

## Inbound against PO

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# Inbound Against PO

Navigation: WMS/Inbound/Inbound RealTime

In this screen, Inbound can be created or edited as per the Inbound type manually or can be imported by downloading the Import template and importing the details.

In this document, we will show you how a user can view/edit/process inbound with PO.

### Pre-requisites to Inbound Type as PO

- For initiating PO, below conditions should be met:
  - PO should be of the same warehouse location

- PO should be with status “Released” or “Partially received.” We cannot create inbound with PO status as “Closed” or “Short Closed”

UWH20417	Outright	UWH20417	2.00	Chulbul_Test	Partially Received	04/01/2022 07:59 PM JX Karawaci
UWH20428	Outright	UWH20428	1.00	Chulbul_Test	Released	05/01/2022 10:38 PM JX Karawaci
UWH20449	Outright	UWH20449	10.00	Vamani	Partially Received	10/01/2022 08:15 PM JX Karawaci
UWH20450	Outright	UWH20450	20.00	Vamani	Partially Received	10/01/2022 08:18 PM JX Karawaci
UWH20451	Outright	UWH20451	1.00	Vamani	Released	11/01/2022 06:58 PM Singh E Location (WH)
UWH20458	Outright	UWH20458	4.00	Lotus	Partially Received	19/01/2022 09:53 PM JX Karawaci
UWH20459	Outright	UWH20459	4.00	Vendor	Partially Received	19/01/2022 10:00 PM JX Karawaci

### Where to search/enter the PO details on Inbound screen?

- **[JJV1]** Select the PO# from the PO picklist shown.

Po Number	POType	External PO	GatePass No	PO Qty	Vendor Nam	Status	PO Date	Delivery Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			--- Select ---	21/12/2021 - 21/12/2021	<input type="text"/>
UWH20417	Outright	UWH20417		2.00	Chulbul_Test	Partially Received	04/01/2022 07:59 PM JX Karawaci	
UWH20428	Outright	UWH20428		1.00	Chulbul_Test	Released	05/01/2022 10:38 PM JX Karawaci	
UWH20449	Outright	UWH20449		10.00	Vamani	Partially Received	10/01/2022 08:15 PM JX Karawaci	
UWH20450	Outright	UWH20450		20.00	Vamani	Partially Received	10/01/2022 08:18 PM JX Karawaci	
UWH20451	Outright	UWH20451		1.00	Vamani	Released	11/01/2022 06:58 PM Singh E Location (WH)	
UWH20458	Outright	UWH20458		4.00	Lotus	Partially Received	19/01/2022 09:53 PM JX Karawaci	
UWH20459	Outright	UWH20459		4.00	Vendor	Partially Received	19/01/2022 10:00 PM JX Karawaci	
UWH20461	Outright	UWH20461		4.00	Lotus	Partially Received	19/01/2022 10:36 PM JX Karawaci	
UWH20462	Outright	UWH20462		2.00	Lalit Dahiya 12	Released	20/01/2022 09:47 AM JX Karawaci	
UWH20467	Outright	UWH20467		21688.00	Vamani	Partially Received	20/01/2022 10:43 AM JX Karawaci	

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### How will I process a PO for which a previous inbound exists?

- Upon selecting the PO#, the system will show whether the inbound against this PO exists and will ask if you want to create a new Inbound.
- In case the inbound was done earlier, the status of the PO will be in “Partial received” status, and the PO picklist will show the previous inbound details on the screen. It will give user two options, i.e.:

1. either to proceed with previous inbound by clicking "OK" if the previous inbound was not confirmedOR
2. to create a new inbound.

\*User can also close the screen to get back to the Inbound create/edit screen.

Inbound Pick List			
PO No	UWH20458	Status	Partially Received
		Delivery Loc	JX Karawaci
Inbound Number		Inbound Date	Status
UWH000005394		21/03/2022	Confirmed
<div> <div> <div>⏮</div> <div>⏪</div> <div>Page 1 of 1</div> <div>⏩</div> <div>⏭</div> </div> <div>50</div> <div>View 1 - 1 of 1</div> </div>			
<div> <div>✓ OK</div> <div>+ Create New Inbound</div> <div>✕ Close</div> </div>			

- In case, user proceeds with the previous inbound number, he gets an opportunity to view and edit the previous inbound details.
- If the user selects, “Create New Inbound,” then a new Inbound screen will be opened.

