

How to Receive a Purchase Order in Infor M3

This guide walks you through how to receive a purchase order in Infor M3 (LN), from checking the order's current status to creating and confirming a warehouse receipt, printing the storage list, and completing the put-away process. Each step reflects what you see on screen as you move the purchase order through warehousing.

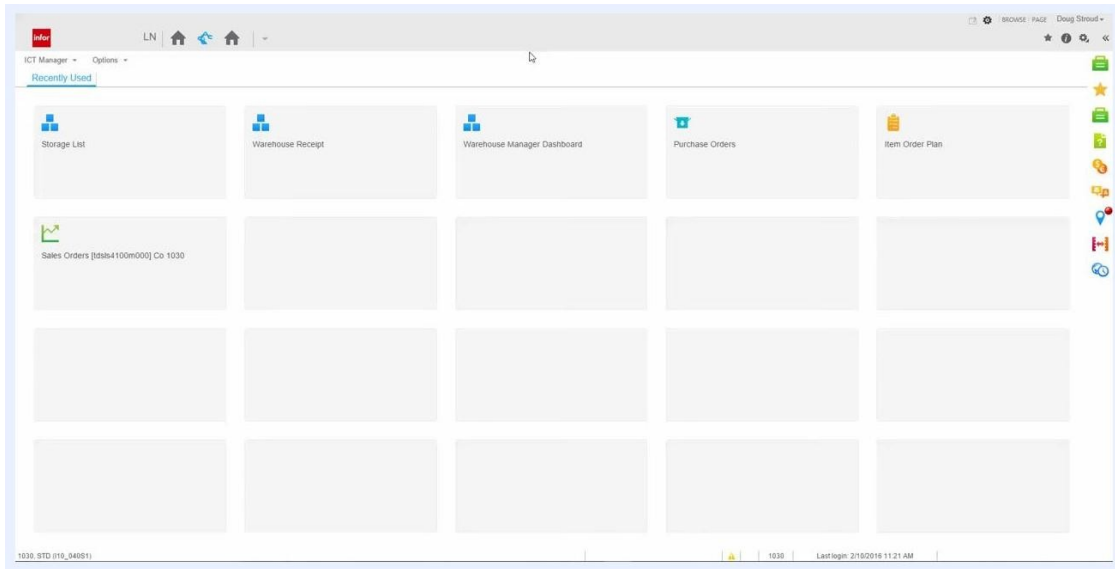
Prerequisites

- You are logged in to the LN system, with your user role displayed in the top right corner (for example, "Doug Stroud").
- You have access to the main dashboard tiles: **Storage List**, **Warehouse Receipt**, **Warehouse Manager Dashboard**, **Purchase Orders**, and **Item Order Plan**.
- You know the purchase order (PO) number you need to receive (for example, DEA000087).

Reviewing the purchase order status

Step 1: Access the dashboard

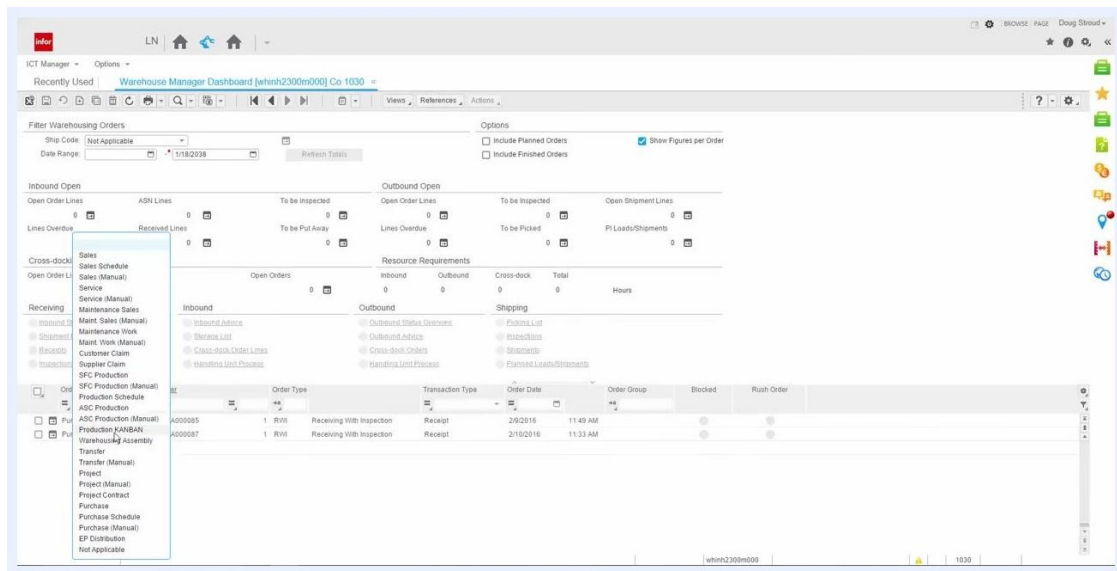
Log in to the LN system and confirm you are on the main dashboard. You should see tiles for **Storage List**, **Warehouse Receipt**, **Warehouse Manager Dashboard**, **Purchase Orders**, and **Item Order Plan**, with your user information displayed in the top right corner.



LN dashboard with tiles for Storage List, Warehouse Receipt, Warehouse Manager Dashboard, Purchase Orders, Item Order Plan, and user information in the top right corner

Step 2: Open the Warehouse Manager Dashboard

Click the **Warehouse Manager Dashboard** tile to open it.

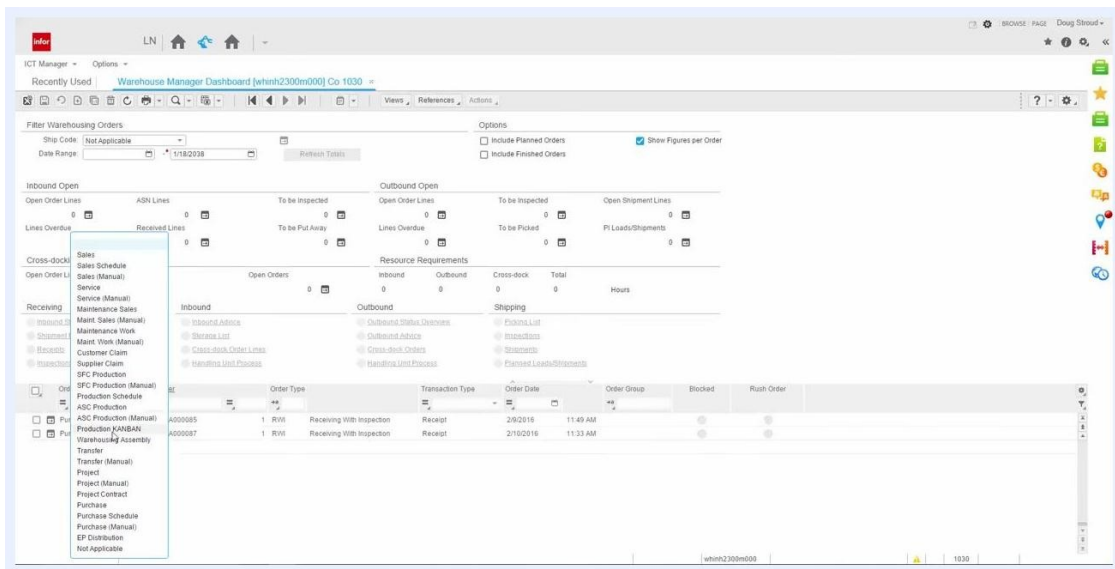


Cursor selecting the Warehouse Manager Dashboard tile on the LN dashboard

Inside the dashboard, review the **Filter Warehousing Orders** section. You will see filters such as **Ship Code** (set to "Not Applicable") and **Date Range**, along with summary panels for Inbound Open, Outbound Open, Cross-docking, Resource Requirements, and Receiving. Below these panels, a list of orders shows columns for Order Origin, Order, Order Type, Transaction Type, Order Date, Order Group, Blocked, and Rush Order.

