

CHAPTER 6 - RECEIVING OPTIONS2

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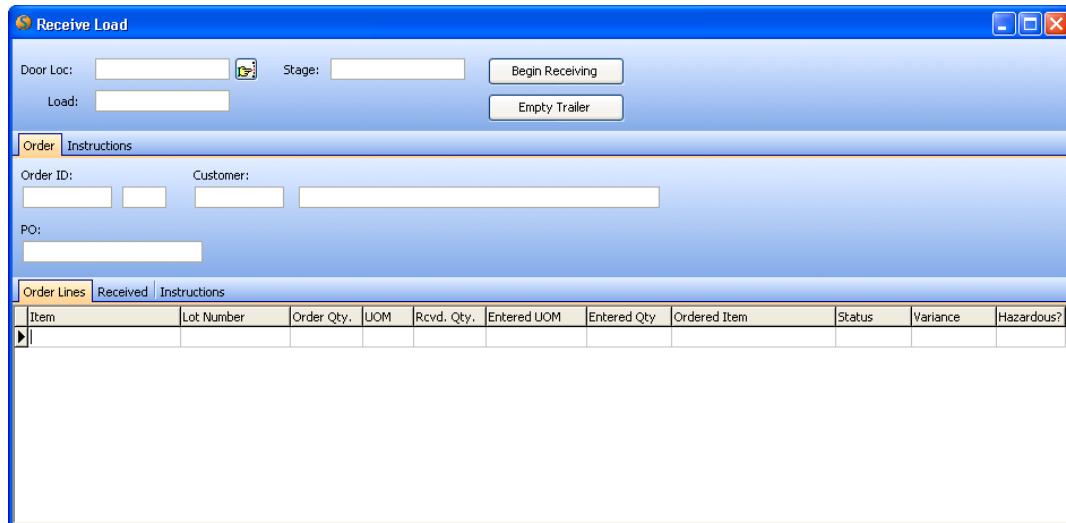
CHAPTER 6 - RECEIVING OPTIONS

CRT Based Receiving

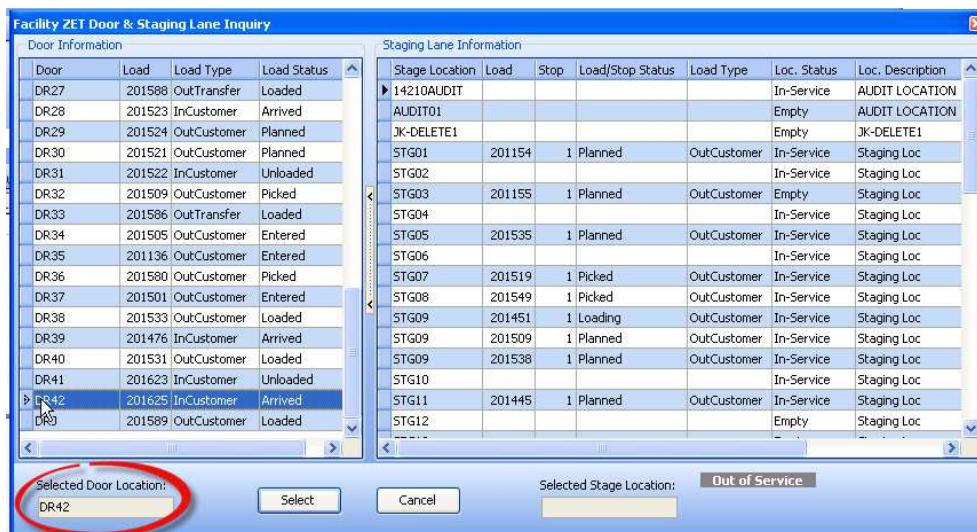
Using this functionality, you can receive inventory using the CRT instead of the RF.

