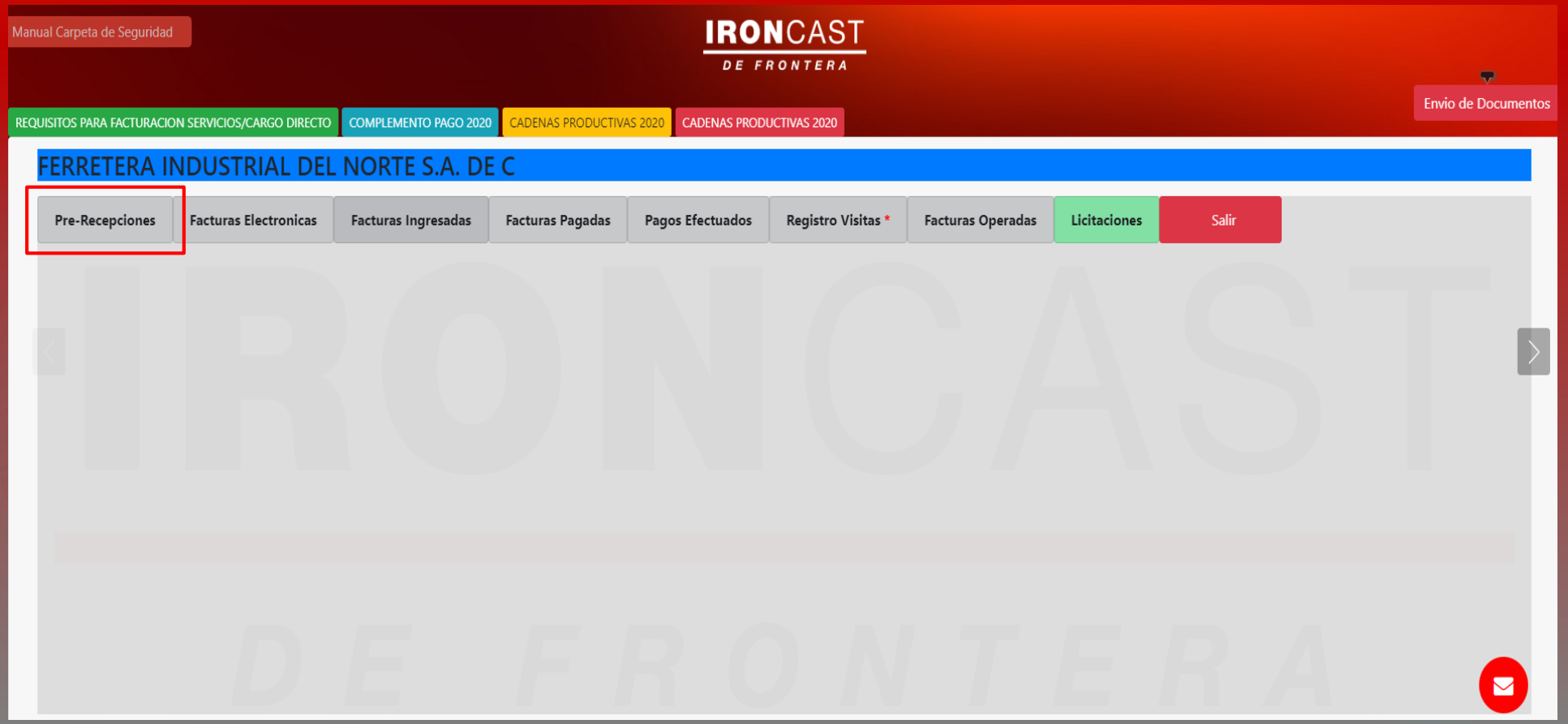
IRONCAST

DE FRONTERA

Receptions Capture Manual

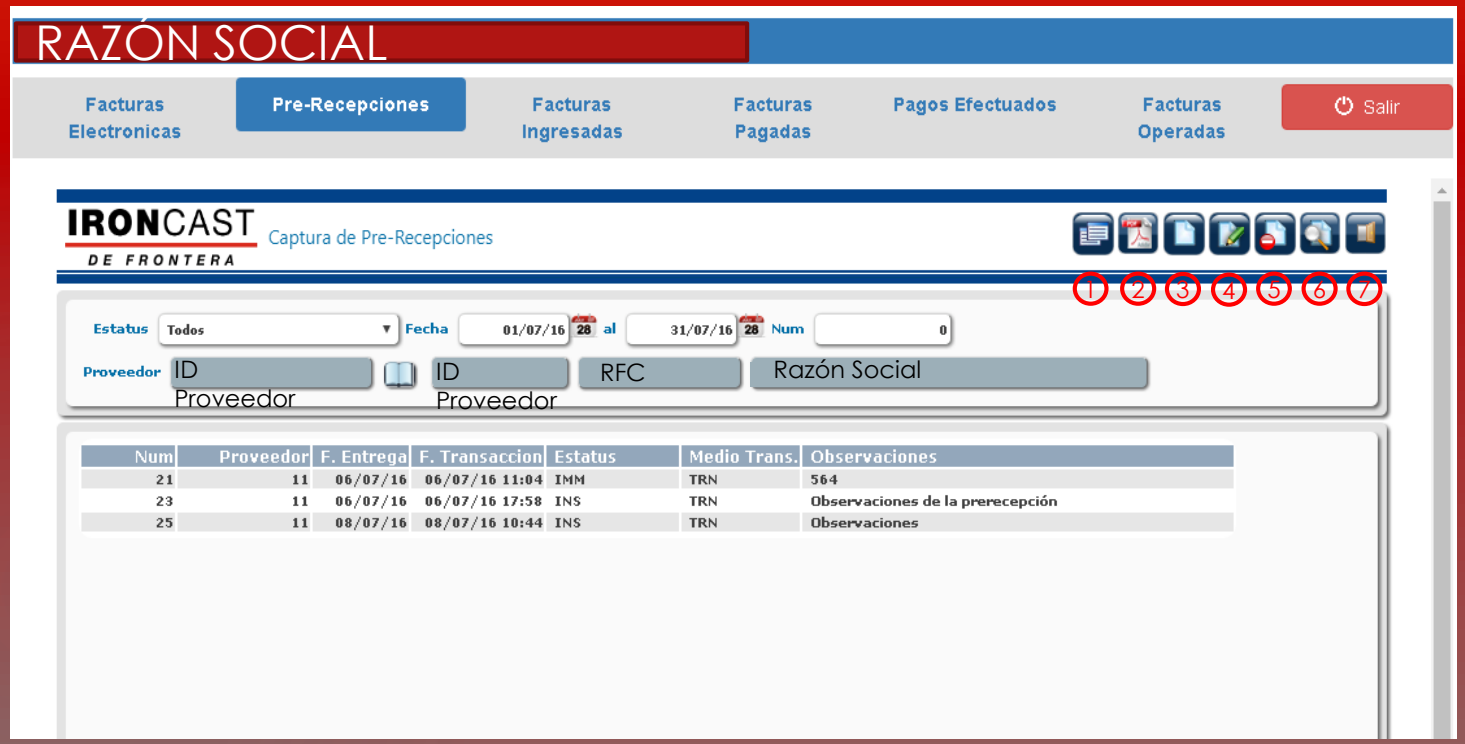
HOW TO REGISTER A RECEPTION

Enter IRONCAST DE FRONTERA suppliers portal with the username and password you currently use.
Pre-select the option Pre-Receptions.



WORKING WITH PRE RECEPTIONS

Allows to register the receptions of materials to be delivered to IRONCAST DE FRONTERA by assigned Purchase Order and to consult the previously captured receptions.

