line item (receipt type S), this is the work order or production order number. This option is disabled for inventory, memo POs, and supplier scheduled order lines.

ID

For a subcontract line item (receipt type S), the production order or cumulative order lot ID associated with the subcontracted service. A single production order or cumulative order can have multiple associated lot IDs. This option is disabled for inventory, memo POs, and supplier scheduled order lines.

Operation

The operation number associated with the subcontract order. This option is disabled for inventory, memo POs, and supplier scheduled order lines.

Any attempt to submit WIP items results in an error message. Packaging is only allowed for finished goods items.

When unloading by packing slip or PO shipper, the system retrieves production order details from the PO or the supplier scheduled order, and you cannot modify the value.

Unloading and receiving inventory for a subcontract line is supported only when it references a production order with a C(umulative) type and it is the last operation. For WIP items, you should use **Pack Receipt by Work Order**.

Lot Control

Display only and defaults from item-site inventory exceptions, if available; otherwise, it defaults from item planning data.

Serial Control

Display only and defaults from item planning data.

Item Serials

When you click the Item Serials button in the Contents grid, a screen displays that lets you enter item unit serials manually for each quantity. This option is only enabled when a serialized item unit (Serial Control is set to Mandatory in **Items** > Inventory panel) is entered in the Contents grid and Generate Item Serial is not selected. When Generate Item Serial is selected, this option is not enabled.

When the Item Serials screen is launched, the number of records that match the Quantity entered in the grid are added to the Main grid with blank serials. When you add or delete a record in the Item Serials screen, the system updates the total Quantity in the grid to match the number of item serials entered for each quantity.

When you have already entered item serials, and you are decreasing the Quantity in the contents grid, you cannot make changes in the Item Serials screen. The system displays a warning message, informing you that the quantity in the pack does not match the Item Serials quantity.

Summary

The Summary panel displays the following data:

- Item: Serialized item and description
- Quantity: Quantity entered in the Contents grid
- Total Item Serial Quantity Entered: Calculated on the fly as you enter the number of Item Serials
- Lot/Serial: Displays the Lot/Serial entered in the Contents grid.
- Reference: Displays the Reference entered in the Contents grid.

Main

Buttons above the grid include a New button to add a new record to the Item Serials grid and a Delete button to remove a record from the grid.

Item Serials Grid

Serial

Enter the serial provided by the supplier or select an existing valid stage (New, Pending or Decommissioned) for the item serials. You can only enter item serials with a blank Pack Code. You cannot use Pack Serial in the Item Serials screen.

Inbound serial rules 1, 2, and 3 specified in the Serial Ranges on page 3054 allow linking of external serial IDs to internal serial IDs.

For Inbound serial rules other than 0, the generated serials are as follows:

1. Inbound serial ID rule 1: The serial ID is generated with the origin code as the prefix and the entered external serial ID as the suffix.
2. Inbound serial ID rule 2: The serial ID is generated with the entered external serial ID as the prefix and the origin code as the suffix.
3. Inbound serial ID rule 3: The serial ID is generated as the entered external serial ID.

Quantity

Disabled. Displays one quantity.

UM

Disabled. Displays the UM entered in the Contents grid.

Printed

By default, the Printed field remains disabled.

External Serial

By default, the External Serial remains disabled, and its value is derived from the value entered in the Item Serial if the Inbound Serial rule other then 0 is entered in the Serial Range configuration.

Origin Code

By default, the Origin Code remains disabled, and its value is populated for Inbound Serial rule other then 0 entered in the Serial Range configuration.

Modifying Unloaded Inventory Lines

You can modify previously unloaded inventory lines that are linked to the packaging slip being received. Once you click the Add Unloaded Lines button above the Contents grid, the system populates the packaging structures (unit pack/assembly pack), loose non-serialized, or loose serialized inventory into the grid.

Once you choose an inventory line (Item Type) in the grid, you can modify data in the following fields: Site, and Location (must be the same across the entire pack structure), Lot/Serial, Reference, Supplier lot and Quantity. The rest of the fields are disabled for editing.

Note You cannot modify the *structure of the unloaded inventory line*, including adding an additional child level(s), adding an item to the pack, or changing a pack code. When you need to make these kinds of changes, QAD recommends that you remove unloaded lines and create new ones.

You can increase or decrease the Quantity in the Contents grid. When the contents are serialized, you should create new serial IDs when increasing the quantity or decommission existing serial IDs when decreasing the quantity.

Note You cannot choose serial IDs for decommission when decreasing the quantity or add existing serial IDs when increasing quantity using an item serials pop-up; this capability is not supported for previously unloaded inventory lines.

The system creates new serial IDs and aggregates them to the same pack structure if quantity increases.

The system removes serial IDs from the pack structure and decommissions them using the FIFO logic. The first serial ID that is aggregated to the pack structure or just generated for a loose serialized line is removed and decommissioned as the first, and so on.

Upon a successful submit, you can view functional impacts in Serials/ Serial History browsers; however, you cannot view loose non-serialized inventory in the Serials/Serial History browses.

Successful Submit

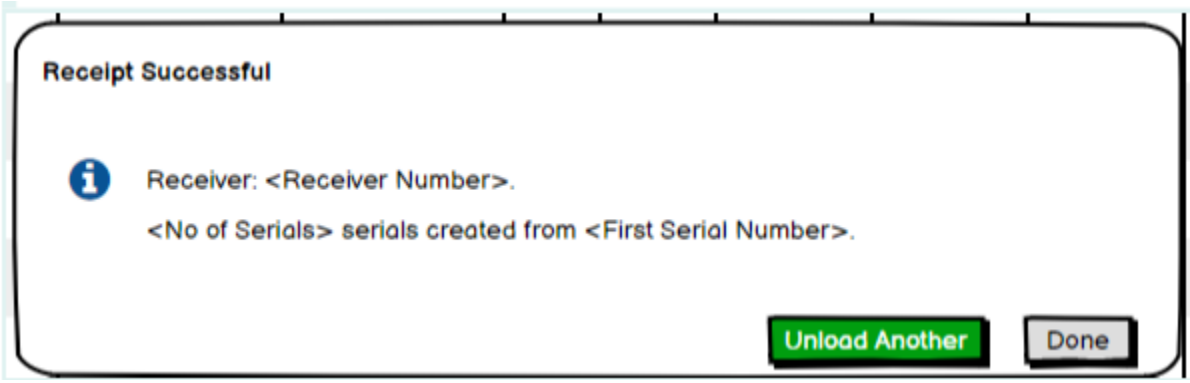
Unloading by Packing Slip/PO Shipper with Confirm Shipper Selected

Once you click Submit and the unload is successful, the system creates serials; otherwise, the system displays error messages.

The system displays error messages for the following use cases:

- There are previously unloaded inventory lines available in the Contents grid and some/all are modified or marked for removal. When this occurs, the system displays an error message informing you that the unloaded inventory has been modified and you should deselect Confirm Shipper. You should deselect the Confirm Shipper option and click Submit to apply all the changes.
- There are previously unloaded inventory lines available in the Contents grid and **all** are marked for removal. When this occurs, an error message displays, informing you that there is no unloaded inventory to be confirmed and you should deselect Confirm Shipper. You should deselect Confirm Shipper option and click Submit to apply all the changes.

The system displays a pop-up with details about the total amount of serials created and the first serial number from the series:



You can copy the serial number in the pop-up and use it for data verification—for example, when you check details about created serials using the **Serials** browse.

In the pop-up, click either:

- Unload Another: Continue with the unload action. The system returns you to the action form and all data in the grid is cleared. You can modify the data in the Main panel as required; for example, you can choose another line from the same order. Click Submit again.

- Done: All information is read-only and users can go through different browses and reports.

Upon a successful submit, when serial type records with contents (Item type) exist or Item type records exist for non-serialized or serialized items, you can view functional impacts in different browses:

- In **Serials** and **Serial History**, you can view detailed information about the unit pack serial or item serial that was created, built, and received by selecting the Serial History drill-down links.
- When unloading by PO shipper and Confirm Shipper is selected, all earlier unloaded inventory against the PO shipper is confirmed also along with new unloaded inventory.
- Inbound receipt transactions, like RCT-PO, CN-RCT, and optionally, ISS-TR and RCT-TR when inventory received on a receive site is different from the PO or supplier scheduled order line site.
- Check receiver/warning-related information on the right-hand side of the panel once the submit is successful.
- You can drill-down to various browses and reports from the Unload action screen.
- The PO shipper is confirmed when Confirm Shipper is selected and you unload by PO shipper.

Unloading by PO Shipper with Confirm Shipper Not Selected

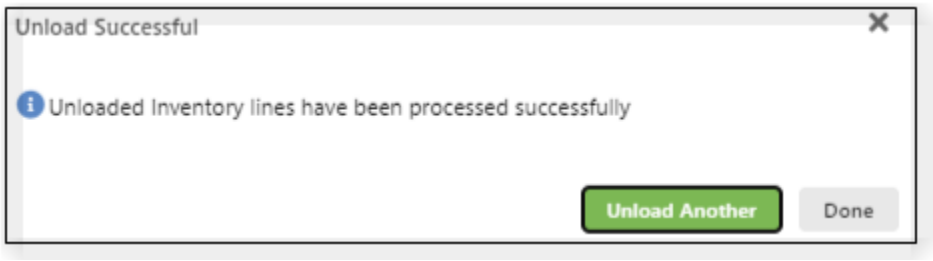
Once you click Submit with Confirm Shipper not selected and the unload is successful, the system creates the serials; otherwise, it displays error messages.

As long as the PO shipper is not confirmed, you can use the Unload Action against that PO shipper to unload different inventory multiple times, modify previously unloaded inventory lines, or remove some or all unloaded inventory lines that are linked to the packaging slip being received.

The system displays a pop-up with details, similar to the one shown for Unloading for a Packing Slip/PO Packing Slip/PO Shipper with Confirm Shipper Selected on page 5031, with the total amount of serials created and the first serial number from the series. That serial number can be copied and used for data verification.

Once you submit, the system also performs matching between the ASN and unloaded inventory. If discrepancies exist, the system displays an error message, informing you that discrepancies exist and that you must run the Purchase Order Discrepancies report. You can choose to Unload Another or choose Done to finish the unload. For information on these two buttons, refer to the button description in Unloading for a Packing Slip/PO Packing Slip/PO Shipper with Confirm Shipper Selected on page 5031.

When none of above messages display, the system displays the following message:



Upon a successful submit with Confirm Shipper not selected, when serial type records with contents (item type) exist or Item type records exist for non-serialized or serialized item, you can view the following functional impacts in different browses:

- In **Serials** and **Serial History**, you can view detailed information about the unit pack serial or item serial that was created and built. Serials are in the Pending stage since the PO shipper is not confirmed.
- You can drill down to various browses and reports from the Unload action screen.
- The PO shipper remains as unconfirmed and no inventory transactions are created.

Viewing Results for Various Use Cases

The following table depicts different use cases, the steps you take, and the results that you can view:

Use Case	Steps	Review Results
Unload and receive multiple unit packs with serialized and non-serialized content	• Use the Unload Action from Purchase Orders/ Supplier Scheduled Orders/PO Shippers. • In the Main Panel, enter the Packing Slip or PO Shipper, select Confirm Shipper, and optionally enter or accept the defaults related to Order, Line, Item, Supplier and Ship-To Site.	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	• In the Inventory Panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to the content. Accept the BOP or modify to match the content specified in the Main panel. Optionally enter Pack code if BOP is blank. • Select Auto Generate and enter the Number of Full Packs. Adjust or accept the standard pack quantity and quantity in the Partial Pack. Click Apply to replace or append multiple unit packs in the Contents Grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, other Inventory and Order Line details for the content. and pack. • As necessary, repeat the above steps to add more	

Use Case	Steps	Review Results
	unit packs to the Contents grid.	
Unload and receive multiple assembly packs with serialized and non-serialized content	• Select the Unload action. • In the Main panel, enter Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. • Select both Auto Generate Packs and Receive Assembly Pack and enter the Number of Assembly Packs. Adjust or accept the Standard Assembly Pack Quantity and Standard Child Pack Quantity. Click Apply to replace or append multiple assembly packs in the	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, and other Inventory and order line details for the content and pack. • As necessary, repeat the above steps to add more assembly packs to the Contents grid.	
Unload and receive multiple unit packs with serialized and non-serialized content manually	• Select the Unload action. • In the Main panel, enter Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel.	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	Optionally enter the Pack Code if BOP is blank. • In the Contents grid, click New to add a serial type line and enter information related to the pack, such as the Serial ID, Pack Code, Site, and Location . • Click Add. Click the Serial Type line to add content details, such as Item, Order, Line, and inventory-related details. If Main and Inventory panels are filled, information defaults from these panels to the Contents grid and can be modified. • As necessary, repeat the above steps to add more unit packs manually to the Contents grid.	
Unload and receive multiple assembly packs with serialized and non-serialized content manually	• Select the Unload action. • In the Main panel, enter Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item,	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. • In the Contents panel, select Receive Assembly Pack. • In the Contents grid, click New to add a Serial Type line and enter information related to the pack, such as Serial, Pack Code, Site, and Location. The higher level Serialized Pack Code defaults from BOP, if specified. • Click Add. Click the Serial Type line to add another lower-level serialized pack based on the BOP code. • Click Add Child on the second level pack to add content details, such as Item, Order, Line, and inventory-related details. If	

Use Case	Steps	Review Results
	Main and Inventory panels are filled, information defaults from these panels to the Contents grid and can be modified. • As necessary, repeat the above steps to add more assembly packs manually to the Contents grid.	
Unload and receive multiple mixed unit packs containing serialized and non-serialized content	• Select the Unload action. • In the Main panel, enter the Packing Slip or PO Shipper. Select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. Optionally, enter the Pack Code if BOP is blank. • Select Auto Generate and enter the Number	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	of Full Packs, adjust or accept the Standard Pack Quantity and Quantity in Partial Pack. Click Apply to replace or append multiple unit packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, and other inventory and order line details for the content and pack. • Click Add Child on the Unit Pack Level to add the same content with different lot, different content with same lot, or different lot to make the unit pack a mixed unit pack. **Note:** Pack code used in the Serial line should be defined correctly for single-item and single-lot settings. • As necessary, repeat the above steps to add more unit packs to the Contents grid and add contents to the unit pack to make	

