



Orders

# Label Design Module



- Replenish
- Orders
- New
- Order #
  - Supplier preference
  - If none, room setup
- Pick required date
- Other optional fields
- Click Save
  - To add items

The screenshot displays the eTurns web application interface. At the top, there is a navigation bar with the eTurns logo and several menu items: Report, Dashboard, Administration, and PollAll. Below this, there are buttons for Inventory, Consume (with a red circle containing the number 3), Replenish (with a red circle containing the number 6), Asset, Kit, and Scripts. The main content area is titled 'Orders' and contains a form for creating a new order. The form includes fields for Supplier (set to 'Supplier ABC'), Order Number (set to '10/3/2016-8'), Required Date, and Order Status (set to 'UnSubmitted'). There are also fields for Comment, Release Number (set to '3'), Tracking Number, Shipping Vendor, Shipping Method, Staging Name, and Customer. A 'Pack Slip Number' field is also present. At the bottom of the form, there are 'Save' and 'Cancel' buttons. A status bar at the bottom indicates 'No of line items : 0' and 'Cost : \$ 0.00'. A legend at the bottom left states '\* Indicates required field(s)' and includes a checkbox for 'Check before the textbox or dropdowns if you want to save this value preserved when you visit this page next time'.

# Add items to Order

- Full list of items in Stockroom are displayed to add to order
- Search or Narrow search for items wanted
- Enter quantity to order
- To add to Order, either:
  - Click Add at front of row, or
  - Select row, and
  - Click Add at bottom of grid

**Add new item(s) to Order**

Stock Status:

Average Usage:

Turns:

Item Type

User (Created by)

User (Updated by)

Date Created

From

Add	<input type="text" value="0"/>	testing deploy	0.00	0504 Room	10/3/2016 5:32:24 AM
Add	<input type="text" value="6"/>	400EMT	10.00	0504 Room	7/6/2016 11:58:40 PM
Add	<input type="text" value="1"/>	test hd	11.00	0504 Room	7/22/2016 5:50:34 AM
Add	<input type="text" value="1"/>	test hd1	12.00	0504 Room	7/22/2016 6:42:58 PM

# Items added to Order

- Items added to Unsubmitted Order
- Quantities are in Requested column
- Approver can adjust these before Approving the Order status
- Or just change status to Approved.  
System will make Approved qty the same as Requested
- Click Save

Orders

Room : 0504 Room | Created On : 10/3/2016 10:12:25 PM | Created By : rocksa | Updated On : 10/3/2016 10:12:25 PM | Updated By : rocksa

Supplier \* Supplier ABC | Order Number \* 10/3/2016-8 | Required Date \* 10/5/2016 | Order Status Unsubmitted

Save Cancel

Add New Item Add from Catalog

No of line items : 4 | Cost : \$ 96.00

ID	Item Number	Bin	Requested Quantity	Approved Qty	Required Date	On Hand Quantity	Received Quantity	Staged Quantity	Description	Unit	GL Account
	400EMT	test	6	0	10/5/2016	240	0	0	Conduit	EA	
	test hd	test	1	0	10/5/2016	3999999861	0	199		EA	
	test hd1	test	1	0	10/5/2016	330	0	0		EA	
	jjjjjj	BIN 1	1	0	10/5/2016	35	0	0		EA	

# 4 levels of Order Status

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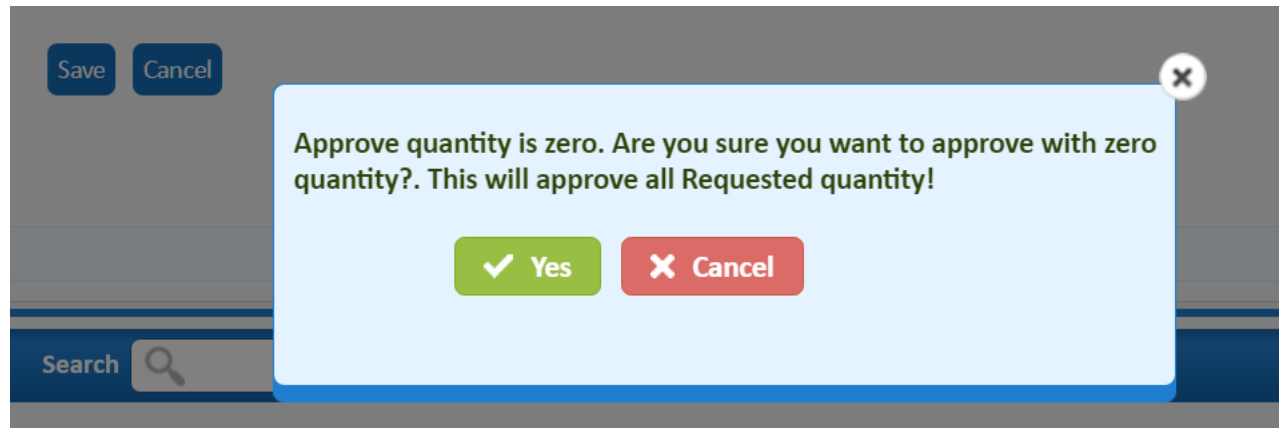
- Order status:
  - Unsubmitted: Order created, but not Submitted to Approver
  - Submitted: Order created and Submitted to Approver
  - Approved: Order created, Submitted, and now Approved. Order can be emailed or sent via Integration to Supplier
  - Closed: Order Line items fully received