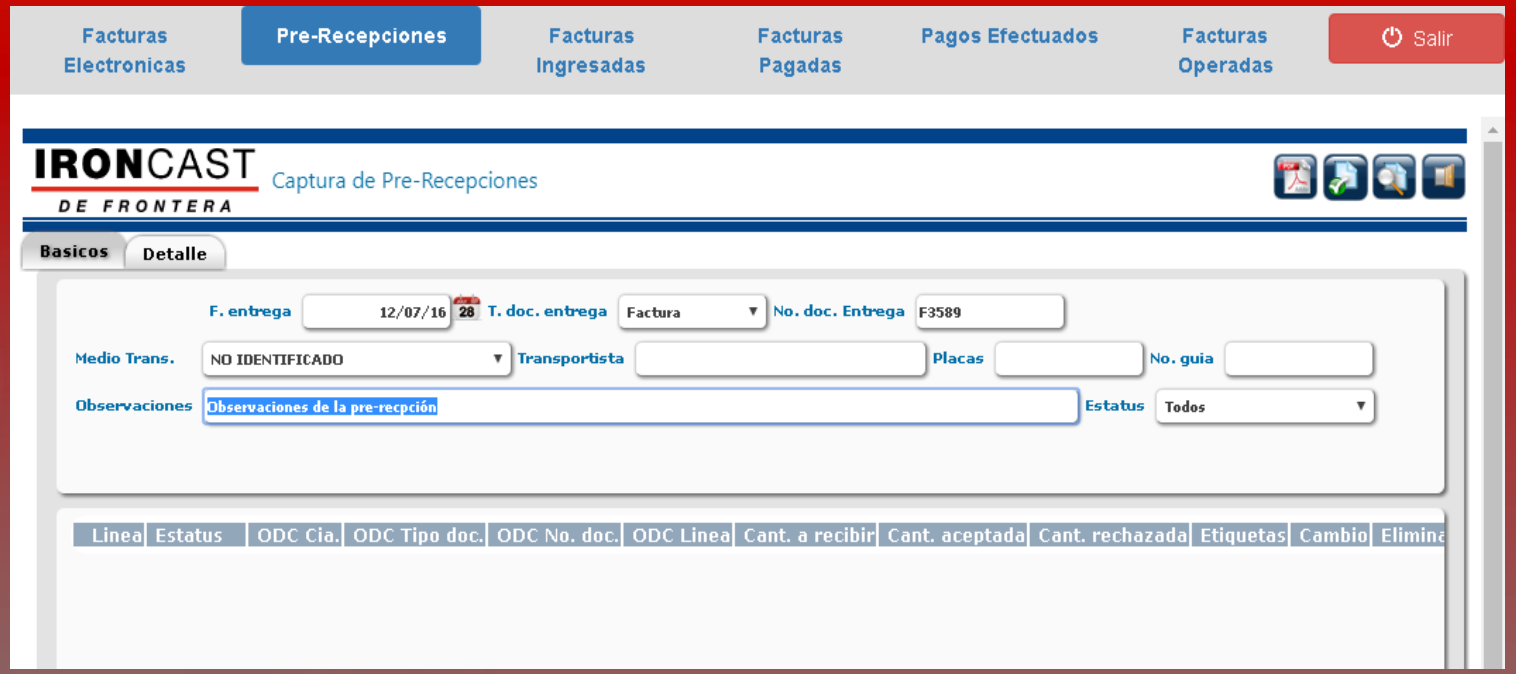


1. Labels Print
2. Document Reception Print
3. Entry Reception
4. Modify Reception
5. Cancel Reception
6. Search
7. Log off

HOW TO REGISTER A RECEPTION

BASICS

- Indicate delivery date.
- Delivery Doc. Type (invoice, referral, pedimento).
- Delivery Doc. No.
- Comments displayed on Receiving Materials.



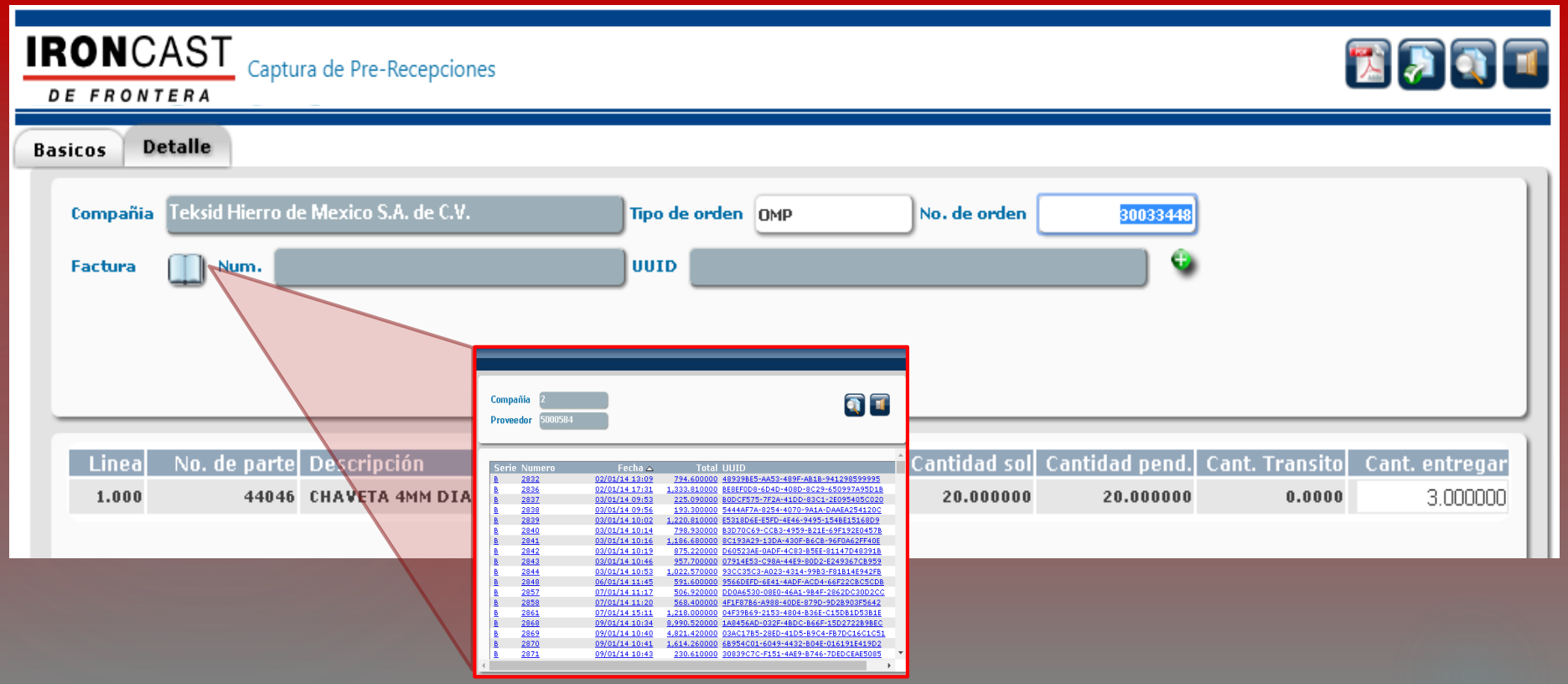
In case of transport data is available:

- Mode of transportation
- Carrier
- Plates
- Tracking No.

