

Instructor Lead Training

Brief: This ILT session was created to provide an overview of various tasks of the client's retail and inventory systems.

Tools & Technologies:







Receive Purchase Order for Serialized and Non-Serialized Items



Date: Nov 2012





By the end of this lesson, you will be able to list the steps to receive a serialized and nonserialized purchase order.





Topics





Receiving a purchase order





A purchase order (P/O) is created to receive physical inventory in the store. A P/O is created and approved by a Retail Specialist and received by an administrator.

A P/O can include both Serialized and Non-Serialized inventory items.

Serialized items are either scanned or manually entered while receiving the P/O. Non-Serialized items are entered based on the total quantity while receiving the P/O.





You receive a P/O when the status is updated to approved.

To receive a P/O:

- 1. Log on to the MicroTelecom application.
- 2. From the **Inventory** tab, click **Search P/O**. The **Purchase Order Search** window opens.
- 3. In the **File** list select the search parameter and enter the search terms.
- If you do not have specific search parameters, click **Search P/O**.



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1	1011	10/26/2012	Approved	1011	AIKONTECH SVC CENTER		P0.00	P0.00	Admin	11172	12422	10/26/2012		
	1010	10/26/2012	Approved	1010	AIKONTECH SVC CENTER		P0.00	P0.00	Admin	11172	12422	10/26/2012		
	1009	10/26/2012	Order	1009	AIKONTECH SVC CENTER		P0.00	P0.00	Admin	11172	12422	10/26/2012		
_	1008	10/26/2012	Order	1008	ALABANG TOWN CENTER	1008TMP	P2,737.50	P2,737.50	Admin	12110	12422	10/26/2012		
	1007	10/26/2012	Order	1007	ALABANG TOWN CENTER		P0.00	P0.00	Admin	12110	12422	10/26/2012		
	1006	10/26/2012	Order	1006	AIKONTECH SVC CENTER	1006TMP	P0.00	P0.00	Admin	11172	12422	10/26/2012		





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100	9 10/26/2012	Order	1009	AIKONTECH SVC CENTER	1	Receive P/O		Admin	11172	12422	10/26/2012	
100	8 10/26/2012	Order	1008	ALABANG TOWN	100	Approve P/O		Admin	12110	12422	10/26/2012	
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PO Receive : File Print	Screen Tools							The	e PO F plavs t	Receiv the pur	e Screen chase
General		Bill	То	Ship To	,		Search	orc	ler to b	e rece	eived
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Order #:		1011	2	Vendor:	1	AIKONTECH	SVC CENTER		ITEMS:		21
P/O #		1011	_	Vendor Inv #:	19	-			TOTAL:	1	P9,709.39
G/L #:				Signed By:	2		Admin			Open Orig	inal P/O
Item ID		Item (Descript	on			QTY Ord.	QTY	Rcv. (Cost	Total
🕨 🗔 Order#: 1	011 (10/26)	2012)							_		
1220		HAND	SET SO	LO				1		P1.	99
Nokia160	0	NOKI	A GSM16	00				10	\sim	P68.	95
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Delivery By:	DB Scl	henker - Air -	Regula -	Receive Date:	1	10 <mark>/26/2012 6</mark>	:22 PM	-	Freight:	ſ	P0.0
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Note:							i i i i i i i i i i i i i i i i i i i	_	Total		P0.0
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PO Receive File Print Genera	Screen Tools	Bill	То	Ship To		Search	The Mi Invoic	issing V e numbe	endor er popup
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P/O Date:	10/26/2012	6:13 PM		Invoice Date (AP):	10/26/	2012 6:14 PM			
Order #:		1011		Vendor:	AIKON	ITECH SVC CENTER	TEN	AS:	21
P/O #:		1011		Vendor Inv #:			тот	AL:	P9,709.39
G/L #:				Signed By:		Admin		Open Orig	inal P/O
Item ID		Item E)esçrint	ion		OTY Ord	QTY Rev.	Cost	Total
🔄 Order#: 1	011 (10/26	/2012)	Mi	ssing Vendor Invoice num	ber	٤	3		
▶ 1220		HAND	SE.					P1	99
Nokia160	0	NOKIA	GS	Do you know the	Vendor	Invoice number?		P68	95
303943		USB C	AB				-	P901	79
					Yes	No			
Add New It	em 😭	Remove Sele	ted Iten	n	(6. Click No	if you do	not have	P0.00
Delivery By:	DB Sc	henker - Air -	Regula	 Receive Date: 	10/26/	the Vendor	Invoice n	umber.	P0.00
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Note:							optional.		P0.00
							Disco	unt:	
New P/O		Save	Lo	ock P/O Transt ippment Remain	er iing	Scan Non - Serial Items	Add Items SKU	by	Print