The screenshot displays the eTurns web application interface for creating or editing an order. At the top, there are dropdown menus for 'Company' (0504 Company) and 'Stock Room' (0504 Room). Below these, a status bar shows 'Created On : 10/3/2016 10:47:03 PM', 'Created By : rocksa', 'Updated On : 10/3/2016 10:47:03 PM', and 'Updated By : rocksa'. The main form area includes fields for 'Supplier ABC', 'Order Number \*' (10/3/2016-9), 'Required Date \*' (10/5/2016), and 'Order Status'. The 'Order Status' dropdown menu is open, showing four options: 'UnSubmitted' (selected), 'Submitted', 'Approved', and 'Closed'. At the bottom of the form, there are 'Save' and 'Cancel' buttons. A 'Company Catalog' button is visible in the bottom left corner.

# Requested Quantity becomes Approved Quantity

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- Requested becomes Approved if don't enter different Approved quantities
- Click Yes if agree.
- Click Cancel, if don't agree. Will take you back to grid of items to enter Approved Quantities.



# Order is Transmitted: Can now Receive

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- Order immediately becomes Transmitted which means it is ready to Receive. This is the case if the Stockroom is not integrated with the Supplier's ERP system.
- Order status is: T
- # of items is: 4

Enterprise Rock testing ▼ Company 0504 Company ▼ Stock Room 0504 Room ▼

### Orders

Search

Show 100 ▼ Records < 1 >

**Narrow Search By:**

- Supplier ▼
- Order Status ▼
- Required Date ▼
- Shipping Vendor ▼

Expand	ID	Order Number	Release Number	Shipping Method	Supplier	Staging Name	Comment	Created On	Required Date	Order Status	No Of Line Items	Co
	20845	<a href="#">10/3/2016-8</a>	1		Supplier ABC			10/3/2016 10:12:25 PM	10/5/2016	T	4	

# Receive Items

- Items ready to Receive
- Quantity to Receive = Approved qty minus Received qty
- Click Receive.
- System will receive “Quantity to Receive” automatically

Orders

Room : 0504 Room | Created On : 10/3/2016 10:12:25 PM | Created By : rocksa | Updated On : 10/3/2016 10:26:38 PM | Updated By : rocksa

Supplier \* Supplier ABC | Order Number \* 10/3/2016-8 | Required Date \* 10/5/2016 | Order Status Transmitted

Save Comment Cancel

No of line items : 4 | Cost : \$ 96.00

Search

Show 10 Records < 1 >

		Item Number	Requested Quantity	Approved Qty	Received Quantity	Quantity To Receive	Cost	On Hand Quantity	Pack Slip Number	Received Date	Bin
+	Receive		1	1		1	13.00	35		10/3/2016	BIN 1
+	Receive	test hd1	1	1		1	12.00	330		10/3/2016	test
+	Receive	test hd	1	1		1	11.00	3999999861		10/3/2016	test
+	Receive	400EMT	6	6		6	10.00	240		10/3/2016	test

Receive ALL | Clear ALL | Close Order | Close Line Item | Edit Receipts



# Received Qty and Qty to Receive updated

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- After clicking Receive,
- Received Quantity and Quantity to Receive updated
- Can enter Pack Slip # to help track history

2  
Un-Submitted

No of line items : 4 | Cost : \$ 96.00

Search

Show 10 Records < 1 >

		Item Number	Requested Quantity	Approved Qty	Received Quantity	Quantity To Receive	Cost	On Hand Quantity	Pack Slip Number	Received Date
	Receive	jjjjjjj	1	1	1	<input type="text" value="0"/>	<input type="text" value="13.00"/>	36	<input type="text"/>	<input type="text" value="10/3"/>
	Receive	test hd1	1	1		<input type="text" value="1"/>	<input type="text" value="12.00"/>	330	<input type="text"/>	<input type="text" value="10/3"/>

