



# Boeing 787 SCMP Receipts Guide July 2023

**EXOSTAR<sup>®</sup>**

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## DOCUMENT VERSIONS

Version	Change Overview	Date	Responsible Party
1	Formatting Updates	08/01/22	Ashleigh Howell
2	Harmony Upgrade	07/07/23	Ashleigh Howell

## RECEIPTS OVERVIEW

This guide provides information and instructions on the Receipts function in the Boeing 787 SCMP application. To include:

- Receipt Details and States
- View Receipts
- Summary and Search
- Update Receipt Quantity
- Create from Shipment Lines
- Download Existing Receipts

In the Boeing PMI supply chain, Consuming Partners receive parts shipped from Providing Partners. This includes positive quantity items in a Reverse Logistics PO. The Consuming Partner creates the receipt via the SCMP user interface, or by uploading a Microsoft Excel file.

**NOTE:** Boeing contracts and business processes may result in exclusions to receipt creation in SCMP. The Consuming Partner and Providing Partner may contact their Boeing procurement agent if they have questions about missing or delinquent receipts.

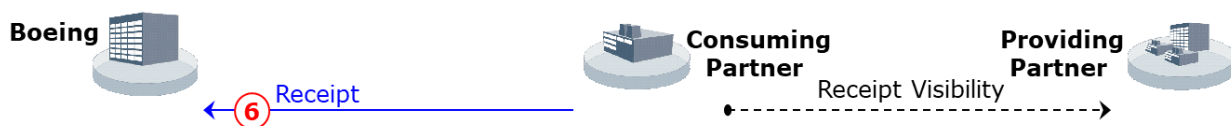
Receipt lines created in SCMP are in the New state. The receipt date should accurately reflect the actual date the goods were received.

Consuming Partners can only make receipt corrections through the user interface. Only the Quantity field can be changed, which automatically changes the receipt line state to Modified. Changing the Quantity to zero, automatically changes the receipt line state to Cancelled. Receipts cannot be created for shipment lines in the Receipt Complete state.

**NOTE:** The Receipt Number prefix is determined by the following:

- RCT = GR Template
- REC = UI

## RECEIPTS VISIBILITY SOLUTION





## RECEIPT DETAILS

Duplicate receipts will be rejected for upload based on the receipt uniqueness combination as below:

- Consuming Partner MPID
- Providing Partner MPID
- Run Date
- Run Time

SCMP sends any receipt to Boeing that has not already been sent, provided the line state is not equal to Cancelled. Receipts are sent once every hour and are sent only to Boeing once.

When a Receipt is created, SCMP moves the shipment to the Receipt Complete state only if the total received quantity is equal to or greater than the shipped quantity. Later, if the quantity received is modified or cancelled so the total received quantity becomes less than the total quantity shipped, the shipment is moved back to Sent state.

When a receipt from a Consuming Partner matches a shipment from a Providing Partner, and the receipt successfully passes to Boeing, the payment process is started.

Because receipt changes are not sent to Boeing, if you make changes to a receipt, you must notify your Boeing contact so they can make the appropriate adjustments in the payment process. The Consuming Partner must contact the Providing Partner and/or Boeing Company if the receipt quantity does not match the packing slip and shipment, i.e., only process the Exostar receipt transaction if the shipment and packing slip match the physical count.

Providing Partners can view and use the receipt information. When the Providing Partner views a New receipt, all the receipt lines automatically transition to the Viewed state. Providing Partners can add/delete (nullify) and update notes to receipts at the header level. This does not result in a state change of the receipt. This will not resend the receipt to Boeing.

## RECEIPT STATE

Only when all receipt lines in a document are in the same state will the receipt header move to that state.

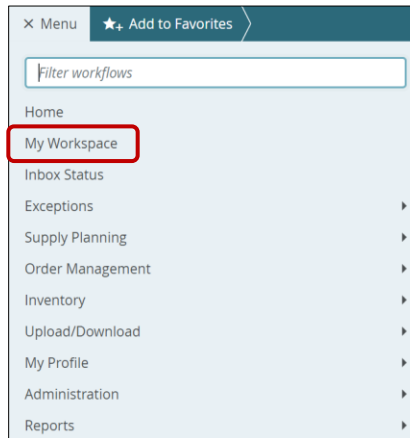
- The receipt header moves to the Modified state when all receipt lines are in Modified state.
- The receipt header moves to the Cancelled state when all receipt lines are in a Cancelled state.

From/To	New	Viewed	Modified	Cancelled
New	N/A	Providing Partner	N/A	N/A
Viewed	N/A	N/A	N/A	N/A
Modified	N/A	Providing Partner edits Supplier Notes	N/A	Consuming Partner Automatic, if Qty = 0
Cancelled	N/A	N/A	N/A	N/A

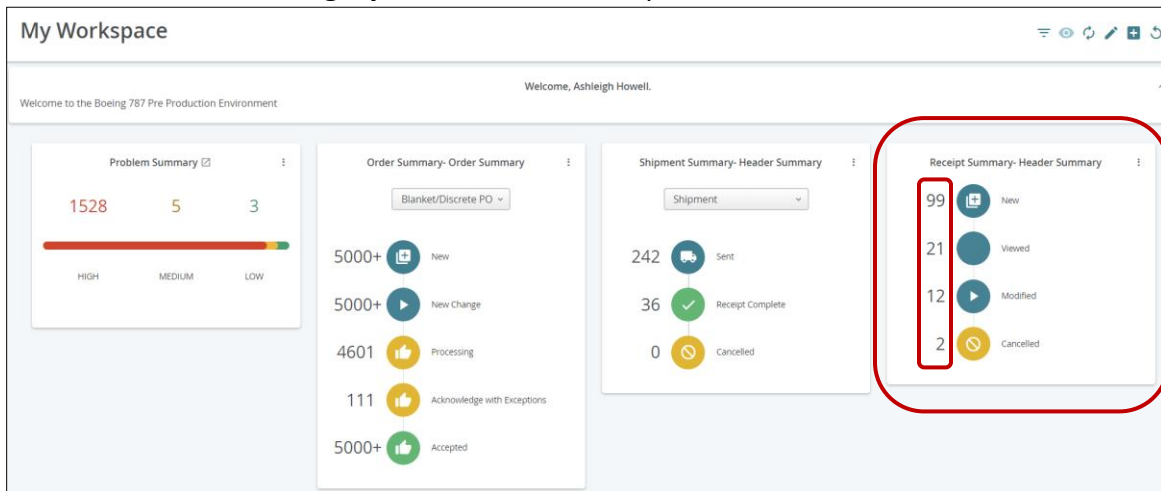
## VIEW RECEIPT – ALL ROLES

To view a receipt:

1. Select **My Workspace** from the menu.



2. Locate the **Receipt Summary – Header Summary** widget.
3. For the desired **Category** or state of the receipt, click the **Total** number.



- On the **Receipt List** page, click the desired hyperlinked **Receipt Number** to view the individual receipt.

The screenshot shows the 'Receipt List' page with a table of receipt data. A red box highlights the 'Receipt Number' column header. The table contains the following data:

Receipt Number	Receipt Line	Receipt Line State	Receipt ID	Shipment Number	Item Number	Receipt Quantity	Receipt Date
RCT10328	1	New	lamicaa_0900@securepass.exostartest.com-exostarscp	EIS109WH53	ItemNumber-B	1	03/03/2018
RCT10644	1	New	787quattest_2363@securepass.exostartest.com-exostarscp	A550010033	ZSBU-STOL-7517	1	06/27/2019
RCT10655	1	New	787quattest_2363@securepass.exostartest.com-exostarscp	A550010086	ZSBU-STOL-7517	1	11/25/2019
RCT10673	1	New	emv_6501@securepass.exostartest.com-exostarscp	A550010232	ZSBU-STOL-7517	10	09/21/2021
RCT10841	1	New	ericksonj_2083@securepass.exostartest.com-exostarscp	A550010845	KJS-TOP1	2	06/12/2023

- Place checkmarks next to the desired receipts. Click the **Download Selected Items** button to download receipt information in an Excel sheet.

