

Receipts

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[Relates to version](#)

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Material receipt allows purchased material to be introduced into inventory in Eyelit MES. Receipt is the starting point for material traceability and inventory history, through downstream transactions such as consumption, adjustment, hold, and dispatch. Material receipt is often performed through integration with an ERP solution.

Receipt Profile

This applies to a purchased product that is received in MES and defines the information that will be recorded when taking receipt (i.e., which details are to be displayed or entered). For example, an expiry date.

The receipt profile is referenced in the [product](#) configuration.

To configure a profile, navigate to **Receipt Profile** and click **New**. Provide a name for the profile, and choose one of the following for each field:

- **Hidden:** The field is not displayed to the operator during the receipt process.
- **Optional:** The field is displayed but the operator can choose whether or not to complete it.
- **Compulsory:** The field must be completed before the receipt can be processed - the system will enforce this.
- **Scanned:** The field must be populated by scanning a barcode or similar automated capture method rather than manual entry.

The fields that appear could appear on the Receive Stock input screen are:

- **Unique ID:** The item's unique ID.
- **Expiry Date:** Date the item expires.
- **Version:** Version of the item.
- **Location:** Stock location where the item is put-away.
- **Batch No:** Item batch number.
- **Cost Per Unit:** Purchase unit cost of the item.
- **Qty:** Quantity of the item received.
- **Ownership Type:** Can be internal, customer owned, or vendor owned.
- **Comment:** Leave a comment.
- **Delivery No:** Delivery number.

Receipt methods

Receipts can be triggered in one of three ways: Miscellaneous receipt, receipt at point of consumption and receipt via purchase orders.

Miscellaneous receipt (Receive stock)

Miscellaneous receipt allows ad-hoc receiving materials without requiring a prior purchase order. It's generally triggered from **Stock Items** or by operators in a build action if **Receipt at Point of Consumption** is enabled.

- The fields and drop down options shown during receipt are controlled by the receipt profile of the product being received.
- Key material attributes are defined at receipt based on its receipt profile and could include:
 - Batch and serial number assignment.
 - Product version, particularly when vendors supply mixed or phased versions.

- Ownership type, such as internal, customer owned, or vendor owned.
- Cost per unit, especially for materials with volatile pricing.
- Expiry dates and other time sensitive attributes.

Miscellaneous receipt creates a stock item in the system and enables full validation, inventory accuracy checks, and complete transaction history.

If customers are using Purchase Order functionality, receipts should be triggered from Purchase Order management in most cases.

Receipt at point of consumption

Receipt at point of consumption is intended for environments that do not maintain full warehouse inventory in Eyelit MES but still require material traceability.

- Receipt is triggered during a workflow within a build action.
- The operator enters a visual serial number for the material being used.
- If the system cannot find an existing stock item, the **Receive Stock** pop-up is automatically displayed.
- The material is effectively received and consumed in a single operation.
- This approach records as built traceability without maintaining full warehouse stock.

Receipt via purchase orders

Where purchase orders are used, receipt is typically driven by the purchase order process rather than miscellaneous stock entry. For more information, see [Purchase Orders](#).

Receive screen

Whenever an item is received through one of the methods above, the user will be prompted to enter the receipt details on a receive stock screen.

Receive Stock input screen

Blue fields in the form are required and are flagged with an asterisk () in this document.*

- **Product***: Input the partial or full name for the product being received and select it from the drop down. The sections and fields displayed will be as defined in the receipt profile for the selected product.
- **Description**: The product description. This field cannot be edited.
- **Unit Price**: Purchase cost of the item. The default price shown is obtained from the **Cost Per Unit** field in the **Products** page, but can be updated here.

Delivery Details

- **Location**: Where the item is put-away to.
- **Delivery No**: Delivery number of the item.
- **Comments**: Leave a comment.

Item Details

- **Serial No**: Serial number of the item received. For products with a defined serial range this will auto generate the serial number, otherwise this needs to be entered or scanned.
- **Unique ID**: Unique ID of the item received.
- **No of Items**: Number of items received.
- **Qty Per Item**: Quantity contained in each item and UOM.

Label Details

If a label is required for the received goods, this can be printed by selecting the required label details.

- **Label Type**: Select the label type for the product which will filter the **Label Design** field.

- **Label Design:** Select the label design.
- **Printer:** Select the printer where the labels will be printed.
- **Qty of Labels:** How many labels to print.

Where a label contains prompt fields that require additional information to be entered, these will be listed in the table under the **Label Details** section shown in the image below. All other label fields are automatically generated.

Validation Mode

- **Validation Mode:** Mode that the items are received in. Options:
 - **Production:** To be consumed or sold.
 - **Virtual Test:** It is not a physical item being received and is to be used for virtual testing.

Recently Received

Click the **Recently Received** button to display the history of receipts for the selected item. It shows the date the item was received, quantity, location, who received it and its unique ID.
