

# **MATERIALS RECEIVING FORM**

Oracle Unifier Business Process User Guide

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# 1. Business Process Overview

Connected BPs	Purchase Orders
Partner Access	Yes
Shell Level	Project Level

## 1.1 Understanding the Materials Receiving Form

The **Material Receiving Form** (MRF) is a logbook for recording all the materials received. It helps track whether there's a shortage, excess, or damage in the received materials. Operating companies use it to ensure timely payment settlements with suppliers and manage their inventory effectively.

### Example:

- When a shipment arrives at its delivery destination, the receiving team unloads the materials.
- Inspect and validate the materials against the bill of lading (BOL).
- If there are any variances or damages, these are logged in the MRF.

Materials Receiving Forms are identified and managed throughout the lifecycle of a project (from Initiation through the Closeout period). The need for an MRF can be identified by anyone on the project team (in the office and in the field) but the Project Manager is accountable for reviewing all logs associated with their projects.

## 1.2 User Groups & Permissions

Role	Permissions	Shell Level
Construction Quality	Authorized to create and edit the record.	Project Level Shell
Construction Team	Authorized to create and edit the record.	Project Level Shell
Partner Contractors	Authorized to create and edit the record.	Project Level Shell
Project Engineers	Authorized to create and edit the record.	Project Level Shell
All Project Users	Authorized to view the record.	Project Level Shell



## 1.3 Materials Receiving Form Explained

This form is divided into several blocks, containing mandatory and optional fields, as well as line items. Understanding these elements is crucial for accurately completing the form.

The diagram illustrates the structure of the Materials Receiving Form. It is titled "Create New Materials Receiving Form" and has two tabs: "Material Receiving" (active) and "Receiving Details".

**Line Item Details:** This label points to the "Receiving Details" tab.

**Form Fields:** This label points to the input fields within the "General" block, including Record No, Status, Title, Priority, Due Date, Creator, Project Manager, Originator, Creation Date, and Record Last Update Date.

**Form Blocks:** This label points to the vertical stack of blocks on the left side of the form, which are:

- General
- Summary
- Material Receiving
- Storage Area
- Receiving Summary
- Shipment Inspection
- Product Inspection
- Notifications
- Record Information

### 1.3.1 Form Blocks

The upper part of the form is divided into four blocks, each consisting of rows of input fields. These blocks are designed to organize the information efficiently.

- **General:** This block captures essential metadata for the business process, including basic information like the record ID, title, status, and key dates. It helps in identifying and tracking the form through its lifecycle.
- **Summary:** The Summary block gives a quick snapshot of the condition of the materials received. It's like a health check for the materials, summarizing whether they were received in good condition, if there were any issues, and the status of any actions that might need to be taken.
- **Materials Receiving:** This is where you document the nitty-gritty details of what's being received. It's about recording important information like where the materials came from, when they arrived, and where they are being stored. This block ensures that every piece of material is accounted for accurately.
- **Receiving Summary:** This block helps you provide a detailed description of the items received. It's your chance to describe what exactly has been delivered, ensuring that everything matches up with what was ordered or expected.
- **Shipment Inspection:** In this block, you're inspecting the delivery itself. It's where you check the shipment for any external issues that might have occurred during transport, like damage or rough handling. It's all about making sure that what was sent arrives in good shape.
- **Product Inspection:** Here, you're diving deeper into the condition of the materials themselves. This block is for checking things like documentation, markings, and physical condition to ensure that everything meets the required standards before accepting the materials.
- **Notifications:** This block is about communication. After filling out the form, you can notify other relevant people or groups about the received materials, making sure everyone who needs to know is informed and can take action if necessary.



- **Record Information:** This block provides additional organizational and project-specific information, linking the project to its broader organizational context. It includes details about the organization, business unit, and program, facilitating better alignment and tracking within the organization.

### 1.3.2 Form Fields

The fields in these blocks behave according to their data elements:

- **Editable Fields:** These can be filled in or modified by the user.
- **Read-Only Fields:** These are automatically filled and cannot be changed by the user.
- **Record Number:** Automatically generated by the system.
- **Title:** A required input that must be provided by the user.

While optional fields are present in the form, this guide focuses on the mandatory fields required for form creation. Optional fields may include additional details like secondary objectives, detailed cost breakdowns, and stakeholder information, which can be filled in based on organizational needs (Reference [BU Portal](#) relevant to your organization).

