

# Help Files

GEARS WE LOVE

WAREHOUSE MANAGEMENT SYSTEM



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## 1 OVERVIEW

- 1.1 This document provides a User Guide for Gears We Love Warehouse Management System. This guide intends to give a step-by-step procedure that supports ease of use and reference for GWL WMS users.

## 2 OBJECTIVE

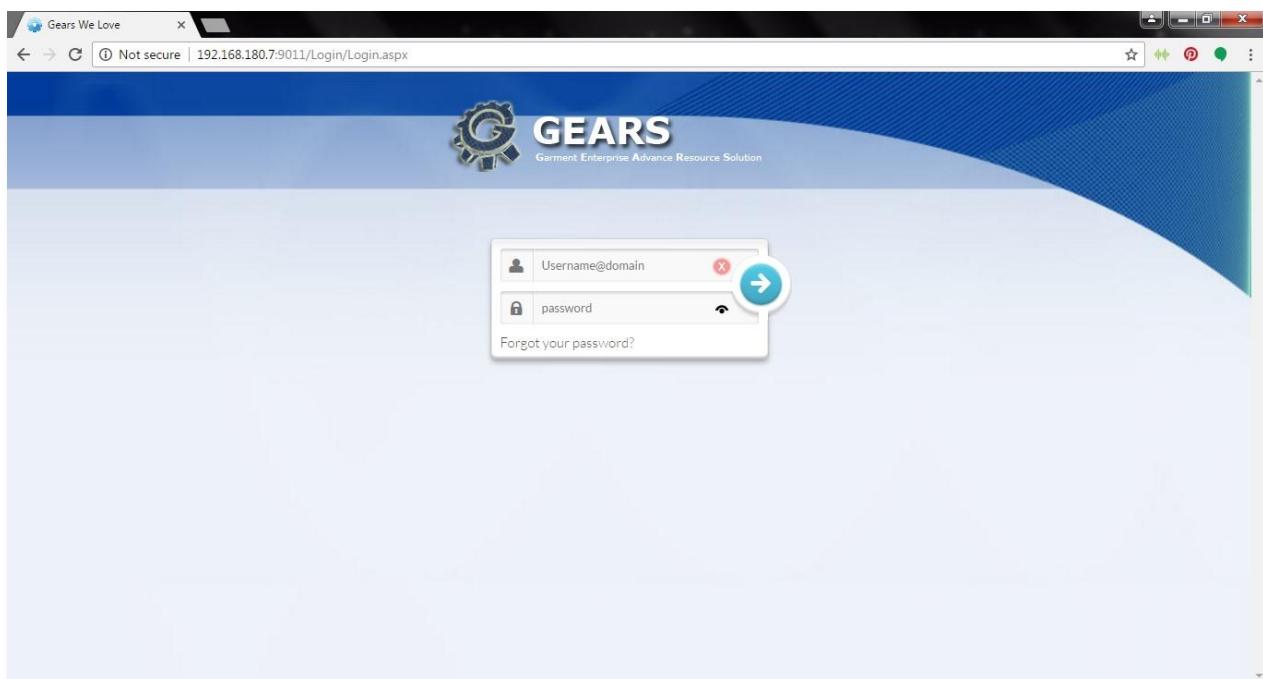
- 2.1 To understand and follow system transactions provided.
- 2.2 To know how the actual transactions affects the data in the system and to overall operational processes.

## 3 CONTENT

### 3.1 LOGIN

To login in the system, user will be prompted to enter username (**firstname.lastname@company**) and password. Then click the login button upon entry of the needed username and password.

**Sample:** Username: juan.delacruz@mli.ph, Password: 123





## 3.2 Opening Menu

Upon successful login, the opening menu will be shown. On the left side is the Menu Area, which is used for navigation through the system while the other side is the Dashboard that shows different graphs for interpretation of data.

**Menu Area**

**Dashboard**

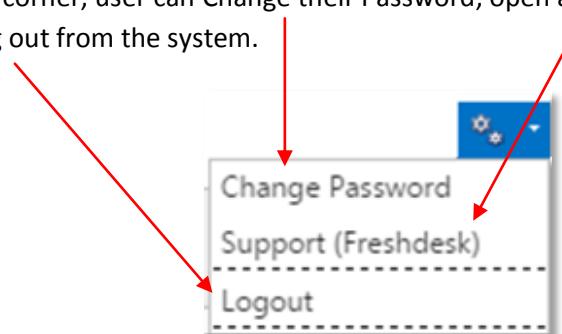
The screenshot displays the Gears We Love application interface. On the left, the **Menu Area** contains a sidebar with navigation links: Dashboard, Warehouse Management, Reference File, and Administration. The main area, labeled **Dashboard**, features a bar chart titled "Unsubmitted Transactions" comparing "Qty (Sum)" and "PalletCount (Sum)" across various departments (AAC, AFC, ARM, ANC, ASK, FFG, LFE, MPI, NLF, PCP, REM, VPI). Below the chart is a line graph showing transaction storage over time from May 1, 2017, to May 13, 2017. To the right of the chart are four filter panels for Warehouse, Month, Year, and Client, all set to "(All)". A table titled "Transaction Storage" lists 12 entries with columns for DocNumber, DocDate, BizP..., ServiceType, Type, Qty (Sum), and Palle... (32). The bottom right corner of the dashboard includes a dropdown menu with options: Send Global Message, Change Password, Support (Freshdesk), and Logout.



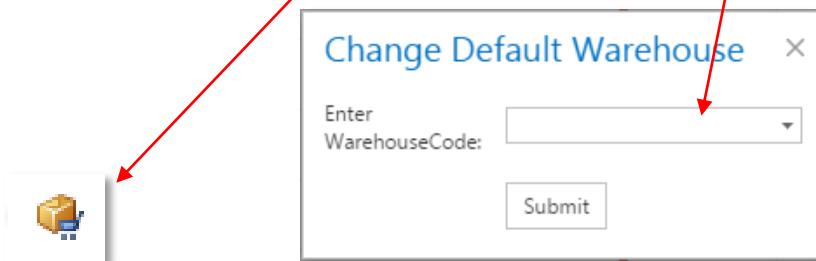
The Dashboard displays the List of Unsubmitted Transactions for Transaction Storage module. The data shown in the dashboard is the entries for billing.

- The graph shows the total pallet count and quantity per customer.
- Parameters can be sort out thru the use of filters provided. (Warehouse, Month, Year and Customer)
- The list view of transactions in Transaction Storage is also displayed.
- Lastly, the graph below is used to set specific date range for transactions.

At the upper right corner, user can Change their Password, open a ticket about system concern to developers, or Log out from the system.



Default warehouse can be set by clicking Default Warehouse then select warehouse code from the dropdown.



For web browser that will be used for the first time for Gears We Love, pop up block will surely appear during add, edit or viewing of transaction. To allow pop up block, click then select "Always allow pop-ups..." then click <Done>.

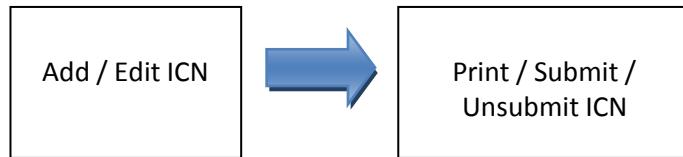




## 3.3 Warehouse Management

### 3.3.1 Inbound: Incoming Cargo Notice

#### How to transact Incoming Cargo Notice:



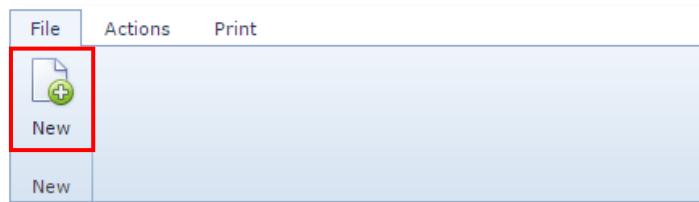
#### 3.3.1.1 Add Incoming Cargo Notice

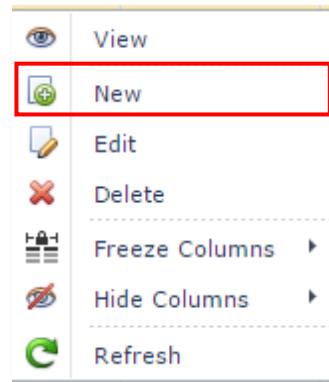
Incoming Cargo Notice serves as an advance notice from customer that provides the details of stocks to be received by the warehouse for storage. To create a new Incoming Cargo Notice, navigate to Warehouse Management > Inbound > **Incoming Cargo Notice**:

The screenshot shows the 'Unsubmitted Transactions' section of the application. The chart displays the sum of quantities (Qty Sum) and pallet counts (PalletCount Sum) for different categories. The table lists transactions with columns for DocNumber, DocDate, BizP..., ServiceType, Type, Qty (Sum), and Palle... . The search/filter controls allow users to specify Warehouse, Month, Year, and Client.

DocNumber	DocDate	BizP...	ServiceType	Ty...	Qty (Sum)	Palle...
0789	5/2/2017	MAG	STORAGECH...	DR	82944	32
0789	5/2/2017	MAG	STORAGEDRY	DR	82944	32
0790	5/2/2017	MAG	STORAGECH...	DR	82944	32
0790	5/2/2017	MAG	STORAGEDRY	DR	82944	32
0791	5/2/2017	MAG	STORAGECH...	DR	82944	32
0791	5/2/2017	MAG	STORAGEDRY	DR	82944	32
0792	5/2/2017	MAG	STORAGECH...	DR	82944	32
0792	5/2/2017	MAG	STORAGEDRY	DR	82944	32

1. Click <New> or right-click in the transaction list and select **New**.





2. Use system-generated Document Number or uncheck <ReadOnly> check box to indicate a specific Document Number.

3. Click <ADD> button to display new Incoming Cargo Notice window form.

**Note:** Error message <"DocNumber already exist!"> is displayed if duplicate doc number is added.

4. Fill up the fields in Incoming Cargo Notice window form.

### General Tab

#### Header



**Document Number** – based on system-generated or user defined doc number, not available for editing

**Document Date\*** – default at current date, click  to select from calendar

**Warehouse Code\*** – default based on set warehouse; select from active Warehouse from Warehouse master file

**Plant Code** – select from active Plant from Plant master file and based on defined warehouse

**Arrival Date** – default at current date, click  to select from calendar

**Expected Delivery Date** – default at current date, click  to select from calendar

**Customer\*** – select from active Customer from Customer master file

**Transtype** – user input

**Status** – automatically updated as **N** – for newly created ICN and **C** – for ICN already used for submitted inbound

**\* Required Fields** – once required field is not filled up, it will be highlighted as red.

Document Number:	ICNTEST
Warehouse Code:*	MLICAV
Plant Code:	
Customer:*	
Status:	

#### Detail

**Item Code** – select active item code from dropdown based on selected customer

**Description** – automatically updated based on selected item code

**Documented Quantity** – indicate quantity of item expected to be received

**Documented Kilos** – indicate kilos of item expected to be received and can be automatically computed if item has standard quantity

**Received Quantity** – applicable to be filled up for blast, indicate quantity of actual received item

**Received Kilos** – applicable to be filled up for blast, indicate kilos of actual received item

**Batch Number** – applicable to be filled up for blast, indicate batch number of actual received item

**Manufacturing Date** – applicable to be filled up for blast, indicate manufacturing date of actual received item

**Expiry Date** – applicable to be filled up for blast, indicate manufacturing date of actual received item



Gears We Love      ICN

192.168.201.115:9011/WMS/frmICN.aspx?entry=N&transtype=WMSICN&parameters=&iswithdetail=false&docnumber=ICN0000196

### Incoming Cargo Notice

General Other Information User Defined Audit Trail

Documentation Staff:	sa	Warehouse Checker:	
DRNumber:		ContainerNo:	
Start Unloading:	05/11/2017 11:53 AM	SealNo:	
Complete Unloading:	05/11/2017 11:53 AM	InvoiceNo:	
Trucker:		Plate Number:	
Driver Name:		Special Instruction:	

Item info

#### Other Information Tab

**Documentation Staff** – default based on full name of logged in user, can still be edited

**DR Number** – indicate DR number of receiving transaction

**Start Unloading** – default at current date and time, click  to select from calendar, can be manually edited to set date and time

**Complete Unloading** – default at current date and time, click  to select from calendar, can be manually edited to set date and time

**Trucker** – trucker responsible for receiving transaction

**Driver Name** – trucker responsible for receiving transaction

**Warehouse Checker** – warehouse checker associated with receiving transaction

**Container Number** – container number of the transaction

**Seal Number** – seal number of receiving transaction

**Invoice Number** – invoice number of receiving transaction

**Plate Number** – plate number of vehicle of received items

**Special Instruction** – any instructions for expected items to be received

#### User Defined Tab

##### Header

**Field 1 to 9** – user-defined fields for additional information of the transaction

#### Audit Trail Tab

##### Header

**Added By and Added Date** – automatically updated upon creation of new transaction

**Last Edited By and Last Edited Date** – automatically updated upon modification of an existing transaction

**Submitted by and Submitted Date** – automatically updated upon submission of an existing transaction

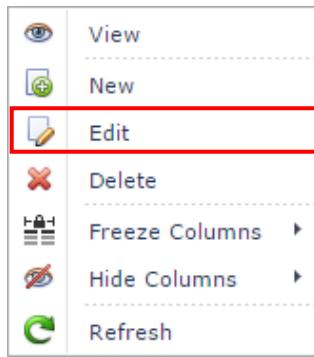
5. Click <**ADD**> to finalize newly created ICN transaction.

**Note:** Error message <"Please check all the fields!"> is displayed if required fields are not filled up.



### 3.3.1.2 Edit ICN

1. Select specific transaction from the transaction list.
2. Right-click on the transaction and select <EDIT> action to display existing Incoming Cargo Notice transaction window form.



**Note:** Error message <"You cannot edit this document anymore. Check if this is already submitted."> is displayed if selected transaction is already submitted.

3. Modify the necessary field for the following tab:
  - a. General
  - b. Trucking Details
  - c. User Defined
4. Click <UPDATE> to finalize updated ICN transaction. Otherwise, by closing the window/tab all changes will be lost.  
**Note:** Error message <"Please check all the fields!"> is displayed if required fields are not filled up.

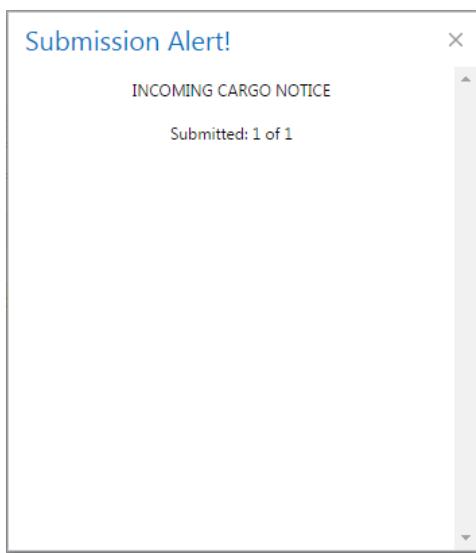
### 3.3.1.3 Submit ICN

- **Conditions for ICN Submission**
  - Submission of already closed ICN is not allowed.
  - Complete unloading date should not be later than start unloading date.
- 1. Check specific transaction from the transaction list to be submitted then click <SUBMIT>.



2. Upon successful submission of transaction, prompt message below is displayed.

**Note:** Alert message <"Submitted: 0 of 1"> is displayed if submission of transaction is unsuccessful.



3. Below are the effects of ICN Submission

- a. Effects of ICN Submission

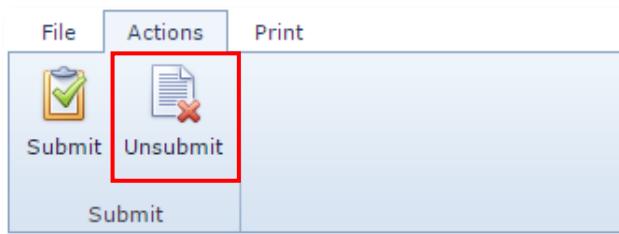
- i. Submitted ICN can now be used as reference for inbound transaction and cannot be edited anymore.
- ii. If ICN is used for blast, submission of ICN will automatically create an entry in Transaction Non-Storage for the following customers:
  1. **AslaxPhils Corporation (APC)**
  2. **Royal Cargo Combined Logistics, Inc (RCC)**
  3. **Mang Inasal Philippine Inc. (MPI)**
- iii. Submitted By and Submitted Date will be tagged upon submission.
- iv. Audit Trail record will be added.

#### **3.3.1.4 Unsubmit ICN**

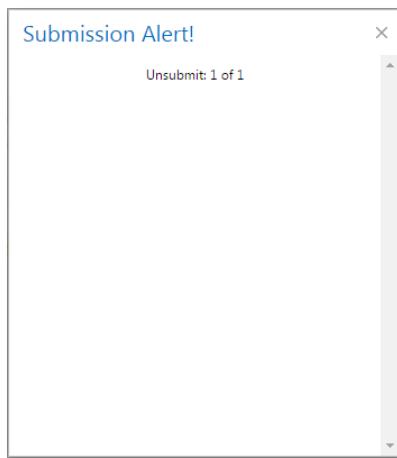
- Conditions for ICN Unsubmission



- ICN transaction is not allowed to be unsubmitted once it is already used as reference in a submitted inbound transaction.
1. Check specific transaction from the transaction list to be submitted then click <UNSUBMIT>.



2. Upon successful unsubmission of transaction, prompt message below is displayed.  
**Note:** Alert message <"Submitted: 0 of 1"> is displayed if submission of transaction is unsuccessful.

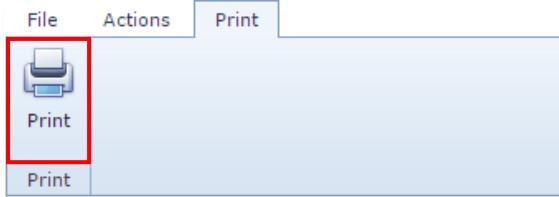


3. Below are the effects of ICN Unsubmission
  - a. Effects of ICN Unsubmission
    - i. Unsubmitted ICN will be available for modification.
    - ii. If unsubmitted ICN is used for blast, created entry in Transaction Non-Storage will be deleted from the record specifically for the following customers:
      1. **AslaxPhils Corporation (APC)**
      2. **Royal Cargo Combined Logistics, Inc (RCC)**
      3. **Mang Inasal Philippine Inc. (MPI)**
    - iii. Submitted By and Submitted Date will be untagged upon unsubmit.
    - iv. Audit Trail record will be added.

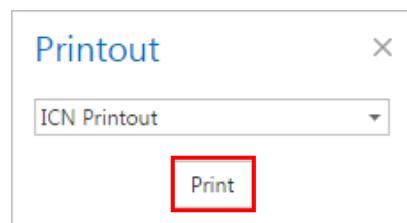


### 3.3.1.5 Print ICN

1. Check specific transaction from the transaction list to be printed then click <PRINT>.



2. Click <PRINT> button to print ICN printout.



3. ICN printout form will be displayed.

The screenshot shows a web-based application window titled "ICN PRINTOUT". The main content area displays a "RECEIVING REPORT -CAVITE METS COLD STORAGE" document. The document header includes the company name "Mets Logistics, Inc." and address "Barrio Bancal, Carmona, Cavite". The report details a transaction with reference number AFC-033118. It lists product information such as SKU Code (AP02-C20499-EX), Product Description (BEEF BACK RIBS CHUCK CND-EXCEL), Batch No (B01), MfgDate (05/11/17), Doc. Qty. (100), Rec. Qty. (100), and UOM (1000.00). The "Remarks" section contains several signature fields and a note: "Note: THE ABOVE GOODS ARE RECEIVED IN GOOD ORDER AND CONDITION UNLESS OTHERWISE SPECIFIED. THE COMPANY IS NOT LIABLE FOR THE CONTENTS OF ANY PACKAGE IN APPARENT GOOD CONDITION". On the right side of the screen, there is a sidebar titled "Parameters" with input fields for "DocNumber" (AFC-033118), "UserID" (User ID), and "Data View" (Mfg Date). Buttons for "Reset" and "Submit" are also present.

#### Parameters

**Doc Number** – default as selected transaction, can be edited

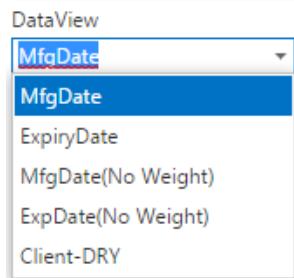
**User ID** – default user ID

**Data View** – default as Mfg Date

- If by Mfg Date, data will be group by manufacturing date
- If by Expiry Date, data will be group by expiry date



- If by Mfg Date (No Weight) or Exp Date (No Weight), data will be group by mfg date or expiry date but kilos will not be displayed
- If by Client-DRY, data displayed will have no kilos, expiry date and mfg date



4. Use the following action buttons as per functions:

- a. Click to search for a specific word or alphanumeric character.
- b. Click to print all pages of the ICN transaction.
- c. Click to export the printout into different versions.
- d. Click to open the printout to a new window.

### 3.3.2 Inbound: Inbound

#### How to transact Incoming Cargo Notice:



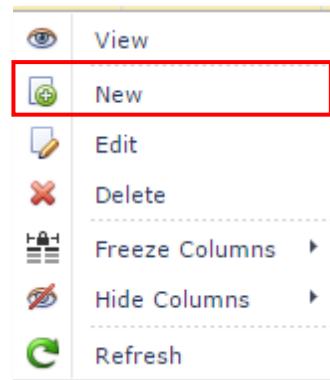
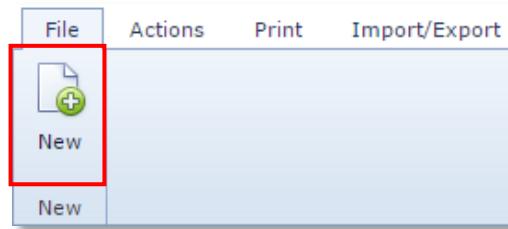
\* Not applicable for Import

##### 3.3.2.1 Add Inbound

Inbound module is used for actual receiving of delivered items in the warehouse. To create a new Inbound, navigate to Warehouse Management > Inbound > **Inbound**:

Available roles with access

1. Click **<New>** or right-click in the transaction list and select **New**.



2. Use system-generated Document Number or uncheck <ReadOnly> check box to indicate a specific Document Number.

3. Click <ADD> button to display new Inbound window form.

**Note:** Error message <"DocNumber already exist!"> is displayed if duplicate doc number is added.

4. Fill up the fields in Inbound window form.



Inbound

General Customer Trucking Details User Defined Audit Trail

Document Number: INB0000107 Documentation Staff: sa Warehouse Checker: Plant: ContainerNo: SealNo: InvoiceNo: Prod #: ICN Number: Generate IsNoCharge:

Customer\*: Warehouse Code\*: Document Date\*: DRNumber\*: Start Unloading: Complete Unloading: StorageType\*: Receiving Location: TranType: Clone #: Week #: Truck No:

Item info

Inbound Detail

#	Line Number	Item Code	ItemDesc	Qty	Bulk Unit	Kilos	Unit	Pallet ID	Batch Number	Manufacturing

## General Tab

### Header

**Document Number** – based on system-generated or user defined doc number, not available for editing

**Customer\*** – select from active Customer from Customer master file

**Documentation Staff** – automatically displayed full name of user logged in

**Warehouse Code\*** – default based on set warehouse; select from active Warehouse from Warehouse master file

**Warehouse Checker** – user input, enter name of Warehouse Checker associated with inbound transaction

**Document Date\*** – default at current date, cannot be edited

**Plant\*** – can be automatically updated upon selection of reference ICN, select from active Plant from Plant master file

**DR Number\*** – indicate the DR number of inbound transaction

**Container No** – user input, indicate container number of inbound transaction if available

**Start Unloading** – default at current date and time, click  to select from calendar, can be manually edited to set date and time

**Seal No** – user input, enter seal number of inbound transaction if available

**Complete Unloading** – default at current date and time, click  to select from calendar, can be manually edited to set date and time

**Invoice No** – indicate invoice number of inbound transaction if available

**Storage Type** – select storage type of inbound from the dropdown

**Prod #** – indicate prod # of inbound transaction in the format PROD 1, PROD 2; required for Magnolia

**Receiving Location\*** – select location from dropdown list based on selected plant code

**ICN Number** – select submitted ICN from the dropdown list based on customer selected

**Generate** – click <Generate> button to generate ICN details for inbound detail, ICN number generated should have the same doc number with inbound



**Transtype** – automatically updated upon selection of ICN

**Clone #** – enter number of lines to be generated then click  to duplicate details of selected line detail

**Is No Charge** – check <Is No Charge> checkbox to tag that transaction will not have handling charge in billing

**Week #** – indicate week number of inbound transaction; required for Nestle

**Truck #** – indicate week number of inbound transaction; required for Nestle

**\* Required Fields**

**Detail**

**Item Code** – select item code from dropdown based on selected customer

**Item Description** – automatically updated based on selected item code

**Quantity** – automatically updated upon ICN generation and can be automatically updated if line detail is cloned

**Bulk Unit** – automatically updated upon ICN generation and can be automatically updated if line detail is cloned

**Received Kilos** – automatically updated upon ICN generation and can be edited based on actual received qty, can be automatically updated if line detail is cloned

**Unit** – automatically updated upon ICN generation and can be automatically updated if line detail is cloned

**Pallet ID** – indicate pallet ID per line detail and can be automatically updated in ascending order if line detail is cloned, pallet ID format should be: **CustomerCode + Month + Year – Series Number + Pallet Extension**. Example: **LFE0517-00001A**. Default pallet length is 12 except for Nestle which is 13.

**Batch Number** – indicate batch number per line detail, can be automatically updated if line detail is cloned. For Magnolia, format will be if bulk unit is BOX: Number and if bulk unit is PCS: Character.

**Manufacturing Date** – click  to select from calendar, can be manually edited to set manufacturing date

**Expiry Date** – default at current date, click  to select from calendar, can be manually edited to set expiry date

**To Location** – automatically updated based on selected receiving location above upon add of transaction

**Client Name** – provide client name per inbound detail if applicable

**Lot ID** – provide lot ID per inbound detail if applicable

**RR Doc Date** – automatically updated based on document date

**Status** – automatically updated to “S” if inbound line detail is already partially received

**Customer Trucking Details Tab**

**Header**



**Driver** – indicate driver of vehicle of inbound transaction if available

**Trucker** – indicate enter trucker responsible of inbound transaction if available

**Plate number** – indicate enter plate number of vehicle of received deliveries if available

### User Defined Tab

#### Header

**Field 1** – user-defined fields for entering remarks for inbound transaction

**Field 2 to 9** – user-defined fields for additional information of item

### Audit Trail Tab

#### Header

**Added By and Added Date** – automatically updated upon creation of new transaction

**Last Edited By and Last Edited Date** – automatically updated upon revision of an existing transaction

**Submitted by and Submitted Date** – automatically updated upon submission of an existing transaction

5. Inbound detail transaction can be added by **CLONING** or by **IMPORT**.

To add inbound detail by **CLONING**:

- Select the line detail to be cloned.
- Indicate numeric characters in  Clone #:  
to identify number of times the line detail will be copied.
- Click to start cloning, below sample is displayed.