Edit/Receive Load

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

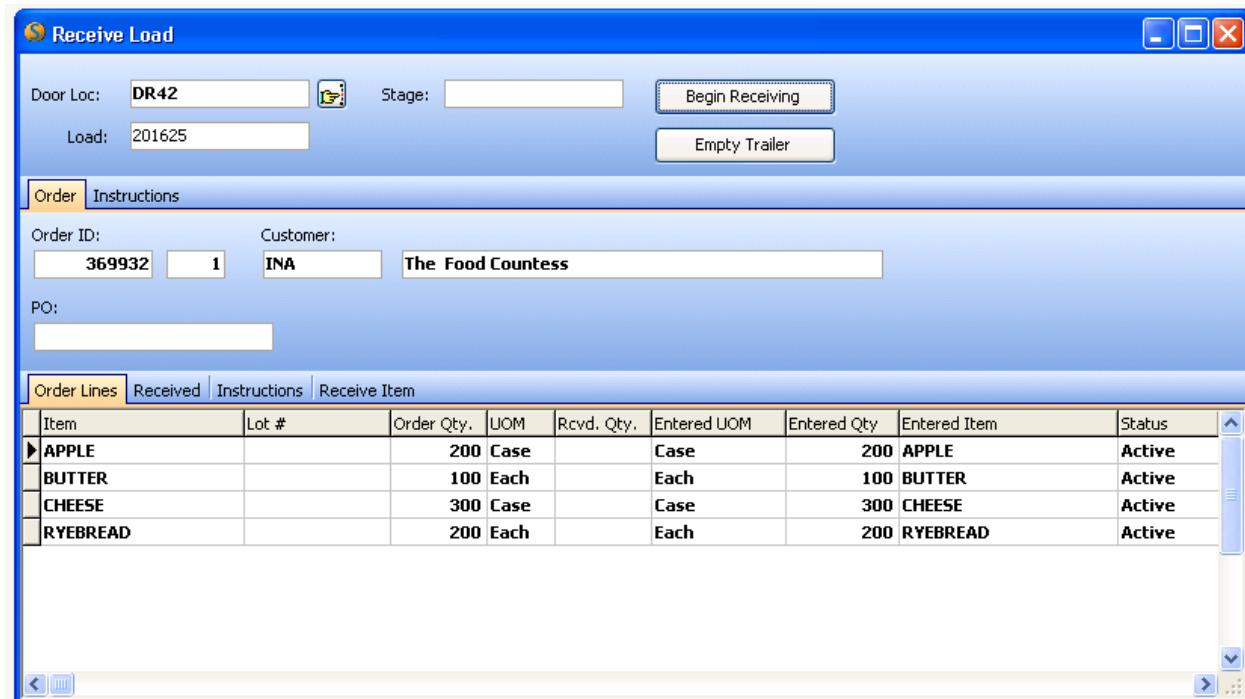


- To enter a door in the Door Loc field, click the lookup button to select the door from a list. Double click the door to select it - the door appears in the Selected Door Location field at the bottom of the screen (see below). Click .



- 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.



The screenshot shows the 'Receive Load' application window. At the top, there are fields for 'Door Loc:' (DR42), 'Stage:' (empty), and a 'Begin Receiving' button. Below that is a 'Load:' field (201625) and an 'Empty Trailer' button. A tab bar at the top has 'Order' (selected) and 'Instructions'. Under 'Order', fields show 'Order ID:' (369932), 'Customer:' (INA), and 'The Food Countess'. A 'PO:' field is also present. The bottom section contains four tabs: 'Order Lines' (selected), 'Received', 'Instructions', and 'Receive Item'. A large grid table displays received items with columns: Item, Lot #, Order Qty., UOM, Rcvd. Qty., Entered UOM, Entered Qty, Entered Item, and Status. The data in the grid is as follows:

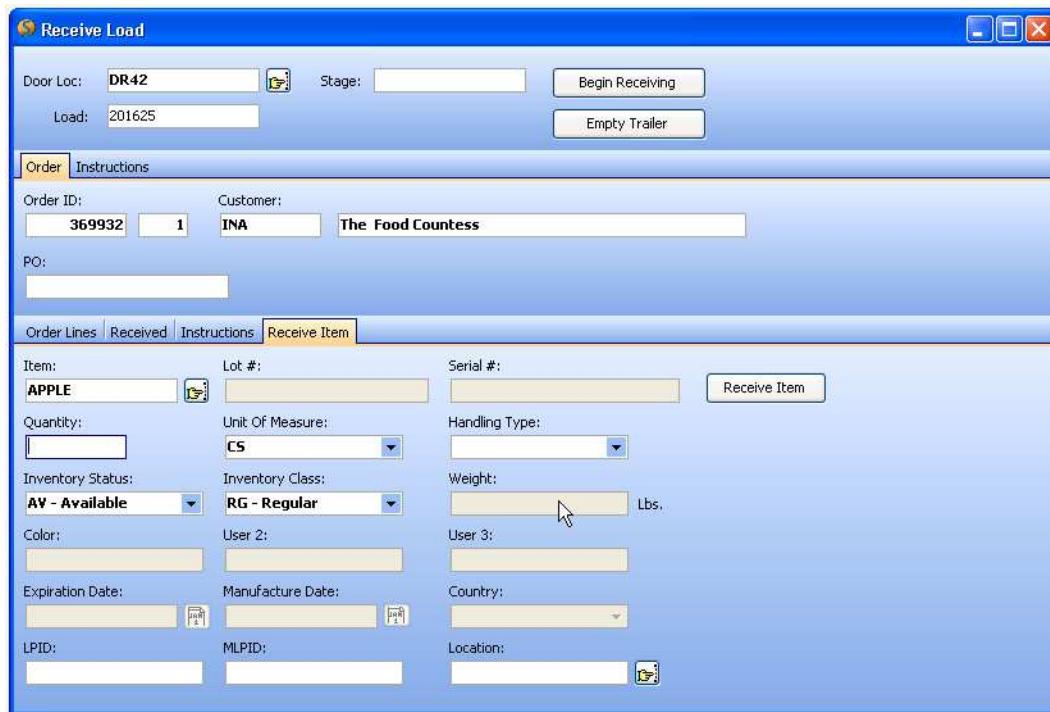
Item	Lot #	Order Qty.	UOM	Rcvd. Qty.	Entered UOM	Entered Qty	Entered Item	Status
►APPLE		200	Case		Case	200	APPLE	Active
BUTTER		100	Each		Each	100	BUTTER	Active
CHEESE		300	Case		Case	300	CHEESE	Active
RYEBREAD		200	Each		Each	200	RYEBREAD	Active

