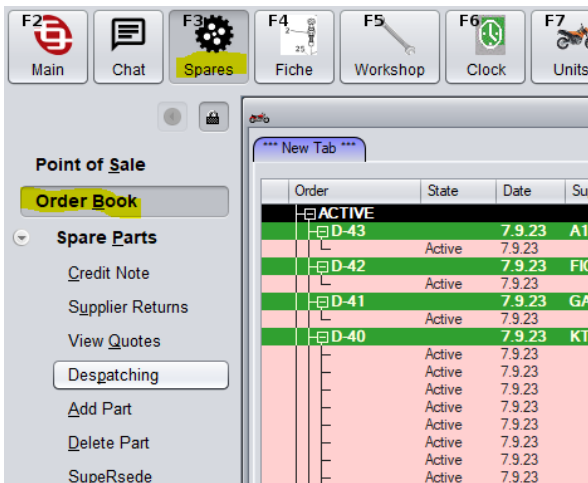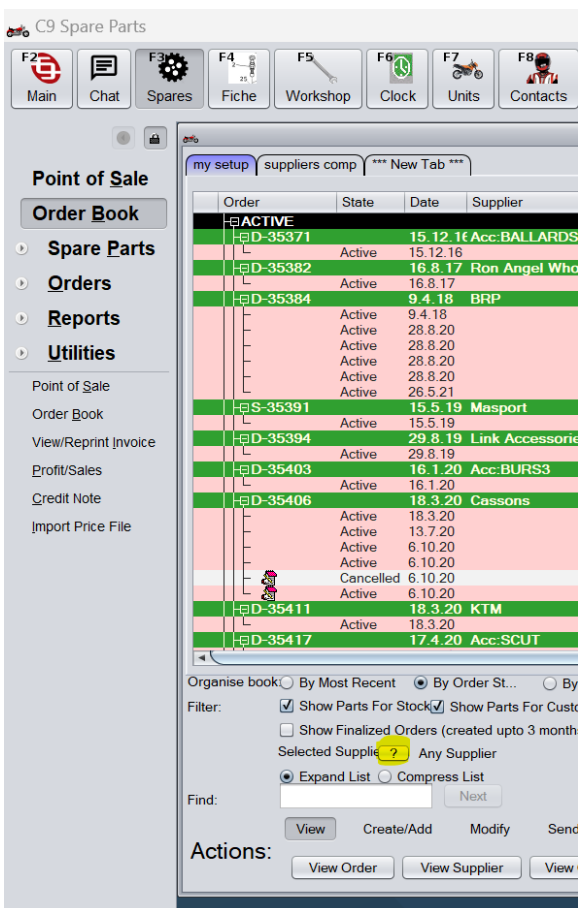# RECEIVE PARTS

Electronic Importing of Parts Using a Supplier PDF.

Spares->Order Book
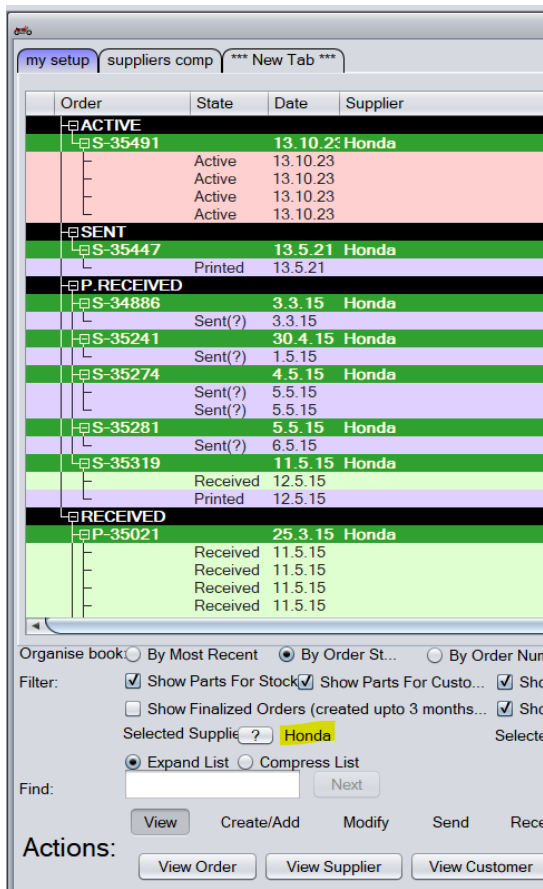

Find the order you wish to receive in the order book. **It is very important that the order is marked as SENT in the order book before you receive it. NEVER RECEIVE AN ACTIVE (PINK) ORDER.**

NB: To narrow down Order Book to make it easier to find the Order you wish to receive you can use the Selected Supplier button. You can also use the filter to search for an order number or supplier order.

