Goods Receipt Process

Aptean Ltd
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1 Goods Receipt Process

1.1 Overview

In order to complete a goods receipt, a 'Pre Advice' must be created, this can be done either via EDI or manually. This enables the user to create a list of expected products and quantities to be received. This can be done in advance of the goods arriving at the warehouse.

Once this advice is entered, a unique 'GRN No.' is created by the system. This unique number is then used throughout the remaining process.

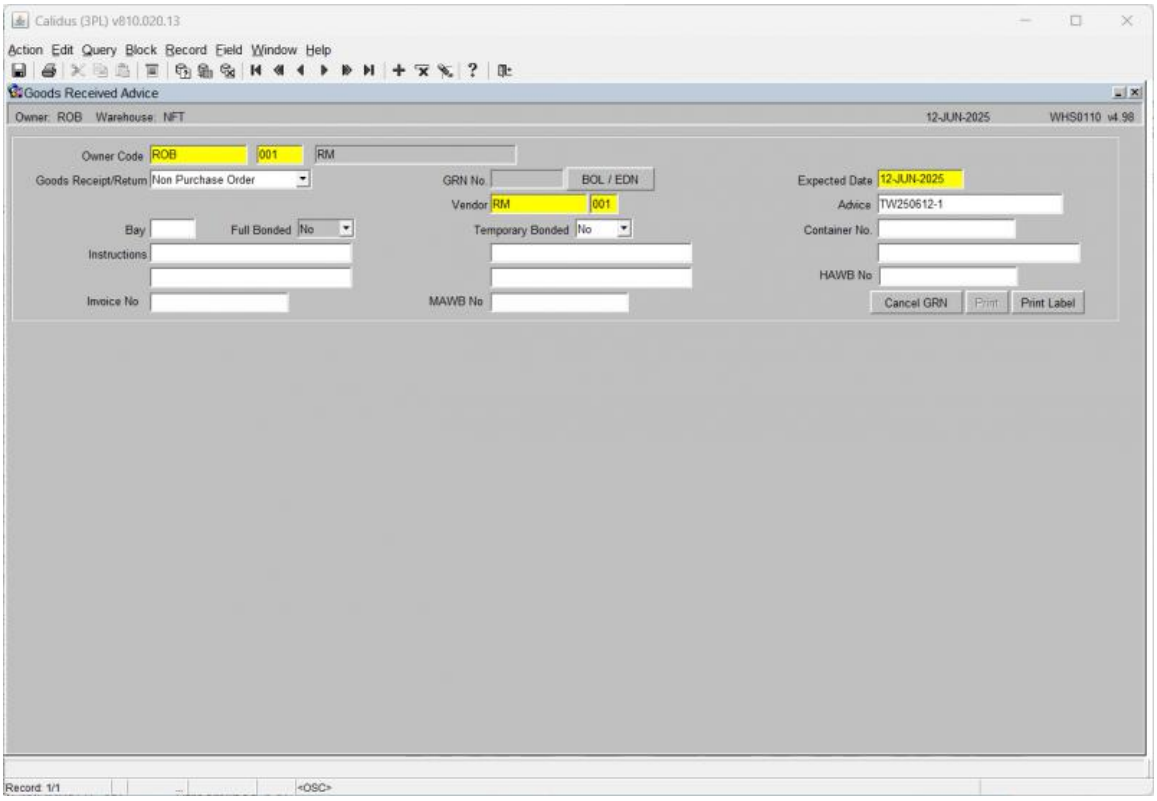
The user then uses the 'Receipt Confirmation' screen to confirm the actual quantities received. The stock is automatically held by the system once confirmation has taken place.

The final step, 'Putaway Confirmation' releases the stock, enabling it to be ordered or amended. The user can also enter check digits here if the warehouse requires it.

1.2 Goods Receipt Advice Header (WHS0110)

This is where the expected goods to be received is maintained. This can be completed far in advance of the actual physical receipt. The pre advice can be entered manually or via the EDI process. The EDI flow will be covered in a separate document.

The GRN (Goods Receipt Note) number generated in this screen will then be used as the unique number to process the goods through the rest of the receipt cycle.



Once in entry mode, the user can tab through each field. The Goods Receipt/Return field will default to Non Purchase Order. Note: the Purchase Ordering option will be covered by the Purchase Order User Guide. This will allow the user to enter a standard receipt. The user should always ensure an Advice reference has been entered.

Once all the header details have been entered, and the user has tabbed past the MAWB No. field, an additional screen will appear prompting the user for the specific stock code information.

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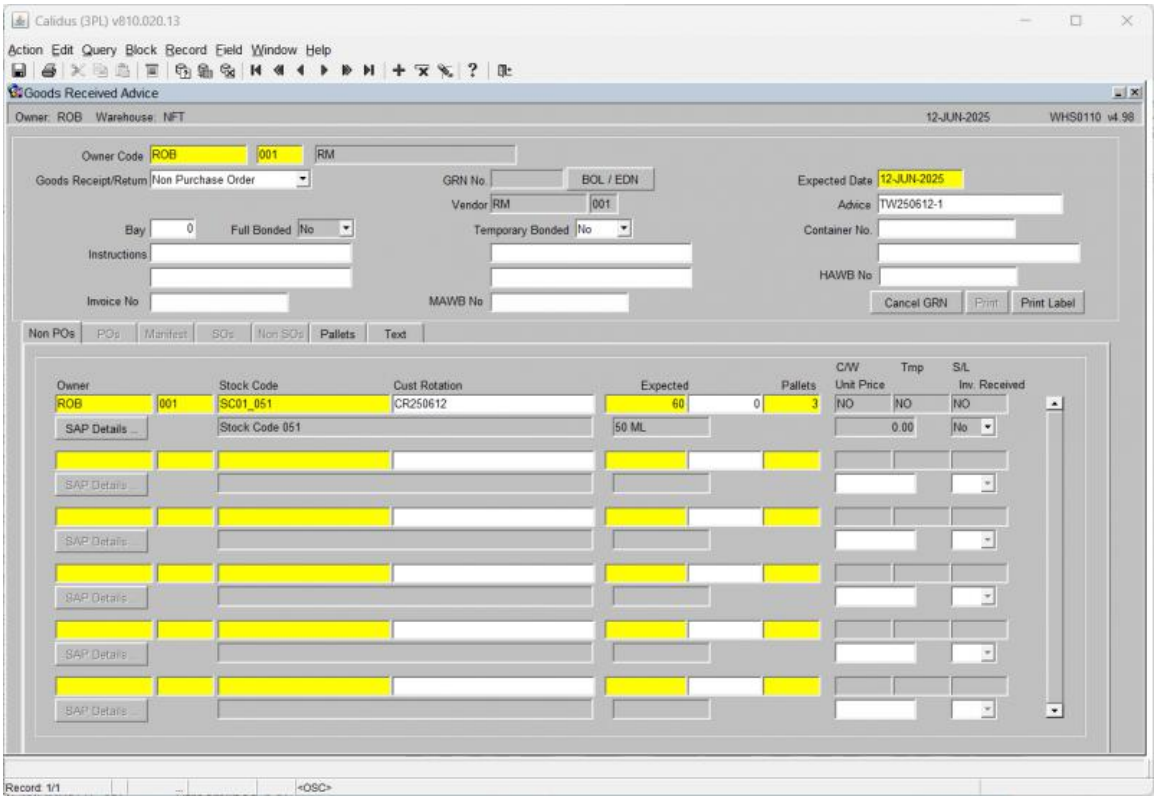
Field Information:

- The **owner code** will automatically default into this field. This can be amended if the user is set-up to enter multiple owner values.
- The **Goods Receipt/Return** field will default to Receipt. This will allow the user to enter a standard receipt.
- The **supplier code** will default to the value set up against Supplier Code in Owner Maintenance or can be selected from the available List of Values
- The **advice** field is used as a unique reference for this GRN. It can be searched at a later date to find the system generated GRN no. The number used in this field is normally the advice note number on the receipt documentation.
- The **Container, Instructions, HAWB and MAWB** fields will appear on the GRN note if populated.
- The **Invoice No.** will only appear on the Invoice documentation.
- The **Cancel GRN** button will set the GRN to status ?C? and no amendments to the GRN can then be made. Note the Cancel Option is only possible before Confirmation.
- The **Print** button will only be enabled if GRN note is required and the pre advice details have been saved.

1.2.1 Goods Receipt Advice Details

This screen (Non Pos) is used to enter the stock codes and quantities to be received. The information box shown below will display each time the user tabs past the quantity field. It displays the expected number of pallet to be received. The system works this out based on the stock code information set up in stock codes maintenance. This set-up can be seen in the Stock Set-up User Guide.

There is also an additional information box that may be seen once the user has entered the stock code. This box would warn the user that the product has no dedicated pick face. This simply means that a default location for receipt has not yet been set-up against the product.