HOW TO REGISTER A RECEPTION

DETAILS

- Indicate the Purchase Order number.
- By giving tab, it will display on-screen items with outstanding balance.
- Type the corresponding amount to be delivered by item.
- In case you have electronic billing, please select it in the wizard Bill.
- Click OK to add.

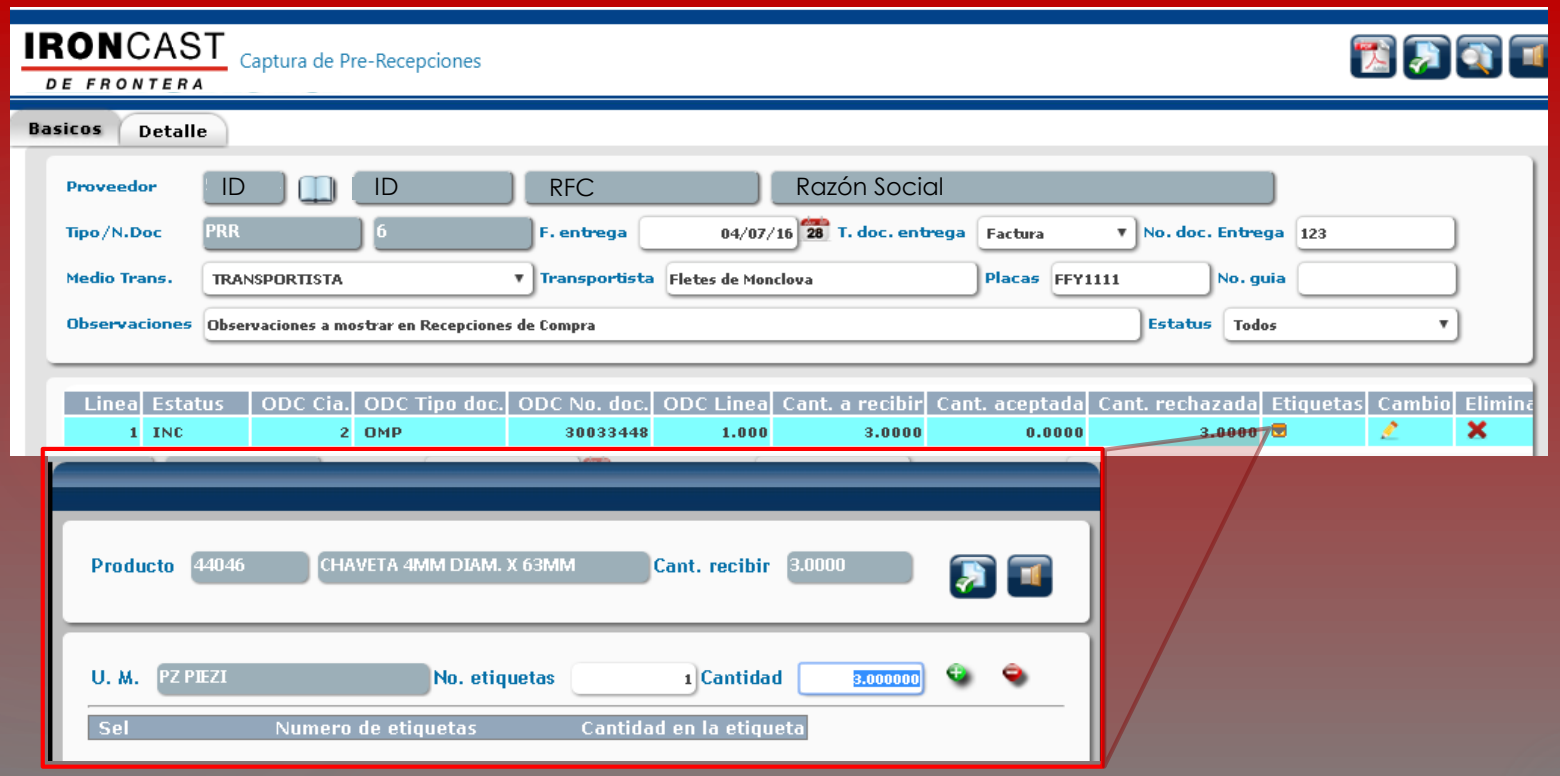


HOW TO REGISTER A RECEPTION

BASICS

Once captured items to be delivered, return to the Basic tab to print the material labels.