Step 3: Filter for your purchase order

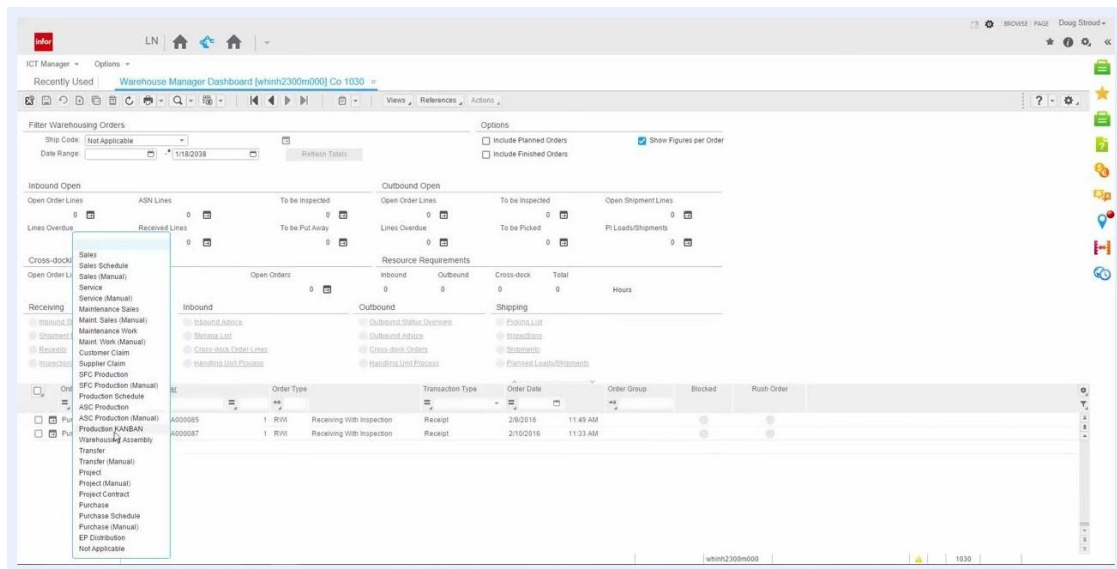
Use the dynamic filter dropdown to narrow the order list by type or origin. Select **Purchase** from the dropdown, then enter or select your specific PO number (for example, DEA000087) in the **Order** column.



Dynamic filter dropdown open, showing options such as Sales, Service, Production, and Purchase

Step 4: Select the purchase order line

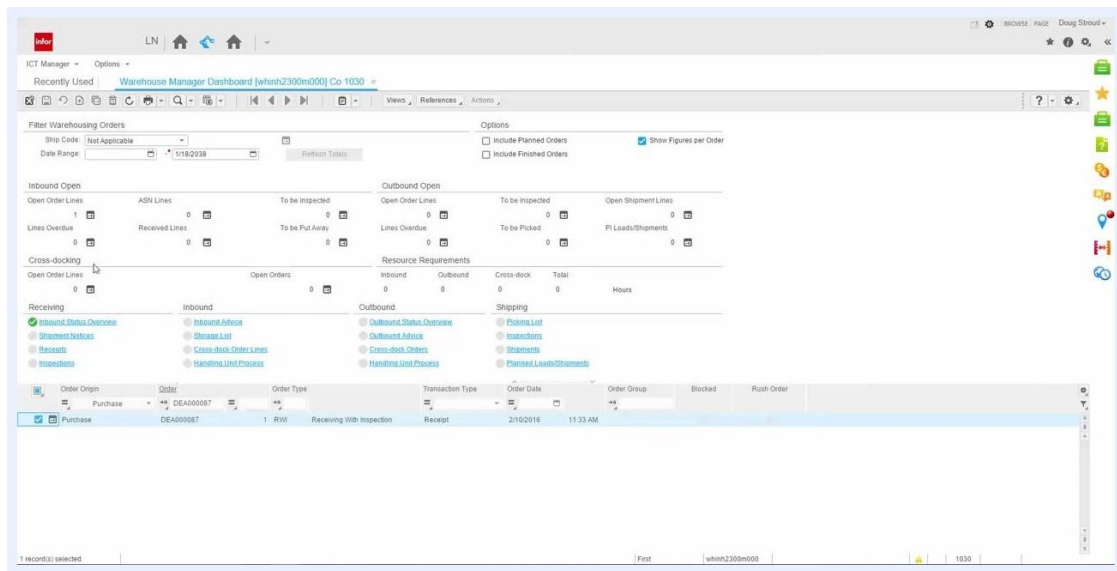
Locate the row for your PO (for example, DEA000087) and click the checkbox next to it to select it. Additional session options, including **Inbound Status Overview**, appear above the list once the line is selected.



Purchase order DEA000087 selected, with additional session options visible above

Step 5: Open the Inbound Line Status Overview

Click the **Inbound Status Overview** link to view detailed activities for the selected PO line. The screen displays order details (such as Purchase DEA000087 / 10 / 1, Item: BATTERY-B, Order Type: RWI, Inventory Unit: ea, Line Status: Open), activities including Warehouse Receipt, Generate Inbound Advice, Generate Storage List, and Storage List, along with quantities for Ordered, Open Received, Received, Advised, and Put Away, and an alerts section for Blocked, DMS upon Receipt, Cross-docking, and Line Activities Present.



Inbound Line Status Overview showing activities, order details, and inventory quantities for PO DEA000087

Step 6: Review automated activities for the PO line

Check the **Automatic** column for each activity. **Generate Inbound Advice** and **Generate Storage List** are set to "Yes" (automated), while **Warehouse Receipt** and **Storage List** are set to "No" (manual). This means confirming the warehouse receipt automatically triggers the inbound advice and storage list generation. At this point, quantities show Ordered = 15.0000, Open Received = 0.0000, Received = 0.0000, Advised = 0.0000, Put Away = 0.0000, with no active alerts.

