

## **CHAPTER 55 - TRANSFER ORDERS & RETURN TO VENDOR.....2**

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## **CHAPTER 55 - TRANSFER ORDERS & RETURN TO VENDOR**

### **Transfer Orders**

The inventory to be transferred is selected by LP id at the sending facility.  
At the receiving facility, the operator only needs to scan the LP label for receiving.  
The LP id remains the same and there is visibility of the inventory in all stages of the transfer.

Aggregate Inventory Customer inventory can be transferred. Please see the User Manual Chapter in AI for details.

Following are instructions on how to transfer orders from one facility to another.

#### **Initial Set up**

##### **Setting up the “to facility” as a consignee**

Link the “to facility” consignee record to the customer record by adding the “to facility” as a consignee. The consignee ID does not need to be the same as the facility ID but you may want to keep it consistent.

**Consignee Maintenance A - FACILITY A -- Transfer Orders**

Name Carriers Comments

Consignee ID: **A** Status: **A** **Active**

Name: **FACILITY A -- Transfer Orders**

Contact:

Address: **512 Main Street**

City: **Park Ridge** State/Province: **IL**

Postal Code: **60068** Country: **USA** **USA**

☐ Bill For Pallets Master Account:

Phone:

Fax:

E-Mail:

☒ Freight Billing Location

☒ Shipping Location

☐ Transportation Appointment Required

Default Bill Freight To:

Default Shipment Type:

Default Shipment Terms:

Smoke Facility 107 (Last Update by SWINCHELL at 1/24/03 10:24:00 AM)

## CHAPTER 55 - Transfer and RTV Orders

**Synapse - [Customer JTEST - JN Supply]**

File Edit Lookup Requests Setup Window Utilities Billing Help

Name Receiving Shipping Billing Dictionary Labeling Facility Settings Trading Partners

Options - 1 Options - 2 Options - 3 Options - 4 Instructions BOL Comments Pack List Audit Locations Carriers Notification VICS BOL SIP TMS Custom BOL #

Default Backorder Policy:  
**P** **BackOrderPart**

Allow Substitutions:  
☐ Yes ☒ No ☐ Allow Shipment Split ☐ Multi Facility Picking

Default Inventory Status Selection:  
☒ Include ☐ Exclude **AV**

Default Inventory Class Selection:  
☒ Include ☐ Exclude **R6**

Shipment Order Quantity Type:  
**E** **Exact**

Acceptable Pick Range (% of ordered):  
Minimum **0** Maximum **100**  
(Default values for approximate quantity types)

Weight Check Required:  
☐ Yes ☒ No

Order Check Required:  
☐ Yes ☒ No

LIP Substitution Reason Required:  
☐ Yes ☒ No

Default Bill Freight To:

Auto Short Ship Small Pkg Orders:  
☐ Yes - No Back Order  
☒ Yes - With Back Order  
☐ No

Miscellaneous Shipping Requirements:  
☐ Require Short Shipment Reason  
☐ Require Late Shipment Reason  
Allowable Time Variance:  
 minutes

☐ Allow Order Changes During Picking ☒ Generate BOL

FIFO Processing:  
☐ Enabled ☒ Disabled

FIFO Window Days:  XDock Processing:

**Consignees**

Consignee ID	Last User	Last Update
<b>A</b>	<b>JNOVICK</b>	<b>3/5/2007</b>

**Automatic Pro Number Assignment**  
Consolidate Orders By:

**Carriers**

Carrier	Event	Last User	La
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QA Facility 107 (Last Update by JNOVICK at 5/21/2007 8:31:46 AM)

Each operator in the “from” and “to” facilities needs security authorization for the facility, customer and activity which is accomplished by selecting Setup/Security Authorization from the main menu.