Use Case	Steps	Review Results
	a mixed unit pack structure.	
Unload and receive multiple mixed assembly packs containing serialized and non-serialized content	• Select the Unload action. • In the Main panel, enter the Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel. optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. • Select both Auto Generate Packs and Receive Assembly Pack and enter the Number of Assembly Packs. Adjust or accept the Standard Assembly Pack Quantity and Standard Child Pack Quantity. Click Apply to replace or append multiple assembly packs in the	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, and other inventory and order line details for the content and pack. • Click Add Child on the Unit Pack level to add the same content with different lot, different content with same lot, or different lot to make the unit pack a mixed unit pack. **Note:** The Pack Code used in the serial line should be defined correctly for single-item and single-lot settings. • As necessary, repeat the above steps to add more assembly Packs to the Contents grid.	
Unload and receive multiple loose serialized content	• Select the Unload Action • In the Main panel, enter the Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference and Supplier Lot related to content. • Accept the BOP or leave blank. • In the Contents grid, click New to add an Item Type line at Level 1 to unload/receive it as loose serialized content and accept or modify information related to Site, Location, and other inventory and order line details for the loose content. • If item serials are being auto-generated, select Generate Item Serials. When item serials will be entered manually (for example, when they are generated beforehand or the supplier sent them), deselect Generate Item Serials. Maneuver to the Item Serials screen by clicking the Item Serials	

Use Case	Steps	Review Results
	button in the Contents grid to add item serials data for the lot quantity being received. • As necessary, repeat the above steps to add more loose serialized contents to the grid.	
Unload and receive multiple loose non-serialized content	• Select the Unload action. • In the Main panel, enter the Packing Slip or PO Shipper, select Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or leave blank. • In the Contents grid, click New to add an Item Type line at Level 1 to unload/receive it as loose serialized and accept or modify information related to Site,	• Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	Location, and other inventory and order line details for the loose content. • As necessary, repeat the above steps to add more loose non-serialized content to the grid.	
Unload multiple mixed unit packs and confirm using **PO Shippers**>Confirm action	• Select the Unload action from **PO Shippers**. • In the Main panel, enter the Packing Slip or PO Shipper, deselect Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. Optionally enter Pack Code if BOP is blank. • Select Auto Generate and enter the Number of Full Packs. Adjust or accept	• Serials Browse • Serials>Serial History Browse • Pending Purchase Order Unload Report • Purchase Order Discrepancies • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	the Standard Pack Quantity and Quantity in Partial Pack. Click the Apply button to Replace or append Multiple Unit Packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, and other inventory and order line details for the content and pack. • Click Add Child on the unit pack level to add the same content with different lot, different content with same lot, or different lot to make the unit pack a mixed unit pack. **Note:** The Pack Code used in the serial line should be defined correctly for single-item and single-lot settings. • As necessary, repeat the above steps to add more unit packs to the Contents grid and add contents to the unit pack to make	

Use Case	Steps	Review Results
	a mixed unit pack structure. • Launch PO Shippers>Confirm Action to confirm the unloaded inventory.	
Unload multiple mixed assembly packs and confirm using **PO Shippers**>Confirm action	• Select the Unload action from **PO Shippers.** • In the Main panel, enter the Packing Slip or PO Shipper, deselect Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. • Select both Auto Generate Packs and Receive Assembly Pack and enter the Number of Assembly Packs. Adjust or accept the Standard Assembly Pack Quantity and	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	Standard Child Pack Quantity. Click Apply to replace or append multiple assembly packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. • In the Contents grid, modify information related to Site, Location, and other inventory and order line details for the content and pack. • Click Add Child on the Unit Pack Level to add same content with different lot, different content with same lot, or different lot to make the unit pack a mixed unit pack. Note: The Pack Code used in the serial line should be defined correctly for single-item and single-lot settings. • As necessary, repeat the above steps to add more assembly packs to the Contents grid. • Launch **PO Shippers**>Confirm action to confirm	

Use Case	Steps	Review Results
	the unloaded inventory.	
Unload loose serialized and non-serialized content and confirm using **PO Shippers**>Confirm action	• Select the Unload action from **PO Shippers.** • In the Main panel, enter the Packing Slip or PO Shipper, deselect Confirm Shipper and optionally enter or accept the defaults related to Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel. optionally enter information related to Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or leave blank. • In the Contents grid, click New to add an Item Type line at Level 1 to unload/receive it as loose serialized and accept or modify information related to Site, Location, and other inventory and order line details for the loose content. • If Item serials are being auto-generated, select Generate Item Serials. When	• Serials Browse • Serials>Serial History Browse • Shipping History • Inventory Transactions

Use Case	Steps	Review Results
	item serials will be entered manually (for example, when generated beforehand or supplier sent them) deselect Generate Item Serials. Maneuver to the Item Serials screen by clicking Item Serials in the Contents grid to add item serials data for the lot quantity being received. • In the Contents grid, click New to add an Item Type line at Level 1 to unload/receive it as loose serialized and accept or modify information related to Site, Location, and other inventory and order line details for the loose content. • As necessary, repeat the above steps to add more loose serialized contents to the Content grid. • Launch **PO Shippers**>Confirm action to confirm the unloaded inventory.	
Unload and receive unit and assembly packs linking the	• Configure the **Number Ranges** for the item. Refer	• Serials Browse • Serials>Serial History Browse

Use Case	Steps	Review Results
internal serial IDs to external serial IDs.	to Serial Ranges on page 3054. • Configure the Serial Ranges on page 3054 for the item. • Assign inbound serial rule other then 0 for linking Internal serial IDs to external serial IDs. • Click **Action**> **Unload** from the **PO/PO Shippers.** • In the Main panel, enter the Packing Slip or the Shipper,enable the Confirm Shipper field and optionally enter or accept the defaults related to the Order, Line, Item, Supplier, and Ship-To Site. • In the Inventory panel, optionally enter information related to the Site, Location, Lot/ Serial, Reference, and Supplier Lot related to content. • Accept the BOP or modify to match the content specified in the Main panel. Optionally, enter the Pack Code if the BOP is blank. **Note**	• Inventory Transactions

Use Case	Steps	Review Results
	For Unit Packs: Enable the Auto Generate Packs field and enter the Number of Full Packs, adjust or accept the Standard Pack Quantity and Quantity in the Partial Pack. Click Apply to replace or append multiple unit packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels. or For Assembly Packs: Enable both the Auto Generate Packs and the Receive Assembly Packs field and enter the Number of Assembly Packs. Adjust or accept the Standard Assembly Pack Quantity and Standard Child Pack Quantity. Click Apply to replace or append multiple assembly packs in the Contents grid with content information specified in the Main, Inventory, and Contents panels.	

Use Case	Steps	Review Results
	• In the Contents grid, modify information related to Site, Location,and other Inventory and order line details for the content and pack. • Enter the external serial ID in the serial field. • Verify the serials generated.	
Return single item single lot unit pack	• Complete executing Unload Action on **Purchase Orders**/**Supplier Scheduled Orders**/**PO Shippers** with Confirm Shipper selected. • Execute Return Order action from **Purchase Orders** and select Return By Pack. • Click New in the Return Items grid. For a Serial Type, enter Pack Serial and Order PO line data. This adds content as Item Type into the unit pack line. • Submit.	• Serials Browse • Serials>Serial History Browse • Inventory Transactions
Return single item single lot assembly pack	• Complete executing Unload Action on **Purchase**	• Serials Browse • Serials>Serial History Browse

Use Case	Steps	Review Results
	Orders/Supplier Scheduled Orders/PO Shippers with Confirm Shipper selected. • Execute Return Order Action on **Purchase Orders** and select Return By Pack. • Click New in the Return Items Grid . For a Serial Type, enter assembly pack serial and PO line data. This adds all child packs and contents into the assembly pack. **Note:** If the unit pack or assembly pack contains serialized items, all item serials display in the Item Serials pop-up. • Submit.	• Inventory Transactions
Return mixed unit pack with same item, different lot	• Complete executing Unload Action on **Purchase Orders/Supplier Scheduled Orders/PO Shippers** with Confirm Shipper selected. • Execute Return Order Action from Purchase Orders and select Return By Pack.	• Serials Browse • Serials>Serial History Browse • Inventory Transactions

Use Case	Steps	Review Results
	• Click New in the Return Items grid. For a Serial Type, add unit pack serial and PO line data. This adds all contents into a unit pack as Item Type lines. • Submit.	
Return mixed assembly pack with same item, different lot	• Complete executing Unload Action on **Purchase Orders**/**Supplier Scheduled Orders**/**PO Shippers** with Confirm Shipper selected. • Execute Return Order Action from Purchase Orders and select Return By Pack. • Click New in the Return Items grid. For a Serial Type, enter the assembly pack serial and PO line data. This adds all contents into a unit pack as Item Type lines. • Submit.	• Serials Browse • Serials>Serial History Browse • Inventory Transactions
Return loose serialized /non-serialized contents	• Complete executing Unload Action on **Purchase Orders**/**Supplier Scheduled Orders**/**PO Shippers** with	

Use Case	Steps	Review Results
	Confirm Shipper selected. • Execute Return Order Action from Purchase Orders and select Return By Pack. • Click New in the Return Items grid. For a Serial Type, enter the Item Serial if returning loose serialized item and PO line data for the Content line. • Click New in the Return Items grid. For an Item Type, enter the loose non-serialized data. • Submit.	

Return by Pack

For detailed information, refer to Return Purchase Order Action on page 4543.

Serialization Reports

By default, a report displays all the records available in the source data. However, you may want to retrieve just a certain range of records in the report; for example, routing costs for an item at one specific work center. You do this by setting search conditions to filter data in the report for one or more of the available criteria.

1. Configurable filter capabilities let you create both simple and complex queries. Choose a search operator from the drop-down list: equals, not equals, and so on.
2. If you choose the Range operator, enter a beginning value of the range in the first search box. Optionally, enter an ending value of the range in the second search box.
3. To refine your search further, click the plus (+) icon to add another search row. You can add as many rows as needed, each with different search values and operators. When you specify several criteria, note that multiple criteria for the same field are treated as a logical AND condition.
4. To remove a search criteria row, click on the delete (X) icon
5. Optionally, click Save As to save the new search conditions as a filter for future reuse.

The table below lists the reports that can be generated for serialization.

Report	Function/Purpose
Item Label Formats	A report on item label formats contains information about all the label formats defined, providing a summary of item, site address, and site details.
Pack Label Format	A report on pack label formats contains information about all the label formats defined, providing a summary of item, site address, pack code, BOP code, and site details.
Serial Booking by Production Orders	Use Serial Booking by Production Orders Report to view serial ID bookings for production orders.
Serialized Inventory	You can use Serialized Inventory Report to view loose items in serialization inventory. You can filter the report by serial ID; when you do, the system lists the item and serial information.

Report	Function/Purpose
Update Uncounted Tags	Use the update Uncounted Tag Report to view uncounted tags and set uncounted packs as missing.

Inbound Logistics Accounting

These costs can include not only the freight charges paid to carriers, but also insurance, duty, customs clearance, handling charges, and more. Depending on the freight terms, these costs can be paid by the supplier and recharged to the customer within the item price or as a trailer charge. They can also be paid by the customer directly to the carrier, insurer, customs, and so on.

As manufacturing companies increasingly look for cheaper materials and components from remote sources, logistics costs have become a more significant aspect of cost management. Accurate product and customer profitability information that includes the total cost of purchasing or selling items supports better pricing and financial analysis decisions.

Logistics Charges

Inbound logistics charges are the transportation costs associated with purchasing items from external suppliers. Outbound logistics charges are the transportation costs associated with the shipment of items from a company location to customers or other company locations.

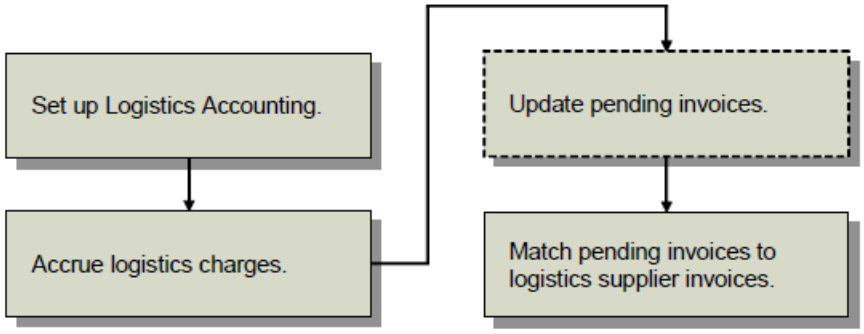
For some companies, a significant proportion of purchases are imports. Logistics costs have a large financial impact since they can represent a high percentage of the total delivered cost and must be included in price comparisons with local sources. In Logistics Accounting, inbound logistics charges are considered part of the overall cost specific to each item and included in the item cost.

For other companies, the shipment of goods by third-party carriers is a frequently occurring expense. Tracking the amounts owed to carriers as a separate liability in the general ledger (GL) provides better control over invoices from suppliers. Identifying variances in expected freight charges and actual invoice amounts reduces the risk of duplicate or overpayment of logistics charges. Tracking these charges improves visibility of total outbound freight costs, helping to reduce these costs by reviewing order quantities or seeking alternative carriers.

Logistics Charge Accruals

See Accrual Currency for information on how the system determines the accrual currency used for inbound and outbound logistics charges

Figure below summarizes the steps involved in accruing logistics charges.



Receiver matching of pending invoices is described in QAD Financials User Guide

Apportioning Logistics Charges

The system apportions inbound and outbound logistics charges to line items on an order when the pending invoice is created, based on the apportion method associated with the logistics charge code. The total invoice amount is allocated to individual line items as a ratio of the accrued logistics charges.