The screenshot shows the 'Receipt List' page with checkboxes selected for RCT10328, RCT10644, RCT10655, and RCT10673. A red box highlights the 'Download Selected Items' button. The table contains the following data:

Receipt Number	Receipt Line	Receipt Line State	Receipt ID	Shipment Number	Item Number	Receipt Quantity	Receipt Date
<input checked="" type="checkbox"/> RCT10328	1	New	lamicaa_0900@securepass.exostartest.com-exostarscp	EIS109WH53	ItemNumber-B	1	03/03/2018
<input checked="" type="checkbox"/> RCT10644	1	New	787quattest_2363@securepass.exostartest.com-exostarscp	A550010033	ZSBU-STOL-7517	1	06/27/2019
<input checked="" type="checkbox"/> RCT10655	1	New	787quattest_2363@securepass.exostartest.com-exostarscp	A550010086	ZSBU-STOL-7517	1	11/25/2019
<input checked="" type="checkbox"/> RCT10673	1	New	emv_6501@securepass.exostartest.com-exostarscp	A550010232	ZSBU-STOL-7517	10	09/21/2021
<input type="checkbox"/> RCT10841	1	New	ericksonj_2083@securepass.exostartest.com-exostarscp	A550010845	KJS-TOP1	2	06/12/2023
<input type="checkbox"/> REC3705	1	New	Jason Test Closed Line	A550009727	1280L1000010	5	06/06/2017
<input type="checkbox"/> REC3706	1	New	Jason Test Close	A550009726	421Z0012-901	10	06/06/2017
<input type="checkbox"/> REC3721	1	New	Ann6	A550009812	ItemNumber-A	1	02/15/2018
<input type="checkbox"/> REC3723	1	New	Ann8	A550009814	ItemNumber-B	1	02/15/2018

- Place a checkmark next to the desired receipt. Click the **View History** button to view information for that specific receipt.

Receipt List Page 1 of 5; 99 Records, 1 Selected

Receipt Number	Receipt Line	Receipt Line State	Receipt ID	Shipment Number	Item Number	Receipt Quantity	Receipt Date
<input checked="" type="checkbox"/> RCT10328	1	New	lamicaa_0900@securepass.exostartest.com-exostarscp	EIS109WH53	ItemNumber-B	1	03/03/2018
<input type="checkbox"/> RCT10644	1	New	787quattest_2363@securepass.exostartest.com-exostarscp	A550010033	ZSBU-STOL-7517	1	06/27/2019
<input type="checkbox"/> RCT10655	1	New	787quattest_2363@securepass.exostartest.com-exostarscp	A550010086	ZSBU-STOL-7517	1	11/25/2019
<input type="checkbox"/> RCT10673	1	New	emv_6501@securepass.exostartest.com-exostarscp	A550010232	ZSBU-STOL-7517	10	09/21/2021
<input type="checkbox"/> RCT10841	1	New	ericksonj_2083@securepass.exostartest.com-exostarscp	A550010845	KJS-TOP1	2	06/12/2023
<input type="checkbox"/> REC3705	1	New	Jason Test Closed Line	A550009727	1280L1000010	5	06/06/2017
<input type="checkbox"/> REC3706	1	New	Jason Test Close	A550009726	421Z0012-901	10	06/06/2017
<input type="checkbox"/> REC3721	1	New	Ann6	A550009812	ItemNumber-A	1	02/15/2018
<input type="checkbox"/> REC3723	1	New	Ann8	A550009814	ItemNumber-B	1	02/15/2018

Download Selected Items View History

**NOTE:** You can only view Receipt History for one receipt at a time.

## RECEIPT SUMMARY – ALL ROLES

To view a receipt summary:

- From the menu, select **Order Management** → **Receipts** → **Summary**.

Order Management

Receipts

Summary

- Scroll to the **Results** section of the page. For the desired **Status** or state of the Receipt, click the **Total** number.

Results	Total	Status	Total
New	99	Modified	12
Viewed	21	Cancelled	2



**NOTE:** Additional filters can be applied in the search boxes to limit the results.

Order Management > Receipts > Receipt Summary

Receipt Summary Save Search ⚙️

Receipt Number  Receipt ID

Receipt Date    Run Date

Supplier MPID  Shipment Number

Supplier Name  Purchase Order

Supplier Code  Item Number

Packing Slip Number  Warehouse

Receiver Reference  Receiving Site

License Plate Number

Reset Search

## RECEIPT SEARCH – ALL ROLES

To search for a receipt:

1. From the menu, select **Order Management** → **Receipts** → **Search**.

Menu ★ Add to Favorites

Filter workflows

Home

My Workspace

Inbox Status

Exceptions ▶

Supply Planning ▶

**Order Management ▶**

Inventory ▶

Upload/Download ▶

My Profile ▶

Reports ▶

Purchase Orders

Summary

Search

Line Search

History

**Receipts**

Summary

**Search**

History

Reverse Logistics PO

Summary

Search

Line Search

History

Return Shipment

Summary

Search

Line Search

History

Repair/Replacement Shipment

Summary

Search

Line Search

History

2. Enter optional search criteria or apply a pre-saved filter. Click the **Search** button.

Order Management > Receipts > Receipt Search

Search Receipts

Filling in at least one field will return results more quickly.

Receipt Number:

Receipt Date:

Supplier MPID:

Supplier Name:

Supplier Code:

Packing Slip Number:

Receiver Reference:

License Plate Number:

Receipt ID:

Run Date:

Shipment Number:

Purchase Order:

Item Number:

Warehouse:

Receiving Site:

Receipt Line State:

Reset **Search**

3. From the **Receipt List**, click the **Receipt Number** you want to examine to access the **Receipt Details** page.

Order Management > Receipts > Receipt Search > Receipt List

Receipt List Page 1 of 1; 3 Records

Receipt Number	Receipt Line	Receipt Line State	Receipt ID	Shipment Number	Item Number	Receipt Quantity	Receipt Date	Warehouse	Receiving Site
REC3796	1	New	Ann1	0080506352	411Z4121-101	2	03/25/2019	PM0201	Spirit_FMI
REC3799	1	New	Ann123	0080506372	411Z4128-103	2	04/15/2019	PM0025	KW787_Site01
REC3800	1	New	Ann2345	0080506374	411Z4128-103	3	04/15/2019	PM0025	KW787_Site01

Download Selected Items View History

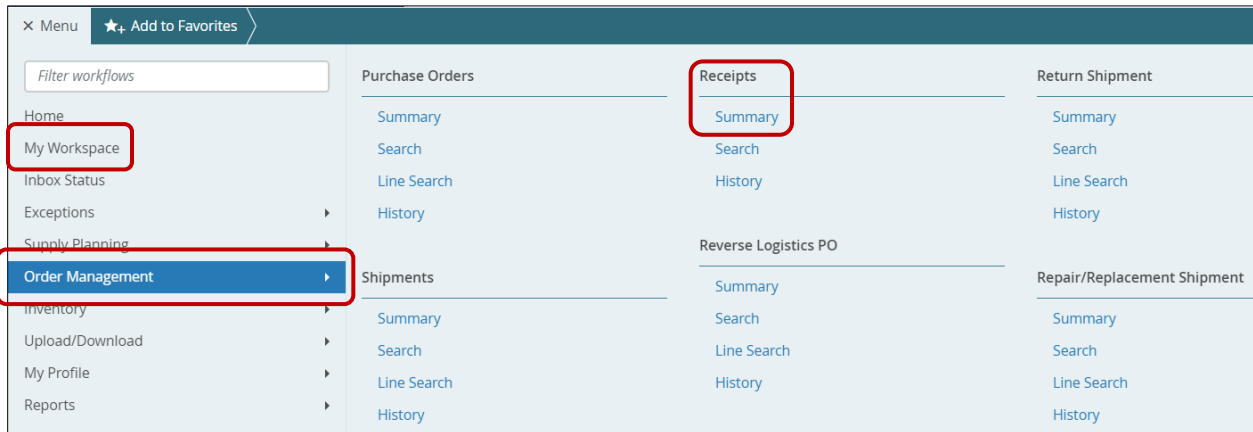
Records per page 20

**NOTE:** Place a single checkmark and click **View History** for a single receipt or place multiple checkmarks and click **Download Selected** Items to create an Excel sheet.