### 1.3.3 Line Item Details

A line item is a detailed entry within a business process (BP) form, such as transactions or documents, that can be individually edited or deleted if the form is still editable.

- **Receiving Details (Line Item)**
  - **PO Details:** This block is where you connect the materials received to their original purchase order (PO). It helps you ensure that what you've received matches what was ordered, by allowing you to reference specific items and quantities from the PO. This block is crucial for verifying that everything in the order was fulfilled correctly.
  - **Receiving Details:** This block focuses on capturing the condition of the materials as they are received. It's about assessing whether the items are in good condition, whether there are any discrepancies in the quantity received, and noting any damages. This helps in ensuring that the materials are acceptable for use or if any actions need to be taken due to issues.
  - **Action Details:** This block is used to document the resolution of any issues that were identified during the receiving process. It tracks when and by whom these issues were resolved, helping to ensure that all necessary follow-up actions are completed and recorded properly. This block ensures accountability and closure for any actions required after receiving the materials.

## 2. Step-by-Step Instructions

### 2.1 Create Materials Receiving Record

#### User Roles



Construction Quality, Construction Team, Partner Contractors & Project Engineers

### Workflow Step Summary

The initiator starts by creating a new MRF record. Enter comprehensive details about the materials received, including any relevant specifics in the 'Receiving Details' tab. This helps in tracking the materials accurately from the moment they arrive.

1. In the left Navigator, click **Design and Construction > Materials Receiving Form**.
2. Click **+ Create**.

The screenshot displays the 'Materials Receiving Form' interface. On the left, a sidebar contains navigation items: Tasks, Notifications, Drafts, Shell Access Request, Document Manager, Information, Design and Construction (highlighted with a red box), Correspondence, and Materials Receiving Form (highlighted with a red box). The main content area is titled 'Materials Receiving Form' and features a '+ Create' button (highlighted with a red box) and a toolbar with icons for Actions, View (set to 'All Records'), Edit, Refresh, Print, Search, and Help. Below the toolbar is a table with columns: Record No, Title, Creator, and Creation Date. The table contains two records: MRF-000006 (MRF Test02) and MRF-000005 (MRF Test01), both created by Hariharanath Maganti- P... on 01/15/2024.

Record No	Title	Creator	Creation Date
MRF-000006	MRF Test02	Hariharanath Maganti- P...	01/15/2024 02:22 AM
MRF-000005	MRF Test01	Hariharanath Maganti- P...	01/15/2024 01:58 AM

3. In the **General** block of the upper form, complete the mandatory and relevant optional fields.

Title	Provide a concise and clear description of the Material Receiving event. Keep it short and to the point, using 50 characters or fewer to summarize the key details.
Status	Choose between "Open" or "Closed" from the dropdown menu. Use "Open" while the MRF is still being processed. The Project Manager will update the status to "Closed" once all actions related to the MRF have been completed and no further updates are needed.
Priority	Select the appropriate priority level—Low, Medium, or High—from the dropdown menu. This helps indicate the urgency of processing the MRF, guiding team members on how quickly they need to address the receiving process.
Due Date	Use the calendar tool to select the date by which the MRF should be completed. This due date sets the deadline for all actions related to the MRF, ensuring timely processing and follow-up.



**Material Receiving**   Receiving Details

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▼ **General**

Record No	<input type="text"/>	<b>Status *</b>	<input type="text" value="Select"/>	Required
<b>Title *</b>	<input type="text"/>	<b>Priority</b>	<input type="text" value="Select"/>	
<b>Due Date</b>	<input type="text" value="MM/DD/YYYY HH:MM AM"/>	Originator	<input type="text" value="Hariharanath Maganti- Partner Contrac..."/>	

1. In the **Material Receiving** block of the upper form, complete the mandatory and relevant optional fields.

<b>Date Received</b>	Use the calendar tool to select the exact date on which the materials were received. This ensures that the receiving date is accurately documented, which is crucial for tracking the timeline of material handling and any related activities.
<b>Storage Area</b>	Enter detailed information about the location where the materials are stored. This field can hold up to 4,000 characters, so provide a clear and precise description to help others easily locate the materials. A thorough description ensures that the materials can be quickly found and accessed when needed.
<b>Oracle PO #</b>	When Purchase Order (PO) is selected in the Materials Receiving Form, the items from that PO will automatically appear in the upper part of the form.

