



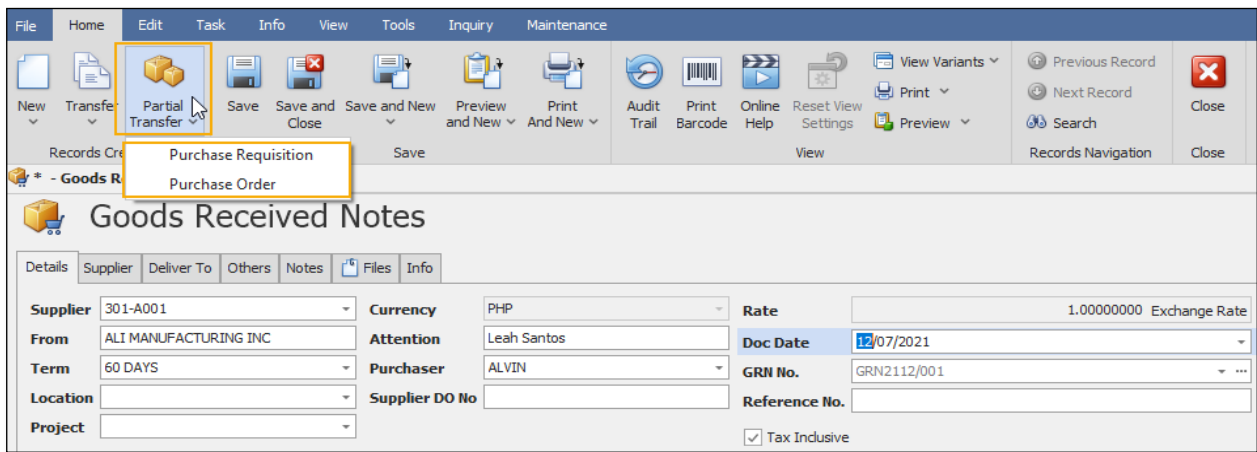
## How to record partial delivery from Supplier

### Overview:

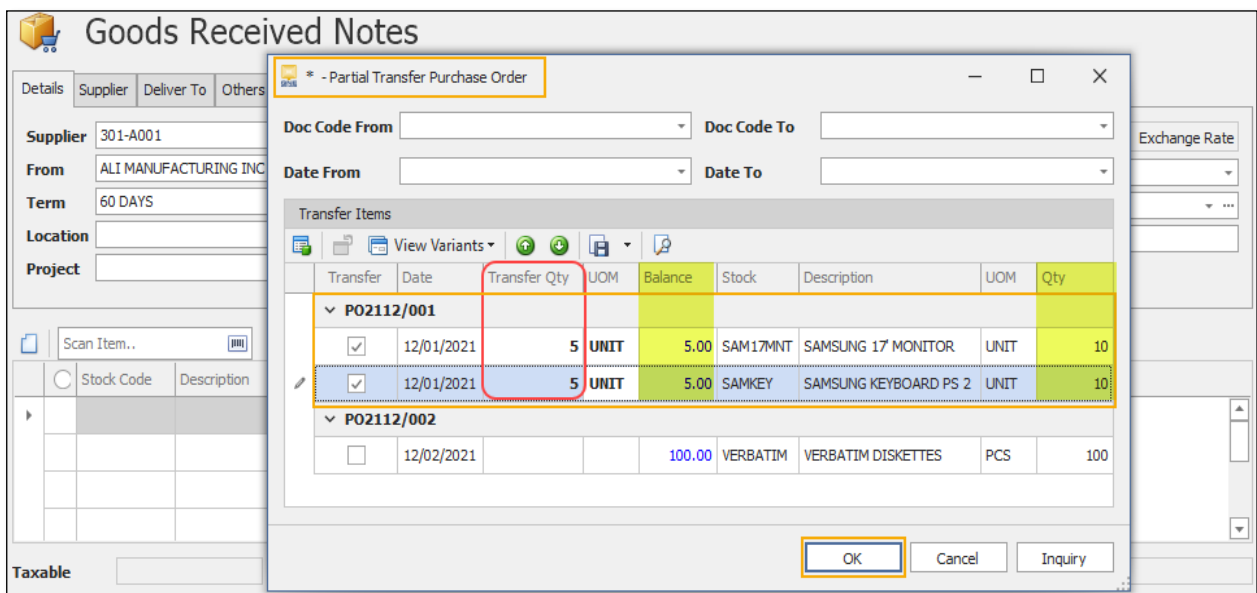
With partial delivery, you will receive your complete order in two (or more) different delivery dates. **Goods Receive Notes** also allows you to record items that your Supplier has partially delivered to you.

