

## **CHAPTER 5 - INBOUND ORDER PROCESSING.....2**

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## **CHAPTER 5 - INBOUND ORDER PROCESSING**

As shipments are received into the warehouse an order needs to be entered into SYNAPSE with every item on the shipment. This is a two-step process. First, a CSR will enter the original orders into the system. Once the load arrives at the warehouse, the second step is completed on the warehouse floor using an RF device.

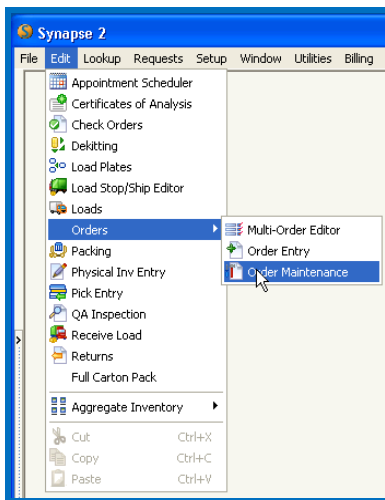
In this section the following steps will be discussed:

- ✓ Entering the Inbound Order into SYNAPSE
- ✓ Order Detail Screen
- ✓ Item Detail Screen
- ✓ Assigning the Order to a Load
- ✓ Arriving the Load at the Dock Door
- ✓ Using the RF to Receive an Order
- ✓ System Generated Putaway
- ✓ Emptying the Trailer
- ✓ Closing the Load
- ✓ Bulk Receiving
- ✓ Bulk Receiving Putaway
- ✓ Sample Receipt Confirmation

### ***Entering an Inbound Order***

When you enter an order into SYNAPSE, you will use two main screens. The first is the **Order Detail** screen and the second is the **Item Detail** screen.


- From the Edit Menu click on Orders/Order Maintenance.



Note: You can also use the Orders/Order Entry option to enter an Inbound Order. The following screen displays:


## Orders/Order Info

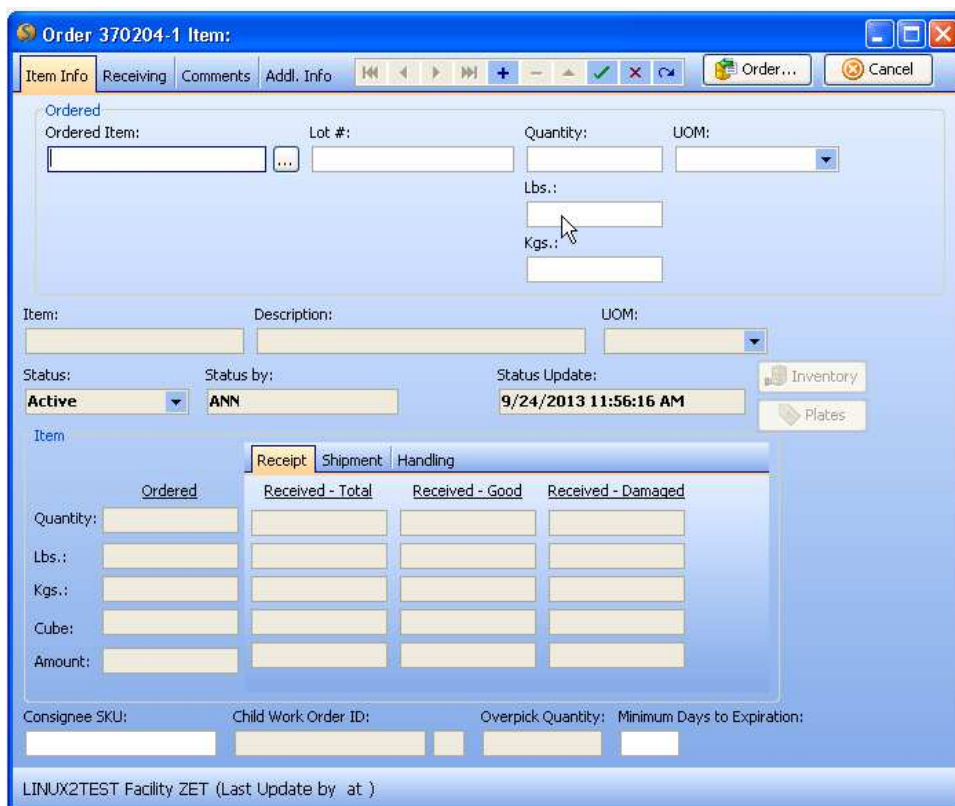
- Click the insert record button .