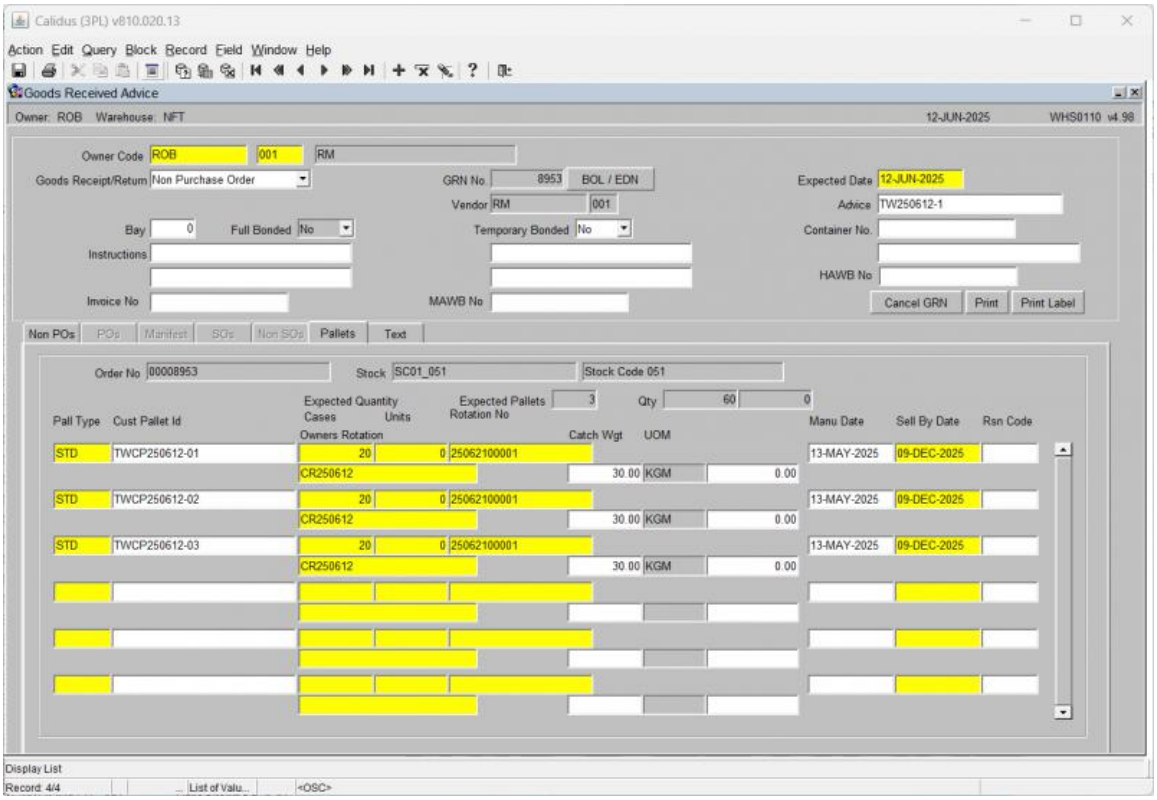
Field In formation:

- The **owner code** will default to the owner of the GRN and sub code 001 will automatically be populated.
- The **stock code** must have been previously set up in stock code maintenance.
- The **Expected** field prompts you for the number of cases to be received. The box following this will only be activated if the product is set to two units of measure.
- The **pallets** field will default to the pre defined number of pallets as set up in stock maintenance or can be entered manually.

- The remaining fields, **CW, Temp, S/L, Unit Price and Inv**. Received fields are all information boxes to show the user what settings have been made against the GRN. Note, these additional settings will be included in the Goods Receipt Super User Training Guide.
- A ?**Send**? Button appears if the warehouse is set to receive via RF

1.2.2 Goods Receipt Advice Pallets

If required, pallet details for the expected stock can be entered at pre advice. Once entered, this information will automatically default at receipt confirmation.



Field Information:

- **Pall Type:** Enter the pallet type to be received or field will be populated with the default pallet type set against the product in Stock Maintenance.
- **Cust Pallet Id:** This is the customer?s reference for this pallet.
- **Expected Quantity:** Enter the quantity in cases and/or units of stock expected for the pallet.
- **Rotation No:** Enter the rotational information for the expected stock.
- **Sell By Date:** Enter the sell-by-date of the stock being received.
- **Manu Date:** Enter the date the stock was manufactured.
- **Rsn Code:** If you wish to put the line of stock on hold, enter a reason code in this field.
- **Owners Rotation:** Enter the rotational information for the expected stock. This is normally the customer?s batch number.
- **Catch Wgt:** If a manual weight is to be entered for the pallet, enter it here.
- **UOM:** To be entered if the product is received with a different Unit of Measure.

When pallet details are entered, if the owner/ stock code is set for inbound serial number entry at pre-advice, then the serial number entry screen WHS0200 will be displayed. Serial numbers can then be entered at this stage, if required. If serial numbers are not available at this time, then the serial number entry can be skipped and entered at receipt confirmation.

A **Serials** button will re-call the serial number entry screen to allow corrections to be done to the entered serial numbers.

1.2.3 Goods Receipt Note Print (WHR0110)

```
Report : WHR0110_SER v4.5                    New Test Company                    Page : 1    of   1
                                        GOODS RECEIPT NOTE CHECK LIST            Date : 09-Jul-10 15:45

Anvil Ref                    Container : HLUX2343349        Seal :                    BOL :
GRN No  : 00000147           Vessel :                       Voyage :                  Haulier :
Supplier: X-001        001  Standard Supplier                                 Receiving Bay :  2

                                                                             Pallets Received  ___
Clerk    ____________________
                                                                             Pallets Returned  ___
Checker  ____________________
                                                                          Any Mixed Pallets [Y/N]
Driver   ____________________

Owner                        Stock Code                 Qty              Catch/W      Temp       Sell/D  Customer Pallet ID

 XXA            001          001001
Shirt (red)
1*12                                                                                          _______ ________________

                                                        ________________

                                                   End of Report WHR0110
```

Goods Receipt Note

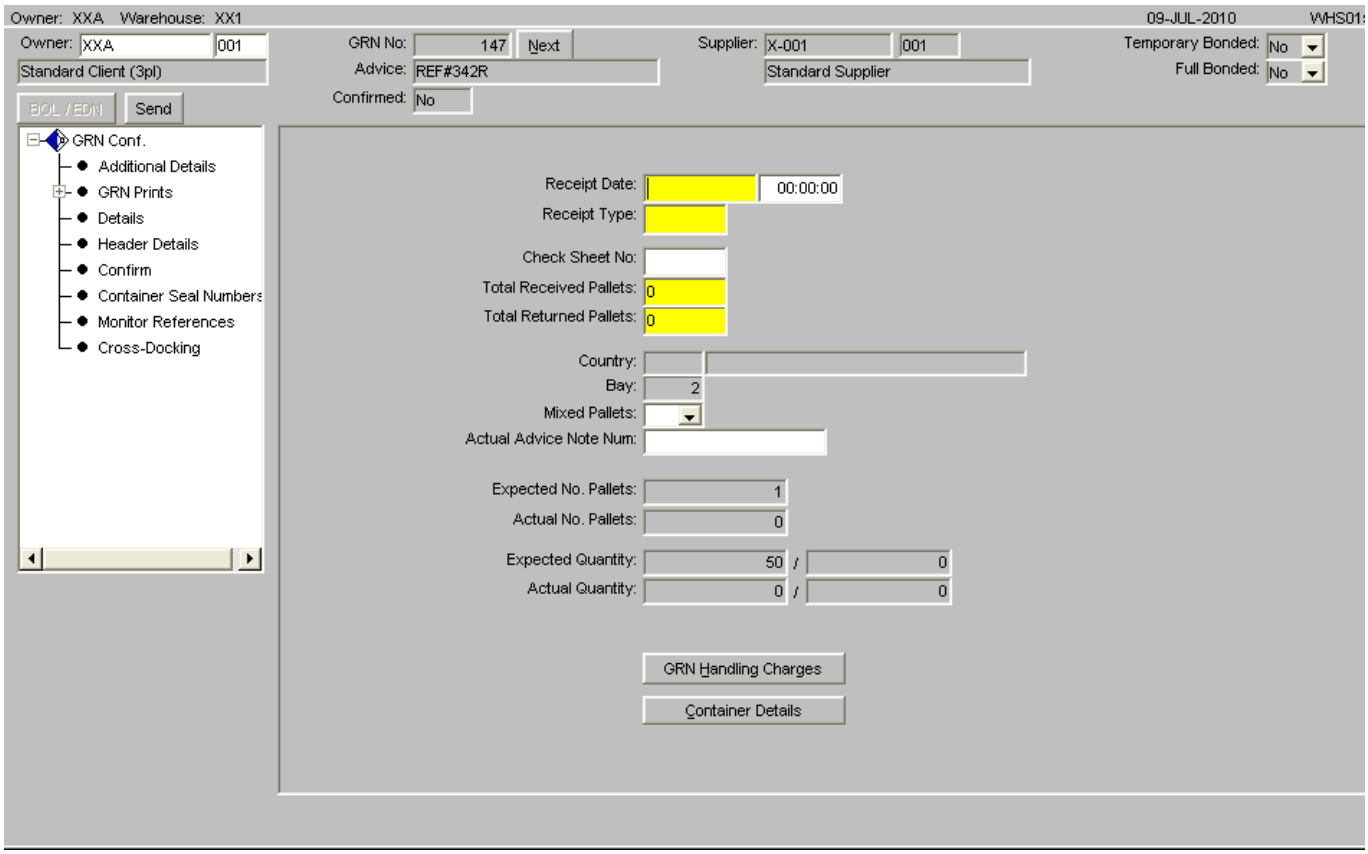
By selecting the **Print** option from the header section of Goods Received Advice it is possible to produce a blind check sheet.

