



Working with Purchase Orders

DATE: 08/10/2009

To create and confirm a Purchase Order (inbound order)

- 1 On the **Inbound** menu, click **Create Inbound Order**.
- 2 In the **Seller ID** text box, search for or type the **Seller ID** of your choice, and then press [TAB] two times.
- 3 Perform one of the following
 - in the **PO Number** text box, type the Purchase Order Number
 - leave the **PO Number** text box blank so that the system will generate the number for you.
- 4 Click **Create Order**

Record the PO Number as needed.

- 5 On the **Inbound Order Detail** screen under **Inbound Order**, click the **Service** drop-down arrow, and then click to select the **Service type** of your choice.
- 6 Under **Order Lines**, click **New**
- 7 In the **Item ID** box, type or search for the **six-digit item number**, and then press [TAB] twice.
- 8 In the **Line Qty** text box, type the **quantity** of the item, and then click **Save**

Clicking the Save button saves the draft order into the system.

- 9 To confirm the order, click **Confirm**

The screenshot shows the SSSCAP 8x software interface. The main window is titled 'Inbound Order Entry' and contains a 'Header Details' section with fields for Document Type, Seller, Order Date, Priority Code, Shipping Account Override Code, Customer Account Code, Enterprise, PO Number, Order Name, Requisition #, Currency, Shipping Account Code, and Receiving Account Code. A 'Create Order' button is visible in the top right corner.

A second window titled 'Inbound Order Detail' shows the 'Inbound Order' section with fields for Enterprise, PO Number, Order Type, Document Type, Requisition #, Receiving Cache, Shipping Account Code, Shipping Account Override Code, Contact Name, PO Shipping Amount, Order Name, Order Date, Requested Delivery Date, and Status. A 'Confirm' button is visible in the top right corner.

A third window titled 'Inbound Order Detail' shows the 'Order Lines' section with a table of order lines. The table has columns for Line ID, NSN, PC, UOM, Description, Avail RPT Qty, Supplier Std Pack, Line Qty, Std Pack, Delivery Date, Amount, Status, and Comments. A 'New' button is visible in the top left corner.

A fourth window titled 'Inbound Order Detail' shows the 'Ship To' and 'Bill To' sections with address information for Rocky Mountain Cache, Denver Federal Center, Bldg 810, Lakewood, CO 80225, US. It also includes a 'Charges' section with a table of charges and a 'Grand Total' of \$0.00.





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To receive an inbound order

This task explains how to receive an order that has arrived on your loading dock using the console. For more information about receiving an inbound order using the scan gun please see the Quick Reference Guide, "Receiving Inbound Orders with the Scan Gun."

- 1 From the **Inbound** menu, click **Inbound Order Console**.
- 2 From the **Inbound Order List** screen, click to select the **PO Number(s)** of your choice, and then click **View Details**
- 3 On the **Inbound Order Detail** screen, click **Report/Record Receipt**
- 4 On the **Start Receipt** dialog box, type or search for the location of the receiving dock in the **Receiving Dock** text box, and then click **Save**

- 5 Review the following information for accuracy and change as appropriate, and then click **Save**
 - Disposition Code
 - Receiving Quantity
 - Receiving Price.

If the information is correct, just click **Save**. Disposition Code defaults to RFI. Receiving Quantity defaults from the inbound order. Receiving Price defaults from the supplier's pricing.

- 6 After receiving all items, click **Close**

ICBS-R Helpdesk: 866-224-7677
email: helpdesk@dms.nwgc.gov

SSCAP 8x Inbound Order Detail

Enterprise: NWCG
PO Number: 000541703
Order Type: Purchase Order/Requisition
Receiving Cache: CORMK
Receiving Account Code: WFSURK
Contact Phone: []

Seller: []
Status: Dock to Stock Cycle Time KPI Report
Service: []
Requisition #: []
Shipping Account Code: []
Receiving Account Override Code: 0231
PO Shipping Amount: []

Order Name: []
Order Date: 08/10/2009 08:56:48
Requested Delivery Date: 08/10/2009

SSCAP 8x Inbound Order List

PO Number	Requisition #	Status	Enterprise	Customer ID/Unit ID	Seller	Order Date	Total Amount
<input checked="" type="checkbox"/> 000541703		Created	NWCG	C00021	08/10/2009 08:56:48	\$ 6,451.58	
<input checked="" type="checkbox"/> 9542	PLUGS FOR NEW PUMP	Receipt Closed	NWCG	C00018	06/02/2009 14:51:20	\$ 0.00	

SSCAP 8x Inbound Order Detail

Enterprise: NWCG
PO Number: 000541703
Order Type: Purchase Order/Requisition
Receiving Cache: CORMK
Receiving Account Code: WFSURK
Contact Phone: []