### Adding the Transfer Order

Synapse - [Order 7227-1 for Customer JTEST]

File Edit Lookup Requests Setup Window Utilities Billing Help

Order Info Shipping Summary Comments Ship To Addl. Info Transportation Ship Dates History

Order ID: 7227 Ship ID: 1 Type: T Transfer Customer ID: JTEST Cust PO: Reference: GOLD MATTE FRAMES

To Facility: A Appointment Date/Time: 8/15/2007 RMA: Bill of Lading:

Status: 0 Hold Status by: JNOVICK Status Update: 8/10/2007 11:23:24 AM Priority: A Normal Shipper: One-Time

Load: Stop: Shipment: Load Status: Load Appointment Date/Time: Has Consumables

Wave: Print Receiver Reprint PO Confirmation Print Order Check Print Pack List

Items... Cancel Remove from Hold LiPs

Short Over Cancelled Hazardous

Item	Order Qty.	UOM	Entered UOM	Rcvd. Qty.	Ship Qty.	Ship Qty. Variance	Weight Entered - Lbs.	Weight Entered - Kgs.	Weight Rcvd - Lbs.	Weight Rcvd - Kgs.	Weight

Add the order with the following data

- Select T – Transfer as the order type.
- Select the To Facility from the drop down box.

On the Shipping tab:

Enter the Consignee ID for the “to facility” and all other appropriate information.

Synapse - [Order 7227-1 for Customer JTEST]

File Edit Lookup Requests Setup Window Utilities Billing Help

Order Info Shipping Summary Comments Ship To Addl. Info Transportation Ship Dates History

Ship To: FACILITY A -- Transfer Orders  
512 Main Street  
Park Ridge, IL 60068  
One-Time

Shipment Type: L LTL Pro Number: XDock Processing: \$

Shipment Terms: PPD Prepaid Component Template: Shipping Cost:

Scheduled Ship Date: 8/10/2007 TMS Status: X Not Appl Status Update: 8/10/2007 11:23:24 AM

Arrival Date: 8/15/2007 TMS Shipment Identifier:

Stage Location: TMS Release Identifier:

Carrier: ACXS ACTION EXPRESS Mini Me Delivery Service: Saturday Delivery Okay

FTZ 216 Authorization:

Item	Order Qty.	UOM	Entered UOM	Rcvd. Qty.	Ship Qty.	Ship Qty. Variance	Weight Entered - Lbs.	Weight Entered - Kgs.	Weight Rcvd - Lbs.	Weight Rcvd - Kgs.	Weight

Close out of the screen when the order detail screen is displayed. **Do not add** order item detail lines.

## CHAPTER 55 - Transfer and RTV Orders

**Note:** The order will be on Hold. Do not remove the order from Hold.

### Identifying and Preparing the Inventory to be Transferred

Transfers are processed at the License Plate level. The specific License Plates must be identified and prepared.

If any inventory to be transferred is mixed in a LP with other inventory that is not to be transferred, prepare the transfer LP using the Split LP function.

If inventory is in a pickfront and is not associated with a discrete LP, move the inventory to a LP.

### Selecting License Plates to be Transferred

Go to the Plate Lookup screen and enter the selection criteria.

Select the LP or LP's and right click to get the alternate menu and select Generate Pick Tasks.

The screenshot shows the 'Synapse - [Plate Lookup]' window. It contains a form with various input fields for License Plate, Facility, Lot Number, Location, To Location, Customer ID, QC Control ID, Serial Number, Inbound Load, Status Update, Item, Expires by, Inventory Class, Receipt Order ID, PO, Inventory Status, LIP Status, Product Group, and User 1. There are also checkboxes for 'Multi-Pallets Only' and 'Show Picked and Deleted LIPs'. A 'QC Hold In Transit Deleted' button is visible. Below the form is a table with columns: Master Pallet Label, Customer, Item, Quantity, Location, Serial Number, UDM, Weight - Lbs., Weight - Kgs., Type, License Plate, Expiration Date, and Exp. A context menu is open over the table, showing options: Change Inventory Status..., Place on QC Hold..., Generate Move Tasks..., Generate Pick Tasks... (highlighted), Consolidate Plate, Generate Putaway Tasks..., Export To Excel (Ctrl+X), Copy to Clipboard (Ctrl+C), and Select All (F6).

Master Pallet Label	Customer	Item	Quantity	Location	Serial Number	UDM	Weight - Lbs.	Weight - Kgs.	Type	License Plate	Expiration Date	Exp.
000000008100705	JTEST	GOLD MATT	10	TEST01		Each	2.5	1.1340	Pallet	000000008100705		

On the pop-up menu enter the Staging Location and the order/shipid of the transfer order (i.e. 12345-1). Note if you use the order lookup option on this menu, make sure the order type is "T" (Transfer).