ICT Manager - Options -> Recently Used -> Warehouse Receipt [whwh3512m000] Co 1030

Receipt DE000162 Status: Confirmed

Warehouse DEWA01 Deliver Finished Goods K2

Ship-from Business Partner BP000002 Electronics - Charlotte, NC

Delivery CarrierLBP F02 FedEx 2Day

Delivery Packing Slip PS 2016-02-10-A

Receipt Date 2/10/2016 12:30:13 PM

Line Item: BATTERY-A, Extended Battery - A, Warehouse Serial Number DEWA01

Packing Slip Received Quantity: 10,000

Received Quantity in Receipt Unit: 10,000

Final Inventory Unit: 10,000

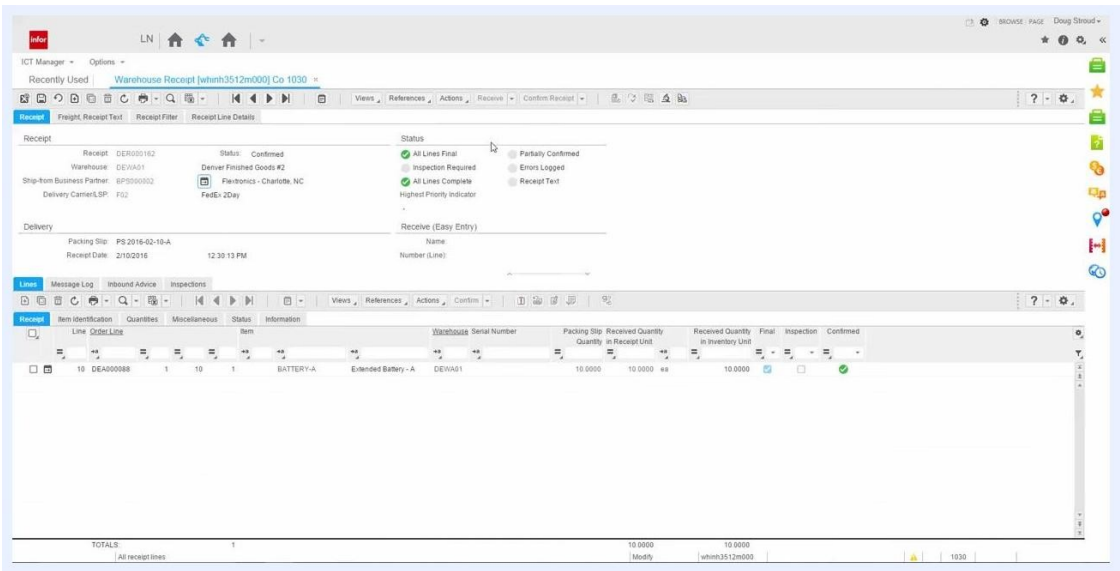
Inspection Status: Confirmed

TOTALS: 1 receipt lines, 10,000 units

Inbound Line Status Overview showing activities, automation status, and inventory quantities for PO DEA000087

Step 7: Close the Inbound Line Status Overview

Click the **X** on the "Inbound Line Status Overview" session tab to close it and return to the previous screen.



Cursor clicking the X to close the Inbound Line Status Overview session tab

Creating a new warehouse receipt

Step 8: Open the Warehouse Receipt screen

From the dashboard, open the **Warehouse Receipt** session. The screen shows multiple tabs (Freight, Receipt Text, Receipt Filter, Receipt Line Details), a main panel with receipt details and status indicators (such as All Lines Final and Inspection Required), and a lower panel listing receipt lines with columns for Order Line, Item, Warehouse, Packing Slip Quantity, Received Quantity, and status indicators.

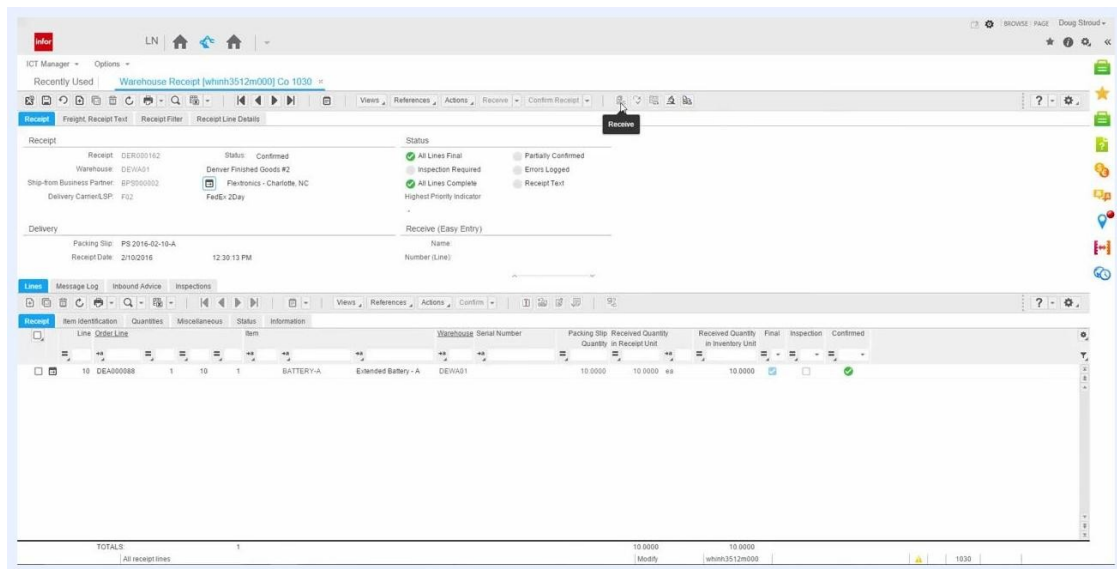
The screenshot shows the 'Warehouse Receipt' screen in a software application. The interface includes a top navigation bar with tabs for 'Receipt', 'Freight Receipt Text', 'Receipt Filter', and 'Receipt Line Details'. The main panel is divided into sections for 'Receipt', 'Status', and 'Delivery'. The 'Receipt' section shows details for receipt DER00162, warehouse DEVA01, and delivery carrier F02. The 'Status' section shows indicators for 'All Lines Final', 'Inspection Required', 'All Lines Complete', and 'Highest Priority Indicator'. The 'Delivery' section shows packing slip PS 2016-02-18-A and receipt date 2/10/2016. Below these sections is a table of receipt lines with columns for 'Line', 'Order Line', 'Item', 'Warehouse', 'Serial Number', 'Packing Slip Quantity', 'Received Quantity', 'Final', 'Inspection', and 'Confirmed'. The table shows one line for 'BATTERY-A' with a quantity of 10,000. The bottom of the screen displays a 'TOTALS' row with values for 'All receipt lines'.

Line	Order Line	Item	Warehouse	Serial Number	Packing Slip Quantity	Received Quantity	Final	Inspection	Confirmed
10	DEA00088	BATTERY-A	DEVA01	DER00162	10,000	10,000			
TOTALS					10,000	10,000			

Warehouse Receipt screen showing receipt details, status, and receipt lines

Step 9: Review the personalized toolbar icons

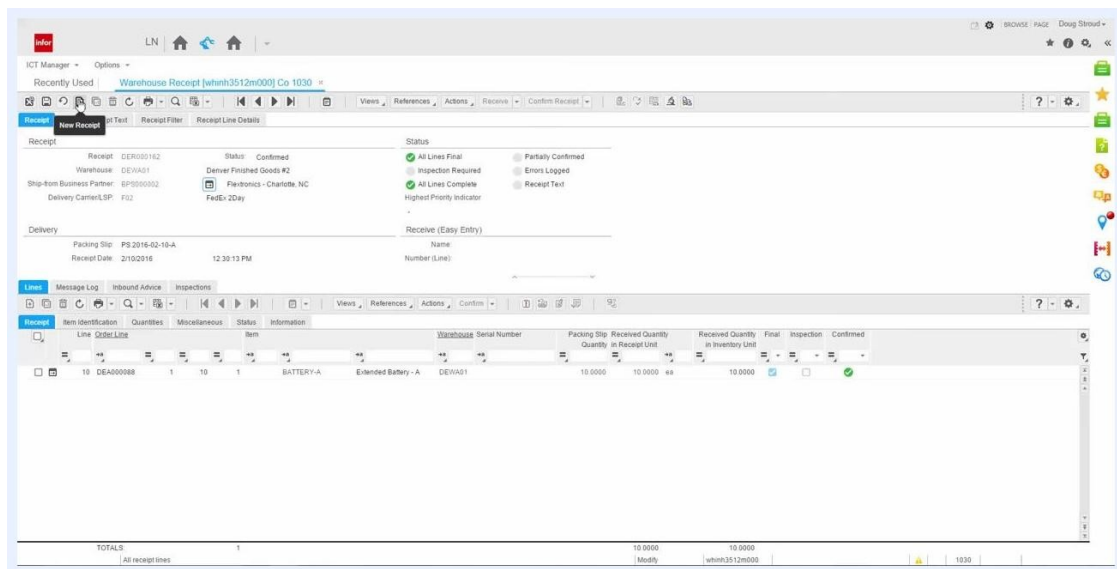
Check the personalized toolbar at the header and line level. It may include custom icons for quick access to actions such as **Receive** and **Confirm Receipt**. Hover over an icon to see its tooltip.



