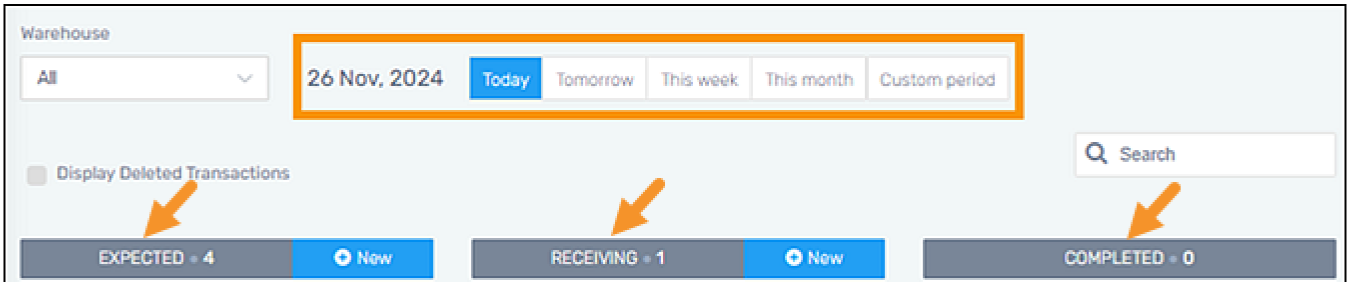
Inbound and Outbound Tabs and Entry of Transactions

From the menu > Transactions, the following options are available: Inbound, Outbound, Adjustments, Move Locations, Move Quantity, and Additional Charges. This document addresses Inbound and Outbound transations.

Within Inbound and Outboard is a Warehouse selection dropdown, a Timeframe view, an option to “Display Deleted Transactions,” and a search, Use the Timeframe view to indicate what timeframe you wish to view.



The following transaction headers display according to whether to the transaction is Inbound or Outbound:

Inbound Tab:

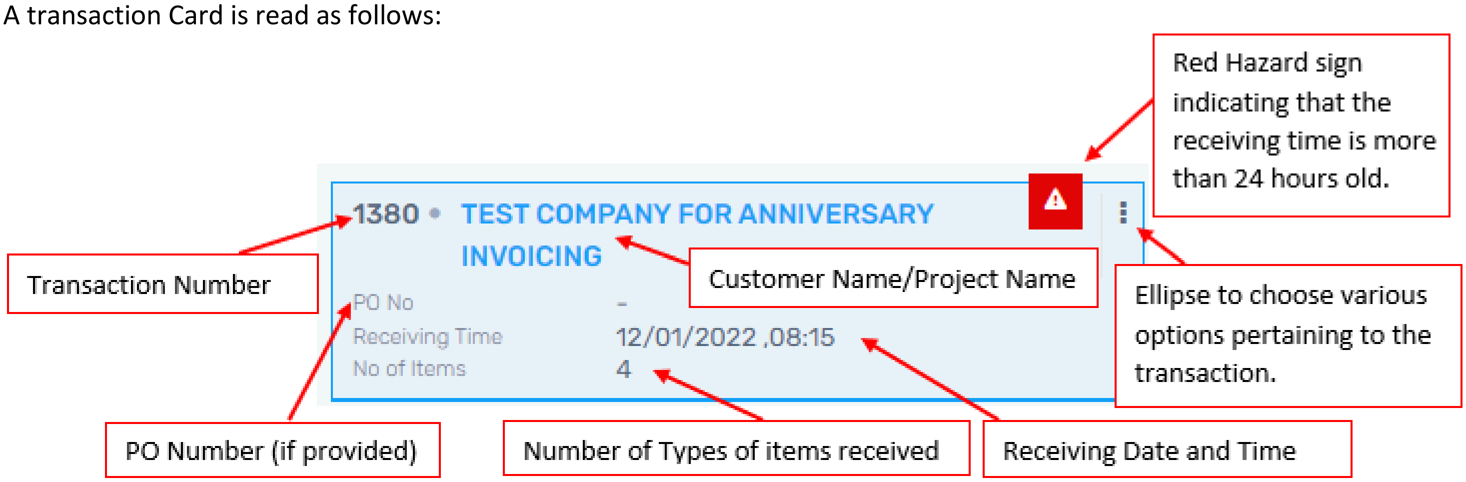
<u>Expected:</u> This will indicate all past and present expected inbound transactions within the given timeframe.
<u>Receiving</u>: This will indicate all current pending receiving transactions within the given timeframe.
<u>Completed</u>: This will list all completed inbound transactions within the given timeframe.