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).



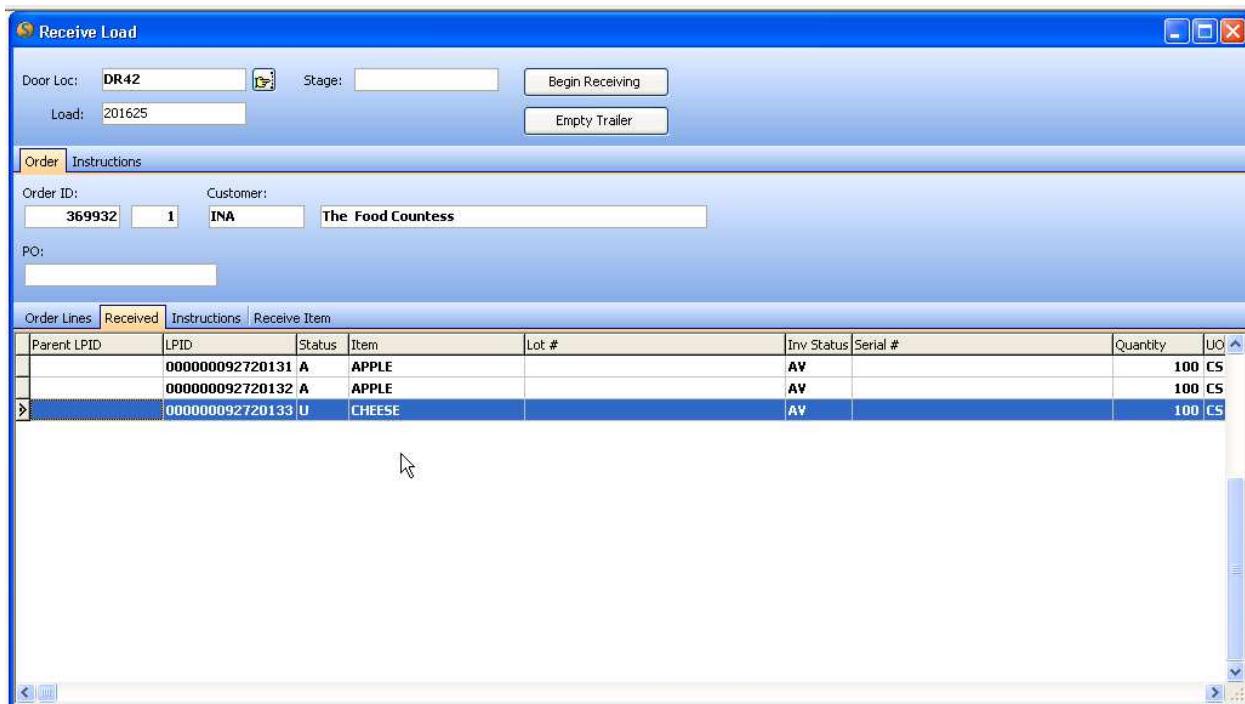
Fill in the fields for the receipt. Some of the fields may not be available for entry based on your system's setup. The following are required fields:

- o Handling Type – Enter a handling type or use the drop down to select one.
- o Quantity – Enter the quantity that you want to receive
- o LPID – Enter the LiP number that you will use to identify the inventory
- o 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 **Receive Item** 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).