**Material Receiving**   Receiving Details

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▼ **Material Receiving**

Oracle PO #	Vendor/Supplier
<input type="text" value="Type a Oracle PO ..."/>	<input type="text"/>
<b>Date Received *</b>	
<input type="text" value="09/04/2024"/>	
<b>Storage Area *</b>	
<input type="text"/>	
Enter 4000 or fewer characters.	

2. In the **Receiving Summary** block of the upper form, complete the mandatory and relevant optional fields.

<b>Description of Items Received</b>	Provide a detailed and accurate description of the items received in the space provided. This field can accommodate up to 4,000 characters, so use this space to thoroughly document all relevant details about the items. A clear and comprehensive description is
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essential for properly recording and validating the receipt of materials, ensuring that all aspects of the items are captured and can be referenced as needed.

### ✓ Receiving Summary

Description of Items Received \*

3. Once all relevant sections of the [upper form](#) have been completed, navigate to the **Receiving Details** tab to add a line item. Click **ADD**.
  - a. **About Receiving Details:** The purpose of the Receiving Details line item blocks is to provide a detailed breakdown of each item received as part of a purchase order. These blocks allow you to specify information such as the item description, quantity received, and any discrepancies or issues observed during the receiving process. By documenting each line item individually, this section helps ensure that every part of the order is accurately accounted for and that any issues are flagged and addressed promptly. This detailed record is crucial for verifying that the shipment matches what was ordered and for tracking the condition and handling of each item received.

## Materials Receiving Form

Material Receiving

**Receiving Details**



No. ▼	📎	🔗...	Action Closed	PO Line #	Material Condition	Was Notification Sent?
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PO Line #

Select the specific line number from the purchase order (PO) that corresponds to the item you are receiving. This field links the received item directly to its corresponding entry on the purchase order, ensuring that the details such as item description, quantity, and pricing align with what was originally ordered. Accurately selecting the PO Line # is crucial for maintaining consistency between what was ordered and what was received, helping to streamline verification and auditing processes.

4. In the **Receiving Details** block of the **Receiving Details Line Item**, complete all mandatory and relevant optional fields.

**Material Condition**

Select the option that best represents the status of the received materials:

- **Short:** If the quantity received is less than what was ordered.
- **Over:** If the quantity received is more than what was ordered.





	<ul style="list-style-type: none"><li>▪ <b>N/A:</b> If the material condition does not apply or if the item received is not quantifiable.</li></ul> <p>This field helps in documenting whether the order was fulfilled correctly in terms of quantity, ensuring any discrepancies are noted and addressed.</p>
<b>Damaged?</b>	<p>Indicate whether any of the received materials are damaged by selecting "<b>Yes</b>" or "<b>No</b>" from the dropdown menu. Selecting "Yes" will highlight that the materials have visible damage, and further details should be provided elsewhere in the form. This ensures that any issues related to damage are properly documented and can be addressed as necessary.</p>

▼ **Receiving Details**

Material Condition \*  
Select  
Required

Over/Short Qty  
0

Damaged? \*  
Select  
Required

Description

5. In the **Action Details** block of the **Receiving Details Line Item**, complete all mandatory and relevant optional fields.

<b>Action Closed</b>	<p>Select "<b>Yes</b>" or "<b>No</b>" to indicate whether all actions related to this Material Receiving Form (MRF) have been completed and finalized.</p> <ul style="list-style-type: none"><li>▪ <b>Yes:</b> Select this option if all necessary steps, follow-ups, and resolutions have been carried out, and no further action is needed. This will mark the MRF as completed. Upon selection of this option, selecting <b>Actions Closed By</b> field is mandatory.</li><li>▪ <b>No:</b> Select this option if there are still pending actions or tasks that need to be addressed before the MRF can be finalized.</li></ul>
<b>Action Closed By</b>	<p>Click the text box ('Start typing for suggestions...') and type the name of the person(s) or group(s) to indicate the individual who has closed the action items associated with the record.</p> <ul style="list-style-type: none"><li>▪ The name can be searched using the Select function</li><li>▪ Note: This field is <b>mandatory only when</b> the Action Closed field is selected as Yes.</li></ul>

▼ **Action Details**

Action Closed \*  
Select  
Required

Action Closed By  
Type a Name...  
🔍



6. Complete all mandatory & optional fields of the line-item details tab.
  - a. **Save**: Only one material is received. No further details to be added.
  - b. **Save & Add New**: More than one material is received. Another line item to be added.