**Pick-by-LiP Task Information**

Stage Location:

Task Priority:

Order ID:

OK Cancel

**Note:** Line Pick Tasks will be automatically generated in an “On Hold” priority. Order Item Detail lines will be added to the Transfer Order. The status of the transfer order will be removed from Hold and changed to Released.

**Synapse - [Order 7227-1 for Customer JTEST]**

File Edit Lookup Requests Setup Window Utilities Billing Help

Order Info Shipping Summary Comments Ship To Addl. Info Transportation Ship Dates History

Order ID:  Ship ID:  Type:  Transfer Customer ID:  Cust PO:  Reference:

To Facility:  Appointment Date/Time:  RMA:  Bill of Lading:

Status:  Released Status by:  Status Update:  Priority:  Normal Shipper:  ☐ One-Time

Load:  Stop:  Shipment:  Load Status:  Load Appointment Date/Time:  ☐ Has Consumables

Wave:

**Short Over Cancelled Hazardous**

Item	Order Qty.	UOM	Entered UOM	Rcvd. Qty.	Ship Qty.	Ship Qty. Variance	Weight Entered - Lbs.	Weight Entered - Kgs.	Weight Rcvd - Lbs.	Weight Rcvd - Kgs.	Weight
GOLD MATTE FRAME	10	Each	Each			-10	0	0			

Assign a load. When assigning the load, the load type should default to OUTT (Outbound Transfer Load). Do not mix other types of orders in the load. Arrive the load at the appropriate time. Do not unarrive and rearrive the load.

## CHAPTER 55 - Transfer and RTV Orders

**Synapse - [Load 3415]**

File Edit Lookup Requests Setup Window Utilities Billing Help

Load Info Comments Summary Pallet Tracking Pro Numbers Addl Info Load Tracking

Load: 3415 Carrier: ACXS Trailer: 081007 Stage Location: Appointment Date/Time:

Type: OUTT OutTransfer Bill of Lading: Seal: Door Location: D00R016 Shipment Type: Late Shipment Reason:

Status: 4 Full Release Status by: JNOVICK Status Update: 8/10/2007 11:27:49 Pro Number: Shipment Terms:

Stops... Close Undo Arrive LiPs

Cancelled Variance Hazardous HOT

Stop	Ship	Stop Status	Order ID	Order Status	Customer ID	Order Qty.	Rcvd. Qty.	Ship Qty.	Weight Entered - Lbs.	Weight Entered - Kgs.	Weight Ship - Lbs.	Weight Ship - Kgs.	Weight R
1	1	Planned	7227	Released	JTEST	10	0	0	0	0	0	0	

**Note:** Do not assign the order to a Wave as the pick tasks are already generated.

**Picking and Shipping the order in the “from facility”.**

- Remove the pick tasks from “On Hold” Priority.
- **Execute all the pick tasks. Do not make any substitutions. Do not attempt to regen the picks.**
- Stage the LP's.
- Load and ship the order.



## CHAPTER 55 - Transfer and RTV Orders

Synapse - [Load 3415]

File Edit Lookup Requests Setup Window Utilities Billing Help

Load Info Comments Summary Pallet Tracking Pro Numbers Addl Info Load Tracking

Load: 3415 Carrier: ACXS Trailer: 081007 Stage Location: Appointment Date/Time:

Type: INT InTransfer Bill of Lading: Seal: Door Location: Shipment Type: Late Shipment Reason:

Status: 9 Shipped Status by: JNOVICK Status Update: 8/10/2007 11:30:19 Pro Number: Shipment Terms:

Stops... Close LiPs

Cancelled Variance Hazardous HOT

Orders Stops Print All Receivers

Stop	Ship	Stop Status	Order ID	Order Status	Customer ID	Order Qty.	Rcvd. Qty.	Ship Qty.	Weight Entered - Lbs.	Weight Entered - Kgs.	Weight Ship - Lbs.	Weight Ship - Kgs.	Weight Rcvd - Lbs.
1	1	Shipped	7227	Shipped	JTEST	10	0	10	0	0	2.5	1.13399256	

### Receiving/Processing the Transfer Order

Verify that the setup (putaway rules, etc.) are correct for the items in the “to Facility”. The RF and CRT operators must be logged into the “to Facility”.

