

CHAPTER 6 - RECEIVING OPTIONS2

CRT BASED RECEIVING	2
Edit/Receive Load.....	2
Receiving an Item	3
Empty Trailer	5
Closing the Load.....	6
ASN (CARTON MANIFEST) RECEIVING	8


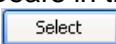
CHAPTER 6 - RECEIVING OPTIONS

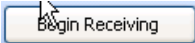
CRT Based Receiving

Using this functionality, you can receive inventory using the CRT instead of the RF.

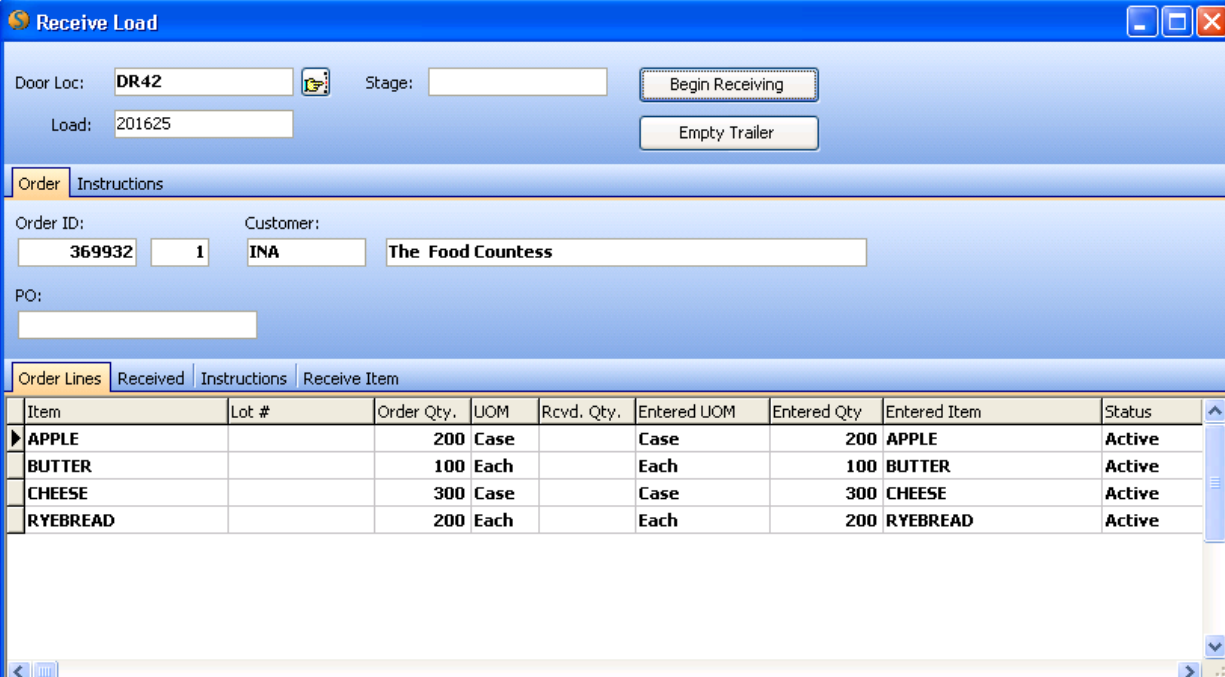
Edit/Receive Load

- After the load is arrived, click Edit on the menu bar and select Receive Load. The Receive Load screen appears:

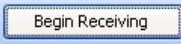
- To enter a door in the Door Loc field, click the lookup button  to select the door from a list. Double click the door to select it - the door appears in the Selected Door Location field at the bottom of the screen (see below). Click .

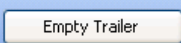
- To begin the receiving process, click the  button.

If there is only one order associated with the load, it is automatically selected. If there is more than one order associated with the load, a pop-up appears with all orders associated with the load. Select the order you want to receive. The order information appears on the screen.