Seller: C00021
Status: Created
Service: FEDEX 2DAY FREIGHT
Requisition #: []
Shipping Account Code: WFSURK
Receiving Account Override Code: 0231
PO Shipping Amount: []

Order Name: []
Order Date: 08/10/2009 08:56:48
Requested Delivery Date: 08/10/2009

Ship To: ROCKY MOUNTAIN CACHE, DENVER FEDERAL CENTER, BLDG 810, LAKEWOOD CO 80225, US

Bill To: ROCKY MOUNTAIN CACHE, DENVER FEDERAL CENTER, BLDG 810, LAKEWOOD CO 80225, US

Sterling Multi-Channel Fulfillment Solution - Web Page Dialog

Receive

Receipt # 000541703-01-1
Enterprise: NWCG
Receipt Start Date: 08/10/2009
Receipt Status: Receipt Started
No Of Pallets: 0

Shipment # 000541703-01
Customer ID/Unit ID: []
Order Number: 000541703
Seller: C00021
Receiving Node: CORMK
Receiving Dock: RCV-N25
Receipt Open: Y
No Of Cartons: 0

Lines to Receive

Line #	Order #	Release #	Item ID	UOM	PC	Description	Total Quantity	Received Quantity	Quantity To Be Received	Disposition Code	Receiving Quantity	Receiving Price
1	000541703	0	001149	EA	Supply PUMP - backpack, outf, 5 1/2" x 15 1/2" x 19", manually opera	10.00	0.00	10.00	Ready For Issue		10.00	
2	000541703	0	000148	EA	Supply PUMP - Portable, High Pressure w/Fuel Line	2.00	0.00	2.00	Ready For Issue			N/A

Start Receipt

Receipt Information

Receipt #: []
Receiving Node: CORMK
Receiving Dock: RCV-N25
Enterprise: NWCG
Order Number: 000541703
Pro #: []
Receipt Date: 08/10/2009
Customer ID/Unit ID: []
Seller: C00021
No Of Pallets: []
No Of Cases: []

To putaway an inbound order

For more information about performing putaway tasks using the scan gun please see the Quick Reference Guide, "Receiving Inbound Orders with the Scan Gun."

- 1 On the **Task** menu, click to select **Task Console**.
- 2 On the **Search** tab, search for the **putaway task** of your choice using one or more of the following criteria
 - Activity Group
 - Task Type
 - Task Status
 - Start Task After
 - Reference Parameters.

- 3 To increase the number of records to be searched, type **200** in the **Max Records** text box.
- 4 Click **Search**
- 5 On the **Task List** screen, click to select the **Task ID(s)** of your choice, and then click **View Details**
- 6 On the **Task Detail** dialog box, click **Complete** for each task.
- 7 When finished, click **Save** and then click **Close** twice.

SSCAP 8x Home

Welcome, Matt Mixon

Task Console

- Confirm Batch
- Record Count
- Log Productivity
- Productivity Console
- Warehouse Activity Completion Report
- User Productivity Daily Report
- User Productivity Weekly Report
- User Productivity Monthly Report
- In-Progress Container Summary Report
- In-Progress Shipment Summary Report

Task

Node: CORMK
Enterprise: Across Enterprises

Activity Group:

Task Type:

Task Status:

Start Task After: To:

08/10/2009 23:59:59

Show Only: Summary Tasks Detail Tasks All Tasks

Reference Parameters

Batch #:

Wave No.:

Shipment #:

Container #:

Order Number:

Carrier:

Pod #:

Move Request #:

Shunt Request #:

Work Order #:

Max Records:

Search | Help

Task List

Retrieved 5 record(s)

Task ID	Task Type	Priority	Item ID	Quantity	Task Status	Source Location	Target Location	Primary Reference	Predecessor Task	Assigned To User
3464430278		Normal			Open					
3464430297		Normal			Open					
3464430280	RF Based Move Request	Normal	001336	103.00	Open	RCV-N25	STOR2-19090401			
3464430281	RF Based Move Request	Normal	001336	65.00	Open	RCV-N25	STOR2-21130301			
3464430282	RF Based Move Request	Normal	001336	29.00	Open	RCV-N25	STOR2-17100202			
3464430283	RF Based Move Request	Normal	001336	463.00	Open	RCV-N25	B2-03			
3464430298	RF Based Move Request	Normal	001149	10.00	Open	RCV-N25	STOR1-05100202			

Task Detail

Node: CORMK
Task ID: 3464430283
Parent Task ID: 3464430278

Enterprise: NWGG
Task Type: RF Based Move Request
Task Priority: Normal

Inventory

Item ID: 001336
Quantity:

Location

Zone	Source	Target
0	RECEIVE-ZONE	SULK-ZONE2

Location:
Sort Sequence:

References

Batch #:
Receipt #:

Complete Task

Node: CORMK
Enterprise: NWGG
Task Type: RF Based Move Request

Completed By:

Task List

Source Location	Target Location	Item ID	Product Class	UOM	Item Description	Quantity	Inventory Status	Source Pick
RCV-N25	B2-03	001336	Supply	PG	FORM,IC5-213	463.00	RFI	

https://rtn.fam.nwgg.gov/yantra/ylc/popup/frame.jsp?URL=%2Fyantra%2Fconsole%2Ftask-detail%3FPopup%3DY%26CurrentDetailViewID%3DYW



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DATE: 08/10/2009

To create and confirm a GSA Purchase Order

- 1 On the **Inbound** menu, click **Create Inbound Order**.
- 2 In the **Seller ID** text box, type **TX0014**, and then press [TAB] two times.