**Note:** The inbound load will be the same load number but the load type is now INT (Inbound Transfer Load).

Synapse - [Load 3415]

File Edit Lookup Requests Setup Window Utilities Billing Help

Load Info Comments Summary Pallet Tracking Pro Numbers Addl Info Load Tracking

Load: 3415 Carrier: ACXS Trailer: 081007 Stage Location: Appointment Date/Time:

Type: INT InTransfer Bill of Lading: Seal: Door Location: Shipment Type: Late Shipment Reason:

Status: 9 Shipped Status by: JNOVICK Status Update: 8/10/2007 11:30:19 Pro Number: Shipment Terms:

Stops... Close Arrive LiPs

Cancelled Variance Hazardous HOT

Orders Stops Print All Receivers

Stop	Ship	Stop Status	Order ID	Order Status	Customer ID	Order Qty.	Rcvd. Qty.	Ship Qty.	Weight Entered - Lbs.	Weight Entered - Kgs.	Weight Ship - Lbs.	Weight Ship - Kgs.	Weight Rcvd - Lbs.
1	1	Shipped	7227	Shipped	JTEST	10	0	10	0	0	2.5	1.13399256	

Enter the receiving facility door location and refresh the screen.

Arrive the load. Do not unarrive the load and attempt to re-arrive the load. The order status will change from “S”hipped status to “A”rrived status.

## CHAPTER 55 - Transfer and RTV Orders

**Synapse - [Load 3415]**

File Edit Lookup Requests Setup Window Utilities Billing Help

Load Info Comments Summary Pallet Tracking Pro Numbers Add Info Load Tracking

Load: 3415 Carrier: ACXS Trailer: 081007 Stage Location: Appointment Date/Time:

Type: INT In Transfer Bill of Lading: Seal: Door Location: D00R02 Shipment Type: Late Shipment Reason:

Status: A Arrived Status by: JNOVICK Status Update: 8/10/2007 11:34:09 Pro Number: Shipment Terms:

Stops... Close Undo Arrive LIPs

Cancelled Variance Hazardous HOT

Orders Stops Print All Receivers Count Received Plates

Stop	Ship	Stop Status	Order ID	Order Stat	Customer ID	Order Qty.	Rcvd. Qty.	Ship Qty.	Weight Entered - Lbs.	Weight Entered - Kgs.	Weight Ship - Lbs.	Weight Ship - Kgs.	Weight R
1	1	Arrived	7227	Arrived	JTEST	10	0	10	0	0	2.5	1.13399256	

**Synapse - [Order 7227-1 for Customer JTEST]**

File Edit Lookup Requests Setup Window Utilities Billing Help

Order Info Summary Comments Addl. Info Receiving History

Order ID: 7227 Ship ID: 1 Type: T Transfer Customer ID: JTEST Cust PO: Reference: GOLD MATTE FRAMES

To Facility: A Appointment Date/Time: 8/15/2007 RMA: Bill of Lading:

Status: A Arrived Status by: JNOVICK Status Update: 8/10/2007 11:34:09 AM Priority: A Normal Supplier: One-Time

Load: 3415 Stop: 1 Shipment: 1 Load Status: Arrived Load Appointment Date/Time:

Wave: Print Receiver Reprint PO Confirmation Print Order Check Count Received Plates

Items... Cancel LIPs

Short Over Cancelled Hazardous

Item	Order Qty.	UOM	Entered UOM	Rcvd. Qty.	Ship Qty.	Weight Entered - Lbs.	Weight Entered - Kgs.	Weight Rcvd - Lbs.	Weight Rcvd - Kgs.	Weight Ship - Lbs.	Weight
GOLD MATTE FRAME	10	Each	Each		10	0	0			2.5000	

Before receiving, the LP's are In Transit status and show as the trailer for the load as the location.

