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Preface

This preface introduces information sources that can help you use the application.

Oracle Applications Help

Use help icons ? to access help in the application. If you don’t see any help icons on your page, click the Show Help icon ? in the global header. Not all pages have help icons. You can also access Oracle Applications Help at https://fusionhelp.oracle.com.

Using Applications Help

Watch: This video tutorial shows you how to find help and use help features.

You can also read Using Applications Help.

Additional Resources

- **Community:** Use Oracle Cloud Customer Connect to get information from experts at Oracle, the partner community, and other users.
- **Guides and Videos:** Go to the Oracle Help Center to find guides and videos.
- **Training:** Take courses on Oracle Cloud from Oracle University.

Conventions

The following table explains the text conventions used in this guide.

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<th>Convention</th>
<th>Meaning</th>
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<td><strong>boldface</strong></td>
<td>Boldface type indicates user interface elements, navigation paths, or values you enter or select.</td>
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<tr>
<td><strong>monospace</strong></td>
<td>Monospace type indicates file, folder, and directory names, code examples, commands, and URLs.</td>
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<td>&gt;</td>
<td>Greater than symbol separates elements in a navigation path.</td>
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Documentation Accessibility

For information about Oracle’s commitment to accessibility, visit the Oracle Accessibility Program website at Oracle Accessibility Program.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.
Comments and Suggestions

Please give us feedback about Oracle Applications Help and guides! You can send e-mail to: oracle_fusion_applications_help_ww_grp@oracle.com.
1 Manage Inbound Shipments

Overview

In this activity, receiving agents and warehouse managers can edit or cancel shipments and view ASNs (advance shipment notices) and ASBNs (advance shipment billing notices). Receiving agents and warehouse managers can select an individual shipment to be transferred to the Edit Shipment page, where they can work on all shipment lines in a shipment at one time, or drill down into a specific shipment line on the Edit Shipment Details page.

They can:

- Search for in-transit shipments
- View, edit, or cancel inbound shipments
- View, edit, or cancel shipment lines
- View, edit, or cancel ASNs and ASBNs

To manage inbound shipments, select Navigator > Inventory Management. Select Receipts from the task pane, and click Manage Inbound Shipments.

Canceling Inbound Shipments: Explained

You can cancel inbound shipment lines or entire inbound shipments prior to receiving the material into the warehouse. Important points to consider when canceling inbound shipments include:

- Lines eligible for cancellation
- Cancellation of the entire shipment versus cancellation of shipment line
- Ramifications of canceling an inbound shipment

Lines Eligible for Cancellation

You can cancel any shipment line that has not been received. If a shipment line has been partially received, you cannot cancel the line.

Cancellation of the Entire Shipment Versus Cancellation of Shipment Line

You can cancel one or more lines of a shipment, or you can cancel the entire shipment. If you cancel all lines on a shipment, the entire shipment is canceled.

Ramifications of Canceling an Inbound Shipment

If you cancel a shipment line, it will not be available for receiving against the shipment. If you cancel a shipment, the entire shipment will not be available for receiving.
Oracle Social Network for Inbound Shipments: Explained

Social objects are records within a business application that are mapped into the Oracle Social Network. With social networking, you can share an aspect of your application, such as inbound shipments, with everyone who plays a part in getting the job done. Oracle Social Network uses conversations, or online discussions, as the central point of collaboration. Conversations can include messages, replies, documents, and links. You can also mark messages to initiate a discussion among members.

Important aspects for inbound shipment social objects include:

- Inbound shipment attributes
- Inbound shipment conversations
- Requirements
- Authorized users

The Oracle Social Network is common to most Oracle Fusion applications. For details about the social network, see the Social Network chapter of the Oracle SCM Cloud: Using Common Features for Applications Cloud guide. Also, see the Oracle SCM Cloud: Using Oracle Social Network guide.

Inbound Shipment Attributes

A social object exists for inbound shipments. You can share the inbound shipment social object and create conversations for shipments on the Shipment Details and Edit Shipment Details pages.

Anyone on the Oracle Social Network can reference an inbound shipment that has been shared on the Oracle Social Network. However, you can only access the inbound shipment user interface from the Oracle Social Network, and take further actions on an inbound shipment, if you have the authorized privileges for the Shipment Details and Edit Shipment Details pages.

Here are the inbound shipment attributes available on the Oracle Social Network conversation:

- Shipment
- Supplier
- Shipped Date
- Expected Receipt Date
- Shipping Method
- Freight Terms
- Waybill
- Packing Slip

**Note:** You can only view attributes for which you have authorized access.

You can enable or disable the display of individual attributes in the Setup and Maintenance work area.
Inbound Shipment Conversations
Select the Social button on the Shipment Details and Edit Shipment Details pages to share the inbound shipment social object for the social network conversation. If the inbound shipment social object has already been shared, clicking this button enables you to access the related social discussion.

Note: You can only access the Shipment Details and Edit Shipment Details pages if you have the authorized permissions.

Requirements
The following requirements must have already been met to use the inbound shipment social object:

• Configure Oracle Social Network for Oracle Fusion Applications
• Enable the inbound shipment for Oracle Social Network tracking as a social object
• Set up the inbound shipment for manual sharing

Authorized Users
Authorized users include:

• Warehouse manager
• Receiving agent

Related Topics

• Social Networking: Highlights

FAQs for Inbound Shipments

Why can't I cancel an inbound shipment or shipment lines?
The shipment line has been fully received or partially received.

What's the difference between inbound shipments and outbound shipments?
Inbound shipments are items that you receive into the warehouse. Oracle Fusion Receiving supports the receipt of purchase orders, purchase requisitions, return material authorizations, and interorganization shipments. Outbound shipments are items that you ship out of the warehouse. Oracle Fusion Shipping automates and helps manage outbound shipments.
2 Receive Expected Shipment Lines

Creating Receipts: Explained

Creating receipts is the process of recording goods that have arrived at the distribution center into the warehouse system. Creating receipts is also known as receiving shipment lines.

The following aspects are important when receiving shipment lines:

- New receipt or existing receipt
- E-signatures for approval
- Quantity and date tolerances
- Packing units, subinventories, and locators
- Receipt routing
- Multiple distributions
- Lot and serial number information

New Receipt or Existing Receipt

You can create a new receipt or add the items from the shipment to an existing receipt. If you create a new receipt, you access the Create Receipt page to enter the receipt header details. If you add the items to an existing receipt, you access the Add to Receipt page to select the receipt number.

E-Signatures for Approval

If receipt transactions are configured for approval using e-signatures, the E-Signatures page opens when you create a receipt and click Submit. Use the page to approve the transaction.

The Electronic Signature IDs are recorded and available from the Manage All Lines and Transaction History pages.

For information about e-signatures, see the Oracle SCM Using E-Signatures and E-Records guide, available on the Oracle Help Center.

For information about how to configure e-signatures for supply chain management transactions, see the Oracle SCM Cloud Implementing Manufacturing and Supply Chain Materials Management guide, available on the Oracle Help Center.

Quantity and Date Tolerances

Oracle Fusion Receiving performs checks against the quantity and date when receiving items.

These checks include:

- Overreceipt tolerance
  The maximum acceptable percentage of quantity that can be received in excess of the order quantity. Your organization indicates the overreceipt tolerance and whether to prohibit the transaction, display a warning message while permitting the transaction, or permit the transaction without a warning,
- Early and late receipt tolerance
The number of calendar days before and after the shipment delivery date that you allow receipt. Your organization indicates the early and late receipt tolerances and whether to prohibit the transaction, display a warning message while permitting the transaction, or permit the transaction without a warning.

Note: The warehouse manager can edit the quantity and date tolerances on the Manage Receiving Parameters page.

Packing Units, Subinventories, and Locators

Many distribution centers have a large receiving area that is divided into many subinventories and locators. These distribution centers also store received material in containers known as packing units. When creating the receipt, you can optionally enter packing unit, subinventory, and locator information.

Receipt Routing

When you receive a shipment line with direct receipt routing, items are put away automatically upon receipt creation. For all other routing methods, you must manually put away the received items.

Multiple Distributions

For lines with multiple distributions you can receive lines at a purchase order line level or at a distribution level. Such lines have a destination type of Multiple. To expand the line and show all distributions, select the Show All Distributions item from the Actions menu of the Receive Lines and Receive Line pages.

For requisition-sourced transfer order lines that use direct receipt routing, select the Show All Distributions item from the Actions menu to obtain the transfer order distributions and populate the receipt quantity for each distribution line. You can enter receipt quantities at the distribution level and the quantities for each distribution line are validated against the associated transfer order distribution quantity.

Note: In addition to the Show All Distributions option, you can edit the line with multiple distributions by changing the destination type from Multiple to Receiving.

Lot and Serial Number Information

If you select a line to receive and the corresponding item is either lot or serial controlled, then you must enter the lot and serial information. If the complete receipt line corresponds to a single lot or serial range, then you can update the lot and serial information directly on the Receive Lines page or the Receive Line page. If not, then you can select the Record Multiple Lots and Serial Numbers item from the Actions menu to enter new lots and serial numbers.

Receipt Routing: Explained

Oracle Fusion Receiving supports the receipt of purchase orders, return material authorizations (RMAs) and interorganization shipments in each of three receipt routing methods.

These receipt routing methods include:

- Direct delivery
• Standard receipt
• Inspection required

You can override the receipt routing option at receipt time by changing the destination type for specific suppliers, items, and orders if the receiving user profile for the **Allow Routing Override** option is enabled.

**Direct Delivery**
Shipments are received into a receiving location and put away in the same transaction. Put away happens automatically upon receipt creation.

**Standard Receipt**
Shipments are received into a receiving location and then put away in a separate transaction. Standard receipts can be inspected or transferred before put away.

**Inspection Required**
Shipments are received into a receiving location and then inspected and put away in separate transactions. You can accept or reject material during the inspection, and put away to separate locations, based on the inspection result.

**Parent and Child Receiving Transactions: Explained**

From the time of receipt, many transactions may be required to record the movement of an item through the receiving and inspection process. For example, after being received, you can transfer, inspect, and then put away an item. You can keep track of an item since these transactions are linked together. Use the Transaction History page to view an item's transaction history as if it were a family tree with parent and child transactions.

The following aspects are important regarding parent and child relationships for receiving transactions:

• Parent and child relationship conditions
• Parent and child relationship example
• Transaction history

**Parent and Child Relationship Conditions**
A parent transaction can have one or more child transactions, but a child transaction has only one parent transaction.

**Parent and Child Relationship Example**
A receipt is received and then transferred. The receipt transaction is the parent of the transfer transaction, while the transfer transaction is the child of the receipt transaction.

**Transaction History**
The Transaction History page displays parent transaction information to help you determine the status of the item for which you are entering a transaction. For example, if you are about to transfer an item from Receiving Dock 1 to Inspection Area A, you can verify that the parent transaction's location is Receiving Dock 1. The Transaction History page also displays the parent transaction's unit of measure and available quantity. The available quantity is significant because you cannot enter...
a quantity for a current transaction that is greater than the parent transaction’s available quantity. For example, if you have received 10, you can inspect only up to a quantity of 10. The Transaction History page also displays the inspection result for a parent transaction if the given material has been accepted or rejected as part of an inspection.

Creating Receipts With Consignment Lines: Explained

You can create new receipts with consigned items, add consigned items to existing receipts, and receive advanced shipment notices (ASNs) with purchase order lines that are for consigned items. Consignment lines are receipt lines containing items that are in the possession of one party, but remain the property of another party.

The following aspects are important when receiving shipment lines with consigned items:

- Consignment line indicator
- Quantity and date tolerances
- Interface to Oracle Fusion Cost Management
- In-transit shipments

Consignment Line Indicator

If a receipt line is for a purchase order containing consigned items, the page displays the Consignment Line check box as selected for that line. To make the Consignment Line check box visible on the page, select the field from the View > Columns menu.

Quantity and Date Tolerances

Oracle Fusion Receiving performs the same checks against the quantity and date when receiving consigned items as it does for receiving owned items.

These checks include:

- Overreceipt tolerance: The maximum acceptable percentage of quantity that can be received in excess of the order quantity. Your organization indicates the overreceipt tolerance and whether to prohibit the transaction, display a warning message while permitting the transaction, or permit the transaction without a warning.
- Early and late receipt tolerance: The number of calendar days before and after the shipment delivery date that you allow receipt. Your organization indicates the early and late receipt tolerances and whether to prohibit the transaction, display a warning message while permitting the transaction, or permit the transaction without a warning.

> Note: You can edit the quantity and date tolerances on the Manage Receiving Parameters page.

Interface to Oracle Fusion Cost Management

Consigned items are not accrued at receipt. Oracle Fusion Receiving interfaces the received consigned items to Cost Management. Cost Management then identifies the transactions for consigned items, but does not cost the transactions. The owning party remains the supplier.
In-Transit Shipments
When you receive items for in-transit shipments, the material remains consigned and the aging period is not reset. The aging period is based on the receipt date at the organization where the material was received by the buyer against the purchase order.

Related Topics
- Consigned Inventory: Explained

Receiving Transfer Orders from Requisition Lines: Explained
If receiving is required upon shipping a transfer order sourced from a requisition, there are several ways to receive the item.
- Use the self-service receiving pages to receive transfer orders by the preparer of the associated requisition.
  If multiple accounting distributions exist on a transfer order line, then receiving transactions are performed at the distribution level. To use the self-service receiving pages for transfer orders, the receipt routing must be set to Direct routing.
- Use the receiving pages to receive requisition-sourced transfer orders.
  You can enter receipts and put away transactions for individual accounting distribution line quantities associated with a transfer order line.
- Load receiving transactions from external sources using the Receiving Receipt Import template.