Formats are set in Owner Maintenance/Formats/GRN Checklist

Formats	Description
FWL or blank	Standard print as displayed above
AVO	Includes additional columns to capture - Pieces/Carton Cartons/Layer and Layers/Pallet Lot Numbers
SER	Will display medical/serial numbers if entered

1.3 Goods Receipt Confirmation Header (WHS0150)

The second part of the GRN process involves entering the pallet details of the receipt. This screen confirms the header information for the GRN and confirms how many pallets have been received and their associated details such as rotation numbers and sell by dates where applicable.



Goods Receipt Header

The form is split into two parts, the left hand side of the screen provides additional options such as producing any required GRN prints or entering additional details. The centre of the form displays to the user the main header details of the GRN such as the total number of actual pallets received against expected.

The **BOL/EDN** button will only be enabled if the container information as been entered via the **BOL/EDN** button at pre advice. Similar to pre-advice, if RF is to be used to process the goods receipt, the **Send** button will be enabled to send the GR information to the RF system.

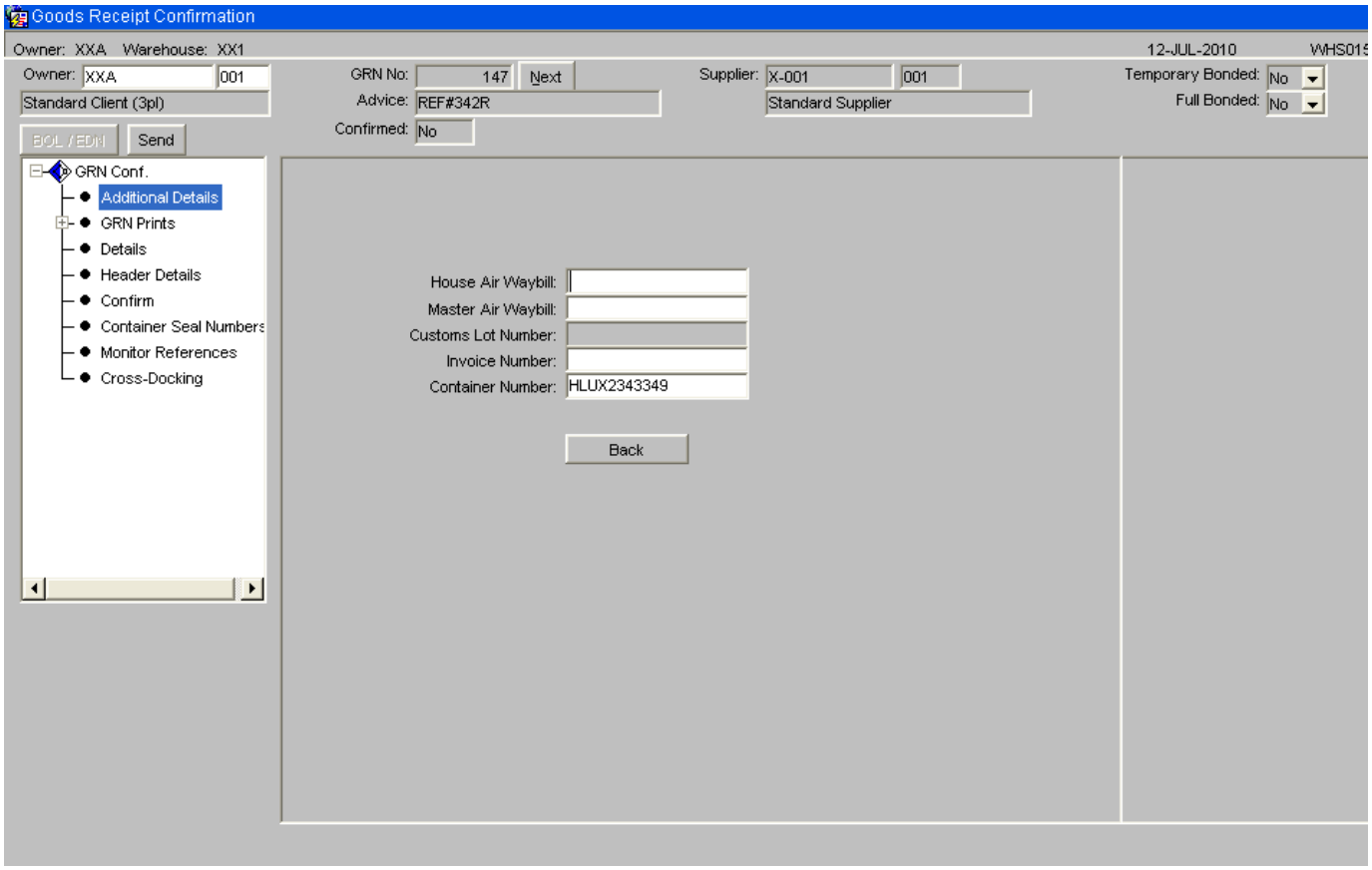
If the owner has client invoicing enabled then there will be the option to enter and view any receipt handling charges which have been generated.

Field Information:

- The *Receipt Date and Time* will default to the Pre-Advice date or can be manually entered.
- *Receipt Type:* This must be manually entered. Indicates the receipt type. The standard receipt type is 'REC' or 'RET'
- *Check Sheet No:* If required, a check sheet number can be entered here for returns.
- *Total Received and Total Returned Pallets:* used to indicate the number of physical pallets received. Will default to the number of pallets entered at pre advice.
- *Country:* If populated by the client specific commercial invoice, the country of origin for the receipt will be populated here
- *Bay:* If bay number is required, enter the warehouse bay number that the goods will be received into.
- *Mixed Pallets:* Determines whether the goods are being received with mixed stock codes on a pallet.
- The **GRN Handling Charges** button will enable the user to enter invoicing information for the GRN.

1.3.1 Goods Receipt Confirmation Header - Additional Details (WHS0150)

From this screen, the box on the left will give the user the options to go into various other screens and reports.



This screen gives the user the option to enter waybill information.

1.3.2 Goods Receipt Confirmation Header - GRN Prints (WHS0150)

Note: The GRN Prints option will display all reports that can be printed from this screen. Clicking on one of these options will take the user through the printing process.

Optional Prints include: -

GRN Print - Displays actual receipt details

Report : WHR0151 v4.12 | New Test Company | Page : 1 of 1

GOODS RECEIPT NOTE | Date : 12-JUL-10 12:23

Warehouse: XX1 Standard Warehouse
User Name: LEN
GRN No: 147 Receipt Date: 09-JUL-10
Supplier: X-001 001 Standard Supplier
Advice: REF#342R Haulier : Vehicle :

Check Sheet No: Container: HLUX2343349 Driver : Seal No :

BOL : Vessel : Voyage :

Owner / Stock / Haz / Colour/Size		Name / Description / System Rotation / Owner Rotation	System Pallet / Customer PO No	Owner Pallet / Origin	Quantity / Cases / Units / Hold	Sell by	Catch/W (KGM)
XXA	001	Standard Client (3pl)					
001001		Shirt (red)					
N		2010C4522	739		50/		1518.000
1*12		2010C4522				01-DEC-10	
				Total:	50/	0	1518.000
Total Weight:		1518.000 KGM		Expected Qty :	50/	0	
Total Weight:		1518.000 KGM					

End of Report WHR0151

Putaway Instructions - If required, detailing where the receipted pallet should be located within the warehouse.

Report: WHR0154 v4.4 | New Test Company | Page: 1 of 1

GRN Put Away Instruction | Date: 12-Jul-10 12:13

User Name LEN
Warehouse XX1 Standard Warehouse
GRN No 147

Owner	Stock / Description	System Rotation	Customer Rotation	Quantity Case/Unit	System Pallet ID	Customer Pallet ID	Location	C/D
XXA 001	001001 Shirt (red)	2010C4522	2010C4522	50/0	739		A1/60/4	