### How to create a new Inbound?

- A new inbound can be created by clicking on “Add New” button on Inbound create/edit screen OR
- User can also select the PO# for which he wants to create a “New Inbound”.

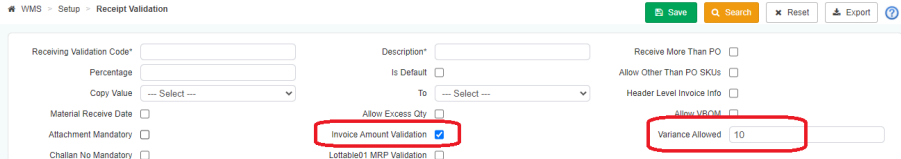
Po Number	POType	External PO	GatePass No	PO Qty	Vendor Nam	Status	PO Date	Delivery Location
UWH20417	Outright	UWH20417		2.00	Chulbul_Test	Partially Received	04/01/2022 07:59 PM JX Karawaci	
UWH20428	Outright	UWH20428		1.00	Chulbul_Test	Released	05/01/2022 10:38 PM JX Karawaci	
UWH20449	Outright	UWH20449		10.00	Vamani	Partially Received	10/01/2022 08:15 PM JX Karawaci	
UWH20450	Outright	UWH20450		20.00	Vamani	Partially Received	10/01/2022 08:18 PM JX Karawaci	
UWH20451	Outright	UWH20451		1.00	Vamani	Released	11/01/2022 06:58 PM Singh E Location (WH)	
UWH20458	Outright	UWH20458		4.00	Lotus	Released	19/01/2022 09:53 PM JX Karawaci	
UWH20459	Outright	UWH20459		4.00	Vendor	Partially Received	19/01/2022 10:00 PM JX Karawaci	
UWH20461	Outright	UWH20461		4.00	Lotus	Partially Received	19/01/2022 10:26 PM JX Karawaci	

- After clicking on selected PO#, the below screen will be opened.

- User can provide below details on Inbound create/edit screen, but it is not mandatory unless the user has checked the button on “Receipt Validation” screen for “Header Level invoice.” Info.
- In case this checkbox is clicked, Invoice No., Date, Tax and Invoice amount details become mandatory to fill.

- Below is the description for the fields on Inbound create/edit screen:

Fields	Description
--------	-------------

Transport Code	The Transport code generated by the system at the time of integrating the logistic partner to the eRetail
Invoice No.	Invoice No. mentioned on the invoice document
Invoice Date	The date of invoice mentioned on the invoice document.
Invoice Tax	Tax amount mentioned on the invoice document.
Invoice Amount	Invoice amount mentioned on the invoice document. In case the receipt validation check is applicable, the system will not allow the variation of the amount beyond the entered limit. E.g. if the variation amount is selected as Rs 10 and the cost of the SKL is Rs100 then the system will accept the details between Rs 90-110 only. 
Gross weight	Weight of the SKU
TCS	Tax collected at source details
Other charges 2	Any other charges if shown on the invoice
Discount	The discount % or amount shown on the invoice
More	Click on More to enter further details about the delivery.
No. of boxes	The count of boxes getting inbound
Material Rec Date	The received date of the material
Challan No.	The delivery challan no.
Challan Date	The delivery challan date
Ext Inbound No.	Any other External Inbound number.
Eway Bill	If the transaction is done online
Scan SKU	Click on Scan SKU and enter the below details
Scanning Mode	Each piece scan or bulk scan. Select any one of the radio button.
Bin Location	Enter the location of the Bin for putaway.
LPN	License Plate No. assigned to the boxes
SKU Code	The SKU code generated by the system upon saving the SKU Master details in the eRetail system. Upon entering the SKU code, the description and image fields will get updated as saved in SKU masters.
UOM Code	The details of the UOM entered in the SKU masters.
EA Qty	The count of the SKU getting scanned.

- Scan the SKUs and click “Add.” The SKU will be added in the table.