Oracle Social Network for Receipts: Explained
Social objects are records within a business application that are mapped into the Oracle Social Network. With social networking, you can share an aspect of your application, such as receipts, with everyone who plays a part in getting the job done. Oracle Social Network uses conversations, or online discussions, as the central point of collaboration. Conversations can include messages, replies, documents, and links. You can also mark messages to initiate a discussion among members.

Important aspects for receipt social objects include:
- Receipt attributes
- Receipt conversations
- Requirements
- Authorized Users

The Oracle Social Network is common to most Oracle Fusion applications. For details about the social network, see the Social Network chapter of the Oracle SCM Cloud: Using Common Features for Applications Cloud guide. Also, see the Oracle SCM Cloud: Using Oracle Social Network guide.

Receipt Attributes
A social object exists for receipts. You can share the receipt social object and create conversations for receipts on the Receipts Summary page.
Anyone on the Oracle Social Network can reference a receipt that has been shared on the Oracle Social Network. However, you can only access the receipt user interface from the Oracle Social Network, and take further actions on a receipt, if you have the authorized privileges for the Receipts Summary page.

Here are the receipt attributes available on the Oracle Social Network conversation:

- Receipt
- Supplier
- Shipment
- Shipped Date
- Shipping Method
- Supplier Site
- Packing Slip
- Waybill

⚠️ **Note:** You can only view attributes for which you have authorized access.

You can enable or disable the display of individual attributes in the Setup and Maintenance work area.

**Receipt Conversations**

Select the **Social** button on the Receipts Summary page to share the receipt social object for the social network conversation. If the receipt social object has already been shared, clicking this button enables you to access the related social discussion.

⚠️ **Note:** You can only access the Receipts Summary page if you have the authorized permissions.

**Requirements**

The following requirements must have already been met to use the receipt order social object:

- Configure Oracle Social Network for Oracle Fusion Applications
- Enable the receipt for Oracle Social Network tracking as a social object
- Set up the receipt for manual sharing

**Authorized Users**

Authorized users include:

- Warehouse manager
- Receiving agent

**Related Topics**

- Social Networking: Highlights

**FAQs for Creating Receipts**
What happens if I am receiving lines that are lot or serial controlled?

You must specify lot numbers and serial numbers.
You can enter the applicable lot and serial numbers directly into the table or select the **Record Lots and Serial Numbers** item from the **Actions** menu on the Receive Lines page to record the applicable lot and serial numbers.

*Note:* The option to specify lot and serial numbers is applicable to receipt lines with direct receipt routing only. For receipt lines with a receipt routing of standard or inspection required, you enter the lot and serial numbers during put away.

How can I receive closed purchase orders?

You must select the option to include closed purchase orders on both the Manage Receiving Parameters page and the Receive Expected Shipments page. To access this check box on the Receive Expected Shipments page, select the **Add Fields** button and then select the **Include closed purchase orders** item from the list of fields.

Why can't I populate the receipt quantity for my received lines?

The option to enforce blind receiving was selected for the organization on the Manage Receiving Parameters page. With blind receiving, you cannot view the quantity due or the quantity ordered for shipments when you receive items.

How can I search for consignment-only lines?

Add the **Consignment Line** check box to the search criteria by selecting the field from the **Add Fields** option. Then, select the **Consignment Lines** check box as part of your search criteria.

How can I determine if a receipt line is a consignment line?

Add the **Consignment Line** check box to the page by selecting the field from **View** menu. Use **View > Columns**. If the **Consignment Line** check box is already selected, that indicates that the receipt line is a consignment line.

Can I add consigned items to an existing receipt?

Yes, you can add consigned items to an existing receipt.
Can I receive ASNs and ASBNs for purchase orders with consigned items?

You can receive ASNs for purchase orders with consigned items. However, you cannot receive purchase orders for ASBNs with consigned items.

What are tax determinants?

Explicitly or implicitly available details on transactions such as receipt, ship confirm, and consumption that become inputs into the tax determination process. The tax determination process calculates the applicable taxes on the transaction. Examples of tax determinants are Taxation County, Product Fiscal Classification, and Tax Classification Code.

Why can't I edit the tax determinants?

You must provide a value for the Taxation Country attribute before you can edit the following fields:

- Transaction Business Category
- Document Fiscal Classification
- User-Defined Fiscal Classification
- Product Fiscal Classification
- Intended Use
- Product Category

Also, some shipment and receiving lines don’t show tax determinants due to their line status.

What's the difference between receiving a regular supply order and a back-to-back supply order?

Receiving transactions against a back-to-back supply order are processed the same as regular supply orders. The one exception is the reservations handling when creating a receipt for a supply order that is received and put away to inventory at receiving time (known as direct routing).

Put away of a regular receipt and put away of a back-to-back receipt is similar. However, there is an exception in the processing of the reservation that was made against the supply order (purchase order or transfer order). In both cases, the reservation is moved from the supply order to the new on-hand inventory as part of the put away transaction process. The only difference is:

- For a regular receipt, the reservation is transferred to the new on-hand inventory at the subinventory and locator level.
- For a back-to-back receipt, the reservation is transferred to the new on-hand inventory at the organization level.
What happens when I receive items configured for serial number entry at pick?

You do not need to enter the serial number if the received item is configured for serial number entry at pick.
3 **Inspect Material**

**Receipt Line Inspections: Explained**

Inspection is the process of accepting or rejecting goods from suppliers or customers before they are put away to their final destination.

The following aspects are important when inspecting receipt lines:

- Inspection quality
- Inspection quantity
- Split line inspections
- Multiple or single line inspections
- Packing units
- Inspection example

**Inspection Quality**

Quality codes indicate a particular quality standard. For example, **Excellent Condition** or **Damaged** are good examples of quality codes. Quality codes are defined during set up and your company can define as many codes for inspection as you want. Each code must have a corresponding numerical ranking, which provides an inspection scale. You use these inspection codes when you receive and inspect the items you ordered.

**Inspection Quantity**

The inspection quantity field defaults to the receipt quantity. Accept the default quantity if you are accepting or rejecting all items. If you choose to partially accept or reject a line, you can edit the quantity.

**Split Line Inspections**

You can split a receipt line prior to inspection.

Splitting a receipt line enables you to:

- Store the receipt line items in two different packing units after inspection.
- Partially accept and reject the line.
  
  For example, if you have a quantity of 10 items, you can split the line and then accept a quantity of 5 items and reject a quantity of 5 items.
- Provide a different quality code for quantities belonging to a single receipt.

**Multiple or Single Line Inspections**

You can choose to accept or reject multiple lines on a receipt at one time, or inspect the lines individually. Use the Inspect Receipt Lines page to inspect multiple lines at one time. Use the Inspect Receipt Line page to inspect only one receipt line.
Packing Units
You can enter the transfer packing unit number if material is kept inside a packing unit after inspection.

If the material is kept inside a packing unit after receipt and before inspection, then that is shown as the Source Packing Unit on the Inspect Lines and Inspect Line pages.

Oracle Fusion Receiving defaults the source packing unit value to the Transfer Packing Unit field. However, the transfer packing unit number can be the same as the source packing unit number only if the entire quantity is either being accepted or rejected.

Inspection Example
At the receiving dock, you receive a shipment of 200 glass vials that require inspection. You record receipt and send the items to inspection. As the inspector of the 200 glass vials, you want to accept 195 and reject 5. You split the line into two lines so that you can send the 5 rejected glass vials back to the supplier and deliver the 195 glass vials to the requestor.

Recording Inspection Results: Procedure
You can use the Receipts task in Warehouse Operations to measure supplier quality during receiving. You can also measure manufacturer quality during inspection for in-house, discrete manufacturing, or contract manufacturing.

In the example in this topic, you record that you received and inspected a quantity of 2 for item AS54888, color blue, from receipt 33492, in organization M1 Seattle Manufacturing, from supplier Computer Service and Rentals.

This topic includes example values. You might use different values, depending on your business requirements.

Summary of the Work
Record inspection results:

1. Create the receipt.
2. Record your inspection results.

Create the Receipt
Create the receipt:

1. Take physical receipt of the item, and then inspect the item contents and qualities, such as quantity, according to your company quality requirements.
   For this example, assume you received a quantity of 2 for item AS54888.
2. Log into Warehouse Operations.
3. In the Navigator, click Warehouse Operations, and then click Receipts.
4. In the Select Organization dialog, set the value as shown in the following table, and then click OK.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>M1</td>
</tr>
</tbody>
</table>

If the Select Organization dialog does not display, then, on the Overview page, click Change Organization.
5. On the Overview page, notice that you can use different ways to record a receipt, depending on the details that are available to you.

For example, if you have the purchase order number, then you can click Search, set the Document Type to Purchase Order, and then enter the purchase order number in the Document Number window.

For this example, assume the Supplied By tab on the Overview page displays the row shown in the following table.

<table>
<thead>
<tr>
<th>Supplied By</th>
<th>Expected Shipment Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Service and Rentals</td>
<td>1</td>
</tr>
</tbody>
</table>

Click the link in the Expected Lines Shipment column for Computer Service and Rentals.

6. On the Receive Expected Shipments page, click the row that contains the values in the following table, and then click Receive.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Item</th>
<th>Line Status</th>
<th>Receipt</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1</td>
<td>AS54888</td>
<td>Received</td>
<td>33492</td>
<td>2</td>
</tr>
</tbody>
</table>

7. On the Receive Lines page, enter the value shown in the following table for the Quantity field, and then click Create Receipt.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>2</td>
</tr>
</tbody>
</table>

8. On the Create Receipt page, add any other details that your company uses to verify the receipt, and then click Submit.

9. In the Confirmation dialog, notice the receipt number, such as 34071, and the number of lines, such as 1, click OK, and then click Done.

Record Your Inspection Results

Record your inspection results:

1. On the Overview page, click Tasks, and then click Inspect Receipts.

2. On the Inspect Receipts page, in the Search area, enter the value shown in the following table for the Receipt field, and then click Search.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt</td>
<td>33492</td>
</tr>
</tbody>
</table>

3. In the Search Results, click the row that includes 33492 in the Receipt column, and then click Inspect.

4. On the Inspect Lines page, click the row that includes 33492 in the Receipt column, and then click Enter Quality Results.

5. On the Inspect page, notice that you can use the following display to specify the results of different samples inspected when you performed the physical inspection.
The following figure shows the Inspect page.

This table shows the attributes displayed on the Inspect page.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection Plan</td>
<td>Defines the data you must collect.</td>
</tr>
<tr>
<td>Samples</td>
<td>A representative part of a larger group that you inspect and use as evidence of quality. For example, assume you received 500 units of item AS54888. In most situations, it is not feasible to perform a thorough inspection of every unit, particularly when a large quantity is involved. Instead you can inspect one or more samples of the quantity, and then use the Inspect page to record your observations. Your Quality Engineer sets up the inspection plan so it displays the number of samples you must record, and the characteristics you must measure.</td>
</tr>
<tr>
<td>Inspection Level</td>
<td>Indicates the percentage of units you must inspect. For example:</td>
</tr>
<tr>
<td></td>
<td>◦ 100%. You must physically inspect 100% of the number of units you received, and record the inspection result for each unit. For example, if you receive 100 units, then you must physically inspect each of the 100 units, and record 100 inspections results.</td>
</tr>
<tr>
<td></td>
<td>◦ 10%. You must physically inspect 10% of the number of units you received. For example, if you receive 100 units, then you must physically inspect 10 units, and record 10 inspection results.</td>
</tr>
<tr>
<td>Characteristic</td>
<td>Properties, measurements, or tests you use to measure item quality.</td>
</tr>
<tr>
<td>Status</td>
<td>The status area contains the following values:</td>
</tr>
<tr>
<td></td>
<td>◦ Samples. Total number of samples you must record.</td>
</tr>
<tr>
<td></td>
<td>◦ Pending. Number of samples you have not yet recorded.</td>
</tr>
<tr>
<td></td>
<td>◦ Accepted. Number of samples you recorded where the Result matches the Specification.</td>
</tr>
<tr>
<td></td>
<td>◦ Rejected. Number of samples you recorded where the Result does not match the Specification.</td>
</tr>
<tr>
<td>Sequence</td>
<td>Determines the sequence to use when you inspect the characteristic. For example, if the Sequence for characteristic color is 10, and if the Sequence for characteristic size is 20, then you must record the color first, and then the size.</td>
</tr>
</tbody>
</table>

For this example, assume your Quality Engineer set up item AS54888 from supplier Computer Service and Rentals so that you must perform a 100% inspection, but measure only the Blue specification.

6. In the Samples area, click 33492-1.
7. In the Inspection Results area, set the value for the Result field as shown in the following table.
Notice that the value for **Pending** changes from 2 to 1, and **Accepted** changes from 0 to 1.

8. In the Samples area, click **33492-2**.
   In the Inspection Results area, set the value for the **Result** field as shown in the following table.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Result</td>
<td>Blue</td>
</tr>
</tbody>
</table>

Notice that the value for **Pending** changes from 1 to 0, **Accepted** changes from 1 to 2, and **Disposition** changes to **Complete**.

9. Click **Save and Close**.
10. On the Inspect Lines page, click **Submit**, and then click **OK**.

   The Inspect Lines page submits the inspection line result to Warehouse Operations.

11. On the Overview page, click **Tasks**, and then click **Quality Inspection Results**.
12. On the Quality Inspection Results page, search for **AS54888**, and then examine the results.

   Notice the results display each inspection that includes item **AS54888**, sorted according to supplier. You can use Quality Inspection Results to help manage the items, suppliers, and other details that you have or have not inspected.

### Using the Inspect Lines Page

Note that the Inspect Lines page might display different values for items, depending on how your Quality Engineer sets up the inspection plan.

This table shows how the inspection plan may appear depending on your setup, and what options you have for entering quality results.