When recording an invoice for inbound logistics charges, you can automatically update the current costs of PO line items with the allocated amounts. Current costs are updated whether the last cost method or average costing is used.

Logistics Accounting now supports both standard and average costs for GL Cost Sets.

Example: Item A and item B are purchased from a single supplier and shipped to a company location. The GL and current costs for these items consist of the unit cost from the item supplier and the cost to ship each item.

Note Logistics Accounting is now fully supported by the Periodic Costing module.

Cost Component	Item A	Item B
Material	$10	$12
Freight	$3	$2
Total cost	$13	$14

When the order arrives, item A is received in a quantity of 400 and item B in a quantity of 200. Table above shows the accrued freight charges for each item.

The logistics supplier sends an invoice in the amount of $2000 for freight. The total accrued freight is $1600. When the freight invoice is recorded, the system uses the following equation:

Item	PO Qty	GL Freight	Accrued Freight	Apportion Value
A	400	$3	$1200	(1200/1600) X 2000 = $1500
B	200	$2	$400	(400/1600) X 2000 = $500

The actual freight cost for item A is $3.75 per unit ($1500 / 400) and $2.50 for item B ($500 / 200). When the last cost method is used for the current cost set, the system updates the current costs for items A and B with the allocated values.

You specify the apportion method in Logistics Charge Codes. Use any of the following apportion methods:

1. Default
2. Weight (based on item master data)
3. Volume (based on item master data)

4. Price (net unit price of the item)

The default apportion method is based on the standard cost defined for the element that is linked to the logistics charge. If a method other than “default” is used, you must also manually change the unit of measure (UM) and select a calculation method (either unit or bulk). If you enter the wrong UM, an error displays.

Pending Invoices

Pending invoices track the estimated amounts owed to suppliers before an invoice is received for the actual amount. Pending invoices for logistics charges are created automatically during purchase receipts and shipments. Logistics charge accruals are also referred to as pending invoices.

During receiver matching, you can match the amounts from pending invoices to actual invoice amounts. The more information provided on the pending invoice, such as the supplier of the logistics charge, the easier it is to match it to an invoice.

When purchased items are shipped from an item supplier, you might not know the name of the logistics supplier until the goods arrive. Logistics charges can accrue without specifying a logistics supplier. After an invoice arrives, you can define the logistics supplier on the pending invoice using Logistics Charge Pending Invoices. During receiver matching, it is easier to match invoice amounts to pending invoices when logistics suppliers are assigned.

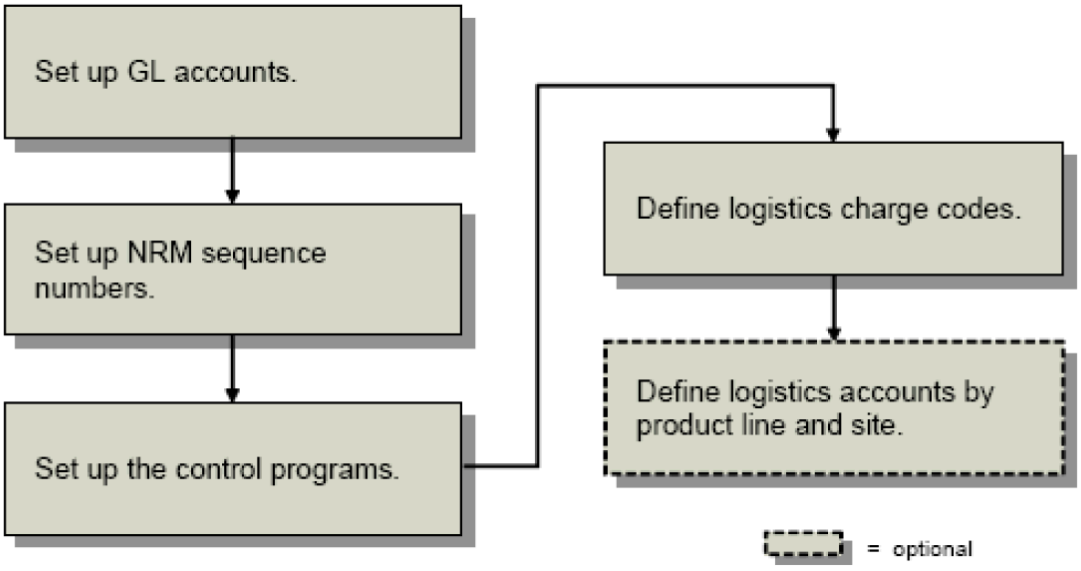
Note When you ship items to a customer, you must specify the logistics supplier or an error is generated.

Internal and External References

Each pending invoice includes an internal reference and, optionally, an external reference. An internal reference is a code identifying a shipment or receipt created by the system, such as a receiver number or shipper ID. An external reference is an identifier supplied by a third-party logistics supplier, such as a bill of lading number, carrier tracking number, or packing slip number.

During receiver matching, use internal and external references to help match invoices from logistics suppliers to pending invoices.

General Setup



Setting Up GL Accounts

Each logistics charge account is identified by an account code, an optional sub-account code, and an optional cost center code. Use GL Account Create (25.3.13.1) to set up GL accounts before defining default logistics accounts in the Logistics Accounting module.

Table below lists the accounts used by Logistics Accounting. The Type column indicates how the account is used. The Use column indicates the transaction that uses the account.

Inbound Account	**Type**	**Use**
Accrual	Liability	PO Receipt, Invoice
Expense	Expense	PO Return
Variance	Expense	Invoice
Suspense	Expense	PO Receipt
Broker	Expense	PO Receipt
Outbound Account	**Type**	**Use**
Sales Order Accrual	Liability	Shipment, Invoice
Sales Order Expense	Expense	Shipment
Sales Order Variance	Expense	Invoice

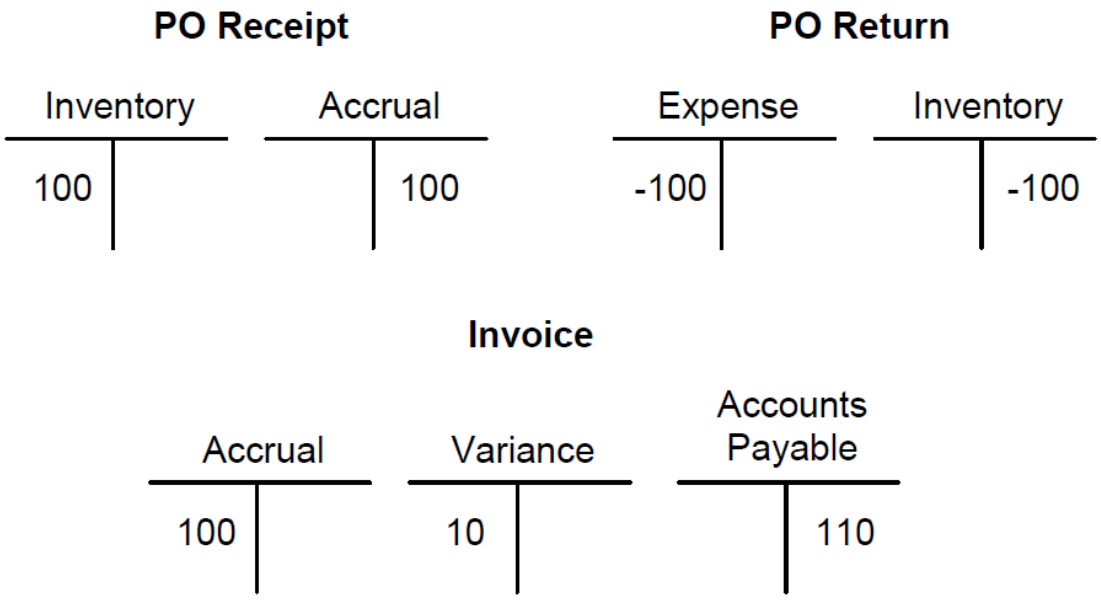
Outbound Account	Type	Use
Distribution Order Accrual	Expense	Shipment, Invoice
Distribution Order Expense	Expense	Shipment
Distribution Order Variance	Expense	Invoice

Note When Logistics Accounting is used, the Sales Freight Applied and Sales Freight Accrued accounts defined in Domain/Account Control (36.1) are not used for logistics charge accrual transactions, unless you specify the same accounts in Outbound Accrual Account Maintenance and Outbound Expense Account Maintenance.

The following illustrations show the functions that create GL transactions for logistics charges and the accounts used. In both examples, an invoice in the amount of $110 is received from the logistics supplier and applied to the accrued amount.

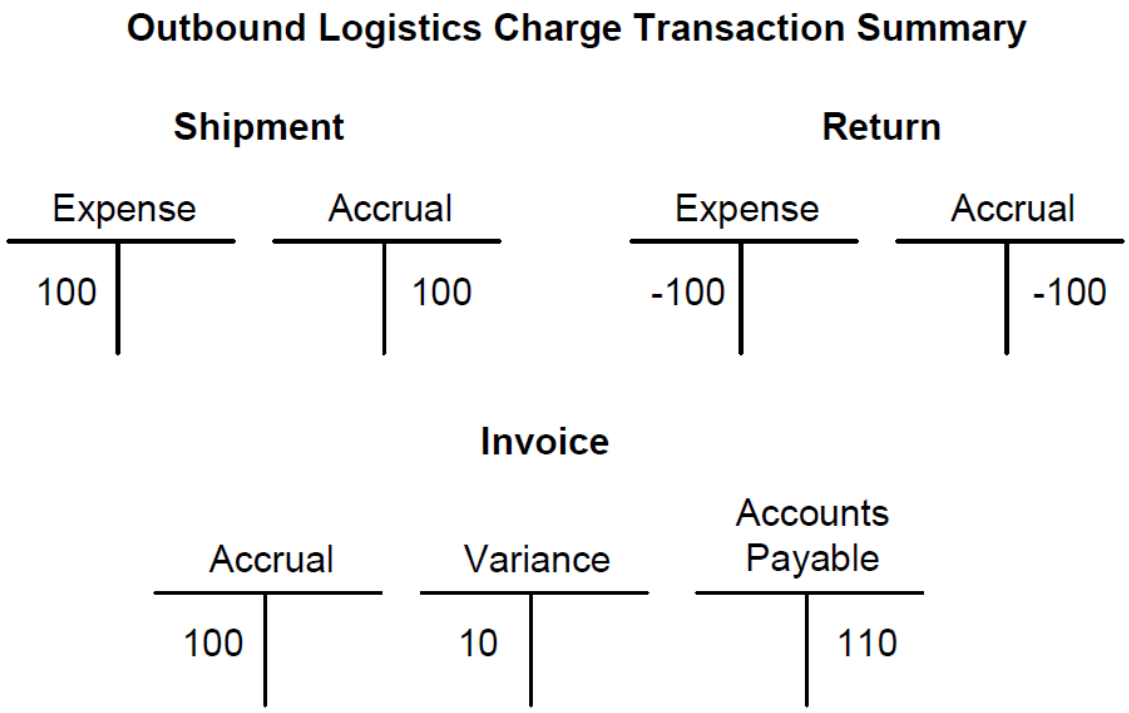
Figure below summarizes the GL transactions created and accounts used to track inbound logistics charges. Inbound logistics charge accruals are triggered by purchase

Inbound Logistics Charge Transaction Summary



receipts.

Figure below summarizes the GL transactions created and accounts used to track outbound logistics



charges.

Inbound Accounts

The system automatically selects GL accounts for logistics charges based on predefined rules and hierarchy mentioned in Inbound Account Panel.. These accounts help track accruals, expenses, variances, and other financial transactions related to inbound logistics. You can define and modify accounts for precise financial reporting.

The following panels are available in the Inbound Accounts screen:

Main

Logistics Charge Code

Select from the logistics charge codes lookup. This is a mandatory field.

Product Line

Select a product line from the lookup. This is a mandatory field.

Site

Optionally select the site linked to the accounts from the lookup. Site security rules apply:

- If left blank, the user must have access to all sites.
- If a supplier type is entered, a specific site must also be provided.

Supplier Type

Optionally select a code from the lookup to classify item suppliers. During Purchase Order (PO) receipts and returns, the system uses the supplier type to search for GL accounts related to the item supplier.

Inbound Account Panel

The system searches for accounts related to charge code, product line, site, and supplier type selected in the main panel defaults the inbound account fields.The following order is used in selecting and defaulting accounts.

1. Charge Code + Product Line + Site + Supplier Type
2. Charge Code + Product Line + Site (Blank Supplier Type)
3. Charge Code + Product Line (Blank Site & Supplier Type)

If no match is found, you can assign GL accounts, sub-accounts, and cost-centers.

These accounts determine how logistics charges are recorded in the general ledger:

Accrual Account

Defaults from Logistics Charge Codes but can be manually updated. It records liabilities when items are received.

PO Price Variance Account

Defaults from Logistics Charge Codes but can be modified. It tracks price differences between the item's logistics charge price and PO logistics charge price.

Expense Account

Defaults from Logistics Charge Codes but can be changed. It records expenses related to logistics charges.

Variance Account

Defaults from Logistics Charge Codes but can be modified. It is used when invoice costs differ from accrued values during Receiver Matching.

Suspense Account

Defaults from Logistics Charge Codes. It temporarily holds amounts when a charge cannot be immediately assigned.

When you use standard costs, the system uses the Suspense Account to account for logistics accounting charges during RCT-PO functions—such as PO receipt, PO shipper receipt in in-transit, PO shipper receipt.

You should receive goods at full standard cost to inventory, regardless of whether you use Fiscal Receipts.

When you receive, the system credits the Suspense Account with Logistic Accounting costs, debiting inventory at full standard cost. Additionally, the GL inventory account has the full standard cost value after the physical receipt, and GL and operational inventory valuation reports balance at all times.

When you confirm Fiscal Receiving, actual Logistics Accounting costs are committed and the Suspense account is debited with the actual LA costs. The system adjusts for the difference in the actual LA cost and the value is credited to the Suspense account by debiting/crediting the Logistics Account price variance (LA PPV).