Inbound Detail										
#	Line Number	Item Code	ItemDesc	Qty	Bulk Unit	Kilos	Unit	Pallet ID		
			AF2-0003	SCAN PORK PREMIUM 20KGS	1.00	BAG	20	KGS	AAC0517-2018_	
			00000	AF2-0003	SCAN PORK PREMIUM 20KGS	1.00	BAG	20.00	KGS	AAC0517-2017_

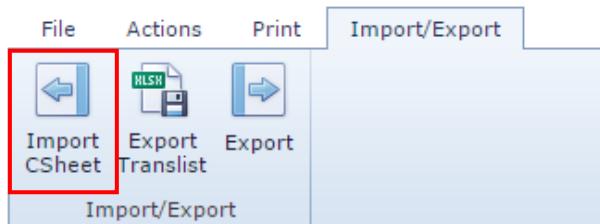
To add detail by **IMPORT**:

**Condition:** For **Import**, import will not be allowed if selected inbound is already submitted.

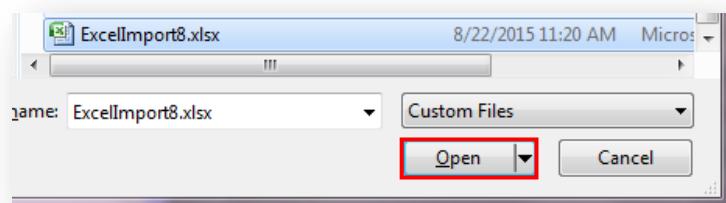
- Below sample is the format of import file to be uploaded for inbound detail and will also be used for count sheet.



- b. Check the selected inbound transaction from the transaction list.
  - c. Select <IMPORT/EXPORT> tab then click < IMPORT CSHEET > action to select excel file to be uploaded.



- d. Click <BROWSE> button to locate the file to be imported then click <OPEN>.



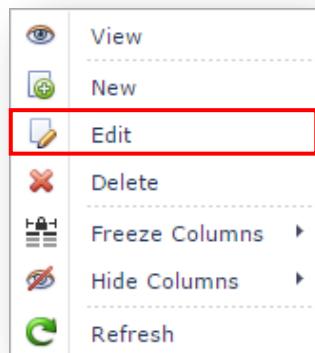
- e. Click <UPLOAD>.



**Note:** Alert message <"Successfully imported"> is displayed when file is successfully imported then click <OK>.



- f. Select specific transaction from the transaction list.
- g. Right-click on the transaction and select <EDIT> action to display existing inbound transaction window form.



- h. Imported file will update the inbound detail and count sheet as displayed below.

Inbound Detail -

	Line Number	Item Code	ItemDesc	Qty	Bulk Unit	Kilos	Unit
	00001	AF70-12601-PD	COW SHORTRIBS BI - PALO DURO	1.00	BOX	23.60	KGS
	00002	AF70-12601-PD	COW SHORTRIBS BI - PALO DURO	1.00	BOX	23.60	KGS
	00003	AF70-12601-PD	COW SHORTRIBS BI - PALO DURO	1.00	BOX	23.60	KGS

Transaction Type: WMSINB Doc No.: INB0000107

Generate details

\* [ ] ~ \* [ ] Pallet ID: [ ] Mfg Date: [ ] Exp. Date: [ ] Orig. Base Qty: [ ] G

Clear

Information

Doc Number	Line Number	Item Code	Description	Qty	Bulk Unit	Kilos	Unit
INB0000107	00001	AF70-12601-PD	COW SHORTRIBS BI - PALO DURO	1.00	BOX	23.60	KGS

Details

Line Number	Pallet ID	Batch Numbe	Location	Original Qty	Original Kilos	Mfg Date	Expiration Dat	RRdate	Pu
00001	AFC0116-0001	MIXED3	10AISLE	1.00	23.60	10/12/2015	10/20/2016		

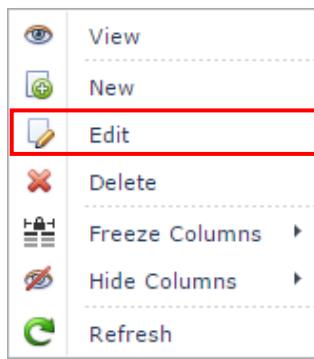
6. Click <ADD> to finalize newly created Inbound transaction.



**Note:** Error message <"Please check all the fields!"> is displayed if required fields are not filled up.

### 3.3.2.2 Edit Inbound

1. Select specific transaction from the transaction list.
2. Right-click on the transaction and select <EDIT> action to display existing Inbound transaction window form.



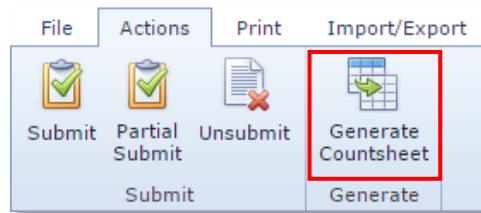
**Note:** Error message <"You cannot edit this document anymore. Check if this is already submitted."> is displayed if selected transaction is already submitted.

3. Modify the necessary field for the following tab:
  - a. General
  - b. Customer Trucking Details
  - c. User Defined
4. Click <UPDATE> to finalize updated Inbound transaction. Otherwise, by closing the window/tab all changes will be lost.

**Note:** Error message <"Please check all the fields!"> is displayed if required fields are not filled up.

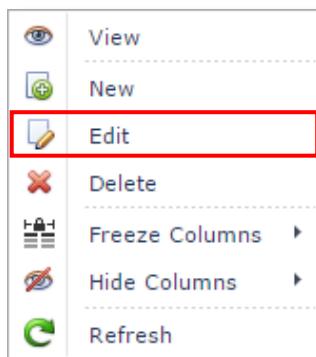
### 3.3.2.3 Generate Count Sheet

1. Check specific transaction from the transaction list.
2. Select <ACTIONS> tab and click <GENERATE COUNTSHEET> ribbon to setup count sheet of inbound transaction.



**Note:** Alert message <"Generated: 1 of 1"> is displayed if count sheet generation is successful.

3. Select specific transaction from the transaction list.
4. Right-click on the transaction and select <EDIT> action to display existing inbound transaction window form.



**Note:** Error message <"You cannot edit this document anymore. Check if this is already submitted."> is displayed if selected transaction is already submitted.

5. Click to edit count sheet setup of the selected inbound detail.
6. Count Sheet Setup form will be displayed.

To generate count sheet details:

- a. Enter range of line number to be generated. (e.g. 1 – 50)
- b. Enter Pallet ID, Mfg Date and Exp Date per line number.

**Note:** Alert Message <"Invalid value"> is displayed if entered expiration date is earlier than manufacturing date.

- c. Enter Orig. Base Qty to be generated per line number.
- d. Click <GENERATE> button to incorporate details generated.



Screenshot of the WMSINB transaction window. The 'Generate' button is highlighted with a red box.

Transaction Type: WMSINB Doc No.: INB1013-3

Generate details:

*	~	*	Pallet ID:	Mfg Date:	Exp. Date:	Orig. Base Qty:
<input type="button" value="Clear"/>						<input type="button" value="Generate"/>

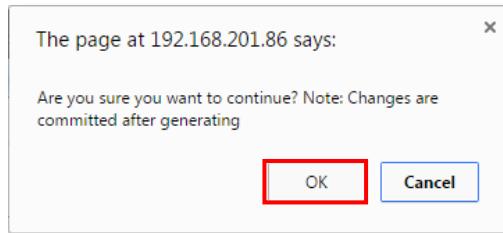
Information:

Doc Number	Line Number	Item Code	Color Code	Class Code	Size Code	Bulk Qty	Bulk U
INB1013-3	00001	47-538	N/A	N/A	N/A	50.00	BOX

Details:

Line Number	Pallet ID	Batch Numbe	Location	Original Bulk	Original Base	Mfg Date	Expiration Da	RRdate
00001	AFC015-1231			1.00	0.00	10/13/2015	10/13/2017	10/13/2015
00002	AFC015-1231			1.00	0.00	10/13/2015	10/13/2017	10/13/2015
00003	AFC015-1231			1.00	0.00	10/13/2015	10/13/2017	10/13/2015
00004	AFC015-			1.00	0.00	10/13/2015	10/13/2017	10/13/2015

7. Confirmation message is displayed then click <OK> to generate details.



**Note:** Alert message <"Successfully Generated! Please wait while this count sheet reloads..."> is displayed then click <OK> button.

8. Click to return to inbound transaction window.  
9. Click <UPDATE> to finalize updated inbound transaction.

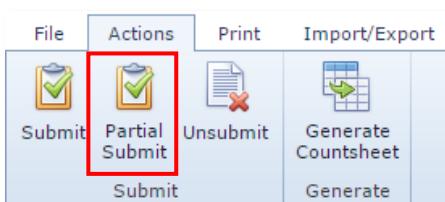
**Note:** Error message <"Please check all the fields!"> is displayed if required fields are not filled up.

#### 3.3.2.4 Partial Submit Inbound

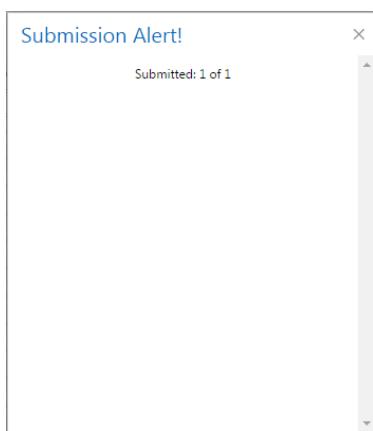
- **Conditions for Partial Submission of Inbound**
  - Countsheet should be generated first before proceeding with inbound submission.
  - Submission of Inbound with unequal countsheet and details is not allowed.
  - Current pallet count of a specific location categorized as Normal location type should not exceed versus the maximum pallet count of the location.
  - Expiration Date indicated in detail should not be earlier than Manufacturing Date.
  - Storage Type indicated in inbound should be same with the storage type of item in inbound detail specifically for **Frabelle and Frabelle TP**.
  - Duplicate Pallet ID in Inbound detail will be validated except **AFC Slice**.



- Same Pallet ID in inventory will be validated except **AFC Aircon, AFC Slice, Magnolia, Mang Inasal, Nestle and Velfram**.
  - Production Number is required for **Magnolia**.
  - Week Number and Truck Number are required to be encoded in inbound transaction for **Nestle**.
  - Storage Type indicated in inbound transaction should be same with Receiving Location storage type.
  - Pallet ID that exists in two different locations is not allowed upon submission of inbound.
  - Already used ICN should not be used again for an inbound transaction.
1. Select specific transaction from the transaction list.
  2. Ensure that all items included in selected inbound transaction are to be partially received.
  3. Select **<ACTIONS>** tab then click **<PARTIAL SUBMIT>** ribbon to receive the items included in the inbound transaction.



4. Upon successful submission of transaction, prompt message below is displayed.



**Note:** Alert message <"Submitted: 0 of 1"> is displayed if submission of transaction is unsuccessful.

5. Partially submitted or received items per inbound detail are tagged with "S" in the Status field and cannot be edited anymore.

**Note:** Partially submitted or received items are already included in the inventory and can be verified by checking the **Remaining Inventory** report.



Inbound Detail										
#	Line Number	Item Code	ItemDesc	Qty	Bulk Unit	Kilos	Unit	Pallet ID	Batch Number	Status
00001	AF70-12601-PD	COW SHORTRIBS BI - PALO DURO	1.00	BOX	23.60	KGS	AFC0116-0001	MIXED3	S	
00002	AF70-12601-PD	COW SHORTRIBS BI - PALO DURO	1.00	BOX	23.60	KGS	AFC0116-0002	MIXED3	S	
00003	AF70-12601-PD	COW SHORTRIBS BI - PALO DURO	1.00	BOX	23.60	KGS	AFC0116-0003	MIXED3	S	

6. Additional items can be added to the existing inbound transaction by clicking to manually enter new inbound detail.

Inbound Detail										
	Line Number	Item Code	ItemDesc	Qty	Bulk Unit	Kilos	Unit	Pallet ID		
	00001	AF70-12601-PD	COW SHORTRIBS BI - PALO DURO	0					AAC0517-0001_	
	00001	AF70-12601-PD	COW SHORTRIBS BI - PALO DURO	1.00	BOX	23.60	KGS	AFC0116-0001		
	00002	AF70-12601-PD	COW SHORTRIBS BI - PALO DURO	1.00	BOX	23.60	KGS	AFC0116-0002		
	00003	AF70-12601-PD	COW SHORTRIBS BI - PALO DURO	1.00	BOX	23.60	KGS	AFC0116-0003		

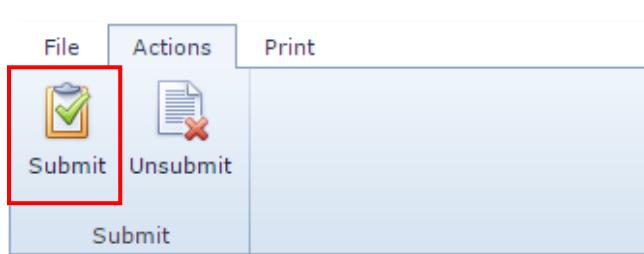
7. Click <UPDATE> to finalize updated inbound transaction.  
8. Select and edit specific transaction from the transaction list.  
9. Generate and setup count sheet for the newly added inbound detail.  
10. Finalize updated inbound transaction by clicking <UPDATE>.  
11. Below are the effects for Partial Submission of Inbound
- Effects of Partial Submission of Inbound
    - Once partially submitted, inbound transaction is already done in putaway process and available for picking.
    - Once inbound is partially submitted, transaction is still available for modification and details can still be added in inbound as long as it is not yet submitted.
    - Once inbound is partially submitted, status of affected inbound detail will be tagged as 'S'.
    - On Hand Qty, Kilos and Pallet Count will be added on specified locations.
    - Added record in User Trail record.

### 3.3.2.5 Submit Inbound

- Conditions for Inbound Submission
  - Location code indicated in Receiving Location and To Location in Inbound detail should exist and active in Location Master File.
  - Countsheets should be generated first before proceeding with inbound submission.
  - Submission of Inbound with unequal countsheet and details is not allowed.
  - Current pallet count of a specific location categorized as Normal location type should not exceed versus the maximum pallet count of the location.
  - Expiration Date indicated in detail should not be earlier than Manufacturing Date.
  - Duplicate Pallet ID in Inbound detail will be validated except AFC Slice.

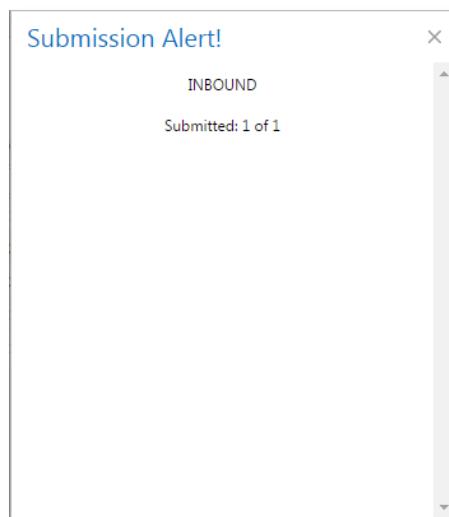


- Same Pallet ID in inventory will be validated except **AFC Aircon, AFC Slice, Magnolia, Mang Inasal and Velfram**.
  - Same Pallet ID + Batch Number in inventory will be validated for **Nestle**.
  - Production Number is required for **Magnolia**.
  - Week Number and Truck Number are required to be encoded in inbound transaction for **Nestle**.
  - Storage Type indicated in inbound should be same with the storage type of item in inbound detail specifically for **Frabelle and Frabelle TP**.
  - Storage Type indicated in inbound transaction should be same with Receiving Location storage type.
  - Pallet ID that exists in two different locations is not allowed upon submission of inbound except for **Mang Inasal, Velfram and AFC Aircon**.
1. Check specific transaction from the transaction list to be submitted then click <**SUBMIT**>.



2. Upon successful submission of transaction, prompt message below is displayed.

**Note:** Alert message <"Submitted: 0 of 1"> is displayed if submission of transaction is unsuccessful.





3. Below are the effects for Inbound Submission:

a. Effects of Inbound Submission

- i. Submitted Inbound will record the inventory of items as indicated in the details and will automatically create an entry for putaway.
- ii. Already submitted inbound will not be available for modification.
- iii. Status of reference ICN used as reference for submitted inbound will be changed from New (N) to Closed (C) and updated reference Inbound number of ICN.
- iv. Submitted inbound transaction will create an entry in Transaction Storage as part of billing and pallet count indicated will be based on customer.
- v. Upon submission, manufacturing date of Magnolia will be automatically updated based on expiry date – 240 days.
- vi. Document date and RR date will be same with Complete Unloading Date.
- vii. For **Mang Inasal, Velfram and AFC Aircon**, if there's a pallet that is already in the inventory, it will not be counted once it is received again.
- viii. For **Pepsi**, the UOM and quantity that will be used for Transaction Storage is the bulk qty and bulk unit from inbound.
- ix. For **Pepsi**, considered storage type for Transaction Storage will be based on Item Master.
- x. For **Nestle**, value of complete unloading date + 8 hrs will be updated in Transaction Storage. And will create an entry for DR storage type is storage chiller then value of complete unloading date will be 3 days + 4 hrs. Then will create an entry for DR storage dry then value of complete unloading date will be 3 days + 4 hrs.
- xi. Submitted transactions will be recorded in Transaction History.
- xii. On Hand Qty, Kilos and Pallet Count will be added on specified locations.
- xiii. Submitted By and Submitted Date will be updated upon submission.

#### **3.3.2.6 Unsubmit Inbound**

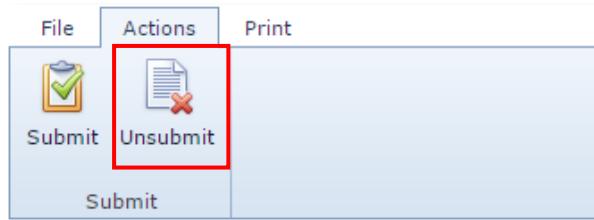
- **Conditions for Inbound Unsubmission**

- Submitted inbound is not allowed to be unsubmitted once it is already billed.
- Submitted inbound is not allowed to be unsubmitted once it has the same pallet ID that already existed in inventory from subsequently submitted inbound transaction.
- Submitted inbound is not allowed to be unsubmitted once it was already partially submitted and submitted in putaway.

- **Access with Inbound Unsubmission access: DOCS HEAD**

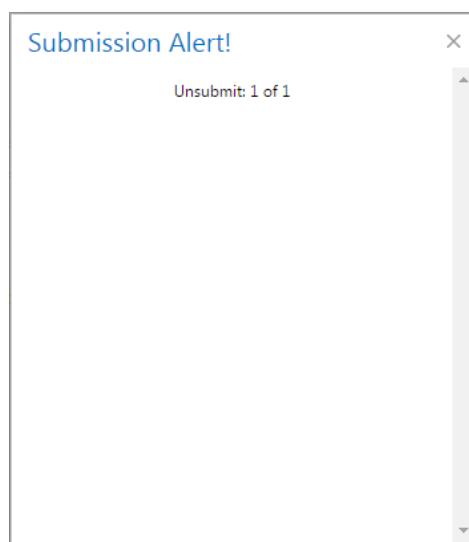


1. Check specific transaction from the transaction list to be submitted then click <UNSUBMIT>.



2. Upon successful unsubmission of transaction, prompt message below is displayed.

**Note:** Alert message <"Submitted: 0 of 1"> is displayed if submission of transaction is unsuccessful.



3. Below are the effects for Inbound Unsubission:

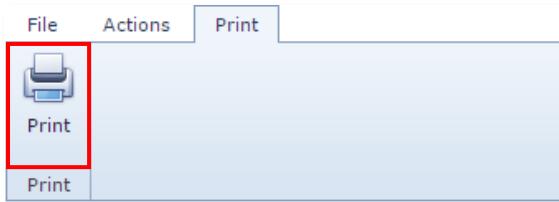
- a. Effects of Inbound Unsubission

- i. Status of reference ICN used for an unsubmitted inbound will be changed from Closed (C) to New (N) and remove reference inbound number.
    - ii. Unsubmitted inbound transaction will be available for modification.
    - iii. Unsubmitted inbound will be excluded from billing as long as it is not yet billed.
    - iv. Added quantity, kilos and pallet count from inbound will be deducted from locations upon unsubmit.
    - v. Transaction will be removed from Transaction History and will be recorded in User Trail.
    - vi. Submitted By and Submitted Date will be untagged.
    - vii. Untagged submitted date in count sheet setup (inventory).
    - viii. Remove count sheet subsi record upon unsubmit.

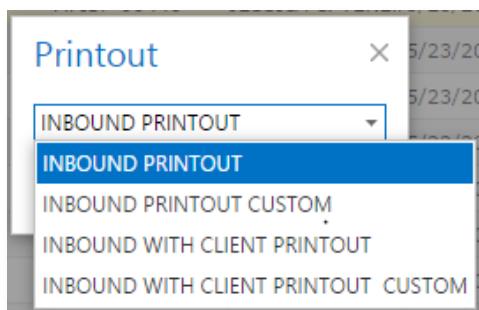


### 3.3.2.7 Print Inbound

1. Check specific transaction from the transaction list to be printed then click <PRINT>.



2. Click <PRINT> button to print Inbound printout.



- Inbound printout – used for normal printing of RR
- Inbound printout custom – automatically display the printout footer on the 2<sup>nd</sup> page
- Inbound with client printout – RR printout that have client info, Mfg date/Exp date were not displayed and weight is only displayed
- Inbound with client printout custom – RR printout that have client info, Mfg date/Exp date were not displayed and weight is only displayed; automatically display the printout footer on the 2<sup>nd</sup> page

3. Inbound printout form will be displayed.



Gears We Love INBOUND PRINTOUT 192.168.201.115:9011/WebReports/ReportViewer.aspx?val=~GEARS\_Printout.P\_Inbound&transtype=WMSINB&docnumber=INB0000107&tag=False&reprinted=

Page 1 of 1

Run Date & Time: (3:25 PM / May 19, 2017)

Mets Logistics, Inc.  
Barrio Bancal, Camona, Cavite

RECEIVING REPORT - CAVITE METS COLD STORAGE INB0000107

Shipper/Consignee: AAC-Alternatives Food Corp - AIRCON	Ref. DR No.: DR123	Driver:	Container No.:			
Contacting Depot/Ent.:	Ref. Invoice No.:	Plate No.:	Seal No.:			
Broker:	AWB or BL No.:	Trucker:	Date: 05/19/17			
Sku Code: AF70-12601-PD	Product Description: COW SHORTRIBS BI - PALO DURC	Batch No: MIXED3	MfgDate: 19/12/15	Doc. Qty.: 0 0.00	Rec. Qty.: 3 70.80	UOM: BOX
Total: 0 0.00 3 70.80						

Remarks:

Prepared By: (Signature Over Printed Name) sa Documentation Staff	Checked By: (Signature Over Printed Name) Warehouse Checker	Security Guard: (Signature Over Printed Name) Guard on Duty
Acknowledged By: (Signature Over Printed Name) Customer Representative	Approved By: (Signature Over Printed Name) Approving Officer	UNLOADING: Start: Date: 05/19/17 Completion: Date: 05/19/17 Time: 13:59:00 Time: 13:59:00

Note: THE ABOVE GOODS ARE RECEIVED IN GOOD ORDER AND CONDITION UNLESS OTHERWISE SPECIFIED  
THE COMPANY IS NOT LIABLE FOR THE CONTENTS OF ANY PACKAGE IN APPARENT GOOD CONDITION

DocNumber: INB0000107  
UserID: UserID  
DataView: MfgDate  
MfgDate

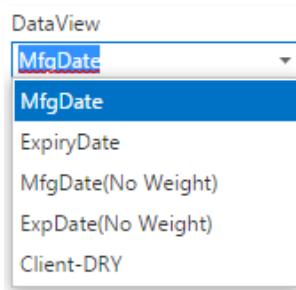
### Parameters

**Doc Number** – default as doc number of transaction

**User ID** – default as User ID

**Data View** – default as Mfg Date

- If by Mfg Date, data will be group by manufacturing date
- If by Expiry Date, data will be group by expiry date
- If by Mfg Date (No Weight) or Exp Date (No Weight), data will be group by mfg date or expiry date but kilos will not be displayed
- If by Client-DRY, data displayed will have no kilos, expiry date and mfg date



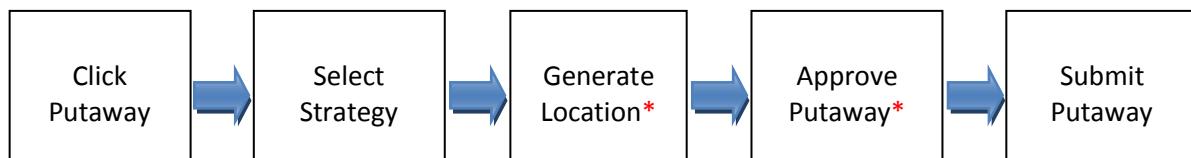
4. Use the following action buttons as per functions:

- b. Click to search for a specific word or alphanumeric character.
- c. Click to print all pages of the Inbound transaction.
- d. Click to export the printout into different versions.
- e. Click to open the printout to a new window.



### 3.3.3 Inbound: Putaway

**How to process putaway transaction:**



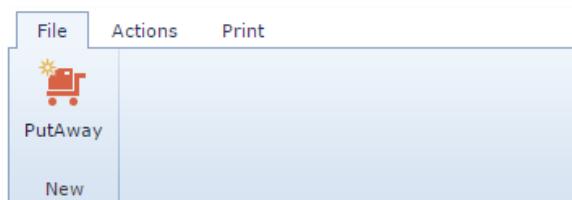
\*Generate Location is not required for Manual and Cross Dock.

\*Approve Putaway is required if Manual Strategy is used.

#### 3.3.3.1 Generate Putaway

Putaway module is used to transfer received stocks to their assigned location within a warehouse by using the available putaway strategies. To generate putaway, navigate to Warehouse Management > Inbound > **Putaway**:

1. Check specific transaction to putaway from the transaction list.
2. Click <PUTAWAY> ribbon to display putaway window form.