### Procedure:

1. In Goods Receive Notes, click on the Partial Transfer button and select the document to transfer from (e.g. *Purchase Order*).

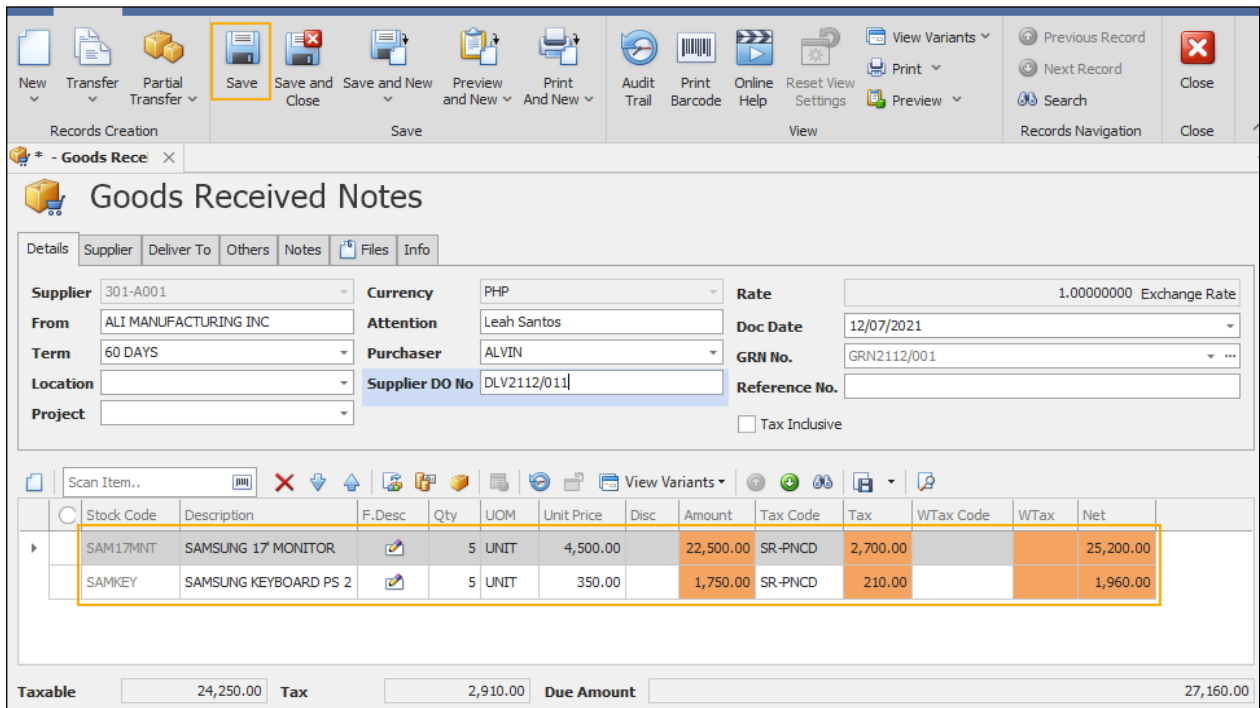


2. In the Partial Transfer window, tick the items partially received and input their corresponding quantity under the 'Transfer Qty' column and click OK.