When Fiscal receiving is not in use, the system calculates LA PPV values, the LA Suspense account is not visible in cost reports, and the account is not accessible in Logistics Accounting screens.

Broker Expense Account

Defaults from Logistics Charge Codes but can be changed. This account is used for expenses related to broker fees.

This field is for use with the Fiscal Receiving module and is editable only when Fiscal Receiving is enabled. When you use standard costs, the system uses the Broker Expense Account to account for logistics accounting importation charges during physical receipt. Crediting the Broker Expense Account with Logistic Accounting costs during receipt lets the system debit inventory at full standard cost.

When you confirm Fiscal Receiving, actual Logistics Accounting costs are committed and the Broker account is debited with the actual LA costs. The system adjusts for the difference in the actual LA cost and the value is credited to the Broker account by debiting/crediting the Logistics Account price variance (LA PPV).

When Legal Documents and Fiscal Receiving are not in use, the Broker account is not visible in cost reports, and is not accessible in Logistics Accounting screens.

Editing, and Deleting Inbound Accounts

The Inbound Accounts screen allows users to manage existing entries by selecting, editing, and deleting records.

Selecting an Inbound Account

1. Open the Inbound Accounts screen.
2. Use the search filters to locate the desired account.
3. Click on the record to view or modify details.

Editing an Inbound Account

1. Select the inbound account you want to modify.

2. Update any necessary fields such as logistics charge code, product line, site, or GL accounts.
3. Click Save to apply the changes.

Deleting an Inbound Account

1. Select the inbound account to be deleted.
2. Click the Delete button.
3. Confirm the deletion when prompted.

Note Accounts linked to active transactions cannot be deleted.

Logistics Control

Line Charges

Enable Line Charges

Select this option to activate the line charge functions of the Container and Line Charges module. You can then associate up to 999 additional line charges with a line item on a sales order or shipper.

When the system applies line charges to an order, you can specify charge type and charge amount (charge type is optional). The extended charge can be calculated using the charge type.

Line charges associated with sales orders can be defined as one time only or recurring. Line charges on shippers are always one time only.

Edit Line Charges On Shipper

Indicate whether line charges can be modified on shippers.

Cleared: Only the line charges from the sales order apply to the shipper. Deleting or modifying existing line charges or adding new line charges is allowed only in **Sales Orders**, **Pending Invoices**, and **Scheduled Orders**.

Selected: The line charges from the sales order are added to the shipper. You can delete, modify, and add new line charges when building the shipper.

When this field is selected, the Additional Line Charges frame displays in several container and pre-shipper/shipper views. The frame lets you add and modify line charges while maintaining containers and shippers.

This field defaults to Ship-To Control Maintenance. Use that program to change the value for specific combinations of ship-from sites and ship-to addresses.

Line Charge Calculation Type

Enter the default charge type to use to calculate the charge amount applied to new line charges added to sales orders or shippers. The

charge type must be defined in Charge Type Maintenance with Applies To set to Line.

This field defaults to Ship-To Control Maintenance. Use that program to change this value for specific combinations of ship-from sites and ship-to addresses.

Note For line charges, charge types are optional.

Summary Only On Invoice

Indicate how additional line charges display on invoices.

Cleared: Line charge details print on the invoice, including the charge description, the charge amount, whether the amount is taxable, and the extended price. Line charge amounts are subtotaled and display in the Line Charges trailer field. This subtotal is included in the invoice total.

Selected: Line charge details do not print on the invoice. Line charge amounts are subtotaled and displayed in the Line Charges trailer field. This subtotal is included in the invoice total.

This field defaults to Ship-To Control Maintenance. Use that program to change this value for specific combinations of ship-from sites and ship-to addresses.

Include On ASN

Indicate whether to include additional line charge data on the advanced ship notice (ASN). Each additional line charge displays as a new ASN line.

Cleared: The additional line charge information is not sent.

Selected: A detail line for each additional line charge is sent on the ASN. Currently, the ASN does not include pricing information.

This field defaults to Ship-To Control Maintenance. Use that program to change this value for specific combinations of ship-from sites and ship-to addresses.

Container Charges

Enable Line Charges

Select this option to activate the container charge functions of Container and Line Charges.

Using the container charge functions, you can associate a container charge with each sales order line item. The container charge amount is calculated using the charge type associated with the container at the time the container is shipped.

A container charge is usually assessed on a line item when an extra expense is incurred by the supplier to package the item. For example, you add a container charge to a line item when it is usually shipped in a

returnable container but must be packaged in an expendable container this time.

Use Charge Type Maintenance to create charge types. Use Ship-To/ Container Charge Maintenance to associate charge types with ship-to and containers and create pricing schedules. Use **Items** to enter new items. Use Container Item Maintenance to enter container information for items.

When container charges are enabled, an additional frame displays in **Sales Orders** and Pending Invoice Maintenance so you can specify container information. In **Customer Scheduled Orders**, you can specify a charge type to associate with a container. In addition:

- You must specify a valid container item set up in Container Item Maintenance when prompted for a container.
- You can specify an order line when adding items to a container.

When container charges are enabled, most of the shipment processing and invoicing functions take account of these charges. In particular, if you specify a sales order and line in any of the following programs, the system looks for container information associated with the line.

Separate Legal Doc for Container

Select this field to generate a separate legal document for the containers.

Recalculate Container Taxes

Select this field to treat the container as an unplanned issue.

This field indicates that you are using a different Global Tax Management base for the container and tax is determined according to the container lines on the shipper. It is not accounted for in AR or displayed on the customer invoice.

Summary Only on Invoice

Indicate how container charges display on invoices.

Cleared: Container charge details print at the end of the invoice, including the container item number, the quantity of container items used, the price per container item, and the total charges. The charge amounts are subtotaled and display in the Container trailer field. This subtotal is included in the invoice total.

Selected: Container charge details do not print on the invoice. Container charge amounts are subtotaled and display in the Container trailer field. This subtotal is included in the invoice total.

This field defaults to Ship-To Control Maintenance. Use that program to change this value for specific combinations of ship-from sites and ship-to addresses.

Include on ASN

Indicate whether to include the container charge and description on the advance ship notice (ASN).

Cleared: The container charge information is not sent.

Selected: A detail line for each container charge is sent on the ASN. Currently, the ASN does not include pricing information.

This field defaults to Ship-To Control Maintenance. Use that program to change this value for specific combinations of ship-from sites and ship-to addresses.

Intrastat

Use Intrastat

Select this check box to have the system automatically create Intrastat history records for applicable shipments and receipts:

- All programs that create shipments automatically create an Intrastat record for each order line that relates to both an Intrastat item and a shipment to or return from another EU country.
- All programs that create purchase receivers automatically create an Intrastat history record for each receiver line that relates to both an Intrastat item and a shipment to or receipt from another EU country.

Import/Export Default

Select this check box if most orders are subject to Intrastat reporting; otherwise, leave it clear.

Cleared: The Import/Export option in order creation views always defaults to selected. To update Intrastat data, you must manually select the option.

Selected: The Import/Export field in order creation views defaults to selected when both the from and to addresses involved in a transaction belong to EC countries; otherwise, Import/Export defaults to clear.

The Import/Export field controls whether the Intrastat Data frame appears in the order-related functions specified in the Active Intrastat Type List field.

Note For the defaulting logic to work correctly, you must associate address records with each site. This is also required for Global Tax Management.

Intrastat Net Weight UM

Enter the unit of measure code used in your company to indicate kilograms, which is the unit of measure required for Intrastat reporting of net weight. The default is KG.

If the net weight in the item master is not expressed in this unit, the system converts it.

Unit of Measure Minimum

Enter the minimum weight for each reported consolidated line. All weight figures less than this minimum are rounded to this weight for Intrastat reports.

PO Reference Date Logic

Enter 1, 2, or 3 to indicate the method you use to assign a reference date to purchasing-related Intrastat history records.

1. Use the inventory transaction effective date (the default).
2. Use the supplier invoice effective date.
3. Use the tax point or supplier invoice date. The system uses whichever date falls earlier in the month. The tax point date is the 15th day of the month following the transaction effective date.

The reference date assigned to an Intrastat history record determines when it is reported using **Intrastat Declaration Print**. When PO Reference Date Logic is 2, an uninvoiced record is not reported, regardless of the reference date.

SO Reference Date Logic

Enter 1, 2, or 3 to indicate the method that you use to assign a reference date to sales-related Intrastat history records.

1. Use the inventory transaction effective date (the default).
2. Use the supplier invoice effective date.
3. Use the tax point or supplier invoice date. The system uses whichever date falls earlier in the month. The tax point date is the 15th day of the month following the transaction effective date.

The reference date assigned to an Intrastat history record determines when it is reported using **Intrastat Declaration Print**. When SO Reference Date Logic is 2, an uninvoiced record is not reported, regardless of the reference date.

Include Memo Items

Select this checkbox to collect Intrastat data for memo items. Clear it to avoid creating records for memo items.

The value specified becomes the default value for this field on the order line. You can change this value during order entry.

Mode of Transport

Enter a valid code defined in Mode of Transport Maintenance to be used as the default when collecting Intrastat data in supported functions. During order entry, the user can override this value.

Terms of Delivery

Enter a valid code defined in Terms of Delivery Maintenance to be used as the default when collecting Intrastat data in supported functions. During order entry, the user can override this value.

Nature of Transaction

Enter a valid code defined in Nature of Transaction Maintenance to be used as the default when collecting Intrastat data in supported functions. During order entry, the user can override this value.

Active Intrastat Type List

Specify the transactions or documents for which you want to collect Intrastat data. You can use this list to suppress the display of frames for document types that do not require Intrastat reports.

Valid entries are 1, 2, 4, 5, 7, and 8.

Enter the numbers, in a comma-separated list, that correspond to the type of transaction or document for which you want to enable the creation and modification of Intrastat data.

1. Sales Orders
2. Purchase Orders
4. Distribution Orders
5. Intersite Transfers
7. Purchase Order Returns
8. Sales Order Returns

Flow Indicator – Arrivals

Enter the code defined in Flow Indicator Maintenance that is used in your country to indicate Intrastat arrival transactions. This code is the default when Intrastat data is collected in supported functions. During order entry, the user can override this value.

The system uses the value you specify here in **Intrastat Declaration Print** to determine which Intrastat history records to include in the Intrastat Declaration - Arrivals report.

Flow Indicator – Dispatches

Enter the code defined in Flow Indicator Maintenance that is used in your country to indicate Intrastat dispatch transactions. This code is the

default when Intrastat data is collected in supported functions. During order entry, the user can override this value.

The system uses the value you specify here in **Intrastat Declaration Print** to determine which Intrastat history records to include in the Intrastat Declaration – Dispatches report.

Correction Flow of Arrival

Enter the default value for the flow indicator code the system should use for correction of arrivals.

This field determines whether the correction of an arrival of goods should be posted as a negative arrival of goods or a positive dispatch of goods.

This feature is used primarily in Italy, the Netherlands, and Poland.

When a value is specified for this field that is different from the arrival flow indicator value, a pop-up displays during the creation of Intrastat data and in Intrastat History Maintenance that prompts for the correction information.

When the country of the declarant is Poland, this field also can enable country-specific logic for negative lines under these conditions:

- Both Correction Flow of Arrival and Correction Flow of Dispatch include values.
- The values are not the same.

Correction Flow of Dispatch

Enter the default value for the flow indicator code the system should use for correction of dispatches.

This field determines whether the correction of a dispatch of goods should be posted as a negative dispatch of goods or a positive arrival of goods.

This feature is used primarily in Italy, the Netherlands, and Poland.

When a value is specified for this field that is different from the dispatch flow indicator value, a pop-up displays during the creation of Intrastat data and in Intrastat History Maintenance that prompts for the correction information.

When the country of the declarant is Poland, this field also can enable country-specific logic for negative lines under these conditions:

- Both Correction Flow of Arrival and Correction Flow of Dispatch include values.
- The values are not the same.

Declarant

Enter the code defined in **Declarants** that identifies the company address that is typically responsible for reporting Intrastat data to the government. This field is required.

The value you enter here defaults to the Declarant field in **Intrastat Declaration Print**.

Branch ID

Enter the value to be printed as Branch ID in **Intrastat Declaration Print**.

Statistical Procedure

Enter a valid code defined in Statistical Procedure Maintenance to be used as the default when collecting Intrastat data in supported functions. During order entry, the user can override this value.

Commodity

Enter a valid code defined in **Commodity Codes** to be used as the default when collecting Intrastat data in supported functions.

The default specified here is used only when a more specific value has not been defined for the line item and country in **Items** > Intrastat panel.

During order entry, the user can override this value.

Port of Arrival/Dispatch

Enter a valid code defined in Port Maintenance to be used as the default when collecting Intrastat data in supported functions. During order entry, the user can override this value.

Port of Transshipment

Enter a valid code defined in Port Maintenance to be used as the default when collecting Intrastat data in supported functions. During order entry, the user can override this value.

Add Freight to SO Price

Use this field to manage how the invoice value is calculated and displayed on Intrastat and Extrastat reports.

Cleared: The invoice value for an order line is set to the line price multiplied by the quantity, regardless of the freight terms.

Selected: Include freight amounts in the invoice value when the freight term type is Add, Allow, or Collect. Value is calculated as:

(sales order line price + freight charge) * quantity

For freight term types Include, Prepaid, and Willcall, this control setting has no effect. For included freight, the line item price already reflects the freight cost. For prepaid and willcall, freight is not calculated.

Based on local regulatory requirements, the invoice value reported to authorities may need to include the cost of any included freight. In this case, select this field.

Extrastat

Use Extrastat

Select this checkbox to enable Extrastat functionality. The system automatically creates Extrastat history records (ieh_hist) for movements of goods between EU and non-EU countries for the transactions specified in the Active Extrastat Type List.

Otherwise, Extrastat history records are not created automatically.

