APEX Manual Order Entry - RAG-Compatible Guide

Store to Store Transfer

Step 1: Click 'List' to view all available organizations.

Step 2: Select the source organization.

Step 3: Select the destination organization.

Step 4: Enter the batch number. For non-batch items, press 'Enter' and input subinventory, locator, item number, and quantity.

Step 5: Verify item and quantity, then click 'Complete Transfer'.

Step 6: Confirm success message at the bottom.

Step 7: Go to 'Receiving' and update item status from 'Inbound' to 'On Hand'.

Store to UK HO Transfer

Step 1: Click 'List' to view all organizations.

Step 2: Select the source organization. Destination is pre-set to UKHO.

Step 3: Enter batch number or press 'Enter' for non-batch items and provide item details.

Step 4: Click 'Complete Transfer' and confirm success message.

Step 5: Go to 'Receiving' and update item status from 'Inbound' to 'On Hand'.

Store to Reserve Transfer

Step 1: Click 'List' to view all organizations.

Step 2: Select source and destination organizations.

Step 3: Select carrier and enter WayBill/AirBill.

Step 4: Enter batch number.

Step 5: Add optional comments and SAP transfer references.

Step 6: Click 'Complete Transfer'.

Step 7: Confirm or delete batch. Choose 1 to delete, 2 to review and submit.

Receiving a Shipment

Step 1: Click 'Receiving'.

Step 2: Select the destination organization.

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Step 3: Choose order/shipment to receive.

Step 4: For batch items, receive one batch at a time.

Step 5: Confirm item transfer to destination org.

Pick Confirm

Step 1: Click 'Pick Confirm'.

Step 2: Select organization and list orders.

Step 3: Click the order line.

Step 4: Verify serial/item number from Fusion SCM.

Step 5: Enter serial number and press 'Enter'.

Step 6: Status will display as 'Successful'.

Ship Confirm

Step 1: Click 'Ship Confirm'. Select organization.

Step 2: List and select shipment number.

Step 3: Confirm all shipments.

Step 4: Status updates to 'Shipped' and sales order becomes 'Closed'.

RMA Receiving

Step 1: Click 'RMA Receiving'.

Step 2: Select organization and order.

Step 3: Verify item number and enter serial number.

Step 4: Confirm item received.

Step 5: Proceed to 'Putaway Receipt' to complete.

Putaway Receipt

Step 1: Click 'Putaway Receipt'.

Step 2: Select organization and receipt number.

Step 3: Confirm return order, item, and serial number.

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Step 4: Choose 'MAIN' subinventory and locator.

Step 5: Confirm success message and verify order closure.

Store to Loans Transfer

Step 1: Click 'Store to Loans Transfer'.

Step 2: Select source organization and carrier.

Step 3: Enter WayBill/AirBill and batch number.

Step 4: Add optional comments and SAP references.

Step 5: Click 'Complete Transfer'.

Step 6: Confirm or delete batch as needed.

Loans Return to Store Transfer

Step 1: Click 'Loans Return to Store Transfer'.

Step 2: Select source organization and carrier.

Step 3: Enter WayBill/AirBill and batch number.

Step 4: Add optional comments and SAP references.

Step 5: Click 'Complete Transfer'.

Step 6: Confirm or delete batch as needed.

Inventory Inquiry

Step 1: Click 'Inventory Inquiry'.

Step 2: Select organization.

Step 3: Enter batch number and press 'Enter'.

Step 4: View all batch details displayed.