- From the drop down menu, select the type of order that will be entered. In this example, select “R” for **Receipt Order**.
- Press the **Tab** key to move to the **Customer ID** field and type the Customer ID.
- If the Customer ID is not known, double click in the field to see a complete list of customers. Double click on the appropriate Customer ID to select it.
- Press the **Tab** key to move to the **Cust PO** field and enter the PO number for this order. This is not a required field so if there is no PO number, leave the field blank.
- Enter the Reference, Appointment Date/Time, and Bill of Lading in the appropriate fields. These fields are optional.
- If there is a Master Receipt (sometimes referred to as a blanket PO) for the stock on this order, enter it in the Master Receipt field. To select a Master Receipt from a list, use the receipt lookup button .

Note: A Master Receipt order must exist in the system prior to entering it on the receipt order. When a Master Receipt is entered, this receipt becomes a child of the master. See the Order Processing Options chapter for more information.

- You can use the drop down menu to change the order’s priority.

- If this receipt is from a supplier, enter the supplier in the Supplier field. This field is optional.
- If it is a one-time supplier, click the One-Time check box. The Receiving tab is selected automatically so that you can enter the name and address information for the receipt.
- Click the save changes button  to save your receipt order. The Item **Detail** screen appears:



Order 370204-1 Item:

Item Info Receiving Comments Addl. Info

Ordered

Ordered Item: Lot #: Quantity: UOM:

Lbs.:

Kgs.:

Item: Description: UOM:

Status: Status by: Status Update:

Active ANN 9/24/2013 11:56:16 AM

Inventory

Plates

Item


Receipt Shipment Handling

Ordered	Received - Total	Received - Good	Received - Damaged
Quantity:			
Lbs.:			
Kgs.:			
Cube:			
Amount:			

Consignee SKU: Child Work Order ID: Overpick Quantity: Minimum Days to Expiration:

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### Orders/Order Info/Item Info

- Type the Item ID into the Ordered Item field.
- You can click on the Lookup button  or double click in the Item field to see a list of items. Select the item by double clicking on it.
- Type the Lot Number in the Lot # field.

NOTE: If the Lot Number is not required for this item, the field will be gray and will not allow an entry.

- Type the quantity that will be received in the Quantity field.
- Type the UOM in the Ordered UOM field.
- Click on the drop down box (as shown below) to view a list of UOM options that are available for this item and select the appropriate entry.

Order 370204-1 Item:

Item Info | Receiving | Comments | Addl. Info

Ordered

Ordered Item: 003 Lot #: Quantity: 15 UOM: CS Case, EA Each, PLT Pallet

Item: Description: UOM: Status: Active Status by: ANN Status Update: 9/24/2013 1:07:38 PM

Item

Receipt | Shipment | Handling

Ordered	Received - Total	Received - Good	Received - Damaged
Quantity:			
Lbs.:			
Kgs.:			
Cube:			
Amount:			

Consignee SKU: Child Work Order ID: Overpick Quantity: Minimum Days to Expiration:

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- When complete, click on the save changes button to add this item to the order.
- Specific comments for each line item can be entered on the Comments tab.
- Use the Receiving tab to select a specific status and/or class that you want to allow/disallow to be received.

Click the Include (or Exclude) button and enter the class in the Inventory Class Selection section that you want to allow (or disallow) to be received.

Click the Include (or Exclude) button and enter the status in the Inventory Status Selection section that you want to allow (or disallow) to be received.

You can double click in the entry boxes to select from a list of classes or statuses.

In the example below, for item 003, only stock with an AV status will be allowed to be received.

Order 370204-1 Item: 003

Item Info Receiving Comments Addl. Info

Inventory Class Selection  
☒ Include ☐ Exclude

Inventory Status Selection  
☒ Include ☐ Exclude AV

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Continue this process until all items have been entered for this order. Once all of the items for the order have been entered, close this window and return to the Order Detail screen.