Putaway by _____ GRN Total Quantity: 50/0

Comments _____

End of Report WHR0154

Pallet Labels

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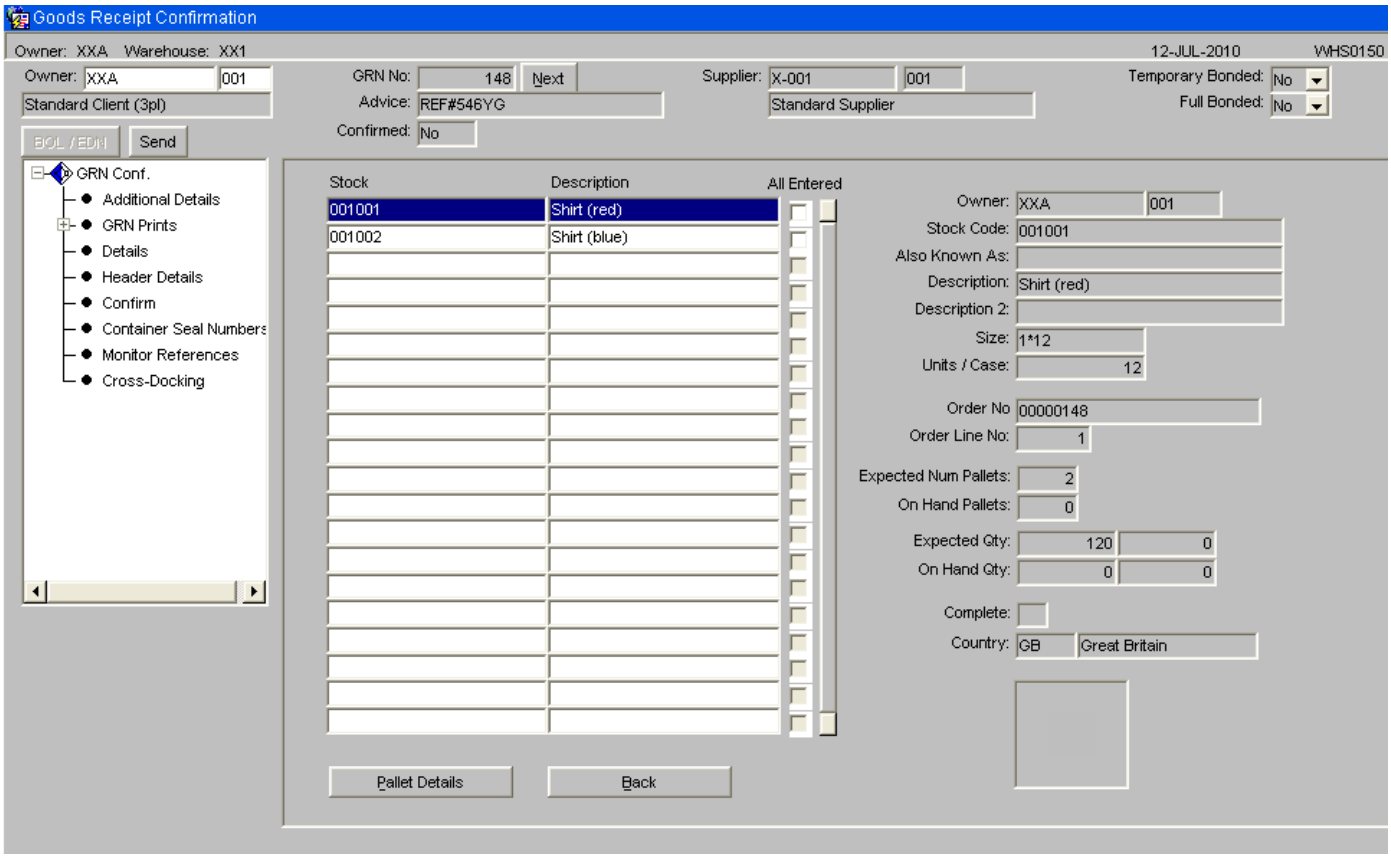
```
XXA Standard Client (3pl)
Stock Code: 001001
            Shirt (red)

Plt ID :    739
Rot No :    2010C4522
Rcd:        09-JUL-10     S/D:        01-DEC-10
Qty:        50            Owner Rot: 2010C4522
Owner Plt :                           GRN No: 147
```

Field Name	Format	Description
Pallet Labels	FRI	System Rotation Number replaced by medical serial number (one serial number per pallet, FS 274264)
Barcode Pallet Labels		
Barcode Case Labels		

Cross-Dock Pick List - Will only be produced if Cross-Docking is enabled for the owner and the stock code.

1.3.3 Goods Receipt Confirmation Header - GRN Details (WHS0150)

The **Details** option will take the user through to the stock code level confirmation details.



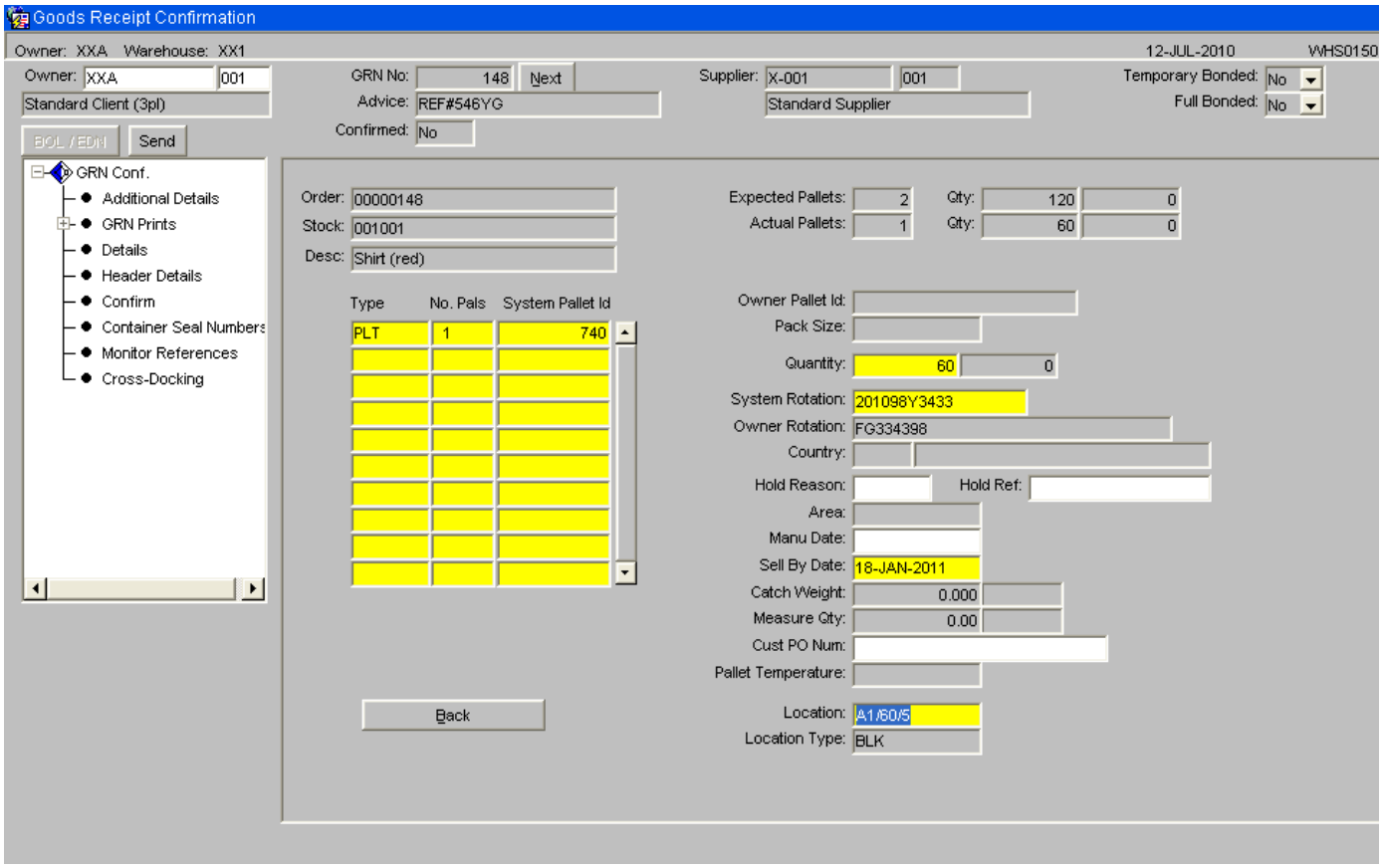
Goods Receipt Confirmation - Header

Once the user has clicked the Details option from the box on the left, or accessed the screen via tabbing through the header details, the following screen will display with all stock codes expected on this GRN. The stock codes will be sorted in alpha numerical sequence. To enter confirmation details for their relevant product, the user must highlight the specific stock code, and enter the **Pallet Details** button.

1.3.4 Goods Receipt Confirmation Header - Pallet Details (WHS0150)

Once the user has right clicked on their selected stock code, the pallet information for the product will be displayed as below. If the user has entered pallet details into the pallets tab at pre advice, the information will default as in the picture below.

Note: Tabbing through all fields from Type onwards will default most information as entered at pre advice. However, all can be amended or entered manually.



Goods Receipt Header - Pallet Details

Field Information:

- *Type:* This is the pallet type the stock is to be received onto.
- *No:* This is the number of pallets to be received. If entering more than one pallet, the system will expect the user to book multiple pallets into one location or will give the user the option to let the system generate them (if autoputaway is setup)
- *System Pallet Id:* If tabbed through, the system will generate the next sequential pallet id. If multiple pallets are to be generated by the system, multiple system pallet id's will also be generated.
- *Owner Pallet Id:* If customer pallet references are to be used, this field will be mandatory.
- *Pack Size:* Determines an additional unit of measure for the stock .
- *Qty:* Enter the expected number of cases or units to be received, or tab to default to expected at pre advice.
- *System Rot:* This is the system generated rotation number as is used as a batch number or for FIFO requirements.
- *Owner Rot:* This is the customer batch number.
- *Country:* Similar to pre advice, if country of origin information has been entered via invoicing, it will be populated here.
- *Hold:* If the user wishes to place the pallet on hold, a valid hold reason code must be entered.
- *Area:* Used for client specific processing, this determines a specific area within the warehouse for the goods to be stored.
- *Manu Date:* The date the stock was manufactured. Will default to the current system date.
- *Sell By Date:* If required, enter the sell by date for the stock code.
- *Catch Weight:* If stock weight is not to be used, the manual weight can be entered .
- *Measure Qty:* If a different unit of measure to the one set up against stock maintenance is to be used, the quantity must be entered here.
- *Cust PO Num:* A client specific reference number up to 20 characters may be entered for the pallet.
- *Pallet Temperature:* This field will only be enabled if freezing details are required. Enter the temperature of the pallet.
- *Location:* Enter the location code the goods are to be received into. An LOV here will list Available, Empty or All locations within the warehouse for the entered pallet type. If Auto-Putaway is used then an available location will be shown based on a number of parameters set-up against the Stock code.

