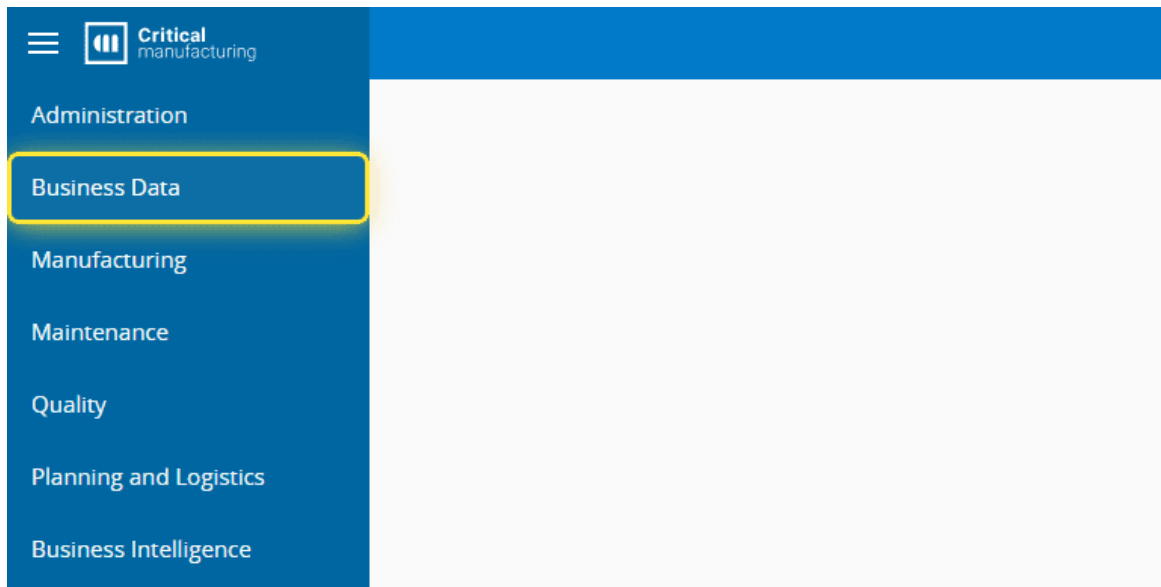


## How to: Receive Material

1. Go to the Business Data menu.



2. Select the Material entity.



3. Select the Material.

(AP\_Cookie02 for this example)

Material

General Actions

Material

DEFAULT QUERY

NAME	DESCRIPTION
AAA	
AcetylsalicylicAcid-01	AcetylsalicylicAcid-01
AmmoniumPhosphate-01	AmmoniumPhosphate-01
AP_Cookie01	AP_Cookie01
AP_Cookie02	AP_Cookie02

4. Select Receive on the top ribbon.


For more information, see [Receive Material - Critical Manufacturing Documentation Portal](#)

AP\_Cookie02

General Reports Material Shipping Exceptions Data Collection Material Transfer Printing Documents Actions

AP\_Cookie02 (Active)

DETAILS

Material	Basic Information
 <p>Name: AP_Cookie02</p> <p>Description: AP_Cookie02</p> <p>Type: Production</p> <p>Universal State: Active</p> <p>System State: In Transit</p>	<p>Form: Lot</p> <p>Facility: Cookie Factory</p> <p>Product: Product 01 [A]</p> <p>Product Description:</p> <p>Product Group:</p> <p>Product Group Description:</p> <p>Parent:</p>

5. Select the Flow Path and Step. Select Receive.

AP\_Cookie02

AP\_Cookie02

Administration

Business Data

Manufacturing

Maintenance

Quality

Planning and Logistics

Business Intelligence

Automation

Data Platform

Apps

CMF1000GA

Receive Material

MATERIAL

AP\_Cookie02 (inTransit) / Product 01 [A] / Missing / 9 Kg

Material Details

New Product: Product 01 [A]

New Product Description:

Primary Quantity: 9 Kg

Flow Path: CookiesFlow [A] Moulding

Browse

Flow Path: CookiesFlow [A] > Moulding

Shipping Data

From Facility: Cookie Factory

Shipping Label: Shipping A

Comments:

Cancel Receive