<table>
<thead>
<tr>
<th>Inspection Plan</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan is available and requires you to perform quality inspection</td>
<td>You must click <strong>Enter Quality Results</strong>.</td>
</tr>
<tr>
<td>Plan is available, and it allows you to skip Quality Inspection</td>
<td>Skip Quality Inspection contains a check mark. You can remove this check mark, and then click <strong>Enter Quality Results</strong> as option.</td>
</tr>
<tr>
<td>Plan is not available</td>
<td>You must click <strong>Remove Line</strong>.</td>
</tr>
</tbody>
</table>

### FAQ for Inspect Receipts
How can I reinspect already inspected lines?

Prior to performing your search, select the **Include lines already inspected** item from the **Add Fields** menu. Select the **Include lines already inspected** check box and perform your search. The search results show lines that have been inspected, but not yet put away. Select your lines and reinspect them.
4 Put Away Loads

Put Aways: Explained

Putting away received lines is the process by which goods are moved to their final destination. The following aspects are important when putting away received lines:

- Lot and serial number information
- Inventory or expense destinations
- E-signatures for approval
- Packing units
- Multiple distributions
- Receipt line transfer
- Split lines

Note: When you put away a line, inventory is automatically updated.

Lot and Serial Number Information

You can record lot and serial information or generate multiple lots and serial numbers for the material during put away.

If you select a receipt line for put away and the corresponding item is either lot or serial controlled, then you must enter the lot and serial information. If the complete receipt line corresponds to a single lot or serial range, then you can update the lot and serial information directly on the Put Away Lines page or the Put Away Line page. If not, then you can select the Record Multiple Lots and Serial Numbers item from the Actions menu to enter new lots and serial numbers.

Inventory or Expense Destinations

You can put away items to inventory or expense destinations. For inventory items, provide the subinventory and locator. For expense items, provide the deliver-to location.

E-Signatures for Approval

If put away transactions are configured for approval using e-signatures, the E-Signature page opens when you put away a line and click Submit. Use the page to approve the transaction.

The Electronic Signature IDs are recorded and available from the Manage All Lines and Transaction History pages.

For information about e-signatures, see the Oracle SCM Using E-Signatures and E-Records guide, available on the Oracle Help Center.

For information about how to configure e-signatures for supply chain management transactions, see the Oracle SCM Cloud Implementing Manufacturing and Supply Chain Materials Management guide, available on the Oracle Help Center.
Packing Units
You can enter the packing unit if material is kept inside a packing unit after put away or transfer.

Note: If you put away to an inventory destination, packing unit information will not be tracked after put away. However, if you transfer material to a receiving subinventory, packing unit information will be available after completion of the transaction.

Multiple Distributions
For lines with multiple distributions you can put away lines at a purchase order line level or at a distribution level. Such lines will have a destination type of Multiple.

To expand the line and show all distributions, select the Show All Distributions item from the Actions menu of the Put Away Lines and Put Away Line pages.

For requisition-sourced transfer order lines, select the Show All Distributions item from the Actions menu to obtain the transfer order distributions and populate the receipt quantity for each distribution line. You can enter receipt quantities at the distribution level and the quantities for each distribution line are validated against the associated transfer order distribution quantity.

Note: In addition to the show all distributions option, you can edit the line with multiple distributions by changing the destination type from Multiple to Receiving.

Receipt Line Transfer
Transfer material by moving between different receiving subinventories. When you provide the receiving subinventory, the receipt line status automatically moves to Transferred.

Split Lines
You can split a line to receive in partial quantities to different inventory locations.

Select Split Line from the Actions menu.

FAQs for Put Away Loads

What happens if I change the defaulted transaction date?
The changed transaction date must conform to the date tolerances set up on the Manage Receiving Parameters page.

What's the difference between receiving and putting away inventory and expense items?
For receiving and putting away inventory items, you provide the subinventory, locator, and lot and serial information.
For receiving and putting away expense items, you provide the deliver-to location.

How can I put away a receipt line into multiple locations?

Use the split line action to put away part of a receipt line or to distribute the receipt line to multiple locations. Select Split Line from the Actions menu.

What happens if I am putting away lines that are lot or serial controlled?

You must specify lot numbers and serial numbers.

You can enter the applicable lot and serial numbers directly into the table or select the Record Lots and Serial Numbers item from the Actions menu on the Put Away Lines page to record the applicable lot and serial numbers.

What's the difference between the put away of regular receipt and a back-to-back receipt?

The put away is similar. However, there is an exception in the processing of the reservation that was made against the supply order (purchase order or transfer order).

In both cases, the reservation is moved from the supply order to the new on-hand inventory as part of the put away transaction process. The only difference is:

- For a regular receipt, the reservation is transferred to the new on-hand inventory at the subinventory and locator level.
- For a back-to-back receipt, the reservation is transferred to the new on-hand inventory at the organization level.
5 Create and Match Unordered Receipts

Unordered Receipts: Explained

You can create an unordered receipt by receiving unordered material into the system. Unordered material consists of items that arrive at the warehouse without documentation such as a purchase order. You must match unordered receipts to a valid document before you can inspect or put away the receipt lines.

The following aspects are important when creating and matching unordered receipts:

- Create receipt or return items
- New receipt or existing receipt
- Packing units, subinventories, and locators
- One-time items
- Prohibited tasks for unmatched items
- Unordered receipt process

Create Receipt or Return Items

When material arrives at your warehouse without documentation and you cannot link it to a backing document, you must decide whether to create an unordered receipt or return the items to the supplier.

Your options include:

- Creating an unordered receipt
  
  You can receive the material in a hold area. This allows the warehouse to move the material away from the receiving docks. The receiving personnel can work on performing other receipts, while the manager searches for the correct document details from the supplier. Once you establish the document association, you can match the unordered receipt to a document and proceed with inspecting or putting away the material to storage.
  
- Returning the items to the supplier
  
  You can return the material to the supplier. If your warehouse does not allow unordered receipts, then you must send the material that arrives without complete documentation back to the corresponding supplier.

New Receipt or Existing Receipt

You can create a new receipt or add the unordered items from the shipment to an existing receipt. If you create a new receipt, you access the Create Unordered Receipt page to enter the receipt header details. If you add the unordered items to an existing receipt, you access the Add to Unordered Receipt page to add you receipt details.

Packing Units, Subinventories, and Locators

Many distribution centers have a large receiving area that is divided into many subinventories and locators. These distribution centers also store received material in containers known as packing units. When creating the unordered receipt, you can optionally enter packing unit, subinventory, and locator information.
One-Time Items
You can create unordered receipts for infrequently ordered items that do not have an existing item definition. For one-time items, you enter the item description, but you do not enter an item number.

Prohibited Tasks for Unmatched Items
You cannot perform several transactions on an unordered receipt line until it is matched.
Here are the transactions that you cannot perform on unmatched receipts:

• Return to supplier
• Inspect receipt line
• Put away receipt line

Unordered Receipt Process
The unordered receipt process includes creating and matching the unordered receipt.
Here are the steps for creating an unordered receipt:

• Record receipt line details and navigate to the receipt header region.
• Specify the item, quantity, unit of measure, and receiving location for the receipt line.
• Create a new receipt or add unordered receipt lines to an existing receipt.
• Enter the receipt header information and submit the transaction.

Here are the steps for matching an unordered receipt:

• Search for unordered receipts to match.
• Select receipt lines to match.
• Select the document number (such as PO number) and line detail to match.
• Submit the unordered receipt line for matching.

Matching Restrictions: Explained
When you are ready to match your unordered receipts to the correct documentation, you specify the purchase order (PO) or return material authorization (RMA) number, receipt line, and receipt header information for which you want to match the unordered receipt.
Oracle Fusion Receiving restricts the list of possible matching documents as follows:

• The PO must have the same supplier as the unordered receipt.
• The PO cannot be in Final Closed or Canceled status.
• The PO must have at least one approved shipment in the same organization where you performed the unordered receipt.

For RMAs, the receiving organization on the RMA must be in the same organization where you performed the unordered receipt.
• The item and the purchasing category on the PO must be the same as the item and purchasing category on the unordered receipt (except for receipts of one-time items).

  The item on the RMA, must be the same as the item on the unordered receipt (except for receipts of one-time items).

• You can match only to approved shipments.

• The document must have a receipt routing of inspection required or standard receipt.

  Note: If the shipment has a routing of direct delivery, the Allow Routing Override profile option must have been selected during setup.

FAQs for Unordered Receipts

Why can't I create an unordered receipt?

The receiving parameter to allow the creation of unordered receipts is not selected for your warehouse.

Why can't I create an unordered receipt for the item?

The item specifications do not allow for the creation of an unordered receipt for this item.

Can I match unordered receipts to a consigned item?

Yes, you can match unordered receipt lines to a consignment purchase order. The match transaction date becomes the aging period onset date.
6 Manage Receipt Exceptions

Exceptions: Explained

An exception is any deviation noticed during the receiving process. A receiving agent or warehouse manager can mark a line for an exception during receipt, inspection, or put away.

The following questions explain exceptions:

- Why would you mark a line as an exception?
- What happens if you mark a line as an exception?
- How do you search for and resolve exceptions?

Why would you mark a line as an exception?

Examples of when you would mark a line as an exception include:

- Material is received in a pack with the seal broken, but all other contents are intact. In this case, a receiving agent may mark the receipt line as an exception so that during inspection the contents of the pack can be inspected in detail.
- A supplier has sent a substitute item against the purchase order. The receiving agent receives the material, but the receiving agent marks the receipt line as an exception due to the substitute item.

What happens if you mark a line as an exception?

Even if a receipt line is marked as an exception, you can perform all receiving transactions on this line.

How do you search for and resolve exceptions?

The warehouse manager or receiving agent can perform a search for lines with exceptions by applying the corresponding filter during search. Then, the warehouse manager or receiving agent can resolve exceptions by deselecting the **Exceptions** check box for lines with exceptions.

FAQs for Exceptions

How can I mark part of a receipt line as an exception?

Use the split line action to create two separate lines. Select **Split Line** from the **Actions** menu. Once you split the line, select the **Exceptions** check box for the newly created line.
Correct Receipts

Corrections: Explained

Correcting received lines is the process of correcting the transaction quantity of material received. You must have a valid receipt prior to correcting returns. The following aspects are important when correcting receipts:

- Correction eligibility
- Lot and serial number information
- Positive correction or negative correction
- Correction updates
- Transfer orders
- E-signatures for approval

Correction Eligibility

You can correct receipt lines if they are associated with a purchase order (PO), advance shipment notice (ASN), return material authorization (RMA), requisition, or in-transit shipment and have one of the following statuses:

- Received
- Accepted
- Rejected
- Put Away
- Transferred
- Returned to Receiving
- Returned to Supplier
- Returned to Customer

In addition, if you select an item for correction, the correction quantity must fall within the tolerance level set for the document. If the correction quantity falls outside the tolerance limit, then appropriate action is taken based on the tolerance action specified for the document.

Lot and Serial Number Information

If you select a receipt line for correction and the corresponding item is either lot or serial controlled, then you must enter the lot and serial information.

If the complete receipt line corresponds to a single lot or serial range, then you can update the lot and serial information directly on the Correct Lines page or the Correct Line page. If not, then you can select the Record Multiple Lots and Serial Numbers item from the Actions menu to enter new lots and serial numbers.

In the case of a positive correction, you can generate a new lot or serial number for a lot or serial controlled item. In the case of a negative correction, you can only select from existing lot and serial numbers that already exist for the receipt line.
Positive Correction or Negative Correction
You can enter positive or negative corrections to any receiving transaction. A positive correction increases the receipt line quantity by the specified quantity. A negative correction decreases the receipt line quantity by the specified quantity.

Correction Updates
When you make corrections, the following updates apply:

- When you correct a customer return transaction, the RMA is updated.
- When you correct a receiving transaction, inventory balances are automatically updated if they have already been moved into inventory.
- When you make corrections to a receipt created against an ASN, your purchasing, in transit, and inventory supplies are automatically updated.

Transfer Orders
You cannot correct a transfer order that has been returned or put away.

E-Signatures for Approval
If correct transactions are configured for approval using e-signatures, the E-Signatures page opens when you correct a line and click Submit. Use the page to approve the transaction.

The Electronic Signature IDs are recorded and available from the Manage All Lines and Transaction History pages.

For information about e-signatures, see the Oracle SCM E-Signatures and E-Records guide, available on the Oracle Help Center.

For information about how to configure e-signatures for supply chain management transactions, see the Oracle SCM Cloud Implementing Manufacturing and Supply Chain Materials Management guide, available on the Oracle Help Center.

Consignment Line Corrections: Explained
You can correct receipt lines containing both owned and consigned items. Consigned items are items that are in the possession of one party, but remain the property of another party. Once a consignment line is consumed, it transfers to owned status.

The following aspects are important when correcting receipts with consigned lines:

- Consignment line indicator
- Correction eligibility
- Correction process
- Consigned and owned material
Consignment Line Indicator
If your receipt line is for a purchase order containing consigned items, the page displays the Consignment Line check box as selected for that line. If the Consignment Line check box is not visible on the page, select the field from the View > Columns menu.

Correction Eligibility
You can correct consigned receipt lines if they have one of the following statuses:

- Received
- Transferred
- Accepted
- Rejected
- Put Away
- Returned to Supplier

In addition, if you select an item for correction, the correction quantity must fall within the tolerance level set for the document. If the correction quantity falls outside the tolerance limit, then appropriate action is taken based on the tolerance action specified for the document.

Correction Process
The process for positive or negative corrections on receipt lines with consigned items is same as that for regular items. You can specify the quantity to correct for these types of receipt lines and submit the transactions. If you select a receipt line for correction and the corresponding consigned item is either lot or serial controlled, you must consider the correct owning party when selecting the lot and serial number to be corrected.