SKU	Status	LPN	Exp Qty	Rcvd Qty	Attributes	Bin Location	Unit Price	Line Am
ZARA26 Denim	Confirmed		4	2	UOM Qty : 2.00	StageBin	190.476	400.00

- User can also provide details of the Inbound in User defined fields or UDFs.

Inbound Create/Edit **User Defined Field** Attached Document Import

UDF1  UDF2  UDF3

UDF4  UDF5

- User can also attach documentation under “Attached Document” section.

Inbound Create/Edit **User Defined Field** **Attached Document** Import

Choose File No file chosen Add New Row Delete Row

Document Attached

- User can also import the inbound details by importing the template in case the SKU details are higher in number.

- Click on “Save Invoice” to save the details of the invoice.

- Click on “Confirm” and the system will ask the user if he wants to confirm this inbound or not. If yes, a new Inbound# will be generated. If user selects cancel, then it will take you back to the inbound details.

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Do you want to confirm this inbound?

- The status of the PO will be changed from “Released” to “Partially Received” in the PO picklist.

Po Number	POType	External PO	GatePass No	PO Qty	Vendor Nam	Status	PO Date	Delivery Location
UWH20417	Outright	UWH20417		2.00	Chulbul_Test	Partially Received	04/01/2022 07:59 PM	JX Karawaci
UWH20428	Outright	UWH20428		1.00	Chulbul_Test	Released	05/01/2022 10:38 PM	JX Karawaci
UWH20449	Outright	UWH20449		10.00	Vamani	Partially Received	10/01/2022 08:15 PM	JX Karawaci
UWH20450	Outright	UWH20450		20.00	Vamani	Partially Received	10/01/2022 08:18 PM	JX Karawaci
UWH20451	Outright	UWH20451		1.00	Vamani	Released	11/01/2022 06:58 PM	Singh E Location (WH)
UWH20458	Outright	UWH20458		4.00	Lotus	Partially Received	9/01/2022 09:53 PM	JX Karawaci
UWH20459	Outright	UWH20459		4.00	Vendor	Partially Received	19/01/2022 10:00 PM	JX Karawaci

- The status of Inbound# will be changed from “GRN in process” to “Confirmed.”

Inbound Create/Edit	User Defined Field	Attached Document	Import
Inbound Type With PO	PONo UWH20458	Status Confirmed	
Inbound Location JX Karawaci			

### What are the different actions User can perform while doing inbound?

- User can perform different functions at the time of inbound which are as mentioned below:

Inbound Create/Edit	User Defined Field	Attached Document	Import
Inbound Type With PO	PONo UWH20458	Status GRN in Process	
Inbound Location JX Karawaci			
Transporter Code By Hand delivery	Invoice No	Invoice Date	Remarks
Invoice Tax 0.00	Invoice Amount 1000	Gross Weight	

Add New Confirm  
 Print GRN  
 Generate Labels  
 Generate PutAway  
 Reverse GR  
 Edit Invoice  
 Update Cost

- Post confirmation of the inbound, the user can Print the GRN details by clicking the “Print GRN” action button. This button will generate PDF showing the details of the inbound.

Inbound Create/Edit	User Defined Field	Attached Document	Import
Inbound Type With PO	PONo UWH20458	Status Confirmed	
Inbound Location JX Karawaci			
Transporter Code --- Select ---	Invoice No	Invoice Date	Remarks
Invoice Tax	Invoice Amount	Gross Weight	

Print GRN  
 Generate Labels  
 Generate PutAway  
 Reverse GR  
 Show Back Orders

- User can also generate SKU/Barcode labels by clicking on “Generate Labels” action button at the time of inbound OR post the confirmation of the inbound.

Inbound Create/Edit	User Defined Field	Attached Document	Import
Inbound Type With PO	PONo UWH20458	Status Confirmed	
Inbound Location JX Karawaci			
Transporter Code --- Select ---	Invoice No	Invoice Date	Remarks
Invoice Tax	Invoice Amount 1050	Gross Weight	

Print GRN  
 Generate Labels  
 Generate PutAway  
 Reverse GR  
 Show Back Orders  
 Edit Invoice

- Upon selecting “Generate labels” option, it will take the user to WMS>setup>SKU Label Print

Generate Labels						
						Change Qty
<input type="checkbox"/>	SKU Code	SKU Desc	SKU BarCode	MRP	Qty	UOM
<input checked="" type="checkbox"/>	ZARA26	Denim	M1015	1000.000	2	

- User can also initiate a Putaway task upon receiving the SKU at the time of creating inbound. OR he can also “Generate Putaway” post the inbound no. confirmation.