Personalized toolbar with icons at the header and line level, cursor hovering over the Receive icon

Step 10: Start a new warehouse receipt

Click the **New Receipt** icon in the toolbar to begin a new warehouse receipt entry.



Cursor clicking the New Receipt icon in the Warehouse Receipt screen

Step 11: Review the Expected Order Lines dialog

After clicking **New Receipt**, the **Expected Order Lines** dialog opens, listing all order lines available to be received. Columns include Order, Order Line, Ship-from Type, Ship-from Code, Item, Expected Quantity, and Planned Receipt Date.

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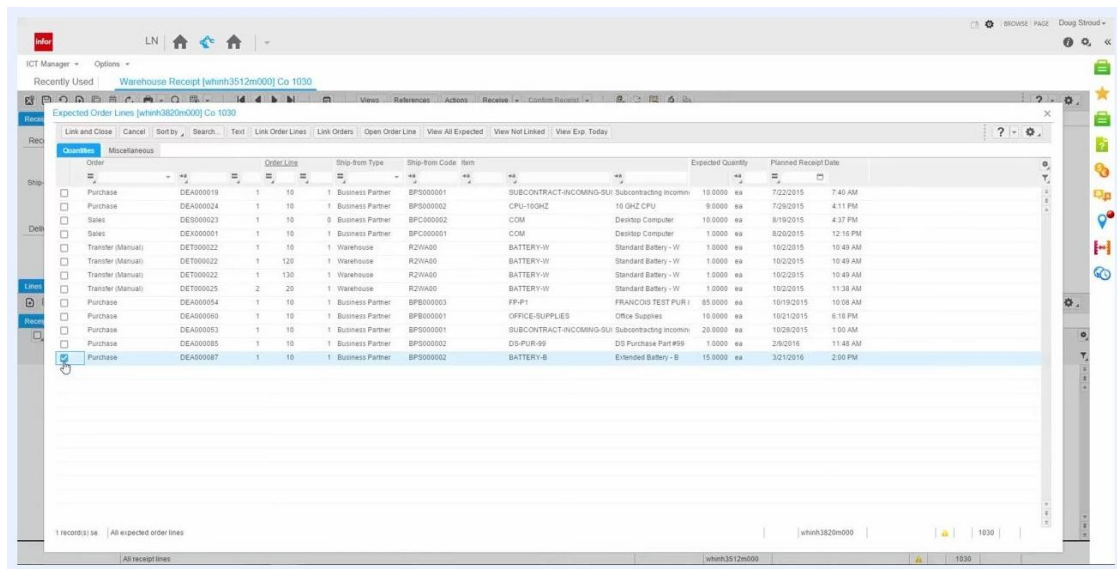
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Expected Order Lines dialog showing all available order lines for receipt, including PO DEA000087, item BATTERY-B, expected quantity 15, and planned receipt date 3/21/2016

Step 12: Select the purchase order line to receive

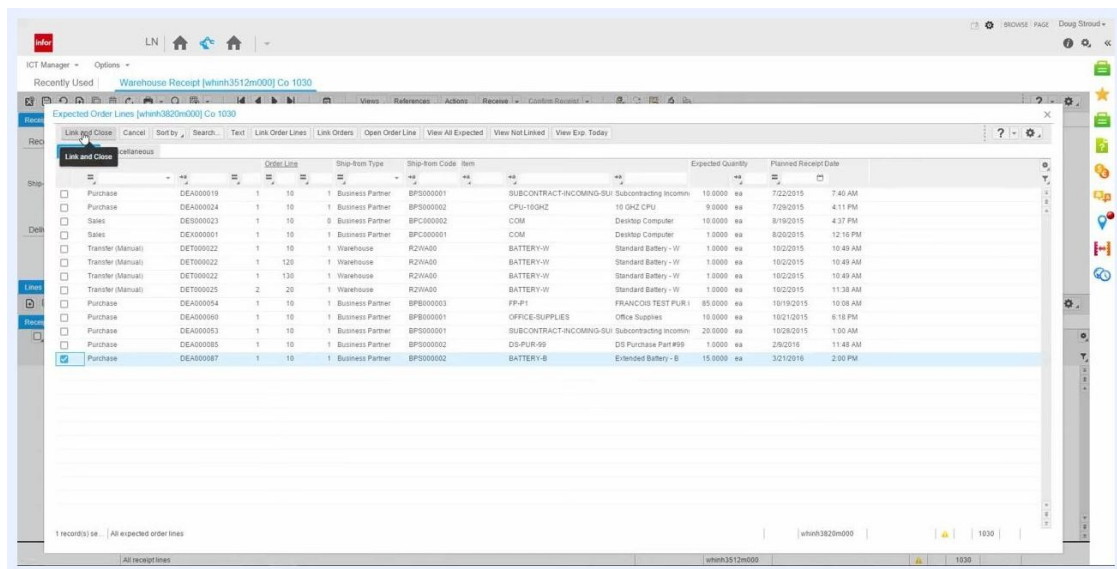
Locate your PO line (for example, Order: DEA000087, Line: 10, Item: BATTERY-B, Expected Quantity: 15.0000, Planned Receipt Date: 3/21/2016) and click the checkbox next to it.



Checkbox selected for PO DEA000087, item BATTERY-B, in the Expected Order Lines dialog

Step 13: Link the order line to the receipt

Click **Link and Close** at the top of the dialog to link the selected PO line to the warehouse receipt and close the dialog.



Cursor clicking the Link and Close button in the Expected Order Lines dialog

If the receipt date differs from the planned receipt date, a tolerance message appears (for example, "You are about to receive order line Purchase DEA000087 / 10 - 1 on a date other than planned receipt date (2016-03-21)"). Review the message and click **OK** to proceed.

Step 14: Review and edit the receipt line details

The selected PO line is now added to the warehouse receipt. Review the details, including Order Line, Item (BATTERY-B), Warehouse (DEWM00), Packing Slip Quantity (15.0000), and Received Quantity (15.0000). Update the **Packing Slip Quantity** or **Received Quantity** fields if they need to match the actual received goods.

The screenshot displays the SAP Warehouse Receipt interface. The top navigation bar includes 'LN', 'Home', and 'BROWSE PAGE' with the user 'Doug Shroud'. The main header shows 'Recently Used' and 'Warehouse Receipt (whmh3512m000) Co 1030'. The 'Receipt' tab is active, showing details for Receipt DER000163, Warehouse DEWM00, and Ship-from Business Partner BP0000002. The 'Status' section indicates 'Open' and 'All Lines Final'. The 'Delivery' section shows 'PS 2016-02-10-001' and 'Receipt Date 2/10/2016'. The 'Line' section shows 'Line 10' with 'Item Identification' 'DEA000087' and 'Warehouse' 'DEWM00'. The 'Quantities' section shows 'Packing Slip Quantity' and 'Received Quantity' both at 15.0000. The 'Information' section shows 'Extended Battery - B'. The bottom summary bar shows 'TOTALS' with '1' order line(s) linked to receipt, '15.0000' Packing Slip Quantity, '15.0000' Received Quantity, and 'whmh3512m000'.

