



**Critical**  
manufacturing  
an ASM PT company

# How to: Receive Material

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### DOCUMENT ACCESS

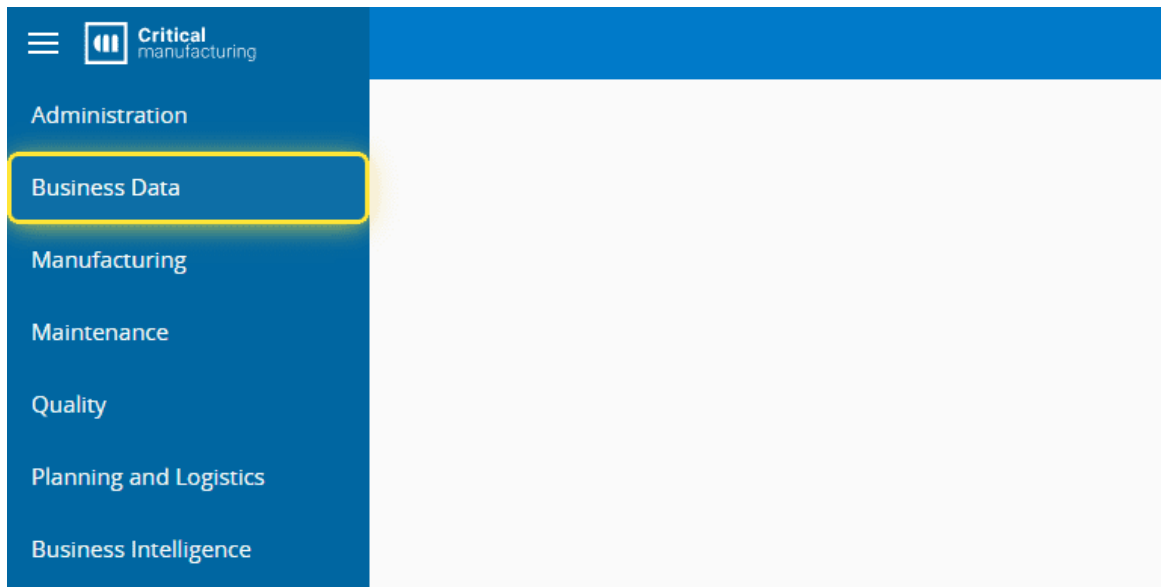
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## How to: Receive Material

1. Go to the Business Data menu.



2. Select the Material entity.



3. Select the Material.

(AP\_Cookie02 for this example)

Material

General: New, Refresh, Import, Export, Mass Update, More

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: Refresh, Edit, View Reports

Material: Change, Merge, Split

Shipping: Unship, **Receive**

Exceptions: Open Instance

Data Collection: Perform

Material Transfer: Request

Printing: Print

Documents: View

Actions: More

AP\_Cookie02 (Active)

DETAILS

**Material**

Name: AP\_Cookie02

Description: AP\_Cookie02

Type: Production

Universal State: Active

System State: In Transit

**Basic Information**

Form: Lot

Facility: Cookie Factory

Product: Product 01 [A]

Product Description:

Product Group:

Product Group Description:

Parent:

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



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