The screenshot shows a section of the form with a dropdown menu set to 'Yes'. Below it is a field labeled 'Action Closed By' with a red asterisk, containing the text 'Company Administrator'. To the right of this field are two icons: a list icon and a close icon. At the bottom right of this section are three buttons: 'Cancel', 'Save', and 'Save & Add New'. The 'Save' and 'Save & Add New' buttons are highlighted with an orange border.

- c. If the **Save & Add New** option is selected, repeat **Step 6 to Step 8** to populate the details of another material received.
7. Once all mandatory and optional fields for the **Materials Receiving Form** are complete, click **Submit** at the top right of the form.

The screenshot shows the 'Materials Receiving Form' with two tabs: 'Material Receiving' and 'Receiving Details'. The 'General' tab is active, showing a 'Record No' field with the value 'MRF-000012' and a 'Status' dropdown menu set to 'Open'. To the right of the form are three buttons: 'Save', 'More Actions', and 'Submit'. The 'Submit' button is highlighted with an orange border. Below the form, there are tabs for 'Attachments', 'Comments', and 'Linked Records', with a right arrow and a full-screen icon.



## 2.2 Edit Materials Receiving Record

### User Roles

Construction Quality, Construction Team, Partner Contractors & Project Engineers

### Workflow Step Summary

Necessary updates to the MRF are made as needed. This can include adjusting details about the materials or correcting any discrepancies. Authorized users, including the initiator, construction team, and partners, make these edits ensuring all information is accurate and up-to-date before moving forward.

1. In the left Navigator, click **Design and Construction > Materials Receiving Form**.
2. Click on the Record number that you want to edit. MRF form will open in a new window.

The screenshot shows the 'Materials Receiving Form' interface. On the left, a navigation menu is visible with 'Design and Construction' selected. Below it, 'Materials Receiving Form' is highlighted. The main area displays a table of records with columns: Record No, Title, and Creator. The record 'MRF-000012' is selected, and its 'Edit' icon is highlighted.

Record No	Title	Creator
MRF-000012	Test 1	Baluvuri Kumar- Project ...
MRF-000011	test	Baluvuri Kumar- Project ...
MRF-000010	test	Pilli Anusha- Constructio...
MRF-000009	test51	Sakshi Awasthi - Constr...

3. Click **Edit** on right top side of the screen.

The screenshot shows the 'Materials Receiving Form' in edit mode. The 'Edit' button is highlighted in the top right corner. The form is divided into two tabs: 'Material Receiving' and 'Receiving Details'. The 'General' tab is active, showing fields for 'Record No' and 'Status'. The 'Attachments' tab is also visible.

4. Review and edit the required fields in the MRF.
5. Once all edits have been made, click on the **Submit** button.

The screenshot shows the 'Materials Receiving Form' in edit mode. The 'Submit' button is highlighted in the top right corner. The form is divided into two tabs: 'Material Receiving' and 'Receiving Details'. The 'General' tab is active, showing fields for 'Record No' and 'Status'. The 'Attachments' tab is also visible.

## 2.3 Finalize & Close Materials Receiving Record

### User Roles

Project Manager

### Workflow Step Summary

1. In the left Navigator, click **Design and Construction > Materials Receiving Form**.
2. Click on the record number which you want to edit. MRF form will open in a new window.

**3. Click **Edit** on right top side of the screen.**

4. Update the **Status** to **“Closed.”**
  - a. **Note:** MRF cannot be closed until all Actions are closed from tab 'Receiving Details'. The user will not be able to submit the form until actions are resolved.

5. Click on the **Submit** button. The window will close and revert to the Task page and the record has reached its terminal end.