Consigned and Owned Material
When correcting receipt lines with a transaction type of Put Away, it is possible that for the consigned material that is received from the supplier, part has already been consumed. This means that out of the total quantity received, part of the quantity is consigned, and part of the quantity is owned (already consumed) inventory.

If the receipt line that you want to correct contains both consigned and owned (consumed) quantities, the Correct Lines page displays only the consigned quantity (and not the consumed quantity). Any positive correction to the consumed quantity is treated as a new receipt.

FAQs for Corrections
What happens if I am correcting receipt lines that are lot or serial controlled?

You must specify lot numbers and serial numbers.

Select the **Record Lots and Serial Numbers** item from the **Actions** menu on the Correct Lines page to record the applicable lot and serial numbers. If you are making a positive correction, you can generate new lots when correcting the receipt. If you are making a negative correction, you can only select existing lot and serial numbers.

What happens if I am correcting a receipt line with consigned material that has already been consumed?

Any positive correction to the consumed quantity is treated as a new receipt.

Why can't I correct my transfer order?

You cannot correct a transfer order that has been returned or put away.
8 Manage Returns

Returns: Explained

Returning received lines is the process of moving the material received in the warehouse back to the supplier, customer, or receiving. You must have a valid receipt prior to processing returns.

The following aspects are important when returning receipts:

- Return eligibility
- Return quantity
- Lot and serial number information
- Subinventories and locators
- Debit memos
- Returns processing
- Transfer orders

Return Eligibility

The following aspects determine whether a receipt is eligible to be returned:

- Purchase order status: You can return an item to the supplier if the purchase order is not in either Canceled or Final Closed status.
- Unordered receipt matching: You must match unordered receipts before they can be returned.
- Source type: You cannot return receipt lines with internal source types (interorganization shipments).
- RMA status: You cannot return RMAs to the customer if the material has been delivered to inventory.

Return Quantity

If you select an item for return, then the return quantity must be less than or equal to the recorded quantity. If your organization does not allow negative balances, and the return quantity will result in a negative on-hand quantity, then you cannot proceed with the transaction.

You have the option to enter a complete or partial return. If you are returning only part of a receipt line, the return quantity will be less than the recorded quantity. If you are returning the entire receipt line, then the return quantity will equal the recorded quantity.

Lot and Serial Number Information

If you select a line to return and the corresponding item is either lot or serial controlled, then you must enter the lot and serial information. If the complete receipt line corresponds to a single lot or serial range, then you can update the lot and serial information directly on the Return Lines page or the Return Line page. If not, then you can select the Record Multiple Lots and Serial Numbers item from the Actions menu to enter new lots and serial numbers. You cannot generate any new lot or serial numbers during returns.
Subinventories and Locators
When you return items to receiving, you have the option of selecting the subinventory and locator, as well as the return from subinventory and locator. If you do not select a subinventory and locator, the application uses the default receiving subinventory and locator for the warehouse.

Debit Memos
Depending on the debit memo setting for the supplier site, the application can automatically create a debit memo when a return is processed for the receipt line.
You can also manually create a debit memo for the return transaction.

>Note: You cannot automatically create a debit memo for returns of consigned items.

Returns Processing
Return processing differs depending on whether you are returning items to the supplier, customer, or receiving:

- Supplier: When you return items to the supplier, Oracle Fusion Receiving creates both a Return to Receiving and a Return to Supplier transaction.
  Receiving also reopens the associated purchase order for the return quantity by reducing the original receipt quantity.
- Customer: When you return items to the customer, Oracle Fusion Receiving creates both a Return to Receiving and a Return to Customer transaction.
  For customer returns, if you return the item back to the customer, Receiving updates the RMA to reflect the returned quantity.
- Receiving: When you return items to receiving, you can optionally select the subinventory and locator. If you do not select a subinventory and locator, the application uses the default receiving subinventory and locator for the warehouse.

Transfer Orders
When you request a return against a transfer order, the returns process associates the return transfer order with the original transfer order, and the physical return of the material is optional.

The following exceptions apply to returns against transfer orders:

- You cannot perform return transactions for expense destination transfer orders.
- Once you initiate a return against a transfer order, you can no longer correct the returned quantity.
- You cannot combine the transfer order return lines with other purchase order or RMA return lines on the same return receipt.
- You cannot perform return transactions for an intraorganization transfer order.
Consignment Lines Returns: Explained

You can return both consigned and owned receipt lines. Consignment lines are receipt lines containing items that are in the possession of one party, but remain the property of another party. Once a consignment line is consumed, it transfers to Owned status. You can return consignment lines to either the supplier or receiving.

The following aspects are important when returning receipts with consigned lines:

- Returns to supplier or receiving
- Returns containing both consigned and owned items
- Debit memos
- Lot and serial number information

Returns to Supplier or Receiving

Return processing for consignment lines differs depending on whether you are returning items to the supplier or receiving:

- Supplier: You can return consigned items back to the supplier. When you return items to the supplier, Oracle Fusion Receiving creates both a return to receiving and a return to supplier transaction. Receiving also reopens the associated purchase order for the return quantity by reducing the original receipt quantity.

- Receiving: Consigned items that are received and put away to inventory can be returned to receiving. You perform a two-step process that includes returning the items to receiving, and then returning the items to the supplier. When you return items to receiving, you can optionally select the subinventory and locator. If you do not select a subinventory and locator, the application uses the default receiving subinventory and locator for the warehouse.

**Note:** Consignment lines do not apply to customer returns. You cannot return consigned items to the customer.

Returns Containing Both Consigned and Owned Items

You can return receipt lines that contain both consigned and non-consigned (owned) items. When you select a receipt line to return, if that receipt line contains both consigned and owned items, two separate return lines display on the page. The application automatically selects the Consigned check box for the return line containing the consigned items. You specify the quantity to return against each line separately, and submit the transaction.

The return quantity must be less than or equal to the received quantity. The return transaction considers both the available owned and consigned quantities individually.

Debit Memos

You can create debit memos for returns of consumed items. Consumed items are in Owned status. Depending on the debit memo setting for the supplier site, the application can automatically create the debit memo when a return is processed for the consumed receipt line. You can also manually create a debit memo for the consumed return transaction.

You cannot create a debit memo for items that are in Consigned status. The supplier already owns the items in Consigned status. Therefore, there is no existing invoice against which to create a debit memo.
Lot and Serial Number Information
If you select a line to return and the corresponding consigned item is either lot or serial controlled, then you must enter the lot and serial information. If the complete receipt line corresponds to a single lot or serial range, then you can update the lot and serial information directly on the Return Lines page or the Return Line page. If not, then you can select the Record Multiple Lots and Serial Numbers item from the Actions menu to enter new lots and serial numbers. You cannot generate any new lot or serial numbers during returns.

Return to Supplier Transactions with Shipping Documents: How They Are Processed
When you need to return items to the supplier, you may choose to print shipping documents for transporting the returned items back to the supplier. Returns may be needed when a customer rejects an item from their received shipment, a defect is found internally, and so forth. To print shipping documents for the return, follow the two-step return process that starts in Oracle Fusion Receiving and continues through to Oracle Fusion Shipping.

Settings That Affect Return to Supplier Transactions
To print shipping documents for your return to supplier transactions select the Print Shipping Documents for Returns to Suppliers option on the Manage Receiving Parameters page.

Note: The Print Shipping Documents for Returns to Suppliers option is a one-time setup step for your organization. You do not set this up per transaction.

How Return to Supplier Transactions Are Processed
Return to supplier transactions are processed in two steps:

1. Create the return to supplier transaction in Oracle Fusion Receiving.
   The receiving agent has an offline interaction with the supplier to obtain the return material authorization number for the return. Then, the receiving agent creates the return to supplier transaction by providing details such as the returned quantity and return material authorization (RMA) number. Finally, the receiving agent submits the transaction for processing and the transaction moves to Shipping.

2. Create and confirm the return to supplier shipments in Oracle Fusion Shipping.
   Shipping treats the items on the return to supplier transaction as a noninventory shipment and stages the items without creating a shipment. Noninventory shipments do not generate inventory transactions or affect on-hand balances. Therefore, the application skips actions such as backorder, cycle count, pick release, and record serials, since these actions are not applicable to noninventory shipments. The shipping manager searches for the return transactions, assigns the return to supplier lines to shipments, and performs ship confirm. Upon ship confirm, Shipping generates the shipping documents for the customer, and creates and sends the automatic shipment notices (ASNs) automatically to the supplier.
Corrections to Return to Supplier Transactions With Shipping Documents

You can make corrections to return to supplier transactions. The corrections are reflected on shipping documents up until the returned products are shipped within the Shipping application. If you make corrections after the products are shipped, the changes are still accepted in Receiving. Receiving maintains automated interfaces with Oracle Fusion Payables, Oracle Fusion Cost Management, and Oracle Fusion Purchasing to share the corrected quantity information. The table explains when changes are allowed within the Shipping application based on the type of correction to the return to supplier transaction and the associated shipment status.

<table>
<thead>
<tr>
<th>Action</th>
<th>Status of Shipment in Shipping</th>
<th>Shipping Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>The return to supplier transaction sends an update with an <strong>increase</strong> in quantity.</td>
<td>Shipped</td>
<td>An increase in the quantity is accepted at the end of shipping and a new delivery line is created.</td>
</tr>
<tr>
<td>The return to supplier transaction sends an update with an <strong>increase</strong> in quantity.</td>
<td>Not shipped</td>
<td>Updates are accepted in Shipping.</td>
</tr>
<tr>
<td>The return to supplier transaction sends an update with an <strong>increase</strong> in quantity.</td>
<td>Partially shipped</td>
<td>Updates are accepted in Shipping for the unshipped lines. Updates for the lines already shipped are not accepted.</td>
</tr>
<tr>
<td>The return to supplier transaction sends an update with a <strong>decrease</strong> in quantity.</td>
<td>Shipped</td>
<td>No updates are accepted in Shipping.</td>
</tr>
<tr>
<td>The return to supplier transaction sends an update with a <strong>decrease</strong> in quantity.</td>
<td>Not shipped</td>
<td>Updates are accepted in Shipping.</td>
</tr>
<tr>
<td>The return to supplier transaction sends an update with a <strong>decrease</strong> in quantity.</td>
<td>Partially shipped</td>
<td>Updates are accepted in Shipping for the unshipped lines. Updates for the lines already shipped are not accepted.</td>
</tr>
<tr>
<td>The return to supplier transaction sends an update that reduces the quantity to <strong>zero</strong>.</td>
<td>Shipped</td>
<td>No updates are accepted in Shipping.</td>
</tr>
<tr>
<td>The return to supplier transaction sends an update that reduces the quantity to <strong>zero</strong>.</td>
<td>Not shipped</td>
<td>Shipping accepts the change, but setting the quantity to zero cancels the shipment in Shipping.</td>
</tr>
<tr>
<td>The return to supplier transaction sends an update that reduces the quantity to <strong>zero</strong>.</td>
<td>Partially shipped</td>
<td>Updates are accepted in Shipping for the unshipped lines. Other lines are not accepted because that part of shipment is canceled.</td>
</tr>
<tr>
<td>The return to supplier transaction makes further updates after setting the quantity to <strong>zero</strong>.</td>
<td>Canceled</td>
<td>You cannot make further updates to a transaction that is already canceled. You must create a new return to supplier transaction.</td>
</tr>
</tbody>
</table>

**Example**

When your organization’s customer initiates a return, they return the item to your organization. Your organization must then send the items back to the outsourced manufacturer or supplier. Therefore, instead of your customers returning the items...
directly to the suppliers, your customer’s items are routed through your organization to your organization’s suppliers. In this instance, you must create shipping documents for transporting the items back to the suppliers.

**Related Topics**
- What’s a noninventory shipment?

## Transfer Order Returns: Explained

The approach to returning internal material transfers begins in Oracle Fusion Receiving. You can request a return against a transfer order through the Manage Returns user interface.

The following aspects are important when returning transfer orders:
- Return transfer order process
- Physical material return
- Corrections to returned transfer orders
- Return exceptions for transfer orders

### Return Transfer Order Process

Receiving associates return transfer orders with the original transfer order, and the physical return of the material is optional.

When you initiate a return against a transfer order, the application creates a new transfer order with a transfer type of return transfer order. If the physical return of material is required, the transfer order is passed to Oracle Fusion Shipping. If the physical return of material is not required, the transfer order does not pass to Shipping, and instead is set to a status of closed.

During the return process, Receiving calculates the price and tax for the return transfer order before submitting the lines for processing. The application obtains the tax and prices amounts from the original transfer order and creates them in reverse.

### Physical Material Return

The **Physical Material Return Required** check box displays on the Return Lines user interface. If you deselect this field, the return is considered an accounting only return. If you select this field, transactions are created for the physical return of the material.

For returns that do not require physical return of material, shipment lines and reservations are not created. The transfer order line is set to a status of closed automatically, and the application does not update the shipped or received quantity. You can use the transfer order document for tax, accounting, and audit trail purposes.

For returns that require physical return of material, shipment lines and reservations are created. You can pick, pack, and ship physical material returns.

### Corrections to Returned Transfer Orders

Once material from a transfer order is put away, you cannot correct the receipt quantity. However, you can correct the receipt quantity on a transfer order prior to putting away the transaction.
Return Exceptions for Transfer Orders

Here are the exceptions for returns against transfer orders:

- Once you initiate a return against a transfer order, you can no longer correct the returned quantity.
- You cannot combine transfer order return lines with other purchase order or RMA return lines on the same return receipt.
- You cannot perform return transactions for an intraorganization transfer order which moves material from subinventory to subinventory within an organization.
- The application does not initiate transfer order return transactions if the material is not physically available. For example, if other reservations exist for the same material.
- You can only return inventory destination transfer orders. You cannot return expense destination transfer orders.