## UPDATE RECEIPT QUANTITY – CONSUMING PARTNERS

To update the receipt quantity:

1. From the menu, select **My Workspace** or **Order Management** → **Receipts** → **Summary**.



2. Scroll to the **Results** section. For the **New** or **Viewed** receipt category, click the **Total** number.

Status	Total	Status	Total
New	99	Modified	12
Viewed	21	Cancelled	2

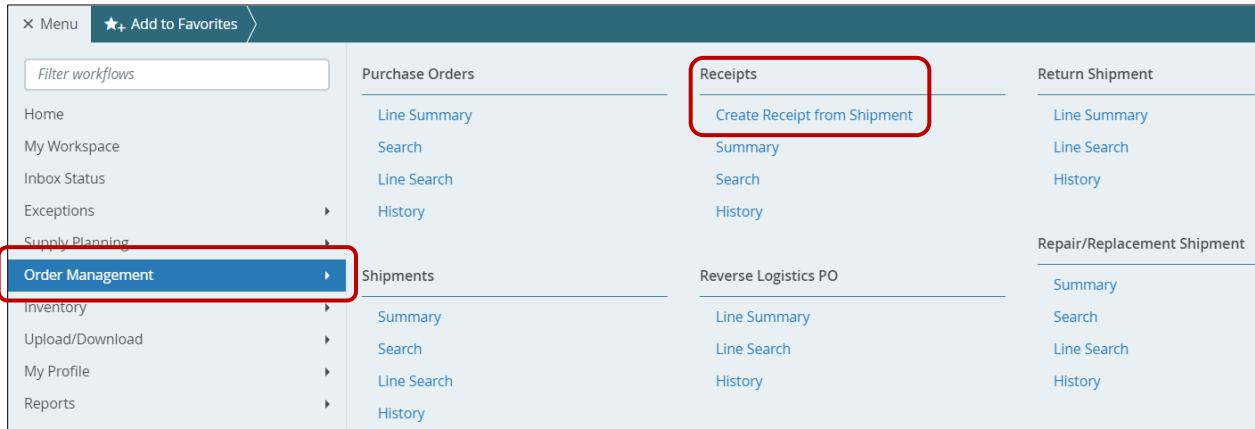
3. Place a checkmark next to the desired **Receipt**. Enter your new **Receipt Quantity** value. Click the **Modify Qty** button.

Receipt Number	Receipt Line	Receipt Line State	Receipt ID	Shipment Number	Item Number	Receipt Quantity*	Receipt Date
<input type="checkbox"/> RCT1001	1	New	dongares_3282@securepass.exostartest.com-exostarscp	A550009563	618500-1117	20	01/10/2016
<input checked="" type="checkbox"/> RCT10303	1	New	dongares_3282@securepass.exostartest.com-exostarscp	A550009793	31451242-203	10	11/30/2018
<input type="checkbox"/> RCT10331	1	New	dongares_3282@securepass.exostartest.com-exostarscp	A550009849	31451242-203	2	03/15/2018
<input type="checkbox"/> RCT10644	1	New	787quattest_2363@securepass.exostartest.com-exostarscp	A550010033	ZSBU-STOL-7517	1	06/27/2019
<input type="checkbox"/> RCT10645	1	New	787quattest_2363@securepass.exostartest.com-exostarscp	A550010034	ZSBU-STOL-7517	1	06/27/2019
<input type="checkbox"/> RCT10646	1	New	787quattest_2363@securepass.exostartest.com-exostarscp	A550010037	KMW-1	100	06/27/2019
<input type="checkbox"/> RCT10647	1	New	787quattest_2363@securepass.exostartest.com-exostarscp	A550010038	KMW-1	100	07/05/2019
<input type="checkbox"/> RCT10648	1	New	787quattest_2363@securepass.exostartest.com-exostarscp	A550010039	ZSBU-STOL-7517	1	07/08/2019
<input type="checkbox"/> RCT10649	1	New	787quattest_2363@securepass.exostartest.com-exostarscp	A550010042	7SRU-STOI-7517	1	07/08/2019

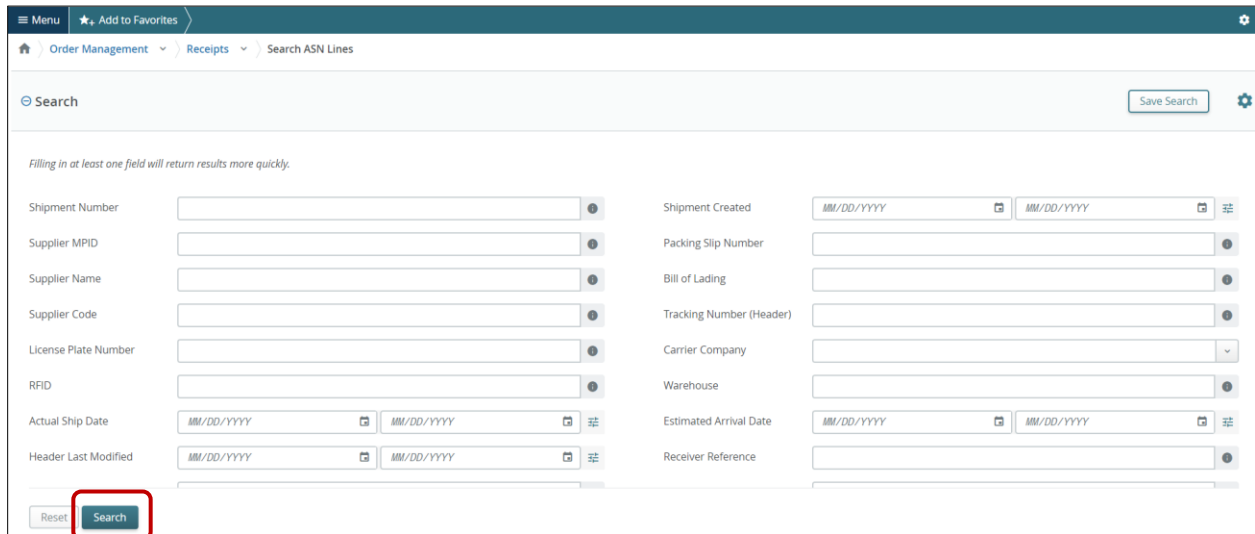
## CREATE FROM SHIPMENT LINES – CONSUMING PARTNERS

To create a receipt from shipment lines:

1. From the menu, select **Order Management** → **Receipts** → **Create Receipt from Shipment**.



2. On the **Search ASN Lines** page, enter your search criteria. Click the **Search** button.



3. Click the **Shipment Number** checkboxes to select the desired items. Click the **Next** button.



**NOTE:** If the selected items have a different **Ship To Address**, and error message displays, since you must select only items with the same **Ship To Address**.

