Lessons 11: Inbound Process Exercises

In these labs, you will create a Purchase Order, Receive that Order, and Confirm Putaway.

Creating a Purchase Order

1. Log in with your assigned username and password.
2. Select **Create Inbound Order** from the **Inbound** menu
3. Enter the **Seller ID** and double tab out of the field ***(Use the seller Id that was assigned to you in Lesson 8)***
4. Populate the following fields:
    - PO Number - Leave blank so system will generate the PO number
    - Requisition Number - Use your initials
    - Order Date – Today's date
    - Order Name – Enter your name
5. Click on **Create Order.**
6. **NOTE**: make a note of the PO number for later reference ________________
7. Select a **Service** from the drop down menu.
8. At the bottom of the form, click **New** to enter new order lines.
9. In the Item ID field enter the cache item numbers you were assigned in Lesson 8.
10. In the Line Qty field enter ***10***
11. Click on SAVE
12. Enter 'notes' for the order by selecting the notes icon 
13. Click Save to save the draft order into the system
14. Click Confirm to confirm the order – note status "Created"
15. Select the Analytics> Launch WMS> Open PO/Requisition by Order Report.
16. Select from the drop down or enter your PO number and insert
17. Select a column to sort by = cache item
18. Click on Finish
19. Report will display on screen. Click on the 'View in PDF format' (top right of screen – third icon in from the right)
20. Print report

The Order is now in the System. In normal operations, a few days will pass and then the order will arrive.

Receiving an Inbound Order

The order has now arrived on your loading dock, and it needs to be received.

1. Select **Inbound Order Console** from the **Inbound** menu
2. On the search screen provide some or all of the **PO #** and click on search
3. Select the order to view the **Order Detail** form by clicking on the hyperlink or putting a check mark in box and clicking on View Details
4. Click the **Report/Record Receipt** to get to the Receipt Console
5. Enter the **Receiving Dock** location (***RCV-N25***)
6. Click **Save** to get to Receipt Details
7. **NOTE**: make a note of the **Shipment Number** for later use
8. Disposition Code (***Ready For Issue***) defaults, but may be changed

9. Receiving Quantity (***10***) defaults, but may be changed
10. Receiving Price defaults but may be changed to reflect correct receiving price
11. Click **Save**
12. When all items have been received, click **Close**

At this point all of the objects received are ready to be put away.

Putaway an Inbound Order-Console

Putaway requires completing a move task that is automatically generated upon receipt.

1. Select **Task Console** from the **Task** menu
2. Search by the **Shipment #** recorded in Step 7 above. Note: search with 'contains' with all or part of the PO number
3. Select all of your tasks by clicking in the boxes, then click View Details to get to the **Task Detail** form
4. Click **Complete** for each task
5. Click **Save** on the **Complete Task** form
6. Notice that the Task Status is now **Completed**

The inbound process is now complete for your order.

Putaway tasks-Mobile Device

Putaway tasks are automatically generated whenever there is a receipt at the warehouse.
Since a typical warehouse has several different locations, the putaway process first asks for a reference location to be scanned.
This reference location tells the system where the operator is located in the warehouse. The following steps describe the putaway process using the mobile terminal:

1. Login to the mobile terminal
2. In the resulting menu, click on the "Task Controller" menu option
3. In the next screen, the "Start Location" can be scanned.
4. The 'Equipment #' field can be left unspecified.
5. The start location is only scanned for reference purposes. It tells the system where the user is physically located in the warehouse, so that the nearest putaway task can be suggested.
6. The item number can then be scanned in the resulting field. The system suggests the appropriate item to be scanned for the task at hand.
7. If the item is Trackable or tag controlled, the user can scan one or more Trackable IDs in the resulting screen
8. Finally, the location to put away the item can be scanned.
9. The "Deposit All" button puts away the items to the final storage location.
10. Note that the system will not prompt the user for a pick location, since the task is already associated with that location, where the item was originally received.
11. If there are additional putaway tasks to be completed, the system will prompt the user again and steps 3-6 are carried out

Creating a GSA Purchase Order

21. Log in with your assigned username and password.
22. Select **Create Inbound Order** from the **Inbound** menu
23. Enter the **Seller ID** and double tab out of the field ***(Seller ID for GSA is TX0014)***
24. Populate the following fields:

    PO Number – Enter GSA-(your initials)-08 i.e. GSA-JAB-08
    Requisition Number – Enter your own requisition number and record it here ______________________.
    Order Date – Today's date
    Order Name – Enter your first initial and last name. i.e. T. Thumb
25. Click on **Create Order.**
26. Select a **Service** from the drop down menu.
27. Click on the hyperlink for '**Show FSS Order Details**" and fill in the appropriate fields.
28. At the bottom of the form, click **New** to enter new order lines. You will be entering two items.
29. In the Item ID field enter and record Item ID ______________ and Item ID ______________.
30. In the Line Qty field enter ***10*** for each item**.**
31. Click Save to save the draft order into the system
32. Click Confirm to confirm the order

The Order is now in the System. In normal operations, a few days will pass and then the order will arrive.

Receiving an Inbound Order

The order has now arrived on your loading dock, and it needs to be received.

13. Select **Inbound Order Console** from the **Inbound** menu
14. On the search screen provide some or all of the **PO #**
15. Select the order to view the **Order Detail** form by clicking on the link or putting a check mark in box and clicking on View Details
16. Click the **Report/Record Receipt** to get to the Receipt Console
17. Enter the **Receiving Dock** location (***RCV-N25***)
18. Click **Save** to get to Receipt Details
19. **NOTE**: make a note of the **Shipment Number** for later use
20. Disposition Code (***Ready For Issue***) defaults, but may be changed
21. Receiving Quantity (***10***) defaults, but may be changed. Leave one item at 10, and change one item to 5.
22. Click **Save**
23. When all items have been received, click **Close**

At this point all of the objects received are ready to be put away. Refer to steps above for put away process either by console or AIT device.