FAQs for Returns

How can I return part of a receipt line?

Enter the quantity to return on the Return Lines page. If you’re returning part of a receipt line, the entered return quantity is different than the recorded quantity. If you’re returning the entire receipt line, then the return quantity equals the recorded quantity.

Why doesn't my purchase order appear in the Return Receipts page search results?

The purchase order must have:

- At least one approved shipment for which the ship-to organization is the same as the current, active organization
- A receipt created for it

What happens if I am returning receipt lines that are lot or serial controlled?

You must specify lot numbers and serial numbers.

Select the Record Lots and Serial Numbers item from the Actions menu on the Returns Lines page to record the applicable lot and serial numbers. You cannot generate any new lot or serial numbers when processing the return.
What happens if I am returning material that has already been consumed?

The debit memo setting at the supplier site is considered. If this setting specifies to create a debit memo, then the application creates a debit memo automatically since the consumption advice has already been generated. You can also manually create a debit memo for the consumed return transaction.

What's a return to supplier transaction?

A transaction that allows you to return items to a supplier and receive credit for the items without interacting directly with the supplier. The return is routed through the organization to the outsourced manufacturer or supplier. The organization sends the items back to the supplier.

What happens if I select the Physical Material Return Required check box?

Transactions are created for the physical return of the material, and shipment lines and reservations are created. You can pick, pack, and ship physical material returns.

If you don’t select this check box, the return is considered an accounting only return. Shipment lines and reservations are not created, the transfer order is set to a status of closed automatically, and the shipped or received quantities are not updated.

What's the difference between a physical and accounting only internal material transfer return?

If the physical return of material is required, the transfer order is interfaced to Oracle Fusion Shipping.

If the physical return is not required (accounting-only internal material transfer return), the transfer order is not interfaced to Oracle Fusion Shipping.

A transfer order type of Return is created for both scenarios (with or without physical returns).

What's the difference between a purchase order return and a drop ship purchase order return?

For a regular purchase order return, you can return goods to either receiving or the supplier.

For a drop ship purchase order return, you can only return goods to the supplier. You cannot return goods to receiving.
What’s the difference between the processing of returns for a regular receipt and a back-to-back receipt?

The processing is similar in that there is no difference in the returns handling of a transfer order receipt. However, when creating a return transaction against a receipt for a back-to-back purchase order, there is a difference in the processing of the reservation.

When handling returns for a back-to-back purchase order, the application attempts to maintain the reservation. When the receipt was initially put away, the supply side of the reservation would have automatically moved from the purchase order to the new on-hand quantity for the quantity put away. When creating a return transaction for this quantity, the application automatically attempts to maintain that reservation by moving the returned quantity back from the on-hand supply to the new open purchase order supply.

The application performs this action as long as there are no downstream actions against the reservation that change the reservation. For example, situations that can prohibit this automatic action include:

- Manually changing the reservation using the Reservations and Picks page, such as: changing quantities, assigning subinventories and locators to the reservation, and changing the demand side of the reservation (changing the sales order)
- Initiating the shipping processes to assign picks against the sales order

Can I initiate a return against a transfer order?

Yes. You can return an inventory destination transfer order, but you can’t return an expense destination transfer order. Inventory destination transfer orders have a destination type value of Inventory. Expense destination transfer orders have a destination type value of Expense.
9 Manage Back-to-Back Receipts

Back-to-Back Fulfillment: Explained

In the back-to-back fulfillment process flow, supply is received at a warehouse and then shipped directly to the customer. This flow is best suited for fulfillment of high-cost or slow-moving products where stock is not maintained in inventory. For example, you might want to use back-to-back fulfillment for items that are too expensive to maintain as on-hand inventory. Or, you might want to use back-to-back fulfillment when you don’t want to use warehouse space to stock items that rarely sell.

Supply in back-to-back fulfillment is procured and received at a warehouse only after a sales order is entered and scheduled. The sales order demand triggers the supply creation, and a link is established between the sales order and the supply. The supply is reserved against the sales order until shipping.

Back-to-back fulfillment is a fully automated order fulfillment process that includes:

- Automated selection of source of supply, internal or external
- Reservation of supply until fulfillment
- Automated response to supply and demand changes

Related Topics
- Back-to-Back Fulfillment: Overview
- Back-to-Back Fulfillment: How It Works

FAQs for Back-to-Back Receipts

What's a back-to-back transfer order?

An internal material transfer order to transfer supply from the source location to the destination location to fulfill a back-to-back sales order. The back-to-back transfer order is automatically reserved against the associated back-to-back sales order by Oracle Fusion Supply Chain Orchestration. When the transfer order is received and put away at the destination location, the supply-side of the reservation is automatically moved from the transfer order to the new on-hand inventory. This action maintains the reservation of the supply against the back-to-back sales order until shipping.

What's a back-to-back purchase order?

An order to procure product from an external supplier to fulfill a back-to-back sales order. The back-to-back purchase order is automatically reserved against the associated back-to-back sales order by Oracle Fusion Supply Chain Orchestration. When the purchase order is received and put away at the destination location, the supply-side of the reservation is automatically moved from the purchase order to the new on-hand inventory. This action maintains the reservation of the supply against the back-to-back sales order until shipping.
What's the difference between receiving a regular supply order and a back-to-back supply order?

Receiving transactions against a back-to-back supply order are processed the same as regular supply orders. The one exception is the reservations handling when creating a receipt for a supply order that is received and put away to inventory at receiving time (known as direct routing).

Put away of a regular receipt and put away of a back-to-back receipt is similar. However, there is an exception in the processing of the reservation that was made against the supply order (purchase order or transfer order). In both cases, the reservation is moved from the supply order to the new on-hand inventory as part of the put away transaction process. The only difference is:

- For a regular receipt, the reservation is transferred to the new on-hand inventory at the subinventory and locator level.
- For a back-to-back receipt, the reservation is transferred to the new on-hand inventory at the organization level.

What's the difference between the put away of regular receipt and a back-to-back receipt?

The put away is similar. However, there is an exception in the processing of the reservation that was made against the supply order (purchase order or transfer order).

In both cases, the reservation is moved from the supply order to the new on-hand inventory as part of the put away transaction process. The only difference is:

- For a regular receipt, the reservation is transferred to the new on-hand inventory at the subinventory and locator level.
- For a back-to-back receipt, the reservation is transferred to the new on-hand inventory at the organization level.

What's the difference between the processing of returns for a regular receipt and a back-to-back receipt?

The processing is similar in that there is no difference in the returns handling of a transfer order receipt. However, when creating a return transaction against a receipt for a back-to-back purchase order, there is a difference in the processing of the reservation.

When handling returns for a back-to-back purchase order, the application attempts to maintain the reservation. When the receipt was initially put away, the supply side of the reservation would have automatically moved from the purchase order to the new on-hand quantity for the quantity put away. When creating a return transaction for this quantity, the application automatically attempts to maintain that reservation by moving the returned quantity back from the on-hand supply to the new open purchase order supply.
The application performs this action as long as there are no downstream actions against the reservation that change the reservation. For example, situations that can prohibit this automatic action include:

- Manually changing the reservation using the Reservations and Picks page, such as: changing quantities, assigning subinventories and locators to the reservation, and changing the demand side of the reservation (changing the sales order)
- Initiating the shipping processes to assign picks against the sales order
10 Manage Drop Shipments

Drop Shipment: Explained

Drop ship is an order fulfillment strategy where the seller does not keep products in inventory. Instead, the seller relies on suppliers or contract manufacturers to build, store, and ship orders to customers. Material flows directly from the supplier to the end customer. In this flow, the shipment is called a drop shipment.

The drop ship flow includes the following steps:

1. A customer places an order for a product.
2. The seller issues a purchase order for the item and provides instructions for shipping directly to the customer.
3. The suppliers or contract manufacturers ship the product.
4. The seller earns a profit.

Recording the Shipment of Drop Ship Products to the Customer: Explained

You can record the delivery of a product drop shipped directly to the customer site.

When recording the shipment to the customer, use one of the following options:

- AP Invoice option
- ASN (advance shipment notice) option

Both options acknowledge delivery of the product and initiate downstream processing for costing and billing.

You set up the process flow option for generating drop ship receipts using the Manage Drop Ship Financial Flows page.

AP Invoice Option

Use this option for supplier sites that do not send ASNs. The arrival and entry of the AP invoice automatically initiates downstream processes to cost and bill the shipment.

ASN Option

Use this option for supplier sites that generate ASNs. The arrival of the ASN automatically initiates downstream processes to cost and bill the shipment.
Using the AP Invoice Option for Drop Ship Purchase Orders: Explained

To use the AP Invoice option to record the shipment of a drop ship purchase order:

1. The supplier sends an invoice to the seller.
2. The seller’s accounts payable department enters or loads the invoice into the application.
3. Run the transaction processes listed in the following table to pass the invoice event into Oracle Fusion Receiving.

<table>
<thead>
<tr>
<th>Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Invoice Details to Supply Chain</td>
<td>Generates a drop ship receipt and drop ship delivery completing the processing in Receiving.</td>
</tr>
<tr>
<td>Financial Flow Orchestration</td>
<td></td>
</tr>
<tr>
<td>Transfer Ownership Change Events to Receiving</td>
<td>Transfers the orchestrated invoice event into a receipt format in the Receiving Open Interface.</td>
</tr>
<tr>
<td>Manage Receiving Transactions</td>
<td>Generates a drop ship receipt and drop ship delivery completing the processing in Receiving.</td>
</tr>
</tbody>
</table>

Creating an ASN on a Drop Ship Purchase Order: Procedure

To create an ASN (advance shipment notice) against a drop ship purchase order in the Supplier Portal:

1. Sign in to the Supplier Portal and navigate to the Create ASN page.
2. Search for the drop ship purchase order using the purchase order number.
3. Select the relevant purchase order lines and click the Create ASN button.
4. Enter the details of the shipment, including the quantity, and click the Submit button.

You receive an acknowledgment that the ASN was created.

> Note: Alternatively, a warehouse manager can enter an ASN by clicking the Create ASN task from the task panel of the Inventory Management work area.

Printing Shipping Documents for Drop Ship Orders: Critical Choices

You can select whether or not you want to print shipping documents for drop ship orders. To print shipping documents for these transactions, select the Print shipping documents for drop ship orders option on the Manage Receiving Parameters page.
Note: The Print shipping documents for drop ship orders option is a one-time setup step for your organization. You do not set this up per transaction. Administrators set this option on the Manage Receiving Parameters page in the Setup and Maintenance work area in the Manufacturing and Supply Chain Materials Management offering.

Printing Shipping Documents

If shipping documents are required for your drop ship orders, then your organization selects the Print shipping documents for drop ship orders option on the Manage Receiving Parameters page. For example, you might select this option when the supplier for your organization creates an advance shipment notice (ASN) for the drop ship order. This option is a one-time setup step for your organization and can’t be changed for individual transactions. The drop ship order is then completed in two steps as follows:

1. Creation of the ASN by the supplier in the Supplier Portal. Alternatively, a warehouse manager can enter an ASN by clicking the Create ASN task from the task panel of the Inventory Management work area.
2. Confirmation of the shipment by the shipping manager for the drop ship order. This confirmation leads to the closure of the shipment and creation of the shipping documents.

Note: The shipping paperwork for a drop shop order is similar to that of a regular sales order.

Don't Print Shipping Documents

If shipping documents are not required, do not select the Print documents for drop ship orders option on the Manage Receiving Parameters page. Your drop ship order is completed in one step and you don’t have to confirm the shipment.

FAQs for Drop Shipments

What's the difference between a purchase order return and a drop ship purchase order return?

For a regular purchase order return, you can return goods to either receiving or the supplier.
For a drop ship purchase order return, you can only return goods to the supplier. You cannot return goods to receiving.

What's a drop ship purchase order?

An order shipped from a supplier directly to the end customer, without the handling, stocking, or delivery of goods.

What are drop ship receipts and drop ship deliveries?

Receipt and delivery records generated to support downstream accounting functionality and to allow for customer returns of drop ship purchase orders. These receipt and delivery records do not affect inventory balances.
Pay on Receipt

Pay on Receipt Process: Explained

The Pay on Receipt process enables you to automatically create standard, unapproved invoices for payment of goods based on receipt transactions. Invoices are created using a combination of receipt and purchase order information.

You can automatically create invoices with multiple items and distribution lines, and include tax. You define which supplier sites participate in Pay on Receipt and enforce matching rules to ensure that the proper payments are made to the suppliers.

Important features of the Pay on Receipt process include:

- Interfacing with Oracle Fusion Accounts Payable
- Setting up suppliers and supplier sites
- Matching invoices to purchase orders or receipts
- Delaying payment on receipt
- Creating invoices with multiple items and multiple distribution lines
- Defining invoice consolidation levels
- Other features

Interfacing with Accounts Payable

The Pay on Receipt program automatically creates an invoice batch depending on the options set for the supplier and supplier site. The supplier site must be set up as a Pay on Receipt site. Specifically, the Pay on receipt option must be selected for the supplier site for self-billed invoices.

Setting Up Suppliers and Supplier Sites

You can enter supplier information on the Sites tab of the Edit Suppliers page to identify which suppliers are eligible for Pay on Receipt and can have their invoices automatically created using the Pay on Receipt program.

Matching Invoices to Purchase Orders or Receipts

When the Pay on Receipt process runs, it automatically performs invoice matching to the purchase order or receipt, depending on which Invoice Match option was chosen for the shipment.

Delaying Pay on Receipt

You may want to allow time for corrections or returns against the receipts before using the Pay on Receipt process to automatically convert the receipts into invoices. The ERS aging period profile option enables you to specify this delay period between the receipt date and the invoice creation date.