Shipment Number	Purchase Order	Shipment State	Shipment Created	Header Last Modified	Supplier Name	Supplier Code	Ship To Compar
<input checked="" type="checkbox"/> A550010367	Aamir-787-PMI-RLPO-2Line-1Sched-080119-02	Sent	11/25/2022	03/31/2023	787 QA Supplier 2	exo111	MITSUBISHI HEA
<input type="checkbox"/> A550010380	AMA-BP13-041509-PMI_PO-02-62800000317_16	Sent	12/05/2022	05/03/2023	787 Supplier Test 1	017963	BOEING FINAL A
<input type="checkbox"/> A550010415	Vasuki-787-BPO-UAT-All Yes-02142023-01	Sent	02/14/2023	04/12/2023	787 QA Supplier 2	exo111	ExoTest
<input type="checkbox"/> A550010426	Yesh-AllYes-02202023-1	Sent	02/20/2023	04/28/2023	787 QA Supplier 2	exo111	ExoTest
<input type="checkbox"/> A550010467	Vasuki-787-BPO-UAT-All Yes-03032023-02	Sent	03/03/2023	03/03/2023	787 QA Supplier 2	exo111	BOEING FINAL A
<input type="checkbox"/> A550010496	Aamir-787-PMI-RLPO-2Line-1Sched-080119-02	Sent	03/17/2023	03/17/2023	787 QA Supplier 2	exo111	ExoTest
<input type="checkbox"/> A550010497	01234567890123456789012345	Sent	03/17/2023	03/17/2023	787 Supplier Test 1	017963	BOEING FINAL A
<input type="checkbox"/> A550010518	Vasuki-787-BPO-UAT-All No-03282023-02	Sent	03/28/2023	03/28/2023	787 QA Supplier 2	exo111	ExoTest
<input type="checkbox"/> A550010518	Vasuki-787-BPO-UAT-All No-03282023-02	Sent	03/28/2023	03/28/2023	787 QA Supplier 2	exo111	ExoTest

4. In the **Receipt Header**, enter the **Receipt ID** and **Run Date**. Optionally, edit the **Receiving Site** from the drop-down provided.

Receipt Header

\* Denotes required field.

Receipt Number: REC3980

Warehouse: PMTEST

Buyer Account: Exostar.TEST

Receipt ID\*: [Input Field]

Run Date\*: 06/29/2023

Supplier Name: 787 QA Supplier 2

Supplier Code: exo111

Receiving Site: EXOTEST

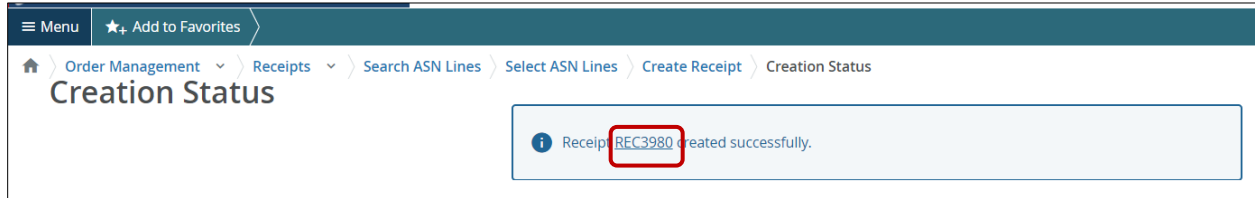
Supplier MPID: 3a2bc248-7966-1000-a795-0a1c0c060001

Ship To MPID: 3a4aa1a4-7966-1000-a797-0a1c0c060001

5. Enter your **Receipt Line Items** data. Scroll right as necessary to add more information. Click the **Create Receipt** button.

Receipt Line	Item Number	Receipt Date*	Receipt Quantity*	Shipment Number	ASN Line	Mfg Line #	Purchase Order	PO Line	Plant	Storage Location	ERP Doc No	UOM
1	Z5BU-STOL-7517	06/29/2...	110	A550010367	1	mi2	Aamir-787-PMI-RLPO-2Line-1Sched-080119-02	1	629	PMTEST		Each

**NOTE:** The **Creation Status** window displays. Click the receipt number link to return to the receipt.



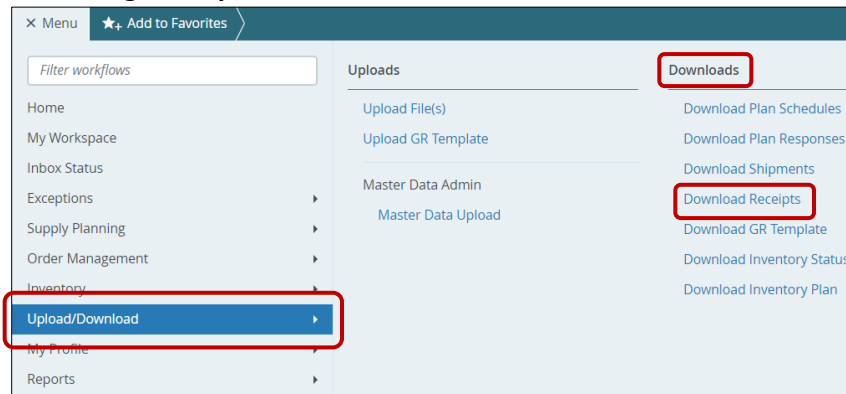
## DOWNLOAD EXISTING RECEIPTS

Boeing 787 SCMP provides two receipt download options: Receipt Download (default) and Receipt UI Export, which provides additional customization options.

### Receipt Download

To download existing receipts:

1. From the menu, go to **Upload/Download** → **Downloads** → **Download Receipts**.



2. Enter your search criteria or apply a pre-saved filter. Click the **Search to Download** button.

The screenshot shows the 'Search Receipts' form. It contains various input fields for search criteria: Receipt ID, Supplier MPID, Supplier Code, Receipt Date (with date pickers), Item Number, License Plate Number, Run Date (with date pickers), Receipt Number, Supplier Name, Receiving Site, Shipment Number, Receiver Reference, Packing Slip Number, and Receipt Line State (with a dropdown menu). A 'Save Search' button is in the top right. At the bottom left, there is a 'Reset' button and a 'Search to Download' button, which is highlighted with a red box.

3. Select **Receipt Download** from the **Document Type** drop-down. Optionally, add download **Comments**. Click **Next**.

The screenshot shows the 'Select Document Type' form. It has a 'Document Type\*' dropdown menu with 'Receipt Download' selected, highlighted by a red box. Below it is a 'Comments' text area, also highlighted by a red box. At the bottom, there is a 'Next' button, highlighted by a red box.

4. On the **Inbox Status** page, click the **File Name** to open once the **Status** changes to **Completed**.

The screenshot shows the 'Inbox Status' page. At the top, there is a notification: 'Request Complete. Click on the file name or status for details.' Below this is a 'Job List' section with a table. The table has columns: Document Type, File Name, Status, Creation Time, Completion Time, User Name, Role Name, and Comment. The first row of the table is highlighted, and the 'File Name' and 'Status' columns are highlighted with a red box.

Document Type	File Name	Status	Creation Time	Completion Time	User Name	Role Name	Comment
Receipt Download	Receipts.txt	Completed	06/29/2023 19:04:45	06/29/2023 19:04:47	howella_5272@securepass.exostartest.com-exostarscp	3a4aa1a4-7966-1000-a797-0a1c0c060001_EXOTEST_br	

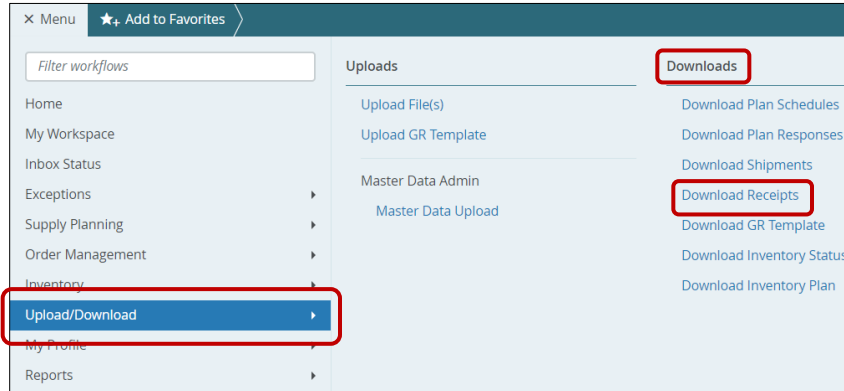
## Receipt UI Export

The Receipt UI Export option allows Consuming Partners to pre-define search criteria using a Default Export selection or a My Favorite Templates selection.