3. Select putaway strategy from the dropdown then click <GENERATE LOCATION> button.

**Note:** Confirmation message <"Are you sure you want to generate locations?"> is displayed then click <OK>.

Code	Description
C	Open Storage Location
D	Cross Dock
I	Already Contains Stock
M	Manual Strategy



### Putaway Strategy:

- C (Open Storage) – strategy used to find open location in an empty location section based on set priority
  - Condition of C Strategy (Open Storage)
    - Locations to be assigned will be automatically assigned by the system upon click of Generate Location button.
    - Location suggested by system will be based on:
      - Customer (Inbound)
      - Warehouse Code (Inbound)
      - Plant Code (Inbound)
      - Storage Type of item (Inbound)
      - Location Priority
    - Should suggest Normal location (Location Type)
    - Should suggest all empty locations first
    - If all locations already contain stocks, suggestion will depend on the following:
      - Location that has the least pallet count and
      - Least on-hand bulk and on-hand base qty based on pallet, bulk and base qty that will be added in location
    - Should not suggest locations in which current pallet count is equals the max pallet count
  - D (Cross Dock) – strategy used for item directly available to Outbound
    - Conditions of D Strategy (Cross Dock)
      - Count of pallet to be assigned in a location should not be greater than the indicated maximum pallet count, less by the current pallet count of the location (if max pallet count is defined for a location)
      - If details of submitted inbound have a combination of partially submitted and not, details that are partially submitted will not be editable anymore and not be considered during putaway submission.
      - Auto-submitted picklist will be created once putaway is submitted.
  - I (Already Contains Stock) – strategy used to put item on a location that already contains the same stock
    - Condition of I Strategy (Already Contains Stock)
      - Locations to be assigned will be automatically assigned by the system upon click of Generate Location button.
      - Location suggested by system will be based on:
        - Customer (Inbound)



- Plant Code (Inbound)
- Storage Type of item (Inbound)
- Priority indicated
- Should suggest Normal location (Location Type)
- Should suggest all location that has already contains stock with the same item but has remaining space for additional pallet, bulk and base qty.
- If no locations are left that contains the same stocks, system will look for the next empty location.
  - If no empty locations left, suggestion will depend on which location has the most number of pallets, bulk and base qty that already contains the same stock.
- Should not suggest locations in which current pallet count is equals max pallet count.
- M (Manual) – strategy used for manual entry of item location
  - Conditions of M Strategy (Manual):
    - Putaway should be approved first by user before submission.
    - Count of pallet to be assigned in a location should not be greater than the indicated maximum pallet count, less by the current pallet count of the location (if max pallet count is defined for a location)

**Sample:**

Submitted: 0 of 1

ARM17-00312:  
Location: 05BR01L4, PalletID: ARM0417-5087 Pallet Qty  
Exceeds the Maximum Pallet Quantity  
Location: 05BR01L4, PalletID: ARM0517-5258 Pallet Qty  
Exceeds the Maximum Pallet Quantity  
Location: 05BR01L4, PalletID: ARM0517-5259 Pallet Qty  
Exceeds the Maximum Pallet Quantity  
Location: 05BR01L4, PalletID: ARM0517-5260 Pallet Qty  
Exceeds the Maximum Pallet Quantity  
Location: 05BR01L4, PalletID: ARM0517-5261 Pallet Qty  
Exceeds the Maximum Pallet Quantity  
Please do item relocation first then proceed with the transaction

- If details of submitted inbound have a combination of partially submitted and not, details that are partially submitted will not be editable anymore and not be considered during putaway submission.



Screenshot of the Putaway screen from the WMS application. The URL is 192.168.201.115:9011/WMS/frmPutaway.aspx?entry=E&transtype=WMSPUT&parameters=&iswithdetail=undefined&docnumber=ICN0000199

The screen shows a 'General' tab with fields for Document Number (ICN0000199) and Room. A 'PutAway Strategy:' dropdown and a 'Generate Location' button are highlighted with red boxes. An 'Item info' button is also visible.

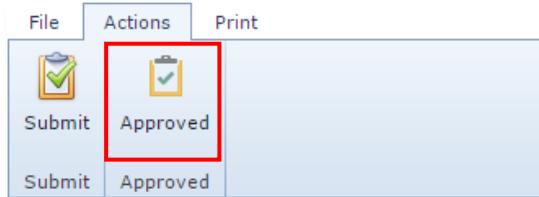
Inbound Detail table:

#	Line Number	Item Code	ItemDesc	Qty	Bulk Unit	Kilos	Unit	Expiry Date	Batch Number	Manufacturing D	Tc
00001	AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS		100.00	BAG	2000.00	KGS	5/19/2019		5/19/2017	12
00002	AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS		100.00	BAG	2000.00	KGS	5/19/2019		5/19/2017	12

- Upon generation of location, click <UPDATE> button.

### 3.3.3.2 Approve Manual Putaway

- Check specific transaction to putaway from the transaction list.
- Select <ACTIONS> tab then click <APPROVE> ribbon to approved manual putaway transaction.



- Approved putaway transaction is now available for submission.

### 3.3.3.3 Submit Putaway

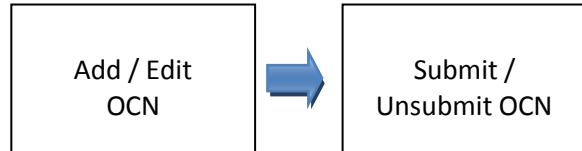
- Conditions for Putaway Submission
  - Pallet count should not exist versus max pallet count of location.
  - Inbound should be submitted first.
  - Manual putaway should be approved first before submission.
  - Same pallet should not exists in 2 different locations.
- Check specific transaction to putaway from the transaction list.
- Select <ACTIONS> tab then click <SUBMIT> ribbon to submit putaway transaction.



3. Upon submission, generated locations will be assigned as the location per inbound detail in the inventory.
4. Below are the effects of Putaway Submission
  - i. Putaway By and Putaway Date will be tagged upon submission
  - ii. Add record in Transaction History and Audit Trail
  - iii. Add Putaway Date in count sheet setup and subsi record
  - iv. Update on-hand qty, kilos and pallet count for specified locations

### 3.3.4 Outbound: Outgoing Cargo Notice

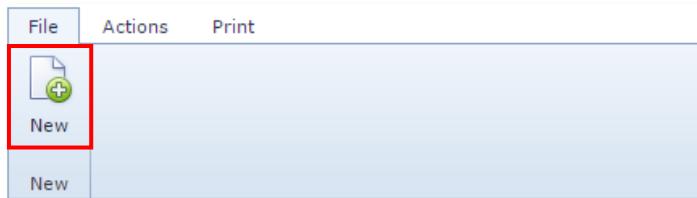
#### How to process Outgoing Cargo Notice transaction

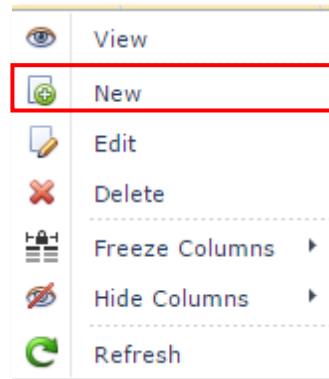


##### 3.3.4.1 Add Outgoing Cargo Notice

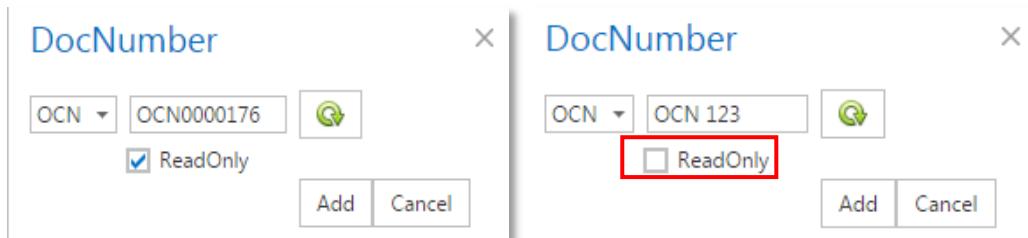
Outgoing Cargo Notice serves as a notice from customer to notify the warehouse of the items for pick or dispatch. To create a new Outgoing Cargo Notice, navigate to Warehouse Management > Inbound > **Outgoing Cargo Notice**:

1. Click **<New>** or right-click in the transaction list and select **New**.





2. Use system-generated Document Number or uncheck <ReadOnly> check box to indicate a specific Document Number.



3. Click <ADD> button to display new Outgoing Cargo Notice window form.

**Note:** Error message <"DocNumber already exist!"> is displayed if duplicate doc number is added.

4. Fill up the fields in Outgoing Cargo Notice Transaction window form.

Document Number*	OCN0000104	Document Date:	5/15/2017
Status:	NEW	Target Date:	
Warehouse Code*	MLICAV	Customer Code:	
Pick Type*	Pick From Normal		

### General Tab

#### Header

**Document Number\*** – based on system-generated or user defined doc number, not available for editing

**Document Date\*** – default at current date, click  to select other date from the calendar



**Status** – default as New and updated upon creating of pick list and outbound transaction for the OCN, status as follows:

- N (New) – for OCN that is newly created and/or submitted
- P (Picked) - for OCN transaction that has been picked
- O (Out) – for OCN that has been already delivered

**Target Date** – click  to select from the calendar to indicate the target delivery date of the item requested

**Warehouse Code\*** – default based on set warehouse; click  to select from active Warehouse from Warehouse master file

**Customer\*** – select from active Customer from Customer master file

**Pick Type\*** – click  to select from Pick Type from Reserve and Pick Type from Normal

- Pick Type from Reserve – will get the item from the reservation of the item
- Pick Type from Normal – will get the item from the available qty of the item

#### \* Required Fields

##### Detail

**Item Code** – select active item code from dropdown based on selected customer

**Item Description** – automatically updated based on selected item code

**Quantity** – indicate quantity of items requested to be shipped out

**Bulk Unit** – default based on unit bulk indicated for the item

**Kilos** – indicate kilos of item requested to be shipped out and can be automatically computed if item has standard quantity

LineNumber	Item Code	ItemDesc	Qty	Bulk Unit	Kilos

#### Delivery and Trucking Info Tab

##### Header

**Deliver To (Address)** – indicate the destination where the items will be delivered

**Delivery Date** – default based on document date

**Trucking Company** – indicate trucking company responsible for expected outgoing delivery if available

**Plate Number** – indicate plate number of vehicle for expected outgoing delivery if available

**Driver Name** – indicate enter driver of vehicle for expected outgoing delivery if available



**Special Instructions** – indicate any special handling instructions for expected outgoing delivery if available

#### User Defined Tab

##### Header

**Field 1 to 9** – user-defined fields for additional information of the transaction

#### Audit Trail Tab

##### Header

**Added By and Added Date** – automatically updated upon creation of new transaction

**Last Edited By and Last Edited Date** – automatically updated upon modification of an existing transaction

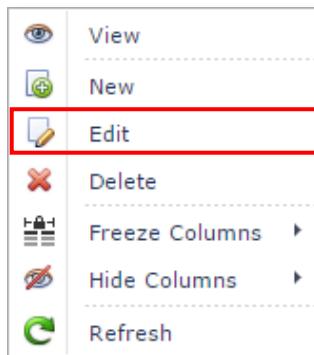
**Submitted by and Submitted Date** – automatically updated upon submission of an existing transaction

5. Click <UPDATE> to finalize newly created OCN transaction.

**Note:** Error message <"Please check all the fields!"> is displayed if required fields are not filled up.

#### *3.3.4.2 Edit OCN*

1. Select specific transaction from the transaction list.
2. Right-click on the transaction and select <EDIT> action to display existing Outgoing Cargo Notice transaction window form.



**Note:** Error message <"You cannot edit this document anymore. Check if this is already submitted."> is displayed if selected transaction is already submitted.

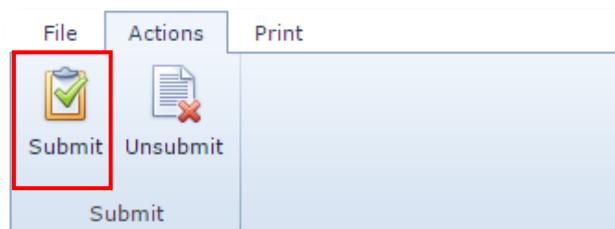
3. Modify the necessary field for the following tab:
  - a. General
  - b. Delivery and Trucking Info



- c. User Defined
4. Click <UPDATE> to finalize updated OCN transaction. Otherwise, by closing the window/tab all changes will be lost.  
**Note:** Error message <"Please check all the fields!"> is displayed if required fields are not filled up.

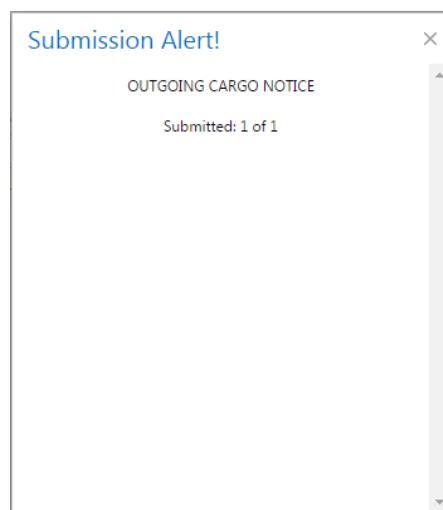
#### 3.3.4.3 Submit OCN

- **Conditions for OCN Submission**
  - Submission of OCN already used as reference for submitted picklist and/or outbound is not allowed.
  - Submission will not be allowed if quantity or kilo is not indicated and warehouse is not active.
- 1. Check specific transaction from the transaction list to be submitted then click <SUBMIT>.



2. Upon successful submission of transaction, prompt message below is displayed.

**Note:** Alert message <"Submitted: 0 of 1"> is displayed if submission of transaction is unsuccessful.

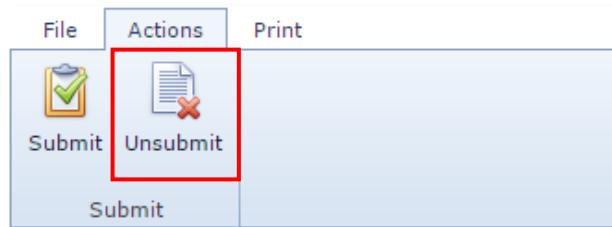




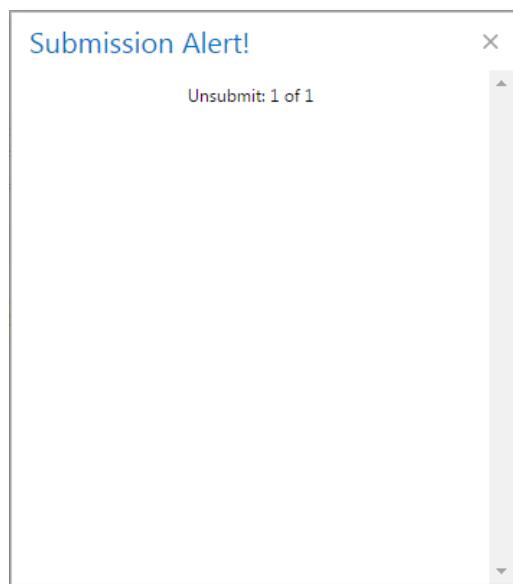
3. Below are the effects for OCN Submission:
  - a. Effects of OCN Submission
    - i. Submitted OCN can now be used as reference for picklist transaction and cannot be edited anymore.

#### **3.3.4.4 Unsubmit OCN**

- **Conditions for OCN Unsubmission**
  - OCN transaction is not allowed to be unsubmitted once it is used as reference for a picklist already picked and/or out.
- 1. Check specific transaction from the transaction list to be submitted then click <UNSUBMIT>.



2. Upon successful unsubmission of transaction, prompt message below is displayed.





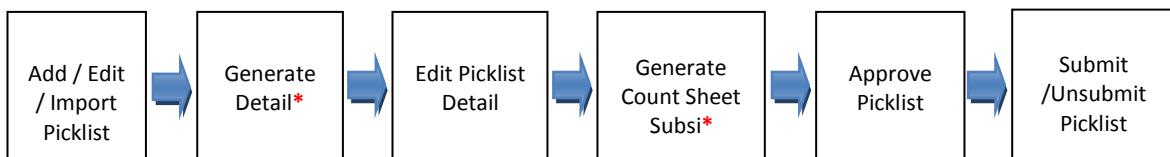
**Note:** Alert message <"Unsubmit: 0 of 1"> is displayed if submission of transaction is unsuccessful.

3. Below are the effects for OCN Unsubmission:

- a. Effects of OCN Submission
  - i. Unsubmitted OCN will be available for modification.

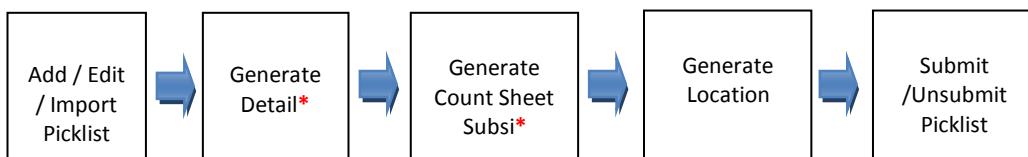
### 3.3.5 Outbound: Picklist

#### How to process manual picklist:



\*If picklist detail is imported, generated detail and generate count sheet subsi is not required.

#### How to process auto picklist:

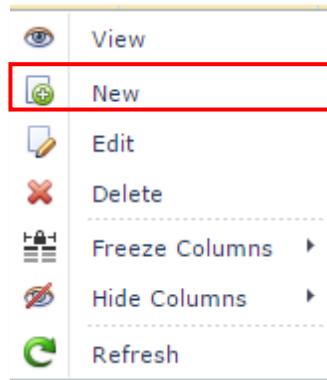
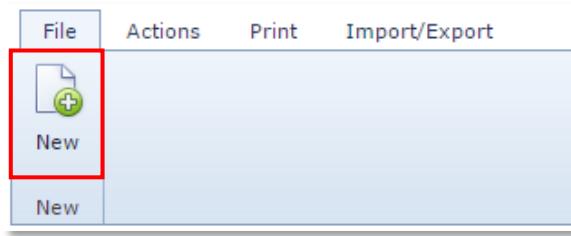


\*If picklist detail is imported, generated detail and generate count sheet subsi is not required.

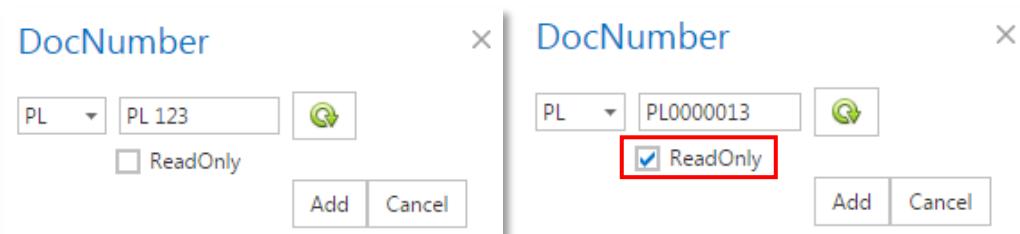
#### 3.3.5.1 Add Picklist

Picklist serves as the transaction that relies to OCN which provides the list of item for actual picking and the location where items will be taken. To create a new Picklist, navigate to Warehouse Management > Outbound > **Picklist**:

1. Click <**New**> or right-click in the transaction list and select **New**.



2. Use system-generated Document Number or uncheck <ReadOnly> check box to indicate a specific Document Number.



3. Click <ADD> button to display new Picklist window form.

**Note:** Error message <"DocNumber already exist!"> is displayed if duplicate doc number is added.

4. Fill up the fields in Picklist Transaction window form.



Gears We Love

Picklist

192.168.201.115:9011/WMS/frmPickList.aspx?entry=N&transtype=WMSPICK&parameters=&iswithdetail=false&docnumber=PL0000099

**Picklist**

**General**   **Delivery and Trucking Info**   **User Defined**   **Audit Trail**

Document Number:	PL0000099	Document Date*:	5/19/2017
Status:	NEW	Delivery Date:	5/19/2017
Customer Code*:		Picklist Type*:	PICK FROM NORMAL
Warehouse Code*:	MLICAV	Remarks:	
Outbound No:		Clone #:	
AutoPick:	<input type="checkbox"/>	StorageType:	

**Picklist Detail**

OCN Number
No data to display

[Save changes](#) [Cancel changes](#)

**Item info**

## General Tab

### Header

**Document Number\*** – based on system-generated or user defined doc number, not available for editing

**Document Date\*** – default at current date, click  to select other date from the calendar

**Status** – default as New and updated upon creating of outbound transaction for the Picklist, status as follows:

- N (New) – for Picklist that is newly created and/or submitted
- O (Out) – for Picklist that has been already delivered

**Delivery Date\*** – default at current date, click  to select other date from the calendar to indicate when the pick qty will be delivered

**Customer Code\*** – click  to select the customer for the outbound transaction

**Picklist Type\*** – click  to select from Pick Type from Reserve and Pick Type from Normal

- Pick Type from Reserve – will get the item from the reservation of the item
- Pick Type from Normal – will get the item from the available qty of the item

**Warehouse Code\*** – default based on set warehouse, click  to select an active warehouse

**Remarks** – indicate any additional notes for picklist

**Outbound No** – automatically updated when picklist has been used for a submitted outbound transaction

**Clone #** - applicable only when the picklist transaction has successfully generated detail, indicate the number of picklist detail that will be duplicated

**Autopick** – check  **AutoPick** for system suggested location, expiration date, mfg date, rr date of the item to be pick, uncheck to manually identify the information for picking

**Storage Type** – indicate specific storage type to be considered as validation during generation of count sheet subsi for **Frabelle and Frabelle TP only**

### OCN Detail



**OCN Number\*** – click to select reference OCN from dropdown, filtered based on customer and picklist type selected

**Based on the OCN, system will generate the following details given below.**

**Detail**

**Item Code** – automatically updated thru Generate Detail or Import

**Item Description** – automatically updated thru generate detail or Import

**Quantity** – automatically updated thru generate detail, generate countsheetsubsi or Import

**Bulk Unit** – automatically updated thru generate detail or Import

**Kilos** – automatically updated thru generate detail, generate countsheetsubsi or Import

**Unit** – automatically updated thru generate detail or Import

**PalletID** – automatically updated thru Generate Countsheet Subsi or Import, can be manually provided for manual pick to identify the pallet ID where items will be taken

**Location** – automatically updated thru Generate Countsheet Subsi or Import, may be user input by indicating expiry date that will be used for generation

**Batch No** – automatically updated thru Generate Countsheet Subsi or Import, may be user input by indicating batch no that will be used for generation

**Manufacturing Date** – automatically updated thru Generate Countsheet Subsi or Import, may be user input by indicating mfg date that will be used for generation

**Expiry Date** – automatically updated thru Generate Countsheet Subsi or Import, may be user input by indicating expiry date that will be used for generation

**Lot ID** – automatically updated thru Generate Countsheet Subsi or Import, may be user input by indicating batch no that will be used for generation

**RR Doc Date** – automatically updated thru Generate Countsheet Subsi or Import, may be user input by indicating batch no that will be used for generation

**Delivery and Trucking Info Tab**

**Header**

**Delivery To (Address)** – indicate the address where the items will be delivered

**Trucking Company** – enter trucking company responsible for delivery of the item, if available

**Plate Number** – enter plate number of the vehicle that will be used for delivery of the item, if available

**Driver Name** – enter driver of vehicle responsible for the delivery of the item, if available

**User Defined Tab**

**Header**

**Field 1 to 9** – user-defined fields for additional information of item

**Audit Trail Tab**

**Header**



**Added By and Added Date** – automatically updated upon creation of new transaction

**Last Edited By and Last Edited Date** – automatically updated upon revision of an existing transaction

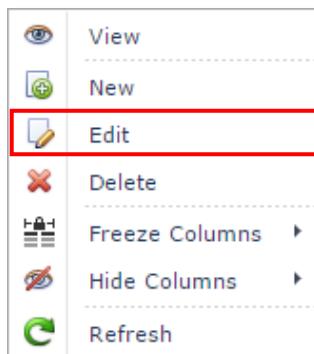
**Submitted by and Submitted Date** – automatically updated upon submission of an existing transaction

5. Click <UPDATE> to finalize newly created Picklist transaction.

**Note:** Error message <"Please check all the fields!"> is displayed if required fields are not filled up.

### 3.3.5.2 Edit Picklist

1. Select specific transaction from the transaction list.
2. Right-click on the transaction and select <EDIT> action to display existing Picklist transaction window form.



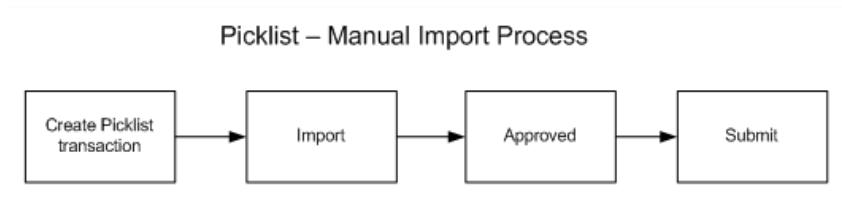
**Note:** Error message <"You cannot edit this document anymore. Check if this is already submitted."> is displayed if selected transaction is already submitted.

3. Modify the necessary field for the following tab:
  - a. General
  - b. Delivery and Trucking Info
  - c. User Defined
4. Click <UPDATE> to finalize updated Picklist transaction. Otherwise, by closing the window/tab all changes will be lost.  
**Note:** Error message <"Please check all the fields!"> is displayed if required fields are not filled up.

### 3.3.5.3 Process Manual Picklist



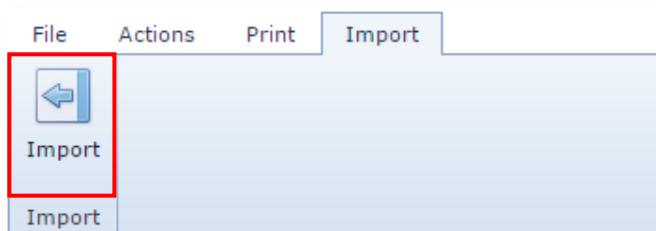
1. Ensure that Picklist transaction has selected a reference OCN and  AutoPick checkbox is unchecked.
2. Identify if Manual Picklist transaction will be created thru **CLONING** or **IMPORT**  
2.1 If Manual Picklist is thru **IMPORT**:



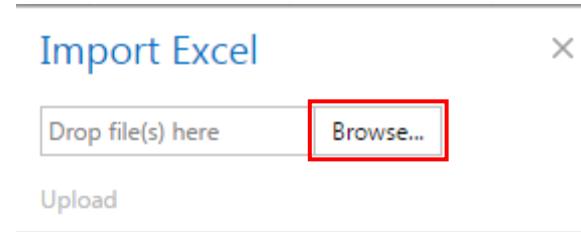
- a. Picklist template in excel form should be properly filled-up, below template with details:
- b. Select the picklist transaction for Import.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
TransType	TransDoc	TransLine	LineNumber	ItemCode	ColorCode	ClassCode	SizeCode	UsedQty	DocBulkQty	Location	PalletID	ExpirationDate	MfgDate	RRdate	ToLoc	DocDate	BatchNo	LotID
				AF05-227500-K	N/A	N/A	N/A	20	1	01AR02L5	AFC0423-5478	10/6/2017						
				AF05-227500-K	N/A	N/A	N/A	20	1	01AR02L5	AFC0423-5478	10/6/2017						
				AF05-227500-K	N/A	N/A	N/A	20	1	01AR02L5	AFC0423-5478	10/6/2017						
				AF05-227500-K	N/A	N/A	N/A	20	1	01AR02L5	AFC0423-5478	10/6/2017						
				AF05-227500-K	N/A	N/A	N/A	20	1	01AR02L5	AFC0423-5478	10/6/2017						
				AF05-227500-K	N/A	N/A	N/A	20	1	01AR02L5	AFC0423-5478	10/6/2017						
				AF05-227500-K	N/A	N/A	N/A	20	1	01AR02L5	AFC0423-5478	10/6/2017						
				AF05-227500-K	N/A	N/A	N/A	20	1	01AR02L5	AFC0423-5478	10/6/2017						
				AF05-227500-K	N/A	N/A	N/A	20	1	01AR02L5	AFC0423-5478	10/6/2017						
				AF05-227500-K	N/A	N/A	N/A	20	1	01AR02L5	AFC0423-5478	10/6/2017						
				AF05-227500-K	N/A	N/A	N/A	20	1	01AR02L5	AFC0423-5478	10/6/2017						

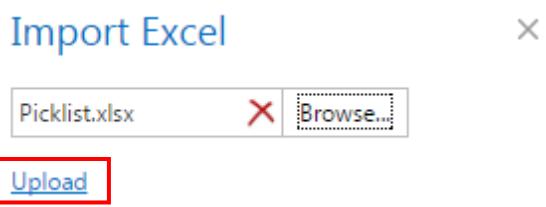
- c. Click <IMPORT> to prompt the Import select File form.