## CHAPTER 55 - Transfer and RTV Orders

**Synapse - [Plate Lookup]**

File Edit Lookup Requests Setup Window Utilities Billing Help

License Plate:  Facility:  Lot Number:  Location:  To Location:

Customer ID:  QC Control ID:  Serial Number:  Inbound Load:  Status Update:

Item:  Expires by:  Inventory Class:  Receipt Order ID:  PO:

Inventory Status:  LiP Status:  Product Group:  User 1:

☐ Multi-Pallets Only  
☐ Show Picked and Deleted LiPs

☒ **QC Hold**  
**In Transit**  
**Deleted**

LiP Count:  Weight - Lbs.:   
Quantity:  Weight - Kgs.:

Master Pallet Label	Customer	Item	Quantity	Location	Serial Number	UOM	Weight - Lbs.	Weight - Kgs.	Type	License Plate	Expiration Date
000000000001612	JTEST	GOLD LEAF FRA	5	STG01		Case	25	11.3399	Pallet	000000000001612	
000000008100705	JTEST	GOLD MATTE F	10	081007		Each	2.5	1.1340	Pallet	000000008100705	
000000000001603	JTEST	TEAK SIDE TAB	7	STOR01		Case	140	63.5036	Pallet	000000000001603	

The RF operator can now receive the order via 1-step receiving.

The receiving screen will display “11 Transfer Detail”. Scan or enter the LP’s received.

**linux2 laptopsettings - Reflection for**

File Edit Connection Setup Script Win

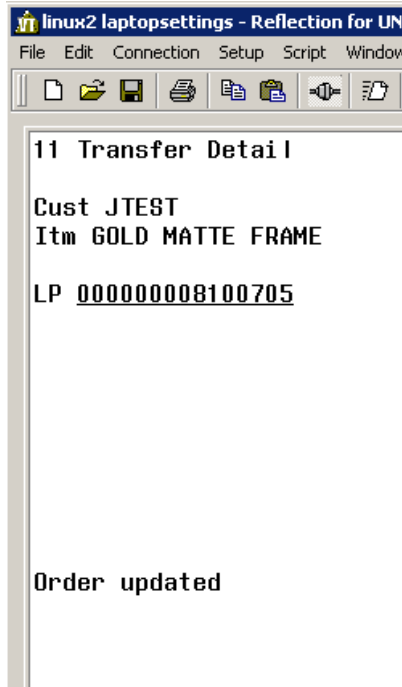
11 Transfer Detail

Cust JTEST  
Itm GOLD MATTE FRAME

LP 08100705

Enter LP

## CHAPTER 55 - Transfer and RTV Orders



Execute the Putaway tasks or perform putaway and close the load. Once the load is closed the load and order status will be “R”eceived.

Synapse - [Order 7227-1 for Customer JTEST]

File Edit Lookup Requests Setup Window Utilities Billing Help

Order Info Summary Comments Addl. Info Receiving History

Order ID: 7227 Ship ID: 1 Type: T Transfer Customer ID: JTEST Cust PO: Reference: GOLD MATTE FRAMES

To Facility: A Appointment Date/Time: 8/15/2007 RMA: Bill of Lading:

Status: A Arrived Status by: JNOVICK Status Update: 8/10/2007 11:34:09 AM Priority: A Normal Supplier: One-Time

Load: 3415 Stop: 1 Shipment: 1 Load Status: Arrived Load Appointment Date/Time: Has Consumables

Wave: Print Receiver Reprint PO Confirmation Print Order Check Count Received Plates

Items... Cancel LIPs

Short Cancelled  
Over Hazardous

Item	Order Qty.	UOM	Entered UOM	Rcvd. Qty.	Ship Qty.	Weight Entered - Lbs.	Weight Entered - Kgs.	Weight Rcvd - Lbs.	Weight Rcvd - Kgs.	Weight Ship - Lbs.	Weight
GOLD MATTE FRAME	10	Each	Each	10	10	0	0	2.5000	1.1340	2.5000	

The LP history screen will reflect the movement between the 2 facilities as the example below shows.