Outbound Tab:

<u>Requested:</u> This will indicate all past and present requested outbound transactions within the given timeframe.
<u>Processing</u>: This will indicate all current pending releasing/delivery transactions within the given timeframe.
<u>Completed</u>: This will list all completed outbound transactions within the given timeframe.

Transactions are displayed on “Transaction Cards.” These cards list under the headers. Transactions cards can be clicked to generate transaction details and items on the right side of the screen. Each Transaction Card has the following details:

A transaction Card is read as follows:



A red Hazard sign indicates that the receiving time is more than 24 hours old. This is simply a warning to bring ‘old’ transactions to attention.

Entry of a New Inbound Transaction

Menu > Transactions > Inbound

1. Under Receiving, click on the " + New" blue button.
2. From the Warehouse dropdown, choose the Warehouse which is receiving product.
3. Choose the Customer Name/Shipper/Project for this inbound transaction. (*You can type within the search Customer field for easy locating).*
4. Review the Contact Person. Adjust, if needed, by choosing from the dropdown.
5. Optional Fields for Entry: PO Number, References, Vendor.
6. Depending on the Customer Profile setup, a WRR Number (Warehouse Receiving Number) may be required, and/or may be auto generated.
7. Enter the Carrier.
8. Enter the Bill of Lading
9. Optional Fields for Entry: Carrier Contact Person, Carrier Contact Phone Number
10. Receiving Date and Hour will auto populate to today's date and time. This can be adjusted to reflect the true date of receipt of these goods.
11. Special Instructions: Enter of any notes pertaining to this transaction. This information does flow to the Warehouse Receiving Report PDF document.
12. To add transaction documents, click on the " + Upload Transaction Documents."
    - If using an iPad or Tablet, you will be prompted to Take a Photo, Choose from File or Choose from Library.
    - If on a computer, you will be prompted to choose a file within your file folder.
13. Next, click "2.Items" to enter what item numbers you received, how many of each item number and where they are located within the warehouse.
14. Choose the Item Number drop down and choose the item Number you are receiving (often from the packing slip, etc.)

    If the item number is not available, click the field for Item No. Then click "+ Add Item" at the bottom of the drop down. From the "Add new item Number" screen, enter the following information:

    Item No: Item Number *(Example: 8765148-00)*
    Item Name: Simple description of the item *(Example: Nightstand)*
    SKU No: SKU Number, optional field
    Expected Quantity: The total expected quantity throughout the project, optional field
    Unit of Measure: How you are counting the product (not how you intend to bill for the product). How are you counting/tracking the quantity you are receiving/releasing. (*When in doubt choose each)*
    Description: The detailed description of the item
    Manufacturer: optional
    Item Weight: optional
    Length: optional
    Width: optional
    Height: optional
    You can upload an item photo by clicking on the blue box on the right.
    Rate Details: This is how you intend to bill/invoice for this item number. (This does not have to be completed by the warehouse staff. The transaction can be saved without these details. They will need to be updated prior to the completion of the transaction.)
    - Handling In: method for billing Handling In activity
    - Storage: method for billing Storage activity
    - Handling Out: method for billing Handling Out activity

    Click Save to save the new Item Number and its data.

15. Inventory No: Inventory Number, optional field
16. Status: If item is damaged, you can indicate damaged within this field to advise the customer contact if automatic notifications are set.

17. Upload Item Documents: This field allows for 6 pictures to be uploaded of this item. Allowing for a full 360° of the item. (These pictures will be included in the automatic notification email as a link available for 7 days).
18. Qty Received: Total quantity received.
19. Bill Type Qty: If billing by CWT and this is the first time receiving this item number, update the item weight here for all future calculations.
20. Location 1:
    Quantity: The quantity to be stored in the first location (if storing in more than one location).
    Vault: If storing in a vault, choose the vault number
    Pallet: If storing and/or billing/invoicing by pallet choose a new (green dot) pallet ID number. If adding to an existing pallet, choose the appropriate pallet ID number (red dot).
    Location Type: The type of location this item number quantity will be stored.
    Location: The specific location this item number quantity will be stored. (If racks, the LCR configurations may display for choosing as well.)
21. If the entire quantity is not being stored in one Location, click "Add another location"
22. Repeat the steps above until all items have been located.
23. Click "+ Add Item".
24. Item number will then populate to the right side of the transaction view.
25. Continue these steps for all other item numbers within this transaction.
26. Click Save.