- d. Click <BROWSE> to select the excel file for upload.



- e. Click <UPLOAD> to import the excel file to picklist transaction.



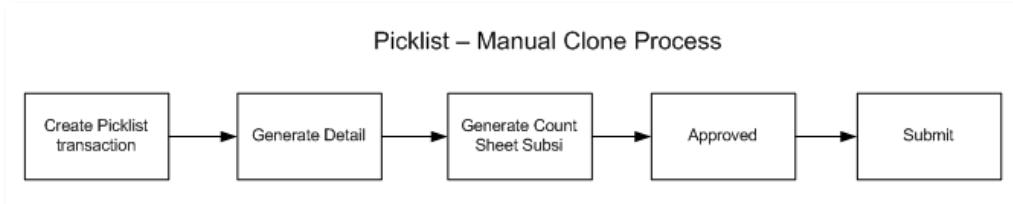
- f. Upon successful uploading of picklist detail, prompt message below is displayed.



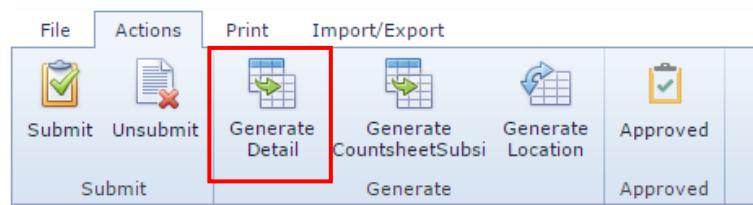
Picklist detail and Countsheet will be filled-up from the uploaded file:

**Note:** Import function is only applicable for unsubmitted picklist. Re-import is allowed but previous picklist detail will be deleted and replaced with the re-import detail.

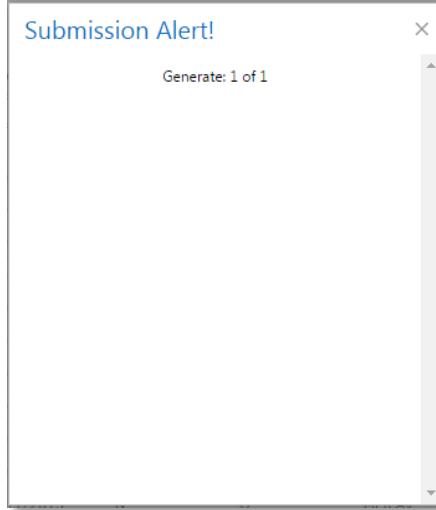
## 2.2 If Manual Picklist is thru **CLONING**:



- Select Picklist in the transaction list.
- Click <**GENERATE DETAIL**> to copy the OCN detail as Picklist detail.



- Upon successful generation of transaction, prompt message below is displayed.



- d. Upon successful generation, Picklist detail will be updated with the OCN detail, below is displayed:

The screenshot shows the 'Picklist' application window. At the top, there are tabs for 'General', 'Delivery and Trucking Info', 'User Defined', and 'Audit Trail'. The 'General' tab is active, displaying fields for Document Number (PL0000100), Status (NEW), Customer Code (AAC), Warehouse Code (MLICAV), Outbound No., AutoPick (checkbox), Document Date (5/19/2017), Delivery Date (5/19/2017), Picklist Type (PICK FROM NORMAL), Remarks, Clone # (checkbox), and StorageType. On the right, there is an 'Item info' panel. Below the tabs, under 'Picklist Detail', there is a table with two rows. The first row has icons for edit, delete, and clone, followed by Line Number (00001), Item Code (AF2-0005), Description (SCANGEL B-100 (SCANFLAVOR) 20KGS), Qty (2.00), Bulk Unit (BAG), Kilos (40.00), Unit (KGS), PalletID, Location, To Location, and Batch. The second row is a header row for the table. At the bottom left of the detail area, there are 'Save changes' and 'Cancel changes' buttons.

### Detail

Item code, Item Desc, Quantity, Bulk Unit, Kilos, Unit – fields that will be automatically populated upon generation of detail

- e. **Clone #:**  to identify the number of times the picklist detail will be duplicated.
- f. Click to start cloning, below sample cloning is displayed.



Outbound No:  Clone #:  StorageType:

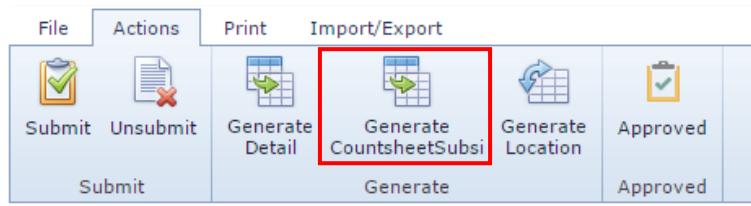
Picklist Detail

OCN Number
OCN0000107

[Save changes](#) [Cancel changes](#)

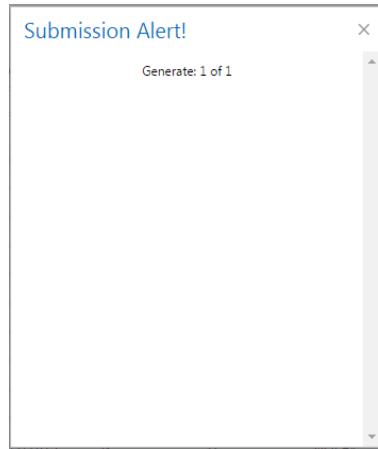
Line Number	Item Code	Description	Qty	Bulk Unit	Kilos	Unit	PalletID	Location	To Location	Batch
00001	AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS	2.00	BAG	40	KGS				
00001	AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS	2.00	BAG	40.00	KGS				

- g. Upon successful cloning, provide specific pallet ID from the dropdown to identify where the quantity of items will be taken then click <**UPDATE**> to save the transaction.
- h. Click <**GENERATE COUNTSHEETSUBSI**> to generate the countsheet information of the picklist detail.



In generate countsheet subsi, system will consider the Warehouse, Plant, Pick Type, Item Pick Strategy, PalletID, Expiration Date, Mfg Date, Location, Batch No or Storage Type (For Frabelle and Frabelle TP) indicated in the Picklist detail of the Item.

- There are 2 types of Pick Type:
    - Normal – pick type Normal is used to pick the OCN item from the available Qty only that is the difference of Onhand Qty less Reserve and Pick Qty
    - Reserve – pick type Reserve will pick the OCN item from the Reserved Qty only
  - Picking Strategy  
Picking strategy is defined in the Item Master File and there are 3 different strategies:
    - FEOF (First Expire First Out) – when pick strategy FEOF is selected, items with the earliest expiration date will be picked
    - FIFO (First In First Out) – when pick strategy FIFO is selected, first items received (based on Item RR Date) became the first items picked
    - LIFO (Last In First Out) - when pick strategy LIFO is selected, last items received (based on Item RR Date) became the first items picked
- i. Upon successful generation of transaction, prompt message below is displayed.



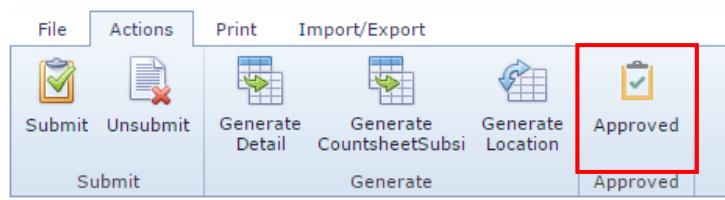
**Note:** Error message <"Generate: 0 of 1 PL00000013: No Details Found"> is displayed if there is no countsheet information found.

- j. Upon successful generation of countsheetsubsi, Picklist transaction will be updated with the countsheet information.

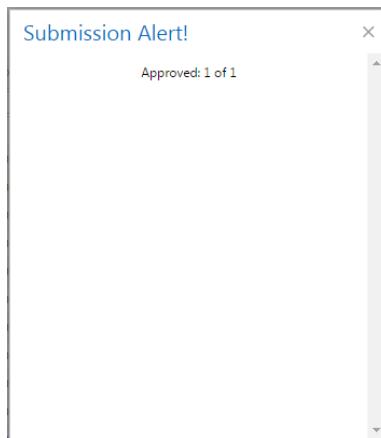
Transaction Type: WMSPICK	Doc No.: AAC17-1263								
Generate details									
* <input type="text"/> ~ * <input type="text"/>	Pallet ID: <input type="text"/> Mfg Date: <input type="text"/> Exp. Date: <input type="text"/>	Orig. Base Qty: <input type="checkbox"/>							
<input type="button" value="Clear"/>									
Information									
Doc Number	Line Number	Item Code	Description	Qty	Bulk Unit	Kilos	Unit		
AAC17-1263	00001	AF2-0020	POTATO STARCH 25 KGS (EMSLAND GROUP)	16.00	BAG	400.00	KGS		
<input type="button" value="&lt;"/> <input type="button" value="&gt;"/>									
Details									
Line Number	Pallet ID	To Pallet ID	Qty	Kilos	System Qty	Variance Qty	Location	Mfg Date	Expiry Date
00001	AAC0317-7480		16.00	400.00			05R08L4.2	12/14/2016	12/14/2016
<input type="button" value="Print"/>									

### 3.3.5.4 Approve Manual Picklist

1. Select Picklist in the transaction list for approval.
2. Check specific transaction from the transaction list to be submitted then click <APPROVED> button in the action pane.



3. Upon successful approval, prompt message below is displayed:



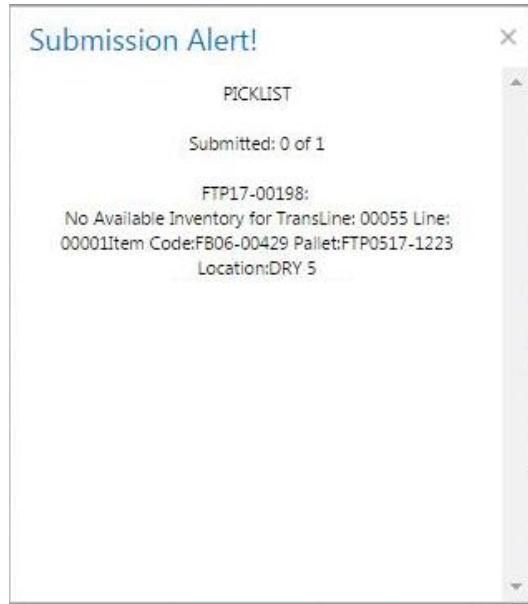
**Note:** Alert message <"Approved: 0 of 1"> is displayed if approval of transaction is unsuccessful.

### 3.3.5.5 Submit Picklist

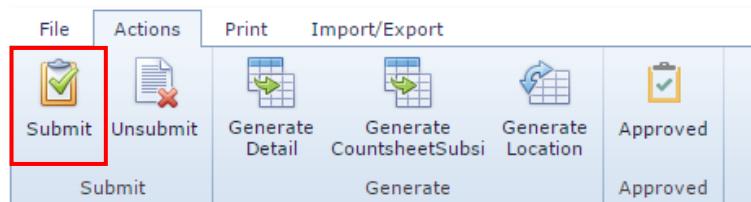
- Conditions for Picklist Submission
  - Pallet ID of Picklist should exist in inventory.
  - Unequal quantity in picklist detail and subsi detail is allowed upon submission.
  - Pallet ID of Picklist detail should be equal with subsi detail upon submission.
  - Storage Type info is required for the following customers:
    - **Frabelle Foods Corp.**
    - **Frabelle Foods Corp. TP**
  - Indicated storage type in picklist should be the same with storage type of item for the following customers:
    - **Frabelle Foods Corp.**
    - **Frabelle Foods Corp. TP**
  - If bulk quantity or base quantity will be zero in inventory, transaction will not be submitted except for the following customers:
    - **Alternatives Food Corp – RM**
    - **Alternatives Food Corp – Slice**
    - **Lookas Food Enterprise**
  - If transaction is manually picked, picklist must be approved first.



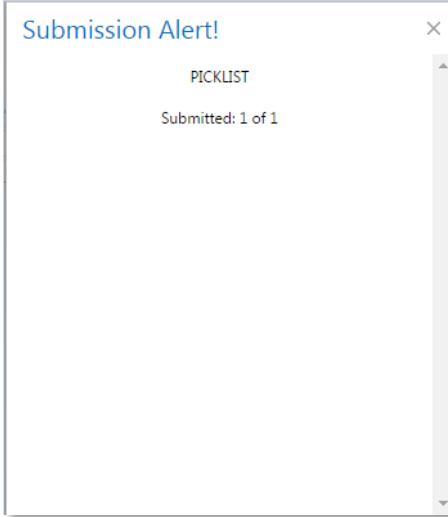
- If item has no available inventory or if a picklist detail has a duplicate in the detail itself and available inventory is insufficient, submission will not be allowed as displayed on the error message below:



1. Check specific transaction from the transaction list to be submitted then click <SUBMIT>.



2. Upon successful submission of transaction, prompt message below is displayed.



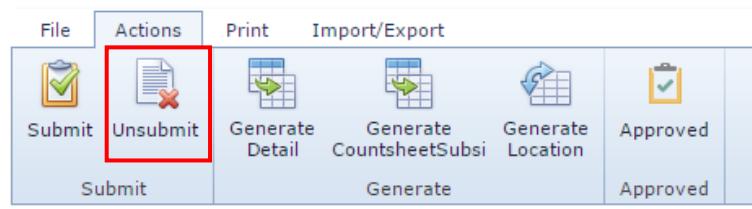
**Note:** Alert message <"Submitted: 0 of 1" > is displayed if submission of transaction is unsuccessful.

4. Below are the effects for Picklist Submission:

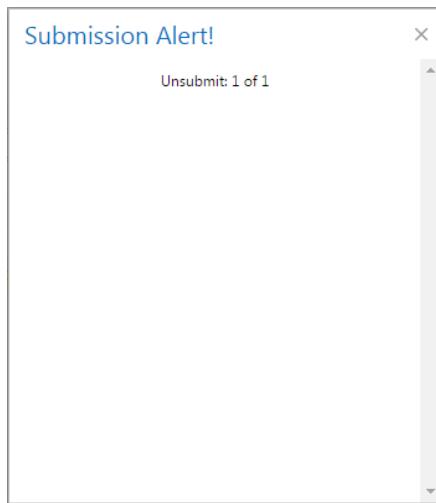
- a. Effects of Picklist Submission
  - i. Picklist will not be available for modification upon submission.
  - ii. Status of reference OCN will be changed from New (N) to Picked (P).
  - iii. Picked Quantity and Kilos will be added for the specific item in the location upon submission.
  - iv. Submitted By and Submitted Date will be updated.
  - v. Add record in Transaction History and Audit Trail

#### **3.3.5.6 Unsubmit Picklist**

- Conditions for Picklist Submission
    - Picklist transaction is not allowed to be unsubmitted once it is already used as reference for submitted outbound.
    - Only submitted picklist is allowed to be unsubsubmitted.
1. Check specific transaction from the transaction list to be unsubsubmitted then click <UNSUBMIT>.



2. Upon successful submission of transaction, prompt message below is displayed.



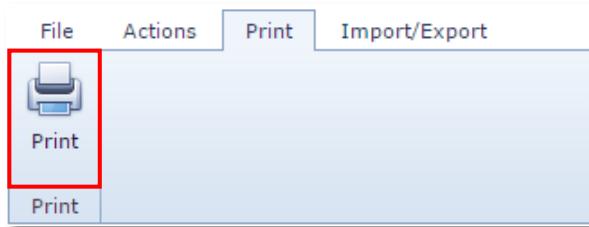
**Note:** Alert message <"Unsubmit: 0 of 1" > is displayed if submission of transaction is unsuccessful.

3. Below are the effects for Picklist Unsubmission:

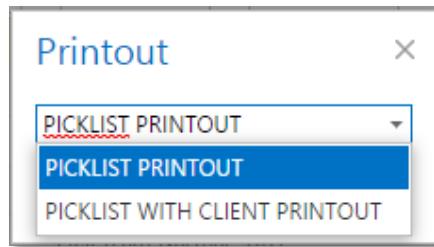
- a. Effects of Picklist Unsubmission
  - i. Unsubmitted picklist will be available for modification and picked quantity and kilos will be free up in the inventory.
  - ii. Remove tagged of picklist as approved.
  - iii. Untagged submitted by and submitted date in Audit Trail tab.
  - iv. Add record in Audit Trail
  - v. Remove record in Transaction History
  - vi. Change status of reference OCN from Picked (P) to New (N).

### 3.3.5.7 Print Picklist

1. Check specific transaction from the transaction list to be printed then click <PRINT>.



2. Click <PRINT> button to print picklist printout.



3. Picklist printout form will be displayed.

Run Date & Time: 02:27 PM / May 10, 2017

Page 1 of 1

Mets Logistics, Inc.  
Barrio Bancal, Carmona, Cavite

INDIVIDUAL PICKLIST REPORT

Customer:	AAC	Driver:	Date Printed:
Alternatives Food Corp - AIRCON		Plate No:	Time Printed:
		Trucker:	OCN No.:
AF2-0010		O4R01L1.2	05/20/2017
EMDEN KVH 1840 25KGS		L000205914	04/22/18
		AAC0916-6808	Sub Total: 3 75.00
			Grand Total: 3 75.00

UNICA AMOR  
Prepared By: \_\_\_\_\_ Picked By: \_\_\_\_\_ Checked By: \_\_\_\_\_

DocNumber: AAC17-1260  
UserID: 1828  
DataView: PD

### Parameters

- Doc Number** – default as doc number of the transaction
- User ID** – default as User ID
- Data View** – default as PD
  - Location – If by Location, printout is group by location
  - PD – If by PD, printout is group by Manufacturing Date



- Client-DRY – If Client-DRY, printout has no quantity, batch number, mfg date and expiry date
4. Use the following action buttons as per functions:
- a. Click to search for a specific word or alphanumeric character.
  - b. Click to print all pages of the picklist transaction.
  - c. Click **Pdf** to export the printout into different versions.
  - d. Click to open the printout to a new window.

### 3.3.6 Outbound: Outbound

#### How to process Outbound transaction

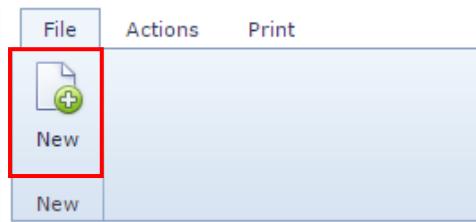


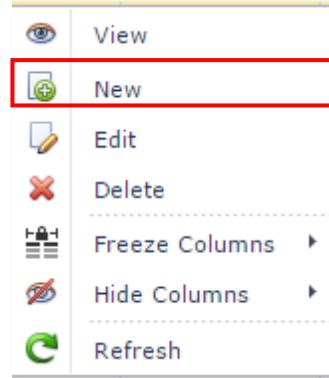
\*Generate Picklist Data can be done if revisions in reference picklist has been made.

##### 3.3.6.1 Add Outbound

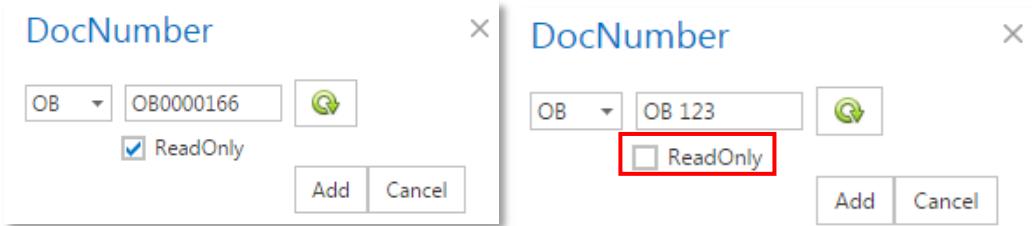
Outbound serves as the transaction where details of picked items ready for dispatch are provided. To create a new Outbound, navigate to Warehouse Management > Outbound > **Outbound**:

1. Click <New> or right-click in the transaction list and select **New**.





2. Use system-generated Document Number or uncheck <ReadOnly> check box to indicate a specific Document Number.



3. Click <ADD> button to display new Outbound window form.

**Note:** Error message <"DocNumber already exist!"> is displayed if duplicate doc number is added.

4. Fill up the fields in Outbound Transaction window form.

### General Tab

#### Header



**Document Number** \* – based on system-generated or user defined doc number, not available for editing

**Document Date** \* – default at current date, click  to select other date from the calendar

**Warehouse Code**\* – default based on set warehouse, click  to select an active warehouse

**Start Loading** – default at current date and time, click  to select from calendar, can be manually edited to set date and time of actual loading

**Customer Code**\* – click  to select the customer for the outbound transaction

**Complete Loading** – default at current date and time, click  to select from calendar, can be manually edited to set date and time of when loading items has been completed

**Container Number** – indicate the number of the container used for the item for delivery

**Warehouse Checker** – provide warehouse checker responsible for the outbound transaction

**Seal Number** – enter seal number of outbound transaction if available

**Documentation Staff** – automatically displayed full name of user logged in

**Other Reference** – user input, other reference information of outbound transaction if available

**Is No Charge** – check <**Is No Charge**> checkbox to tag that transaction will not have handling charge in billing

**Picklist No.**\* – select submitted Picklist from the dropdown list based on customer, warehouse and pick type

**Generate** – click <**Generate**> button to generate Picklist details for outbound detail

**Allocation Date** – default at current date

**Storage Type** – automatically updated based on storage type indicated in reference picklist

#### **\*Required Fields**

#### **Detail**

# - click to display the item factbox info, click to open the countsheet information of the specific item

**Picklist No** – selected picklist number used for generation, filtered based on selected customer and picklist type

**Item Code** – automatically updated from generated picklist transaction

**Item Desc** – automatically updated from generated Picklist transaction

**Qty** – automatically updated from generated Picklist transaction

**Bulk Unit** – automatically updated from generated Picklist transaction

**Kilos** – automatically updated from generated Picklist transaction

**Unit** – automatically updated from generated Picklist transaction

#### **Delivery and Trucking Info Tab**

##### **Header**

**Delivery Address** – indicate the destination where the items will be delivered

**Trucking Company** – enter trucking company responsible for delivery of the item, if available



**Plate Number** – user input, enter plate number of the vehicle that will be used for delivery of the item, if available

**Driver Name** – user input, enter driver of vehicle responsible for the delivery of the item, if available

#### User Defined Tab

##### Header

**Field 1 to 9** – user-defined fields for additional information of item

#### Audit Trail Tab

##### Header

**Added By and Added Date** – automatically updated upon creation of new transaction

**Last Edited By and Last Edited Date** – automatically updated upon revision of an existing transaction

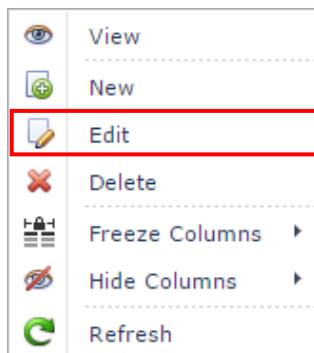
**Submitted by and Submitted Date** – automatically updated upon submission of an existing transaction

5. Click <UPDATE> to finalize newly created Outbound transaction.

**Note:** Error message <"Please check all the fields!"> is displayed if required fields are not filled up.

#### *3.3.6.2 Edit Outbound*

1. Select specific transaction from the transaction list.
2. Right-click on the transaction and select <EDIT> action to display existing Picklist transaction window form.



**Note:** Error message <"You cannot edit this document anymore. Check if this is already submitted."> is displayed if selected transaction is already submitted.

3. Modify the necessary field for the following tab:
  - a. General
  - b. Delivery and Trucking Info

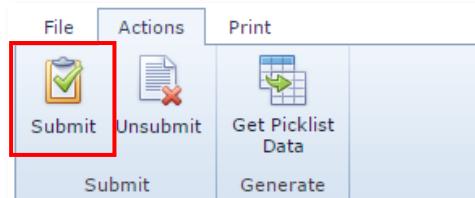


- c. User Defined
4. Click <UPDATE> to finalize updated Picklist transaction. Otherwise, by closing the window/tab all changes will be lost.  
**Note:** Error message <"Please check all the fields!"> is displayed if required fields are not filled up.

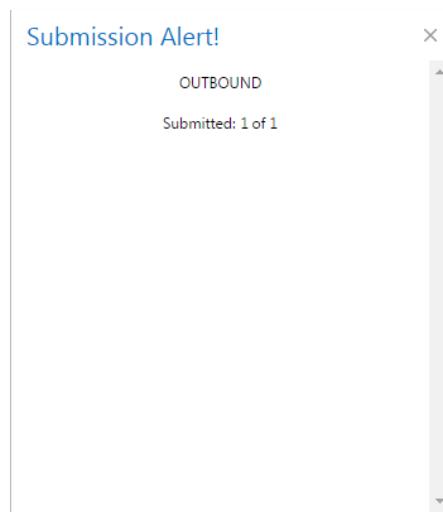
### 3.3.6.3 Submit Outbound

- Conditions for Outbound Submission
  - Unequal quantity in outbound detail and subsi detail is allowed upon submission.
  - Submission of outbound is not allowed if reference picklist is not submitted
  - If bulk quantity or base quantity will be zero in inventory, transaction will not be submitted except for **Alternatives Food Corp - Slice**.
  - For **Magnolia Inc.**, outbound cannot be submitted if reference inbound is not submitted as well.

1. Check specific transaction from the transaction list to be submitted then click <**SUBMIT**>.



2. Upon successful submission of transaction, prompt message below is displayed.





**Note:** Alert message <"Submitted: 0 of 1" > is displayed if submission of transaction is unsuccessful.

3. Below are the effects for Outbound Submission:

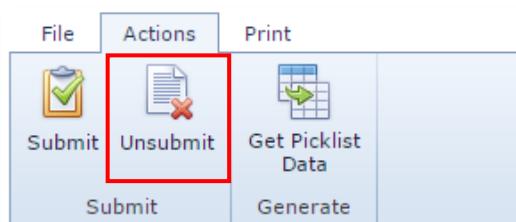
- a. Effects of Outbound Submission
  - i. Status of reference picklist will be changed from Picked (P) to Out (O).
  - ii. Submitted outbound will not be available for modification.
  - iii. Quantity and kilos of item will be deducted from the inventory once outbound is successfully submitted.
  - iv. Submitted outbound creates an entry in Transaction Storage used for billing and pallet count will be indicated based on specific customer.
    1. Pallet Count in outbound will be counted if a specific pallet ID has no remaining qty and kilos.
    2. Two DR entries will be created for Magnolia: 1 for Storage Chiller and 1 for Storage Dry
  - v. For **Magnolia Inc.**, if bulk unit is equal to BOX, entry of quantity in Transaction Storage will be computed as Quantity \* 24.
  - vi. Update DR Number, Dispatch Date, Delivery Date, and Status of reference OCN from Picked (P) to Out (O).
  - vii. Add record in Transaction History and Audit Trail
  - viii. Submitted By and Submitted Date will be updated upon submission.