- 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.



- 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.

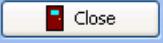
The screenshot shows the Zethcon Load 201625 application window. The main title bar says "Load 201625". Below it is a toolbar with buttons for "Comments", "Summary", "Pallet Tracking", "Pro Numbers", "Addl Info", and "Load Tracking". The main area has several input fields and dropdown menus:

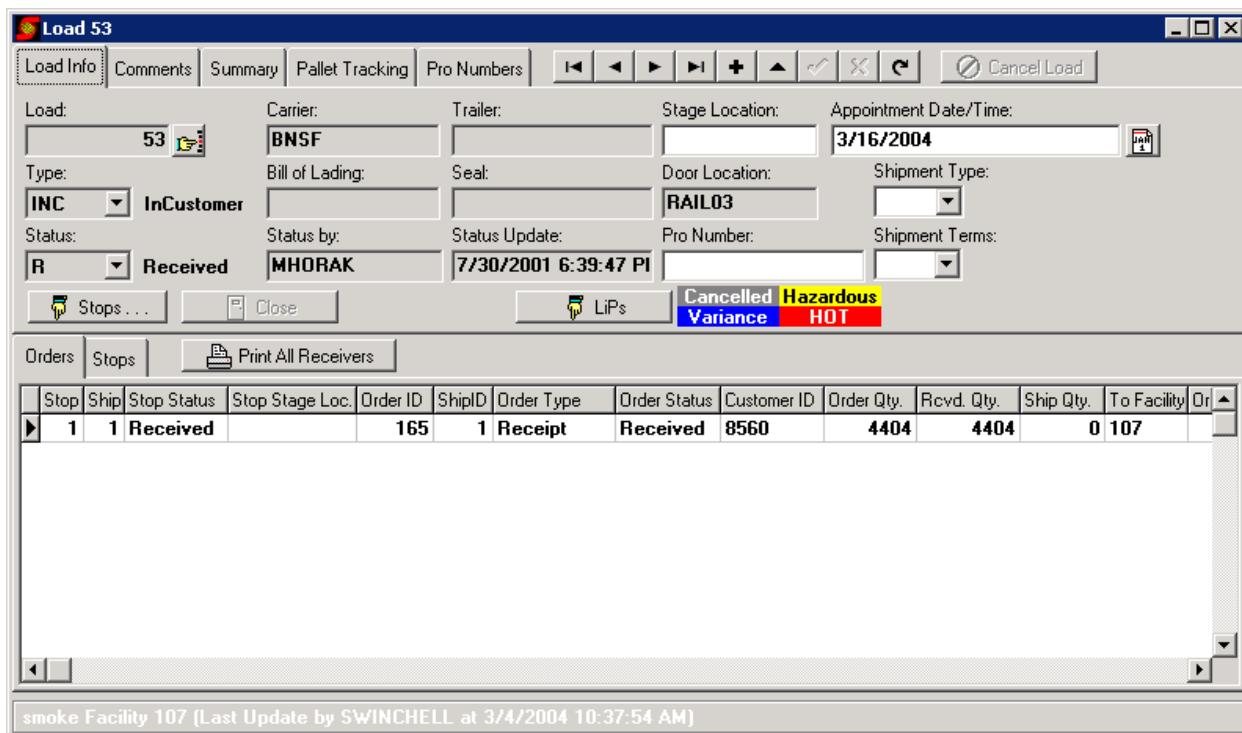
- Load:** 201625, Carrier: KNIG, Trailer: TR87464, Stage Location: (empty), Appointment Date/Time: (empty).
- Type:** InCustomer, Bill of Lading: BL109740247, Seal: 57568973, Door Location: DR42, Shipment Type: Truckload.
- Receipt Date/Time:** (empty), Pro Number: (empty), Shipment Terms: Prepaid.
- Status:** Unloaded, Status by: ANN, Status Update: 9/27/2013 11:25:54.

Buttons at the bottom include: View Stops, Close, View Plates, Move From Door, Cancel Load, Count Received Plates, Print All Receivers, Print COA, and Apply Pro No. to Orders. There are also "Cancelled", "Hazardous", "Variance", and "HOT" status indicators.

A "Orders" tab is selected, showing a table with columns: 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. One row is visible: Stop 1, Shipment 1, Status Arrived, Order ID 369932, ShipID 1, Status Arrived, Customer ID INA, Order Qty. 800, Rcvd. Qty. 300, Ship Qty. 0, To Facility ZET, Order Ship To (empty), From (empty).