Each item for the order will be displayed in the grid at the bottom of the Order Detail screen as shown below.

Order 370204-1 for Customer 1TSHIRT

Order Info Summary Comments Addl. Info Receiving History Billing

Order ID: 370204 Ship ID: 1 Type: R Customer ID: 1TSHIRT Cust PO: P0129875 Reference: 22586T5

To Facility: ZET Appointment Date/Time: 9/24/2013 4:00:00 PM RMA: Bill of Lading: BL9875763 Master Receipt:

Status: Hold Status by: ANN Status Update: 9/24/2013 11:56:15 AM Priority: Normal Supplier: One-Time

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

Wave: Print Receiver Reprint PO Confirmation Print Order Check

Items... Cancel Remove from Hold View Attachment Tab View Plates Create Overs

Legend: Hazardous Over Short Cancelled

Drag a column header here to group by that column

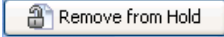
Item	Lot Number	Order Qty.	UOM	Rcvd Qty.	Ship Qty.	Entered UOM	Entered Qty	Ordered Item	Status
001		1250	Each			Case	25	001	Active
002		1500	Each			Case	30	002	Active
003		750	Each			Case	15	003	Active

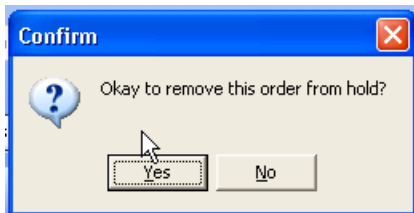
3 3500 0 0


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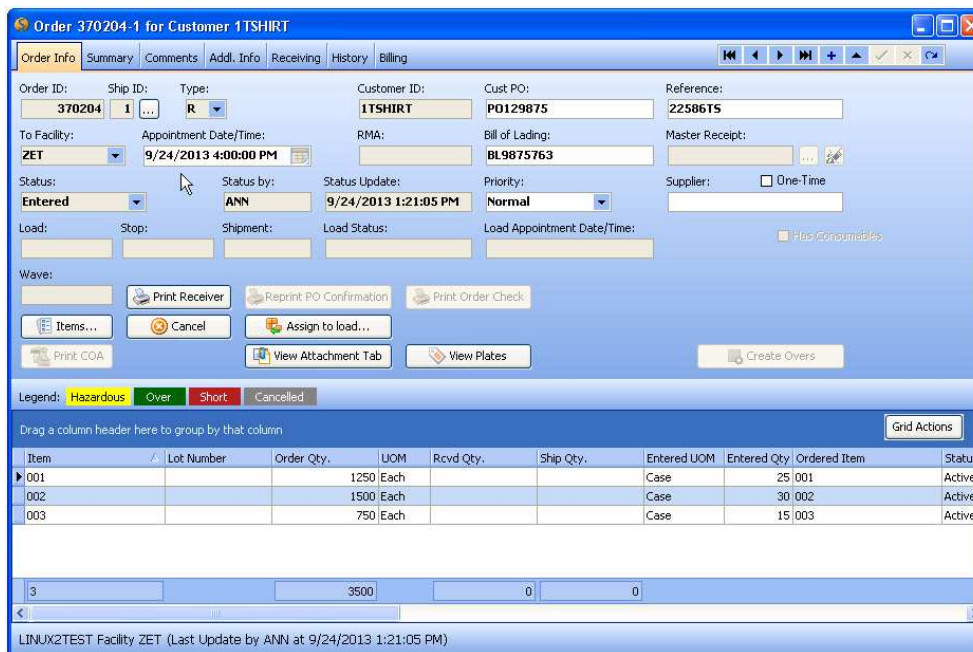
## Assigning an Order to a Load

- On the Order screen, click the  button. A confirmation message appears.



- Click  to remove the order from hold. An “Order successfully released from hold” message appears. Click OK.