The Seller ID for GSA is TX0014.

- 3 Perform one of the following and then click **Create Order**
 - in the PO Number text box, type the Purchase Order Number
 - leave the PO Number text box blank so that the system will generate the number for you.

Record the PO Number as needed.

- 4 On the **Inbound Order Detail** screen under **Inbound Order**, click the **Service** drop-down arrow, and then click to select the **Service type** of your choice.

- 5 Click the **Show FSS Order Details** link, and then complete the following information as appropriate

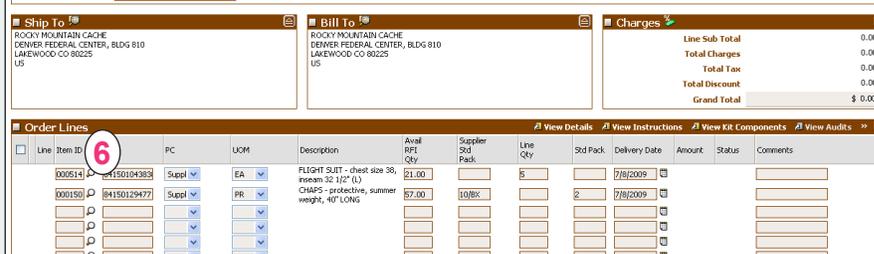
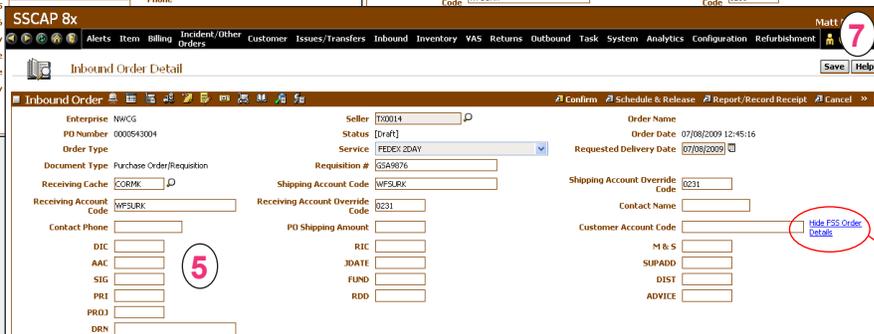
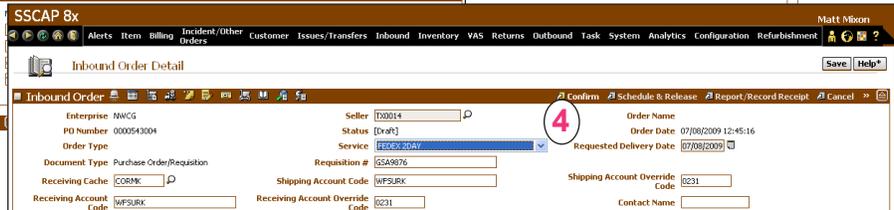
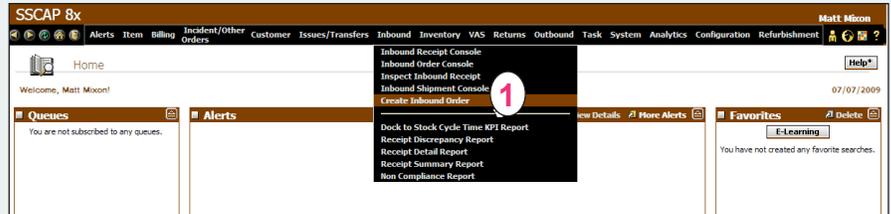
- DIC
- AAC
- SIG
- PRI
- PROJ
- RIC
- JDATE
- FUND
- RDD
- DRN.
- M & S
- SUPPADD
- DIST
- ADVICE

- 6 On the **Inbound Order Details** screen under **Order Lines**, click **New** and then complete the following for each item of the GSA Purchase Order

- Item ID
- Line Qty.

- 7 Enter all **Item ID(s)** pertaining to the GSA Purchase order, and then click **Save** and then click **Confirm**

Once the order arrives complete the previous task, "To putaway an inbound order," in this Quick Reference Guide.



This link toggles between Show FSS Order Details and Hide FSS Order Details