Inbound Create/Edit	User Defined Field	Attached Document	Import
Inbound Type With PO	PONo UWH20458	Status Confirmed	
Inbound Location JX Karawaci			
Transporter Code --- Select ---	Invoice No	Invoice Date	Remarks
Invoice Tax	Invoice Amount	Gross Weight	

Print GRN  
 Generate Labels  
 Generate PutAway  
 Reverse GR  
 Show Back Orders

- Upon selecting “Generate Putaway” action button, the system will confirm if the user wants to generate putaway for this inbound or not and then take the user to the Putaway screen to create a putaway task.

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Do you really want to generate Putaway for this Inbound?

OK

Cancel

- Once clicked “OK,” the system will take you to WMS>Putaway screen for selected inbound.

WMS > PutAway

Generate PutAwayAdd New

Putaway Type\*Selected InboundInbound No.\*UWH000005395Putaway Mode\*User Defined Putaway

QC statusPassedRemarks

- User can also “Reverse GR” by clicking on the action button.

WMS > Inbound > Inbound RealTime

Add NewConfirm

Inbound Create/EditUser Defined FieldAttached DocumentImport

Inbound TypeWith POPONoUWH20458StatusGRN in Process

Inbound LocationJX Karawaci

Scanning ModeEach Piece ScanBulk Scan

Bin Location\*StageBinLPN

Print GRNGenerate LabelsGenerate PutAwayReverse GREdit InvoiceUpdate Cost

- Upon selecting “Reverse GR,” the system will ask to select the SKU for which the GRN needs to be cancelled.

GRN Reversal

	SKU	Bin Location	LPN	Lot Code	PO Already Rec Qty
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	ZARA26	StageBin		UWH000001616	2

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OKReset

- After clicking OK, the Inbound details will get cancelled and user can create a fresh inbound against the PO or continue with the GRN for the rest of the SKUs in the inbound.
- In case, the user has confirmed the Inbound number then, it will reverse the GRN by cancelling that inbound number as shown below:

Inbound RealTime

GRN Reversal

GRN Reversal Operation Performed Successfully

	SKU	Bin Location	LPN	Lot Code	PO Already Rec Qty
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	ZARA26	StageBin		UWH000001616	1

Inbound Detail

Inbound NoUWH000005394Creation Date21/03/2022 05:18 PMGRN NoUWH000013297GRN Date21/03/2022 05:21

And the previous inbound details will be updated as “Cancelled”

WMS > Inbound > Inbound RealTime

Inbound Create/EditUser Defined FieldAttached DocumentImport

Inbound TypeWith POPONoUWH20458StatusCancelled

Inbound LocationJX Karawaci

1. Upon selecting “edit invoice,” the user can update the invoice details.

The screenshot shows the 'Inbound RealTime' interface. The top navigation bar includes 'WMS > Inbound > Inbound RealTime'. The main header has tabs: 'Inbound Create/Edit', 'User Defined Field', 'Attached Document', and 'Import'. Below this, there are fields for 'Inbound Type' (With PO), 'Inbound Location' (JX Karawaci), 'PONo' (UWH20458), and 'Status' (GRN in Process). A 'Scanning Mode' section has radio buttons for 'Each Piece Scan' (selected) and 'Bulk Scan'. There are also fields for 'Bin Location\*' and 'StageBin', and an 'LPN' field. On the right side, a vertical menu contains options: 'Print GRN', 'Generate Labels', 'Generate PutAway', 'Reverse GR', 'Edit Invoice' (highlighted with a red box), and 'Update Cost'.

- The user can update the Invoice amount at the header level and can click on “save Invoice” button.

This screenshot is similar to the previous one, showing the 'Inbound RealTime' interface. The 'Save Invoice' button, located in the top right corner next to the 'Add New' and 'Confirm' buttons, is highlighted with a red box. The 'Inbound Detail' section on the right shows 'Inbound No' (UWH000005396) and 'Creation Date' (22/03/2022 12:37 AM).

