

Inbound Management

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Setup Incoming Shipment

Setup Goods Receive

Purpose

Goods Receive is used to confirm that goods delivered by the supplier have been accepted and officially put into storage. After Goods Receive is completed, the system will automatically update the inventory quantity and create a complete receiving record. This function is usually integrated with Purchase Order (PO) and Incoming Shipment to ensure consistency between purchasing, receiving, and inventory data.



Create

Overview

Outbound Management

Inbound Management

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- Goods Receive
- Delivery Return

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Reporting

Search / Quick Command ...

ABC SDN. BHD.

Goods Receive

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	GRN No. #	Sup. Code	Supplier	Description	Sales Agent	Date	Currency	Total	Local Total (RM)
	HQ/ST-GRN00001	4000-P0001	Pilot	Order Received		08/07/2026	RM	100.00	100.0

Create New Goods Receive:

RECEIVE

+

Create

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ABC SDN. BHD.

Goods Receive Note / HQ / ABC SDN. BHD.

Supplier
Select Supplier

1. Transfer

Doc Type
Doc Type

GRN No #
Next: HQ/ST-GRN00002

Sales Agent
Search / Select Sales Agent

Date
09/07/2026

Credit Terms
Select Credit Terms

Ext No #
Ext No #

Receiving Location
DEF / Default

Empty

Line DetailsMemo

Het No #
Ref No. #

Description
Order Received

	Description	Quantity	UoM	Price	Discount	Project	Demand	Depa	Amount
1	Type or Select Item	1.00	UoM	0.00	0.00%	Project	Demand	Depa	0.00
	Description								
		1.00		0.00					

+ Add New Line

1

Total 1 rows

Note / Remarks
Note / Remarks for internal read purpose

Sub-Total0.00

Total (RM)0.00

Save Changes

Setup Delivery Return

Purpose

SDS

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ABC SDN. BHD.

Delivery Return

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DR No. #	Cus. Code	Customer	Description	Source	Sales Agent	Currency	Total	Local Tot
HQ/ST-DR00001	3000-L0001	Lily	Delivery Return			RM	150.00	

150.00

Create New Delivery Return:

SDS

Create

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ABC SDN. BHD.

Delivery Return / HQ / ABC SDN. BHD.

Customer
Select Customer

Transfer

Sales Agent
Search / Select Sales Agent

DR No. #
Next: HQ/ST-DR00002

Credit Terms
Select Credit Terms

Date
09/07/2026

Ext No. #
Ext No. #

Receiving Location
DEF / Default

Payment Plan
Payment Plan

Doc Type
Doc Type

Return Reason
Return Reason

Line Details

Memo

Reference No. #
Ref No. #

Description
Delivery Return

Description	Quantity	UoM	Price	Discount	Project	Department	Amount
1 Type or Select Item	1.00	UoM	0.00	0.00%	Project	Department	0.00
Description							
			1.00	0.00			

+ Add New Line 1 Total 1 rows

Note / Remarks
Note / Remarks for internal read purpose

Sub-Total 0.00
Total (RM) 0.00

Save Changes