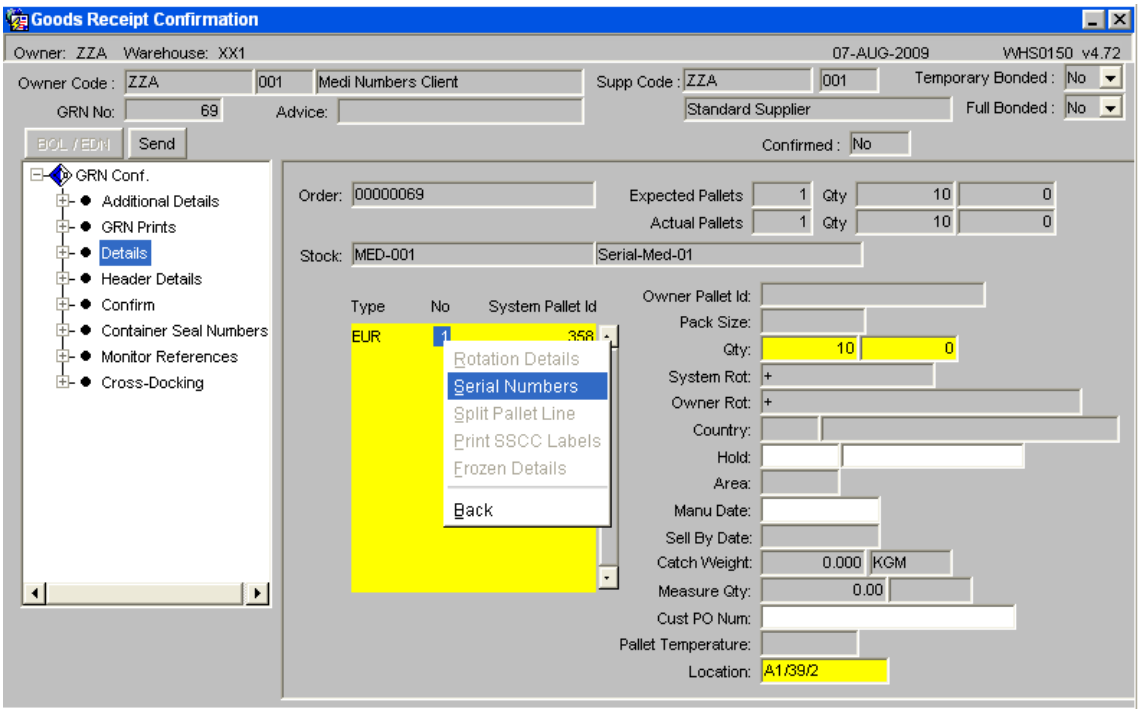
Once all of the relevant fields have been populated, the line needs to be saved. Once saved, the user must choose the **Back** button to return to the Product Details screen to allow them to continue entering more stock codes and pallet details

if required.

If automatic putaway is not being used, the goods must be allocated locations within the warehouse. If using auto putaway, the system will automatically suggest locations.

1.3.5 Goods Receipt Confirmation - Serial Numbers

To call the Serial number option, right click in to the field and a drop down menu will be displayed to enter the new serial numbers.



If serial numbers have been entered at the pre-advice stage then the serial numbers screen will be used to capture a second set of serial numbers. The new serials will be cross-checked against the original entered serial numbers at pre-advice for any discrepancies.

1.3.5.1 Goods Receipt Confirmation - Pallet Details (Discrepancies)

The user may either click the Confirm option from the left hand option box from here, or may do it from the previous details screen. The system will then inform the user that the GRN has been confirmed.

Note: If the number of pallets entered at confirmation is different than expected at advice, the user will be shown a warning message asking them if they still wish to confirm.

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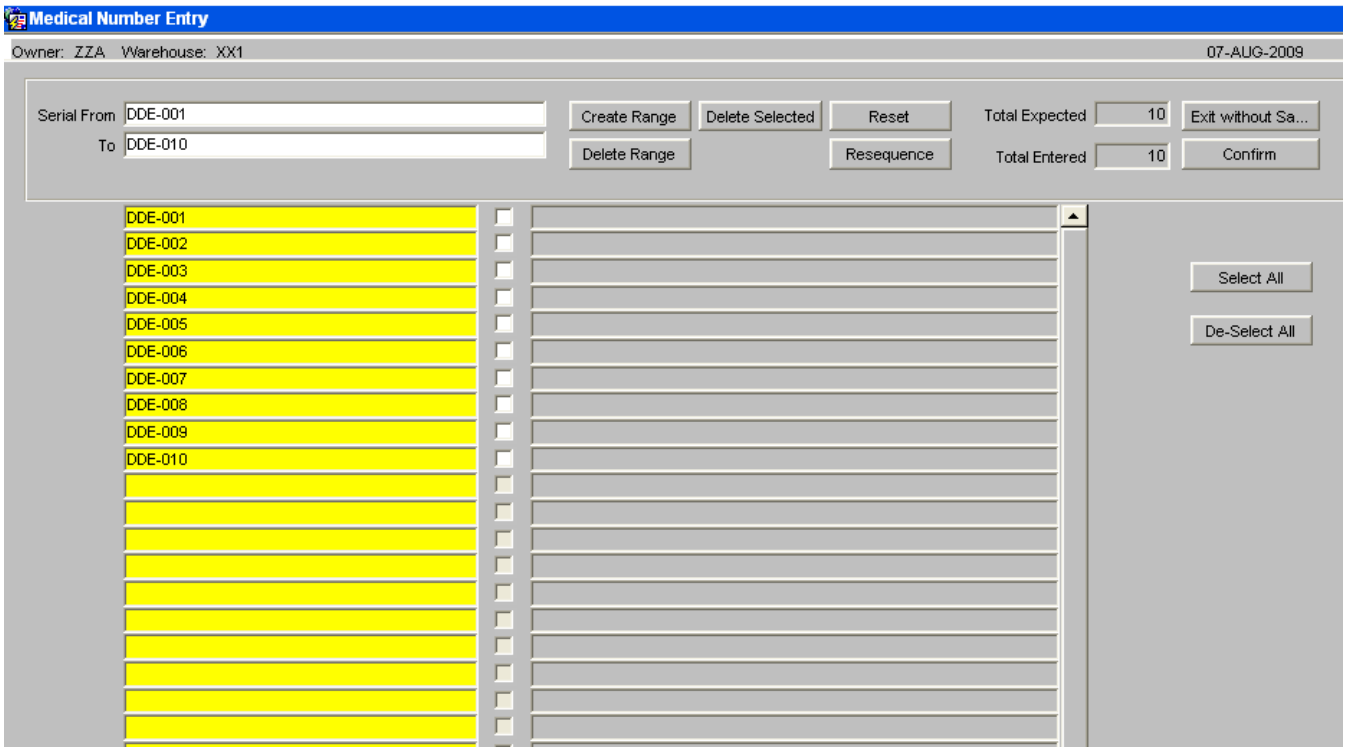
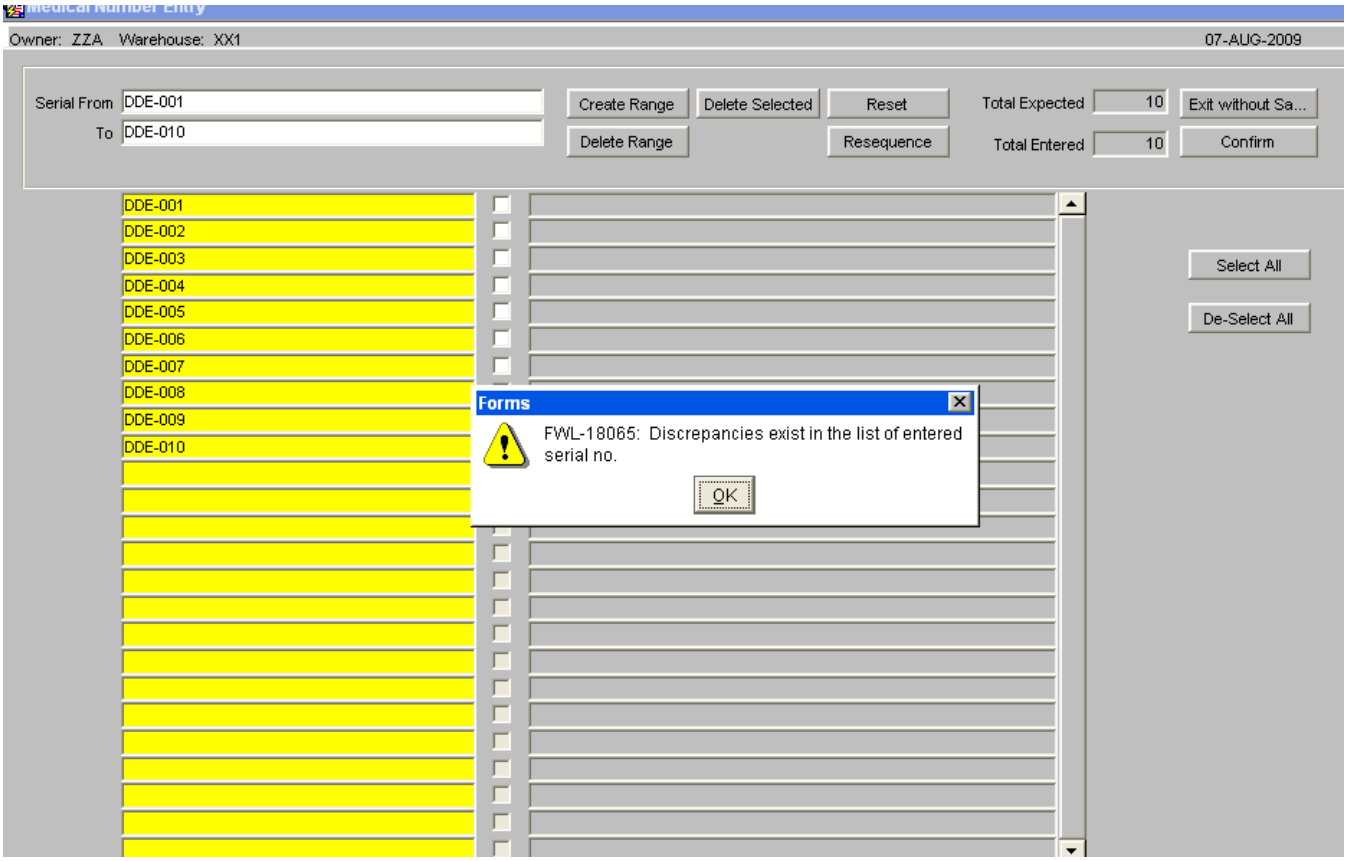