1. User can update the cost of the SKU at the time of inbound. (The amount should fall between the acceptable range as per the “Invoice Amount Validation” details in “Receipt Validation screen.”)

The screenshot shows the 'Inbound RealTime' interface with the 'Update Cost' option highlighted in the right-hand menu. The main form area contains fields for 'Transporter Code' (a dropdown menu), 'Invoice No', 'Invoice Date', 'Remarks', 'Invoice Tax', 'Invoice Amount', and 'Gross Weight'. The 'Status' is still 'GRN in Process'.

- Upon selecting “updating cost” option, below window will appear which will show the unit cost of SKU

The 'Update Cost' window displays a table with the following data:

SKU	SKU Desc	Unit Price	Revised Price
ZARA26	Denim	190.476	190.476

At the bottom of the window, there are 'Save' and 'Close' buttons. The page indicator shows 'Page 1 of 1' and 'View 1 - 1 of 1'.

- In case there are no details updated in “Receipt Validation,” user can update the cost outside the range too.

This screenshot shows the 'Update Cost' window after an update. The 'Unit Price' for SKU ZARA26 (Denim) has been changed to 500,000, which is highlighted with a red box. A success message 'Inbound cost updated successfully' is displayed at the top right. The 'Revised Price' is also 500,000. The 'Inbound Detail' section on the right shows the same inbound information as before.

- The same details are also updated at the PO line level.



Show Header	ZARA26								
SKU	Status	LPN	Exp Qty	Rcvd Qty	Attributes	Bin Location	Unit Price	Line Am	
ZARA26 Denim	Confirmed		4	2	UOM Qty : 2.00	StageBin	500.000	1050.00	

7. Once the Inbound is created, backorder processing can also be initiated from Inbound screen.

\* Backorders are the orders against virtual inventory. PO is raised post the order is received.

WMS > Inbound > Inbound RealTime

Inbound Create/Edit User Defined Field Attached Document Import

Inbound Type With PO PONo UWH20458 Status Confirmed

Inbound Location JX Karawaci

Transporter Code --- Select --- Invoice No Invoice Date Remarks

Invoice Tax 0.00 Invoice Amount 1050.00 Gross Weight 0.00

Print GRN  
Generate Labels  
Generate PutAway  
Reverse GR  
**Show Back Orders**  
Edit Invoice

- Upon selecting "Show Back orders" action button, the system will show you all the existing backorders against that SKU.

Back Orders

Picklist Type --- Select --- Status Allocated Generate Picklist

Order No	Ext Order No	Order Type	Order Date	Status	Order Qty	Open Qty	Allocated Qty
M8728	M8728	COD	22/03/2022	Allocated	3	0	3
UWH54336	UWH54336	Prepaid	19/01/2022	Allocated	1	0	1
UWH9459	UWH9459	Prepaid	22/03/2022	Allocated	2	0	2

- User can select these backorders and generate picklist.

### How to close/copy/email existing PO details?

If the user enters the PO# directly from the top search button, it will take the user to the Purchase Order screen wherein user can perform below 3 functions:

Inbound RealTime Purchase Order PO No UWH20458

Procurement > Purchase Order

Purchase Order Additional Charges User Defined Fields Terms and Conditions Comment History PO Tags PO Inbound Import

Vendor Code\* LOTUS123 Delivery Location JX Karawaci PO Type Outright

Buyer Code\* Shanon Recv Valid. Code\* new External PO No UWH20458

Reference No Notes Status Partially Received

Discount Type --- Select --- Discount Value Expiry Date 03/02/2022 09:53 PM Exp. Delivery Date 24/01/2022 09:53 PM

Update Cost

SKU Code	PO Qty	MRP	Unit Cost	Qty	Attributes	Delivery Da	Discount	Discount2	Tax	Charges/Amount	% For SO	UDF
ZARA26 Denim	4	1000.00	190.476	1	PO Rcvd Qty: 1 Closed Qty: 0 Open Qty: 3 ASN Qty: 0	24/01/2022			Group: G5.0P Tax Amt: 38.095	Line Amt: 761.904		UDF

Close PO  
Email PO to Vendor  
Copy PO

Vendor Details  
Vendor Name Lotus  
Vendor Currency Indian Rupee  
Credit Days 120

- Click on the dropdown box to close the existing PO and it will ask for confirmation for selecting the lines that the user wants to close.

demo.vineretail.com says

Would you like to close all the remaining lines?