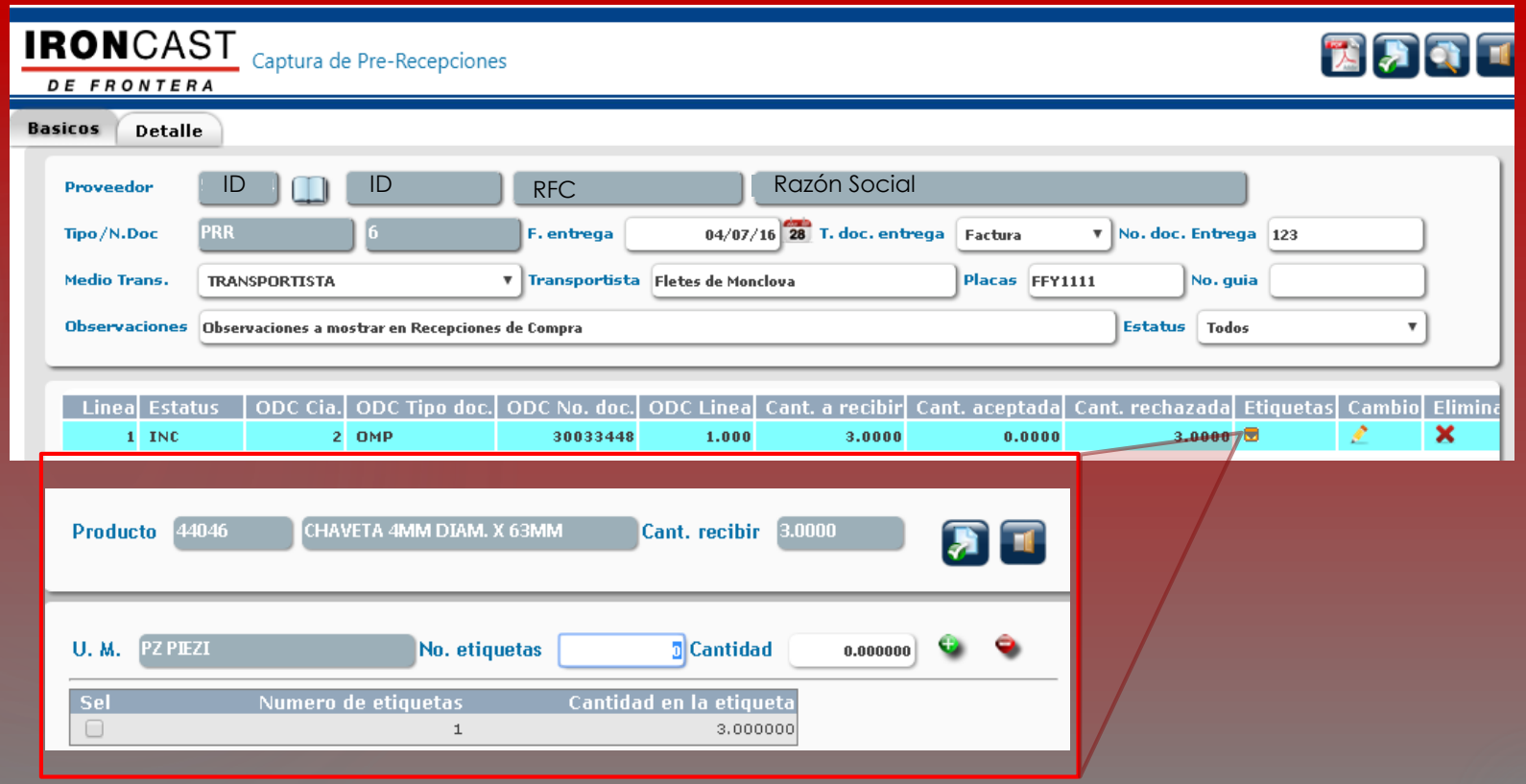
Click the icon labels on each material item