Active Extrastat Type List

Specify the transactions or documents for which you want to collect Extrastat data. You can use this list to suppress the display of frames for document types that do not require Exrastat reports.

Valid entries are 1, 2, 4, 5, 7, and 8.

Enter the numbers, in a comma-separated list, that correspond to the type of transaction or document for which you want to enable the creation and modification of Extrastat data.

1. Sales Orders
2. Purchase Orders
4. Distribution Orders
5. Intersite Transfers
7. Purchase Order Returns
8. Sales Order Returns

Container

Specify whether goods are transported in containers.

This field is used by Dutch-specific Extrastat transactions.

Preference

Enter a code that specifies the preferred rate used for custom taxes. This must be specified when importing goods from developing countries.

This field is required for Dutch-specific Extrastat transactions.

EORINR-Declarant

Enter the Economic Operators Registration Number. This ID is required by customs authorities to all declarants in order to submit Extrastat declarations.

Purchase Shipper

Shipper Sequence ID

Enter the Number Range Management (NRM) sequence code used to optionally assign a shipper ID when a PO shipper is created in PO Shipper/Invoice Maintenance. The sequence description displays to the right of the code.

Note This sequence is used only for shippers created in PO Shipper/Shipper Maintenance.

Sequence codes can be up to eight alphanumeric characters.

The target dataset associated with this sequence code is abs_id.poshipper.

Invoice Line Sorting Sequence

Specify the order in which open PO line items are sorted. The value you specify sets the default for the Sort By field in PO Shipper/Invoice Maintenance.

- Line (the default): PO line items are sorted by PO number and then by PO line sequence.
- Item: PO line items are sorted by PO number, item number, and PO line sequence.

Container/Shipper

Next Container

This field displays the next available number the system assigns to a new container in Container Workbench (Pre-Shipper/Shipper

Workbench. Use container records to identify containers within a shipment.

You can also manually assign any available number to a new container.

Container numbers can start at 1. Leading zeroes are added for sorting.

Pre-Shipper Sequence ID

Enter the Number Range Management (NRM) sequence code used for pre-shippers. The system uses this code to generate sequence numbers for all pre-shippers not using inventory movement codes.

You must enter an existing NRM sequence code with a target dataset associated with pre-shippers (dataset = abs_id.preship). Sequence codes can be up to eight alphanumeric characters.

The code entered becomes the default when entering a pre-shipper sequence for inventory movement codes within shipping groups. The sequence description displays to the right of the code.

Shipper Sequence ID

Enter the Number Range Management (NRM) sequence code used for shippers. The system uses this code to generate sequence numbers for all shippers not using inventory movement codes or shipping groups.

You must enter an existing NRM sequence code with a target dataset associated with shippers (dataset = abs_id.shipper). Sequence codes can be up to eight alphanumeric characters.

The sequence ID specified here is also used as the default for shipper sequences for inventory movement codes within shipping groups. The sequence description displays to the right of the code.

Master Bill Sequence ID

Enter the Number Range Management (NRM) sequence code used for master bills of lading. The system uses this code to determine what format to use when assigning sequential numbers for all master bills of lading that do not use inventory movement codes.

This must be an existing NRM sequence code with a dataset associated with master bills of lading (dataset = abs_id.mbol). Enter up to eight alphanumeric characters.

The code entered becomes the default when entering a master bill of lading sequence for inventory movement codes within shipping groups. The sequence description displays to the right of the code.

Shipper Document Format

Enter the code identifying the document format to be assigned by the system to shippers that do not use inventory movement codes or have

an associated shipping group. The format description displays to the right of the code.

Define format codes in **Document Formats**.

This value defaults to **Shipping Groups** when a new inventory detail record is created.

Master Bill Document Format

Enter the code identifying the document format to be assigned by the system to master bills of lading that do not use inventory movement codes or have an associated shipping group. The format description displays to the right of the code.

Define format codes in **Document Formats**.

Max Lines on a Pre-Shipper

Determines the maximum number of lines that will be printed on a picklist that is created by **Picklist & Pre-Shipper - Automatic**.

If 0, this option has no effect. If larger than 0, **Picklist & Pre-Shipper - Automatic** will limit the number of lines of a picklist to this number.

Reallocate

Specify whether detail allocations are deleted for unshipped lines in Sales Order Shipments.

Selected: The system reallocates inventory and deletes detail allocations for unshipped lines.

Cleared: The system does not reallocate inventory and leaves detail allocations for unshipped lines.

Shipping Label Templates

Mixed Load Label

Enter the name of the default template file to be used for printing mixed load Shipping Labels for Containers that are not attached to Shippers/ Pre-Shippers.

Shipping Label Print uses template files to generate shipping labels. You develop the template file either by specifying the necessary printer command codes or by using a shipping label design software package. In the template file, you use template values for data fields that are to printed, like 000003 for customer item number. Shipping Label Print reads the template file into memory, replacing the template values with the actual data values to be printed. Then the template file data with the template values replaced is sent to the printer.

Master Load Label

Enter the name of the default template file to be used for printing master load Shipping Labels for Containers that are not attached to Shippers/Pre-Shippers.

Shipping Label Print uses template files to generate shipping labels. You develop the template file either by specifying the necessary printer command codes or by using a shipping label design software package. In the template file, you use template values for data fields that are to printed, like 000003 for customer item number. Shipping Label Print reads the template file into memory, replacing the template values with the actual data values to be printed. Then the template file data with the template values replaced is sent to the printer.

Single Load Label

Enter the name of the default template file to be used for printing single load Shipping Labels for Containers that are not attached to Shippers/Pre-Shippers.

Shipping Label Print uses template files to generate shipping labels. You develop the template file either by specifying the necessary printer command codes or by using a shipping label design software package. In the template file, you use template values for data fields that are to printed, like 000003 for customer item number. Shipping Label Print reads the template file into memory, replacing the template values with the actual data values to be printed. Then the template file data with the template values replaced is sent to the printer.

Shipment Info For Receipts

This option indicates whether the system prompts for shipment information during entry of material receipts.

Selected: Specify a shipment number, ship date, and inventory movement code when entering receipts.

Cleared: The system does not prompt for entry of shipment information.

Use Ship/Plan PCR

This field determines whether prior cumulative required (PCR) quantities are considered by **Required Ship Schedule Update** when processing customer scheduled orders with netting logic set to 3.

Cleared: The beginning of the planning schedule is replaced by the shipping schedule and no prior cumulative quantities are considered.

Selected: The beginning of the planning schedule is replaced by the shipping schedule and remaining schedule quantities for the current release are adjusted to include the PCR quantities. The system calculates the difference between the cumulative planning quantity and the cumulative shipping quantity as of the end of the overlap week and places the difference as an adjustment on the first day of the following

week. This results in a required shipping schedule that can extend into the next week beyond the customer shipping schedule.

The PCR quantity is the total quantity required prior to the prior cumulative date of the current release. By default, this is the last day of the previous release. Customers can send PCR quantities to you when they send schedule release information which you import into the system. You can specify the Prior Cum Date and manually enter shipping PCR, planning PCR, and RSS PCR quantities needed before the current schedule begins when you edit or create a schedule in:

- Customer Plan Schedule Maintenance
- Customer Ship Schedule Maint
- Required Ship Schedule Maint.

Use Proof of Delivery

Use this field to enable the Proof of Delivery (POD) functionality.

Selected: The Proof of Delivery functionality is enabled. All POD-associated fields and the POD Maintenance program are available.

Cleared: The POD functionality is disabled. All POD-associated fields and the POD Maintenance program are unavailable.

Proof of Delivery Orders

This field is accessible only when the POD functionality is enabled.

Specify the default values of the Proof of Delivery field on new sales quotes and new customer scheduled orders, and the POD field on new sales orders. The specific setting against ship-to addresses in **Ship-To & POD Controls** takes precedence over this field.

In-Transit Location

This field is accessible and required only when the POD functionality is enabled.

Specify the default in-transit location for the shipments of orders that require POD.

Important Assign the in-transit location an inventory status code with Available and Nettable set to unselected. Otherwise, items may be used for other orders and MRP considers items in these locations as available to net against open requirements. This understates real demand. Do not use a customer Reserved Inventory location because it may prevent shipping from occurring.

- For non-consignment orders, the inventory is transferred from the stocking location to the in-transit location when the shipment is confirmed. When the corresponding POD is recorded in POD Maintenance, the inventory is issued from the in-transit location.
- For consignment orders, if an in-transit location is specified in the order line, the inventory is transferred to the consignment in-

transit location when the shipment is confirmed; if no in-transit location is specified in the order line, the inventory is transferred to the in-transit location specified in **Ship-To & POD Controls** if available, else to the in-transit location specified in **Container/ Shipper Control**. When the corresponding POD is recorded in POD Maintenance, the inventory is transferred from the in-transit location to the consignment location.

Automatic Cumulative Pegging

During shipment of scheduled orders, shipper lines that are tied to specific requirements are pegged automatically when the shipper is created. The pegging occurs automatically for both cumulative and required scheduled orders in:

- **Picklist & Pre-Shipper - Automatic**
- **Pre-Shippers**
- **Shippers**
- Shipper Gateway.

Since businesses that use cumulative orders may not need pegging detail, use this field to disable automatic pegging in the three shipper programs for cumulative scheduled orders. This can improve performance when processing the cumulative order. These orders have Ship to Cum/Req to set to Cum (cumulative) in **Customer Scheduled Orders**.

Selected (the default): Automatic pegging occurs for cumulative orders.

Cleared: Automatic pegging does not occur.

Customer Reference Is Customer Item

Customer Item field in **Customer Scheduled Orders**. That field determines whether the value entered in Customer Ref must be a valid customer item.

The effect of selecting this field varies depending on what you enter in the Item field in **Customer Scheduled Orders**:

- When you specify a customer item number defined in **Customer Items** in the Item field, that customer item number defaults to the Customer Ref and Customer Item field (in the Order Line Item Data frame). The system replaces the value you enter in the Item field with the corresponding internal item number and displays a message to inform you of the change.
- When you enter an item defined in **Items** in the Item field and that internal item corresponds to just one customer item, the corresponding customer item number defaults to Customer Ref and Customer Item.
- When you enter a valid internal item number in the Item field that does not have a corresponding customer item number an error

displays. You must change the item or set up a customer item cross-reference in **Customer Items**.

- When you enter a valid internal item number in the Item field that has more than one customer item number, no default displays in the Customer Ref field. You must specify a valid customer item in Customer Ref to continue.
- When you leave the Item field blank and enter a valid customer item in the Customer Ref field, the system enters the corresponding internal item number in the Item field and defaults the value in Customer Ref to the Customer Item field.

Setting this field to unselected has the following effects:

- When you enter a valid customer item in the Item field, that customer item number defaults to the Customer Item field. The system replaces the value you enter in the Item field with the corresponding internal item number and displays a message to inform you of the change. The customer item number displays next to the Customer Ref field, but the Customer Ref field is not updated.
- When you enter a valid internal item number that corresponds to just one customer item in the Item field, the corresponding customer item displays next to the Customer Ref field and defaults to the Customer Item field; Customer Ref is not updated.
- When you enter an item number that either does not have a corresponding customer item number or has more than one customer item number, then both Customer Item and Customer Ref are left blank. Values entered in Customer Ref are not validated.

RSS Calendar Option

Enter one of the following to specify which calendar to use when the system generates the required ship schedule (RSS):

1. Use both the customer and shop (manufacturing) calendars to create the RSS. This is the default value.
2. Use only the customer calendar to create the RSS.
3. Use neither the customer calendar nor shop calendar. The system creates schedule dates without any calendar adjustments.

Specify 2 if you want the RSS to schedule delivery to the customer when your shop floor is closed but the customer is open. You should enter all customer non-working days in Customer Calendar Maintenance.

If you specify 1, the system searches for calendars in this order:

1. Ship-to-specific calendar

2. Customer-specific calendar (if the ship-to is different from the customer ID)
3. Default customer calendar
4. Site-specific shop calendar
5. Default shop calendar

If you specify 2, the system uses numbers 1 through 3 to search for customer calendars. The system makes no calendar adjustments if it cannot find a customer calendar of any type.

You can modify this field at any time. This field defaults from **Customers**.

If you specify 3, the RSS Update menu still uses a calendar or calendars to determine over which days to spread the excess planning quantities.

Separate Invoices for Each Unconfirm

Select this check box to have the system separately post and print each invoice for each unconfirmed shipment. Otherwise, the system does not separate any invoices.

When this check box is selected, use Flow/Shipment Period to control the period over which the system separates invoices.

Separate Invoices for Each Shipment

Select this check box to have the system separately post and print each invoice for each shipment or the consolidated invoice for the shipments in the same tax period or GL period. Otherwise, the system does not separate any invoices.

When this check box is selected, use Flow Period to control the period over which the system separates invoices.

Flow/Shipment Period

When Separate Invoices for Each Shipment is selected, specify the period over which the system separates invoices:

- Always: Separates the invoices for each shipment. This is the default setting.
- Tax Period: Separates the invoices by tax period. Make sure that you select Consolidate Invoices before posting invoices. If the conditions for invoice consolidation are met, the system combines the invoices for the shipments in the same tax period into one invoice during invoice posting and printing.
- GL Period: Separates the invoices by GL period. Make sure that you select Consolidate Invoices before posting invoices. If the conditions for invoice consolidation are met, the system combines the invoices for the shipments in the same GL period into one invoice during invoice posting and printing.

The Effective Date set when you confirm the pre-shipper or shipper is used to check whether the shipment is within a GL period.

Shipper Validations

Allow Printing with Errors

Indicate whether you can print pre-shippers or shippers that contain shipper validation errors.

Cleared: You cannot print pre-shippers or shippers that contain errors.

Selected (the default): You can print pre-shippers and shippers that contain errors and warnings.

Import

Delete Import Files After Archive

Indicate whether the system automatically deletes import files once you successfully import the files and archive them.

Selected: The system automatically deletes import files from the import directory once it copies them to the archive directory.