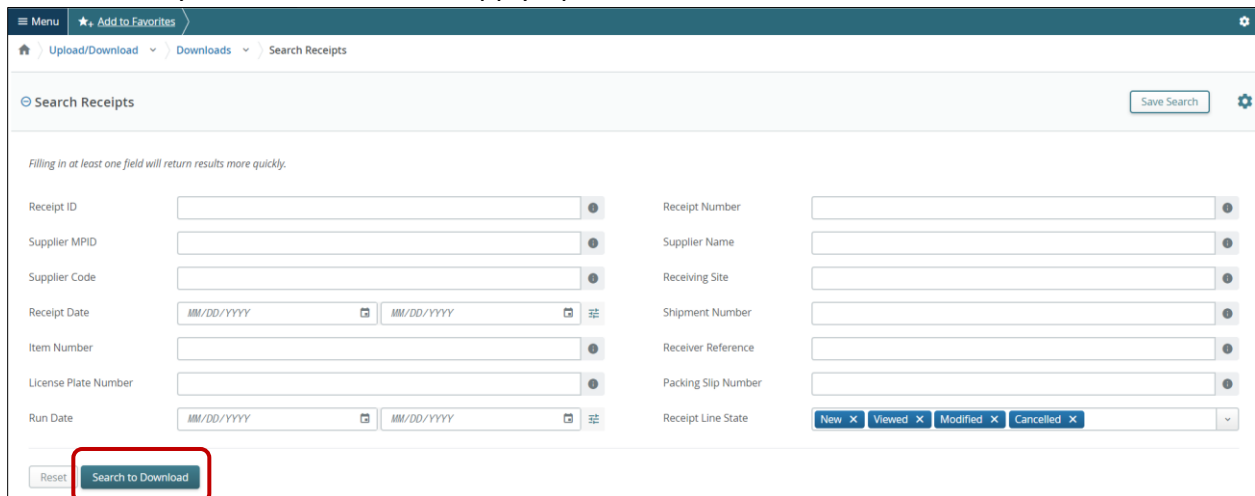
## Receipt Default Export

To complete a Default Receipt UI Export:

1. From the menu, go to **Upload/Download** → **Downloads** → **Download Receipts**.



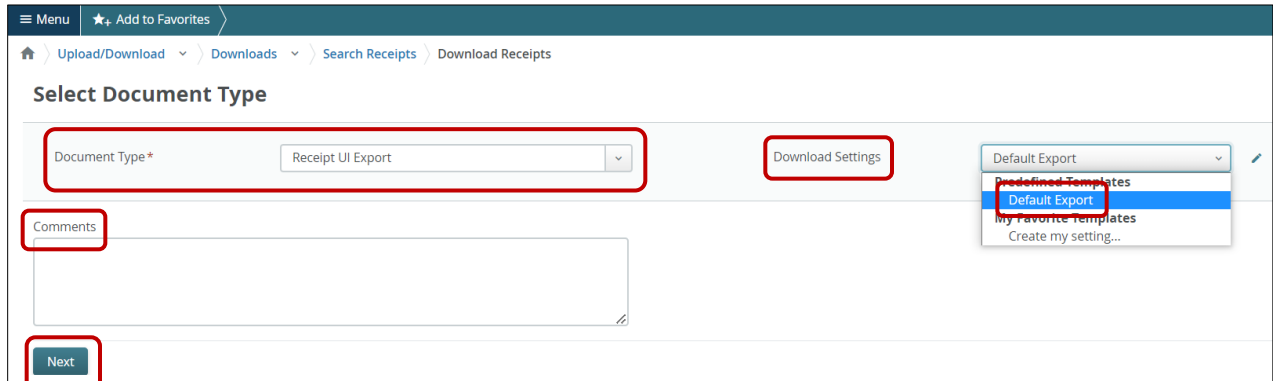
2. Enter your search criteria or apply a pre-saved filter. Click the **Search to Download** button.



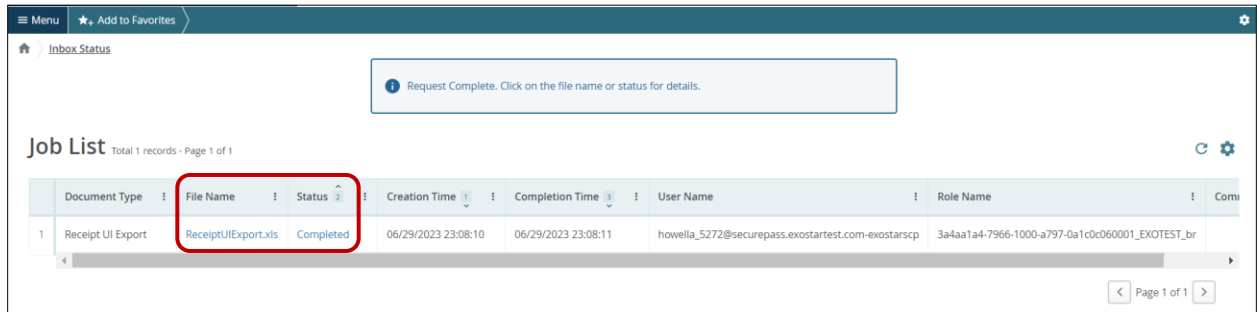
3. Select **Receipt UI Export** from the **Document Type** menu to display a **Download Settings** drop-down menu. **Default Export** is automatically selected.
4. Optionally, add download **Comments**. Click **Next**.



**NOTE:** For example, if you execute multiple downloads, entering “Item 123”, then “Item 789”, will help you to differentiate your downloads.



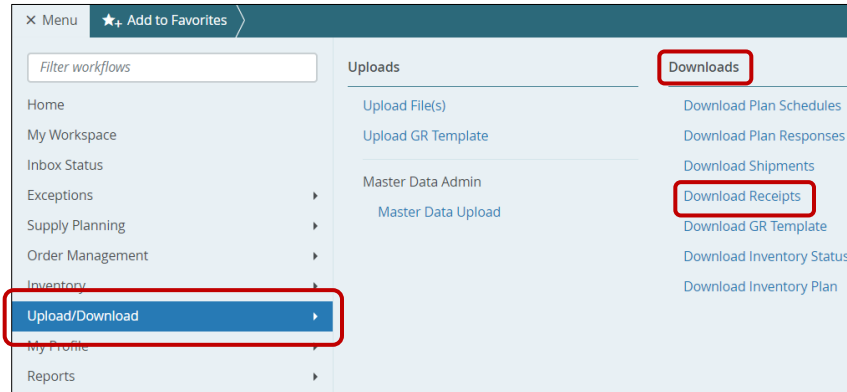
5. The **Job List** page displays the status of your download. Once **Completed**, click the **File Name** to open.



## My Favorite Templates

This option allows you to create saved templates to complete your search and download. To complete a Receipt UI Export:

1. From the menu, go to **Upload/Download** → **Downloads** → **Download Receipts**.



2. Enter your search criteria or apply a pre-saved filter. Click the **Search to Download** button.

The screenshot shows the 'Search Receipts' interface. It features a search bar at the top right with a 'Save Search' button. Below the search bar, there is a note: 'Filling in at least one field will return results more quickly.' The form contains several input fields for search criteria: Receipt ID, Supplier MPID, Supplier Code, Receipt Date (with MM/DD/YYYY format), Item Number, License Plate Number, Run Date (with MM/DD/YYYY format), Receipt Number, Supplier Name, Receiving Site, Shipment Number, Receiver Reference, and Packing Slip Number. At the bottom right, there is a dropdown menu for 'Receipt Line State' with options: New, Viewed, Modified, and Cancelled. The 'Search to Download' button is highlighted with a red box.