HOW TO REGISTER A RECEPTION

LABEL PRINTING

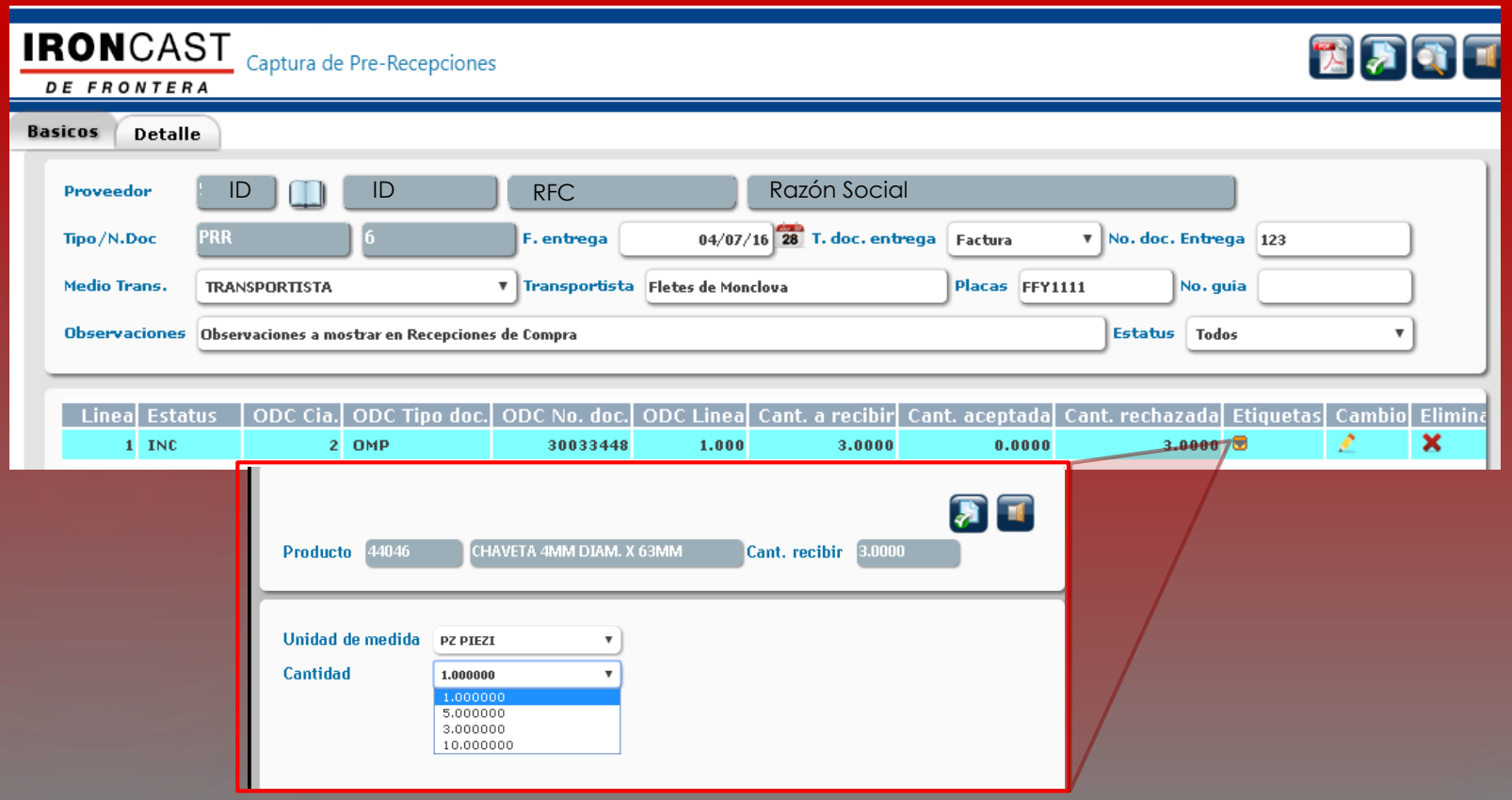
Indicate the Number of labels to be printed and the quantity per label.
Click on the icon to add.
Once defined the labels to print, click the OK button to generate labels.



HOW TO REGISTER A RECEPTION

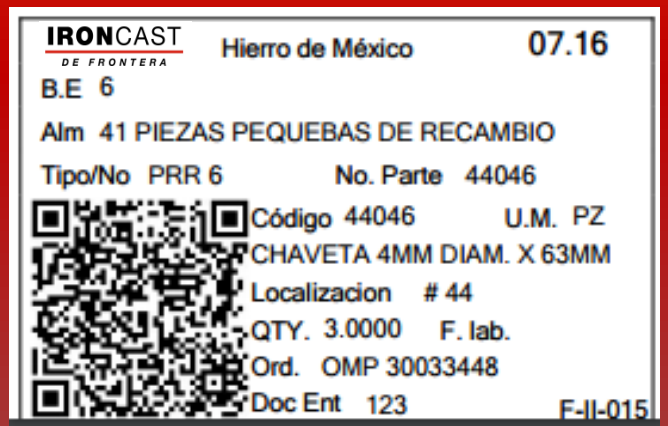
PACKAGING LABEL PRINTING

In cases the material count with packaging units are defined in the system, it will display on screen the amount allowed for printing labels.
Click the OK button to generate tags.