Creating Invoices with Multiple Items and Multiple Distribution Lines

When creating multiple distribution lines for invoices with partial receipt quantities, the Pay on Receipt process prorates the charges across all your purchase order distribution lines (for the received item).
Defining Invoice Consolidation Levels

The level of invoice consolidation determines how the Pay on Receipt process creates an invoice for each run of the program. For invoices created based on receipt transactions, you set up invoice consolidation levels for an individual pay site in the Supplier Site user interface. The invoice levels include Pay Site, Packing Slip, and Receipt.

Other Features

There are several other important features of the Pay on Receipt process.

These features include:

- Creating debit memos: You can choose to automatically generate debit memos for return to supplier transactions once the Pay on Receipt process creates the invoice.
- Enabling Pay on Receipt for individual purchase orders and releases: You can enable Pay on Receipt for individual purchase orders and releases by using the Pay On field in the Terms and Conditions page.
- Changing invoice prefixes: You can find Pay on Receipt invoices by using the Find Invoices window in Oracle Fusion Payables to search for any invoice in your system containing the prefix ERS-.

However, you can change this prefix, using the ERS Invoice Number Prefix profile option. For example, shortening this prefix allows extra spaces for longer packing slip or receipt numbers.

- Supporting self-billing invoices: The Self-Billing Invoice process is an automated invoicing process where the buying company creates an invoice on behalf of the supplier.
- Enforcing match approval levels to ensure proper payment: Two-, three-, and four-way match approval levels are enforced by Oracle Fusion Payables if you specify two-, three-, or four-way for the supplier site match approval level.

Print Receipt Traveler Report

Receipt Traveler Reports: Explained

The Receipt Traveler report facilitates the receiving, inspection, and delivery of goods that you receive within your organization. After you receive the goods, you can print receipt travelers and attach these tickets to the goods. You can enter selection criteria to specify the receipt travelers that you want to print. One receipt traveler prints per distribution, and each traveler has space for you to record delivery comments.

You can set up the Receipt Traveler report to work in two different ways:

- Automatic printing
- Manual printing

Automatic Printing

If the Print Receipt Traveler profile option is set to Yes on the Receiving Parameters page, the receipt traveler automatically prints when you perform a receipt or a receiving transaction, and when you match unordered receipts. This report can also be run manually.

Manual Printing

You can manually run the Receipt Traveler report from the Manage Scheduled Processes page. Select the Receipt Traveler report process, enter process details, and submit the report for processing.
This table describes the values that you enter on this page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission</td>
<td>Select <strong>Receipt Traveler</strong> in the <strong>Process Name</strong> field.</td>
</tr>
<tr>
<td>Deliver-to Location</td>
<td>Enter a deliver-to location to restrict the report to a specific deliver-to location.</td>
</tr>
<tr>
<td>Source Organization</td>
<td>Enter the organization name for this report.</td>
</tr>
<tr>
<td>From Receipt</td>
<td>Enter the beginning receipt number.</td>
</tr>
<tr>
<td>To Receipt</td>
<td>Enter the ending receipt number.</td>
</tr>
<tr>
<td>From Item</td>
<td>Enter the beginning item number.</td>
</tr>
<tr>
<td>To Item</td>
<td>Enter the ending item number.</td>
</tr>
<tr>
<td>From Category</td>
<td>Enter a beginning item category.</td>
</tr>
<tr>
<td>To Category</td>
<td>Enter an ending item category.</td>
</tr>
<tr>
<td>Ship-to Location</td>
<td>Enter a ship-to location to restrict the report to a specific location.</td>
</tr>
<tr>
<td>Precision</td>
<td>Enter the decimal precision for quantities on the report.</td>
</tr>
</tbody>
</table>

**Review Receiving Transactions**

**Manage Receiving Transactions: Explained**

The Receiving Transaction processor processes your pending or unprocessed receiving transactions. This background process is triggered every time you create a receipt.

Important features of the Receiving Transaction processor include:

- Processing modes of the Receiving Transaction processor
- Functions of the Receiving Transaction processor
- Running the Receiving Transaction processor

**Processing Modes of the Receiving Transaction Processor**

The Receiving Transaction processor handles your pending or unprocessed receiving transactions based on the processing mode that was set up for the profile option. The processing mode option can be set up at the site, application, responsibility, and user levels.
The processing mode options include:

- **Online**: In the **Online** processing mode, the Receiving Transaction processor is called when you save your work.
- **Immediate**: In the **Immediate** processing mode, when you save your work, the receiving forms call the Receiving Transaction processor for the group of transactions that you have entered since you last saved your work.
  
  Note that this is a specific group of transactions. Transactions belonging to other groups (for example, those entered by another user in Batch processing mode) are not included.
- **Batch**: In the **Batch** processing mode, the receiving forms insert transaction information into the receiving interface tables.
  
  These transactions remain in the interface table until you run the Receiving Transaction processor. Oracle Fusion Receiving takes into account all pending transactions, but the application does not update the transaction history, source documents, and supply information until the transactions are processed.

  You can set Standard Report Submission parameters to run the Receiving Transaction Processor at specified intervals so that your pending transactions are processed as often as required.

### Functions of the Receiving Transaction Processor

The Receiving Transaction processor performs the following functions:

- Validates advance shipment notice and advance shipment and billing notice information in the receiving open interface.
- Derives and defaults values into the receiving interface tables.
  
  For example, if a particular value or field is not received, the receiving open interface tries to derive the value using defaulting and derivation rules.
- Creates receipt headers for in-transit shipments.
- Creates receipt lines for all receipts.
- Maintains transaction history information.
- Maintains lot and serial transaction history.
- Accrues uninvoiced receipt liabilities.
- Maintains the following purchase order quantities: received quantity, put away quantity, accepted quantity, and rejected quantity.
- Closes purchase orders for receiving.
- Maintains the following requisition quantities: received quantity and put away quantity.
- Maintains supply information.
- Maintains inventory information (for the Inventory destination type).
- Maintains tax determinants.
- Transmits tax determinants to inventory during put away, corrections, and returns to keep the on-hand balances accurate.

### Running the Receiving Transaction Processor

To run the Receiving Transaction processor:

- Navigate to the Submit Requests window.
- Select **Requests** in the first field.
- Select **Manage Receiving Transactions** in the **Name** field.
• Click **Submit** to begin the process.

## Purge Receiving Interface Tables

### Purge Receiving Interface Tables: Explained

Use the Purge Receiving Interface process to maintain the receiving interface. Receipts that are successfully imported are usually purged automatically. However, some receipt rows may remain in the interface and accumulate over time. The Purge Receiving Interface process purges records that are in error, or in error and pending statuses.

Important features of the Purge Receiving Interface process include:

• Running the Purge Receiving Interface process

• Parameters of the Purge Receiving Interface process

### Running the Purge Receiving Interface Process

To run the Purge Receiving Interface process:

1. Navigate to the Scheduled Processes work area (**Navigator > Tools > Scheduled Processes**).
2. Click **Schedule New Process**.
3. Select **Purge Receiving Interface** in the **Name** field and click **OK**.
4. Enter process parameters.
5. Click **Submit** to begin the process.

### Parameters of the Purge Receiving Interface Process

Select options for the parameters of the Purge Receiving Interface process that are shown in the following table.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purge Data Before</td>
<td>Purges all the records before the date selected.</td>
</tr>
<tr>
<td>Status</td>
<td>The default status is error. You can also select and purge records that are in both error and pending statuses.</td>
</tr>
</tbody>
</table>

**Note:** You can run the Purge Receiving Interface process only if you have the required security privileges.

### FAQs for Receiving Processes and Reports
What's the difference between inventory and expense transfer orders for receiving processing?

For expense destination transfer orders, returns are not allowed, serial and lot numbers are not tracked in receiving, and no corresponding inventory transactions are created when you perform a put away in receiving.

All other processing of receiving transactions is the same for expense and inventory destination transfer orders. This includes processing for the creation of the inbound shipment and processing for the receive, put away, inspect, and correct transactions.
12 Manage Brazil Inbound Shipments

Managing Brazil Inbound Shipments: Explained

Oracle Fusion Receiving is part of a comprehensive process flow to ensure fiscal documents are compliant with the requirements of receiving items in a Brazil inventory organization.

We use fiscal documents for Brazil inventory organizations to document trade between suppliers and customers. The fiscal document serves as a bill of lading to detail the quantity of items transported from the supplier to the customer. It also serves as a proxy invoice from the supplier that documents the material costs, supplier charges, and taxes payable by the customer.

This topic covers the following features for Brazil inbound shipments:

- Inbound process flow compliance
- Receiving tasks for Brazil

Inbound Process Flow Compliance

The inbound process flow ensures compliance with Brazilian fiscal document processing requirements. The fiscal document validation process is the key process in the fiscal document management system. A positively validated fiscal document assures the authorities that the parties, items, and taxes applicable to the receipt are correct.

The validation process ensures that:

- The parties in the receipt transactions are duly registered for fiscal purposes.
- The items and their prices correspond to that on the purchase order.
- Federal, state, and municipal taxes reported in the fiscal document for received goods have been correctly calculated.

The following apply when Fiscal Document Capture is implemented:

- Once the fiscal document is approved, Fiscal Document Capture populates the receipt interface with the details required to create a receipt. This enables Receiving to create a formal receipt.

  📌 Note: A receipt is not created in Receiving until the fiscal document validation process is completed.

- Receipt creation happens through Fiscal Document Capture directly in Receiving, without any manual intervention at the end of receiving. You cannot create a receipt through the Receiving or Self-Service Receiving user interface.
- Once a receipt is created, you cannot update the receipt details in any way.
- You cannot create unordered receipts in the Brazil organization.
- You cannot update the fiscal document number and receipt quantities directly in Receiving. The Fiscal Document Capture system is the source of truth for item receipt quantities.
Receiving Tasks for Brazil

The following actions are available from the Receipts work area for managing Brazil inbound shipment transactions that are enabled for fiscal document capture:

- Inspect Receipts
- Put Away Receipts

**Note:** You cannot update the Quantity field for Brazil organizations.

- Return Receipts

**Note:** You can only return to supplier for Brazil organizations.

- Review Receipt Interface
- Quality Inspection Results

When Oracle Fusion Fiscal Document Capture is implemented, you can view inbound shipments on the Manage Inbound Shipments page. However, you cannot edit any of the details for the shipment or shipment line.

Since a receipt is created only after the fiscal document is validated, you cannot correct the received quantity.

For more information about Brazil fiscal documents, see the Oracle SCM Cloud Using Fiscal Document Capture guide.

**Related Topics**

- Capturing Fiscal Documents: Overview
- Managing Fiscal Documents: Procedure
- Receiving Parameters for Brazil Organizations: Explained

**Receiving Steps for Fiscal Document Compliance: Explained**

Oracle Fusion Receiving performs many steps to support inbound logistics for Brazil organizations. These steps include:

- Captures additional fiscal document details
- Prevents duplication and update of receipts
- Validates fiscal document lines
- Handles lines that fail or pass receiving validation
- Does not trigger pay on receipt
- Transfers transactions from Receiving to Costing
Captures Additional Fiscal Document Details
Receipt lines store the following additional attributes for a Brazil organization: fiscal document header ID, fiscal document access key number, fiscal document line ID, reference fiscal document header ID, reference fiscal document line ID, and reference fiscal document access key number.

Prevents Duplication and Update of Receipts
Receiving prevents duplication and update of receipts for Brazil organizations.

- Receiving calls an API to determine whether or not the organization is a Brazil inventory organization. The API checks if the fiscal document generation feature is enabled for the billing business unit.
- Receipt creation happens through the Receiving open interface only by Fiscal Document Capture. You cannot create a receipt through the Receiving work area or Self-Service Receiving.
- After the receipt is created, you cannot update the receipt.

Validates Fiscal Document Lines
Fiscal Document Capture sends only the lines that are successfully validated to Receiving for receipt creation. Receiving then performs all the validations that it performs for any organization, as well as additional validations for Brazil organizations, before creating the receipt.

Handles Lines That Fail or Pass Receiving Validation
A single receipt is created for a single fiscal document, and a receipt is created in Receiving only if all lines are validated successfully.

For example, if 100 lines are validated in Fiscal Document Capture and sent to Receiving, but 2 of the 100 lines fail validation in Receiving, then the receipt is not created. The failure is communicated back to Fiscal Document Capture.

However, if all lines are validated successfully, Receiving automatically communicates the receipt number and receipt line number back to Fiscal Document Capture without manual intervention.

Does Not Trigger Pay on Receipt
For a Brazil organization, Receiving ensures that the Pay on Receipt process is not triggered for a Brazil organization. Fiscal Document Capture directly obtains the invoice details based on the invoice’s completion status.

Transfers Transactions From Receiving to Costing
The process to send receipt details to Oracle Fusion Costing includes additional fiscal document attributes such as:

- Fiscal document header ID
- Fiscal document line ID
- Fiscal document access key number

For more information about Brazil fiscal documents, see the Oracle SCM Cloud: Using Fiscal Document Capture guide.

Related Topics
- Capturing Fiscal Documents: Overview
- Managing Fiscal Documents: Procedure
13 Manage Outside Processing Services

Outside Processing: Overview

Outside processing is a business process where one or more operations of a work order are outsourced to a supplier who provides specialized manufacturing services. These services may vary depending on the nature of the industry.

Outside processing is often adopted as a strategic alternative to in-house manufacturing for the following reasons:

- To lower manufacturing costs due to production costs
- To leverage state of the art manufacturing technology
- To increase capacity to overcome production bottlenecks
- To focus on core competencies

The following figure is an example of outside processing:

The following figure explains a business flow where three operations are required to complete a work order: operation 10 which is machining, followed by operation 20 which is plating, and operation 30 which is assembly. Operation 20 is a supplier operation which is performed by outside processing.