OK Cancel

Upon cancelling, it will show all the line level details of the PO for user to enter the qty that he wants to close along with the reason. (The reasons are configurable and user inputs are required to set them from the backend)

PO Lines

PO Code: UWH20458 External PO No: PO Date: 19/01/2022 PO Amount: 800.00

Set Open qty as close qty: ☐

<input type="checkbox"/>	Sku	Sku Description	PO	OpenQty	Delivery Date	Closed EA Qty	Reason For Close
<input checked="" type="checkbox"/>	ZARA26	Denim	1	UOM : 3 Each : 3	24/01/2022	1	--- Select ---

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OK Close

## 2. Email the PO to the vendor(s)

Vendor Mail Dialog

Enter other email ids separated by comma

To: vibhuti@xyz.com

CC: Nathan@yahoo.com

OK Close

## 3. The user can copy the PO for inbounding the SKUs.

## 5. For this, user needs to select the Delivery location for which the PO is getting created

Please select Delivery Location

JX Karawaci

OK Close

## 6. It will copy all the previous details and create a new PO.

Procurement > Purchase Order

Save Confirm Add New

Purchase Order Additional Charges User Defined Fields Terms and Conditions Comment History PO Tags PO Inbound Import

Vendor Code\* LOTUS123 Delivery Location JX Karawaci PO Type Outright

Buyer Code\* Shanon Recv Valid. Code\* new External PO No

Reference No Notes Status

Discount Type --- Select --- Discount Value 0.00 Expiry Date 03/02/2022 09:53 PM

Exp. Delivery Date 24/01/2022 09:53 PM

Add SKU Remove SKU Update Cost Import Clear Discount

	SKU Code	PO Qty	MRP	Unit Cost	Qty	Attributes	Delivery Date	Discount	Discount2	Tax	Charges/Amount	% For SO	UDF
1	ZARA26 Denim Vendor SKU : Lotus-zara	4	1000.00	199.99980	PO Rcvd Qty : 1 Closed Qty : 0 Open Qty : 3 ASN Qty : 0	EA Qty : 4	24/01/2022			Group : G5.0P Tax Amt : 38.095	Line Amt : 761.904		UDF

7. User can then Add/remove SKUs and update the PO qty, unit cost, discount details and Delivery Date as per the requirement

Procurement > Purchase Order

Save Confirm Add New

Purchase Order Additional Charges User Defined Fields Terms and Conditions Comment History PO Tags PO Inbound Import

Vendor Code\* LOTUS123 Delivery Location JX Karawaci PO Type Outright

Buyer Code\* Shanon Recv Valid. Code\* new External PO No

Reference No Notes Status

Discount Type --- Select --- Discount Value 0.00 Expiry Date 03/02/2022 09:53 PM

Exp. Delivery Date 24/01/2022 09:53 PM

Add SKU Remove SKU Update Cost Import Clear Discount

	SKU Code	PO Qty	MRP	Unit Cost	Qty	Attributes	Delivery Date	Discount	Discount2	Tax	Charges/Amount	% For SO	UDF
1	ZARA26 Denim Vendor SKU : Lotus-zara	4	1000.00	199.99980	PO Rcvd Qty : 1 Closed Qty : 0 Open Qty : 3 ASN Qty : 0	EA Qty : 4	24/01/2022			Group : G5.0P Tax Amt : 38.095	Line Amt : 761.904		UDF

8. Confirm the details and the new PO will get created.

**What will happen if we try to enter the invoice amount higher than the “Variance Allowed” details at the receipt validation screen?**

- At the time of Inbound/saving Invoice, if the user enters the invoice amount higher than the “Variance Allowed” details then the system will ask you for your confirmation.

demo.vineretail.com says

Invoice Amount Variance is higher than expected. Are you sure you want to confirm the Inbound?

OK Cancel

- It will then allow the user to inbound the SKU at a higher price.

[JJV1]Sub heading is search on Inbound screen. This is not an option linked to inbound