✓ Scan Items Import Export Options	The Scan Items window opens.
1220 - HANDSET SOLO	
Enter / Scan Item Serial Number: Add Item	
# Item SN	
7. Enter the serial number of the item received in the Enter/Scan Item Serial Number field.	Remove Items
Scanned 0 Items	Cose Save & Close





🗸 Processing Skipped	0 / 1 Removed.	×	
Import Export Op	otions		
	1220 - HANDSET SOI	_0	
Enter / Scan Item Serial Nu	mber:		
1230000002	Add Item	8. Click Add Item.	
# Item SN			
		😭 Remove Items	
		Batch Labels	
		Save & Close	
Scanned 0 Items			
		9. Click Save & Cl	ose





✓ Processing Skipped 0 / 1 Removed.	The Operatio	on
Import Export Options	Completed S	Successfully
1220 - HANDSET SOLO	popup window	v opens.
Enter / Scan Item Serial Number:		
# Item SN		
1 1230000002		
Operation Completed Successfully 83	Remove Items	
10. Click Yes to return to the P/O screen.	Save & Close	
Scanned 1 Items	,	





Receive P/C File Print) #1011 Tools										
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P/O Date:	10/26/2012	6:13 PM		Invoice Date (AP):	1	10/26/2012 6:22	PM		Original PO	Sum:	
Order #:		1011	-	Vendor:	1	AIKONTECH SVC	CENTER		ITEMS:		21
P/O #:		1011		Vendor Inv #:	19	1011	TMP		TOTAL:	E.	P9,709.39
G/L #:				Signed By:		Adı	min		0	pen Original P/	0
Item ID		Item [Descript	ion		۵ ⁻	TY Ord.	QTY	Rcv. Cos	st To	otal
- Order#: 1	011 (10/26/	2012) HAND	SET SO	10				1	1	P1 99	P1 9
Nokia160	0	NOKIA	A GSM10	500				10	~	P68.95	1 1.5
303943		USB	CABLE (922-9342)			_	10		P901 79	
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Note:	[=0				=	Total:		P1.9
									Discount:		
New P/O	s	ave	Le	ock P/O Tr ippment Rei	ansfe maini	er Scar ng Seria	n Non - I Items	Ad	d Items by SKU	Print	





File Print	Tools										-	
Genera	1	Bi	ll To	Ship To			Search					
P/O Date:	10/26/2012	6:13 PM		Invoice Date (AP):	1	10/26/2012 6	:22 PM		Original I	PO Sum:		
Order #:		1011		Vendor:	1	AIKONTECH S	VC CENTER		ITEMS:			2
P/0 #	-	1011		Vendor Inv #	19	1	011TMP		TOTAL:	- 	P9.70	09.3
G/L #:		ivii		Signed By:	-		Admin			Open Origina	I P/O	
Item ID	91C	Item	Descript	ion			QTY Ord.	QTY	Rcv. (Cost	Total	
📑 Order#: 1	011 (10/26	/2012)										
1220		HAND	DSET SC	LO				1	1	P1.99		P1
Nokia160	10	NOKI	A GSM1	500			1	0		P68.95		
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Add New It	em 🔒	Remove Sele	ected Iten	1					Sub Tota	t:		P1
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erms:	CASH	1	i i i	Items Received:				1	Tax:	-		PO
lote:						ŝ		-	Total			P
									Discount:			





12. Click Import.	✓ Scan I Import	tems Export	Options			The Scan Items window opens.
	Enter / So	an Item Seria	Nokia 1600	Add Item	600	
	#	ltem SN				
						C Remove Items
						Batch Labels
						Save & Close
	Scanned	0 Items				

