## CHAPTER 55 - Transfer and RTV Orders

**Synapse - [License Plate Information for 00000008100705]**

File Edit Lookup Requests Setup Window Utilities Billing Help

Main Info Addl Info Adjust... Show Adjustments

LIP: **00000008100705** LIP Status: **A Available** Inventory Class: **RG Regular** User 1:   
 Inventory Status: **AV Available** Location: **A STOR01** Lot #: **081007** User 2:   
 Customer ID: **JTEST** UOM: **EA Each** Serial #: User 3:   
 Item: **GOLD MATTE FRAME** Quantity: **10** Parent LIP: LIP Type: **PA Pallet**   
 Weight - Lbs: **2.5000** Weight - Kgs: **1.1340**

Activity Sub-Plates

Activity Date/Time	Item	Customer	Facility	Location	LIP Status	Inv. Status	Hold Reason	UOM	Quantity	Type	Serial #
8/10/2007 11:48:41	GOLD MATTE FRAME	JTEST	A	JSN	Moving	Available		Each	10	Pallet	
8/10/2007 11:48:21	GOLD MATTE FRAME	JTEST	A	JSN	Unassigned	Available		Each	10	Pallet	
8/10/2007 11:47:41	GOLD MATTE FRAME	JTEST	A	081007	In-Transit	Available		Each	10	Pallet	
8/10/2007 11:30:11	GOLD MATTE FRAME	JTEST	107	DOOR01G	Picked	Available		Each	10	Pallet	
8/10/2007 11:29:51	GOLD MATTE FRAME	JTEST	107	JSN	Picked	Available		Each	10	Pallet	
8/10/2007 11:29:51	GOLD MATTE FRAME	JTEST	107	DOOR01G	Picked	Available		Each	10	Pallet	
8/10/2007 11:29:41	GOLD MATTE FRAME	JTEST	107	TEST01	Available	Available		Each	10	Pallet	

The Order History screen will reflect the movement between the 2 facilities as the example below shows.

**Synapse - [Order 7227-1 for Customer JTEST]**

File Edit Lookup Requests Setup Window Utilities Billing Help

Order Info Summary Comments Addl. Info Receiving History

Change Date	User ID	Action	LIP ID	Item	Lot	Short Message
8/10/2007 11:27:49 AM	JNOVICK	CHANGE				Change order fields: loadno=[(null)]->[3415], s
8/10/2007 11:27:49 AM	JNOVICK	Order To Load				Order Assigned to Load 3415/1/1
8/10/2007 11:28:04 AM	JNOVICK	Order Arrived				Order Arrived at 107/DOOR01G
8/10/2007 11:29:47 AM	JNSN	Pick Plate	000000000485095	GOLD MATTE FRAME		Pick Qty:10 from LP:000000008100705
8/10/2007 11:29:54 AM	JNSN	Load Plate	000000000485095	GOLD MATTE FRAME	081007	Load plate Qty 10
8/10/2007 11:30:19 AM	JNOVICK	CHANGE				Change order fields: dateshipped=[(null)]->[11C
8/10/2007 11:30:19 AM	JNOVICK	Order Closed				Order Closed
8/10/2007 11:34:09 AM	JNOVICK	Order Arrived				Order Arrived at A/DOOR02

Order Arrived at A/DOOR02

Item	Order C/A	UOM	Entered UOM	Rcvd. Qty	Ship Qty	Weight Entered - Lbs.	Weight Entered - Kgs.	Weight Rcvd - Lbs.	Weight Rcvd - Kgs.	Weight Ship - Lbs.	Weight
GOLD MATTE FRAME	10	Each	Each	10	10	0	0	2.5000	1.1340	2.5000	

### Return to Vendor

The order type 'Return To Vendor' is designed for the purpose of sending product back to the manufacturer that contains damages, defects, missing parts, etc. Pallets are built up with multiple items and quantities on the same LP (single-product LP's are also available for Return To Vendor orders). These LP's are then assigned directly to the Return to Vendor order for pallet specific selection. The LP's are not available for substitution or partial picks.