The following screen appears:



Order 370204-1 for Customer 1TSHIRT

Order ID: 370204 Ship ID: 1 Type: R Customer ID: 1TSHIRT Cust PO: P0129875 Reference: 2258615

To Facility: ZET Appointment Date/Time: 9/24/2013 4:00:00 PM RMA: Bill of Lading: BL9875763 Master Receipt:

Status: Entered Status by: ANN Status Update: 9/24/2013 1:21:05 PM Priority: Normal Supplier: ☐ One-Time

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

Wave:

Print Receiver Reprint PO Confirmation Print Order Check


Items... Cancel Assign to load... Print COA View Attachment Tab View Plates Create Overs

Legend: Hazardous Over Short Cancelled

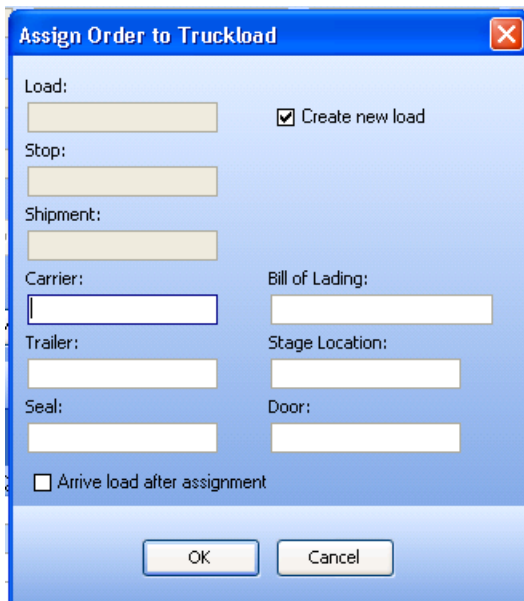
Drag a column header here to group by that column

Item	Lot Number	Order Qty.	UOM	Rcvd Qty.	Ship Qty.	Entered UOM	Entered Qty	Ordered Item	Status
001		1250	Each			Case	25	001	Active
002		1500	Each			Case	30	002	Active
003		750	Each			Case	15	003	Active
3		3500		0	0				

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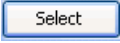
- Click the  button. The Assign Order to Truckload window displays:

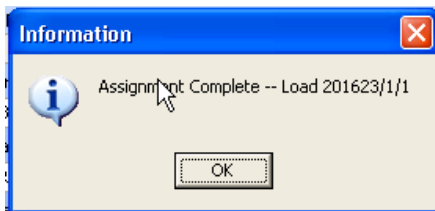




The image shows a Windows-style dialog box titled "Assign Order to Truckload" with a red close button in the top right corner. The dialog has a light blue background. It contains several text input fields and checkboxes. On the left side, there are fields for "Load:", "Stop:", "Shipment:", "Carrier:", "Trailer:", and "Seal:". On the right side, there are fields for "Bill of Lading:", "Stage Location:", and "Door:". A checkbox labeled "Create new load" is located to the right of the "Load:" field and is checked. Another checkbox labeled "Arrive load after assignment" is at the bottom left and is unchecked. At the bottom center, there are two buttons: "OK" and "Cancel".

### ***Orders/Order Info/Assign Order to Truckload***

- If the load doesn't already exist, click the Create new load check box.
- Type the carrier ID in the Carrier field.
- If you don't know the carrier's ID, double click in the Carrier field to view a list of carriers. Double click the carrier to select it.
- Press the Tab key to move to the Trailer field. Type the trailer number for the inbound truck. This is a required field.
- Press the Tab key to move to the Door field. Type the number of the door this load will be assigned to.
- You can double click in the Door field to select a door for this facility. Double click the door and click on the  button.
- Type the Bill of Lading, Stage Location and Seal number in the applicable fields. These fields are optional.
- If you want to arrive the load when you have finished assigning it, click the Arrive load after assignment check box.
- Click the OK button when complete. The system will assign the order to a load. A pop-up window displays confirming the load the order was assigned to.




- Click OK. Close the Order screen.

### *Arriving a Load at the Dock Door*


- From the Edit menu, click on Loads.

### *Loads/Load Info*

- Click on the  button in the navigation bar to go to the last load. This should be the load that the order was assigned to (see below).

Stop	Shipment	Stop Status	Stop Stage Loc.	Order ID	ShipID	Order Status	Customer ID	Order Qty.	Rcvd. Qty.	Ship Qty.	To Facility
1	1	Planned		370204	1	Planned	1TSHIRT	3500	0	0	ZET

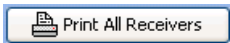
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- Click the  Arrive button to receive the load. A confirmation window appears.