Import	Export	Options		
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First Iten	n Serial Num	ber:		X
32100000	00011		Qty: 10	
Last Item	n Serial <mark>Nu</mark> m	ber:		17 Click Add Itom
32100000	00020		Add Item	
ŧ	Item SN			
				C Remove Items
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Import	Export Option		-
import	Export Option		00
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		Qty:	
Last Item	Serial Number:		
		Add Item	
#	Item SN		
	Scan Completed	82	ní –
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	Scan	Completed.	
	10 ite	ms have been entered	Remove Items
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	20120	24 12 2120	
	Retur	n to purchase o <mark>rd</mark> er?	Batch Labels
	Retur	n to purchase order?	Batch Labels
	Retur	n to purchase order? Yes No	Batch Labels
	Retur	n to purchase order? Yes No	Batch Labels
	Retur	n to purchase order? Yes No Click Yes to return to	0 Batch Labels





Receive P/C File Print) #1011 Tools										20
Genera	1	Bi	ll To	Ship To			Search				
P/O Date:	10/26/2012	6:13 PM		Invoice Date (AP):	1	10/26/2012 6	5:22 PM	•	Original P	O Sum:	
Order #:	1	1011		Vendor:	1	AIKONTECH S	SVC CENTER		ITEMS:		21
P/O #:		1011		Vendor Inv #:	19	1	011TMP		TOTAL:		P9,709.39
G/L #:				Signed By:			Admin			Open Original	P/O
Item ID		Item	Descript	ion			QTY Ord.	QTY	Rcv. C	Cost	Total
🔄 Order#: 1	011 (10/26	/2012)									
1220		HAN	DSET SC	DLO				1	1	P1.99	P1.
Nokia160	0	NOK	A GSM1	000 00 400			1	0	10	P68.95	P689
							ite	e bu m is e QT `	lk seria receive Y Rcv.	lized inv d as sho column.	own in
E Add New It	em 🔓	Remove Sel	ected Iten	n					Sub Total		P691
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Note:	[9		and the correct.					Total		P691
									Discount:		
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File Print	Tools										
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Order #:		1011		Vendor:	1	AIKONTECH	SVC CENTER	-	ITEMS:		2
P/O #		1011		Vendor Inv #:	19		1011TMP		TOTAL:	F.	P9,709.3
G/L #:	-			Signed By:			Admin			Open Original	P/O
Item ID	<u>in.</u>	Item	Descript	ion			QTY Ord.	QTY	Rov. C	ost	Total
Order#: 1	1011 (10/26	/2012)								45.55)	
1220		HAN	DSET SO	LO				1	1	P1.99	P1
Nokia16	00	NOK	A GSM16	00			3	0	10	P68.95	P689
303943		USB	CABLE (922-9342)			1	0		P901.79	
303943		USB	CABLE (922-9342)			19 Ro	0 . Dou : V. cc	uble-clic	P901.79 ck the Q p receive	TY e bulk
303943	tem 🔒	USB Remove Sel	CABLE (922-9342)			19 Rose	0 . Dou cv. cc rializo	uble-clic olumn to ed item	P901.79 ck the Q o receive in the F	P/O.
303943 E Add New I Delivery By:	tem 🔒 DB Sc	USB Remove Sel	CABLE (ected Item - Regula	922-9342) • Receive Date:		10/26/2012 6:	19 R(se 22 PM	0 . Dou cv. co rializo	uble-clic olumn to ed item	P901.79 ck the Q o receive in the F	PO.
303943 Add New F Delivery By: Ferms:	tem DB Sc CASH	USB Remove Sel henker - Air	CABLE (ected Item - Regula	922-9342) ▼ Receive Date: ▼ Items Received:		10/26/2012 6:	19 Rc se 22 PM	0 . Dou cv. cc rializo	Ible-clic Jumn to ed item Freight: Tax:	P901.79 ck the Q o receive in the F	PO.
303943 Add New F Delivery By: Ferms: Note:	tem DB Sc CASH	USB Remove Sel henker - Air	CABLE (ected Item - Regula	P P P P P Receive Date: ▼ Items Received:		10/26/2012 6:	19 Ro 22 PM	0 Dou cv. cc rializa	uble-clic olumn to ed item Freight: Tax: Total:	P901.79 ck the Q o receive in the F	PO P691
303943 Add New I Delivery By: Terms: Note:	tem DB Sc CASH	USB Remove Sel	CABLE (ected Item - Regula	Receive Date: Items Received:		10/26/2012 6:	19 Ro 22 PM	0 . Dou cv. cc rializa	Ible-clic Iumn to ed item Freight: Tax: Total: Discount:	P901.79	PO P691