For Example. If I Select Honda I will only see my Honda orders.

Once you have found the order you want to receive click on the order Actions button Receive at the bottom of the page. Then select Receive Order. ONLY USE RECEIVE BACKORDER PARTS IF YOU ARE RECEIVING BACKORDERED PARTS OR AN ORDER THAT DOESN'T EXIST IN THE C9 ORDER BOOK
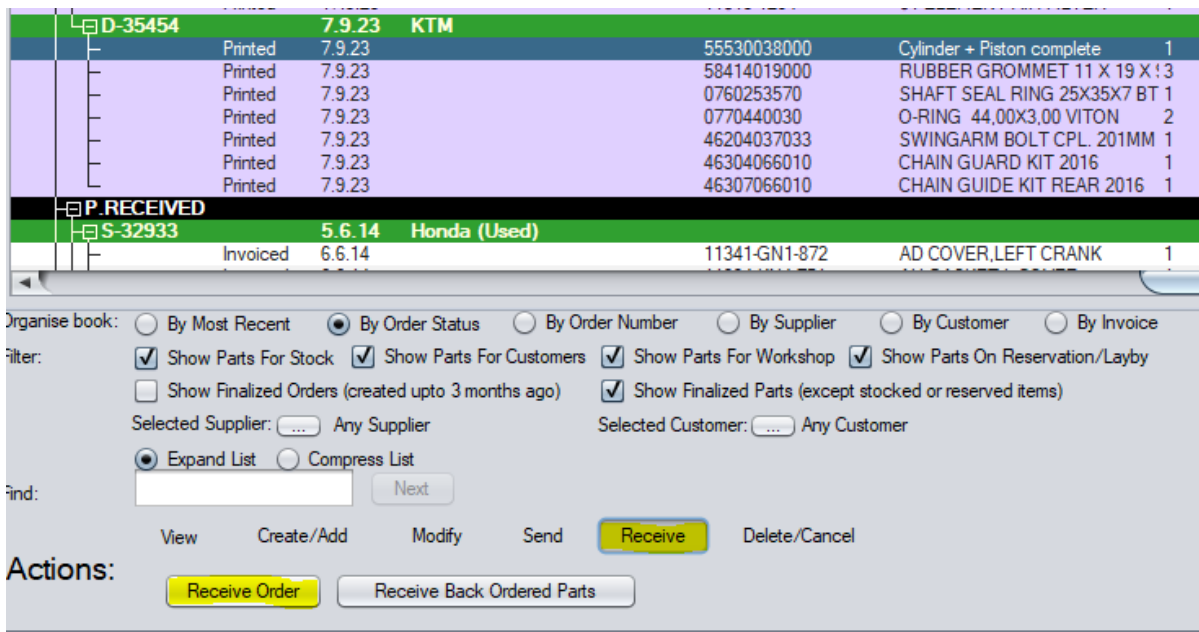
Note that the top of the receival screen is green. This indicates that the receival will be captured as an invoice to be paid in c9's creditors system. Select the F9 Electronic Import button

Select Import PDF/Excel File and click OK.

Click Accept and Continue on the warning screen. Find the file on the hard drive. Click Open and c9 will import the document into the receival screen for you.

First point to check once the invoice is imported is the Totals. Check the invoice total and the GST and ensure they match the invoice EXACTLY. If they do and there is no red flags on the invoice, then you are good to go ahead and click F10 = Receive Items. If there is a red flag you need to assess the reason for the red flag before you continue. Remember that receiving an invoice is an IRREVERSIBLE OPERATION, which means if you got it wrong, it is very difficult to reverse if at all possible. There will usually be a significant amount of work in reversing a receival as we have to undo the financial impacts and then the stocking impacts. There is also no way to ever remove the record of the receival either, which can provide false data in the background of c9. In the example below we can see there is a red flag that is a signal that something doesn't balance quite correctly. In this example though, we can see that it looks very much like a rounding error as the difference is only 2 cents. You can click the Auto Adjust button to try and rectify the rounding error, but realistically for only 2 cents this will not have any real effect on the financial reporting for the business. **For any company using c9 for accounting, it is incredibly important that the invoice total and the GST match the invoice exactly, as this will have a relationship with compliance reporting for the ATO.**

In this instance of the example provided, c9 has asked what the error for 2 cents is. We have been able to identify that it is a rounding error and for a rounding error of this value, we can ignore and continue as is. We know this isn't having an outcome on the invoice total and GST figure as they both match the invoice exactly.