Cleared: The system does not automatically delete import files after archiving them. If you set Copy to Archive Directory to selected in Import Validation Data, the import files exist in both the Import directory and the archive directory.

Default Import Directory

Specify the directory that holds data for rules and profiles for import. The system defaults the directory you specify here to the Import File Directory field in **Import Validation Data**.

Default Source Code Directory

Specify the directory that holds custom Progress source files associated field validation definitions. If any exist in the central database, the system exports them along with rule and profile data. When importing, the system stores the custom source programs in the directory you specify here for later compilation. This field defaults to the Source Code Directory field in Import Validation Data.

Default Archive Directory

Specify the directory where the system places files that have been successfully imported. The system defaults the directory you specify here to the Archive Directory field in Import Validation Data.

Export

File Directories

Specify an unlimited number of directories that hold the export file for exporting to target domains/databases.

Click New to add a directory. To delete a directory, select it and click Delete.

When you specify multiple directories, the system outputs the list of directories once you export.

This field defaults to the Export File Directory field in Export Rules Import Validation Data and Export Profiles Import Validation Data.

Non-Sales Shipper

Create Shipper

Specify the default confirmed status of new non-sales shippers:

- Confirmed
- Optional
- Unconfirmed

Customer Scheduled/Shipper

Auto Invoice Post

This field determines the default value for the Auto Inv Post field in **Customer Scheduled Orders** and the Confirm action of **Shippers** and **Pre-Shippers**. It can be changed on individual scheduled orders and during shipper confirmation as needed.

When Post Invoice is cleared when you confirm a pre-shipper or shipper:

- The invoice is not posted. You can post it later using **Invoice Post and Print**.
- The system updates the Ship Via and FOB Point fields on the sales order or scheduled order to match the corresponding fields on the shipper.

When Post Invoice is selected:

- The invoice is automatically posted. You can print the invoice during shipper confirmation by responding Yes to the Print Invoice prompt. Otherwise, print the invoice later using Invoice Print or Reprint Import Validation Data.
- The Ship Via and FOB Point fields on the original order are not updated.

Consolidate Invoices

This field determines the default value for the corresponding field in Confirm action of **Pre-Shippers** and **Shippers**.

When Consolidate Invoices is cleared when you confirm a pre-shipper or shipper, the system generates a separate invoice for each sales order on the shipper.

When Consolidate Invoices is selected, the system creates a single consolidated invoice for sales orders with the following identical values:

- Sold-to address
- Bill-to address
- Currency
- Exchange rates
- Credit terms
- Trailer codes
- Tax environment
- Sales entity
- Salespersons
- Daybook set

Clearing Consolidate Invoices has no effect when either of the following is true:

- You do not post the invoice during shipper confirmation.
- The confirmed shipper is for a customer scheduled order.

Require Inventory Movement Code

Specify whether inventory movement codes are required when creating shippers and pre-shippers.

Selected: The system lets you assign inventory movement codes to new shippers and pre-shippers.

Cleared: Assigning inventory movement codes to new shippers and pre-shippers is optional.

Global shipping functionality is available to shippers with an inventory movement code assigned. Select this field if you require global shipping functionality for all new shippers.

Clear this field if you do not require global shipping functionality for all new shippers, or if shipping routine setups are not complete.

Maintain Trailer Amounts

Specifies whether sales order trailer amounts are maintained for shipments whose printed documents serve as invoices and during shipper confirmation for all shipments.

Selected: You can maintain sales order trailer amounts during shipper maintenance and confirmation.

Cleared: Default. The system does not let you maintain sales order trailer amounts during shipper maintenance and confirmation. In this case, you can still specify trailer amounts using Sales Orders and Pending Invoices functions.

Print Invoice

This field determines the default value for the Print Invoice prompt in the Confirm action of **Pre-Shippers** and **Shippers**.

Cleared: Print Invoice defaults to cleared during shipper confirmation.

Selected: Print Invoice defaults to selected during shipper confirmation.

This default only applies when Post Invoice is selected during pre-shipper and shipper confirmation.

When Post Invoice is cleared, the Print Invoice prompt always defaults to cleared during shipper confirmation, regardless of how it is set in the control view. You cannot print invoices unless they have been posted.

Sum History - Items

This setting determines whether the Confirm action in **Pre-Shippers** and **Shippers** generates a separate transaction history record for each item detail record on a shipper or summarizes transaction history by line item.

Selected: A transaction history record is generated for each unique combination of the following shipper detail data: sales order number, line number, item number, ship-from site and location, lot or serial number, and reference number.

Cleared: A separate transaction history record is generated for each item detail record on the shipper.

Selecting Sum history - Items and Sum history - Containers may significantly improve system performance when confirming shippers that reference the same item or container numbers, site and location detail, and sales order information on multiple shipper detail records. The improvement is less significant when you use serial numbers to uniquely identify individual items or containers.

Note This setting also affects transaction history records generated when you receive a PO shipper associated with an Enterprise Material

Transfer (EMT) purchase order at a primary business unit (PBU) site. For more information on EMT, see the appropriate user guide.

EXAMPLE

Line item 1 on sales order SO8280 is for 100 of item A-100. This item is shipped in cardboard boxes (container item C-20) in quantities of 4 items per box.

Based on this sales order line, you create and confirm a shipper for 25 of container C-20, each containing 4 of item A-100. All items are shipped from location X-40 at site 1000. Lot, serial, or reference numbers are not used to identify any items or containers on the shipper.

- When Sum history - Items and Sum history - Containers are both cleared, the system generates a total of 50 transaction history records: 25 records (transaction type ISS-SO) for item A-100, each with a quantity of 4, and 25 records (transaction type ISS-UNP) for container C-20, each with a quantity of 1.
- When Sum history - Items is selected and Sum history - Containers is cleared, the system generates a total of 26 transaction history records: 25 for container C-20 and a single record for item A-100 with a quantity of 100.
- When Sum history - Items is cleared and Sum history - Containers is selected, the system generates a total of 26 transaction history records: 25 records for item A-100, each with a quantity of 4, and a single record for container C-20 with a quantity of 25.
- When Sum history - Items and Sum history - Containers are both selected, the system creates 2 transaction history records: one for container C-20 with a quantity of 25 and one for item A-100 with a quantity of 100.

Sum History - Containers

This setting determines whether the Confirm action in **Pre-Shippers** and **Shippers** generates a separate transaction history record for each container detail record on a shipper or summarizes transaction history by container.

Selected: A transaction history record is generated for each unique combination of the following shipper detail data: sales order number, line number, container item number, ship-from site and location, lot or serial number, and reference number.

Cleared: A separate transaction history record is generated for each container detail record on the shipper.

Selecting Sum history - Items and Sum history - Containers may significantly improve system performance when confirming shippers that reference the same item or container numbers, site and location detail, and sales order information on multiple shipper detail records.

The improvement is less significant when you use serial numbers to uniquely identify individual items or containers.

Note This setting also affects transaction history records when you receive a PO shipper associated with an Enterprise Material Transfer (EMT) purchase order at a primary business unit (PBU) site. For more information on EMT, see the appropriate user guide.

EXAMPLE

Line item 1 on sales order SO8280 is for 100 of item A-100. This item is shipped in cardboard boxes (container item C-20) in quantities of 4 items per box.

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- When Sum history - Items and Sum history - Containers are both cleared, the system generates a total of 50 transaction history records: 25 records (transaction type ISS-SO) for item A-100, each with a quantity of 4, and 25 records (transaction type ISS-UNP) for container C-20, each with a quantity of 1.
- When Sum history - Items is selected and Sum history - Containers is cleared, the system generates a total of 26 transaction history records: 25 for container C-20 and a single record for item A-100 with a quantity of 100.
- When Sum history - Items is cleared and Sum history - Containers is selected, the system generates a total of 26 transaction history records: 25 records for item A-100, each with a quantity of 4, and a single record for container C-20 with a quantity of 25.
- When Sum history - Items and Sum history - Containers are both selected, the system creates 2 transaction history records: one for container C-20 with a quantity of 25 and one for item A-100 with a quantity of 100.

Firm Requirements Only

Specify the default value for the Firm Requirements Only field in **Picklist & Pre-Shipper - Automatic**. When that field is selected, the system only includes lines from a customer Required Ship Schedule (RSS) that have the Pick Qualifier value set either to Firm or to <blank>; that is, Pick Qualifier cannot be Planned.

Shipment Performance

Enable Shipment Performance

Select the checkbox to enable Shipment Performance.

Use Shipment Performance to record and measure your shipping department's effectiveness at meeting planned, required, and performance ship dates. Shipment information is automatically collected when shipments are made.

Use **Shipment Performance Controls** to include or exclude specific combinations of ship-from, receive address or receiving site, and item from shipment performance recording.

You can record shipment performance for sales orders, scheduled orders, distribution orders, RMA shipments, and material orders.

Measurement Sub Type

Specify whether the due date, performance date, or required date should set the default for the Performance Date selection field in the following shipment performance reports:

- Missing Reason Code Report
- Shipment Performance Report
- Reason Code Analysis Report
- Item Analysis Report
- Customer Analysis Report

You can run reports for multiple date types for a comparative view of how your shipping department is performing based on the various dates. The system compares the actual ship date against all measurement sub types and stores the comparison. You specify which default comparison should display initially in the shipment performance reports by setting this field. For example, to display a comparison of only the due date to the actual ship dates in your shipment performance reports, set this field to Due.

Measurement sub types are predefined in **Language Details**. They do not need to be set up before using Shipment Performance.

You can specify due date, required date, and performance date in **Sales Orders** and **RMAs**. You can specify due date or required date in **Material Orders**. You can specify due date only in **Distribution Orders**.

Users cannot specify the performance date in every program that **Shipment Performance Controls** analyzes. When this is the case, Shipment Performance uses the due date as the performance date, regardless of which date you enter here.

Enter Reason Codes in Workbench

Indicate whether a Shipment Performance panel should display during maintenance of a shipper in **Pre-Shippers** and/or **Shippers**. You can optionally enter two shipment performance reason codes for pending shipments.

Create shipment performance reason codes in **Reason Codes**. Use shiptime as the reason type for time-related codes. Use shipqty as the reason type for quantity-related codes.

You must select this checkbox to enter reason codes in **Pre-Shippers** and **Shippers**. If it is not selected, you can use **Shipment Performance Data** to enter reason codes for any performance transactions that do not have assigned reason codes. To enter reason codes for records that have at least one reason code assigned or to change previously assigned reason codes, use **Shipment Performance Data**.

The default is cleared.

See Also:

- **Shipment Performance Data**
- **Reason Codes**
- **Pre-Shippers**
- **Shippers**

Include Sales Orders

Select the checkbox to collect shipment performance data for discrete sales when the order is shipped. The default is cleared.

See Also:

Shipment Performance Controls

Include Distribution Orders

Select the checkbox to collect shipment performance data for distribution orders (DOs) when the order is shipped. The default is cleared.

See Also:

Shipment Performance Controls

Include RMA Shipments

Select the checkbox to collect shipment performance data for shipments based on return material authorizations (RMA). **RMAs** are generated in Field Service Management.

See Also:

Shipment Performance Controls

RMAs

Include Material Orders

Select the checkbox to collect shipment performance data for material orders (MO) when the order is shipped. **Material Orders** are internal orders for moving inventory in various customer service functions.

See Also:

Shipment Performance Controls

Material Orders

Include Scheduled Orders

Select the checkbox to collect shipment performance data for scheduled sales orders when the order is shipped. The default is cleared.

See Also:

Shipment Performance Controls

Schedule Type

Enter the schedule type used to calculate shipment performance for scheduled orders. Three schedule types can be used:

1. Planning Schedule
2. Shipping Schedule
3. Required Ship Schedule (default value)

To assign status codes for shipment performance, the system compares the actual ship date and quantity to the ship date and quantity on the indicated schedule.

See Also:

Shipment Performance Controls

User Current Release

Select the checkbox to use the current schedule release to measure shipment performance when shipping against scheduled orders. Clear the checkbox to use the prior schedule release.

See Also:

Shipment Performance Controls

Logistics Accounting

Use Logistics Accounting

Select this field to enable the functionality in the Logistics Accounting application. When you enable Logistics Accounting, additional logistics accounting fields are activated in other applications.

Logistics Accounting, Outbound

Sales Order Shipment Sequence ID

Enter the NRM sequence code used for sales order shipments. The sequence code must have the target dataset la_so_ship_id.

Distribution Order Shipment Sequence ID

Enter the NRM sequence code used for distribution order shipments. The sequence code must have the target data set la_do_ship_id.

Use Sold-To Customer Type

Specify whether or not to use the sold-to customer type.

Logistics Accounting, Default UM

Base Shipping

Specify a unit of measure by weight.

Base Volume

Specify a unit of measure by volume.

Logistics Operational Accounting, Inbound

Match Bank Suppliers

When cleared, only pending invoices with a defined logistics supplier display when logistics charges are selected for matching in the Logistic Charge tab of Receiver Matching Create. The default is cleared. When selected, you can indicate during receiver matching whether to display pending invoices with blank suppliers using the Include Blank Suppliers field in the Logistic Charge tab of Receiver Matching Create.

Accrual Account, PO Price Variance Account, Expense Account, Variance Account

Use the grid to enter the accounts, sub-accounts, and cost centers used to track inbound logistics charge accruals, expenses, and variances. These accounts provide the defaults in Logistics Charge Code Maintenance.

Logistics Operational Accounting, Outbound

Sales Order Accrual Account, Expense Account, Variance Account

Use the grid to enter the accounts, sub-accounts, and cost centers used to track outbound logistics charge accruals, expenses, and variances associated with sales order and RMA shipments.

These accounts provide the defaults in **Logistics Charge Code Maintenance**.

Distribution Order Accrual Account, Expense Account, Variance Account

Enter the accounts, sub-accounts, and cost centers used to track outbound logistics charge accruals, expenses, and variances associated with distribution order shipments. These accounts provide the defaults in Logistics Charge Code Maintenance.