- An Original Equipment Manufacturer (OEM) performs the first operation in-house and ships the machined parts to a supplier for plating.
- The supplier performs the plating operation and sends the plated parts to the Original Equipment Manufacturer (OEM).
- The OEM receives the plated parts and pays the supplier for performing the value added services.

In the entire process, the OEM retains the ownership of the goods that are sent to and received back from the supplier.
Outside Processing in Receiving: Explained

In outside processing, one or more manufacturing operations in a work order are outsourced to external providers. The Original Equipment Manufacturer (OEM) handles selective manufacturing operations in-house and outsources other manufacturing operations to one or more service providers.

Outside processing improves operational efficiency by:

- Providing visibility into extended supply chain functions
- Reducing manual intervention
- Improving management of demand and supply side change
- Providing better insight into outside processing costs

The outside processing flow begins and ends within the Oracle Manufacturing Cloud solution. Manufacturing sends the shipment lines to Oracle Fusion Shipping for processing. From Shipping, the lines are packed and shipped to the supplier. The supplier then performs their services on the goods and sends the goods back to the OEM. The OEM receives the goods in Oracle Fusion Receiving and delivers the processed items back to Manufacturing. For more information about the outside processing business process flow, see the Using Oracle SCM Cloud Using Manufacturing guide. For information about outside processing in Shipping, see the Oracle SCM Cloud Using Shipping guide.
The following figure shows a high-level overview of the outside processing flow as it relates to receiving and shipping.

Explanation of callouts:

1. Manufacturing sends shipment lines for outside processing to Shipping.

2. Shipment lines are imported into Shipping for packing and shipping to a supplier or manufacturing partner for outside processing.

3. The supplier or manufacturing partner receives the items and performs the agreed upon outside processing services.

4. After the supplier or manufacturing partner has completed service on the items, the items are sent back to the original manufacturer.

5. Outside processing items are received back from the supplier or manufacturing partner in Receiving and delivered to the original manufacturer to progress the work order to completion.

Throughout the entire process, the original manufacturer retains ownership of the goods that are sent to and received back from the supplier or manufacturing partner. The work order and purchase order information follow all the steps of the outside processing flow.

**Note:** Manufacturing calls Oracle Fusion Supply Chain Orchestration to enable the shipping of partially finished assemblies by creating shipment requests. The supply chain orchestration process tracks and monitors supply orders for outsourced manufacturing operations. For more information about outside processing in Supply Chain Orchestration, see the Oracle SCM Cloud Using Oracle Supply Chain Orchestration guide.
You must deliver Inventory items received from the supplier or manufacturing partner to manufacturing after outside processing to progress a work order to completion. When performing the put away to manufacturing, you are not required to enter subinventory or locator information because the destination type on the shipment lines is manufacturing. After the put away transaction is processed, existing events inform manufacturing that the items are ready to be consumed. Because the custody of the goods is no longer with Receiving, Manufacturing must initiate corrections or returns.

Use the **Put Away Receipts** page to navigate to the **Put Away Lines** page to receive and deliver outside processing items to manufacturing.

For consecutive supplier operations, Receiving automates the delivery of goods along with the receipt using an advanced shipment notice for the purchase orders. The goods move from one supplier to the next directly until the last supplier who ships the goods to the original manufacturer after the final supplier operation. This automation progresses the purchase orders and work orders to completion. You can configure the receipt traveler report to include work order and end assembly information.

The job roles associated with outside processing in Receiving are warehouse manager and receiving agent. Using outside processing in Receiving, you can record completed quantities at supplier operations after goods are received and delivered to manufacturing.

Integration with Oracle Global Trade Management Cloud is available for outside processing. However, integration with Oracle Transportation Management Cloud is not available for outside processing.

**Related Topics**
- Supply Chain Orchestration Components: How They Work Together

### Receiving and Putting Away Outside Processing Purchase Order Lines: Examples

The following scenarios provide examples of receipt and put away of purchase order lines when using outside processing.

#### Receipt and Put Away of Outside Processing Purchase Order Lines with a Shop Floor Destination

In this scenario, an operator within the Oracle Manufacturing Cloud solution generates a work order to manufacture an assembly item with multiple operations, and one of the operations is a supplier operation.
The prerequisites before processing the work order are:

- Oracle Fusion Supply Chain Orchestration creates a purchase requisition for the required outside processing of the work order’s supplier operation
- Oracle Fusion Purchasing approves the requisition and generates a standard purchase order for outside processing of the partially finished assembly for the work order
- The work order progresses to complete the first operation for the full quantity.
- Manufacturing calls on the supply chain orchestration process to enable the shipping of the partially finished assembly by creating shipment requests. The supply chain orchestration process also communicates the shipment request details, including the work order details and the purchase order details to Oracle Fusion Shipping.
- A shipping user confirms the shipment of the partially finished assembly to the outside processing supplier within Shipping.

When the outside processing service is completed by the supplier, the supplier sends the goods back to the original manufacturer. After reviewing the documents that accompany the goods, your receiving agent notices the items have arrived with partially finished assembly. Using the purchase order to query the expected shipment lines on the **Receive Expected Shipment Lines** page, the receiving agent identifies the work order-related purchase order line and initiates receipt of the goods against that line. Quantity and other details are entered to complete the receipt of the line. The receiving agent then initiates the put away of the purchase order line.

Subsequently, the purchase order line is recognized as outside processing with a shop floor destination. The subinventory and locator attributes are automatically disabled because they are not relevant to outside processing lines. A call is sent to the Manufacturing application programming interface to deliver the material to the work order.

The work order is now searchable within Manufacturing to verify the supplier operation has completed. For more information about work orders, see the Oracle SCM Cloud Using Manufacturing guide.

**Direct Receipt of Purchase Order Lines with a Shop Floor Destination**

In this example, the criteria is the same as the first scenario above except that Procurement generates an outside processing purchase order of the partially finished assembly for the work order with a direct routing.

**Disallow Return of Delivered Purchase Order Lines with a Shop Floor Destination**

In this example, the criteria is the same as the first scenario above except that the partially finished assembly has already been received against the purchase order and delivered to the work order. The warehouse manager or receiving agent notices that the delivered outside processing lines are not available in the results. No results appear because the delivered outside processing lines are not eligible for returns within Oracle Fusion Receiving. You must initiate returns on goods delivered for outside processing within Manufacturing.
Disallow Correction of Delivered Purchase Order Lines with a Shop Floor Destination

In this example, the criteria is the same as the first scenario above except that the partially finished assembly has already been received against the purchase order and delivered to the work order. The warehouse manager or receiving agent notices that the delivered outside processing lines are not available in the results. No results appear because the delivered outside processing lines are not eligible for corrections from within Receiving. You must initiate corrections on goods delivered for outside processing from within Manufacturing.

Receiving and Putting Away Order Processing Purchase Order Lines with In-House and External Ship-To Destinations: Examples

The following scenarios provide examples of receipt and put away of outside processing purchase order lines with a shop floor destination and an external ship-to location.

Receipt and Put Away of Outside Processing Purchase Order Lines with a Shop Floor Destination and an External Ship-To Location

In this scenario, an operator within the Oracle Manufacturing Cloud solution generates a work order to manufacture an assembly item with three operations, and two of the operations (second and third) are supplier operations at different suppliers. The prerequisites before you can process the work order are:

- Oracle Fusion Supply Chain Orchestration creates a purchase requisition for the outside processing of the work order’s supplier operation with the first supplier. The ship-to location is external, corresponding to the second supplier for the third operation
- Oracle Fusion Purchasing approves the requisition and generates a standard purchase order for outside processing of the partially finished assembly at the first supplier for the work order with a direct routing. Also, Procurement approves a requisition and generates a purchase order for outside processing of the partially finished assembly at the second supplier for the work order with direct routing.
- The work order progresses to complete the first operation for the full quantity.
- Manufacturing calls on the supply chain orchestration process to ship the partially finished assembly by creating shipment requests. The supply chain orchestration process also communicates the shipment request details, including the work order details and the purchase order details, to Oracle Fusion Shipping.
- A shipping user confirms from within Oracle Fusion Shipping the shipment of the partially finished assembly to the first outside processing supplier.
Oracle Fusion Receiving then:

- Imports an advance shipment notice from the first supplier for shipping the partially finished assembly to the second supplier. This shipment is recognized as an outside processing purchase order line with an external ship-to location.
- Automatically completes the receipt and delivery of the purchase order line to the shop floor against the work order.

The work order is now available for searching within Manufacturing to verify that the first supplier operation has completed.

Disallow Manual Receiving Purchase Order Lines with a Shop Floor Destination and an External Ship-To Location

In this example, the criteria is the same as the scenario above except that when the warehouse manager or receiving agent query the purchase order lines with a ship-to location, no results are retrieved. This is because purchase order lines for outside processing with an external ship-to location are not available for selecting as the matching document. Match the unordered receipt to an outside processing purchase order line with an external ship-to location.

FAQs for Manage Outside Processing Services

Can I initiate returns and corrections on goods delivered from outside processing suppliers within Oracle Receiving Cloud?

No. You must initiate returns and corrections for goods delivered from outside processing suppliers within the Oracle Manufacturing Cloud solution.

Can I return goods delivered from outside processing suppliers to inventory?

No. You must return goods delivered from outside processing suppliers directly to manufacturing.
Communicate Receiving Messages and Updates

Create ASNs and ASBNs

Overview

In this activity, suppliers can create ASNs (advance shipment notices) and ASBNs (advance shipment billing notices) when a shipment is ready. Upon submission of the ASN or ASBN, a notification is sent to the buyer. For ASBNs, the supplier also enters billing details, such as the invoice number, invoice date, and invoice amount.

Suppliers can:

- Search for purchase order lines and create ASNs and ASBNs
- Enter shipment details for the ASN or ASBN
- Enter lot or serial information
- Record nested packing units
- Enter billing information for ASBNs
- Edit an ASN or ASBN line
- Split a shipment line

FAQs for Creating ASNs and ASBNs

What happens if I am creating an ASN or ASBN for lines that are lot or serial controlled?
You must specify lot numbers and serial numbers.

If the complete receipt line corresponds to a single lot or serial range, then you can update the table. If not, then you can select the lot and serial item from the Actions menu to input new lot and serial numbers.

How can I record nested packing units?
Select the Record Nested Packing Units item from the Actions menu.

How can I split a purchase order line?
Select the purchase order line and then select the Split Line item from the Actions menu. The system adds a duplicate line to the table. You can then edit the original and new line.
Can I create ASNs and ASBNs with consigned items?
Yes, you can create ASNs with consigned items. However, you cannot create ASBNs with consigned items.

Can I create an ASN that contains both consigned and nonconsigned items?
Yes, when creating an ASN for the consignment order, you can create a single ASN that includes both consigned and nonconsigned items.

Manage Advance Shipment Notices

Overview
In this activity, supplier customer service representatives can view, edit, and cancel ASNs (advance shipment notices) and ASBNs (advance shipment billing notices) through the Manage Shipments and Edit Shipments pages. They can select an individual shipment on the Manage Inbound Shipments page to be transferred to the Edit Shipment page. The Supplier Customer Service Representative can use the Edit Shipment page to work on all shipment lines in a shipment at one time, or drill down into a specific shipment line on the Edit Shipment Details page.

FAQs for Managing ASNs and ASBNs

Why can’t I cancel the ASN or ASBN?
You cannot cancel an advance shipment notice (ASN) or advance shipment billing notice (ASBN) if the buying company has received any of the associated lines. In addition, for ASBNs, you cannot cancel the ASBN if the invoice has been paid by the buying company.

What happens if I cancel an ASN or ASBN?
Canceling sends a notification to the buyer. Canceling an ASBN also cancels both the shipment notice and the corresponding invoice that was issued in the buyer’s payables system.

Note: You can’t undo the cancellation of a shipment.

Manage Receipt Advice

Receipt Advice Process: Explained
The Receipt Advice process uses ESS to transmit information regarding the expected inbound shipment of goods from an outsourcer (Logistics Service Provider’s Customer) to a Logistics Service Provider (LSP) to expect inbound goods.
Receipt Advice Information

The receipt advice contains all necessary information for the physical material receipt and material reconciliation such as item information, quantity expected date of receipt, and expected location of receipt. The receipt advice also contains special instructions such as inspection, labeling, and so forth.

Advance Shipment Notice

The receipt advice may or may not be accompanied by an ASN. The receipt advice by itself provides enough information to perform the receipt of goods in the warehouse.

Send Receipt Confirmation

Send Receipt Confirmation Process: Explained

The Logistics Service Provider (LSP) uses the Receipt Confirmation workflow process to communicate that a shipment has been received on behalf of their outsourcer (Logistics Services Provider's Customer). This communication may contain cost information from the shipping documents that the outsourcer uses to calculate the total landed cost of the goods.

The Confirm Receipts Workflow Process sends notifications for items with a destination type of Expense, a routing of Direct Delivery, and a need-by date that is equal to or later than today's date.

Upload ASN or ASBN

Uploading ASNs or ASBNs: Explained

If you have a large volume of advance shipment notices (ASNs) or advance shipment billing notices (ASBNs), you can create a spreadsheet containing shipment details and upload it into your buying company’s system. You can create shipment notices offline, and then upload the file.

The supplier customer service representative can upload a tab-separated file for creating an ASN or ASBN. You can navigate here by selecting the Upload ASN or ASBN link in the task pane of the Oracle Fusion Supplier Portal.
15 Integrate with External Systems

External System Receipt Integration Processes: Explained

You can communicate a receipt advice for expected shipment lines to execution partners.