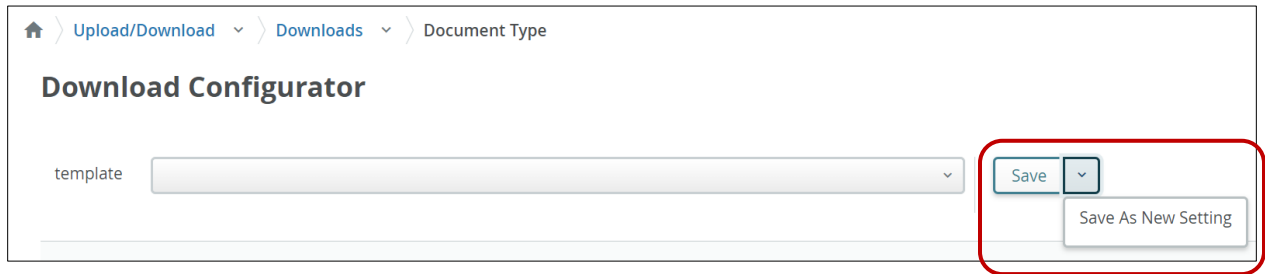
3. Select **Receipt UI Export** from the **Document Type** menu to display a **Download Settings** drop-down menu. Select from an existing **My Favorite Templates** and skip down to Step 9.

The screenshot shows the 'Select Document Type' screen. The 'Document Type\*' dropdown menu is set to 'Receipt UI Export' and is highlighted with a red box. To the right, the 'Download Settings' dropdown menu is also highlighted with a red box. Below the 'Download Settings' menu, a list of predefined templates is shown: 'Default Export', 'My Favorite Templates', and 'Create my setting...'. The 'My Favorite Templates' option is highlighted with a red box. A 'Next' button is located at the bottom left of the screen.

4. To create a new template, select **Create my setting...** from the **Download Settings** drop-down, or select the **Edit** icon to open the **Download Configurator** screen.

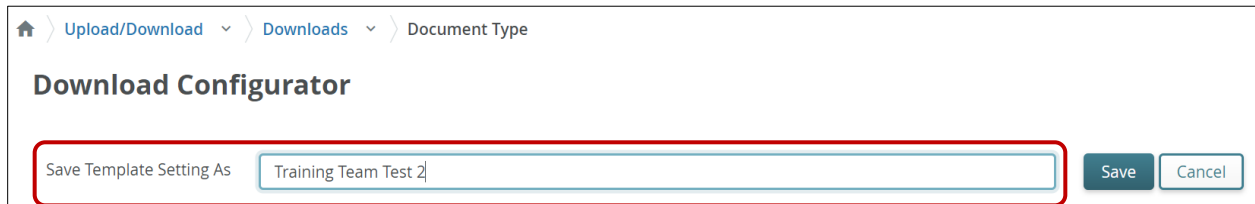
This screenshot is similar to the previous one, showing the 'Select Document Type' screen. The 'Document Type\*' dropdown is set to 'Receipt UI Export'. The 'Download Settings' dropdown is highlighted with a red box. In this view, the 'Create my setting...' option at the bottom of the predefined templates list is highlighted with a red box. The 'Edit' icon (a pencil) next to the 'Default Export' dropdown is also highlighted with a red box. A 'Next' button is located at the bottom left of the screen.

5. On the **Download Configurator** screen, click the **Save** button to save changes to an existing template, or select **Save As New Setting** from the **Save** drop-down to create a new template.



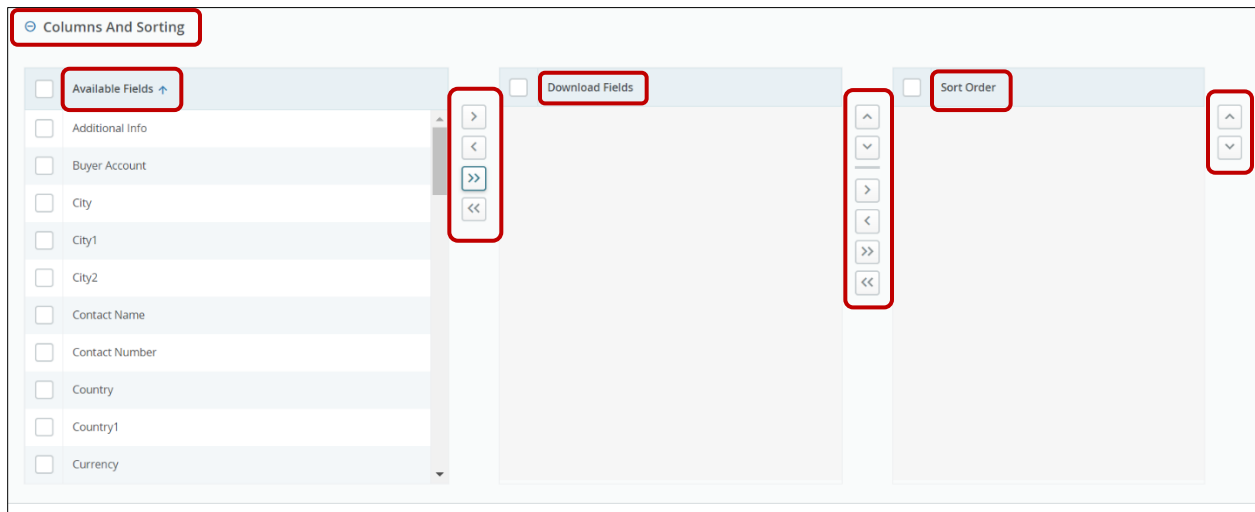
6. Name the new template.

**NOTE:** You must complete the configurator sections prior to clicking the **Save** button.

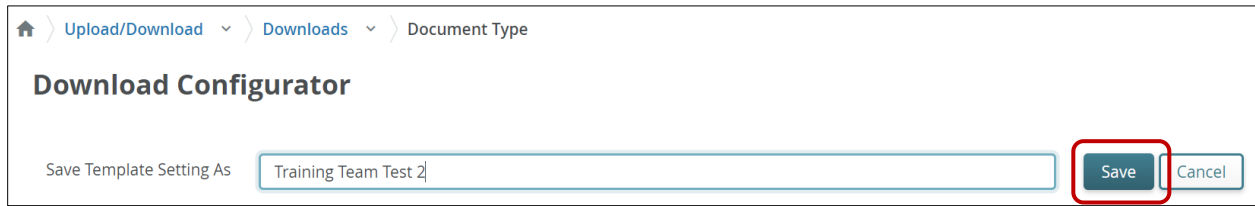


7. In the **Columns and Sorting** section, place checkmarks next to desired **Available Fields** and use the arrow buttons to move them into the **Download Fields** and **Sort Order** sections.

**NOTE:** The double arrow buttons move ALL fields left or right. The **Sort Order** sections only allows for five items.