Sequence Schedule

Enable Sequence Schedules

Select this field to enable the Customer Sequence Schedules features. With Customer Sequence Schedules, you can:

- Receive incoming customer sequence schedules using EDI eCommerce.
- Selectively include sequenced requirement information on picklists, pre-shippers, shippers, invoices, advanced ship notices, and required ship schedules.
- Compare shipping or planning schedules to sequence schedules.
- Create packing lists for sequenced requirements.
- Maintain detailed picking records for all sequenced requirements.
- Maintain multiple sequence schedule releases.
- Print sequenced packing lists in forward or reverse order.

Additionally, you can use Self-Billing to receive payments based on the customer reference number associated with each sequence.

Schedule Order Default

Specify the default for the Sequenced field in **Customer Scheduled Orders**. Set this value to the most common value being used in your manufacturing environment. You can change it for each customer scheduled order you create.

Cleared: The customer scheduled order does not contain sequences.

Selected: The customer scheduled order contains sequences. The Sequence field in **Customer Scheduled Orders** defaults to selected.

Note Sequenced schedules are not supported when using a Trade Sales arrangement; therefore, the system displays an error message when you select both the Sequenced field and the Trade Sales field in **Customer Scheduled Orders**.

Include Sequence in Required Ship Schedules

Select this field to include sequence schedule data in required ship schedules (RSS).

This sets the default value for the same field in the Sequenced Delivery Data frame in **Customer Scheduled Orders**, unless a customer control record has already been created for the ship-to on the scheduled order. In this case, the value defaults from the customer control record.

Merge Schedules

Specify whether the open requirements of the currently active schedule should be combined with the new incoming schedule during EDI eCommerce import.

This option is used when customers send future requirements to add to the current schedule but do not send existing requirements previously sent on another schedule.

Selected: The incoming schedule is combined with the currently active schedule to create a new release containing the open requirements from both schedules.

Cleared: The incoming schedule becomes the active schedule. The open requirements from the previous release are not considered.

The value you specify here is used for all customer ship-to addresses. Optionally, change the value for specific ship-to addresses in Customer Controls Maintenance.

This value defaults to Customer Controls Maintenance.

Print Sequence on Shipper

Specify whether to print the range of sequence numbers when printing shippers. The sequence-number range prints on the shipper immediately following the list of items being shipped.

Example: You confirm and print a shipper that has 111 sequences. The sequences included on the shipper are sequences 1 to 10, 20, and 25 to 125. Select Print Sequence on Shipper to print the following three sequence ranges on the shipper.

- 01 to 10
- 20 to 20
- 25 to 125

The value you specify here is used for all ship-to addresses. Optionally, change the value for specific ship-to addresses in Customer Controls Maintenance.

This value defaults to Customer Controls Maintenance.

Print Sequence on Invoice

Specify whether to print the range of sequence numbers when printing invoices. The sequence-number range prints on the invoice immediately following the list of items included on the invoice.

Example: You create an invoice that has 111 sequences. The sequences included on the invoice are sequences 1 to 10, 20, and 25 to 125. Select Print Sequence on Invoice to print the following three sequence ranges on the invoice.

- 01 to 10
- 20 to 20
- 25 to 125

The value you specify here is used for all ship-to addresses. Optionally, change the value for specific ship-to addresses in Customer Controls Maintenance.

This value defaults from Sequence Schedule Control.

Send Sequence with ASN

Specify whether sequences should be included when advance ship notices (ASNs) are transmitted using EDI eCommerce.

The value you specify here is used for all ship-to addresses. Optionally, change the value for specific ship-to addresses in Customer Controls Maintenance.

This value defaults to Customer Controls Maintenance.

Send Sequence with Invoice

Specify whether sequences should be included when invoices are transmitted using EDI eCommerce.

The value you specify here is used for all ship-to addresses. Optionally, change the value for specific ship-to addresses in Customer Controls Maintenance.

This value defaults to Customer Controls Maintenance.

Check Sequence Tolerance

Select this field to have the system check schedule sequence numbers for gaps. Specify the size of acceptable gaps in Maximum Tolerance. The system issues a warning if it detects numbering gaps greater than the value specified.

When selected, the system checks for gaps when you:

- Import a sequence schedule.

- Manually add sequences to a schedule in Sequence Schedule Maintenance.

For example, this field is selected and Maximum Tolerance is 2. You process a schedule with sequences 1, 2, 5, 6, 7. No warning message displays because only two numbers are missing. However, with Maximum Tolerance set to 1, the same sequence generates a warning.

Note Some environments use alphanumeric sequence numbers. In these cases, clear Check Sequence Tolerance because the system cannot check alphanumeric sequence range integrity. The system issues a warning whenever the field is selected and an alphanumeric sequence number is processed.

The value you specify here is used for all customer ship-to addresses. Optionally, change the value for specific ship-to addresses in Customer Controls Maintenance.

This value defaults to Customer Controls Maintenance.

Maximum Tolerance

Enter the maximum allowable size of the gap in consecutive sequence numbers on a schedule. When Check Sequence Tolerance is selected, the system issues a warning when it detects numbering gaps greater than the value specified.

Enter 0 (zero) to issue a warning whenever any gaps in sequence number are found.

When Check Sequence Tolerance is cleared, the system disregards the value in Maximum Tolerance.

The value you specify here is used for all ship-to addresses. Optionally, change the value for specific ship-to addresses in Customer Controls Maintenance.

This value defaults to Customer Controls Maintenance.

Firm Days

Enter the number of firm planned days from the sequence schedule that is typically used to generate required ship schedules. This value also specifies the number of days for which requirements are typically picked.

Enter 0 (zero) to use the entire sequence schedule to generate the required ship schedule. When you specify more days than are available on the sequence schedule, the entire schedule is used.

This value applies only when Include Seq in Req Ship Sched is selected.

Example: One of your customers works 6-day weeks. That customer sends 8 weeks of sequenced shipping data, but you want to consider

only the first 2 weeks as firm shipping requirements. In this case, you would enter 12 in the Firm Days field.

This value defaults to Customer Controls Maintenance, when you set up control records for specific ship-to addresses. It also defaults to **Customer Scheduled Orders** if a customer control record is not available.

Packing Order

Specify whether sequence packing lists should be printed in forward or reverse order.

Packing lists tell the shipping staff the order that the required material should be packaged in containers.

The printing order you specify here is used for all schedules unless a customer control record exists. Optionally, change the print order for specific ship-to addresses in Customer Controls Maintenance.

This value defaults to Customer Controls Maintenance.

Sequences Per Container

Specify the maximum number of sequences that can fit in a container. This value is used by **Picklist & Pre-Shipper - Automatic** and Sequence Pre-Shipper - Automatic to display breaks between multiple containers.

This value must be the default 0 (zero) or any positive number.

Example: A customer uses uniform containers that can hold 10 sequences each and a pre-shipper is built containing 50 sequences. The sequence packing list will display 5 groups of 10 sequences. This is a guide to help the loading-dock worker know how many containers to pack.

The value you specify here is used for all customer ship-to addresses. Optionally, change the value for specific ship-to addresses in Customer Controls Maintenance.

This value defaults to Customer Controls Maintenance.

Retrobill

Amendment Sequence ID

Specify the NRM sequence, defined in Number Range Maintenance, that is used to automatically generate retrobill amendment numbers when:

- You manually create a retrobill in Retrobill Maintenance and leave the Amendment field blank.
- Retrobill Auto Create automatically generates retrobills.

The system validates that:

- The specified sequence is associated with dataset rbm_auth.
- The sequence definition does not exceed 16 characters.
- The Expiration Date has not been reached, if one is defined for the specified sequence ID.

Memo Per

Specify how the system typically creates invoice lines for retrobill amendments when Create Memos is selected in Retrobill Auto Create or Retrobill Report.

Note If Maintain Operation Type in Tax Usage is selected in Legal Document Control, Create Memos does not display in those programs. Instead, the system displays Create Complementary SO and Create Credit SO.

- PO: A single consolidated line is created. A separate invoice line is not created for each item retrobilled. The line item will be RETROBILL; the quantity will be 1.0 and the item price will be the total amount retrobilled for all lines selected.
- Item: A separate line item is created on the retrobill invoice for each line item entered. The line item quantity will be the original quantity invoiced and the item price will be the Retrobill Amount.
- Inv: A separate line item is created for each invoice selected.

This field sets the default for the Memo Per field in Retrobill Auto Create and Retrobill Maintenance. You can change the value in those programs.

Note All invoice lines created are of the type Memo. These lines represent price adjustments rather than additional shipments of inventory.

Retrobill Price List Required

Specify the level of control that the system applies when selecting a price list in Retrobill Auto Create:

Selected: The price list specified in Retrobill Auto Create must match the specific item and UM of the invoice history record. Otherwise, the system displays an error message.

Cleared: The system can use the price list even if the item and UM are blank.

Note Regardless of this setting, the currency must match for the price list to be selected.

Print Retrobill Invoice Detail

Indicate whether the system includes detailed retrobill information in the output of the following programs:

- **Preview Invoice Print**

- Invoice Post and Print
- **Invoice Print or Reprint**

When this field is cleared, printed invoices for retrobills include a limited amount of information.

When it is selected, invoices also provide such details as the ID and amount of the previous amendment, the customer reference number, the original invoice number, and so on.

Subcontract Shipping

Manual Shipper Update

Indicate if you want to manually track subcontract activity by connecting subcontract shipper numbers to subcontract purchase order lines when you receive or return items.

Cleared (the default): The system automatically updates subcontract shipper records with receipt or return quantities.

The system updates the open subcontract shipper with the oldest ship date. As open subcontract shippers are consumed (closed), the system updates the next open subcontract shipper with the oldest ship date and so on.

Selected: The system lets you specify the subcontract shipper and updates the subcontract shippers with the quantities received or returned, beginning with the shippers you selected.

When selected, the system displays the Subcontract Shippers frame in purchase order receipt, return, and shipper activities. Use the frame to view and associate multiple subcontract shippers with the receipt or return, view WIP lot/serial numbers of items being received or returned, indicate whether the subcontract shipper is fully received even when the quantity received does not match the original quantity shipped, and enter comments about the receipt. In addition, you can scrap subcontract items in during PO receipts and returns.

Scrap Unreturned Material

Indicate if you want to manually track subcontract activity by connecting subcontract shipper numbers to subcontract purchase order lines when you receive or return items.

Cleared (the default): The system automatically updates subcontract shipper records with receipt or return quantities.

The system updates the open subcontract shipper with the oldest ship date. As open subcontract shippers are consumed (closed), the system

updates the next open subcontract shipper with the oldest ship date and so on.

Selected: The system lets you specify the subcontract shipper and updates the subcontract shippers with the quantities received or returned, beginning with the shippers you selected.

When selected, the system displays the Subcontract Shippers frame in purchase order receipt, return, and shipper activities. Use the frame to view and associate multiple subcontract shippers with the receipt or return, view WIP lot/serial numbers of items being received or returned, indicate whether the subcontract shipper is fully received even when the quantity received does not match the original quantity shipped, and enter comments about the receipt. In addition, you can scrap subcontract items in during PO receipts and returns.

Unassigned Suppliers

Indicate if you want to restrict subcontractors to those specifically assigned to a routing operation when you create the subcontract shipper.

Cleared (the default): You can specify only subcontractors associated with the routing and operation when creating the subcontract shipper.

Selected: You can specify subcontractors not associated with the routing and operation when creating the subcontract shipper.

You specify a subcontract order for a specific routing and operation in:

- Subcontract Routing/Op PO Maintenance if you use discrete purchase orders for subcontract orders
- MRP % data in **Supplier Scheduled Orders** if you use scheduled orders for subcontract orders

Pickup Sheet

Pickup Sheet Sequence ID

Enter the sequence ID—defined in **Number Ranges**—that is used to generate numbers for pickup sheets that support supplier milk runs.

Pickup Sheet Auto Create and **Pickup Sheets** use this value to assign pickup sheet numbers, which can be up to 12 characters long.

Pickup Sheet Release ID Prefix

Optionally, enter up to four characters that the system uses to identify supplier schedule releases based on schedules that were updated during pickup sheet processing.

If you enter a value, the system adds it to the beginning of the original release ID.

If this field is blank, the system increments the original release ID based on standard functionality.

Logistics Charge Codes

You can set up a logistics charge code for inbound purposes, outbound purposes, or both:

- Inbound logistics charges are the transportation costs associated with the purchase of items from external suppliers.
- Outbound charges are associated with the shipment of goods from a company location to a customer or another company location.

A logistics charge code does not specify whether it is used for inbound or outbound purposes. If a logistics charge is handled differently for inbound and outbound scenarios, separate charge codes must be defined. For instance, if inbound freight charges are taxable and outbound freight charges are not, create two distinct logistics charge codes for freight.

Main Panel

Logistics Charge Code

Enter the logistics charge code. Ensure the code accurately represents the type of logistics charge. Examples of valid logistics codes include Duty or Freight.

Description

Enter a brief description (maximum 40 characters) of the logistics charge code.

Taxable

Enable the checkbox, if the Charge code is taxable.

Tax Class

Select the tax class from the Tax Classes lookup.

Close Accruals on First Invoice

Enable to close the accruals after the first invoice is matched.

Logistics Supplier

Specify a default supplier for the logistics charge.

Apportion Method

Select from the lookup the Apportion methods to allocate logistics charges across purchase order (PO) line items. Define the apportion method used during receiver matching. Apportioning allocates a portion of the total invoice amount for a logistics charge to individual line items on a purchase order (PO). You can apportion the total invoice amount as a ratio of the total accrued value or the total PO cost.

- Type 01 - Charges by Cost: Allocates charges based on the cost of each line item.

- Type 02 - Charges by Weight: Allocates charges proportionally based on the weight of each line item.
- Type 03 - Charges by Volume: Allocates charges proportionally based on the volume of each line item.
- Type 04 - Charges by Price: Allocates charges based on the price of each line item.