## Materials Receiving Form

SaveMore Actions ▾

Submit

Material Receiving

Receiving Details

General

Record No

MRF-000012

Title \*

Test 1

Status \*

Closed ▾

Priority

Select ▾

Attachments

Comments

Linked Record > [ ]

## 2.4 Related Business Processes

Materials Receiving Form business process is interconnected with other business processes within Unifier as detailed below:

Workflow Step	Summary
Purchase Orders	<p>The Purchase Orders Business Process (BP) and the Materials Receiving Form (MRF) BP are interlinked to streamline material management in a project. Here's how they relate:</p> <ul style="list-style-type: none"><li>▪ <b>Integration:</b> The MRF BP references data from the Purchase Orders BP, ensuring that received materials are matched against the ordered items.</li><li>▪ <b>Auto-Population:</b> Fields such as item description, quantity, and unit cost in the MRF BP are auto-populated using information from the Purchase Orders BP, reducing manual entry and errors.</li><li>▪ <b>Discrepancy Documentation:</b> Any discrepancies, like over, short, or damaged items, are recorded in the MRF BP, concerning the corresponding purchase order details.</li><li>▪ <b>Efficiency and Accountability:</b> This integration enhances record-keeping, reporting, and overall project management efficiency, ensuring materials are accurately tracked from order to receipt.</li></ul>

## 2.5 MRF & Document Manager

Materials Receiving Form is designed to automatically publish its records, along with comments and attachments, to the Document Manager at the **project shell only**. This produces a detailed audit trail of the record information through the business process (*for both workflow and non-workflow processes*). Users can open these records and their information by following the steps below.

1. In the left **Navigator**, click **Document Manager**.
2. Click **Documents**.
3. In the central pane, navigate to the following folder:
  - a. **Phase 3 – Project Executing Phase > Stage 5 – Construction, Testing, Turnover > Materials Receiving**



**Documents**

Project Documents > Phase 3 - Project Executing Phase > Stage 5 - Construction, Testing, Turnover

Create Actions View: All

Name	Upload By	Upload Date	Location
Gate Review			/Phase 3 - Project Executing Phase
Handover Acceptance			/Phase 3 - Project Executing Phase
Materials Receiving			/Phase 3 - Project Executing Phase
Pressure Test Plan			/Phase 3 - Project Executing Phase
Startup			/Phase 3 - Project Executing Phase

4. The generated .pdf workflow document will be named in the format **WF\_Record Number\_Record Title** where “WF” is the BP workflow name, the “Record Number” is the Unifier-generated record number, and the “Record Title” is the title of the workflow record.

**Documents**

Project Documents > Phase 3 - Project Executing Phase > Stage 5 - Construction, Testing, Turnover > Materials Receiving

Create Actions View: All

Name	Upload By	Upload Date	Location	BP
Materials Receiving Form_MRF-000001_Test.pdf	Company Administrator	12/18/2023 04:...	/Phase 3 - Project Executing Phase/Stage 5 ...	
Materials Receiving Form_MRF-000011_test.pdf	Baluvuri Kumar- Project ...	06/09/2024 10:...	/Phase 3 - Project Executing Phase/Stage 5 ...	
Materials Receiving Form_MRF-000012_Test 1.pdf	Baluvuri Kumar- Project ...	06/21/2024 04:...	/Phase 3 - Project Executing Phase/Stage 5 ...	

5. Any files that were attached to the workflow will include the **paper clip icon** in the “BP” column, if a the file is uploaded directly to the displayed Document Manager folder; it will not show the paper clip icon in the “BP” column.

**Documents**

Project Documents > Phase 3 - Project Executing Phase > Stage 5 - Construction, Testing, Turnover > Materials Receiving

Create Actions View: All

Name	Upload By	Upload Date	Location	BP
Materials Receiving Form_MRF-000001_Test.pdf	Company Administrator	12/18/2023 04:...	/Phase 3 - Project Executing Phase/Stage 5 ...	
Materials Receiving Form_MRF-000011_test.pdf	Baluvuri Kumar- Project ...	06/09/2024 10:...	/Phase 3 - Project Executing Phase/Stage 5 ...	
Materials Receiving Form_MRF-000012_Test 1.pdf	Baluvuri Kumar- Project ...	06/21/2024 04:...	/Phase 3 - Project Executing Phase/Stage 5 ...	

6. Users may sort the list of files at any level within the Document Manager folders by clicking on the column label. An indicator will be displayed on the right side of the sorted column. Re-clicking on a sorted column will re-sort the list in the opposite sort order (i.e., ascending to descending or descending to ascending).



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## 3. Business Unit Guidance

This user guide offers baseline instructions. For localized guidance, users should visit their respective business unit portals (accessible via the link below).