Line	Item Identification	Warehouse	Serial Number	Packing Slip Quantity	Received Quantity	Received Quantity in Inventory Unit	Final	Inspection	Confirmed
10	DEA000087	DEWM00	Extended Battery - B	15.0000	15.0000	15.0000			

Warehouse Receipt screen with PO DEA000087 line added, showing quantities and details

Step 15: (Optional) Enable inspection for the receipt line

If the packaging appears incorrect or inspection is required, manually check the **Inspection** box for the receipt line. This sends the item to inspection even if it was not originally required.

The screenshot displays the Infor Warehouse Receipt interface. The top section shows receipt details: Receipt ID DER000163, Warehouse DEVM00, Status Open, Ship-from Business Partner BP000002, Delivery Carrier/SP F02, and Delivery Date 2/10/2016. The bottom section is a table of receipt lines. The table has columns for Line, Item, Warehouse, Serial Number, Packing Slip, Received Quantity, Received Quantity in Inventory Unit, Final, Inspection, and Confirmed. A mouse cursor is hovering over the 'Inspection' checkbox in the 'Inspection' column for line 10, which is for item BATTERY-B.

Line	Item	Warehouse	Serial Number	Packing Slip	Received Quantity	Received Quantity in Inventory Unit	Final	Inspection	Confirmed
10	DEA000087	BATTERY-B	Extended Battery - B	DER000000	15.0000	15.0000	15.0000	☐	

Inspection checkbox available for manual selection in the receipt line details

Step 16: Enter the packing slip information

In the **Delivery** section, enter the packing slip number in the **Packing Slip** field using a naming convention such as "PS YYYY-MM-DD-####" (for example, PS 2016-02-10-001). Confirm or adjust the **Receipt Date** as needed.

ICT Manager - Options - Warehouse Receipt [whrm3512m000] Co 1030

Receipt: Freight Receipt Text Receipt Filter Receipt Line Details

Receipt: Receipt DER Status: Open Status: All Lines Final Partly Confirmed
Warehouse: Inspection Required Errors Logged
Ship from Business Partner: All Lines Complete Receipt Text
Delivery Carrier LSP: Highest Priority Indicator

Delivery: Packing Slip: PS 2016-02-10-001
Receipt Date: 2/10/2016 1:41:15 PM

Receive (Easy Entry): Name: Number (Line):

Line: Message Log Inbound Advice Inspections

Receipt: Item Identification Quantities Miscellaneous Status Information

Line	Order Line	Item	Warehouse	Serial Number	Packing Slip	Received Quantity	Received Quantity	Final	Inspection	Confirmed
					Quantity	in Receipt Unit	in Inventory Unit			
TOTALS										
All receipt lines										

0 0000 0 0000
add whrm3512m000 1030

Packing Slip field being filled with PS 2016-02-10-001 and Receipt Date set to 2/10/2016

Confirming the receipt and generating the storage list

Step 17: Confirm the warehouse receipt

Once all details are correct and inspection (if needed) is set, click **Confirm Receipt** in the toolbar. The system processes the confirmation.

The screenshot displays the 'Warehouse Receipt' window in the ICT Manager application. The 'Confirm Receipt' button is highlighted in the toolbar. The system shows a loading indicator and a processing status.

Receipt Details:

- Receipt: DER000183
- Status: Open
- Warehouse: DE10000
- Ship from Business Partner: BP0000002
- Delivery Carrier/SP: F02
- Delivery: FedEx 2Day
- Packing Slip: PS 2016-02-10-001
- Receipt Date: 2/10/2016 1:41:15 PM

Status:

- All Lines Final
- Partially Confirmed
- Inspection Required
- Errors Logged
- All Lines Complete
- Receipt Text
- Highest Priority Indicator
- Warning for Tolerance

Receive (Easy Entry):

Name: [Field]
Number (Line): [Field]

Lines:

Line	Order Line	Item	Warehouse	Serial Number	Packing Slip	Received Quantity	Received Quantity	Final	Inspection	Confirmed				
					Quantity	in Receipt Unit	in Inventory Unit							
10	DEA000087	1	10	1	BATTERY-B	Extended Battery - B	DE10000	15.0000	15.0000	#	15.0000			

TOTALS:

1	15.0000	15.0000	1030
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1 order line(s) linked to receipt

Cursor clicking the Confirm Receipt button, with the system showing a loading or processing indicator

Step 18: Print and review the storage list

After confirmation, the storage list generates automatically. You can print it and attach it to the goods for transport to the warehouse. The storage list shows Item (BATTERY-B), Quantity (15.0000 ea), From Location (REC), To Location (1004), and Warehouse (DEWM00), among other details.

The screenshot displays the 'Warehouse Receipt' window in the ICT Manager software. The interface includes a top navigation bar with 'LN', home icons, and a 'Browse Page' button. Below this is a 'Recently Used' section showing 'Warehouse Receipt [whmh3512m000] Co 1030'. The main area is divided into several sections: 'Receipt' (DER000163, Warehouse: DEWM00, Status: Open), 'Delivery' (Packing Slip: PS 2016-02-10-001, Receipt Date: 2/10/2016), and a 'Status' section with checkboxes for 'All Lines Final', 'Partially Confirmed', 'Inspection Required', 'Errors Logged', 'All Lines Complete', and 'Receipt Text'. A 'Loading' button is also present. The bottom section is a table titled 'Storage List by Location document' showing the following data:

Line	Order Line	Item	Warehouse	Serial Number	Packing Slip	Received Quantity	Received Quantity	Final	Inspection	Confirmed
						Quantity in Receipt Unit	Quantity in Inventory Unit			
10	DEA000087	BATTERY-B	Extended Battery - B	DEWM00		15.0000	15.0000	##		

The table also includes a 'TOTALS' row at the bottom, showing '1' order line(s) linked to receipt, with quantities of 15.0000 and 15.0000, and a warehouse code of whmh3512m000.

Storage List by Location document showing BATTERY-B, 15.0000 ea, moving from REC to 1004 in DEWM00

Reviewing the storage list by location

Step 19: Review the Storage List by Location report

Review the details on the **Storage List by Location** report: Date (16-02-10), Time (13:42), Warehouse (DEWM00, Denver Raw Materials), Storage Mission (1), Run (I20160210001), Item (BATTERY-B, Extended Battery - B), Quantity (15.0000 ea), From Location (REC), and To Location (1004). This report is typically printed for record-keeping or operational use.

The screenshot displays the Infor Warehouse Receipt interface. The top navigation bar includes 'LN', home icons, and a 'Browse Page' button. The main header shows 'Recently Used' with a link to 'Warehouse Receipt [whwh3512m000] Co 1030'. Below this, the 'Receipt' tab is active, showing details for Receipt DER000163, Warehouse DEWM00, and Status Confirmed. The 'Delivery' section shows Packing Slip PS 2016-02-10-001 and Receipt Date 2/10/2016. The 'Lines' section is expanded, showing a table with columns: Line, Item, Warehouse, Serial Number, Packing Slip, Received Quantity, Received Quantity in Receipt Unit, Received Quantity in Inventory Unit, Final, Inspection, and Confirmed. A single line is visible for Line 10, Item BATTERY-B, Warehouse DEWM00, with a quantity of 15.0000. The bottom of the screen shows a 'TOTALS' row with a quantity of 15.0000 and a confirmation status.