HOW TO REGISTER A RECEPTION

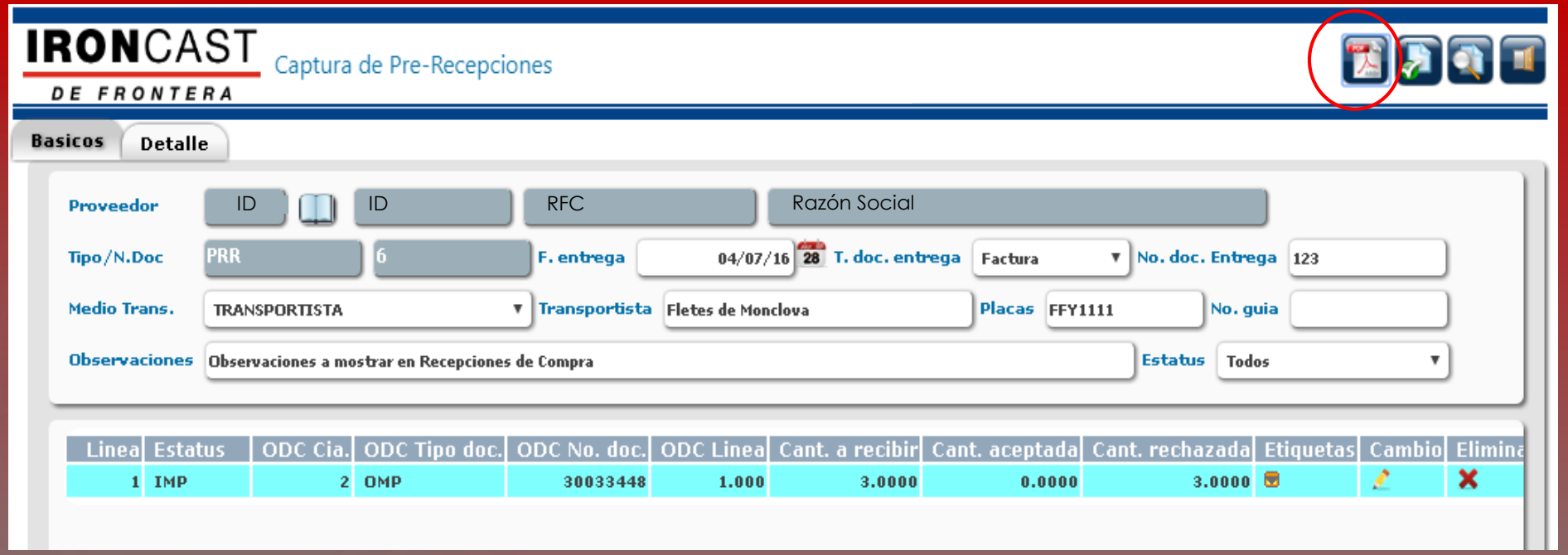
STICKER EXAMPLE



HOW TO REGISTER A RECEPTION

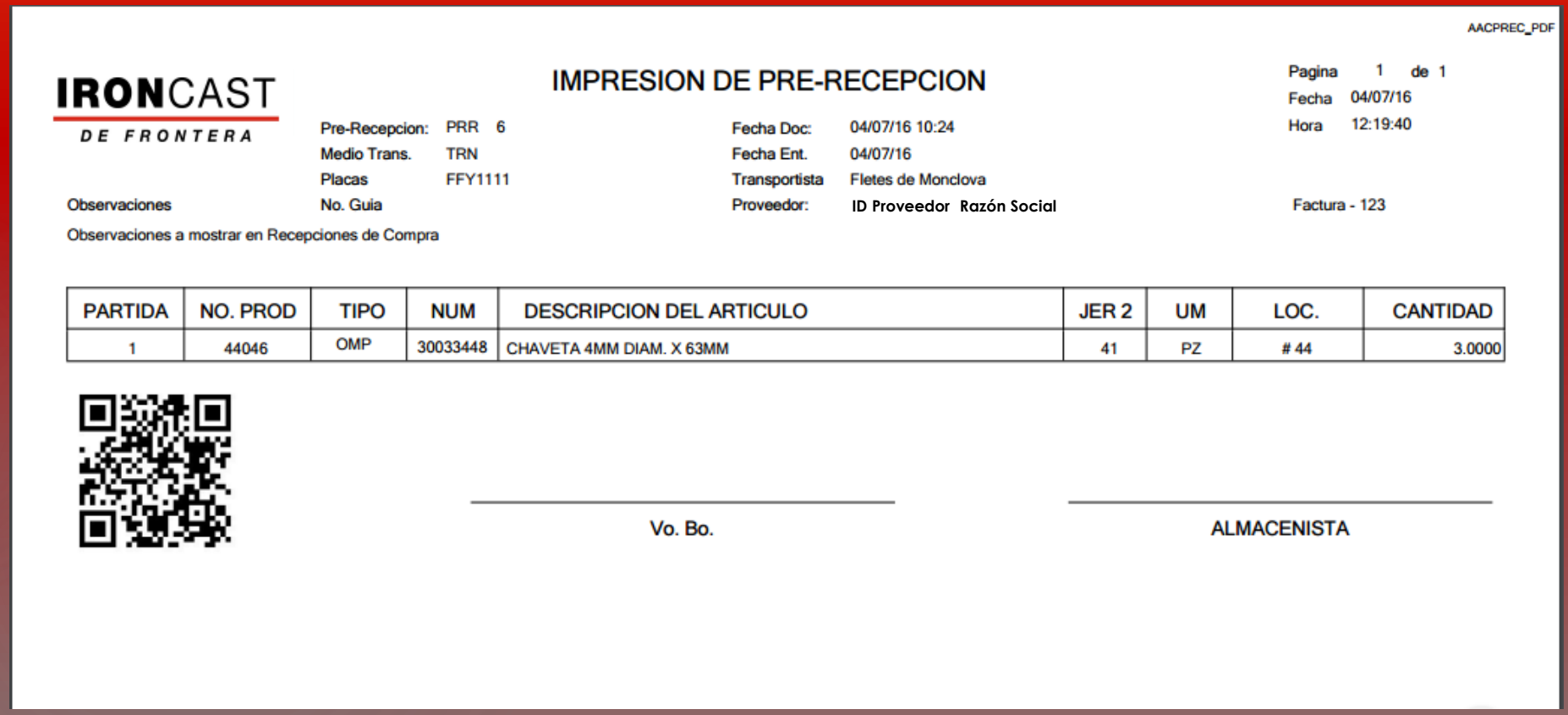
PRINTING PRE RECEPTION FORMAT

Once labels are printed, it is necessary to generate and print the Reception format to enter to the plant.
Click the button to generate the format.