Use the following processes to interface with external systems:

- Generate Receipt Advice
- Manage Receiving Transactions
- Generate Changed Receipt Advice

Generate Receipt Advice

Use this process to notify an external system about a receipt advice ready to be interfaced.

Manage Receiving Transactions

This process validates and processes the receipt transactions received into open interfaces automatically without user intervention. This process also publishes receipt advice events after the creation of a new ASN or ASBN.

Generate Changed Receipt Advice

This process notifies an external system about changes to an already interfaced receipt advice.

External System Receipt Integration Statuses: Explained

Use external system receipt integration statuses to search for externally controlled receipt lines in a specific status. These statuses are helpful when integrating with external systems, such as is the case when interfacing with contract manufacturing.

External system receipt integration statuses include:

- Ready to interface
- Interfaced

Note: The integration status is not available by default. Select the integration status field from the View menu on available pages such as Receive Expected Shipment Lines and Manage Inbound Shipments.

FAQs for External System Integration
How can I interface receipt lines to an external system manually?

Use the Generate Receipt Advice page to schedule a receipt advice to interface receipt lines to external systems. To initiate this request, select the **Generate Receipt Advice** task from the task panel of the Inventory Management work area. Then, fill out the applicable fields on the Generate Receipt Advice page.

What's an execution partner?

An external company that provides execution services like a logistics service provider or contract manufacturer.
16 Manage Self-Service Receipts

Receive Item

Overview

In this activity, procurement requesters can create receipts against requisitions, purchase orders, and advance shipment notices.

To create self-service receipts, select Navigator > Procurement > My Receipts.

Creating a Self-Service Receipt

Video

Watch: This video tutorial shows you how to create self-service receipts. The content of this video is also covered in text topics.

Worked Example

This example demonstrates how to create a self-service receipt. You can create self-service receipts for items that you purchase for yourself that get delivered to your desk such as paper, pens, and other office supplies.

The following table summarizes key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In this Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What's the purchase order number?</td>
<td>PO 1001258</td>
</tr>
<tr>
<td>When are the items due?</td>
<td>Any time</td>
</tr>
<tr>
<td>What's the number of items received?</td>
<td>5</td>
</tr>
<tr>
<td>Should I populate the receipt by default?</td>
<td>No</td>
</tr>
</tbody>
</table>

For this scenario, you will:

1. Create a self-service receipt.
2. Verify that the newly created receipt exists.

You have already created the purchase order PO 1001258 to buy new paper to be delivered to your desk.

Creating a Self-Service Receipt

1. Click Navigator > Procurement > My Receipts.
This takes you to the Receive Items page where you can start the self-service receipt process.

2. On the Receive Items page, search for the purchase order you used to buy new paper. Complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items Due</td>
<td>Any time</td>
</tr>
<tr>
<td>Purchase Order</td>
<td>PO 1001258</td>
</tr>
</tbody>
</table>

3. Click **Search**.
4. In the Search Results section, select the line containing your purchase order **PO 1001258**.
5. Click **Receive**. This takes you to the Create Receipts page where you can enter the number of items received to finalize the receipt.
6. On the Create Receipts page, in the Quantity field, enter **5**.

> **Note:** You can use the **Show Receipt Quantity** button to optionally populate the Quantity field. But, let’s enter the quantity manually.

7. Click **Submit**. Once you click the Submit button, you’ve created your receipt and you’ll receive a confirmation message. The receipt number displays on the confirmation message.
8. Click **OK** to close the confirmation window.

**Verifying the New Receipt**

Now you can verify that your receipt was created by searching for it on the Manage Receipts page.

1. In the task pane, click **Manage Receipts**. On the Manage Receipts page, you can enter search criteria to filter your search, or just click the Search button. Let’s enter the purchase order number.
2. In the Purchase Order field, enter **PO 1001258**.
3. Click **Search**.
4. In the Search Results table, view the receipt that you just created.

**Quantity-Based Lines and Fixed-Price Service Lines: Explained**

You can view quantity-based items and fixed-priced lines in the same interface. However, there are several differences between these two line types. An example of a quantity-based line item is 55 boxes. An example of a fixed-price line item is security services for an amount of 1000 USD.

**Quantity-Based Lines**

Quantity-based lines include a physical quantity. Quantity-based lines display the actual quantity in the **Quantity** field. For quantity-based lines, the **Currency** field is not applicable. Instead, the **UOM** field displays the applicable unit of measure for the quantity-based item. You can return and correct quantity-based lines.

**Fixed-Price Lines**

Fixed-price lines do not have a physical quantity. Fixed-price service lines display an editable amount instead of a quantity in the **Quantity** field. For fixed-price service lines, the **UOM** field is not applicable. Instead, the **Currency** field displays the currency and the currency is not editable. You can correct fixed-price service lines, but you cannot return them.
FAQs for Receiving Self-Service Receipts

Why can't I see the quantity ordered, quantity already received, and the default receipt quantity?
Blind receiving was enforced as a profile option for this organization.

Can I search by both purchase order and requisition?
Yes, you can search by entering values in both the Purchase Order and Requisition fields on the Receive Items page. You can also search by entering either a purchase order or requisition number. The search results return a different set of lines based on the combination of requisition and purchase order.

Manage Receipt

Overview

In this activity, procurement requesters can view the details of receipts that have been created, return the complete or partial quantity of items received to the supplier, and make modifications to an existing receipt quantity in case of any errors.

Procurement requesters can:

- Search for existing receipts
- View existing receipts
- Correct receipts
- Return receipts

Note: For transfer order receipts, the following exceptions apply:

- You cannot perform corrections for transfer order receipts.
- You can only perform returns against transfer order receipts with an inventory destination (interorganization transfer).
- You must set the RCV_SS_ALLOW_INV_DEST_RECEIPTS profile option to enable inventory destination receipts for Self-Service Receiving. In the Setup and Maintenance work area, use the Define Receiving task to set up your receiving profile options.

To manage self-service receipts, select Navigator > Procurement > My Receipts. From the task pane, click Manage Receipts.

Self-Service Transfer Order Returns: Explained

You can request a return against an inventory destination transfer order through the Manage Receipts Self-Service interface. The following aspects are important when returning transfer orders:

- Return transfer order process
• Physical material return
• Corrections to returned transfer orders
• Return exceptions for transfer orders

Return Transfer Order Process
Receiving associates return transfer orders with the original transfer order, and the physical return of the material is optional. When you initiate a return against a transfer order, the application creates a new transfer order with a transfer type of return transfer order. If the physical return of material is required, the transfer order is passed to Oracle Fusion Shipping. If the physical return of material is not required, the transfer order does not pass to Shipping, and instead is set to a status of closed.

During the return process, Receiving calculates the price and tax for the return transfer order before submitting the lines for processing. The application obtains the tax and prices amounts from the original transfer order and creates them in reverse.

Physical Material Return
The **Physical Material Return Required** check box displays on the Return Lines user interface. If you deselect this field, the return is considered an accounting only return. If you select this field, transactions are created for the physical return of the material.

For returns that do not require physical return of material, shipment lines and reservations are not created. The transfer order line is set to a status of closed automatically, and the application does not update the shipped or received quantity. You can use the transfer order document for tax, accounting, and audit trail purposes.

For returns that require physical return of material, shipment lines and reservations are created. You can pick, pack, and ship physical material returns.

Corrections to Returned Transfer Orders
Once material from a transfer order is put away, you cannot correct the receipt quantity. However, you can correct the receipt quantity on a transfer order prior to putting away the transaction.

Return Exceptions for Transfer Orders
Here are the exceptions for returns against transfer orders:

• Once you initiate a return against a transfer order, you can no longer correct the returned quantity.
• You cannot combine transfer order return lines with other purchase order or RMA return lines on the same return receipt.
• You cannot perform return transactions for an intraorganization transfer order which moves material from subinventory to subinventory within an organization.
• The application does not initiate transfer order return transactions if the material is not physically available. For example, if other reservations exist for the same material.
• You can only return inventory destination transfer orders. You cannot return expense destination transfer orders.
FAQs for Returning Self-Service Receipts

What's the difference between returning fixed-price lines and quantity-based lines?
You cannot return fixed-price lines. You can only return quantity-based lines.

Can I initiate a return against a transfer order?
Yes. You can return an inventory destination transfer order, but you can't return an expense destination transfer order. Inventory destination transfer orders have a destination type value of Inventory. Expense destination transfer orders have a destination type value of Expense.

What happens if I select the Physical Material Return Required check box?
Transactions are created for the physical return of the material, and shipment lines and reservations are created. You can pick, pack, and ship physical material returns.
If you don’t select this check box, the return is considered an accounting only return. Shipment lines and reservations are not created, the transfer order is set to a status of closed automatically, and the shipped or received quantities are not updated.

Confirm Receipts Process

Confirm Receipt Process: Explained
The Confirm Receipts workflow sends notifications through the Web or email to requesters or buyers who create requisitions in Oracle Fusion Self Service Procurement. The workflow informs the requesters or buyers that they should have received an item.
The most important aspects of the Confirm Receipts workflow process include:

- Notification criteria
- Notification options
- Notification delivery

Notification Criteria
The Confirm Receipts workflow sends notifications for items with a destination type of Expense, a routing of Direct Delivery, and a need-by date that is equal to or later than today's date.

Notification Options
You can have notifications sent to the requester for them to respond to the receipt status of an order. These notifications are called confirm receipt notifications.
The options available to the requester who receives a purchase order notification include:

- Fully received
- Not received
- Partially received
• Receive up to amount invoiced due to an invoice match in Oracle Fusion Payables

**Note:** If the requester selects Not Received, a notification can be sent to the buyer regarding the requester’s failure to receive the items on the purchase order. Later, when the requested items are available to be received, the buyer can either receive the items or send a notification to the requester again to complete the receiving process at the requester’s end.

The options available to the requester who receives a transfer order notification include:

- Receive in full
- Did not receive

**Notification Delivery**

When a purchase order is created, the line on the purchase order must have a matching level of 3-way matching. The Confirm Receipts Workflow Select Orders process must be submitted for the notifications to be sent to the requesters. Notifications are sent when either of the following occur:

- Some amount of time must have lapsed from the need-by date on the order line.
  
  The standard amount of time is 1 day after the need-by date, although you could modify this in the workflow.
- An invoice is matched to the purchase order line in payables, and the invoice itself is on quantity or amount receiving hold.

For transfer orders, notifications are only available for expense destination transfer orders sourced from a requisition line. The transfer order must also have direct receipt routing.

To use the Confirm Receipt notification workflow for transfer orders, enable the Transfer orders included for Confirm Receipt Process profile option. In the Setup and Maintenance work area, use the Define Receiving task to set up your receiving profile options.

**Self-Service Items Not Received: Explained**

During self-service receipt, a requester can involve the buyer when unable to receive an order. The requester who receives the purchase order notification clicks the Not Received button as part of the Confirm Receipts workflow. Selecting Not Received triggers a notification to the buyer on the failure to receive items by the requester.

As a buyer, the workflow allows you to receive the notification as part of your worklist. The notification provides details on the requester and the order against which the requester did not receive items.

When the requested items become available in the future, the buyer can either receive the items or send a notification to the requester again to complete the receiving process at the requester’s end.

**Self-Service Transfer Order Receipt Confirmation: Explained**

For expense destination transfer orders sourced from requisition lines, use the Transfer Order Receipt Confirmation page to confirm receipt of a transfer order shipment. When you open the workflow notification letting you know that an item is ready to be received, you are transferred to this page. Select the Receive in Full button to confirm the receipt of goods and automatically create a receipt. You can view your created receipt on the Self-Service Manage Receipts page. If you did not receive your shipment, select the Did Not Receive button.
Note: To use the Confirm Receipt notification feature for transfer orders, enable the **Transfer orders included for Confirm Receipt process** profile option. In the Setup and Maintenance work area, use the Define Receiving task to set up your receiving profile options.

The Transfer Order Receipt Confirmation page displays the lines to receive for a transfer order shipment. In the Lines to Receive section of the page, view your data from the transfer order shipment line. The following table shows the data you can view for your transfer order shipment line.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipped quantity</td>
<td>Quantity available in the shipment to receive. If there are multiple transfer order distributions, you will see a separate line for each distribution.</td>
</tr>
<tr>
<td>Received quantity</td>
<td>Quantity already received against the shipment and distribution.</td>
</tr>
<tr>
<td>Requisitions</td>
<td>Requisition number tied to the transfer order.</td>
</tr>
</tbody>
</table>
Glossary

**ASBN**
Abbreviation for advance billing shipment notice. Electronic data interchange (EDI) or Extensible Markup Language (XML) from a supplier that informs the receiving organization that a shipment with billing information is in transit. These ASBNs contain the same information as ASN and also include invoice and tax information. Once an ASBN is validated in the receiving open interface and imported into Oracle Fusion Purchasing, an invoice for the shipment is created automatically.

**ASN**
Abbreviation for advance shipment notice. Electronic data interchange (EDI) or Extensible Markup Language (XML) from a supplier that informs the receiving organization that a shipment is in transit. ASNs speed the receiving process by enabling the receiver to check in entire shipments without entering individual line information. The ASN may contain details including shipment date, time, and identification number; packing slip data; freight information; item detail including cumulative received quantities; country of origin; purchase order number; and returnable packing unit information.

**consignment item**
Items that are in the possession of one party, but remain the property of another party.

**consignment order**
Order that uses the terms and conditions of the consignment agreement and specifies the delivery details, quantities, locations, and dates for the delivery of consigned goods.

**drop ship order**
A drop ship order is one where material flows directly from a supplier or contract manufacturer to the customer.

**ERS**
Abbreviation for evaluated receipts settlement.

**PO**
Abbreviation for purchase order.

**RMA**
Abbreviation for return material authorization.