If there are no differences, then receipt confirmation can continue, otherwise confirmation will not be allowed. As Below.



If a difference exists, then the user will be presented with the options to produce a discrepancy report or confirm the differences.

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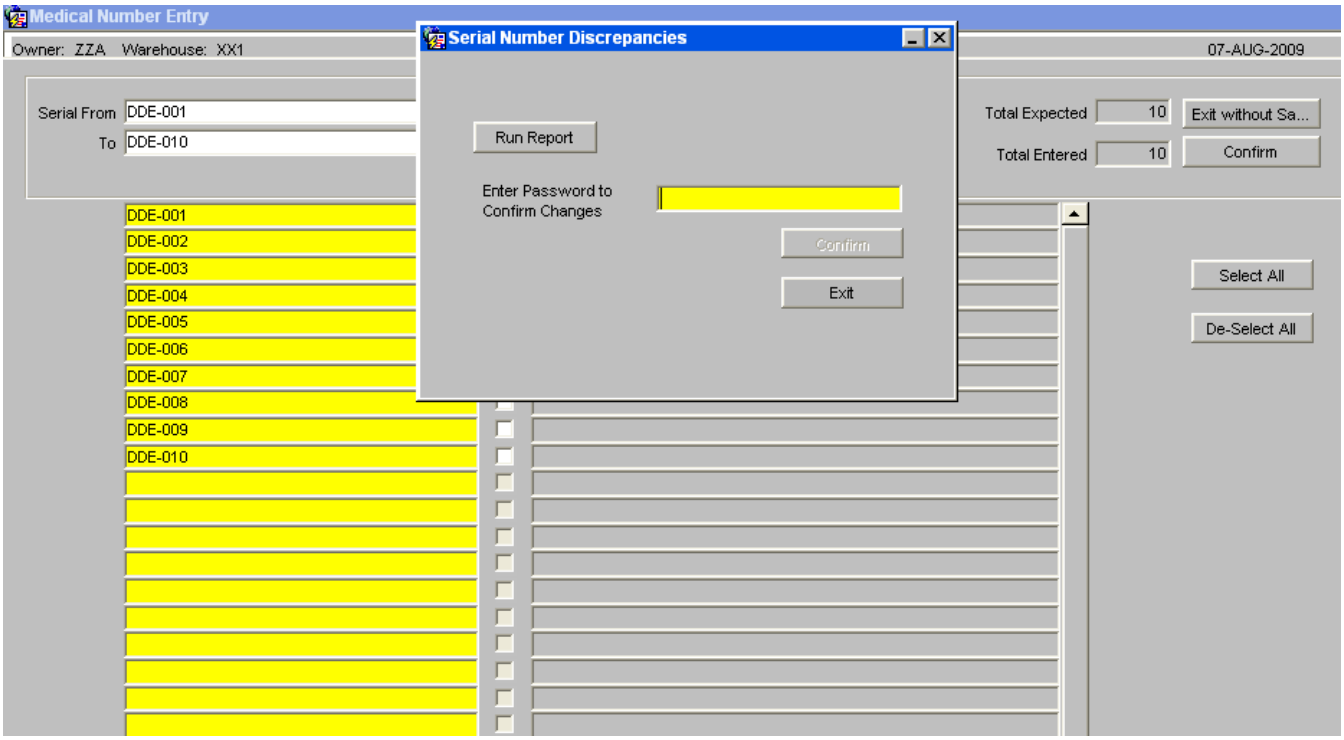

The discrepancy report will list receipt header details along with pallet/stock details and a list of the discrepancies between the serial numbers.

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WHR0200 v4.1

Serial Number Discrepancy Report

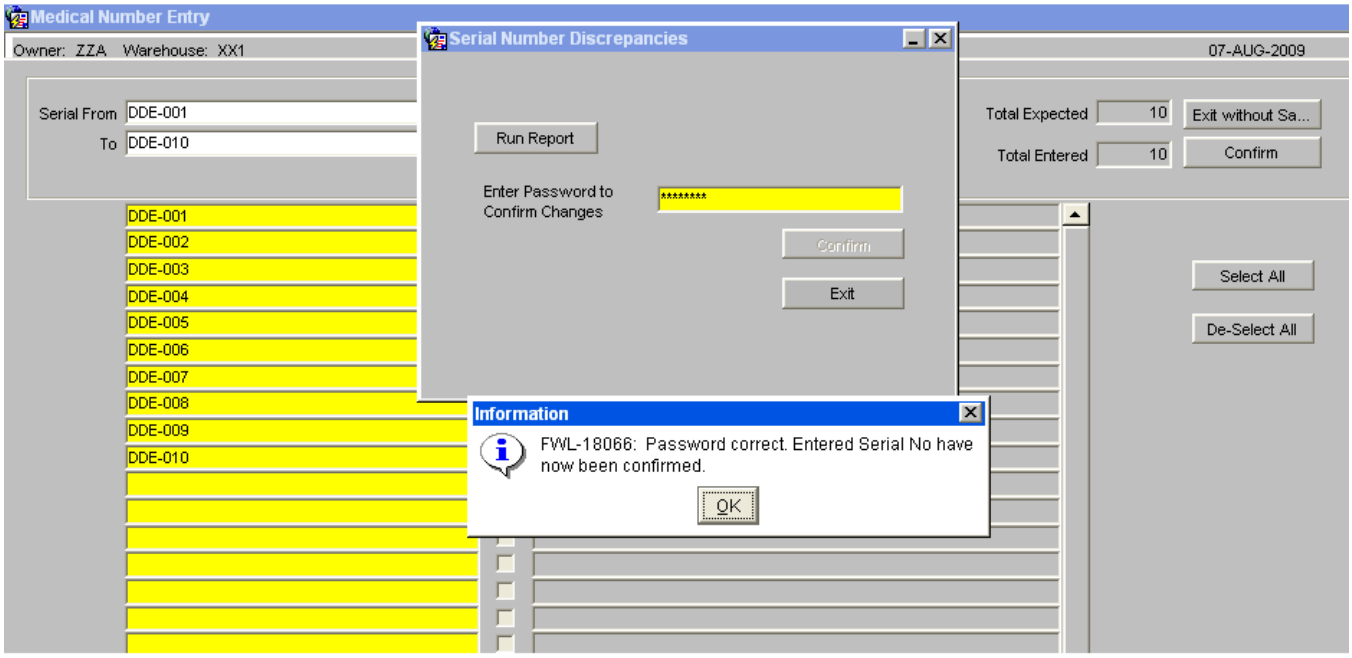
GRN: 69

SKU: MED-001 Serial-Med-01

Pallet ID: 358

Discrepancy	Serial Numbers Entered at Pre-Advice
***	LZF-00000001
***	LZF-00000002
***	LZF-00000003
***	LZF-00000004
***	LZF-00000005

If the user tries to confirm the differences, they will be prompted for a password, and if entered correctly, the pre-advised serial numbers will be completely removed and the new set of serial numbers will be stored in their place. The confirmation process can then continue.