#### Identifying and Preparing the Inventory to be Returned to Vendor

The RF Option 13 – Build Pallet is used to create a multiple item pallet which will be built for returning product to the vendor. The user will use RF Option 13 to create the pallet(s) that will be shipped to the vendor.

```
13 Build Pallet
LP 
Location
===== From =====
ID
===== Detail =====
Qty      UOM
Customer
Status    Class
Enter dest LP
```

- Scan or Enter the new LP that will be assigned to the multiple item pallet.
- Scan or Enter the Location that this pallet will reside in.
- Press Enter.

```
13 Build Pallet
LP 063006000000100
Location 1stg01
===== From =====
ID 
===== Detail =====
Qty      UOM
Customer
Status    Class
Enter LP or PF
```

- In the From section, Scan or Enter the LP that the product is currently located on.
- Press Enter.

```
13 Build Pallet
LP 063006000000100
Location 1stg01

===== From =====
ID 062306000000200

===== Detail =====
Qty 900 UOM EA
Customer CW
Itm 100E
Status OH Class RG

Enter detail
```

- In the Detail section, the current attributes of the LP will be displayed.

```
13 Build Pallet
LP 063006000000100
Location 1stg01

===== From =====
ID 062306000000200

===== Detail =====
Qty 400 UOM EA
Customer CW
Itm 100E
Status OH Class RG

Enter detail
```

- Enter in the quantity (directly over the current quantity) that will be removed from the existing LP and moved to the new LP.

```
13  Build Pallet
LP 063006000000100
Location 1stg01

===== From =====
ID 

===== Detail =====
Qty 400      UOM EA
Customer CW
Itm 100E
Status OH   Class RG

LP created
```

- The system will confirm that the new LP has been created.

```
13  Build Pallet
LP 063006000000100
Location 1stg01

===== From =====
ID 111705000000100

===== Detail =====
Qty 25      UOM CS
Customer CW
Itm 100H
Status OH   Class RG
LOT 123

Mix Items? 
```

- When the next (different) item is entered/added to the new LP the system will prompt the user with the question, Mix Items?. If the user enters 'N', the system will return the prompt to edit the From LP. With this response the system assumes that the wrong From LP has been selected and needs to be changed. If the user enters 'Y', then the system will create a Mixed Pallet by adding the new item onto the New LP.



### Adding the Return to Vendor Order

Item	Lot #	Order Qty.	UOM	Picked Qty.	Rcvd. Qty.	Ship Qty.	Entered UOM	Entered Qty	Entered Item	Status	Ship Qty. Variance	Returned Qty

Add the order with the following data

- Select **V** – ReturnVendor as the order type
- Enter in all of the shipping information
- The License Plate Lookup screen will automatically display the items and quantities based on the selection criteria.

Master Pallet Label	License Plate	Customer	Item	Item Description	Quantity	Weight	Lot Number	Location	Inv. Status	Order ID	LIP
07000000011011	07000000011011	CW	100B	BOLOGNA	10	90	05032	1STG03	Available	4314	Ave
06060500000100	06060500000100	CW	100B	BOLOGNA	20	1000		1STG01	Available	4390	Ave
03100500000100	03100500000100	CW	100B	BOLOGNA	3	18		3ZE009B	Available	4261	Ave

\*Notice that the 'Multi-Pallets Only' button has already been selected.

- Click on the Green check to display all of the Multi-Pallets.
- Or unselect the Multi-Pallets Only box to select from other pallets in inventory.

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- Do not add order detail lines.
- Right Click on the LP's that are to be assigned to the order.
- Select Generate Pick Tasks

\* Note: The Lookup/License Plates screen can be accessed at any time during the order to add additional LP's except when the order is at 'Loading' status

- A pop up window will display.
- Enter the Staging location for the picks (an error message will be displayed if left blank).
- Enter/change the Task Priority. \*The task priority can be changed here or on the task queue. The task priority will need to be set to either, Low, Normal, Immediate or High for a user to access the task on the RF.

Tasks will now be generated for the LP. Continue this process until all LP's have been selected for the order.

## ***CHAPTER 55 - Transfer and RTV Orders***

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The tasks will be available as Line Picks (RF Option 52) or Order Picks (RF Option 54). The RF user will be tasked one LP at a time as Full Pallet Picks.

**\*Remember that the LP's are not available for substitution or partial picks. Do not try to regen picks.**

### **Security for CRT Screens**

The security in 'Return to Vendor' is the same as the regular order maintenance security. No additional security is needed.