The Enter Quantity Received popup window opens.

Enter Quantity Recieved Enter Non Serialized Quantity for: [303943] 10	20. Select the quantity of the non-serialized item from the Enter Non- Serialized Quantity For list.
Scan Each Cancel 🗸 OK	21. Click OK .
Note: You can also scan the bar code of each non-serialized inventory item by clicking Scan Each . This functionality is optional.	-





Receive P/0 File Print) #1011 Tools										الكالط
Genera	1	Bil	То	Ship To			Search				
P/O Date:	10/26/2012	6:13 PM		Invoice Date (AP):	1	10/26/2012 6:	22 PM		Original PO	Sum:	
Order #:	1	1011	-	Vendor:	1	AIKONTECH S	C CENTER		ITEMS:		21
P/O #:		1011		Vendor Inv #:	1	10	11TMP		TOTAL:		P9,709.3
G/L #:				Signed By:		Δ	dmin		0	Dpen Original	P/O
Item ID	94C	Item	Descript	ion			QTY Ord.	QTY	Rcv. Co	st	Total
Order#: 1	011 (10/26	/2012)									
1220	24.01	HANE	DSET SO	LO				1	1	P1.99	P1.
Nokia160	0	NOKI	A GSM16	500			1	0	10	P68.95	P689
				_			Tł ite	ne no ems a the (on-seria are recei QTY Rc y	lized in ved as v. colun	ventory shown nn.
Add New It 22. Cl receiv	em Sav ick Sav e the P	<u>Remove Sele</u> /e to 2/O.	ected Iten	 Receive Date: Items Received: 	1	0/26/2012 6:22	2 PM	•	Freight: Tax:		P0 P0
Ne		\checkmark							Total: Discount:		P9,709
			-					-			







Receive P/0 File Print	0 #1011 Tools							
Genera	1	Bill	То	Ship To	Search			
P/O Date: Order #:	10/26/2012	6:13 PM 1011		Invoice Date (AP): 🤌 Vendor: 🤌	10/26/2012 6:22 PM AIKONTECH SVC CENTER		il PO Sum:	21
P/O #: G/L #:		1011		The P/O Sa	ow opens.		L: Open Origina	P9,709.39 I P/O
Item ID		Item (Descripti	on	OTV Ord	QTY Rov.	Cost	Total
Nokia16(00	USB (A GSM16 CABLE (9	00 22 P/O #1011 Ref Order	Successfully Saved. #1011	10	P68.95 P901.79	P689.5(P9,017.9)
Add New It Delivery By: Terms: Note:	tem DB Sc CASH	Remove Sele thenke 24 Sh the	. Clic hipme e pure	k Lock P/O ent to lock chase order.	23. Click O	K. Sub Tot Freight: 1 Tax: Total:		P9,709.39 P0.00 P0.00 P9,709.39





🖶 PO Receive	e Screen							
File Print	Tools							
Gener	al	Bill To		Ship To	Search			
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Order #:	-	1010	Vend	lor: 🥖	AIKONTECH SVC CENTER	TEMS:		21
P/O #:		1010	The	Leek and '	From of an Itamaa	TOTAL	:	P9,710.04
G/L #:			popu	LOCK and up window (opens.	F	Open Origina	I P/O
Item ID		Item De	scription		QTY Ord.	QTY Rov.	Cost	Total
 Order#: 1220 Nokia16 303943 	00	Lock and T	ransfer Items You are abo new P/O Are you sur	ut to lock this PO ar e you want to conti	nd transfer the backordered nue? Yes	items to a	P2.64 P68.95 P901.79	P2.64 P689.50 P9,017.90
Add New I Delivery By: Terms: Note: New P/O	DB SC CASH	Remove Selecti chenker - Air - R	ed Item egula ▼ Re ▼ Ite Lock P/C Shippmer	25. Click the P/O the back	and transfer cordered items.	Freight: Tax: Total: Discoun	t:	P9,710.04 P0.00 P0.00 P9,710.04