When an owner / stock code is set-up to enter serial numbers at receipt, checks will be included to prevent receipt confirmation if any of the stock codes on the receipt require serial numbers which have not been entered. An error message will be displayed, 'There is an incorrect number of serial numbers for line 001, detail line 001? On Receipt Confirmation, the system writes the REC history records and HOLD records, if stock is held during putaway. At this point serial number 'REC? and ?HOLD? history records will be written for every serial number on the GRN.

```
Report: WHR0154_SER v4.3                    New Test Company                    Page: 1     of 1
                                        GRN Put Away Instruction                Date: 07-Aug-09 14:36

User Name          LEN
Warehouse          XX1            Standard Warehouse
GRN No             69

Owner       Stock                 System        Customer                Quantity  System    Customer          Location     C/D
            Description           Rotation      Rotation                Case/Unit Pallet ID Pallet ID

ZZA       001MED-001              +             +                         10/0    358                         A1/39/2        __
            Serial-Med-01
Serials:  DDE-003, DDE-004, DDE-005, DDE-006, DDE-007, DDE-008, DDE-009, DDE-010, DDE-001, DDE-002

Putaway by    ______________________          GRN Total Quantity:      10/0

Checked by    ______________________

                                        End of Report WHR0154_SER
```

Putaway note displaying entered serial numbers

1.3.6 Goods Receipt Confirmation Header - Container Seal Numbers(WHS0150)

This gives the user the option to enter shipment seal numbers for the containers received.

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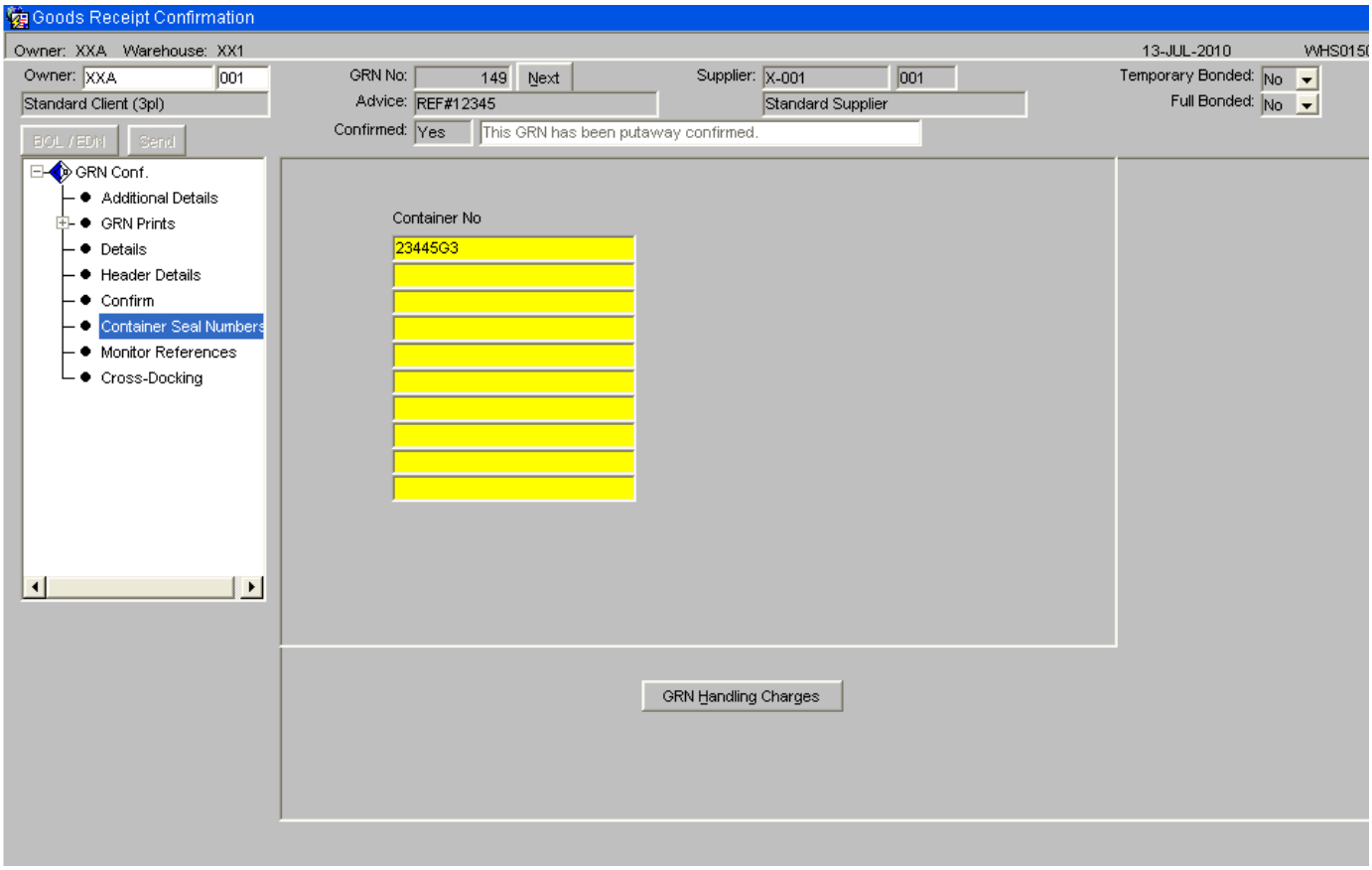
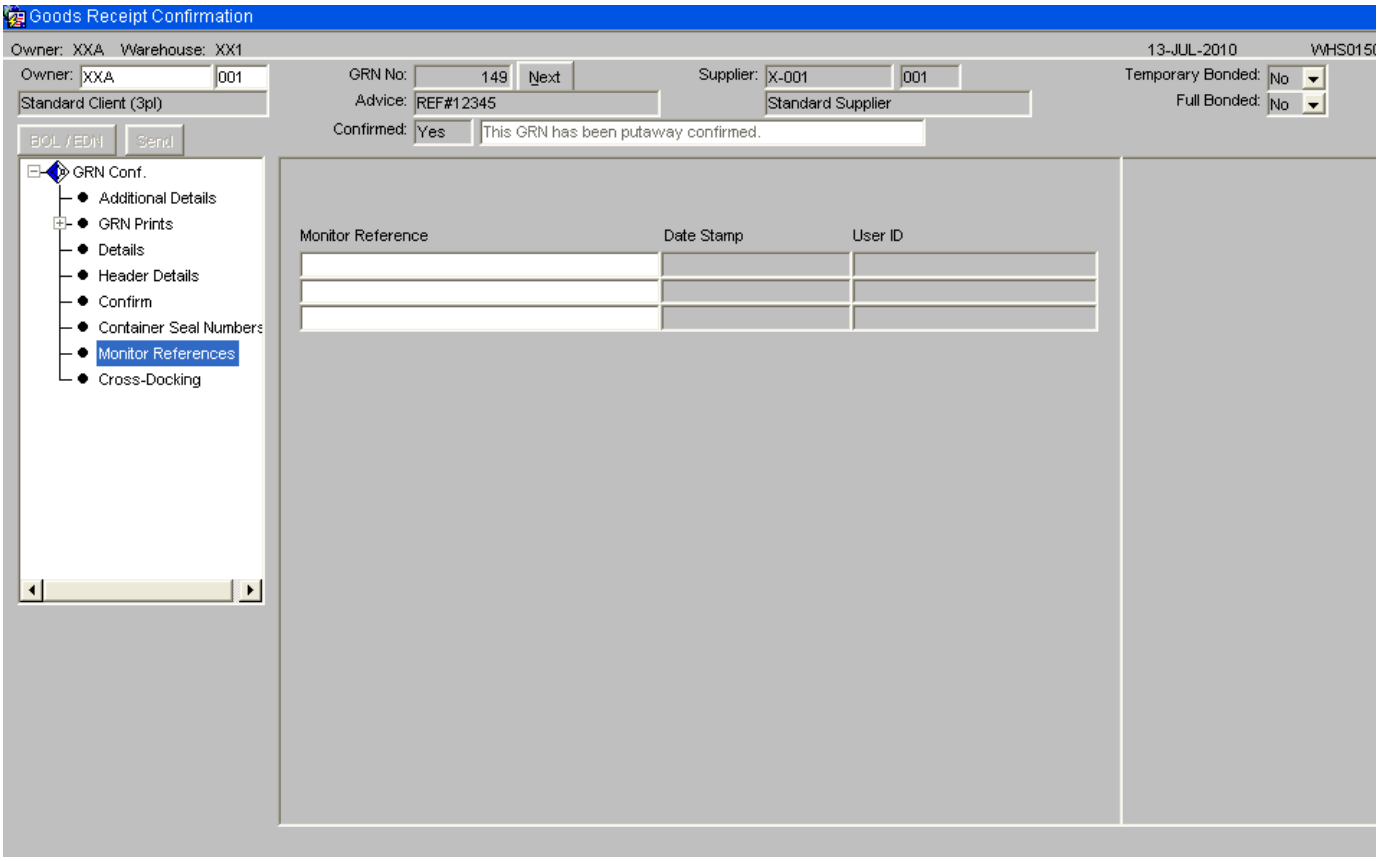


Goods Receipt Header - Container Details

1.3.7 Goods Receipt Confirmation Header - Monitor References (WHS0150)

The screen will allow for additional reference numbers to be captured and to provide an additional audit trail, primarily used for med/serial number products.



