This job aid will guide you with steps on how to post a Goods Receipt against an IFS converted Purchase Order.

1. To access the Goods Receipt screen, from the System Home Tab, click on the Procurements/Contracts tab.

2. From the Details Navigation links, click on Post, Change or View Goods Receipt.

3. The Goods Receipt screen opens in a new tab. To search for a converted PO, click the search icon in the field to the right of Purchase Order.

4. The Purchase Document Number pop-up window displays.

5. Access the Purchase Order per Old PO, PO Date and Vendor tab. If the tab is not displayed, click the folder icon to select the tab.

a. A listing of the tabs will display, select Purchase Orders per Old PO, PO Date and Vendor.
6. Enter the IFS PO number in the Old PO Number field.

For example, to search for IFS PG MD-020813. In the Old PO Number field, enter PG followed by a space and then MD-02813.

8. The converted Purchase Order number is listed in the Purch.Doc. column. To select the converted PO, click on the green check icon.

7. To search for the IFS PO Number, click the green checkmark button.

9. The selected converted PO number is populated in the PO number field. To view the PO Line Items, click the execute icon.

10. The PO Line Items display. Click the quantity tab.
11. Scroll down to view the Item OK field. To receive against a line, click the Item OK check box. If received quantity is less than the ordered amount, update the received quantity in the Qty in Unit of Entry field.

12. The received line item will have a check under the OK column. To navigate to the next line item, click the Next Item icon and repeat step 11 above. Do this for all Line Items.

13. After all of the lines have been checked, to post the goods receipt, click the link Post.

14. A Material document number will display at the bottom of the screen.