- Click Yes. A window appears confirming that the arrival is complete.

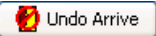


- Click OK.
- Once the load has arrived, you can print the Receiver document by clicking on the  button.

NOTE: Once the load has arrived and the Receiver has been printed, the next step of the process is completed by the worker on the warehouse floor using an RF device.

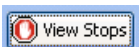
### ***Undo Arrive***

Use the Undo Arrive function to un-arrive the load **prior** to receiving any items on the load.

- On the load screen, click the .
- NOTE: Once you receive stock on the load, the Undo Arrive button no longer displays on the screen.
- 

### ***Other Load Functions***

#### **View Stops**

- Click  to look at the stop information for the load. When you click the button, the Load/Stop screen appears:

Load: 201623 Stop: 1 Delivery Point Type: Y/N Activity Code Del Rate Flag CWT Rate Min C

Stage Location: Ship To: Delivery Appointment: <no data to display>

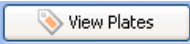
Status: A Arrived Status by: ANN Status Update: 9/24/2013 2:53:36 PM Entered: 9/24/2013 2:48:55 PM

View Shipments... Cancelled Variance Hazardous HOT Select All Unselect All

Orders	Shipments	Stop	Shipment	Stop Status	Stop Stage Loc.	Order ID	Ship ID	Order Status	Customer ID	Order Qty.	Rcvd. Qty.	Ship Qty.	To Facility	Order Ship To	From Facility	Stop Ship To	Order Type
	1	1	Arrived			370204	1	Arrived	1TSHIRT	3500	3500	0	ZET				Receipt

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## View Plates

- Click  to see a list of plates on the load. When you click the button, the Plate Lookup screen appears showing the load's plates:

License Plate: Facility: Lot Number: Location: Expires by:

Customer ID: QC Control ID: Serial Number: To Location: Status Update:

Item: Inventory Class: Receipt Order ID: Inbound Load: 201623

Plate Status: Inventory Status: Product Group: User 1

Legend: QC Hold In Transit Deleted

Adjustment Reason: Enter Adjustment Reason Customer Reference: \* represents Clickable column header for lookup

Type	Lot Number	Serial Number	Mfg Date	Expiration Date	Exp. Action	Last Operator	Customer PO
76 Pallet						SYNAPSE	PO129875
80 Pallet						SYNAPSE	PO129875
86 Pallet						SYNAPSE	PO129875
92 Pallet						SYNAPSE	PO129875

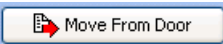
Multi-Plate Options: All Plates Multi-Plates Only Exclude Multi-Plates

Show Picked and Deleted Plates

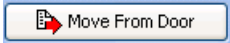
Record Limit: All

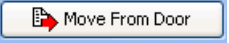
For a receipt load, the plates you received appear on the screen.

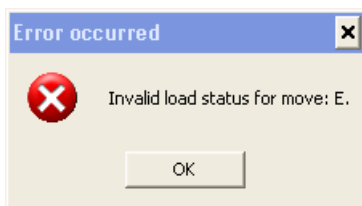
## Move From Door

- Click  to remove a load from a door.


When you remove a receipt load from the door after you have arrived the load but prior to performing the Empty Door procedure, the load status changes to Suspend and the door is removed from the load.

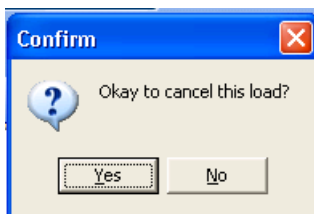
To receive the stock on the load, click  , enter a door in the Door Location field and save your changes. The load status changes from Suspend to Arrived and you can continue receiving the load.

If you performed the Empty Door procedure on the load, you will receive an error if you click .

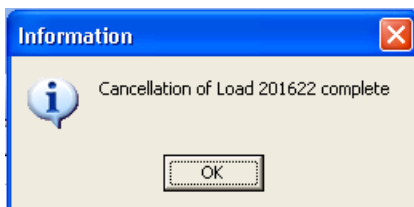


### Cancel Load

- Click  to change a load to Cancelled status. A confirmation window appears:



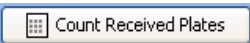
- Click Yes to cancel the load. An information window appears letting you know that the load has been cancelled. Click OK.