Goods Receipt Header - Monitor Reference
The temperature monitor reference numbers will be entered and the current system date, time and user id will be captured.

1.3.8 Goods Receipt Confirmation Header - Cross Docking (WHS0150)

The Cross Docking option will allocate any stock outstanding on orders directly from this GRN. The Cross Dock Pick List will then be available for printing. (See Cross Dock Setup and Processing).

1.4 Goods Receipt Putaway Confirmation Header (WHS0155)

This screen is accessible only in query mode. The user must first key in their GRN no, and retrieve the GR information. The header information will already be populated from the data previously entered

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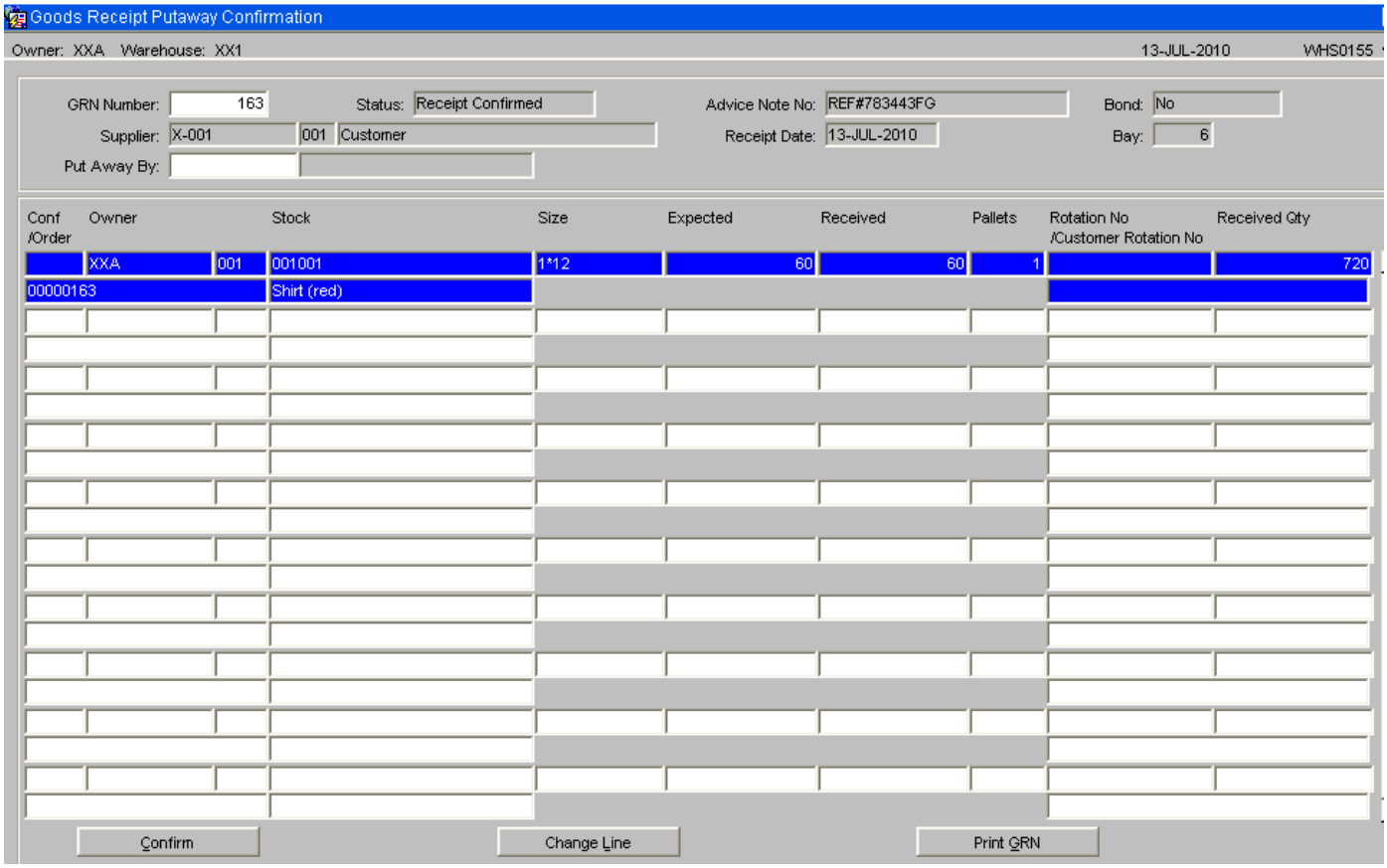


Field Information:

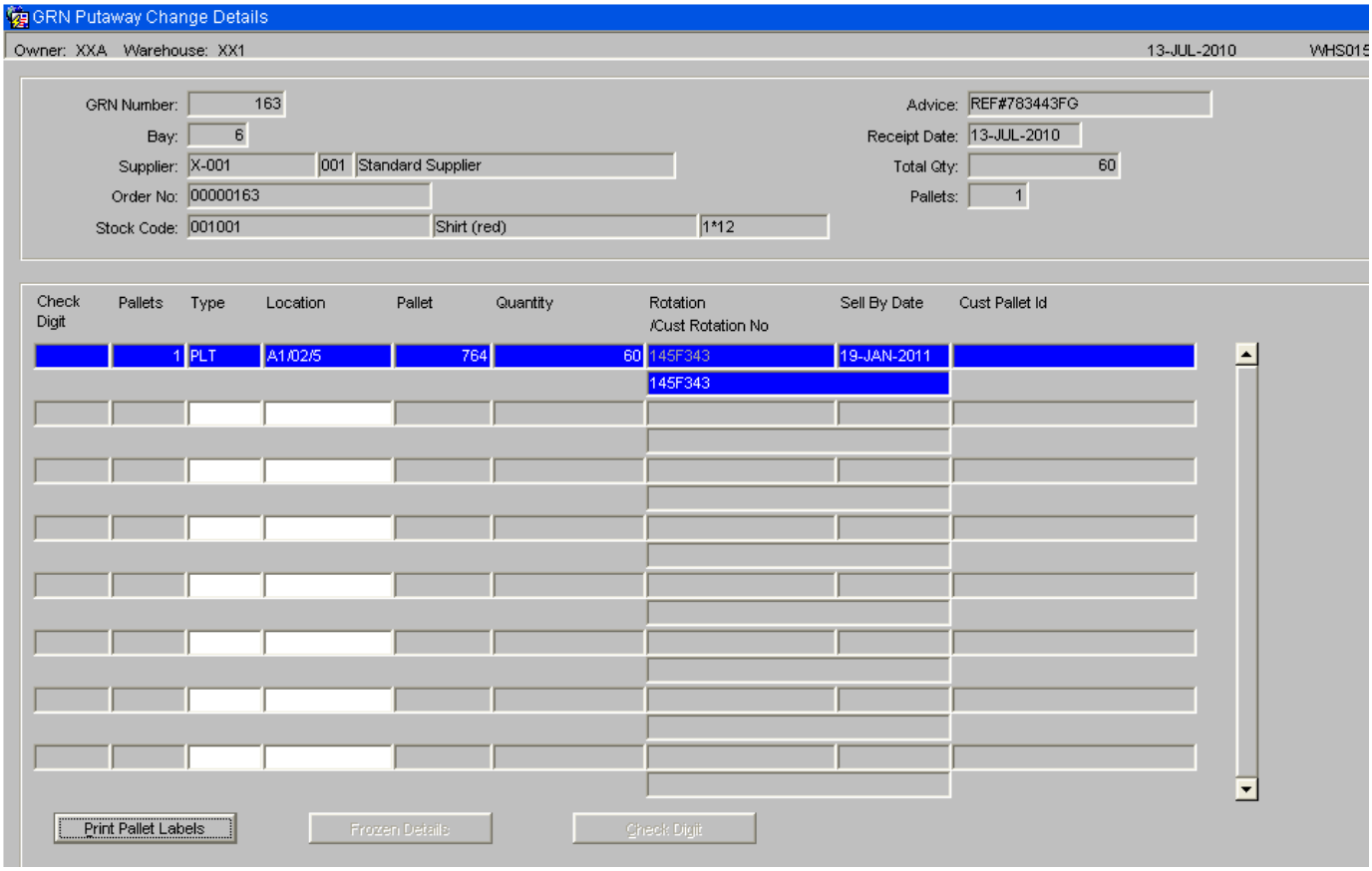
- In order to enter confirmation details, the user has to populate the Put Away By field with a valid employee code. This should be the person who physically located the goods, not the person who is entering the details onto the system.

Note:

- No additional warning is given once the user presses **Confirm**. The putaway will be completed once this button has been clicked.
- The **Change Line** Button will take the user to the screen shown bottom left. The user can then amend the location information and print Re-Pallet labels if required.
- The **Print GRN** button will enable the printing of a GRN putaway sheet.

1.4.1 Goods Receipt Putaway Change Details (WHS0156)

It is possible to amend the pallet type and location entered during the original receipt confirmation at this point. This is to cater for a location that has been damaged or cannot be physically accessed but not yet updated on the system.



Note:

- It is possible to produce new pallet labels from the button option
- If enabled the system will prompt for check digits for each line, before allowing confirmation.

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