To print location sheets: On the Transaction Card, click the ellipse (three dots) and choose "Generate Location Sheet"

To print the Warehouse Receiving Report: On the Transaction Card, click the ellipse (three dots) and choose "Warehouse Receiving Report".

To Complete the Transaction: Once verification that all details are correct and accurate, complete the transaction by click+hold and moving the transaction card to the completed column, or click the ellipse (three dots) and choose Move to Completed.

Entry of a New Outbound Transaction

Menu > Transactions > Outbound

1. Under Receiving, click on the " + New" blue button.
2. Choose the Warehouse releasing product from the Warehouse dropdown.
3. Choose the Customer Name/Shipper/Project for this outbound transaction. (*You can type within the search Customer field for easy locating).*
4. Adjust (if necessary, the Contact Person, this is a drop down option.
5. Optional Fields for Entry: Delivery PO Number, References.
6. Enter the Carrier.
7. Optional Fields for Entry: Bill of Lading, Carrier Contact Person, Carrier Contact Phone Number
8. Shipping Date/Processing Date and Hour will auto populate to today's date and time. (This can be adjusted to reflect the true date of release of these goods.
9. Destination Info: If delivering locally the physical delivery address can be entered within these fields to generate on a delivery ticket.
10. Special Instructions: Entry of any notes pertaining to this transaction.
11. To add transaction documents, click on the " + Upload Transaction Documents". (If on an iPad or Tablet you will be prompted to Take a Photo, Choose from File or Choose from Library). (If on a computer, you will be prompted to choose a file within your file folder).
12. Next, click "2. Items" to enter what item numbers you will be releasing, how many of each item number, and from where within your warehouse you are removing the quantity.
13. There are two methods to choose Item numbers to release product:

Item Number Drop down option:

a. Choose the Item Number drop down and choose the item Number you are releasing.
b. If applicable, choose the PO Number from the Drop down.
c. If applicable, choose the Inventory Number from the Drop down.
d. If applicable, choose the Serial Number from the Drop down.
e. Upload Item Documents: This field allows for 6 pictures to be uploaded of this item. Allowing for a full 360° of the item. (*These pictures will be included in the automatic notification email as a link available for 7 days*).
f. Qty Requested: Total Quantity to be delivered/released.
g. Pallet(s), Vault(s), Location(s), and Qty Available will populate for all locations of this item number within the warehouse.
h. Qty to be delivered: The Qty to be delivered from each location.
i. Click "+ Add Item".
j. Item number will then populate to the right side of the transaction view.
k. Continue these steps for all other item numbers within this transaction.
l. Click Save.

"Add Items From Grid" option:

a. Choose the Blue "Add Items From Grid button near the bottom of your screen within 2. Items of the outbound transaction.
b. Place a Check mark within the blue box of an item No to be delivered/released.
c. If applicable, choose the PO Number from the Drop down.
d. Location(s) and Available Qty will populate for all locations of this item number within the warehouse.
e. Within the box to the right of the Available Qty, enter the Qty to be delivered from each location.
f. Place a Checkmark within the blue box of the next item No. to be delivered/released.
g. Continue these steps for all remaining items to be delivered.
h. Once all have been entered choose "Select Items".
i. Item numbers will then populate to the right side of the transaction view.
j. Click Save.

Additional Instructions:

To print a Delivery Ticket: On the transaction card, click the ellipse (three dots in the upper right corner of the card) and choose "Generate Delivery Ticket"

To print a Pick Ticket by Location: On the transaction card, click the ellipse (three dots) and choose "Generate Pick Ticket By Location"

To print a Pick Ticket by Item: on the transaction card click the ellipse (three dots) and choose "Generate Pick Ticket By Item"

To print updated location sheets: on the transaction card click the ellipse (three dots) and choose "Generate Location Sheet".

To Complete the Transaction: Once verification that all details are correct and accurate, complete the transaction by click+hold and moving the transaction card to the completed column, or click the ellipse (three dots) and choose Move to Completed.