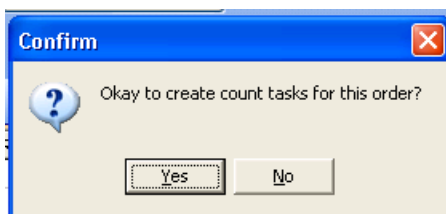


The load can no longer be used in the system.

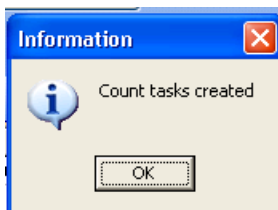
**WARNING:** If you cancel a load with orders, the load and the orders will be cancelled. If you want to cancel a load with orders but do not want to cancel the orders, remove the orders prior to canceling the load.

### Count Received Plates

- Click  to create count tasks for the plates received on this load. A confirmation window appears:



- Click Yes to create the tasks. An information window appears:

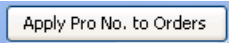


- Click OK.

### Print COA

- Click  to print Certificates of Analysis for item/lots on this load.

### Apply Pro No to Orders

- Click  to apply Pro numbers to orders. Pro numbers are not normally used in the receiving process.

### Using the RF to Receive an Order

- From the Receiving menu (option 10 on the Main Menu), select One-Step Receiving (option 11) and 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 =>11
Enter # of item
```

The following screen displays:

```
11  Start Receiving

Location 
Load #

Enter rcpt data
```

### ***Receiving/One-Step Receiving***

- In the Location field, type the Door Number ID that was assigned to this load. The Load # field is optional.
- Press the Enter Key. The Receiving Detail screen appears:



```
11 Receiving Detail
PO PO129875
Itm 
Cust TSHIRTS GALORE
Type      Status
Qty      UOM

Enter item
```

### ***Receiving/One-Step Receiving/Receiving Detail***

- In the Item field, type or scan the Item ID for the first item in the order and press the Enter key. This will take you to the bottom portion of the screen to fill in the information specific to this item.

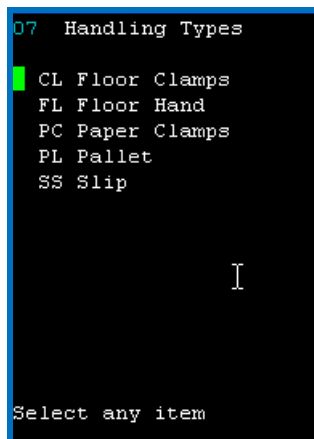
The screen with the bottom portion activated will display as follows:

```
11 Receiving Detail
PO PO129875*
Itm 001*
Cust TSHIRTS GALORE
Type       Status AV
Qty      UOM EA
LP
                                     I

50 EA = CS
20 CS = PLT

Data. F4-Done.
```

- In the Type field, enter whether this is a Floor, Pallet or Slip Sheet Handling Type.
- If the Type ID is not known, type a '?' in the field and press Enter to see a list of Handling Types (see below). Type an x next to the value you want to select and press Enter.



- 
- Press the Tab key to move to the Status field. This field will default with 'AV' for Available inventory.

If you need to change the status, type a '?' in the field and press Enter to view a list of Status ID's. Place an x next to the value you want to select and press Enter.

- Press the Tab key to move to the Qty field. Type the quantity that is being received for this item.
- Press the Tab key to move to the UOM field. Type the UOM for the item that is being received.
- Type a '?' in this field and press Enter to see a list of UOM types. Place an x next to the value you want to select and press Enter.
- Press the Tab key to move to the Mfg field. Type the Manufacturing Date for the item.

NOTE: This field will only display if the Manufacturing Date is required for the item. An Expiration Date or Serial Number field may also display for specific items.

If you enter the expiration date or if the system calculates the expiration date and the expiration date for the item is less than today's date a "Past exp date OK?" message appears. Type Y to accept the date or N to change the date and press Enter.

- Press the Tab key to move to the LP field. Type or scan the License Plate Number for this item.