At the bottom, it says "LINUX2TEST Facility ZET (Last Update by ANN at 9/27/2013 11:25:54 AM)".

- Close this load by clicking the Close button .



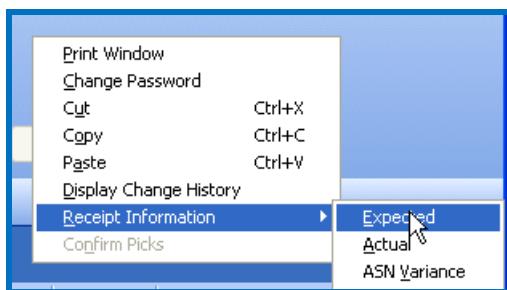
ASN (Carton Manifest) Receiving

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.

The screenshot shows the 'Advance Ship Notice Lookup' window. The search criteria section includes fields for Facility, Item, Creation Date Range, Customer ID, Reference, Order ID, Customer Line-Item Reference, Delivery Tracking Number, and Lot #. On the right, it shows ASN Count (4) and ASN Quantity (575). Below is a grid of ASN capture data:

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.

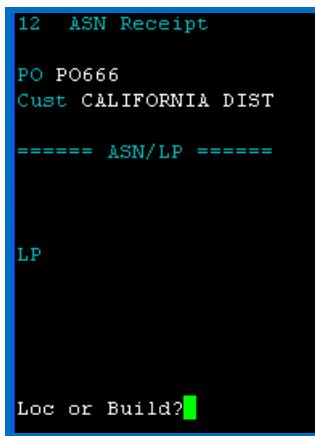
```
12 Start Receiving  
Location dr31  
Load #  
  
Enter rcpt data
```

- 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 092720135  
  
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

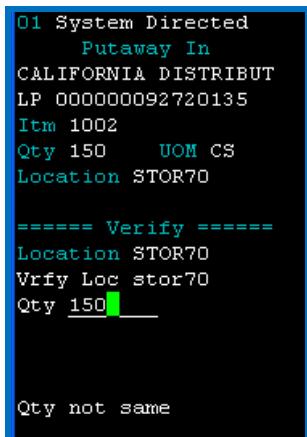
PO PO666
Cust CALIFORNIA DIST

===== 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
Item 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.

```

12 ASN Receipt

PO PO666
Cust CALIFORNIA DIST

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

LP

Done. More?n

```

- 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
11002			Case	150	Case	150	1002	Active	0	N	Hermaione 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:	Carrier:	Trailer:	Stage Location:	Appointment Date/Time:																												
201626	KNIG	5675673																														
Type:	Bill of Lading:	Seal:	Door Location:	Shipment Type:																												
InCustomer			DR31																													
Receipt Date/Time:	Pro Number:	Shipment Terms:	Late Shipment Reason:																													
Status:	Status by:	Status Update:																														
Unloaded	ANN	9/27/2013 4:17:47 PM																														
<input type="button" value="View Stops"/> <input type="button" value="Close"/>	<input type="button" value="View Plates"/>	<input type="button" value="Move From Door"/>																														
<input type="button" value="Cancel Load"/> <input type="button" value="Count Received Plates"/> <input type="button" value="Print All Receivers"/> <input type="button" value="Print COA"/> <input type="button" value="Apply Pro No. to Orders"/>																																
<input type="button" value="Cancelled"/> <input type="button" value="Hazardous"/> <input type="button" value="Variance"/> <input type="button" value="HOT"/>																																
<input type="button" value="Orders"/> <input type="button" value="Stops"/>																																
<table border="1"><thead><tr><th>Stop</th><th>Shipment</th><th>Stop Status</th><th>Stop Stage Loc.</th><th>Order ID</th><th>ShipID</th><th>Order Status</th><th>Customer ID</th><th>Order Qty.</th><th>Rcvd. Qty.</th><th>Ship Qty.</th><th>To Facility</th><th>Order</th></tr></thead><tbody><tr><td>1</td><td>1</td><td>Arrived</td><td></td><td>370212</td><td>1</td><td>Arrived</td><td>ICALJAM</td><td>0</td><td>575</td><td>0</td><td>ZET</td><td></td></tr></tbody></table>	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	ICALJAM	0	575	0	ZET							
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	ICALJAM	0	575	0	ZET																					
<input type="button" value="Close"/>																																
LINUX2TEST Facility ZET (Last Update by ANN at 9/27/2013 4:17:47 PM)																																

- Close this load by clicking the Close button .