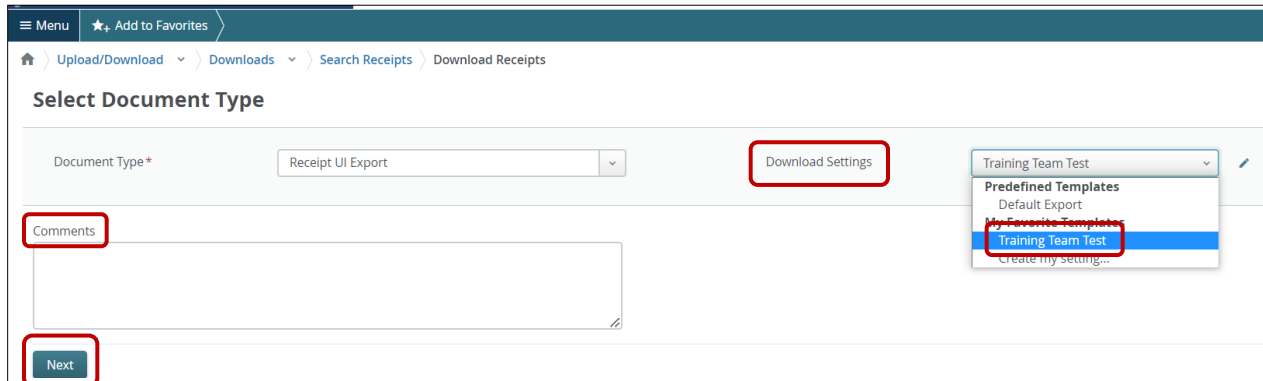


8. Scroll back to the top. Click **Save**.

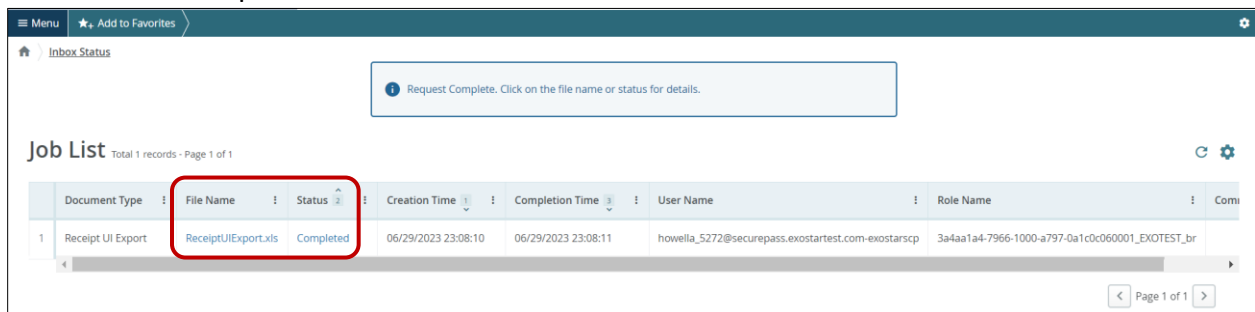


9. Select your template from the drop-down menu. Enter optional download **Comments**. Click **Next**.

**NOTE:** For example, if you execute multiple downloads, entering “Item 123”, then “Item 789”, will help you to differentiate your downloads.



10. The **Job List** page displays the status of your download. Once **Completed**, click the **File Name** to open.

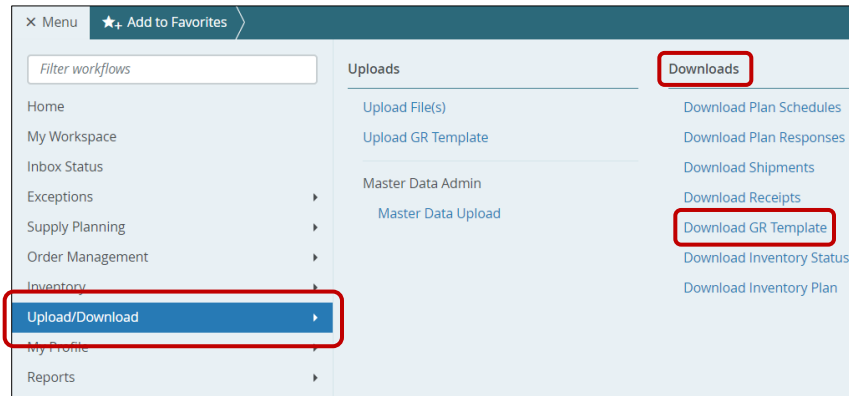


Document Type	File Name	Status	Creation Time	Completion Time	User Name	Role Name	Com
1	Receipt UI Export	ReceiptUIExport.xls	Completed	06/29/2023 23:08:10	06/29/2023 23:08:11	howella_5272@securepass.exostartest.com-exostarscp	3a4aa1a4-7966-1000-a797-0a1c0c060001_EXOTEST_br

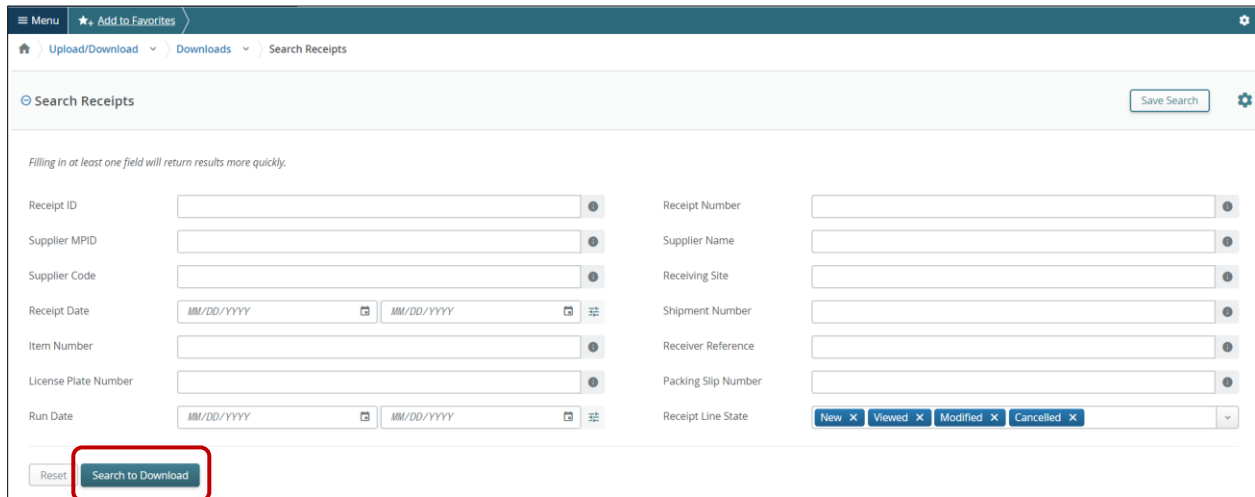
## DOWNLOAD GOODS RECEIPT TEMPLATE – CONSUMING PARTNERS

To complete a Goods Receipt Template download:

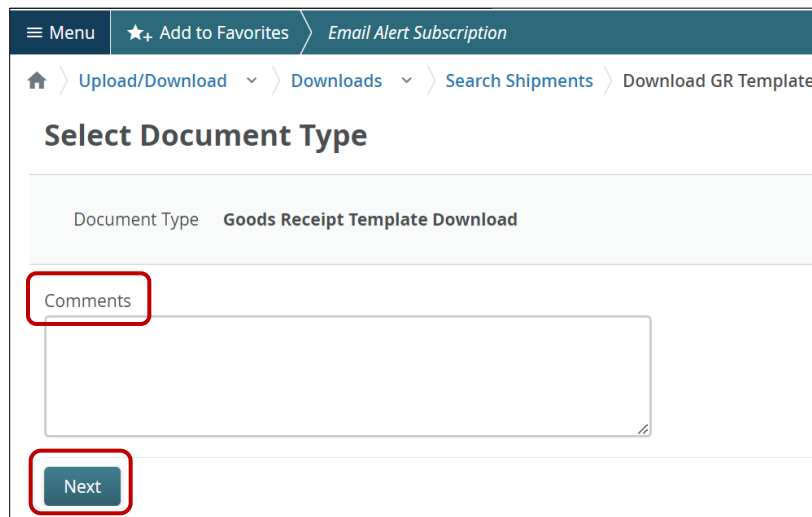
1. From the menu, go to **Upload/Download** → **Downloads** → **Download GR Template**.