Receive Load

Door Loc: Stage: 

Load: 

Order ID: 1 Customer:

PO:

Order Lines Received Instructions Receive Item

Item	Lot #	Order Qty.	UOM	Rcvd. Qty.	Entered UOM	Entered Qty	Entered Item	Status
APPLE		200	Case		Case	200	APPLE	Active
BUTTER		100	Each		Each	100	BUTTER	Active
CHEESE		300	Case		Case	300	CHEESE	Active
RYEBREAD		200	Each		Each	200	RYEBREAD	Active


The bottom section of the screen shows the receiving detail for the order. There are four tabs:

- Order Lines - shows the order detail information for the order.
- Received - shows the plates received for the order.
- Instructions - shows the receiving instructions (if available) for the currently selected order line.
- Receive Item - receive an item and enter item information.

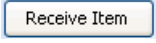
Receiving an Item

- Double click on the order line you want to receive. The Receive Item tab appears with information for the item that you selected (see below).

Fill in the fields for the receipt. Some of the fields may not be available for entry based on your system's setup. The following are required fields:

- Handling Type – Enter a handling type or use the drop down to select one.
- Quantity – Enter the quantity that you want to receive
- LPID – Enter the LiP number that you will use to identify the inventory
- Location – Enter the location for the plate. Use the lookup button  to select a location from a list.

Note: If the system is set up to require Lot, Serial number, User 2 or 3, Expiration Date, Manufacture Date or Country, these fields will be required as well.

- You can enter a Multi-LiP in the MLPID field if applicable. This is an optional field.
- Click the  button to receive the plate.

The inventory that you received appears on the Receive tab (see below).

Note: The LPID status for the stock when you receive it is Unassigned (U). When you perform the Empty Trailer function, the LPID status for everything received will automatically change to Available (A). If you want to manually change the LPID status prior to performing the Empty Trailer function, you can use the Complete Plate option.

- On the Receive tab, right-click the receipt that is in U status that you want to change to A. A pop-up window appears:

- Select the Complete Plate option. The LPID status changes to A – Available.

Empty Trailer

The Order Lines tab shows the ordered quantity, the received quantity and the variance. By looking at the Variance, you can see when everything has been received complete – the Variance value will be 0. (See below).

Receive Load

Door Loc: DR42 Load: 201625 Stage:

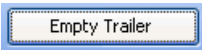
Begin Receiving Empty Trailer

Order Instructions

Order ID: 369932 Customer: The Food Countess

PO:

Item	Lot #	Order Qty.	UOM	Rcvd. Qty.	Entered UOM	Entered Qty	Entered Item	Status	Variance	Hazardous
APPLE		200	Case	200	Case	200	APPLE	Active	0	N
BUTTER		100	Each		Each	100	BUTTER	Active	-100	N
CHEESE		300	Case	100	Case	300	CHEESE	Active	-200	N
RYEBREAD		200	Each		Each	200	RYEBREAD	Active	-200	N

- When the load is completely received, click the Empty Trailer button  to flag the trailer as being completely unloaded and allow the load to be closed. A confirmation window appears.

Confirm

Are you sure this load is completely received?


Yes No

- Click Yes to confirm.

Closing the Load

When you are finished receiving and reconciling the load, you can close the load.

WARNING: Once a load has been closed, it cannot be reopened.

- Select Edit from the menu bar and select Loads. If your load doesn't appear on the screen, use the lookup button  to search and select it.

Load 201625

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

Load: 201625 Carrier: KNIG Trailer: TR87464 Stage Location: Appointment Date/Time:

Type: InCustomer Bill of Lading: BL109740247 Seal: 57568973 Door Location: DR42 Shipment Type: Truckload

Receipt Date/Time: Pro Number: Shipment Terms: Prepaid Late Shipment Reason:

Status: Unloaded Status by: ANN Status Update: 9/27/2013 11:25:54

View Stops Close View Plates Move From Door

Cancel Load Count Received Plates Print All Receivers Print COA Apply Pro No. to Orders

Cancelled Variance Hazardous HOT

Orders Stops

Stop	Shipment	Stop Status	Stop Stage Loc.	Order ID	ShipID	Order Status	Customer ID	Order Qty.	Rcvd. Qty.	Ship Qty.	To Facility	Order Ship To	From
1	1	Arrived		369932	1	Arrived	INA	800	300	0	ZET		

LINUX2TEST Facility ZET (Last Update by ANN at 9/27/2013 11:25:54 AM)

- Close this load by clicking the Close button



The screenshot shows a software window titled "Load 53" with multiple tabs: Load Info, Comments, Summary, Pallet Tracking, and Pro Numbers. The "Load Info" tab is active, displaying various fields for load details. Below the fields are buttons for "Stops...", "Close", and "LiPs". A status bar at the bottom indicates "Cancelled Variance" and "Hazardous HOT".