[EPPM Training Homepage](#)

## 4. Appendix

### 4.1 Getting Help & Support

If you encounter any issues or require assistance, there are two primary channels available:

Business Unit Administrator	IT Support
For process-related inquiries or issues, users can reach out to the designated Business Unit Administrator. They are equipped to provide guidance and support specific to the business process within Oracle Unifier.	For technical issues or challenges beyond the scope of the Business Unit Administrator's expertise, users can contact IT Support. They can assist with platform-related technical difficulties, account access problems, or any other IT-related concerns.

### 4.2 Glossary of Terms

Here are some clear definitions for key concepts and terminology essential for navigating the MRF BP.

<b>Bill of Lading (BOL)</b>	A legal document issued by a carrier to a shipper, detailing the type, quantity, and destination of the goods being carried. It serves as a shipment receipt when the carrier delivers the goods at a predetermined destination.
<b>Closed Status</b>	The final status of an MRF indicates that all actions have been completed and the form is no longer editable.



<b>Internal Document Review (IDR)</b>	A process initiated by the project team for the review of attachments provided in the MRF. This may include documents like the Material Test Report (MTR).
<b>Material Test Report (MTR)</b>	A document that provides detailed information about the testing and quality of materials received.

## 4.3 Abbreviations and Acronyms

Here are some acronyms related to the Materials Receiving Form (MRF) business process.

<b>BOL</b>	Bill of Lading
<b>IDR</b>	Internal Document Review
<b>MRF</b>	Materials Receiving Form
<b>MTR</b>	Material Test Report
<b>PM</b>	Project Manager

## 4.4 Frequently Asked Questions

### 1. Why can't I submit the MRF?

If you're unable to submit the Material Receiving Form, it's likely because not all mandatory fields have been completed or required actions in the "Receiving Details" tab have not been resolved. Ensure that all fields marked with an asterisk (\*) are filled out and that any discrepancies or issues identified in the line items are addressed and closed before submission.

### 2. What should I do if the Material Condition field doesn't match the actual condition of the materials?

If the options in the "Material Condition" field (Short, Over, N/A) do not accurately represent the condition of the materials received, consider whether the discrepancy is a documentation error or a shipment issue. If it's the latter, select the closest option and provide detailed notes in the "Description of Items Received" field to clarify the situation.

### 3. How do I handle an over-shipment in the MRF?

When you receive more materials than were ordered, select "Over" in the "Material Condition" field. Document the excess quantity in the "Over/Short Qty" field and provide a detailed explanation in the "Description of Items Received" field. This will help track the overage and ensure proper adjustments are made with the supplier.

### 4. What should I do if I discover damaged materials during the receiving process?

If you find any damaged materials, select "Yes" in the "Damaged?" field. Then, describe the nature and extent of the damage in the relevant fields. Make sure to document this clearly, as it will be crucial for initiating a claim or return with the supplier and for internal records.

### 5. Why is the "Action Closed" field important?





The "Action Closed" field is critical because it indicates whether all necessary follow-up actions related to the MRF have been completed. If you select "Yes," it confirms that all issues have been addressed, and the MRF can be finalized. If you select "No," it means there are still outstanding tasks that need to be resolved before the form can be closed.

**6. How do I link the received items to the correct purchase order (PO)?**

Use the "PO Line #" field to select the specific line item from the original purchase order that corresponds to the materials being received. This ensures that the quantities and descriptions match what was ordered, facilitating accurate record-keeping and inventory management.

**7. What if the storage area changes after the materials are initially received?**

If the storage area for the materials changes after they are initially received, update the "Storage Area" field with the new location details. Make sure the description is clear and precise to avoid confusion and ensure that the materials can be easily located later.

**8. Why is it important to accurately describe the items received?**

Providing a detailed and accurate description in the "Description of Items Received" field helps ensure that all materials are correctly documented. This is essential for validating what has been received against what was ordered and for resolving any discrepancies with the supplier.

**9. What should I do if the "Due Date" for the MRF has passed, but the form is not yet completed?**

If the "Due Date" for the MRF has passed and the form is still not completed, escalate the issue to the Project Manager. They may need to extend the due date or take other actions to ensure the MRF is finalized in a timely manner. It's important to track and resolve overdue MRFs to maintain project schedules and supplier relationships.

**10. How can I correct an error in the MRF after it has been submitted?**

If you need to correct an error in the MRF after it has been submitted, you will typically need to reopen the form if it has not been closed, or work with your Project Manager to make the necessary corrections. Edits may be restricted depending on the form's status, so it's important to ensure accuracy before submission whenever possible.