er  
Approve

# Also use Receive Module in Replenish

- Can also use the Receive Module in Replenish

The screenshot displays the eTurns Remote Inventory Solutions web application. The top navigation bar includes links for Report, Dashboard, Administration, and Poll/All. The main menu features buttons for Inventory, Consume, Replenish, Asset, Kit, and Scripts. The Replenish button is highlighted with a red circle and a '9' badge. A dropdown menu is open from the Replenish button, showing options: Cart(4), Orders(2), Receive(3), Transfer, and Return Orders(1). The 'Receive(3)' option is selected, and a sub-menu is visible with options: New, Incomplete(3), and History. The main content area shows the 'Orders' section for 'Room : 0504 Room'. It includes fields for Supplier (Supplier ABC), Order Number (10/3/2016-8), Required Date (10/5/2016), and Order Status (Incomplete). Below these fields are 'Save Comment' and 'Cancel' buttons. A summary bar indicates 'No of line items : 4' and 'Cost : \$96.00'. A search bar is present above a table of orders. The table has columns: Item Number, Requested Quantity, Approved Qty, Received Quantity, Quantity To Receive, Cost, On Hand Quantity, Pack Slip Number, Received Date, Bin, Required Date, Staged Quantity, Description, Unit, and GL Account. The first row of the table shows a 'Receive' button, item number 'jjjjjj', a requested quantity of 1, an approved quantity of 1, a received quantity of 1, a quantity to receive of 0, a cost of 13.00, an on-hand quantity of 36, a received date of 10/3/2016, a bin of BIN 1, a required date of 10/5/2016, and a unit of EA.

Remote Inventory Solutions

Report Dashboard Administration Poll/All

Inventory Consume Replenish Asset Kit Scripts

Enterprise Rock testing Company 0504 Company Stock Room 0504

Language English (United States)

### Orders

Room : 0504 Room Created On : 10/3/2016 10:12:25 PM Created By : rocksa

Supplier \* Supplier ABC Order Number \* 10/3/2016-8 Required Date \* 10/5/2016 Order Status Incomplete

Save Comment Cancel

No of line items : 4 Cost : \$96.00

Search

Show 10 Records < 1 >

Item Number	Requested Quantity	Approved Qty	Received Quantity	Quantity To Receive	Cost	On Hand Quantity	Pack Slip Number	Received Date	Bin	Required Date	Staged Quantity	Description	Unit	GL Account
Receive jjjjjj	1	1	1	0	13.00	36		10/3/2016	BIN 1	10/5/2016			EA	

# Receive Module under Replenish

- Receive Module's Incomplete tab displays the items not yet received.

Order Receive

Search

Show 10 Records < 1 >

**Narrow Search By:**

Supplier

Order Number

Date Received

CreatedBy

UpdatedBy

Date Created

From

To

Date Updated

From

Expand	ItemNumber	Order Number	Release Number	Requested Quantity	Approved Qty	Received Quantity	Last Cost	CostUO
	test hd1	10/3/2016-8	1	1	1	0	12.00	E
	test hd	10/3/2016-8	1	1	1	0	11.00	E
	400EMT	10/3/2016-8	1	6	6	0	10.00	E

U = UnSubmitted, S = Submitted, A = Approved, T = Transmitted, I = Incomplete, P = Incomplete Past Due, C = Closed

[Receive All](#) [Clear All](#) [Close Line Item](#)

# Receive Module

- Click + to open Receive window
- Simply Click Receive or edit information: qty, Pack slip, cost, bin
- Click Receive

New

Incomplete 3

History

## Order Receive

Search

Show 10

Records

< 1 >

Expand	ItemNumber	Order Number	Release Number	Requested Quantity	Approved Qty	Received Quantity	Last Cost	CostUOM	Receive Bin	On Hand Quantity
	test hd1	10/3/2016-8	1	1	1	0	12.00	E	test	330

Receive	Quantity To Receive	Pack Slip Number	Receive Bin	Cost	Received Date	Created On	Updated On	Added From	Edi
<div>Receive</div>	1		test	12.00	10/3/2016	10/3/2016	10/3/2016	Web	Wel

Show 10

Records

< >

Inventory Location	Received Date	Customer Owned Quantity	Consigned Quantity	Cost	Pack Slip Number	Created	CreatedBy	EDI Sent	Last EDI On	Added From
No data available in table										

0 - 0 of 0

	test hd	10/3/2016-8	1	1	1	0	11.00	E	test	3999999861
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# After clicking Receive, only 2 items left to Receive



- After clicking Receive, there are now only 2 items left to Receive

Enterprise Rock testing ▼ Company 0504 Company ▼ Stock Room 0504 Room ▼

## Order Receive

Search

Show 10 ▼ Records < 1 >

Expand	ItemNumber	Order Number	Release Number	Requested Quantity	Approved Qty	Received Quantity	Last Cost	CostUOM	Receive Bin	On Hand Quantity	Quantity To Receive
	test hd	10/3/2016-8	1	1	1	0	11.00	E	test ▼	3999999861	1
	400EMT	10/3/2016-8	1	6	6	0	10.00	E	test ▼	240	6

U = UnSubmitted, S = Submitted, A = Approved, T = Transmitted, I = Incomplete, P = Incomplete Past Due, C = Closed

Receive All

Clear All

Close Line Item