Line	Item	Warehouse	Serial Number	Packing Slip	Received Quantity	Received Quantity in Receipt Unit	Received Quantity in Inventory Unit	Final	Inspection	Confirmed
10	DEA00087	DEWM00			15.0000	15.0000 ea	15.0000			

TOTALS 1 15.0000 15.0000 whwh3512m000 1030

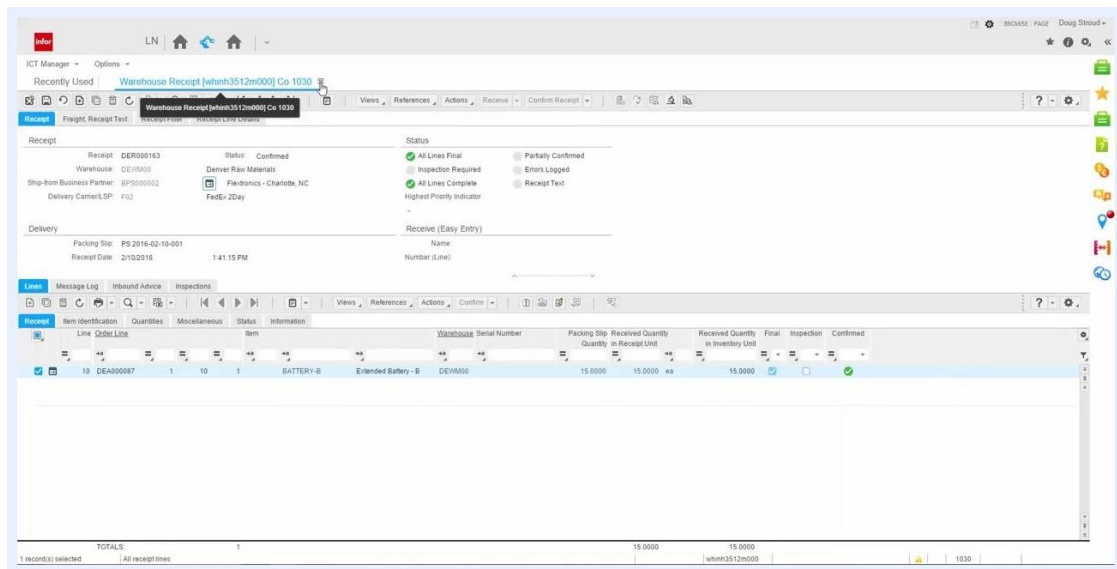
Storage List by Location report with item BATTERY-B, quantity 15, warehouse DEWM00, and locations REC to 1004

Close the "Storage List by Location" report tab to return to the main Warehouse Receipt screen, confirming you are back on the "Warehouse Receipt [whinh3512m000] Co 1030" tab. Then confirm that the system is set to print a label automatically for the received item. Review the receipt details: Receipt DER000163 (Status: Confirmed), Warehouse DEWM00, Ship-from Business Partner BSP000002 (Flextronics - Charlotte, NC), Delivery Carrier FedEx 2Day, Packing Slip PS 2016-02-10-001, Receipt Date 2/10/2016 at 1:41:15 PM, and Item BATTERY-B with Quantity 15.0000 ea. Make sure the **Labels** tab or option is available for label printing.



Step 21: Close the Warehouse Receipt tab

Click the **X** on the "Warehouse Receipt [whinh3512m000] Co 1030" tab to close it. You should now be viewing the "Storage List [whinh3525m100] Co 1030" tab.



Closing the Warehouse Receipt tab, with the Storage List tab visible

If you need the inbound line run number later, you can retrieve it from the **Run** field (for example, I20160210001) on the Storage List screen.

Step 22: Search or filter the storage list

To locate a specific storage mission or advice, use the **Storage List - Search** dialog. Enter or confirm criteria such as Activity (whinh3525m100), Run (20160210001), Warehouse (DEVM00), Storage Mission (1), Sequence on Storage List (5), Source Location (REC), Advice (DEI000308), and Advice Line (1). Click **OK** to filter the storage list.

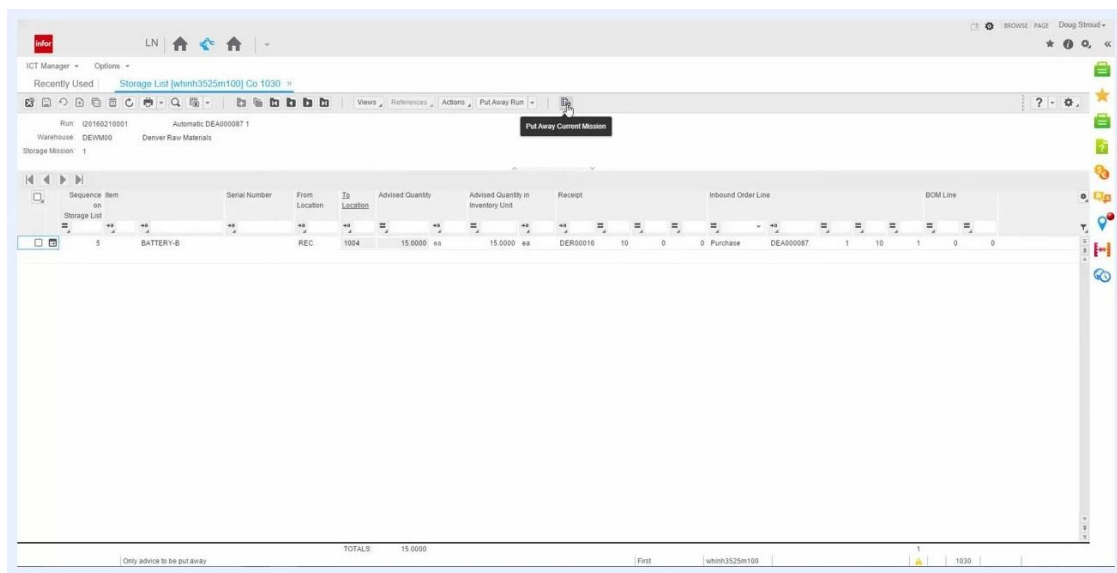
Sequence Item on Storage List	Serial Number	From Location	To Location	Advised Quantity	Advised Quantity in Inventory Unit	Receipt	Inbound Order Line	BOM Line
5	BATTERY-B	REC	1004	15.0000 ea	15.0000 ea	DER00016 10 0 0	Purchase DEAR00087 1 10 1 0 0	
TOTALS:				15.0000				

Storage List - Search dialog with fields for Activity, Run, Warehouse, Storage Mission, Sequence, Source Location, Advice, and Advice Line

Completing the put-away process

Step 23: Review the storage list and confirm put-away details

On the "Storage List [whinh3525m100] Co 1030" screen, verify the fields for the inbound item: Run (I20160210001), Warehouse (DEWM00, Denver Raw Materials), Storage Mission (1), Sequence on Storage List (5), Item (BATTERY-B), From Location (REC), To Location (1004), Advised Quantity (15.0000 ea), Receipt (DER00016), and Inbound Order Line (DEA000087). Confirm these details match the expected inbound advice. The **Put Away Current Mission** button is visible and ready for use.