Fields displayed in the "Load Info" tab:

- Load: 53
- Carrier: BNSF
- Trailer:
- Stage Location:
- Appointment Date/Time: 3/16/2004
- Type: INC
- InCustomer: InCustomer
- Bill of Lading:
- Seal:
- Door Location: RAIL03
- Shipment Type:
- Status: R
- Received: Received
- Status by: MHORAK
- Status Update: 7/30/2001 6:39:47 PM
- Pro Number:
- Shipment Terms:

Buttons: Stops..., Close, LiPs, Cancelled Variance, Hazardous HOT

Below the fields is a section with "Orders" and "Stops" tabs, and a "Print All Receivers" button. A table is displayed below this section:

Stop	Ship	Stop Status	Stop Stage Loc.	Order ID	ShipID	Order Type	Order Status	Customer ID	Order Qty.	Rcvd. Qty.	Ship Qty.	To Facility	Dr
1	1	Received		165	1	Receipt	Received	8560	4404	4404	0	107	

At the bottom of the window, a status bar reads: "smoke Facility 107 (Last Update by SWINCHELL at 3/4/2004 10:37:54 AM)"

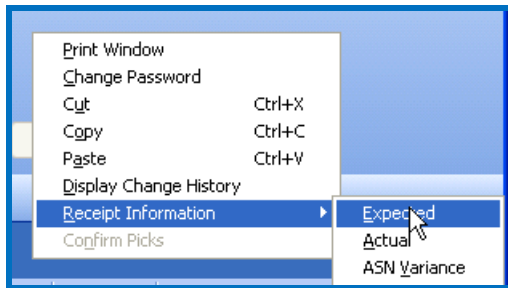
ASN (Carton Manifest) Receiving

ASN receiving (RF option 12) is intended to streamline the receiving process. The RF operator enters the same base information (dock/load) as in 1-Step Receiving, but is then presented with a screen where all they need to enter is ASN carton id / LP pairs.

- The ASN is verified against a SYNAPSE Oracle table (asncartondtl) which is populated electronically via EDI processing. This table contains all data necessary to create a plate except for the LP.
- All created LPs are put away identically to 1-Step Receipt.
- The business event used for charges and labels is also the same (i.e. RECH), but the userhistory event is ASNR.

Viewing Expected Receipt Information

- To view the verified information from the Oracle table while still in Synapse, right click on the Receipt Order screen. A pop-up menu appears:



- Select Receipt Information from the pop-up window and select Expected. The Advanced Shipping Notice Lookup screen appears (see below). This shows all ASN Capture information that will be automatically used when the items are received.

 A screenshot of the 'Advance Ship Notice Lookup' window. The window has a blue title bar and contains several input fields for search criteria: Facility, Item, Creation Date Range, Customer ID, Reference, Order ID (370212-1), Customer Line-Item Reference, Delivery Tracking Number, and Lot #. On the right, there are fields for ASN Count (4) and ASN Quantity (575). Below the input fields is a table with columns: Order ID, Ship ID, Item, Lot Number, Serial Number, and User Item. The table contains four rows of data for Order ID 370212.

Order ID	Ship ID	Item	Lot Number	Serial Number	User Item
370212	1	1002			
370212	1	1006			
370212	1	1010			
370212	1	1011			

Receiving Items

Use the RF ASN Receipt to process the order.