HOW TO REGISTER A RECEPTION

PRE RECEPTION FORMAT SAMPLE



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IRONCAST
DE FRONTERA

IMPRESION DE PRE-RECEPCION

Pagina 1 de 1
Fecha 04/07/16
Hora 12:19:40

Pre-Recepcion: PRR 6
Medio Trans. TRN
Placas FFY1111
Observaciones
No. Guia

Fecha Doc: 04/07/16 10:24
Fecha Ent. 04/07/16
Transportista Fletes de Monclova
Proveedor: ID Proveedor Razón Social

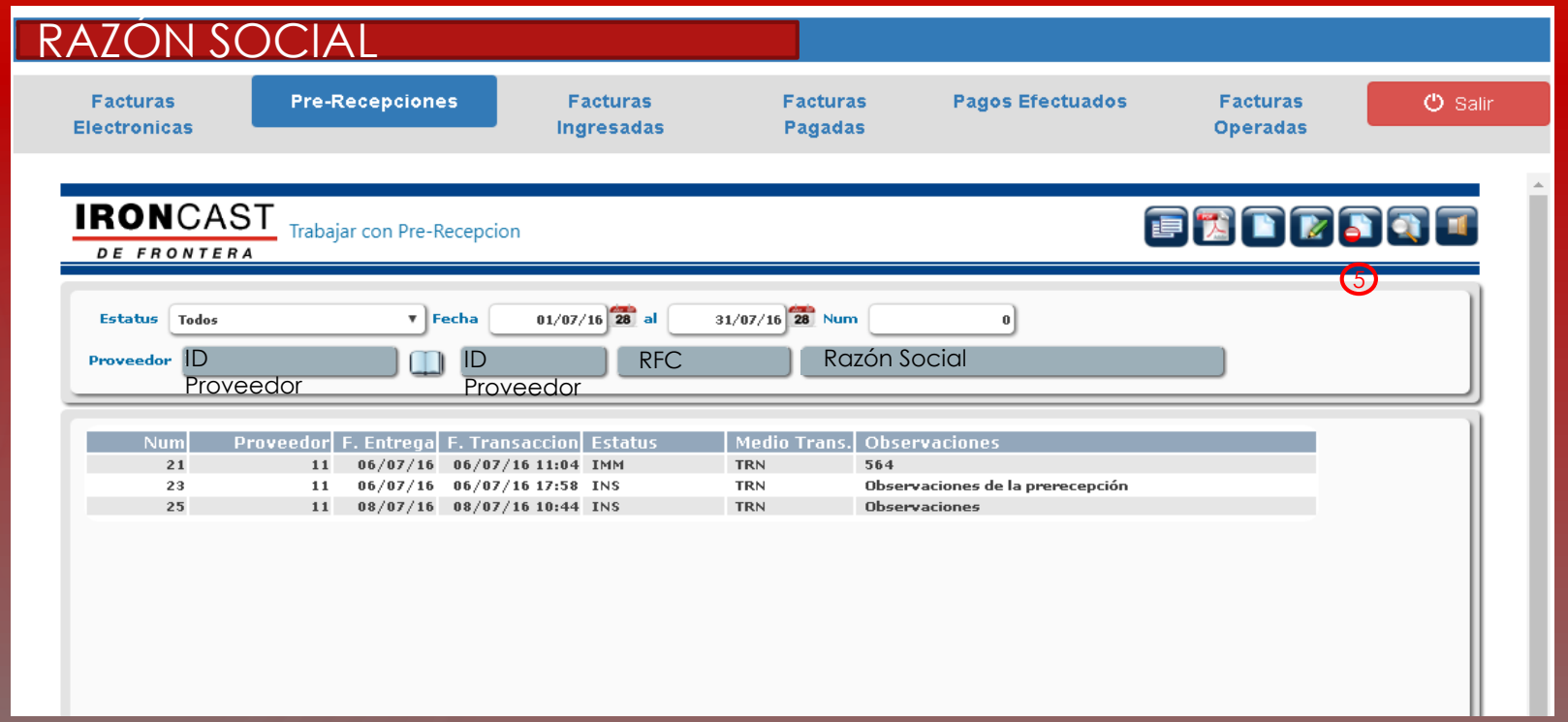
Factura - 123

Observaciones a mostrar en Recepciones de Compra

PARTIDA	NO. PROD	TIPO	NUM	DESCRIPCION DEL ARTICULO	JER 2	UM	LOC.	CANTIDAD
1	44046	OMP	30033448	CHAVETA 4MM DIAM. X 63MM	41	PZ	# 44	3.0000

Vo. Bo.

ALMACENISTA

HOW TO CANCEL RECEPTIONS

To cancel receptions, it is only necessary to select the reception and click on the Cancel button