

Modify Domestic Shipment Receipt

Direct Ship RAs ONLY will use this procedure to modify a recently entered shipment receipt also known as a Goods Receipt (GR). Users can modify the quantity of commodities received at the warehouse and other information.

Modifying Domestic Shipment Receipt

1	Click on “Operations”	6	Click “Modify Receipt”
2	Click on “Shipment Receipts”	7	Review and complete the following fields: <ul style="list-style-type: none"> • Signed by • Date received • Good Qty (amount in good condition) • Good Qty in CS (amount of CS in good condition) • Over Qty Previous Qty (qty previously received) • Open Qty (amount yet to be received) • Reject Qty (amount not usable)
3	In “Order Number” field enter one of the following: <ul style="list-style-type: none"> • Purchase Order # <i>or</i> • Sales Order # <i>or</i> • Requisition # 		
4	Click on “Order Number” in “Associated Document” column		
5	Click on the “Further Actions” checkbox next to the desired line item(s) to modify. (<i>Must have Recpt Processed status with ASN Number</i>)		

5

Recpt	Further Actions	Receipt Status	Sales Doc	Item	Purch Doc	Item	ASN Number
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370666	100	4100012783	5	6100030995
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receive	5000370666	100			6100030996
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370671	100			

Submit Receipt
 Modify Receipt
 Cancel Receipt

Can receipt

Cannot receipt

8	If not reporting damages: <ol style="list-style-type: none"> Click “Submit” Review confirmation message 	If reporting damages: <ol style="list-style-type: none"> Click number icon in “Damage Qty” column Enter damage details on Pop-Up Click “OK” Click “Submit”
9	Review confirmation message at top of the screen. <ul style="list-style-type: none"> • S indicates successful submission • E indicates error <ul style="list-style-type: none"> • The following instructions may be displayed to correct and complete Good Receipt: <ul style="list-style-type: none"> • Please retry Good Receipt for the line item • Please contact the WBSCM Helpdesk to complete Good Receipt for item 	

For more screenshots and information use RA104 WBSCM Receiving Part II: Modifying PPT or RA104 Part II Handout PDF



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)