Transfer	Date	Transfer Qty	UOM	Balance	Stock	Description	UOM	Qty
▼ PO2112/001								
<input checked="" type="checkbox"/>	12/01/2021	5	UNIT	5.00	SAM17MNT	SAMSUNG 17" MONITOR	UNIT	10
<input checked="" type="checkbox"/>	12/01/2021	5	UNIT	5.00	SAMKEY	SAMSUNG KEYBOARD PS 2	UNIT	10
▼ PO2112/002								
<input type="checkbox"/>	12/02/2021			100.00	VERBATIM	VERBATIM DISKETTES	PCS	100

3. The selected items are now transferred to the Goods Receive Notes document. Click Save.



**Goods Received Notes**

Details Supplier Deliver To Others Notes Files Info

Supplier: 301-A001 Currency: PHP Rate: 1.00000000 Exchange Rate

From: ALI MANUFACTURING INC Attention: Leah Santos Doc Date: 12/07/2021

Term: 60 DAYS Purchaser: ALVIN GRN No.: GRN2112/001

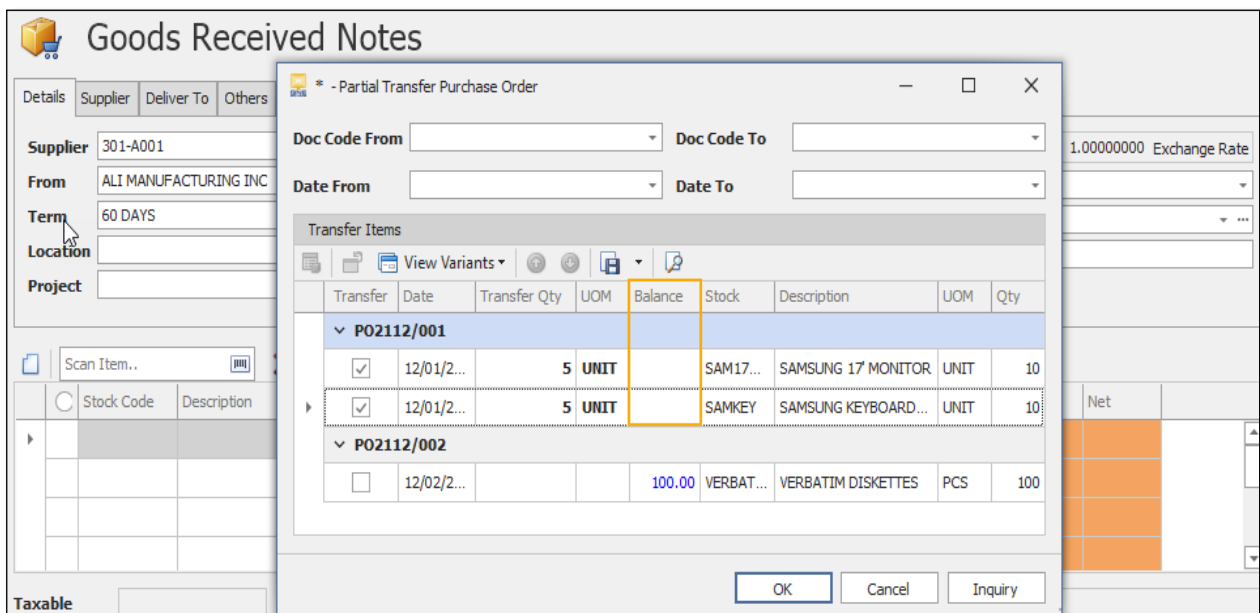
Location: Supplier DO No: DLV2112/011 Reference No.:

Project: ☐ Tax Inclusive

Stock Code	Description	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net
SAM17MNT	SAMSUNG 17 MONITOR		5	UNIT	4,500.00		22,500.00	SR-PNCD	2,700.00			25,200.00
SAMKEY	SAMSUNG KEYBOARD PS 2		5	UNIT	350.00		1,750.00	SR-PNCD	210.00			1,960.00

Taxable: 24,250.00 Tax: 2,910.00 Due Amount: 27,160.00

4. Upon receiving the remaining items on the next delivery, create a new Goods Receive Note and repeat steps 1 to 3. In the sample image below, all remaining items are received and no more balance.



