

Receive material from purchase

The action requires the **"create goods receipt"** permission.

An existing purchase order can be used to receive purchased material to stock.

Material from **one purchase** order can be received with **multiple goods receipts**, if needed.

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PRINT TEXT

TRANSIT INFORMATION
Enter additional transit information (AWB...)

Contact information

Save

Order items

PRODUCT: KML.0000010.000.JOGURT-NAVADNI-LONCEK
AMOUNT: 0,0000
DISCOUNT: 0,00
QUANTITY: 1,00
x1
Add new

Show obsolete

PRODUCT	PARTNER SKU	DESCRIPTION	TRACKING NUMBER	STATUS	WANTED SHIPMENT DATE	EXPECTED SHIPMENT DATE	CONFIRMED DELIVERY DATE	ACTUAL SHIPMENT DATE	AMOUNT	DISCOUNT	QUANTITY	UNDELIVERED QUANTITY	TOTAL	
1	KML.0000010.000.JOGURT-NAVADNI-LONCEK	Empty	Empty	No status	7/7/2025	7/7/2025	Empty	Empty	0,5000 50,00	0	100	100	€50,00	
Totals:												100	100	€50,00

+ Print and Email

Goods receipt

GOODS RECEIPT STATUS CREATED BY

Create new goods receipt

To do this, go to the purchase order, open the **"Goods receipts"** section and click the **"Create new goods receipt"** button. This will open the **"New goods receipt for order"** form.

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New goods receipt for Order # #P-02446-2025

DATE RECEIVED: 23. 06. 2025
DOCUMENT DATE: 23. 06. 2025
PARTNER DOCUMENT: /
REFERENCE NO.: /

PRODUCT	PARTNER SKU	WANTED SHIPMENT DATE	CONFIRMED DELIVERY DATE	WAREHOUSE	QUANTITY	AMOUNT	TOTAL AMOUNT
1	KML.0000010.000.JOGURT-NAVADNI-LONCEK	7/7/2025	Empty	Empty	100	€0,50	€50,00

Create new goods receipt

To create a new receipt, first fill out the form that appears:

1. **Date received:** enter the date, when the material was receive.
2. **Document date:** enter the date, when the document was made.
3. **Partner document:** enter the document number, provided by the material supplier
4. **Reference number:** enter the reverence number, provided by the material supplier

If no partner **document** and/or **reference number** was provided, "/" should be entered.

Once the form is filled out, select the products that will be received to stock with this goods receipt. You can select only some, or all if needed.

Once form is filled out and products are selected, click the "**Create new goods receipt**" button to create a new goods receipt.

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Basic information

ORDER # P-02446-2025

PARTNER MLEKARNA CELEIA, d.o.o., SI92813020

MOVEMENT TYPE Goods receipt from purchase

DOCUMENT DATE 23. 06. 2025

PARTNER DOCUMENT NO. /

DOCUMENT TYPE Goods Receipt from Purchase

DATE RECEIVED 23. 06. 2025

REFERENCE NO. /

STATUS NEW

Amount values

CURRENCY CODE EUR

CURRENCY RATE 1,0000

COSTS IN CURRENCY

COST CALCULATION TYPE

Items

PRODUCT QUANTITY Add new Book to stock

PRODUCT	INVOICE	WAREHOUSE LOCATION	QUANTITY	COUNTED QUANTITY	AMOUNT	TOTAL AMOUNT	COSTS
KML 0000010.000: JOGURT-NAVADNI-LONCEK Product must have weight defined		Kuhinja	100 piece	100	€0.50 50.00	€50.00	€0.00

Error information

Save

Once the goods receipt is created, make sure that information on goods receipt items (**warehouse location** the material is set to be received and its counted quantity) is correct. Edit it if needed and then save the changes.