We now see the next very important message in c9. The irreversible message. This is the last point at which you can cancel the receival and correct any errors, so please be sure you have been thorough before you select Yes.
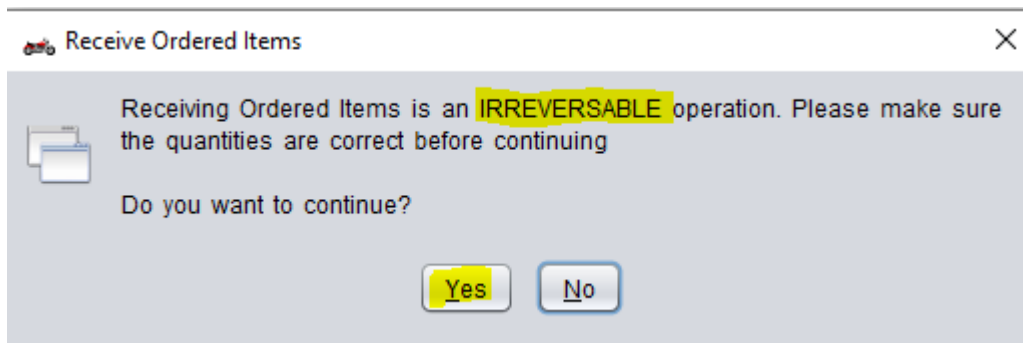
Enter your clerk key when prompted. Next window is SMS notifications window. This will confirm any messages to be sent out for customers to be made aware their parts are ready for pick up. The Parts Still Pending column is a usual indicator as to whether or not c9 will send them a message. Most shops will have the SMS settings set as a global default to send when all parts have arrived. If you do not wish to send a customer a message for any reason then you can highlight the customer in question and click change and disable the notification. **Note: c9 will not send messages to workshop customers or unit deal customers even though their names will show in this screen.**
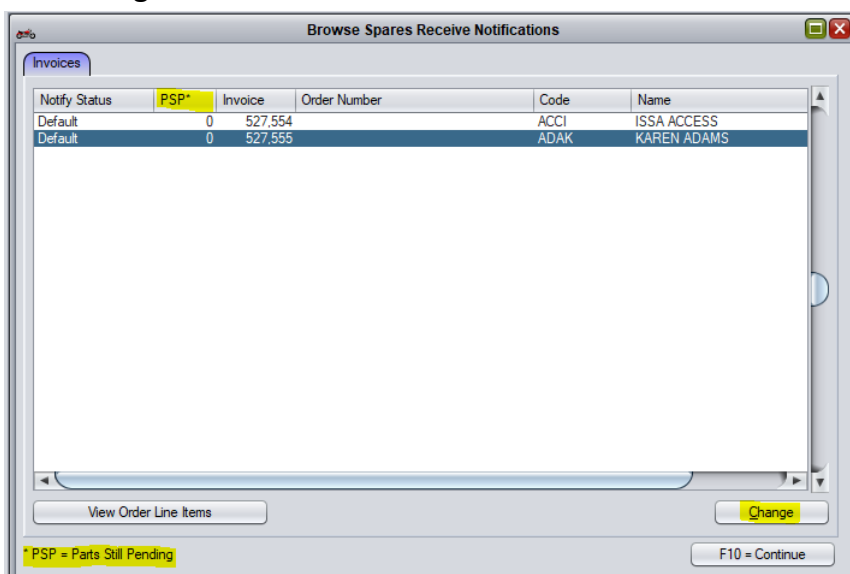
The report that follows will contain the tags for the customer/workshop/unit deal parts so the spares team know where to distribute any ordered parts. It also provides a breakdown of the order itself so you can check the order and ensure you have been short supplied. This report needs to be printed and the tags need to be stuck to the appropriate parts as we unpack the order and check it out.

Now we can print barcode labels for any parts that were entered into stock. You can modify and delete parts from this list to control how many labels you want to print. Click Print Labels to print the list.

Close this screen and the order receival is now complete.