PO Receive	Screen								
File Print	Tools								
General		Bill	То	Ship To		Search			
P/O Date: Order #:	10/26/2012	6:11 PM 1010		nvoice Date (AP):	/ 10/26	/2012 6:15 PM		nal PO Sum: MS:	21
P/O #: G/L #:		1010	An i the P/O	nformation received in was succe	box conventor	onfirms that y transfer / locked	at Tor	AL: Open Origina	P9,710.04 al P/O
Item ID		Item E	170	wao ouco	soorany		Y Rcv.	Cost	Total
 Order#: 11 1220 Nokia160 303943 	010 (10/26	/2012)	D Reci	eved Inventory Tra	nsfer P/O #1	010 was successfu	Ily locked.	1 P2.64 D P68.95 D P901.79	P2.64 P689.50 P9,017.90
Add New Ite Delivery By: Terms: Note:	Em DB Sc CASH	Remove Sele	cted Item Regula ↓ ↓	Receive Date: Items Received:	10/26/2	26. Clic	k OK . Jeigh 21 Tax: Total: Disco	otal:	P9,710.04 P0.00 P0.00 P9,710.04
New P/O		Save	Lock	CP/O oment Re	ansfer maining	Scan Non - Serial Items	Add Items SKU	by P	rint





Receive P/	0 #1012										
File Print	Tools						The P/O is	locked a	and a		
Gener	al	Bill	То	Ship To		Search	new P/O is created for the				
P/O Date:	10/26/2012	6:11 PM		Invoice Date (AP):	10/26/2012	6:15 PM	backordere	d items.	The		
Order #:		1012	-	Vendor:	AIKONTEC	H SVC CEI	receive PO	process	s is		
P/O #:		1010		Vendor Inv #:	2		complete.				
G/L #:				Signed By:		Admin		Open Origin	al P/O		
Item ID	-0.	Item D	escrinti	00	8	Ο ΥΤΟ		Cost	Total		
Order#:	1010 (10/26	/2012)	ooonpu			anto	arritor.	0001	Total		
1220								P2.64	4 P2.6		
Nokia16	00	-						P68.95	5 P689.5		
							ОК				
Add New 1	(tem	Remove Selec	ted Item				6 To	tal:	P0.0		
Delivery By:	DB Sc	henker - Air -	Regula 🖣	Receive Date:	10/26/2012	27.	Click OK .				
contory cy.			-								
Terms:	CASH	1	2	Itoms Received:		Not	e: Transfer	Remain	ina		
Terms:	CASH			 Items Received: 		Not	e: Transfer ws an admir	Remain	ing		
Terms: Note:	CASH			 Items Received: 		Not allo	e: Transfer ws an admir	Remain histrator i	ing to d-only		
Terms: Note:	CASH	0.020		 Items Received: 		Not allo con	e: Transfer ws an admir vert the P/O	Remain histrator to a rea	ing to d-only		
Terms: Note:	CASH		Lo	Items Received:	fer	Not allo con forn	e: Transfer ws an admir vert the P/O nat and to tra	Remain histrator to a rea ansfer th	ing to d-only ie		



Try Your Luck





Which field do you need to click to receive serialized items in a PO Receive Screen?

- a. Scan Items
- b. QTY Rcv
- c. Select bin
- d. Lock P/O



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Open the **Receive a PO for Serialized and Non-Serialized Items** workbook and perform the following in the training environment:

Exercise 1: Receiving a purchase order

Note: Some exercises might require you to use the data sheet provided by your instructor.





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You should now be able to receive a purchase order by following the steps listed to receive serialized and non-serialized items.









Thank You

