How to: Create Receipts- Manual
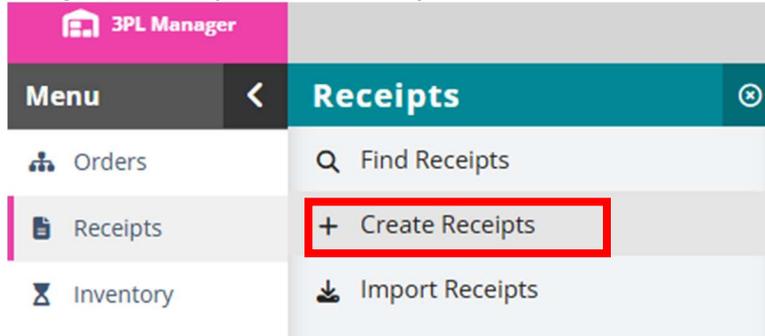
Create Receipt:

Navigate to **Receipts>Create Receipts**:

Enter the Customer and Warehouse you will be receiving for then enter a Unique Reference ID#. (This will be the primary identifier for the receipt)

Customer *	Warehouse *	Reference ID *
SOP And Test ▼	ThinkSTG WH 1 ▼	nique identifier for the order

Click **Save.**

You will receive a confirmation message and a Transaction ID will automatically be assigned.
The system will re-direct you to the Edit Receipts page which will allow more details to be added.

- **Purchase Order**: If a relevant purchase order applies to the receipt, enter the PO number or select it from the drop-down list
- **Expected Date:** If the receipt is being created ahead of time, you can enter the date for which the goods are expected to
- arrive—
  this value is mostly used for internal purposes and is often populated automatically if the receipt is imported via EDI

- **Arrival Date:** The date the received goods arrived—
  once you mark the receipt as complete, this value is considered the 'Confirm Date'

Customer *	Warehouse *	Reference ID *	Transaction Number	Purchase Order	Receipt Advice Number	Expected Date
SOP And Test	ThinkSTG WH 1	Unique Identifier	83610	PO12345		10/31/2024 12:00 P...

Each additional receipt section is reviewed in detail below. While many of these fields are not required, we do suggest you review these fields as they may be necessary for your unique operations.

Step 2: Enter transport information

The *Transport Information* section identifies the carrier that dropped off the received goods at your warehouse. At the time of drop-off, the carrier should provide you with documentation that contains all the relevant information to fill out this section.

Transport Information	Custom Receipt Info	Receipt Line Items	Receipt Charges

TRANSPORT INFORMATION   - Collapse

Carrier	Trailer Number	Seal Number	Bill of Lading Number	Tracking Number	Capacity Type	RetailerID:
Unspecified					Unspecified	

Notes

The fields in this section are strictly for tracking purposes and should be filled out based on your customer's needs.
- **Carrier:** Name of the carrier that dropped off the goods
- **Trailer Number:** Commonly referred to as the "container number" which contained the goods
- **Seal Number:** Serial number for the specific container that sealed the goods
- **Bill of Lading Number:** Relevant BOL number used for receiving full pallets—
  typically serves as tracking number for LTL/FTF shipments
- **Tracking Number:** Carrier-specific tracking number associated with the receipt
- **Capacity Type:** Size of the trailer or container which contained the goods
- **Door:** Specific dock door where the carrier dropped off the goods
- **Notes:** Can enter any transport information pertinent to the transaction—
  these notes populate on the Receipt Ticket and View Transaction Report

TRANSPORT INFORMATION   - Collapse

Carrier	Trailer Number	Seal Number	Bill of Lading Number	Tracking Number	Capacity Type	Door
Roadway	590016	60B1213	STG000001	187-211000	53' Trailer	20

Notes

Included unload time of 2hrs.

Identify receipt line items

The *Receipt Line Items* section allows you to identify inventory on the receipt. If a receipt was created via an import file or integration, these details should auto-populate.

1. Click **Add Line Item** to open the Add Receipt Line Item dialog and identify the items being received.

Transport Information	Custom Receipt Info	Receipt Line Items	Receipt Charges

RECEIPT LINE ITEMS   - Collapse

☐ Select all   **+ Add Line Item**   + Edit Line Item   Directed Putaway ▾   Delete

0 RESULTS | 0 SELECTED

SKU	QUALIFIER	QUANTITY	PRIMARY UNITS	MOVABLE UNITLABEL	LOCATION	WEIGHT	SECONDARY QUANTITY

2. Select a SKU from the drop-down menu, enter the Quantity being received, then enter any relevant track-by information.

- If you need to place the item on hold, click **Put item on hold**, then select a Reason for Hold from the drop-down list. This automatically places that SKU on hold upon completion of the receipt and prevents the item from being sel ected for orders.
- Click + **Add** to save the receipt line.
- To add additional receipt line items, click **+ Clear** then repeat the process from Step 2 for each unique SKU being received. Click **Exit** when complete, and a confirmation message appears.

Once you have entered all line items for your Receipt. Press Save and then Click **Mark as Pending**