For type 01, the Unit of Measure and Trade Class fields are disabled. These fields are enabled for types 02, 03, and 04.

Type

Defaults for type 01 apportion method and can be edited for other apportion methods.

Unit of Measure

Defaults from type 01 apportion method and can be selected for other Apportion methods.

Trade Class

Select from the trade class lookup. Defines the trade classification for the logistics charge and is enabled for apportion methods 02, 03, and 04.

Logistics Operational Accounting

All the accounts in the Logistics Operational Accounting defaults for the specified logistics charge code from the Inbound, Outbound Accrual, and Outbound Expense accounts. You can change the accounts as necessary. The Logistics Operational Accounting panel consists of two sub-panels with a grid including the defaults account details.

1. Inbound sub-panel
2. Outbound sub-panel

Inbound Sub-Panel

The inbound panel grid defaults accounts from the Inbound Accounts browse. The accounts types include:

- GL Accrual Account: To record the anticipated cost of inbound logistics charges when goods are received but not yet invoiced.
- GL Expense Account: To track the actual expenses incurred for inbound logistics charges once they are invoiced or paid.
- GL Variance Account: To record the difference between the accrued logistics cost and the actual cost incurred.

Each account type includes the defaulted account, sub-account, and cost center details.

Cost Element

You can include inbound logistics charges in the cost of items by associating the logistics charge with a cost element. You cannot associate the same cost element with more than one logistics charge code. Cost elements group different types of costs within a cost category.

For example, when the material cost for a purchased item includes the unit cost, freight, and duty, you can set up a separate cost element in Cost Element Maintenance for each logistics charge to track individual costs. The cost elements must be in the material or overhead cost category.

Outbound Sub-Panel

Using the Outbound panel, you can track logistics charges by product line, site, and supplier/customer type using separate accounts. A logistics charge cannot be deleted when detailed accounts are defined at the product-line level.

The outbound panel grid defaults accounts from the Outbound Accrual and Expense Accounts browse.

Calculating Taxes for Inbound Logistics Charges

The system calculates taxes on logistics charges and creates tax detail records for them, identified with unique tax transaction types

For inbound charges, the tax status depends on the tax data defined for the charge in Logistics Charge Code Maintenance. Outbound charges use the tax parameters associated with the freight charge on the order or shipment.

For details on calculating taxes, see Taxation on page 6486

The tax point for a logistics charge is based upon the setting of Accrue Tax at Receipt for applicable tax rate in **Tax Rates**. The value of this field applies to both inbound and outbound charges. For inbound charges, if Accrue Tax at Receipt is Yes, taxes accrue at receipt. When this field is No, taxes accrue at invoicing.

Taxes on logistics charges are not displayed to the user and do not print on formal inbound or outbound documents. They can be viewed using **Tax Detail** by **Transaction Inquiry and Report.** They can, however, be viewed and edited when the invoice is recorded in Supplier Invoice Create.

Inbound Tax Calculations

When determining the tax environment for inbound charges, the system uses the following data:

- The ship-from tax zone of the logistics charge supplier, if available; otherwise, the tax zone of the purchase order line site.
- The ship-to tax zone from the purchase order line site.

- The tax class of the logistics charge supplier, if available; otherwise; the tax class of the purchase order line site.

If the system cannot find a tax environment, the default tax environment from **Global Tax Management Control** is used.

When determining the tax rate, the system uses:

- The tax class of the logistics charge
- The tax usage of the logistics charge supplier, if available; otherwise, the tax usage of the purchase order line site.

Table below lists the inbound logistics tax types and the related standard tax transaction type.

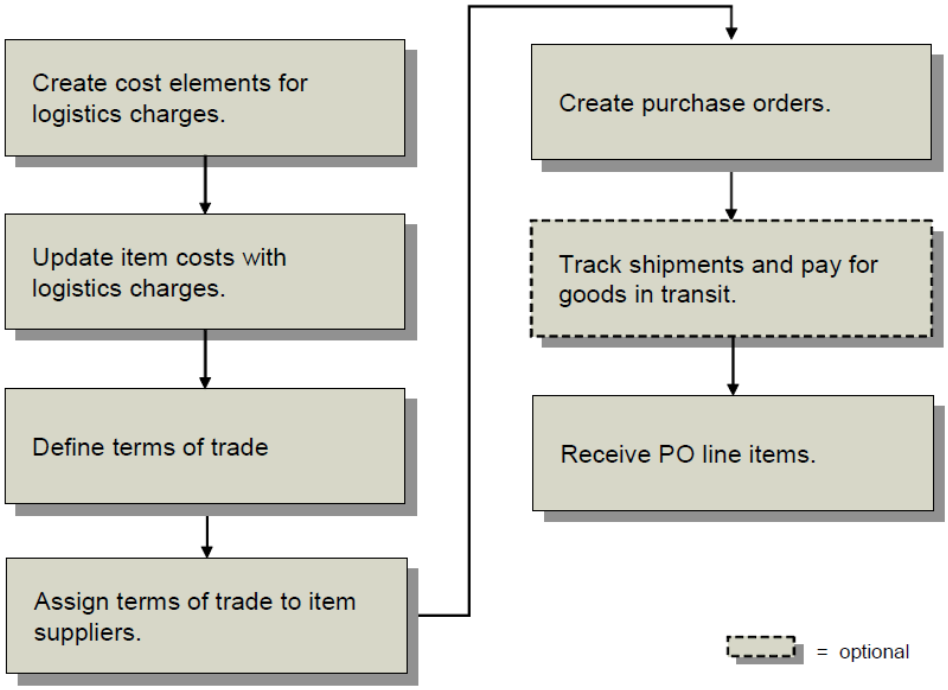
Function	Standard Tax Type	Logistics Tax Type
Purchase Order Maintenance	20	48
Blanket Order Maintenance		
Blanket Order Release to PO		
Build PO from Requisitions		
PO Fiscal Receiving	23	26
Purchase Order Receipts	21	27
PO Shipper Receipt		

Accrual Currency

The system always uses the base currency for Inbound logistics.

Accruing Inbound Logistics Charges

After you have defined inbound accrual, expense, and variance accounts and assigned them to logistics charges codes, you can begin the accrual process. Inbound logistics charges accrue during PO receipts.



Creating Logistics Cost Elements

Create a cost element for each logistics charge you want to accrue. For example, you could create separate cost elements for domestic freight and overseas freight, or create only one cost element for freight. Associate logistics cost elements with individual logistics charge codes in Logistics Charge Code Maintenance

In the corresponding current cost sets, add the same logistics cost elements in the same cost category only when Costing Method is set to Last in **Cost Sets**. When the last cost method is used, the system can update current logistics costs when pending invoices are matched in receiver matching. When the costing method is Average or None, logistics costs are not updated in the current cost set.

Note Whether receiver matching updates costs depends on the setting of Current Cost from AP in **Inventory Control**. When this is Yes, receiver matching updates the logistics charge cost element in the current cost set associated with PO line items. Otherwise, the cost update does not occur.

Updating Item Costs

Add the same cost elements to the current cost set when the last cost method is used for current costs. The value of the current cost will be updated when logistics charges are matched if Current Cost from AP is Yes in Inventory Control.

Note If average costing is used for the cost set being defined, you can define multiple cost elements for the cost categories Material and Overhead.

Unit Pricing and Logistics Charge Price Lists

Price per Unit

Item costs are defined on an element level. The Price per Unit function sources an item cost from a logistics charge that has already been calculated, rather than using the element-level cost attached to the item. The logistics charge calculation factors in trade environment and trade class, so the Price per Unit feature allows more accurate and location-specific item costing.

When specific delivery costs can be planned in advance, such as for repeat transactions, and when logistics charges are fixed, it is possible to define specific price lists by logistics charge, by logistics supplier, by specific currency, or by unit of measure. When charges are predictable, the LC Price List function allows you to define repetitive logistics charge price lists. Price per Unit Item costs are defined on an element level.

The Price per Unit function sources an item cost from a logistics charge that has already been calculated, rather than using the element-level cost attached to the item.

The logistics charge that is used to cost the item is calculated in Logistic Charges Price Lists.

Main

Logistic Charge List

Enter a name for the list.

Logistic Charge

Enter a logistics charge code.

Logistic Supplier

Enter a supplier

Trade Environment

Enter a trade environment.

Trade Class

Enter a trade class.

Currency

Enter a currency

Unit of Measure

Enter a unit of measure.

Start/End

Select the start and end dates for the charge.

After these fields have been accepted, the logistics charge displays in the Charge field.

Logistics Trade Zones

Use Logistic Trade Zones to create and manage geographical zones that support logistics, and shipping. You can define logistics trade zones by grouping countries, cities, postal codes, and other location details under a common zone identifier. By organizing shipping regions into Logistic Trade Zones, you can manage shipping routes, apply zone-specific logistics rates, and streamline supply chain operations. These zones also serve as a foundational setup for creating Trade Environments, where relationships between zones are established to support accurate shipping cost calculations and logistics planning. Logistics Trade Zone screen contains two panel:

- Main Panel
- Logistics Zone Detail Panel

Main Panel

Logistic Trade Zone

Enter a unique code or name to identify the Logistic Trade Zone.

Description

Enter a brief description of the Logistic Trade Zone.

Logistics Zone Detail Panel

The Logistics Zone Detail grid is used to list the locations that belong to the Logistic Trade Zone. Click the **+ New** button above the grid to add a new location. To modify an existing entry, select a row and use the **Edit**, **Delete**, or **Details** options.

Country Code

Select the relevant country code.

City

Enter the city name.

Description

Optionally enter details to describe the location.

County

Select the county name if applicable.

Postal Code

Enter the postal/ZIP code.

State

Select the State name.

Trade Environment

In logistics accounting, specify trade environments and trade classes to help manage different costs on a zone-by-zone basis. Refer to Unit Pricing and Logistics Charge Price Lists on page 5109.

By combining data from ship-to and ship-from trade zones, trade environments can be created for frequently used routes and can help predict costs more efficiently

Main Panel

Trade Environment

Enter a unique code or name to identify the Trade Environment.

Description

Enter a brief description of the Trade Environment.

Trade Zone Combinations Panel

The Trade Zone Combinations grid is used to define shipping relationships between Logistic Trade Zones. Click the **+ New** button above the grid to add a new combination. To modify an existing entry, select a row and use the **Edit**, **Delete**, or **Details** options.

Ship-From Zone

Select the Logistic Trade Zone from which the shipment starts.

Ship-To Zone

Select the Logistic Trade Zone to which the shipment is sent.

Description

Optionally, enter additional details to describe the shipping combination.

Trade Class

Trade classes enable you to exclude or include items in the total charge calculation for a purchase order or purchase order shipper. A trade class enables you to group items that have the same taxable basis so that they are valued at the same rate during the apportioning process.

Trade classes are useful when not all items require a specific logistics charge. For example, not all goods imported from one country to another require custom clearance. Therefore, not all goods require customs handling fee processing during the import calculation

In cases such as these, you can define a trade class—for example, DUTY—in the logistics charge code definition to apply to all items that require custom clearance fees to be applied. When calculating the logistics charge, only those items that match the trade class as defined in the logistics charge maintenance are considered for the total charge calculation.

Create new trade classes using **Generalized Codes**. Refer to **Generalized Codes**.

Note Field Name in the Generalized codes should always be **trade_class.**

Note Trade classes enable you to exclude or include items in one of the existing apportioning methods. However, you cannot use trade classes to define logistics charge price lists by item code or a group of items.

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Defining Terms of Trade

Terms of trade only apply to the logistics charges associated with the delivery of goods, not the terms of payment for those logistics charges. Define payment terms in **Credit Terms**.

During purchase receipts, the system determines which logistics charges to accrue based on the terms of trade assigned to the purchase order. When the receiving site is responsible for a logistics charge payment, the logistics charge is accrued since the charge is payable to a third-party logistics supplier, not the item supplier. Logistics charges are not accrued when they are the responsibility of the item supplier.

Use Terms of Trade to indicate who is responsible for arranging the transportation of goods, define each logistics charge associated with a purchase, and indicate whether you (the customer) or the item supplier is responsible for the logistics charge payment.

When you (the customer) are responsible for transporting the goods, the system automatically populates the Transport Days field when a new order is created in Purchase Orders, Blanket Orders, and Supplier Scheduled Orders with the Transit Days value in **Delivery Transit Times.**

Each record for terms of trade can include all of the logistics charges associated with a purchase, with the responsible party assigned to each logistics charge.

For Tracking Shipments and Paying for Goods-In-Transit refer to **Processing Purchase Orders**.

Terms of Trade screen includes:

- Main Panel
- Terms of Trade Details Panel

Main Panel

The main panel consists of the trade terms that are specific to the purchase of items and define the obligations of the customer and seller for the delivery of goods. Terms of Trade and Transportation Resp are mandatory fields in the panel to process the Terms of Trades.

Terms of Trade

Enter the terms of trade code.

Description

Enter a brief description of the Terms of Trade.

Transportation Resp

Select the party responsible for the transportation. It can be the supplier or the customer.

Terms of Trade Details Grid

Use the Terms of Trade Details screen to specify the logistics charges associated with a purchase and indicate whether the customer or the item supplier is responsible for the transportation of goods and the logistics charge payment.

Buttons in the Terms of Trade Details grid include:

- New: Click to add a new record to the contents grid.
- Edit : Click to edit existing lines in the grid.
- Delete: Click to delete a child/item from the pack.
- Details: Click to view the details browse of Terms of Trade.

Logistic Charge Code

Enter the logistics charge code associated with a purchase, such as freight, duty, insurance, handling, and so on. The logistics charge codes are defined in the Logistics Charge Code screen.

Description

Enter a brief description of the terms-of-trade code.

Transportation Resp

Select the party responsible for the transportation. It can be the supplier or the customer.

Note When transportation responsibility is set to the customer, the site receiving the items is responsible for arranging transportation from the supplier to their site and is also responsible for payment to a third-party

supplier for that logistics charge. When the responsibility is the suppliers, the item supplier is responsible for paying the logistics charge.