- Select option 12 – ASN Receipt. Press Enter.

```
10  Receiving Menu

11 - 1-Step Receipt
12 - ASN Receipt
13 - Build Pallet
14 - Empty Trailer
15 - Putaway Rls
16 - Bulk Unload
17 - Delete Unknown
19 - Reariv Trailer
```

```
Selection =>12

Enter # of item
```

- Enter the door that is assigned for the load. Press Enter.

```
12  Start Receiving

Location dr31
Load #

Enter rcpt data
```

- Enter (scan) the ASN tracking number for a pallet. Then enter (scan) the LPID.

Note: The F9 – Set Multi Plate function is available for ASN receipts.

```
12  ASN Receipt

PO PO666
Cust CALIFORNIA DIST

===== ASN/LP =====

ad001

LP 09272013S

LP is required
```

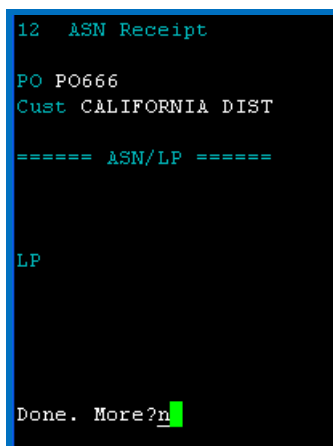
- Continue processing the receipt. When you are ready to perform putaways, press F4. A Loc or Build message appears. This refers to the method you want to use to put away the pallets. L is by location and B is in the opposite order in which the pallets were scanned. Enter L or B and press Enter.

```
12 ASN Receipt
PO PO666
Cust CALIFORNIA DIST
===== ASN/LP =====
LP
Loc or Build?
```

- The System Directed Putaway screen appears. Enter the location and the quantity you are receiving and press Enter.

```
01 System Directed
   Putaway In
CALIFORNIA DISTRIBUT
LP 000000092720135
Itm 1002
Qty 150    UOM CS
Location STOR70
===== Verify =====
Location STOR70
Vrfy Loc stor70
Qty 150
Qty not same
```

- Continue putting away the stock . A “Done. More?” prompt appears. If you want to continue to perform putaways, type Y. Otherwise type N and press Enter.



- Perform the Empty Trailer function (RF option 16).


The Order Info screen shows the item information including a variance field. If there is an N in the field, there isn't a variance between the expected receipt quantities and the quantities that were actually received. (See Below).

Item	Lot Number	Order Qty.	UOM	Rcvd Qty.	Ship Qty.	Entered UOM	Entered Qty.	Ordered Item	Status	Returned Qty.	Hazardous?	Description	ASN Variance?	Pick
1002			Case	150		Case	150	1002	Active	0	N	Hermoine Potions Book	N	
1006			Case	25		Case	25	1006	Active	0	N	Every Flavor Beans-Lots	N	
1010			Case	300		Case	300	1010	Active	0	N	Harry Potter Wands	N	
1011			Case	100		Case	100	1011	Active	0	N	Poly Potion-CW	N	

Closing the Load

When you are finished receiving and reconciling the load, you can close the load.

WARNING: Once a load has been closed, it cannot be reopened.

- Select Edit from the menu bar and select Loads. If your load doesn't appear on the screen, use the lookup button  to search and select it.

Load 201626

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

Load: 201626 Carrier: KNIG Trailer: 5675673 Stage Location: Appointment Date/Time:

Type: InCustomer Bill of Lading: Seal: Door Location: DR31 Shipment Type:

Receipt Date/Time: Pro Number: Shipment Terms: Late Shipment Reason:

Status: Unloaded Status by: ANN Status Update: 9/27/2013 4:17:47 PM

View Stops Close View Plates Move From Door

Cancel Load Count Received Plates Print All Receivers Print COA Apply Pro No. to Orders

Cancelled Variance Hazardous HOT

Orders Stops

Stop	Shipment	Stop Status	Stop Stage Loc.	Order ID	ShipID	Order Status	Customer ID	Order Qty.	Rcvd. Qty.	Ship Qty.	To Facility	Order
1	1	Arrived		370212	1	Arrived	1CALJAM	0	575	0	ZET	

LINUX2TEST Facility ZET (Last Update by ANN at 9/27/2013 4:17:47 PM)

- Close this load by clicking the Close button