Storage List screen with the Put Away Current Mission button highlighted, showing BATTERY-B moving from REC to 1004, quantity 15

Step 24: Verify the To Location and fixed location status

Confirm that the **To Location** field is populated (for example, 1004). A non-zero value indicates a fixed location is assigned for the item in the warehouse.

LN

ICT ManagerOptions

Storage List |whwh3525m100| Co 1030

Storage List screen with the To Location field highlighted, showing value 1004

Step 25: Interpret a zero location

If the **To Location** field is zero, no fixed location is assigned to the item in the warehouse. A zero location means the item does not have a predefined storage spot and may require manual assignment or further configuration.

The screenshot shows the SAP Storage List screen for item BATTERY-B. The 'To Location' field is highlighted with a cursor and contains the value '1004'. The table below shows the storage list details.

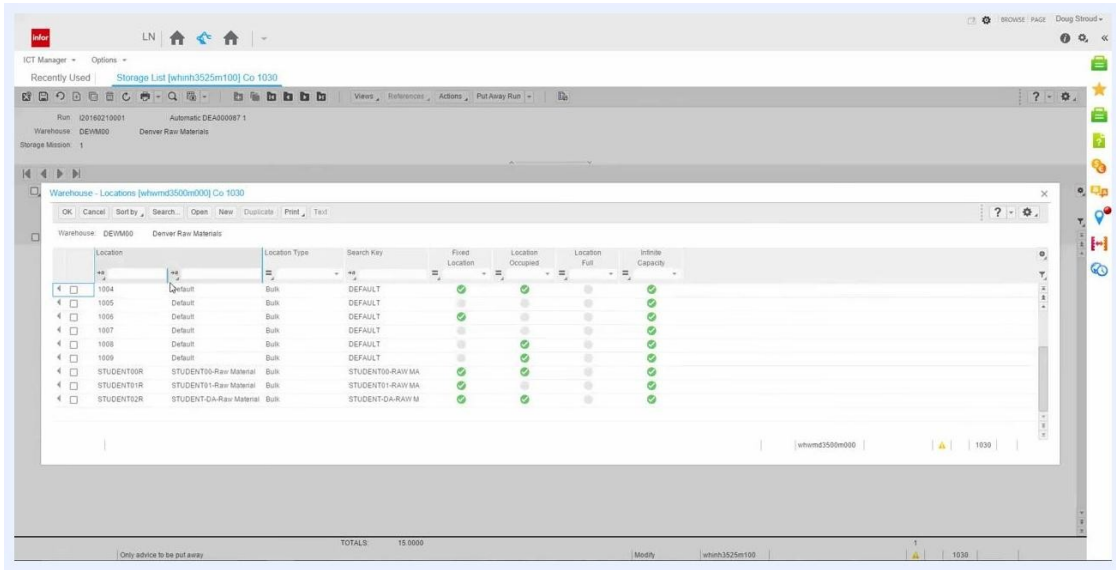
Sequence	Item on Storage List	Serial Number	From Location	To Location	Advised Quantity	Advised Quantity in Inventory Unit	Receipt	Inbound Order Line	BOM Line
5	BATTERY-B		REC	1004	15.0000 ea	15.0000 ea	DER00016 10 0 0	Purchase DEA000087 1 10 1 0 0	

TOTALS: 15.0000

Storage List screen with the To Location field showing value 1004 and the cursor indicating an editable field

Step 26: Check the warehouse location setup

Open the "Warehouse - Locations [whwmd3500m000] Co 1030" screen to review location details. For location 1004, verify Location Type (Default), Search Key (DEFAULT), Fixed Location (checked), Location Occupied (checked), and Infinite Capacity (checked). Review other locations as needed.



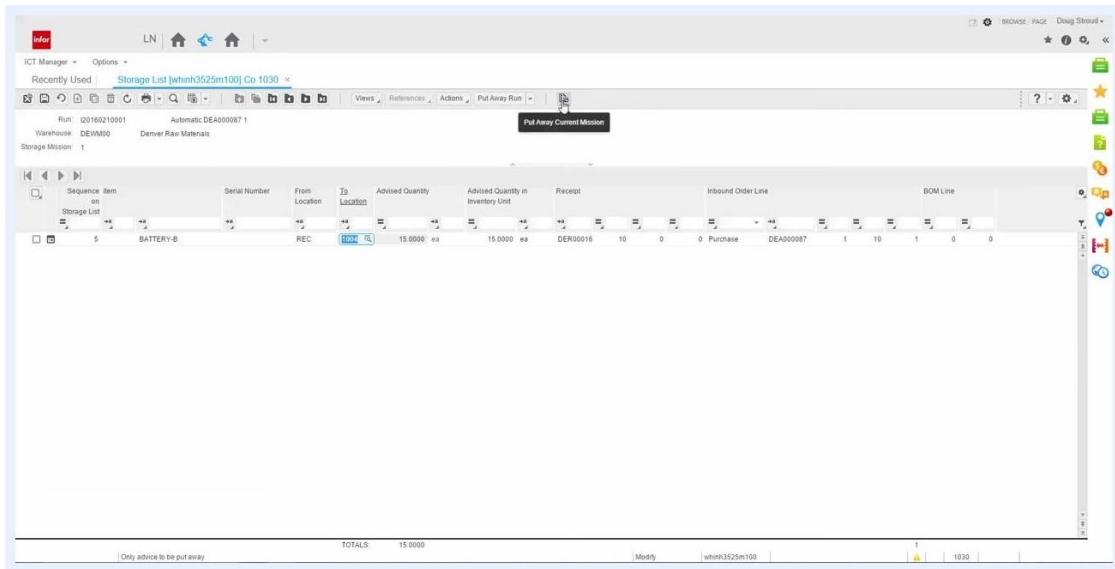
The screenshot shows the 'Warehouse - Locations [whwmd3500m000] Co 1030' screen. The table lists locations with columns for Location, Location Type, Search Key, Fixed Location, Location Occupied, Location Full, and Infinite Capacity. Location 1004 is highlighted, showing it is a Bulk location with Default Search Key, Fixed Location checked, Location Occupied checked, and Infinite Capacity checked.

Location	Location Type	Search Key	Fixed Location	Location Occupied	Location Full	Infinite Capacity
1004	Default	Bulk	DEFAULT	✓	✓	✓
1005	Default	Bulk	DEFAULT	✓	✓	✓
1006	Default	Bulk	DEFAULT	✓	✓	✓
1007	Default	Bulk	DEFAULT	✓	✓	✓
1008	Default	Bulk	DEFAULT	✓	✓	✓
1009	Default	Bulk	DEFAULT	✓	✓	✓
STUDENT00R	STUDENT00-Raw Material	Bulk	STUDENT00-RAW MA	✓	✓	✓
STUDENT01R	STUDENT01-Raw Material	Bulk	STUDENT01-RAW MA	✓	✓	✓
STUDENT02R	STUDENT02-Raw Material	Bulk	STUDENT02-RAW M	✓	✓	✓

Warehouse - Locations screen showing location 1004 with Fixed Location, Location Occupied, and Infinite Capacity checked