#### 3.3.6.4 Unsubmit Outbound

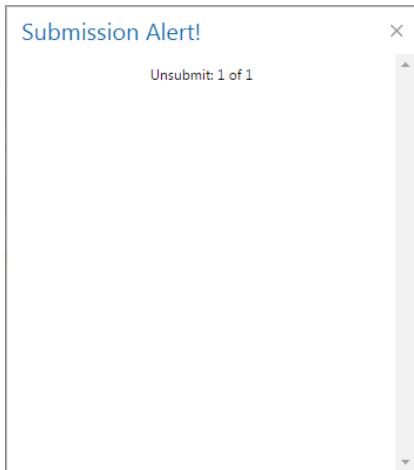
- Conditions for Outbound Unsubmission
  - Submitted outbound is not allowed to be unsubmitted once it is already billed.

##### Available Roles for Unsubmit: DOCS HEAD

1. Check specific transaction from the transaction list to be unsubmitted then click <UNSUBMIT>.



2. Upon successful unsubmission of transaction, prompt message below is displayed.

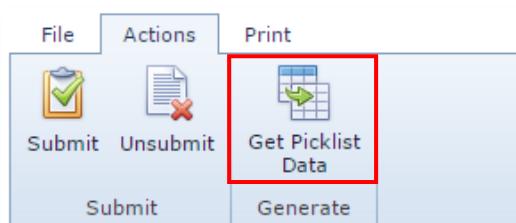


**Note:** Alert message <"Unsubmit: 0 of 1" > is displayed if submission of transaction is unsuccessful.

3. Below are the effects for Outbound Unsubmission:
  - a. Effects of Outbound Unsubmission
    - i. Unsubmitted outbound transaction will be available for modification.
    - ii. Deducted quantity and kilos from submitted outbound will return as picked quantity upon unsubmission.
    - iii. Status of reference picklist used for unsubmitted outbound will be changed from Out (O) to New (N).
    - iv. Unsubmitted outbound will be excluded from billing as long as it is not yet billed.
    - v. Following Details will be updated for reference OCN:
      1. Status will be changed from Out (O) to Picked (P)
      2. Delivery Date, Dispatch Date and DR Number will be removed.
    - vi. Outbound will be removed from Transaction History and recorded in Audit Trail

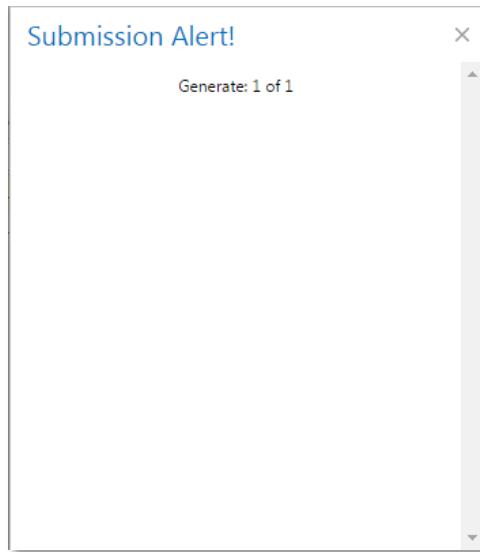
#### ***3.3.6.5 Get Picklist Data in Outbound***

1. Check specific transaction from the transaction list then click <**GET PICKLIST DATA**>.





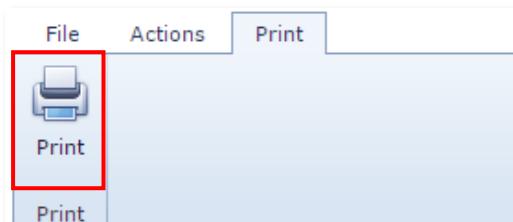
2. Upon successful generation, prompt message below is displayed.



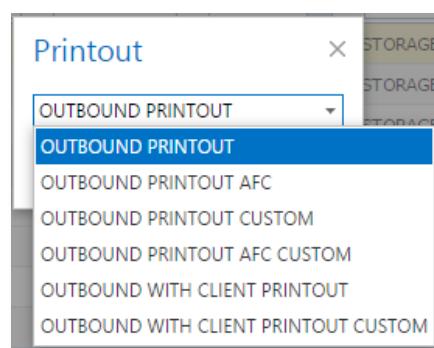
**Note:** Alert message <"Generate: 0 of 1" > is displayed if generation of picklist data is unsuccessful.

### 3.3.6.6 Print Outbound

1. Check specific transaction from the transaction list to be printed then click <PRINT>.



2. Click <PRINT> button to print outbound printout.





- Outbound Printout – used for normal printing of Outbound
- Outbound Printout AFC – used to print Outbound with Trucker representative
- Outbound Printout Custom – automatically put the footer in 2<sup>nd</sup> page
- Outbound Printout AFC Custom - used to print Outbound with Trucker representative but automatically put the footer in 2<sup>nd</sup> page
- Outbound With Client Printout – used to print Outbound with no Manufacturing date
- Outbound With Client Printout Custom – used to print Outbound with no Manufacturing date but automatically put the footer in 2<sup>nd</sup> page

3. Outbound printout form will be displayed.

The screenshot shows a web-based report viewer for an 'OUTBOUND PRINTOUT'. The main content area displays a withdrawal receipt for document AAC17-1258. The receipt details include:  
- Contacting Party: Alternatives Food Corp - AIRCON  
- Address: INVENTI  
- From: Mels Logistics Inc.  
- Address: Barrio Bancal, Carmona, Cavite  
- Reference: SEAL# 30#  
- SKU CODE: AF2-0025, Quantity: 5, Weight: 125.00, Particular: DEHYDRATED POTATO FLOUR 5917 25KGQS, Batch No.: U000172452, MFG Date: 11/12/2015  
- Total: 6 125.00  
Trucking Details:  
- Truck: APC, Plate Number: ZIR 910, Driver's Name: D. DERIS  
Prepared By: RITA AYCO  
Checked By: M. ABAYON  
Documentation Staff: Approved by: (Signature Over Printed Name)  
Warehouse Checker: (Signature Over Printed Name)  
Loading Start On: Date: 05/18/2017, Time: 07:57:00  
Loading Complete On: Date: 05/18/2017, Time: 08:00:00  
Approved by: (Signature Over Printed Name)  
Witnessed By: (Signature Over Printed Name) Acknowledged By: (Signature Over Printed Name)  
Security Guard: Client Representative:  
Note:  
This company is not responsible of the contents of any package delivered in apparent good order. Any delay to verify the contents will be at your account. No breakage or shortage will be allowed for goods covered by this receipt unless exception is taken at the time of delivery and it must be reported within 24 hours after. It is understood that the goods are completed and in good condition. This company will not be held liable for any cargo misdealing or legally acquired.

#### Parameters

**Doc Number** – default as doc number of transaction

**User ID** – default as User ID

**Data Use** – default as Outbound

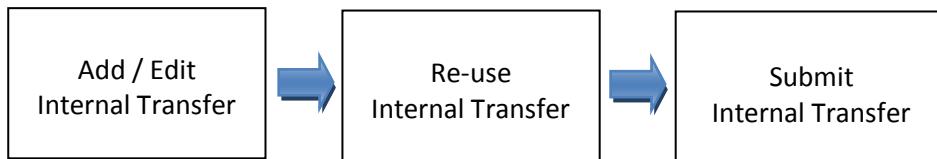
4. Use the following action buttons as per functions:

- a. Click to search for a specific word or alphanumeric character.
- b. Click to print all pages of the outbound transaction.
- c. Click to export the printout into different versions.
- d. Click to open the printout to a new window.



### 3.3.7 Auxiliary: Internal Transfer

How to process Internal Transfer



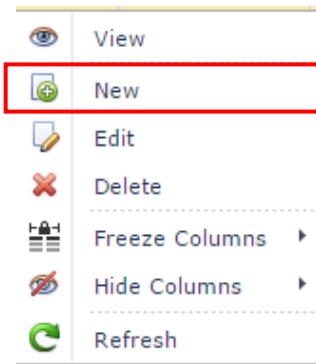
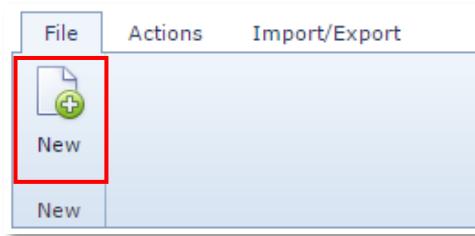
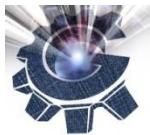
**Note:** For **Auxiliary** modules, added transaction can be re-used but only for the same customer and within the same day. Only items that have been submitted in putaway are available for this transaction.

#### 3.3.7.1 Add Internal Transfer

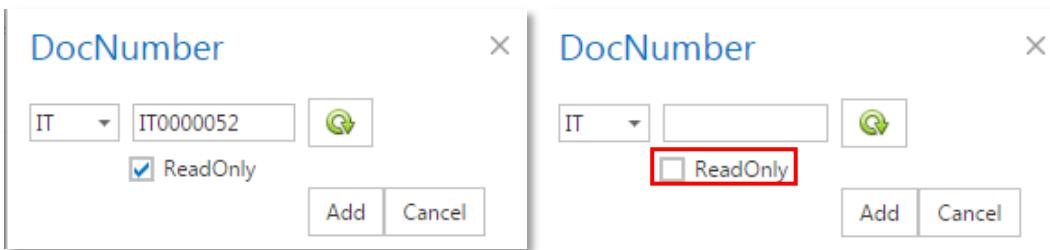
To create Internal Transfer, navigate to Warehouse Management > Auxiliary > **Internal Transfer**:

DocNumber	DocDate	BizP...	ServiceType	Ty...	Qty (Sum)	Palle...
0804	5/16/20...	MAG	STORAGECH...	DR	82944	22
0804	5/16/20...	MAG	STORAGEDRY	DR	82944	22
0806	5/17/20...	MAG	STORAGECH...	DR	82944	32
0806	5/17/20...	MAG	STORAGEDRY	DR	82944	32
0807	5/17/20...	MAG	STORAGECH...	DR	82944	30
0807	5/17/20...	MAG	STORAGEDRY	DR	82944	30
0808	5/18/20...	MAG	STORAGECH...	DR	19104	2

1. Click <New> or right-click in the transaction list and select New.



2. Use system-generated Document Number or uncheck <ReadOnly> check box to indicate a specific Document Number.



3. Click <ADD> button to display new Internal Transfer window form.

**Note:** Error message <"DocNumber already exist!"> is displayed if duplicate doc number is added.

4. Fill up the fields in Internal Transfer window form.



## Inventory Inquiry Tab

### Header

**Warehouse Code\*** – default based on set warehouse, click  to select an active warehouse

**Document Number** – based on system-generated or user defined doc number, not available for editing

**Document Date\*** – default at current date, click  to select other date from the calendar but cannot be edited once transaction already has an existing detail

**Customer** – select customer from the dropdown list

**RR Doc** – select filtered inbound transaction based on customer that can be used as reference

**Item Code** – indicate specific item code to be considered for filtering based on customer

**Location** – indicate specific location to be considered for filtering

**Pallet** – indicate specific pallet ID to be considered for filtering

**Search** – click to display the item details based on provided filters

### **\*Required Fields**

### Detail

**Old Item Code** – current item code of filtered inventory detail

**Item Code** – indicate new item code if applicable

**Old Batch Number** – current batch number of filtered inventory detail

**Batch Number** – indicate new batch number if applicable

**Old Manufacturing Date** – current manufacturing date of filtered inventory detail

**Manufacturing Date** – indicate new manufacturing date if applicable

**Old Expiry Date** – current expiry date of filtered inventory detail

**Expiry Date** – indicate new expiry date if applicable

**Old Pallet ID** – current pallet ID of filtered inventory detail

**Pallet ID** – indicate new pallet ID if applicable

**Old Client Name** – current client name of filtered inventory detail

**Client Name** – indicate new client name if applicable

## Transaction History Tab

**\*Displays the record of the transactions that has been submitted from Inventory Inquiry tab**

## Audit Trail Tab

### Header

**Added By and Added Date** – automatically updated upon creation of new transaction

**Last Edited By and Last Edited Date** – automatically updated upon revision of an existing transaction

**Submitted by and Submitted Date** – automatically updated upon submission of an existing transaction



### 3.3.7.2 Submit Internal Transfer

- Conditions for Internal Transfer Submission
  - Quantity of old item code should match the standard qty of new item code and if not, submission is still allowed but system will prompt that item adjustment transaction should be created for the old item code.
  - New Pallet ID should not exist in 2 different locations.
  - Pallet count should not exceed versus the max pallet count of location.

1. Click **Submit** to save the modifications made in inventory detail.
2. Upon submission, details of submitted transaction will be saved in Transaction History.

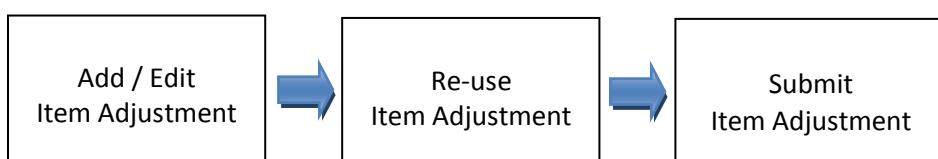
The screenshot shows a web-based application window titled "Internal Transfer". At the top, there are three tabs: "Inventory Inquiry", "Transaction History", and "Audit Trail". The "Transaction History" tab is currently selected. Below the tabs is a table with the following data:

Line #	Record Id	Old Item Code	Item Code	Old Batch Number	Batch Number	Old Manufacturer	Manufacturing Date	Old Expiry Date	Expiry Date	Old Pallet ID	Pallet ID	Old C
00001	119595	AF2-0005	AF2-0005		B001		5/19/2017	5/19/2017	5/19/2019	AAC0517-1202	AAC0517-1202	

3. Below are the effects for Internal Transfer Submission:
  - a. Effects of Internal Transfer Submission
    - i. New item code indicated will replace the old item in the inventory
    - ii. New batch number indicated will replace the old batch number in the inventory
    - iii. New manufacturing and expiry date will replace the old dates in the inventory
    - iv. New pallet ID will replace the old pallet ID in the inventory
    - v. New client name will replace the old client name in the inventory
    - vi. Add record in Transaction History and Audit Trail
4. Click <SUBMIT> to lock the transaction from modification.

### 3.3.8 Auxiliary: Item Adjustment

#### How to process Item Adjustment transaction



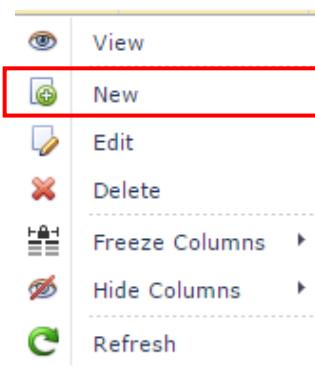
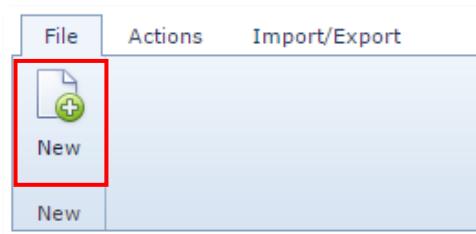


**Note:** For Auxiliary modules, added transaction can be re-used but only for the same customer and within the same day. Only items that have been submitted in putaway are available for this transaction.

### 3.3.8.1 Add Item Adjustment

To create Item Adjustment, navigate to Warehouse Management > Auxiliary > Item Adjustment:

1. Click <New> or right-click in the transaction list and select New.



2. Use system-generated Document Number or uncheck <ReadOnly> check box to indicate a specific Document Number.

DocNumber

ML	ML0000181	
<input checked="" type="checkbox"/> ReadOnly		
Add	Cancel	

DocNumber

ML	ML123	
<input type="checkbox"/> ReadOnly		
Add	Cancel	

3. Click <ADD> button to display new Item Adjustment window form.



**Note:** Error message <"DocNumber already exist!"> is displayed if duplicate doc number is added.

4. Fill up the fields in Item Adjustment window form.

### Inventory Inquiry Tab

#### Header

**Warehouse Code\*** – default based on set warehouse, click  to select an active warehouse  
**Document Number** – based on system-generated or user defined doc number, not available for editing

**Document Date\*** – default at current date, click  to select other date from the calendar but cannot be edited once transaction already has an existing detail

**Customer** – select customer from the dropdown list

**RR Doc** – select filtered inbound transaction based on customer that can be used as reference

**Item Code** – indicate specific item code to be considered for filtering

**Location** – indicate specific location to be considered for filtering

**Pallet** – indicate specific pallet ID to be considered for filtering

**Search** – click to display the item details based on provided filters

#### **\*Required Fields**

#### Detail

**Item Code** – item code of filtered inventory detail

**Item Description** – displayed based on description of item

**Pallet ID** – current pallet ID of filtered inventory detail

**Location** – current location of filtered inventory detail

**Current Bulk Qty** – current bulk qty of filtered inventory detail, cannot be edited

**Target Bulk Qty** – indicate quantity that will replace the previous qty

**Adjusted Bulk Qty** – automatically computed as Target Bulk Qty – Current Bulk Qty

**Current Qty** – current kilos of filtered inventory detail, cannot be edited

**Target Qty** – indicate kilos that will replace the previous qty

**Adjustment Qty** – automatically computed as Target Qty – Current Qty

**Unit** – base unit of filtered inventory detail



**Bulk Unit** – bulk unit of filtered inventory detail

**Batch Number** – current batch number of filtered inventory detail if available

**RR Date** – indicated document date of reference filtered transaction

**Expiry Date** – current expiry date of filtered inventory detail

**Manufacturing Date** – current manufacturing date of filtered inventory detail

**Storage Type** – indicated storage type of filtered inventory detail

#### **Transaction Detail Tab**

\*Displays the record of the transactions that has been submitted from **Inventory Inquiry tab**

#### **Audit Trail Tab**

##### **Header**

**Added By and Added Date** – automatically updated upon creation of new transaction

**Last Edited By and Last Edited Date** – automatically updated upon revision of an existing transaction

**Submitted by and Submitted Date** – automatically updated upon submission of an existing transaction

#### ***3.3.8.2 Submit Item Adjustment***

- Conditions for Item Adjustment Submission**

- Filtered inbound transaction and/or pallet ID cannot be adjusted once picked or reserved qty has been made for that transaction.
- If bulk quantity or base quantity will be zero in inventory, transaction will not be submitted except for **Alternatives Food Corp – Slice**.

1. Click **Submit** to save the modifications made in inventory detail.
2. Upon submission, details of submitted transaction will be saved in Transaction Detail.

Line Number	Item Code	Description	Pallet ID	Location	Current Bulk Qty	Target Bulk Qty	Adjusted BulkQty	Current Qty	Target Qty	Adjustment Qty	Unit
00001	AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS	AAC0517-1201	12AISLE	98.00	96.00	-2.00	1,960.00	1,920.00	-40.00	KGS

3. Below are the effects for Item Adjustment Submission:

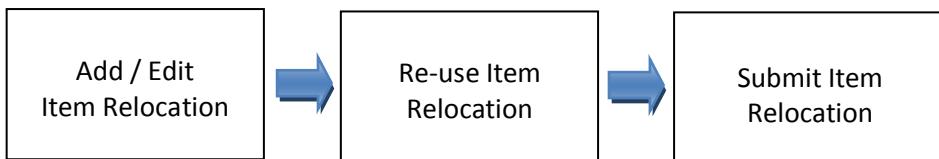
- a. Effects of Item Adjustment Submission



- i. Once item adjustment is submitted, target quantity and kilos indicated will take effect in the inventory.
- ii. Add record in Transaction History and Audit Trail.

### 3.3.9 Auxiliary: Item Relocation

#### How to process Item Relocation transaction

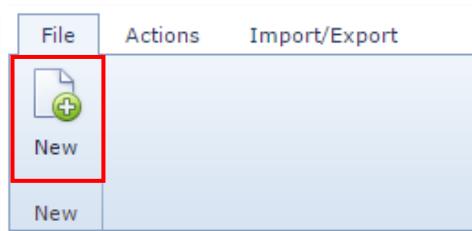


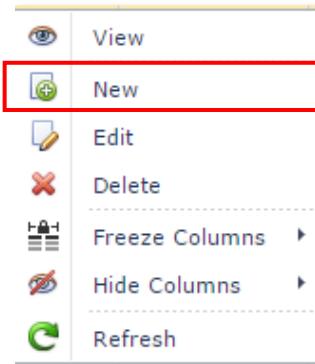
**Note:** For Auxiliary modules, added transaction can be re-used but only for the same customer and within the same day. Only items that have been submitted in putaway are available for this transaction.

##### 3.3.9.1 *Add Item Relocation*

To create Item Relocation, navigate to Warehouse Management > Auxiliary > **Item Relocation**:

1. Click <New> or right-click in the transaction list and select New.





2. Use system-generated Document Number or uncheck <ReadOnly> check box to indicate a specific Document Number.

3. Click <ADD> button to display new Item Relocation window form.

**Note:** Error message <"DocNumber already exist!"> is displayed if duplicate doc number is added.

4. Fill up the fields in Item Relocation window form.

### Inventory Inquiry Tab

#### Header

**Warehouse Code\*** – default based on set warehouse, click  to select an active warehouse

**Document Number** – based on system-generated or user defined doc number, not available for editing

**Document Date\*** – default at current date, click  to select other date from the calendar but cannot be edited once transaction already has an existing detail

**Customer** – select customer from the dropdown list



**RR Doc** – select filtered inbound transaction based on customer that can be used as reference

**Item Code** – indicate specific item code to be considered for filtering based on customer

**Location** – indicate specific location to be considered for filtering based on customer

**Pallet** – indicate specific pallet ID to be considered for filtering

**Search** – click to display the item details based on provided filters

#### **\*Required Fields**

##### **Detail**

**Item Code** – item code of filtered inventory detail

**Item Description** – displayed based on description of item

**Pallet ID** – current pallet ID of filtered inventory detail

**To Pallet ID** – default as the current pallet id of filtered inventory detail, indicate pallet ID where quantity and kilo of item will be moved

**From Loc** – current location of filtered inventory detail

**To Loc** – indicate specific location where quantity and kilo of item will be moved

**Qty** – current kilo of filtered inventory detail to be moved

**Bulk Qty** – current quantity of filtered inventory detail to be moved

**Batch Number** – current batch number of filtered inventory detail if available

**Expiry Date** – current expiry date of filtered inventory detail

**Manufacturing Date** – current manufacturing date of filtered inventory detail

**RR Date** – indicated document date of reference filtered transaction

#### **Transaction Detail Tab**

**\*Displays the record of the transactions that has been submitted from Inventory Inquiry tab**

#### **Audit Trail Tab**

##### **Header**

**Added By and Added Date** – automatically updated upon creation of new transaction

**Last Edited By and Last Edited Date** – automatically updated upon revision of an existing transaction

**Submitted by and Submitted Date** – automatically updated upon submission of an existing transaction

#### ***3.3.9.2 Submit Item Relocation***

- Conditions for Item Relocation Submission
  - Current pallet count of a specific location where pallet, quantity and kilo will be moved should not exceed versus the maximum pallet count of the location.
  - Relocation will not be allowed if storage type of item and location are different.



- Location indicated in To Location should be within the warehouse.
- Location indicated in To Location should exists and active in Location Masterfile.
- Same pallet ID should not exists within different locations.

1. Click **Submit** to save the modifications made in inventory detail.
2. Upon submission, details of submitted transaction will be saved in Transaction Detail.

The screenshot shows a web-based application window titled "Item Relocation". The URL in the address bar is 192.168.201.115:9011/WMSfrmItemRelocationModuleOpen.aspx?entry=N&transtype=WMSREL&parameters=N&iswithdetail=false&docnumber=IRL0000169. The main content area is titled "Item Relocation" and contains three tabs: "Inventory Inquiry", "Transaction Detail", and "Audit Trail". The "Transaction Detail" tab is selected, displaying a grid with the following data:

LineNumber	Item Code	Description	PalletID	To PalletID	From Loc	To Loc	Qty	Bulk Qty	BatchNumber	Expiry Date	Manufacturing Dt	RRDate
00001	AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS	AAC0517-1202	AAC0517-1202	12AISLE	13AISLE	2,000.00	100.00	B001	2019-05-19	2017-05-19	2017-05

3. Below are the effects for Item Relocation Submission:
  - a. Effects of Item Relocation Submission
    - i. Once item relocation is submitted, the specific inventory detail will be moved from its current location to assigned new location.
    - ii. Quantity, Kilos and Pallet ID will be added to the specified To Location.
    - iii. Added record in Transaction History and Audit Trail.

### 3.3.10 Auxiliary: Pallet Compress

#### How to process Pallet Compress Transaction



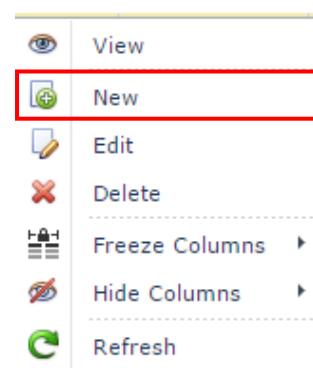
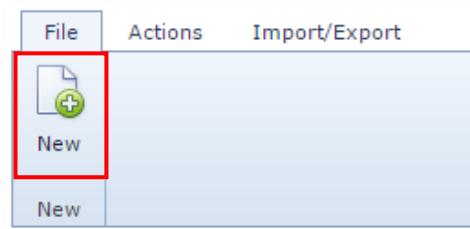
**Note:** For **Auxiliary** modules, added transaction can be re-used but only for the same customer and within the same day. Only items that have been submitted in putaway are available for this transaction.