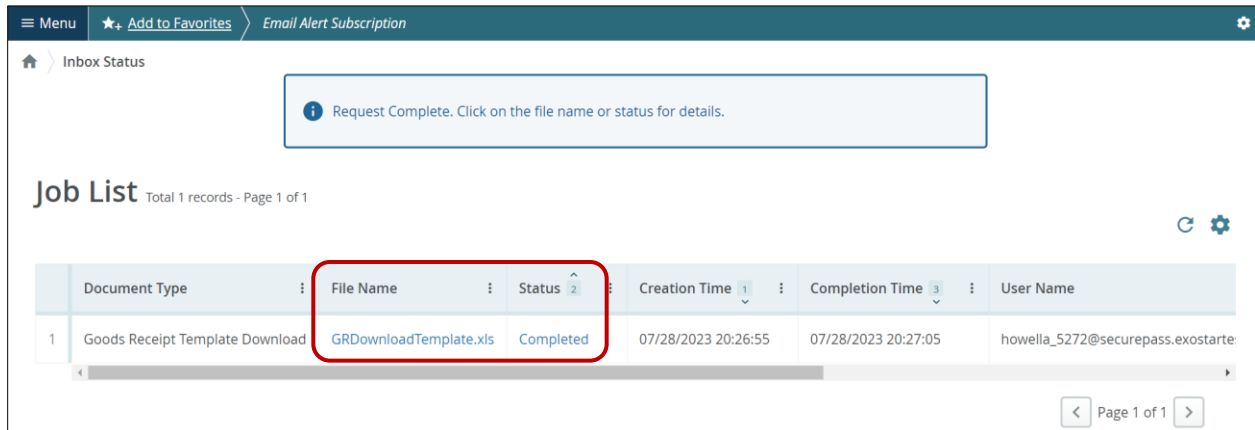
2. Enter your search criteria or apply a pre-saved filter. Click the **Search to Download** button.



3. Enter optional comments. Click **Next**.



4. On the **Job List** page, once the **Status** changes to **Completed**, click the **File Name** to open.



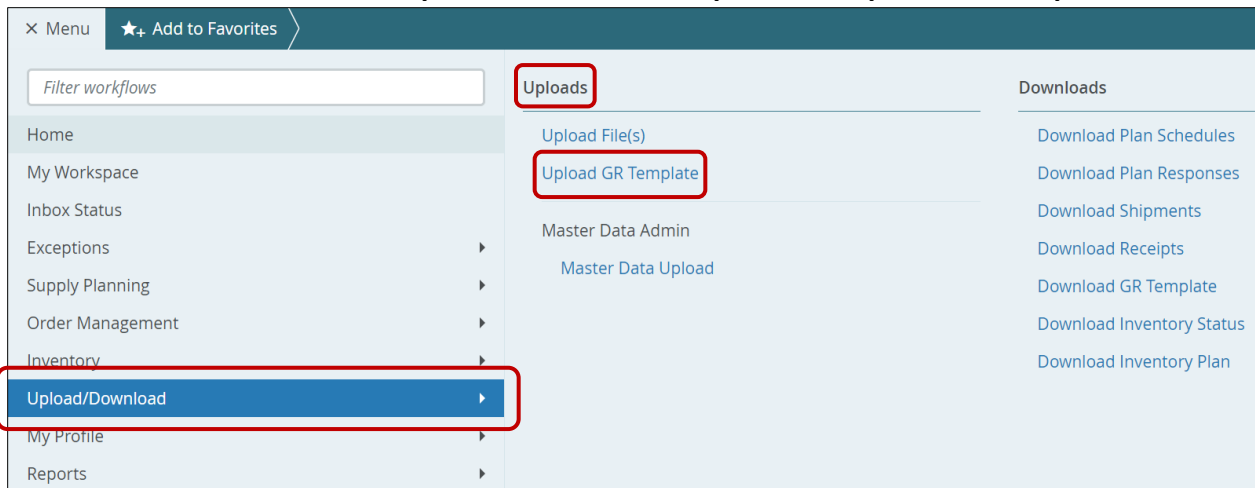
The screenshot shows the 'Job List' page with a table of job records. A red box highlights the 'File Name' column for the first record, which is 'GRDownloadTemplate.xls'. The status of this record is 'Completed'. The table has columns for Document Type, File Name, Status, Creation Time, Completion Time, and User Name.

Document Type	File Name	Status	Creation Time	Completion Time	User Name
Goods Receipt Template Download	GRDownloadTemplate.xls	Completed	07/28/2023 20:26:55	07/28/2023 20:27:05	howella_5272@securepass.exostarte

## UPLOAD RECEIPTS

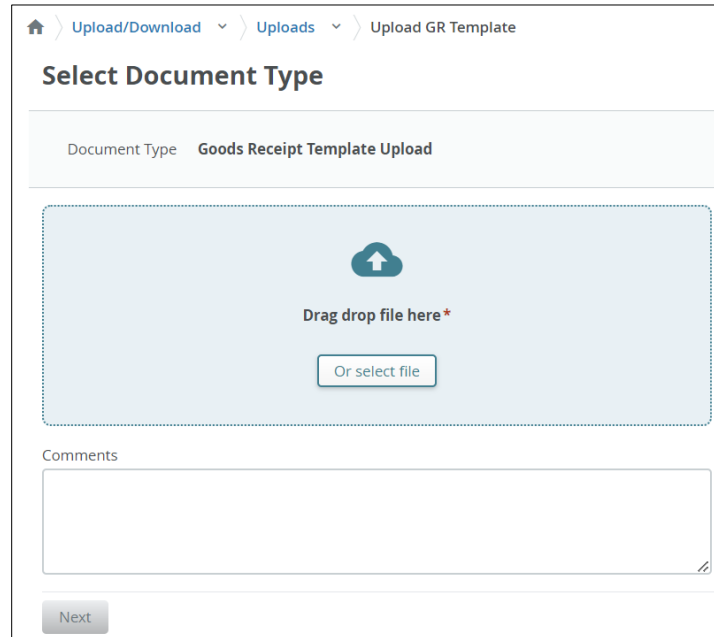
To upload receipts:

1. Complete the [Receipt Upload Template](#).
2. From the menu, select **Upload/Download** → **Uploads** → **Upload GR Template**.



The screenshot shows the application menu with 'Upload/Download' highlighted in blue. A red box highlights the 'Uploads' section, which contains 'Upload GR Template' (also highlighted with a red box). Other options in the 'Uploads' section include 'Upload File(s)', 'Master Data Admin', and 'Master Data Upload'. The 'Downloads' section lists various download options like 'Download Plan Schedules', 'Download Plan Responses', 'Download Shipments', 'Download Receipts', 'Download GR Template', 'Download Inventory Status', and 'Download Inventory Plan'.

3. Drag and drop the template or click the **Or select file** link. Add optional upload **Comments**. Click **Next**.



The screenshot shows a web interface for uploading a document. At the top, there is a breadcrumb trail: Home > Upload/Download > Uploads > Upload GR Template. Below this is a heading 'Select Document Type'. Underneath, it says 'Document Type Goods Receipt Template Upload'. The main area is a light blue box with a cloud upload icon and the text 'Drag drop file here \*'. Below this is a button that says 'Or select file'. At the bottom of the main area is a text input field labeled 'Comments'. At the very bottom of the form is a 'Next' button.

An Inbox Status page displays, and the following statuses are possible:

- **Queued:** The system is working on other files and will get to your file momentarily.
- **In Process:** The system is still writing the data file. If the Queued or In Process status displays, the system automatically updates the status every ten seconds. You can also click the Refresh icon (R) to manually refresh.
- **Completed:** The system is done writing the data file. If the Completed status displays, the file was successfully written on the server.
- **Completed with Errors:** An error occurred in processing the data file. Click the hyperlinked status to view the errors and provide the option to download a file that explains the problems.

## RECEIVER REFERENCE NUMBER

A Receiver Reference Number helps a Consuming Partner relate a shipment from a Providing Partner to the Consuming Partner's internal system. The Consuming Partner provides the Receiver Reference Number in the planning schedule for each time bucket. The Providing Partner includes Receiver Reference Number in the shipment. The Consuming Partner uses the Receiver Reference Number to receive goods and match them with their internal system, outside of SCMP. The Consuming Partner creates a receipt in SCMP, which transmits the goods receipt document to Boeing. Please see the [Planning Schedule Guide](#) or [Planning Schedule](#) section of MyExostar for more information.