**Goods Received Notes**

Details Supplier Deliver To Others

Supplier: 301-A001 From: ALI MANUFACTURING INC Term: 60 DAYS Location: Project:

Scan Item...

Taxable:

**Partial Transfer Purchase Order**

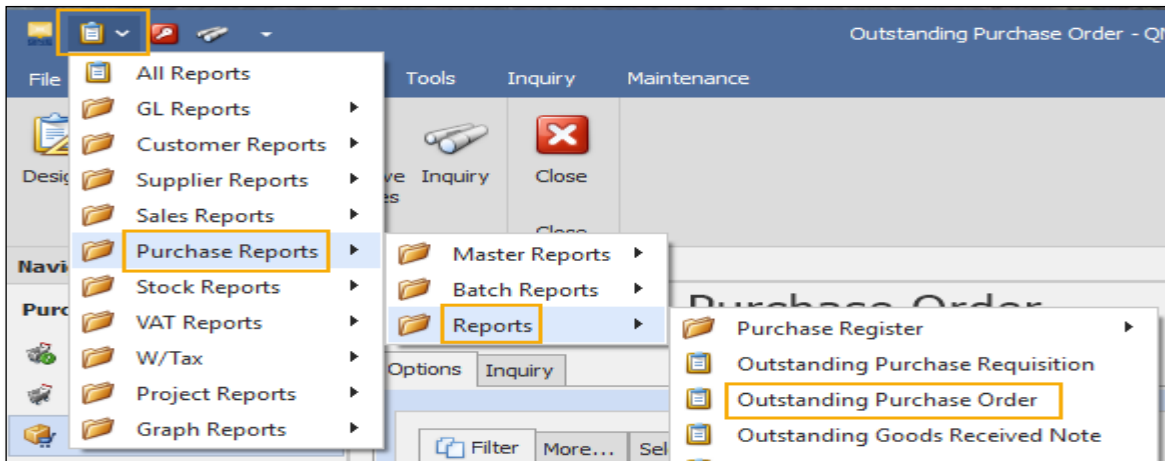
Doc Code From: Doc Code To: Date From: Date To:

Transfer Items

Transfer	Date	Transfer Qty	UOM	Balance	Stock	Description	UOM	Qty
<b>P02112/001</b>								
<input checked="" type="checkbox"/>	12/01/2...	5	UNIT		SAM17...	SAMSUNG 17 MONITOR	UNIT	10
<input checked="" type="checkbox"/>	12/01/2...	5	UNIT		SAMKEY	SAMSUNG KEYBOARD...	UNIT	10
<b>P02112/002</b>								
<input type="checkbox"/>	12/02/2...			100.00	VERBAT...	VERBATIM DISKETTES	PCS	100

OK Cancel Inquiry

To view the list of outstanding and/or partially received items, generate the 'Outstanding Purchase Order' report by navigating to *Reports > Purchase Reports > Reports > Outstanding Purchase Order*.



Sample report below. It shows the Total Qty, Received Qty, and Outstanding Qty.

Outstanding Purchase Order											
Options Inquiry											
View Variants											
Document Date	Stock Code	Stock Name	Qty	Unit Price	Net Amount	Tax Amount	Rcv Qty	Rcv Doc #	Rcv Date	Outstanding Qty	
▼ PO2112/001 301-A001 - ALI MANUFACTURING INC											
12/01/2021	SAMKEY	SAMSUNG KEYBOARD PS 2	10	350.00	3,500.00	375.00	5	GRN2112/001	12/07/2021	5	
12/01/2021	SAM17MNT	SAMSUNG 17 MONITOR	10	4,500.00	45,000.00	4,821.43	5	GRN2112/001	12/07/2021	5	
▼ PO2112/002 301-A001 - ALI MANUFACTURING INC											
12/02/2021	VERBATIM	VERBATIM DISKETTES	100	70.50	7,050.00	755.36					100



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>