#### 3.3.10.1 Add Pallet Compress

To create Pallet Compress, navigate to Warehouse Management > Auxiliary > **Pallet Compress**:



1. Click <New> or right-click in the transaction list and select New.



2. Use system-generated Document Number or uncheck <ReadOnly> check box to indicate a specific Document Number.

4. Click <ADD> button to display new Pallet Compress window form.

**Note:** Error message <"DocNumber already exist!"> is displayed if duplicate doc number is added.

5. Fill up the fields in Pallet Compress window form.



Gears We Love      Pallet Compress

① 192.168.201.115:9011/WMS/frmItemRelocationModuleOpen.aspx?entry=N&transtype=WMSPTC&parameters=N&iswithdetail=false&docnumber=PTC000006

Pallet Compress

Inventory Inquiry   Transaction Detail   Audit Trail

Warehouse Code\*: MLICAV   Document Number: PTC000006   Document Date\*: [ ]

Customer: [ ]   RR Doc: [ ]   Item Code: [ ]   Location: [ ]   Pallet: [ ]

Filter: [ ]   Search [ ]

RecordID	Item Code	Description	PalletID	To PalletID	From Loc	To Loc	Qty	Bulk Qty	BatchNumber	Expiry Date	Manufacturing Date
----------	-----------	-------------	----------	-------------	----------	--------	-----	----------	-------------	-------------	--------------------

### Inventory Inquiry Tab

#### Header

**Warehouse Code\*** – default based on set warehouse, click  to select an active warehouse

**Document Number** – based on system-generated or user defined doc number, not available for editing

**Document Date\*** – default at current date, click  to select other date from the calendar but cannot be edited once transaction already has an existing detail

**Customer** – select customer from the dropdown list

**RR Doc** – select filtered inbound transaction based on customer that can be used as reference

**Item Code** – indicate specific item code to be considered for filtering based on customer

**Location** – indicate specific location to be considered for filtering based on customer

**Pallet** – indicate specific pallet ID to be considered for filtering

**Search** – click to display the item details based on provided filters

#### **\*Required Fields**

#### Detail

**Item Code** – item code of filtered inventory detail

**Item Description** – displayed based on description of item

**Pallet ID** – current pallet ID of filtered inventory detail

**To Pallet ID** – default as the current pallet id of filtered inventory detail, indicate pallet ID where quantity and kilo of item will be moved

**From Loc** – current location of filtered inventory detail

**To Loc** – indicate specific location where quantity and kilo of item will be moved

**Qty** – current kilo of filtered inventory detail to be moved

**Bulk Qty** – current quantity of filtered inventory detail to be moved

**Batch Number** – current batch number of filtered inventory detail if available

**Expiry Date** – current expiry date of filtered inventory detail

**Manufacturing Date** – current manufacturing date of filtered inventory detail

**RR Date** – indicated document date of reference filtered transaction

### Transaction Detail Tab



\*Displays the record of the transactions that has been submitted from Inventory Inquiry tab

### Audit Trail Tab

#### Header

**Added By and Added Date** – automatically updated upon creation of new transaction

**Last Edited By and Last Edited Date** – automatically updated upon revision of an existing transaction

**Submitted by and Submitted Date** – automatically updated upon submission of an existing transaction

### **3.3.10.2 Submit Pallet Compress**

- Conditions for Pallet Compress Submission
  - Current pallet count of a specific location where pallet, quantity and kilo will be moved should not exceed versus the maximum pallet count of the location.
  - Relocation will not be allowed if storage type of item and location are different.
  - Location indicated in To Location should be within the warehouse.
  - Location indicated in To Location should exists and active in Location Master File.
  - Same pallet ID should not exists within different locations.
  - Doc Number indicated should be the same with existing outbound doc number.

1. Click **Submit** to save the modifications made in inventory detail.
2. Upon submission, details of submitted transaction will be saved in Transaction Detail.

LineNumber	Item Code	Description	PalletID	To PalletID	From Loc	To Loc	Qty	Bulk Qty	BatchNumber	Expiry Date	Manufacturing Date	RRDate
00001	AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS	AAC0517-1202	AAC0517-1203	13AISLE	13AISLE	2,000.00	100.00	B001	2019-05-19	2017-05-19	2017-05

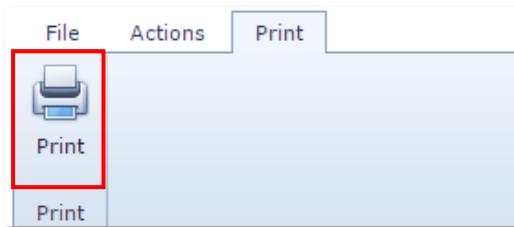
3. Below are the effects for Pallet Compress Submission:

- a. Effects of Pallet Compress Submission
  - i. Once pallet compress is done, quantity and kilo of pallet ID indicated in From Pallet ID will be consolidated with quantity and kilo of To Pallet ID.
  - ii. Submission of pallet compress will create an entry in Transaction Storage for billing but automatically no charge.

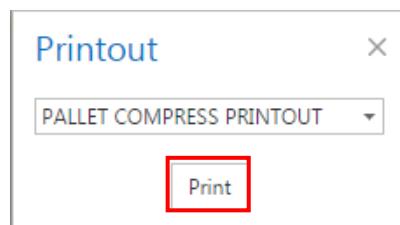


### **3.3.10.3 Print Pallet Compress**

1. Check specific transaction from the transaction list to be printed then click <PRINT>.



2. Click <PRINT> button to print outbound printout.



3. Pallet Compress printout form will be displayed.

Gears We Love x Pallet Compress Print x

192.168.180.7:9011/WebReports/ReportViewer.aspx?val=~GEARS\_Printout\_P\_PalletCompress&transtype=WMSPTC&docnumber=MP117-00099&tag=False&reprinted=

Page 1 of 1

Kin Date & Time: 07:31 PM, May 21, 2017

 Gears Logistics, Inc.

Barrio Bancal, Carmona, Cavite

Pallet Compress		MP117-00099
Contacting Party: Mlets Logistics Inc.	Container No.:	
Address: RCSTI TATAT	Date:	04/10/2017
From: Mlets Logistics Inc.		
Address: Barrio Bancal, Carmona, Cavite		
Reference: SEAL# 142971718 PM8	SC# B5871233855	Pallet Count: 1
SKU CODE: 1000000955	Quantity: 2	Weight: 3.40
Particular: CHICKEN MARINATED WING PER STICK, 10 PCS/PACK With OUT STICK		
Batch No.: 03/07/2017		
***** Nothing Follows *****		

Booking Details:	Prepared By: (Signature Over Printed Name)	Checked By: (Signature Over Printed Name)
Trucker: KENZ		
Date Number: 150 107		
Driver's Name: R. SANTINO	JHOY QESMUNDO	S. BUKAY
Documentation Staff:		Warehouse Checker:

Loading Start On:	Approved By: (Signature Over Printed Name)	
Date: 04/10/2017		
Time: 00:44:00		
Loading Complete On:	Lucille C. Catimbao Approving Officer:	
Date: 04/10/2017		
Time: 01:36:00		
Witnessed By: (Signature Over Printed Name)	Acknowledged By: (Signature Over Printed Name)	
Security Guard: Client Representative:		

Note: This company is not responsible of the contents of any package delivered in apparent good order. Any delay to verify the contents will be at your account. No breakage or shortage will be allowed for goods covered by this receipt unless exception is taken at the time of delivery and it must be raised within 24 hours after. It is understood that the goods are complete and

DataNumber: MP117-00099  
UserD: 1628  
DataView: Batch Number  
DataUse: Outbound

### *Parameters*

**Doc Number** – default as doc number of transaction

**User ID** – default as User ID

## Data View – default as Batch Number

## Data Use – default as Outbound



4. Use the following action buttons as per functions:

- Click to search for a specific word or alphanumeric character.
- Click to print all pages of the outbound transaction.
- Click **Pdf** to export the printout into different versions.
- Click to open the printout to a new window.

### 3.3.11 Auxiliary: Pallet Inquiry

#### 3.3.11.1 View Pallet Detail per customer

To view pallet detail, navigate to Warehouse Management > Auxiliary > **Pallet Inquiry**:

Pallet Inquiry				
Selected Rows: 0				
Select all checkbox mode: Page				
<input type="checkbox"/>	Warehouse Code	Customer Code	Name	Last Pallet
<input type="checkbox"/>	MLICAV	AAC	Alternatives Food.. AAC0517-1205	4
<input type="checkbox"/>	MLICAV	AFC	Alternatives Food.. AFC0161-7823	6292
<input type="checkbox"/>	MLICAV	FRA	Frabelle Foods C... FRA0417-1703	7
<input type="checkbox"/>	MLICAV	LFE	Lookas Food Ent... LFE0217-3379	6
<input type="checkbox"/>	MLICAV	MAG	Magnolia Inc. MAG0317-1022	15
<input type="checkbox"/>	MLICAV	MPI	Mang Inasal Phili... MPI0417-1024	16
<input type="checkbox"/>	MLICAV	NPI	Nestle Philippine... NPI0317-1000	1
<input type="checkbox"/>	MLICAV	PCP	Pepsi Cola Produ... PCP0217-1007	2

#### Transaction List

**Warehouse Code** – default warehouse where specific customer is associated

**Customer Code** – customer who currently have recorded inventories in the system

**Name** – name of customer code indicated

**Last Pallet** – last pallet used by a specific customer in inventory

**Pallet Count** – total count of pallets recorded in the inventory per customer

### 3.3.12 Auxiliary: Picklist Detail

#### 3.3.12.1 View Picklist Detail

To view picklist detail, navigate to Warehouse Management > Auxiliary > **Picklist Detail**:



### Picklist Detail

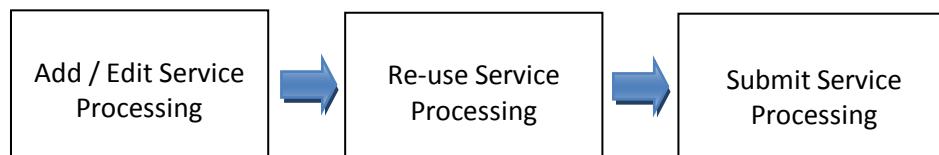
	Docnumber	Customer	Line Number	Outbound No	Location	Pallet ID	Item Code	Item Description	Qty	Kilos	Status
	LFE										
1	LFE17-00953	LFE	00002	LFE17-00953	02AR01L2	LFE0417-7049	LFE-0005	PORK CUTTING F...	35.00	828.83	OUTBOUND
2	LFE17-00953	LFE	00003	LFE17-00953	02AR03L1	LFE0417-7064	LFE-0005	PORK CUTTING F...	10.00	223.58	OUTBOUND
3	LFE17-00953	LFE	00001	LFE17-00953	07BR06L5	LFE0117-3982	LFE-0076	PORK EAR BASE ...	30.00	600.00	OUTBOUND
4	LFE17-00953	LFE	00004	LFE17-00953	07BR06L5	LFE0117-3981	LFE-0076	PORK EAR BASE ...	49.00	980.00	OUTBOUND
5	LFE17-00953	LFE	00005	LFE17-00953	07BR06L5	LFE0117-3976	LFE-0076	PORK EAR BASE ...	49.00	980.00	OUTBOUND
6	LFE17-00953	LFE	00006	LFE17-00953	02BR05L2	LFE0117-3989S	LFE-0076	PORK EAR BASE ...	1.00	20.00	OUTBOUND
7	LFE17-00953	LFE	00007	LFE17-00953	02BR05L2	LFE0117-3989	LFE-0076	PORK EAR BASE ...	15.00	300.00	OUTBOUND
8	LFE17-00953	LFE	00008	LFE17-00953	02AR10L1	LFE0217-4401S	LFE-0076	PORK EAR BASE ...	1.00	20.00	OUTBOUND
9	LFE17-00954	LFE	00001	LFE17-00954	07BR07L5	LFE0117-3978	LFE-0076	PORK EAR BASE ...	13.00	260.00	OUTBOUND
10	LFE17-00954	LFE	00002	LFE17-00954	07BR07L5	LFE0117-3977	LFE-0076	PORK EAR BASE ...	49.00	980.00	OUTBOUND
11	LFE17-00954	LFE	00003	LFE17-00954	07BR06L5	LFE0117-3983	LFE-0076	PORK EAR BASE ...	49.00	980.00	OUTBOUND
12	LFE17-00954	LFE	00004	LFE17-00954	07BR06L5	LFE0117-3982	LFE-0076	PORK EAR BASE ...	19.00	380.00	OUTBOUND
13	LFE17-00955	LFE	00003	LFE17-00955	07BR07L5	LFE0117-3979	LFE-0076	PORK EAR BASE ...	34.00	680.00	OUTBOUND

### Transaction List

- Doc Number** – document number of picklist
- Customer** – customer code associated with the picklist transaction
- Line Number** – line number of the picklist detail in transaction
- Outbound No** – submitted outbound transaction where picklist has been used as reference
- Location** – specific location indicated per detail of picklist
- Pallet ID** – pallet ID indicated per detail of picklist
- Item Code** – items being picked or already out from the inventory
- Item Description** – full description of item
- Qty** – quantity of items picked or already out from the inventory
- Kilos** – kilos of items picked or already out from the inventory
- Status** – current status of picklist, can be NORMAL for new or already picked transaction or OUTBOUND if picklist has been already out from the inventory

### 3.3.13 Auxiliary: Service Processing

#### How to process Service Processing transaction



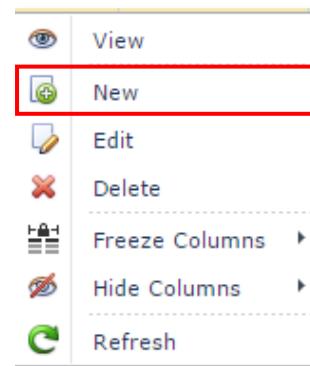
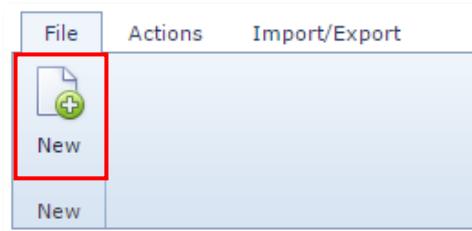
**Note:** For **Auxiliary** modules, added transaction can be re-used but only for the same customer and within the same day. Only items that have been submitted in putaway are available for this transaction.



### 3.3.13.1 Add Service Processing

To add Service Processing, navigate to Warehouse Management > Auxiliary > **Service Processing**:

1. Click <**New**> or right-click in the transaction list and select New.



2. Use system-generated Document Number or uncheck <**ReadOnly**> check box to indicate a specific Document Number.

3. Click <**ADD**> button to display new Service Processing window form.

**Note:** Error message <"DocNumber already exist!"> is displayed if duplicate doc number is added.

4. Fill up the fields in Service Processing window form.



Screenshot of the Service Processing application window titled "Service Processing". The URL in the address bar is 192.168.201.115:9011/WMS/frmServiceProcessing.aspx?entry=N&transtype=WMSSP&parameters=&iswithdetail=false&docnumber=SPC0000202

The main interface has tabs: Inventory Inquiry, Transaction Detail, and Audit Trail. The "Inventory Inquiry" tab is selected.

Fields in the header section:

- Warehouse Code\*: MLICAV
- Document Number: SPC0000202
- Document Date\*: 5/21/2017
- No Charge:
- Service: (dropdown menu)
- Rate: (text input field)

Below the header is a search bar with fields: Customer, RR Doc, Item Code, Location, Pallet, and a "Search" button. A "Filter:" dropdown is also present.

A "Inventory Detail" table is shown with columns: RecordID, Item Code, Description, Bulk Qty, Bulk Unit, Base Qty, Base Unit, New Item Code, New Bulk Qty, New Bulk Unit, New Base Qty, and N.

## Inventory Inquiry Tab

### Header

**Warehouse Code\*** – default based on set warehouse, click  to select an active warehouse

**Document Number** – based on system-generated or user defined doc number, not available for editing

**Document Date\*** – default at current date, click  to select other date from the calendar but cannot be edited once transaction already has an existing detail

**Customer** – select customer from the dropdown list

**RR Doc** – select filtered inbound transaction based on customer that can be used as reference

**Item Code** – indicate specific item code to be considered for filtering based on customer

**Location** – indicate specific location to be considered for filtering based on customer

**Pallet** – indicate specific pallet ID to be considered for filtering

**Search** – click to display the item details based on provided filters

### **\*Required Fields**

### Detail

**Item Code** – item code of filtered inventory detail, cannot be edited

**Item Description** – displayed based on description of item, cannot be edited

**Bulk Qty** – quantity of item based on filtered inventory detail, cannot be edited

**Bulk Unit** – indicated default bulk unit of item, cannot be edited

**Base Qty** – kilos of item based on filtered inventory detail, cannot be edited

**Base Unit** – indicated default base unit of item, cannot be edited

**New Item Code** – automatically displayed based on item code + suffix (based on suffix under User Defined tab in Item Master File)

**New Bulk Qty** – default bulk quantity but can still be edited

**New Bulk Unit** – automatically displayed based on UOM under User Defined tab in Item Master File

**New Base Qty** – default kilo of item but can still be edited

**New Base Unit** – automatically displayed based on defined Base Unit of item



**New Batch Number** – new batch number of inventory detail in which format should be: New Kilos (consists of 5 characters) + space + Month.Day (consists of 5 characters). Example will be **17.25 05.09**.

**Pallet ID** – current pallet ID of filtered inventory detail, cannot be edited

**Location** – current location of filtered inventory detail, cannot be edited

**Batch Number** – current batch number of filtered inventory detail if available, cannot be edited

**Expiry Date** – current expiry date of filtered inventory detail, cannot be edited

**Manufacturing Date** – current manufacturing date of filtered inventory detail, cannot be edited

**RR Date** – indicated document date of reference filtered transaction, cannot be edited

#### **Transaction Detail Tab**

\***Displays the record of the transactions that has been submitted from Inventory Inquiry tab**

#### **Audit Trail Tab**

##### **Header**

**Added By and Added Date** – automatically updated upon creation of new transaction

**Last Edited By and Last Edited Date** – automatically updated upon revision of an existing transaction

**Submitted by and Submitted Date** – automatically updated upon submission of an existing transaction

#### ***3.3.13.2 Submit Service Processing***

- Conditions for Service Processing Submission
  - New item code should exists and active in Item Master File for AFC RM and AFC Aircon.
  - Once service processing transaction has been already used for a specific customer, same transaction should not be used for another customer.
  - Batch number format should be: New Kilos (consists of 5 characters) + space + Month.Day (consists of 5 characters). Ex: **17.25 05.09**
  - Old Kilos of old item should be computed as New Kilos of new item + New Kilos of old item

1. Click **Submit** to save the modifications made in inventory detail.
2. Upon submission, details of submitted transaction will be saved in Transaction Detail.



Service Processing

Inventory Inquiry											
RecordID	Item Code	Description	Bulk Qty	Bulk Unit	Base Qty	Base Unit	Item Code	Bulk Qty	Bulk Unit	Base Qty	Base Unit
00001	AF2-0072	WBS 500 (TG) 20KGS	21.00	BOX	420.00	KGS	AF2-0072PCK	10.00	PACK	20.00	KGS

Service Processing

Transaction Detail											
Item Code	Bulk Qty	Bulk Unit	Base Qty	Base Unit	New BatchNo	Pallet ID	Location	Batch Number	Expiry Date	Mfg Date	RRdate
F2-0072PCK	10.00	PACK	20.00	KGS	JTSDS1609223	AAC1016-6943A	AIRCON	JTSDS1609223	09-07-17	09-08-16	02-16-17

### 3. Below are the effects for Service Processing Submission:

#### a. Effects of Service Processing Submission

- Once service processing transaction is submitted, quantity and kilos of old item will be deducted then bulk quantity and kilo for the new item will be added in the inventory.
- Added record in Transaction History and Audit Trail tab.

### 3.3.14 Auxiliary: Transaction History

#### 3.3.14.1 View Transaction History

To view history of transactions, navigate to Warehouse Management > Auxiliary > Transaction History:

Transaction History

Doc Number	Customer	Doc Date	Item	Full Desc	From Pallet	From Location	To Pallet	To Location	Qty	Kilos	Activity	Fullname
PTC0000006	AAC	5/20/2017	AF2-0005	SCANGEL B-100 (SCAN...AAC0517-1202	13AISLE	AAC0517-1203	13AISLE		100	2,000.00	Pallet Compress	SYSTEM ADMINISTRATOR
IRL0000169	AAC	5/20/2017	AF2-0005	SCANGEL B-100 (SCAN...AAC0517-1202	12AISLE	AAC0517-1202	13AISLE		100	2,000.00	Item Relocation	SYSTEM ADMINISTRATOR
IT0000053	AAC	5/20/2017	AF2-0005	SCANGEL B-100 (SCAN...AAC0517-1202	12AISLE				100	2,000.00	Internal Transfer	SYSTEM ADMINISTRATOR
ICN0000199	AAC	5/19/2017	AF2-0005	SCANGEL B-100 (SCAN...AAC0517-1202	12AISLE				100	2,000.00	Putaway	SYSTEM ADMINISTRATOR
ICN0000199	AAC	5/19/2017	AF2-0005	SCANGEL B-100 (SCAN...AAC0517-1202	12AISLE				100	2,000.00	Inbound	SYSTEM ADMINISTRATOR

#### Transaction List

**Doc Number** – document number of all the recorded transactions

**Customer Code** – customer code associated with the transaction

**Doc Date** – document date of all the record transactions



- Item** – items included in the detail per transaction  
**Full Description** – full description of item  
**From Pallet** – original pallet ID indicated in the detail of transaction  
**From Location** – original location indicated in the detail of transaction  
**To Pallet** – new pallet ID indicated in the detail if original pallet ID has been changed  
**To Location** – new location indicated in the detail if inventory has been moved from previous location  
**Quantity** – quantity of items in the transaction  
**Kilos** – kilos of item in the transaction  
**Activity** – displays the description of activity per transaction  
**Full Name** – displays the full name of user responsible for the transaction

To view the specific transaction:

1. Check the specific transaction from the list.
2. Click <OPEN> to view the details of the transaction.



### 3.3.15 Reports: Aging of Inventory



- a. Click to navigate the pages of the report.
- b. Click to search for a specific word or alphanumeric character.
- c. Click to print the report.
- d. Click to export the report into different file formats.
- e. Click to open the report to a new window.
- f. Click to zoom the report based on desired percentage.



- g. Click  to active toggle multipage mode.

To generate Aging of Inventory, navigate to Warehouse Management > Reports > **Aging of Inventory Report**:

1. Indicate the report details that will be used in report generation.

PREVIEW PARAMETERS

WarehouseCode	CAVITE METS COLD STORAG...
Customer	ALL
Item Code	ALL
ItemCategory	ALL
ProductCategory	ALL
ProductSubCategory	ALL
Location	ALL

**RESET** **SUBMIT**

2. Click <**SUBMIT**> to start report generation or click <**RESET**> to refresh the report details.
3. Upon successful report generation, report detail below is displayed:

Run Date & Time : May 12, 2017 / 8:12 AM Page 1 of 1

**Mets Logistics, Inc.**  
Barrio Bancal, Carmona, Cavite  
**Aging Of Inventory Report**  
MLICAV  
ALL

TransDocNum	Transline	LineNumber	ItemCode	Item Description	BulkQty	BaseQty	Location	PalletID	RRDate	MfgDate	ExpDate	AgeOfInventory (based on RRDate)	AgeOfInventory (based on MfgDate)	AgeOfInventory (based on ExpDate)
INB-0220-2	00001	00001	LFE-0076	PORK EAR BASE (SMITHFIELD FARMLAND) 20KGS	25	500.00	09BR05L1	LFE0217-3374	02/20/17	02/20/17	02/20/17	81	81	81
INB-0220-2	00002	00001	LFE-0076	PORK EAR BASE (SMITHFIELD FARMLAND) 20KGS	25	500.00	09BR05L1	LFE0217-3375	02/20/17	02/20/17	02/20/17	81	81	81
INB-0220-2	00003	00001	LFE-0076	PORK EAR BASE (SMITHFIELD FARMLAND) 20KGS	25	500.00	09BR05L1	LFE0217-3376	02/20/17	02/20/17	02/20/17	81	81	81
INB-0220-2	00004	00001	LFE-0076	PORK EAR BASE (SMITHFIELD FARMLAND) 20KGS	25	500.00	09BR05L1	LFE0217-3377	02/20/17	02/20/17	02/20/17	81	81	81
INB-0220-3	00001	00001	LFE-0081	PORK BACK SKIN (SIMON)	25010.000.00	09BR06L1	LFE0217-3378	02/20/17	02/20/17	02/20/17	81	81	81	
INB-0220-3	00002	00001	LFE-0081	PORK BACK SKIN (SIMON)	25010.000.00	09BR06L1	LFE0217-3379	02/20/17	02/20/17	02/20/17	81	81	81	
ICN-0222-2	00001	00001	LFE-0017	CHICKEN MEAT MDM (ILYDALE) 20KGS	20	400.00	14AISLE	LFE0217-3380	02/22/17	02/22/17	02/22/17	79	79	79
ICN-0222-2	00002	00001	LFE-0017	CHICKEN MEAT MDM (ILYDALE) 20KGS	25	500.00	14AISLE	LFE0217-3381	02/22/17	02/22/17	02/22/17	79	79	79

o **Report Header**

- **Run Date and Time** – shows date and time of report generation



- **Page Number** – displays page number currently being viewed
- **Company Name and Address** – displays default company name and address set in system setting
- **Report Name** – default as Aging of Inventory
- **Parameter Summary** – shows warehouse and customer defined in the parameter
- **Report Detail**
  - **Trans Doc Num**
    - Document number of IN transaction
  - **Trans Line**
    - Line number of IN transaction in count sheet setup
  - **Line Number**
    - Line number in detail of IN transaction
  - **Item Code**
    - Shows item codes from IN transaction
  - **Item Description**
    - Shows description based on item
  - **Bulk Qty**
    - Shows quantity of item from IN transaction
  - **Base Qty**
    - Shows kilos of item from IN transaction
  - **Location**
    - Location where quantity, kilos and pallet ID of IN transaction are placed
  - **Pallet ID**
    - Shows pallet ID details from IN transaction
  - **RR Date**
    - Shows the date when IN transaction was received as inventory
  - **Mfg Date**
    - Manufacturing date of received items in the inventory
  - **Exp Date**
    - Expiry date of received items in the inventory
  - **Age of Inventory (based on RR Date)**
    - Shows how many days the items are stored as inventory based on RR Date; Number of days is computed as Current Date – RR Date
    - Sample:
      - RR Date = 2/20/2017
      - Current/Run Date of report = 5/12/2017
      - No. of Days = 81
  - **Age of Inventory (based on Mfg Date)**



- Shows how many days the items are stored as inventory based on Mfg Date; Number of days is computed as Current Date – Mfg Date
- **Age of Inventory (based on Exp Date)**
  - Shows how many days the items are stored as inventory based on Expiry Date; Number of days is computed as Current Date – Expiry Date

### 3.3.16 Reports: Empty Location

1. Indicate the report details that will be used in report generation.

PREVIEW PARAMETERS

WarehouseCode	CAVITE METS COLD STORAG...
RoomCode	ALL
PlantCode	ALL
StorageType	ALL
LocationType	ALL
CustomerCode	ALL

**RE SET** **SUBMIT**

2. Click <**SUBMIT**> to start report generation or click <**RESET**> to refresh the report details.
3. Upon successful report generation, report detail below is displayed:



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Barrio Bancal, Carmona, Cavite

**Empty Location Report**

Warehouse Code: MLICAV

Warehouse Description: CAVITE METS COLD

Plant Code: ALL

Storage Type: ALL

Room Code: ALL

Customer Code: LFE

Location Type: ALL

Storage Type	Room Code	Location Type	Location Code	Current Pallet Count	Maximum Pallet Count
STORAGECOLD	01	R	01AISLE	44	4
STORAGECOLD	02	N	02BR02L1	4	4
STORAGECOLD	02	N	02BR03L4	4	4
STORAGECOLD	02	N	02AR03L1		4
STORAGECOLD	02	N	02BR09L2	4	4
STORAGECOLD	02	N	02AR02L1	4	4
STORAGECOLD	02	N	02AR01L1	2	4
STORAGECOLD	02	N	02AR09L2	3	4
STORAGECOLD	02	N	02BR08L2	4	4
STORAGECOLD	02	N	02BR08L4	4	4
STORAGECOLD	02	N	02BR01L1	4	4
STORAGECOLD	02	N	02AR06L5	4	4
STORAGECOLD	02	N	02AR01L5	4	4
STORAGECOLD	02	N	02BR02L3	4	4
STORAGECOLD	02	N	02AR04L5	4	4
STORAGECOLD	02	N	02BR07L3	4	4
STORAGECOLD	02	N	02AR03L5	4	4
STORAGECOLD	02	N	02BR06L4	4	4
STORAGECOLD	02	N	02BR04L3	4	4
STORAGECOLD	02	N	02BR01L3	4	4