Step 27: Put away the current mission

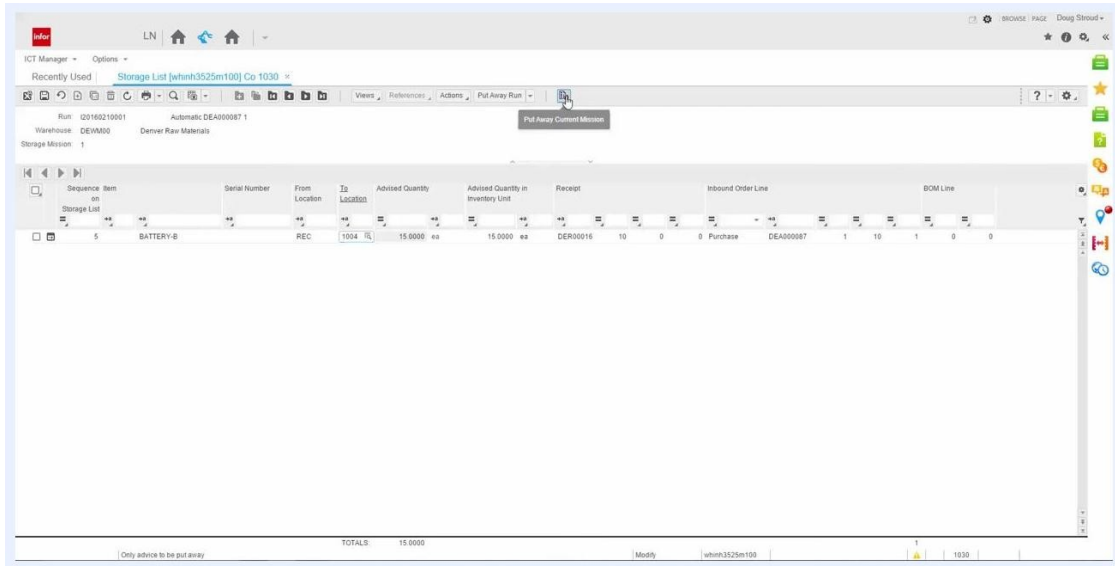
On the "Storage List [whinh3525m100] Co 1030" screen, locate the **Put Away Current Mission** button in the toolbar. Hover over it to confirm the tooltip reads "Put Away Current Mission," then click it to process put-away for only the currently selected storage mission. This ensures only the advice for the current mission is processed.



Storage List screen with the cursor over the Put Away Current Mission button, showing BATTERY-B, To Location 1004, and other details

Step 28: Confirm the storage list update

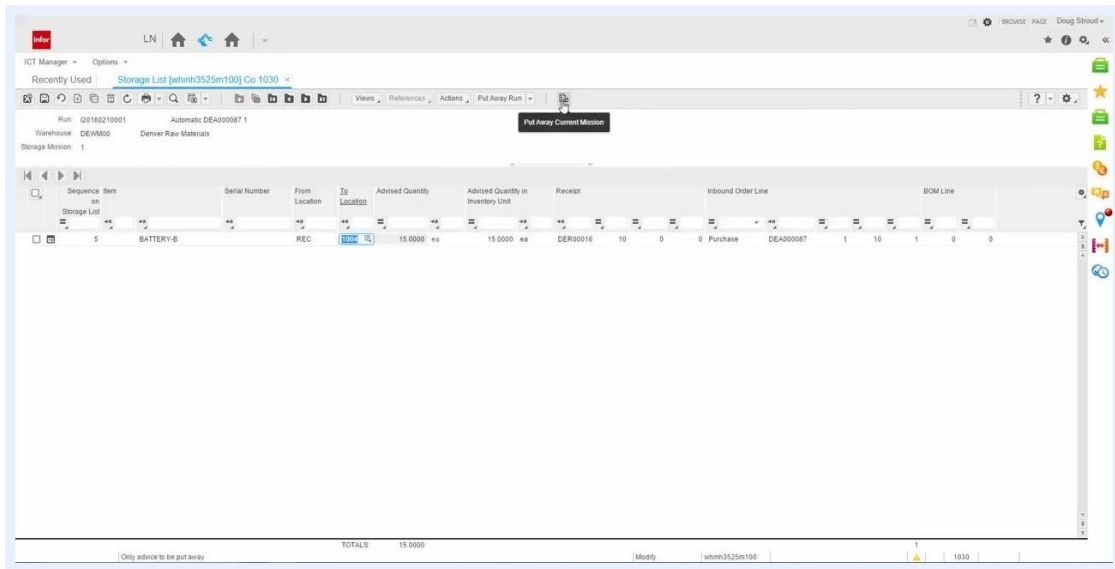
After clicking **Put Away Current Mission**, the storage list entry for the current mission disappears from the list, confirming that the put-away process for the selected mission is complete and the advice has been removed from the active list.



Storage List screen immediately after clicking Put Away Current Mission, with the BATTERY-B entry about to disappear

Step 29: Save changes and exit

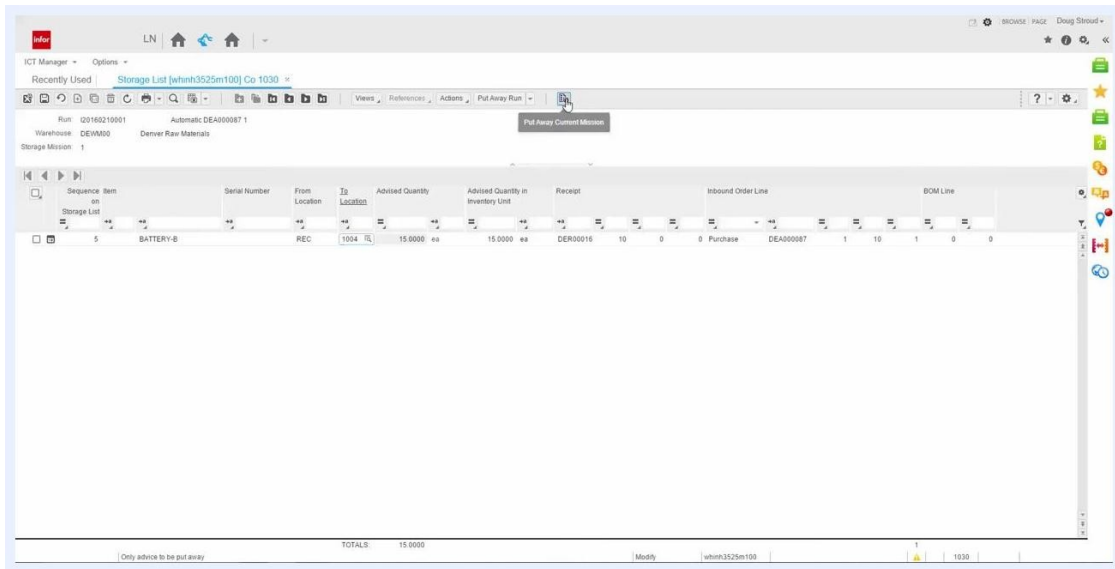
Once the storage list is empty for the current mission, click the **Save changes and exit** button in the upper left corner of the screen to confirm all changes have been saved.



Storage List screen now empty, with the cursor over the Save changes and exit button

Step 30: Return to the main dashboard

After exiting the Storage List, you return to the main dashboard, which displays tiles for Storage List, Warehouse Receipt, Warehouse Manager Dashboard, Purchase Orders, Item Order Plan, and Sales Orders [tdsls4100m000] Co 1030. This completes the put-away process for the current storage mission.



Infor LN dashboard with **Storage List**, **Warehouse Receipt**, **Warehouse Manager Dashboard**, **Purchase Orders**, **Item Order Plan**, and **Sales Orders** tiles

What's next

With the purchase order received, confirmed, and put away, you can move on to the next receipt in your queue by repeating this process from the **Warehouse Manager Dashboard**. You can also verify the completed transaction by checking the item's updated inventory quantities and location details in the Warehouse - Locations screen.