**○ Report Header**

- **Run Date and Time** – shows date and time of report generation
- **Page Number** – displays page number currently being viewed
- **Company Name and Address** – displays default company name and address set in system setting
- **Report Name** – default as Empty Location Report
- **Parameter Summary** – shows warehouse, warehouse description, plant code, plant description, room code, storage type, location type and customer code as defined in parameter

**○ Report Detail**

- **Storage Type**
  - Storage type indicated for location based on Master File
- **Room Code**
  - Room code indicated for location based on Master File
- **Location Type**
  - Location type assigned for the location
- **Location Code**
  - Code assigned for the location in Master File
- **Current Pallet Count**
  - Current pallet count recorded for the location in Master File
- **Maximum Pallet Count**
  - Maximum pallet count assigned for the location in Master File



### 3.3.17 Reports: ICN Summary

1. Indicate the report details that will be used in report generation.

PREVIEW PARAMETERS

WarehouseCode	CAVITE METS COLD STORAG...
Customer	ALL
DateFrom	5/19/2017
DateTo	5/19/2017
ItemCode	ALL
StatusCode	ALL
ExpectedDeliveryDa...	
StorageType	ALL

**RESET** **SUBMIT**

2. Click <SUBMIT> to start report generation or click <RESET> to refresh the report details.
3. Upon successful report generation, report detail below is displayed:

Page 1 of 4 Run Date & Time : May 21, 2017 / 7:24 PM

**Mets Logistics, Inc.**  
Barrio Bancal, Carmona, Cavite  
**ICN Summary**  
MLICAV  
Date From: 05/19/17 To: 05/19/17

Customer:	ALL	DocDate	DocNumber	ExpectedDeliveryDate	Status	Customer	Item Code	Item Description	BulkQty	BaseQty
<b>05/19/2017</b>										
		05/19/2017	MPI17-00436	05/19/2017	C	MPI	1000000014	PORK BBQ 70g per stick	268	195.20
		05/19/2017	MPI17-00437	05/19/2017	C	MPI	1000000014	PORK BBQ 70g per stick	546	393.12
		05/19/2017	MPI17-00438	05/19/2017	C	MPI	1000000014	PORK BBQ 70g per stick	250	180.00
		05/19/2017	MPI17-00439	05/19/2017	C	MPI	1000000014	PORK BBQ 70g per stick	304	218.20
		05/19/2017	MPI17-00440	05/19/2017	N	MPI	1000000014	PORK BBQ 70g per stick	251	182.80
		05/19/2017	MPI17-00436	05/19/2017	C	MPI	1000000015	Chicken,paa,reg,ukw,5pcs/pack	1,479	2,091.80
		05/19/2017	MPI17-00437	05/19/2017	C	MPI	1000000015	Chicken,paa,reg,ukw,5pcs/pack	2,011	2,714.85
		05/19/2017	MPI17-00438	05/19/2017	C	MPI	1000000015	Chicken,paa,reg,ukw,5pcs/pack	1,452	1,860.20
		05/19/2017	MPI17-00440	05/19/2017	N	MPI	1000000015	Chicken,paa,reg,ukw,5pcs/pack	1,178	1,661.50
		05/19/2017	MPI17-00436	05/19/2017	C	MPI	1000000016	Chicken,pecho,ukw,5pcs/pack	867	1,471.30



- **Report Header**
  - **Run Date and Time** – shows date and time of report generation
  - **Page Number** – displays page number currently being viewed
  - **Company Name and Address** – displays default company name and address set in system setting
  - **Report Name** – default as ICN Summary
  - **Parameter Summary** – shows warehouse and date range set from the parameter
- **Report Detail**
  - **Customer**
    - Specific customer filtered from the parameter
  - **Doc Date**
    - Document date of submitted ICN transaction
  - **Doc Number**
    - Displays all submitted ICN transaction regardless of status
  - **Expected Delivery Date**
    - Expected delivery date indicated in ICN transaction
  - **Status**
    - Current status of ICN transaction
  - **Customer**
    - Customer code associated with ICN transaction
  - **Item Code**
    - Items included in ICN transaction
  - **Item Description**
    - Description based on item
  - **Bulk Qty**
    - Quantity of items indicated in ICN
  - **Qty**
    - Kilos of items indicated in ICN
  - **Sub Total**
    - Total quantity and kilos per transaction date
  - **Grand Total**
    - Summation of all total quantities and kilos

### 3.3.18 Reports: Inbound Summary

1. Indicate the report details that will be used in report generation.



PREVIEW PARAMETERS

WarehouseCode	CAVITE METS COLD STORAG...
Customer	ALL
DateFrom	5/21/2017
DateTo	5/21/2017
ItemCode	ALL
Supplier	ALL
GroupBy	BatchNumber
Storage Type	ALL

**RESET** **SUBMIT**

2. Click <SUBMIT> to start report generation or click <RESET> to refresh the report details.
3. Upon successful report generation, report detail below is displayed:

Page 1 of 1 Run Date & Time : May 21, 2017 / 5:00 PM

**Mets Logistics, Inc.**  
Barrio Bancal, Carmona, Cavite  
**Inbound Summary Report**  
Date From: 05/18/17 To: 05/21/17

Customer: ALL												
Trans Date	Inb #	DR #	Item Code	Item Description	Batch Number	Mfg Date	Exp Date	Exp Qty	Exp Wgt	Rec Qty	Rec Wgt	
05/19/17												
05/19/17	ICN0000199	DR345	AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS		05-19-17	05-19-19	200	4000.00	100	2000.00	
05/19/17	ICN0000199	DR345	AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS	B001	05-19-17	05-19-19	0	0.00	100	2000.00	
05/19/17	INB0000107	DR123	AF70-12601	COW SHORTRIBS BI - PALO DURO	MIXED3	10-12-15	10-20-16	0	0.00	3	70.80	
								Total:	200	4,000.00	203	4,070.80
05/21/17												
05/21/17	ICN0000200	DR0521	AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS		05-21-17	05-21-19	300	6000.00	300	6000.00	
								Total:	300	6,000.00	300	6,000.00
								Grand Total:	500	10,000.00	503	10,070.80

o **Report Header**

- **Run Date and Time** – shows date and time of report generation
- **Page Number** – displays page number currently being viewed
- **Company Name and Address** – displays default company name and address set in system setting
- **Report Name** – default as Inbound Summary Report



- **Parameter Summary** – shows date range set from the parameter
- **Report Detail**
  - **Customer**
    - Specific customer filtered from the parameter
  - **Trans Date**
    - Document date of submitted inbound transaction
    - Summarized transactions based on transaction date
  - **Inb #**
    - Displays all submitted inbound transactions
  - **DR #**
    - Displays the DR number indicated in inbound
  - **Item Code**
    - Item/s received as inbound transaction
  - **Item Description**
    - Description based on item
  - **Batch Number**
    - Displays batch number indicated in inbound
  - **Mfg Date**
    - Manufacturing Date of item/s received as inbound transaction
  - **Exp Date**
    - Expiry Date of item/s received as inbound transaction
  - **Exp Qty**
    - Quantity of items expected to be received based on reference ICN
  - **Exp Wgt**
    - Kilos of items expected to be received based on reference ICN
  - **Rec Qty**
    - Actual quantity received for the item based on inbound detail
  - **Rec Wgt**
    - Actual kilos received for the item based on inbound detail
  - **Total**
    - Total quantity and kilos per transaction date
  - **Grand Total**
    - Summation of all total quantities and kilos

### 3.3.19 Reports: Inventory Adjustment

1. Indicate the report details that will be used in report generation.



PREVIEW PARAMETERS

WarehouseCode	CAVITE METS COLD STORAG...
Customer	ALL
DateFrom	5/21/2017
DateTo	5/21/2017
ItemCode	ALL
PlantCode	ALL
AdjustmentType	ALL

**RE SET** **SUBMIT**

2. Click <**SUBMIT**> to start report generation or click <**RESET**> to refresh the report details.
3. Upon successful report generation, report detail below is displayed:

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**Mets Logistics, Inc.**  
Barri Bancal, Carmona, Cavite

**Inventory Adjustment Report**  
DateFrom: 12/01/16 To: 05/21/17

DocDate	DocNumber	ReferenceNo	Adj Type	ItemCode	Item Description	BulkQty	BaseQty	Remarks
12/07/16	ML0000108		N/A	AF29-22195-EX	BEEF SHORTPLATE NAVEL USDA - EXCEL	0	-449.10	
12/07/16	ML0000108		N/A	AF66-47848-SE	CHICKEN SKIN FAT - SEARA 10KGS	0	-610.00	
12/07/16	ML0000108		N/A	AF90-0116-RD	PORK CUTTING FAT - ROSDERA 25KGS	0	-800.74	
12/08/16	ML0000101		N/A	AF33-87818-EX(SL)	BEEF STRILOPIN CAB PRIME - EXCEL(SLAB)	0	430.74	
12/08/16	ML0000101		N/A	AF67-49301-SE	CHICKEN WING STICK - SEARA 12KGS	-50	0.00	
12/08/16	ML0000102		N/A	AF116-2312523033-H	BEEF SHANK BI CENTER CUT - ST. HELEN	55	0.00	
12/08/16	ML0000102		N/A	AF116-2312523033-H	BEEF SHANK BI CENTER CUT - ST. HELEN	65	0.00	
12/08/16	ML0000102		N/A	AF116-2312523033-H	BEEF SHANK BI CENTER CUT - ST. HELEN	60	-768.50	
12/08/16	ML0000102		N/A	AF116-2312523033-H	BEEF SHANK BI CENTER CUT - ST. HELEN	55	-907.20	
12/08/16	ML0000102		N/A	AF59-18611-SRF	BEEF WAGYU TOP SIRLOIN STEAK READY GOLD - SRF	0	-72.10	
12/08/16	ML0000102		N/A	AF59-18611-SRF (SL)	BEEF WAGYU TOP SIRLOIN STEAK READY GOLD - SRF (SLAB)	0	43.80	
12/08/16	ML0000103		N/A	AF18-5413216542-H	BEEF KNUCKLE - ST. HELEN	0	-146.00	
12/08/16	ML0000103		N/A	AF18-5413216542-H	BEEF KNUCKLE - ST. HELEN	45	-94.41	
12/08/16	ML0000107		N/A	AF29-22198-EX	BEEF SHORTPLATE NAVEL USDA - EXCEL	0	-732.66	
12/08/16	ML0000107		N/A	AF29-22198-EX	BEEF SHORTPLATE NAVEL USDA - EXCEL	0	-621.60	
12/08/16	ML0000107		N/A	AF29-22198-EX	BEEF SHORTPLATE NAVEL USDA - EXCEL	0	-423.50	
12/08/16	ML0000109		N/A	AF29-22198-EX	BEEF SHORTPLATE NAVEL USDA - EXCEL	0	-527.10	
12/08/16	ML0000109		N/A	AF66-47848-SE	CHICKEN SKIN FAT - SEARA 10KGS	0	-450.00	
12/08/16	ML0000109		N/A	AF90-0116-RD	PORK CUTTING FAT - ROSDERA 25KGS	0	-778.00	

o **Report Header**

- **Run Date and Time** – shows date and time of report generation
- **Page Number** – displays page number currently being viewed
- **Company Name and Address** – displays default company name and address set in system setting



- **Report Name** – default as Inventory Adjustment Report
- **Parameter Summary** – shows date range set from the parameter
- **Report Detail**
  - **Doc Date**
    - Document date of submitted item adjustment transaction
  - **Doc Number**
    - Displays all submitted item adjustment transactions
  - **Reference No.**
    - Reference number indicated in adjustment transaction
  - **Adjustment Type**
    - Adjustment type assigned for the transaction
  - **Item Code**
    - Item/s that are adjusted in terms of quantity
  - **Item Desc**
    - Description of item
  - **Bulk Qty**
    - Adjusted quantity of item/s in item adjustment transaction
  - **Base Qty**
    - Adjusted kilos of item/s in item adjustment transaction
  - **Remarks**
    - Indicated remarks for item adjustment transaction
  - **Grand Total**
    - Total adjusted quantity and kilos of all displayed adjustment transaction

### 3.3.20 Reports: OCN Summary

1. Indicate the report details that will be used in report generation.

PREVIEW PARAMETERS

WarehouseCode	CAVITE METS COLD STORAG...
Customer	ALL
DateFrom	5/21/2017
DateTo	5/21/2017
ItemCode	ALL
StatusCode	ALL
TargetDate	
StorageType	ALL

**RESET** **SUBMIT**



2. Click <SUBMIT> to start report generation or click <RESET> to refresh the report details.
3. Upon successful report generation, report detail below is displayed:

Page 1 of 5 Run Date & Time : May 21, 2017 / 7:25 PM											
<b>Mets Logistics, Inc.</b> Barrio Bancal, Carmona, Cavite <b>OCN Summary</b> DateFrom: 05/19/17 To: 05/19/17											
Customer:	ALL										
DocDate	DocNumber	TargetDate	Status	Customer	DeliverTo	PickType	Ref Outb #	ItemCode	ItemDescription	BulkQty	BaseQty
05/19/17	MPI17-00131	05/19/17	O	MPI		N		1000000015	Chicken,paa,reg,ukw,5 pcs/pack CHICKEN,MARINATE D,WING,PER STICK, 10 PCS/PACK without stick	7,500	9,750.00
05/19/17	MPI17-00131	05/19/17	O	MPI		N		1000000955	NESTLE CORN FLAKES Cereal 10x500g N2 XX	3,724	6,330.80
05/19/17	NLF17-00071	05/19/17	O	NLF		N		12113328	NESTLE CORN FLAKES Cereal 10x500g N2 XX	300	300.00
05/19/17	NLF17-00072	05/19/17	O	NLF		N		12113328	HONEY STARS Cereal Flowpack 60x20g N2 XX	320	320.00
05/19/17	NLF17-00071	05/19/17	O	NLF		N		12145547	FITNESSE & FRUIT Cereal 18x240g N4 XX	81	0.00
05/19/17	NLF17-00070	05/19/17	O	NLF		N		12243852	NESTLE KOKO KRUNCH 24(12x15g) PRStickerPH	224	224.00
05/19/17	NLF17-00073	05/19/17	O	NLF		N		12315143	MILO Choco Malt Pmd 90x80g PH	3	3.00
05/19/17	NLF17-00074	05/19/17	O	NLF		N		12317885	MILO ACTIV-GO Nutri 16.15x390g N1 PH	880	880.00
05/19/17	NLF17-00074	05/19/17	O	NLF		N		12327348		450	0.00

o **Report Header**

- **Run Date and Time** – shows date and time of report generation
- **Page Number** – displays page number currently being viewed
- **Company Name and Address** – displays default company name and address set in system setting
- **Report Name** – default as OCN Summary
- **Parameter Summary** – shows date range set from the parameter

o **Report Detail**

- **Customer**
  - Specific customer filtered from the parameter
- **Doc Date**
  - Document date of submitted OCN transaction
- **Doc Number**
  - Displays all submitted OCN transaction regardless of status
- **Target Date**
  - Target delivery date indicated in OCN transaction
- **Status**
  - Current status of OCN transaction
- **Customer**
  - Customer code associated with OCN transaction



- **Deliver To**
  - Delivery address indicated in OCN transaction
- **Pick Type**
  - Pick type assigned in OCN transaction
- **Item Code**
  - Items included in OCN transaction
- **Item Description**
  - Description based on item
- **Bulk Qty**
  - Quantity of items indicated in OCN
- **Qty**
  - Kilos of items indicated in OCN
- **Sub Total**
  - Total quantity and kilos per transaction date
- **Grand Total**
  - Summation of all total quantity and kilos

### 3.3.21 Reports: Outbound Summary

1. Indicate the report details that will be used in report generation.

PREVIEW PARAMETERS

WarehouseCode	CAVITE METS COLD STORAG...
DateFrom	5/21/2017
DateTo	5/21/2017
Customer	ALL
DeliverTo	ALL
ItemCode	ALL
TargetDate	
Group By	Batch Number
Storage Type	ALL

**RESET** **SUBMIT**

2. Click <SUBMIT> to start report generation or click <RESET> to refresh the report details.
3. Upon successful report generation, report detail below is displayed:



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Barrio Bancal, Carmona, Cavite

### Outbound Summary Report

Date From: 04/01/2017 To: 05/21/2017

Customer	ALL	TransDate	Outbound #	Destination	Item Code	Item Description	BatchNumber	Mfg Date	Exp Date	ShipQty	ShipWgt
		04-04-17									
		04-04-17	AFC-040317S	Moriones	AF03-51468-CR	BEEF BRISKET CHOICE - CREEKSTONE	SLICED	04-03-17	04-03-17		1,250.00
									Total:		1,250.00
		04-18-17									
		04-18-17	FRA-041817	N/A	FB04-00190	SCANPRO 1015/I 20KGS (MEAT PROTEIN)		04-17-17	04-18-19	25	100.00
									Total:		25 100.00
		04-24-17									
		04-24-17	OCN-042417	BAGUMBAYAN, TAGUIG CITY 1631	1000000015	Chicken,paa,reg,ukw,5pcs/pack		04-24-17	04-24-17	200	260.00
									Total:		200 260.00
		05-20-17									
		05-20-17	OB0000061	N/A	AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS		05-19-17	05-19-19	2	40.00
									Total:		2 40.00
									GrandTotal:		227 1,650.00

#### ○ Report Header

- **Run Date and Time** – shows date and time of report generation
- **Page Number** – displays page number currently being viewed
- **Company Name and Address** – displays default company name and address set in system setting
- **Report Name** – default as Outbound Summary Report
- **Parameter Summary** – shows date range set from the parameter

#### ○ Report Detail

- **Customer**
  - Specific customer filtered from the parameter
- **Trans Date**
  - Document date of submitted outbound transaction
  - Summarized transactions based on transaction date
- **Outbound #**
  - Displays all submitted outbound transactions
- **Destination**
  - Displays the delivery address indicated in outbound
- **Item Code**
  - Item/s shipped out in outbound transaction
- **Item Description**
  - Description based on item



- **Batch Number**
  - Displays batch number indicated in outbound
- **Mfg Date**
  - Manufacturing Date of item/s shipped out in outbound transaction
- **Exp Date**
  - Expiry Date of item/s shipped out in outbound transaction
- **Ship Qty**
  - Shipped out quantity of the item based on outbound detail
- **Ship Wgt**
  - Shipped out kilos of the item based on outbound detail
- **Total**
  - Total quantity and kilos per transaction date
- **Grand Total**
  - Summation of all total quantities and kilos

### 3.3.22 Reports: Pallet Compress

1. Indicate the report details that will be used in report generation.

PREVIEW PARAMETERS

WarehouseCode	CAVITE METS COLD STORAG...
Customer	ALL
Date From	5/21/2017
Date To	5/21/2017
Storage Type	ALL

**RE SET** **SUBMIT**

2. Click <SUBMIT> to start report generation or click <RESET> to refresh the report details.
3. Upon successful report generation, report detail below is displayed:



Run Date &amp; Time : May 21, 2017 / 5:18 PM

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Barrio Bancal, Carmona, Cavite

**Pallet Compress**

Date From: 2017-05-15 To: 2017-05-21

DocDate	DocNumber	Quantity	Kilos	Pallet Count
5/16/2017	FRA17-00255	11	220.00	1
5/20/2017	FRA17-00260	2	24.00	1
Grand Total :		13	244.00	2

o **Report Header**

- **Run Date and Time** – shows date and time of report generation
- **Page Number** – displays page number currently being viewed
- **Company Name and Address** – displays default company name and address set in system setting
- **Report Name** – default as Pallet Compress
- **Parameter Summary** – shows date range set from the parameter

o **Report Detail**

- **Doc Date**
  - Document date of submitted pallet compress transaction
- **Doc Number**
  - Document number of submitted pallet compress transaction
- **Quantity**
  - Quantity of items included in pallet compress
- **Kilos**
  - Kilos of items included in pallet compress
- **Pallet Count**
  - Pallet count included in pallet compress transaction
- **Grand Total**
  - Total quantity, kilos and pallet count of all displayed pallet compress transaction

### 3.3.23 Reports: Remaining Inventory

1. Indicate the report details that will be used in report generation.



PREVIEW PARAMETERS

WarehouseCode	CAVITE METS COLD STORAG...
Customer	ALL
ItemCode	ALL
StorageType	ALL
GroupBy	MfgDate

**RESET** **SUBMIT**

2. Click <SUBMIT> to start report generation or click <RESET> to refresh the report details.
3. Upon successful report generation, report detail below is displayed:

Page 1 of 1 Run Date & Time : May 21, 2017 / 5:20 PM

**Mets Logistics, Inc.**  
Barrio Bancal, Carmona, Cavite

**REMAINING INVENTORY REPORT**

ItemCode	ItemDescription	BatchNumber	MfgDate	ExpDate	PalletID	Location	Onhand Qty	Onhand Kilos	Picked Qty	Picked Kilos	Reserved Qty	Reserved Kilos	TransType	TransDoc	RRDate	Putaway Date	Invoice No.
<b>AF2-0001</b>																	
AF2-0001	PROTEIN SUBSTANCE A-93 (SCANGEL) 20KGS	12	03/24/17	03/24/17	AAC0317-0001	DRYLOC	2	40.00	0	0.00	0	0.00	WMSINB	ICN0000173	03/24/17		
SUB TOTAL																	
<b>AF2-0002</b>																	
AF2-0002	PROTEIN SUBSTANCE D-85 (SCANPREMIUM) 20KGS	12	03/24/17	03/24/17	AAC0317-0002	DRYLOC	1	20.00	0	0.00	0	0.00	WMSINB	ICN0000173	03/24/17		
SUB TOTAL																	
<b>AF2-0005</b>																	
AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS		05/19/17	05/19/19	AAC0517-1201	12AISLE	98	1,960.00	2	40.00	0	0.00	WMSINB	ICN0000199	05/19/17	05/19/2017	
AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS	B001	05/19/17	05/19/19	AAC0517-1203	13AISLE	100	2,000.00	0	0.00	0	0.00	WMSREL	PTC0000006	05/19/17	05/21/2017	
AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS		05/21/17	05/21/19	AAC0517-1203	12AISLE	100	2,000.00	0	0.00	0	0.00	WMSINB	ICN0000200	05/21/17	05/21/2017	
AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS		05/21/17	05/21/19	AAC0517-1204	12AISLE	100	2,000.00	0	0.00	0	0.00	WMSINB	ICN0000200	05/21/17	05/21/2017	
AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS		05/21/17	05/21/19	AAC0517-1205	12AISLE	100	2,000.00	0	0.00	0	0.00	WMSINB	ICN0000200	05/21/17	05/21/2017	
SUB TOTAL																	
GRAND TOTAL:																	

○ **Report Header**

- **Run Date and Time** – shows date and time of report generation
- **Page Number** – displays page number currently being viewed
- **Company Name and Address** – displays default company name and address set in system setting
- **Report Name** – default as Remaining Inventory Report

○ **Report Detail**

- **Inventory Report For: Customer Name**
  - Customer that will receive the inventory report
- **Item Code**
  - Items that are already in the inventory
- **Item Description**
  - Description of the item
- **Batch Number**
  - Batch number indicated per item



- **Mfg Date**
  - Manufacturing date indicated per item
- **Exp Date**
  - Expiry date indicated per item
- **Pallet ID**
  - Pallet ID of the items in the inventory
- **Location**
  - Location where the items is located in the inventory
- **On Hand Qty**
  - Quantity of items in the inventory
- **On Hand Kilos**
  - Kilos of items included in the inventory
- **Picked Qty**
  - Qty of item that has been picked from the inventory
- **Picked Kilos**
  - Kilos of item that has been picked from the inventory
- **Reserved Qty**
  - Qty of item that has been reserved from the inventory
- **Reserved Kilos**
  - Kilos of item that has been reserved from the inventory
- **Trans Type**
  - Trans type indicated in reference IN transaction
- **Trans Doc**
  - Reference IN transaction where the quantity and kilos came from
- **RR Date**
  - Transaction date of the reference IN transaction
- **Putaway Date**
  - Putaway date will be updated once putaway transaction is submitted
- **Invoice No.**
  - Invoice number indicated for the reference inbound transaction
- **Sub Total**
  - Total quantity and kilos per item code
- **Grand Total**
  - Summation of total quantity and kilos of all items in the report

### 3.3.24 Reports: Remaining Inventory with Client

1. Indicate the report details that will be used in report generation.



PREVIEW PARAMETERS

WarehouseCode	CAVITE METS COLD STORAG...
Customer	ALL
ItemCode	ALL
StorageType	ALL
GroupBy	MfgDate

**RESET** **SUBMIT**

2. Click <SUBMIT> to start report generation or click <RESET> to refresh the report details.
3. Upon successful report generation, report detail below is displayed:

Page 1 of 11 Run Date & Time : May 21, 2017 / 5:24 PM

**Mets Logistics, Inc.**  
Barrio Bancal, Carmona, Cavite

**REMAINING INVENTORY REPORT**

**INVENTORY REPORT FOR : Mang Inasal Philippine Inc.**

ItemCode	ItemDescription	BatchNumber	Expiry Date	Client	PalletID	Location	Onhand Qty	Onhand Kilos	Picked Qty	Picked Kilos	Reserved Qty	Reserved Kilos	TransType	TransDoc	RRDate	Putaway Date
1000000014	PORK BBQ 70g per stick		07/02/17		MP10517-4003	07AISLE	480	336.00	0	0.00	0	0.00	WMSINB	MP117-00436	05/19/17	05/20/2017
1000000014	PORK BBQ 70g per stick		07/02/17		MP10517-4022	07AISLE	480	336.00	0	0.00	0	0.00	WMSINB	MP117-00437	05/19/17	05/21/2017
1000000014	PORK BBQ 70g per stick		07/02/17		MP10517-4032	07AISLE	480	336.00	0	0.00	0	0.00	WMSINB	MP117-00438	05/20/17	05/21/2017
1000000014	PORK BBQ 70g per stick		07/02/17		MP10517-4043	07AISLE	20	14.00	0	0.00	0	0.00	WMSINB	MP117-00438	05/20/17	05/21/2017
<b>SUB TOTAL</b>							<b>1,460</b>	<b>1,022.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>				
1000000015	Chicken,paa,reg,ukw,5pcspack	BOX	08/14/17		MP10517-3943	07AR01L4	573	484.90	0	0.00	0	0.00	WMSREL	MP1051717	05/17/17	05/19/2017
1000000015	Chicken,paa,reg,ukw,5pcspack	BOX	08/14/17		MP10517-3953	07AR01L4	432	561.60	0	0.00	0	0.00	WMSREL	MP1051717	05/17/17	05/19/2017
1000000015	Chicken,paa,reg,ukw,5pcspack	BOX	08/14/17		MP10517-3954	07AR01L4	432	561.60	0	0.00	0	0.00	WMSREL	MP1051717	05/17/17	05/19/2017
1000000015	Chicken,paa,reg,ukw,5pcspack	BOX	08/14/17		MP10517-3942	07AR05L2	432	561.60	0	0.00	0	0.00	WMSREL	MP1051717	05/17/17	05/18/2017
1000000015	Chicken,paa,reg,ukw,5pcspack	BOX	08/14/17		MP10517-3969	07AR09L5	432	561.60	0	0.00	0	0.00	WMSREL	MP1051717	05/17/17	05/19/2017
1000000015	Chicken,paa,reg,ukw,5pcspack	BOX	08/14/17		MP10517-3964	07AR09L5	432	561.60	0	0.00	0	0.00	WMSREL	MP1051717	05/17/17	05/19/2017
1000000015	Chicken,paa,reg,ukw,5pcspack	BOX	08/14/17		MP10517-3965	07AR09L5	109	141.70	0	0.00	0	0.00	WMSREL	MP1051717	05/17/17	05/19/2017
1000000015	Chicken,paa,reg,ukw,5pcspack	BOX	08/15/17		MP10517-3988	07AISLE	432	561.60	0	0.00	0	0.00	WMSINB	MP117-00433	05/18/17	05/19/2017
1000000015	Chicken,paa,reg,ukw,5pcspack	BOX	08/15/17		MP10517-3993	07AISLE	432	561.60	0	0.00	0	0.00	WMSINB	MP117-00433	05/18/17	05/19/2017
1000000015	Chicken,paa,reg,ukw,5pcspack	BOX	08/15/17		MP10517-3994	07AISLE	174	226.20	0	0.00	0	0.00	WMSINB	MP117-00433	05/18/17	05/19/2017
1000000015	Chicken,paa,reg,ukw,5pcspack	BOX	08/15/17		MP10517-3974	07AR03L1	432	561.60	0	0.00	0	0.00	WMSREL	MP1051717	05/18/17	05/19/2017
1000000015	Chicken,paa,reg,ukw,5pcspack	BOX	08/15/17		MP10517-3979	07AR03L1	432	561.60	0	0.00	0	0.00	WMSREL	MP1051717	05/18/17	05/19/2017
1000000015	Chicken,paa,reg,ukw,5pcspack	BOX	08/15/17		MP10517-3986	07AR03L1	432	561.60	0	0.00	0	0.00	WMSREL	MP1051717	05/18/17	05/19/2017
1000000015	Chicken,paa,reg,ukw,5pcspack	BOX	08/15/17		MP10517-3987	07AR03L1	432	561.60	0	0.00	0	0.00	WMSREL	MP1051717	05/18/17	05/19/2017
1000000015	Chicken,paa,reg,ukw,5pcspack	BOX	08/15/17		MP10517-4015	07AISLE	432	561.60	0	0.00	0	0.00	WMSINB	MP117-00436	05/19/17	05/20/2017

○ **Report Header**

- **Run Date and Time** – shows date and time of report generation
- **Page Number** – displays page number currently being viewed
- **Company Name and Address** – displays default company name and address set in system setting
- **Report Name** – default as Remaining Inventory Report

○ **Report Detail**

- **Inventory Report For: Customer Name**
  - Customer that will receive the inventory report
- **Item Code**



- Items that are already in the inventory
- **Item Description**
  - Description of the item
- **Batch Number**
  - Batch number indicated per item
- **Exp Date**
  - Expiry date indicated per item
- **Client**
  - Indicated client in reference inbound transaction
- **Pallet ID**
  - Pallet ID of the items in the inventory
- **Location**
  - Location where the items is located in the inventory
- **On Hand Qty**
  - Quantity of items in the inventory
- **On Hand Kilos**
  - Kilos of items included in the inventory
- **Picked Qty**
  - Qty of item that has been picked from the inventory
- **Picked Kilos**
  - Kilos of item that has been picked from the inventory
- **Reserved Qty**
  - Qty of item that has been reserved from the inventory
- **Reserved Kilos**
  - Kilos of item that has been reserved from the inventory
- **Trans Type**
  - Trans type indicated in reference IN transaction
- **Trans Doc**
  - Reference IN transaction where the quantity and kilos came from
- **RR Date**
  - Transaction date of the reference IN transaction
- **Putaway Date**
  - Putaway date will be updated once putaway transaction is submitted
- **Sub Total**
  - Total quantity and kilos per item code
- **Grand Total**
  - Summation of total quantity and kilos of all items in the report



### 3.3.25 Reports: Remaining Inventory Summary

1. Indicate the report details that will be used in report generation.

PREVIEW PARAMETERS

WarehouseCode	CAVITE METS COLD STORAG...
Customer	ALL
ItemCode	ALL
StorageType	ALL
GroupBy	MfgDate

**RESET** **SUBMIT**

2. Click <SUBMIT> to start report generation or click <RESET> to refresh the report details.
3. Upon successful report generation, report detail below is displayed:

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**Mets Logistics, Inc.**  
Barrio Bancal, Carmona, Cavite

**Remaining Inventory Summary Report**  
Group By: MfgDate

**INVENTORY REPORT FOR : Alternatives Food Corp - AIRCON**

ItemCode	ItemDescription	BatchNumber	MfgDate	ExpiryDate	BulkQty	BaseQty
<b>AF2-0001</b>						
AF2-0001	PROTEIN SUBSTANCE A-93 (SCANDEL) 20KGS		03/24/17	03/24/17	2	40.00
<b>SUB-TOTAL</b>						<b>2</b>
<b>AF2-0002</b>						
AF2-0002	PROTEIN SUBSTANCE D-85 (SCANPREMIUM) 20KGS		03/24/17	03/24/17	1	20.00
<b>SUB-TOTAL</b>						<b>1</b>
<b>AF2-0005</b>						
AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS		05/19/17	05/19/19	198	3,960.00
AF2-0005	SCANGEL B-100 (SCANFLAVOR) 20KGS		05/21/17	05/21/19	300	6,000.00
<b>SUB-TOTAL</b>						<b>498</b>
<b>GRAND TOTAL</b>						<b>501</b>
<b>GRAND TOTAL</b>						<b>10,020.00</b>

- o **Report Header**

- **Run Date and Time** – shows date and time of report generation
- **Page Number** – displays page number currently being viewed
- **Company Name and Address** – displays default company name and address set in system setting
- **Report Name** – default as Remaining Inventory Summary Report



- **Group By** – based on set groupings from the parameter
- **Report Detail**
  - **Inventory Report For: Customer Name**
    - Customer that will receive the inventory report
  - **Item Code**
    - Items that are already in the inventory
    - Summarized per item code
  - **Item Description**
    - Description of the item
  - **Batch Number**
    - Batch number indicated per item
  - **Mfg Date**
    - Manufacturing date indicated per item
  - **Expiry Date**
    - Expiry date indicated per item
  - **Bulk Qty**
    - Quantity of items in the inventory
  - **Base Qty**
    - Kilos of items included in the inventory
  - **Sub Total**
    - Total quantity and kilos per item code
  - **Grand Total**
    - Summation of total quantity and kilos of all items in the report

### 3.3.26 Reports: Remaining Inventory with Client Summary

1. Indicate the report details that will be used in report generation.

PREVIEW PARAMETERS

WarehouseCode	CAVITE METS COLD STORAG...
Customer	ALL
ItemCode	ALL
StorageType	ALL
GroupBy	MfgDate

**RESET** **SUBMIT**

2. Click <SUBMIT> to start report generation or click <RESET> to refresh the report details.
3. Upon successful report generation, report detail below is displayed:



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Barrio Bancal, Carmona, Cavite

### Remaining Inventory Summary Report

Group By: MfgDate

#### INVENTORY REPORT FOR : Mang Inasal Philippine Inc.

ItemCode	ItemDescription	BatchNumber	Client	Expiry Date	BulkQty	BaseQty
<b>1000000014</b>						
1000000014	PORK BBQ 70g per stick			07/02/17	1,022.00	1,022.00
1000000014	PORK BBQ 70g per stick			07/03/17	212.80	212.80
<b>SUB-TOTAL</b>						<b>1,764</b>
<b>1000000015</b>						
1000000015	Chicken,paa,reg,ukw,5pcs/pack			08/14/17	3,434.60	3,434.60
1000000015	Chicken,paa,reg,ukw,5pcs/pack			08/15/17	3,595.80	3,595.80
1000000015	Chicken,paa,reg,ukw,5pcs/pack			08/16/17	6,424.60	6,424.60
<b>SUB-TOTAL</b>						<b>10,350</b>
<b>1000000016</b>						
1000000016	Chicken,pecho,ukw,5pcs/pack			08/15/17	3,223.20	3,223.20
1000000016	Chicken,pecho,ukw,5pcs/pack			08/16/17	13,596.60	13,596.60
1000000016	Chicken,pecho,ukw,5pcs/pack			08/17/17	1,781.60	1,781.60
<b>SUB-TOTAL</b>						<b>10,942</b>
<b>18,601.40</b>						

- **Report Header**

- **Run Date and Time** – shows date and time of report generation
- **Page Number** – displays page number currently being viewed
- **Company Name and Address** – displays default company name and address set in system setting
- **Report Name** – default as Remaining Inventory Summary Report
- **Group By** – based on set groupings from the parameter

- **Report Detail**

- **Inventory Report For: Customer Name**
  - Customer that will receive the inventory report
- **Item Code**
  - Items that are already in the inventory
  - Summarized per item code
- **Item Description**
  - Description of the item
- **Batch Number**
  - Batch number indicated per item
- **Client**
  - Indicated client in reference inbound transaction
- **Expiry Date**



- Expiry date indicated per item
- **Bulk Qty**
  - Quantity of items in the inventory
- **Base Qty**
  - Kilos of items included in the inventory
- **Sub Total**
  - Total quantity and kilos per item code
- **Grand Total**
  - Summation of total quantity and kilos of all items in the report

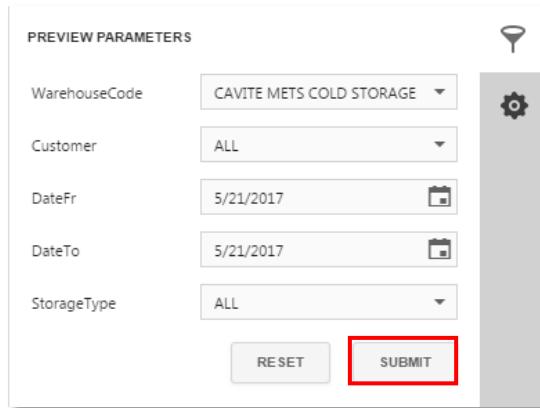
### 3.3.27 Reports: Stock Movement Detailed

1. Indicate the report details that will be used in report generation.

PREVIEW PARAMETERS

WarehouseCode	CAVITE METS COLD STORAGE
Customer	ALL
DateFr	5/21/2017
DateTo	5/21/2017
StorageType	ALL

**RESET** **SUBMIT**



2. Click <SUBMIT> to start report generation or click <RESET> to refresh the report details.
3. Upon successful report generation, report detail below is displayed:



Page 1 of 1 Run Date & Time : May 21, 2017 / 5:34 PM

## Mets Logistics, Inc.

Barrio Bancal, Carmona, Cavite

### Stock Movement - ALL

Date From: 01/01/17 To: 01/15/17

DocDate	Trans Type	Doc Number	Into Warehouse			Out of Warehouse			Ending Balance		
			Qty	Pallet Count	Kilos	Qty	Pallet Count	Kilos	Qty	Pallet Count	Kilos
01/01/2017	ENDINGBAL	ENDINGBAL									0.00
									Total:		
01/09/2017	WMSINB	INB-0109-1	5	5	115.68				5	5	115.68
01/09/2017	WMSINB	INB0000070	55	11	71.50				60	16	187.18
									Total:		
01/11/2017	WMSINB	INB-0111-1	200	4	400.00				260	20	587.18
									Total:		
01/12/2017	WMSINB	INB-0112-1	2,500	5	50,000.00				2,760	25	50,587.18
01/12/2017	WMSINB	INB-0112-2	2,500	5	50,000.00				5,260	30	100,587.18
01/12/2017	WMSINB	INB-0112-3	2,500	4	25,000.00				7,760	34	125,587.18
01/12/2017	WMSINB	INB-0112-4	2,000	1	20,000.00				9,760	35	145,587.18
01/12/2017	WMSINB	INB-0112-5	600	1	6,000.00				10,360	36	151,587.18
01/12/2017	WMSINB	INB-0112-6	800	2	8,000.00				11,160	38	159,587.18
01/12/2017	WMSINB	INB0000073	1	1	0.01				11,161	39	159,587.19
01/12/2017	WMSOUT	OB-0112-1				224	3	2,240.00	10,937	36	157,347.19
01/12/2017	WMSOUT	OB-0112-5				500	1	5,000.00	10,437	35	152,347.19
01/12/2017	WMSOUT	OB-0112-6				500		5,000.00	9,937	35	147,347.19
01/12/2017	WMSOUT	OB-0112-7				450	2	4,500.00	9,487	33	142,847.19
01/12/2017	WMSOUT	OB0000049				1	1	0.01	9,486	32	142,847.18
									Total:		
									Grand Total:		
									9,486	32	142,847.18

#### ○ Report Header

- **Run Date and Time** – shows date and time of report generation
- **Page Number** – displays page number currently being viewed
- **Company Name and Address** – displays default company name and address set in system setting
- **Report Name** – default as Stock Movement – Client Code
- **Parameter Summary** – shows date range set from the parameter

#### ○ Report Detail

- **Doc Date**
  - Transaction date of reference transaction displayed in the report
- **Trans Type**
  - Transaction type available to be viewed in stock movement are the following:
    - ENDINGBAL – Ending balance of previous balance
    - BEGBAL – Beginning balance uploaded per customer
    - WMSINB – Inbound
    - WMSOUT – Outbound
    - WMSREL – Pallet Compress
- **Doc Number**
  - Displayed reference document number with inventory movement



- **Into Warehouse**
  - **Qty**
    - Quantity received in the inventory
  - **Pallet Count**
    - Pallet count received in the inventory
  - **Kilos**
    - Kilos of transactions received in the inventory
- **Out of Warehouse**
  - **Qty**
    - Quantity shipped out from the inventory
  - **Pallet Count**
    - Pallet count shipped out from the inventory
  - **Kilos**
    - Kilos shipped out from the inventory
- **Ending Balance**
  - **Qty**
    - Quantity is computed as Qty (Into Warehouse) – Qty (Out of Warehouse)
  - **Pallet Count**
    - Pallet Count is computed as Pallet Count (Into Warehouse) – Pallet Count (Out of Warehouse)
  - **Kilos**
    - Kilos is computed as Kilos (Into Warehouse) – Kilos (Out of Warehouse)
- **Total**
  - Running balance total is computed as:
    - Running Qty (Into Warehouse) – Running Qty (Out of Warehouse)
    - Running Pallet Count (Into Warehouse) – Running Pallet Count (Out of Warehouse)
    - Running Kilos (Into Warehouse) – Running (Out of Warehouse)
- **Grand Total**
  - Ending total of Quantity, Pallet Count and Kilos based on filtered parameters

### 3.3.28 Reports: Utilization

1. Indicate the report details that will be used in report generation.



PREVIEW PARAMETERS

WarehouseCode	CAVITE METS COLD STORAG...
PlantCode	ALL
RoomCode	ALL
Customer	ALL

**RESET** **SUBMIT**

2. Click <SUBMIT> to start report generation or click <RESET> to refresh the report details.
3. Upon successful report generation, report detail below is displayed:

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**Mets Logistics, Inc.**  
Barrio Bancal, Carmona, Cavite  
**Utilization Report**  
MLICAV - ALL - METS02

RoomCode	Customer	Customer Name	Total Pallet	Total Kilos
09	AFC	Alternatives Food Corp - Slice	21	15,863.95
09	AFM	Alternatives Food Corp - RM	581	286,412.34
09			602	302,278.29
09AISLE	AFM	Alternatives Food Corp - RM	1	183.50
09AISLE			1	183.50
10	AFM	Alternatives Food Corp - RM	851	318,927.10
10			851	318,927.10
11	AFM	Alternatives Food Corp - RM	538	369,337.92
11			538	369,337.92
12	AFM	Alternatives Food Corp - RM	499	401,431.97
12			499	401,431.97
13	AFM	Alternatives Food Corp - RM	509	367,685.38
13			509	367,685.38
14	AFM	Alternatives Food Corp - RM	513	365,494.77
14			513	365,494.77

o **Report Header**

- **Run Date and Time** – shows date and time of report generation
- **Page Number** – displays page number currently being viewed



- **Company Name and Address** – displays default company name and address set in system setting
  - **Report Name** – default as Utilization Report
  - **Parameter Summary** – shows warehouse, customer and plant based on specified parameters
- **Report Detail**
    - **Room Code**
      - Displays room code associated with specified warehouse, room, customer and plant
    - **Customer**
      - Displays specific customer code per room
    - **Customer Name**
      - Displayed name of customer
    - **Total Pallet**
      - Displays running total pallet per room
    - **Total Kilos**
      - Displays running total kilos per room

### 3.3.29 Transaction Storage & Transaction Non Storage

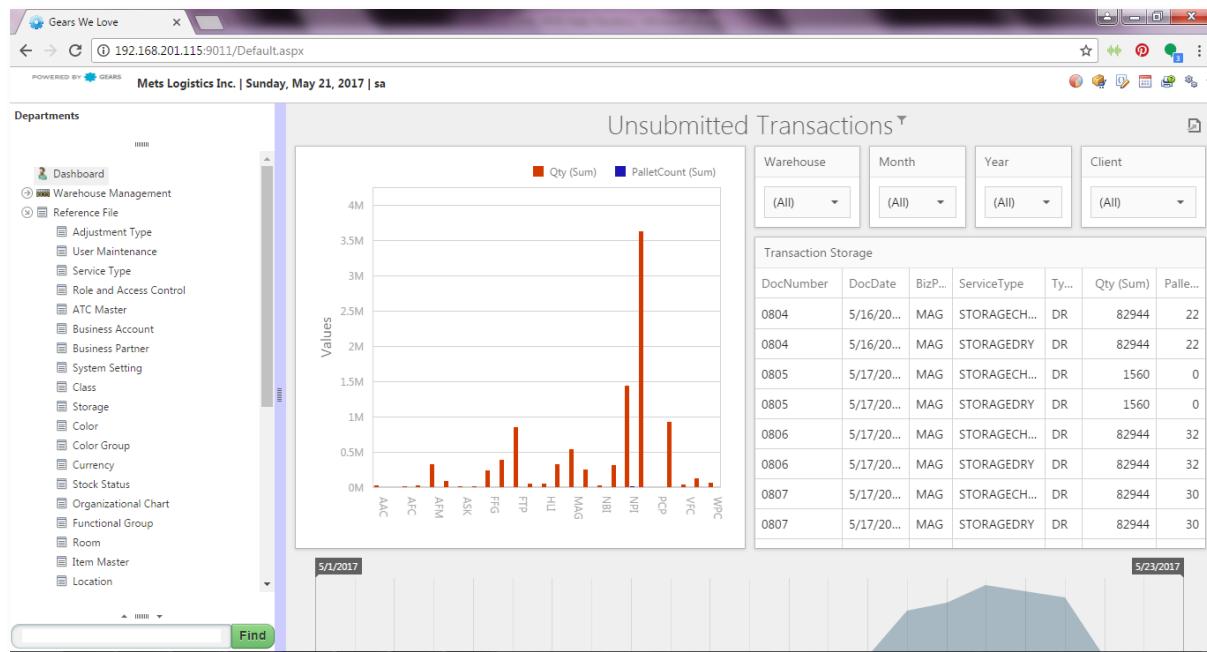
#### *3.3.29.1 Sync transaction*

All transactions created in Transaction Storage will be synced every 5 AM to serve as entries for billing.

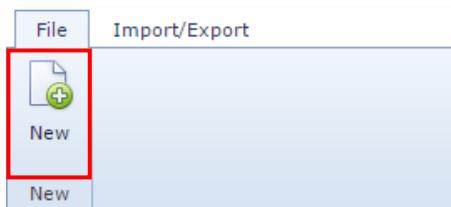
## 3.4 Reference File

### 3.4.1 Reference File: Item Master

To create new Item, navigate to Reference File > **Item Master**:



1. Click <New> to display new Item Master form.



2. Fill up the fields in Item Master window form.

### Generic Tab

**Item Code\*** – indicate code of item to be used from transactions

**Item Description\*** – full description of item

**Short Description** – short description of item if available



**Item Category\*** – indicate item category of item  
**Item Customer** – specific customer associated with the item if applicable  
**Product Category\*** – product category of item  
**Product Sub Category** – product sub category of item if available  
**Unit Bulk\*** – unit of measurement of item if counted by bulk  
**Base Unit\*** – base unit of item  
**Is By Bulk** – check if item is counted by bulk  
**Storage Type 1\*** – indicate storage type of item  
Storage Type 2 to 5 – indicate sub storage types of item if applicable  
**Picking Strategy** – specify picking strategy to be considered for the item, can be FEFO (First Expiry, First Out), FIFO (First In, First Out) or LIFO (Last In, First Out)  
**Standard Qty** – indicate standard qty of item if applicable to be used for automatic computation of kilo

#### \*Required Fields

#### User Defined Tab

**Suffix** – indicate suffix of item if applicable, considered during Service Processing Transaction  
**UOM** – specify UOM of item if applicable, considered during Service Processing Transaction  
**Exclude in Blasting** – tag item if to be excluded in blasting  
**Field 3 to 10** – user defined fields to note any additional information for the item

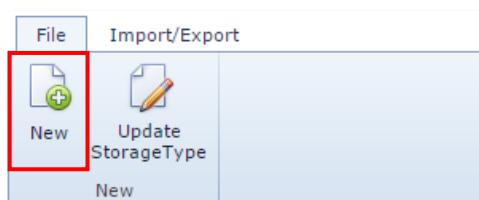
#### Audit Trail Tab

**Added By and Added Date** – automatically updated upon creation of new item  
**Last Edited By and Last Edited Date** – automatically updated upon modification of existing item

#### 3.4.2 Reference File: Location

To create new Location, navigate to Reference File > **Location**:

1. Click <New> to display new Location form.



2. Fill up the fields in Location window form.



Gears We Love 192.168.201.115:9011/ReferenceFile/frmLocation.aspx?entry=N&transtype=REFLOC&parameters=&docnumber=undefined

### Location

**Header**   **User Defined**   **Audit Trail**

Location Code*: <input type="text"/>	OnHand BaseQty: <input type="text"/>
Location Description: <input type="text"/>	Current PalletCount: <input type="text"/>
Warehouse Code*: <input type="text"/>	Storage Type*: <input type="text"/>
Maximum BulkQty: <input type="text"/> 0	Plant Code*: <input type="text"/>
Maximum BaseQty: <input type="text"/> 0	Room Code*: <input type="text"/>
Maximum Pallet Count: <input type="text"/> 0	Location Type*: <input type="text"/>
Customer Code: <input type="text"/>	OnHand BulkQty: <input type="text"/>
Item Code: <input type="text"/>	OnHand BaseUnit: <input type="text"/>
IsInactive: <input type="checkbox"/>	Priority: <input type="text"/> 0

### Generic Tab

**Location Code\*** – indicate code for the new location

**Location Description** –description of location if available

**Warehouse Code\*** – warehouse code where location is associated

**Maximum Bulk Qty** – maximum bulk quantity that can be accommodated by the location

**Maximum Base Qty** – maximum base quantity that can be accommodated by the location

**Maximum Pallet Count** – maximum pallet count that can be accommodated by the location

**Customer Code** – specific customer associated with the location if available

**Item Code** – specific item code associated with the location if available

**Is Inactive** – checked if location is already deactivated and can no longer be used for transaction

**On Hand Base Qty** – automatically updated based on total quantity already accommodated by the location

**Current Pallet Count** – automatically updated based on total pallet count already accommodated by the location

**Storage Type\*** – storage type of location

**Plant Code\*** – plant code associated with the location

**Room Code\*** – room code associated with the location

**Location Type\*** – location type assigned for the location

**On Hand Bulk Qty** – automatically updated based on total bulk qty already accommodated by the location

**Priority** – indicate priority of location to be considered during putaway process, the higher number will be prioritize first

### **\*Required Fields**

### User Defined Tab

**Field 1 to 9** – user defined fields to note any additional information for the item

### Audit Trail Tab

**Added By and Added Date** – automatically updated upon creation of new item



**Last Edited By and Last Edited Date** – automatically updated upon modification of existing item

To update storage type of location:

1. Check specific location then click <Update Storage Type> to display new Location form.



2. Select new storage type for the location from the dropdown list then click <UPDATE>.

The screenshot shows two windows. On the left is a dialog box titled 'Update Storage Type' with a dropdown menu labeled 'Storage Type'. A red box highlights the 'Update' button at the bottom. On the right is a table listing storage types with their descriptions, where the entire table is also highlighted with a red box.

Storage Type	Storage Description
STORAGEAIRCON	STORAGEAIRCON
STORAGECHILLER	STORAGECHILLER
STORAGECOLD	STORAGECOLD
STORAGEDRY	STORAGEDRY
STORAGEHAZARD	STORAGEHAZARD

3. Upon update of storage type, entries in Transaction Storage will be created where the DR type will be for the old storage type and the RR type will be for the new storage type.

### 3.4.3 Reference File: Functional Group

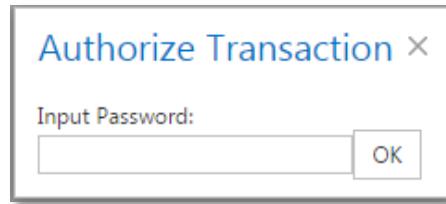
To proceed with Functional Group Close, navigate to Reference File > **Functional Group Close**:

1. Filter the specific func group ID to be closed then click <CLOSE> from Actions Tab.

The screenshot shows two tabs. The left tab is 'Functional Group' showing a list of functional groups with columns for Func Group ID, Description, and Date Closed. The right tab is 'Actions' showing buttons for 'Close' and 'Month End Closing'. A red box highlights the 'Close' button.



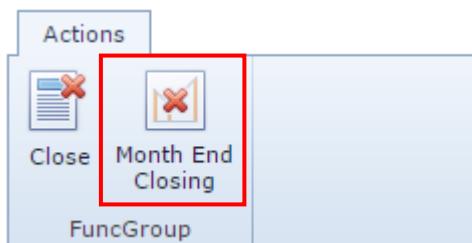
2. Password of the Assigned Head should be encoded to validate the func group closing.



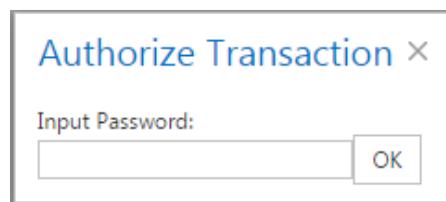
3. Once functional group closing is successful, a prompt will be displayed and Date Closed column will be automatically updated

To proceed with Month End Closing:

1. All func group ID should be closed first then click <**MONTH END CLOSING**> from Actions Tab.



2. Password of the Assigned Head should be encoded to validate the month end closing.



3. Once month end closing is successful, a prompt will be displayed and inventory balance from the previous month will be turned over to the current month.