```
11 Receiving Detail
PO PO129875*
Itm 001*
Cust TSHIRTS GALORE
Type PL      Status AV
Qty 25      UOM CS
LP 09242013 █

50 EA = CS
20 CS = PLT

Data. F4-Done.
```

- Press Enter. The screen allows another item to be entered for this order.
- Repeat this process until all items for the order have been entered.

Note: If an LP is scanned more than once, you will receive a message “Update LP?”. If you enter ‘Y’, then the product that is being received will be added to the LP. If you enter ‘N’, then the cursor will be put back on the LP field to scan a new LP.

- After all items have been entered, press the F4 key to finish the order. A ‘Loc or Build?’ prompt appears.

```
11 Receiving Detail
PO PO129875
Itm 002
Cust TSHIRTS GALORE
Type PL      Status AV
Qty          UOM EA
LP

50 EA = CS
20 CS = PLT

Loc or Build? █
```

- 
- 
- Note: If only one item LiP was processed, the Loc or Build message will not appear.

- Type 'L' for Location or 'B' for Build and press the Enter key. The System Directed Putaway screen appears (see below).

NOTE: If you select L for "location", the putaway sequence will be based on the putaway set up for the locations in the facility. If you select B for "build", the putaway sequence will be based on the reverse order that the LiPs were loaded on the vehicle. (This will not work if the operator has selected Task directed putaway when he logs in.)

```

01 System Directed
   Putaway In
   TSHIRTS GALORE
LP 000000092420132
Itm 002
Qty 20      UOM EA
Location
Dest Loc NO SPACE
===== Verify =====
Location
Vrfy Loc █
Qty

Verify drop

```

### *System Generated Putaway*

```

01 System Directed
   Putaway In
   TSHIRTS GALORE
LP 000000092420132
Itm 002
Qty 20      UOM EA
Location
Dest Loc NO SPACE
===== Verify =====
Location
Vrfy Loc STOR0361 █
Qty

Verify drop

```

- Below the Verify line, type or scan the Location ID where this item will be stored.
- Press the Tab key to move to the Check ID field. Type or scan the Check ID associated with this location.

Note: The Check ID field will only appear if your facility is setup to use Check IDs.

- Press the Tab key to move to the Qty field. Type the quantity that is being received. This quantity should match the information in the Qty field above the Verify line.

```
01 System Directed
   Putaway In
   TSHIRTS GALORE
LP 000000092420132
Itm 002
Qty 20      UOM EA
Location
Dest Loc NO SPACE
===== Verify =====
Location
Vrfy Loc STOR0361
Qty 20_____
Verify drop
```

- Press the Enter key. Continue this process until all items have been put away.
- When finished, press F1 to return to the Receiving menu.

### ***Empty Trailer***

- From the Receiving menu, select Empty Trailer (option 14) and press the Enter key. The Empty Trailer screen displays:

```
14 Empty Trailer

Dock Door _____
Load #

Enter dock data
```

### ***Receiving/Empty Trailer***

- Type the Door ID in the Dock Door field.


- Press the Enter key. The system will then prompt you for any more doors that need to be emptied. Type an N and press Enter to complete this process. The final step of the Inbound Process will then be completed by the CSR on SYNAPSE.

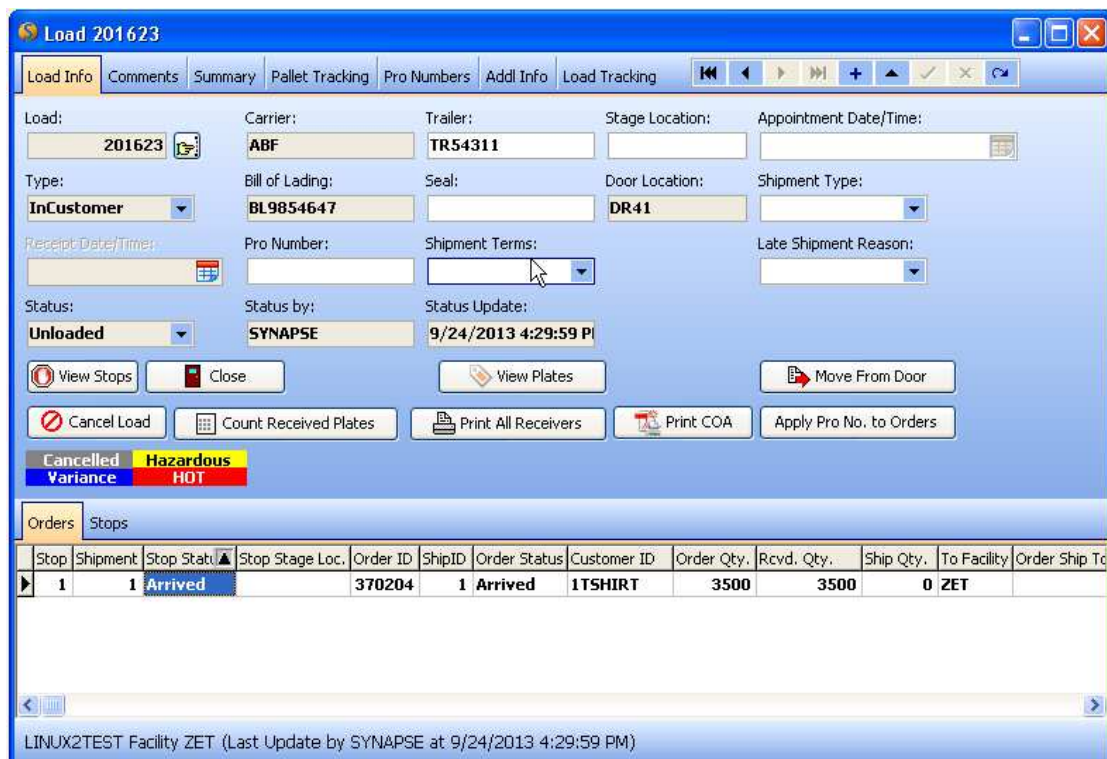
```

14 Empty Trailer
Dock Door dr41
Load #
I
Emptied. More?

```

### Closing the Load

- From the Edit menu, click on Loads. Click the  in the tool bar. This will display the last load. Make sure this is the load that needs to be completed.



**Load 201623**

Load: 201623 Carrier: ABF Trailer: TR54311 Stage Location: Appointment Date/Time:

Type: InCustomer Bill of Lading: BL9854647 Seal: Door Location: DR41 Shipment Type:

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

Status: Unloaded Status by: SYNAPSE Status Update: 9/24/2013 4:29:59 PM

View Stops Close View Plates Move From Door

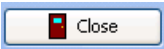
Cancel Load Count Received Plates Print All Receivers Print COA Apply Pro No. to Orders

Cancelled Hazardous  
Variance HOT

Stop	Shipment	Stop Stat	Stop Stage Loc.	Order ID	ShipID	Order Status	Customer ID	Order Qty.	Rcvd. Qty.	Ship Qty.	To Facility	Order Ship To
1	1	Arrived		370204	1	Arrived	1TSHIRT	3500	3500	0	ZET	

LINUX2TEST Facility ZET (Last Update by SYNAPSE at 9/24/2013 4:29:59 PM)

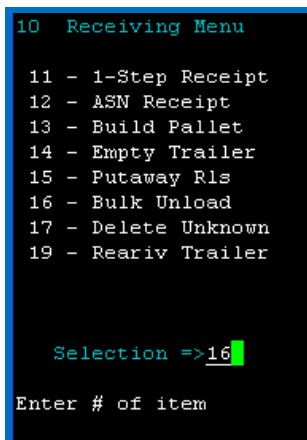


- Click on the  button to complete this load. A prompt for a printer to print the PO Batch Confirmation appears.
- Select the printer and click OK.

### ***Bulk Receiving***

There are times in a warehouse that a trailer needs to be emptied right away in order for the door to be cleared so a new load can arrive or be shipped. In this case, all items on the trailer can be 'bulk received' and taken off the truck to be detail received at a later time. This allows the truck to leave and the door to be cleared for the next load.

- From the Main Menu on the RF select Receiving (Option 10).
- From the Receiving Menu select Bulk Unload (Option 16).



The Bulk Unload screen displays:

```
16 Bulk Unloading

Dock Door █
Load #

===== Detail =====

Customer
PO
Staging
Qty
UOM
Status
LP

Enter receipt
```

- Type the Door ID in the Dock Door field and press Enter. The Load # field will populate followed by the Customer ID field:

```
16 Bulk Unloading

Dock Door dr31
Load # 201522

===== Detail =====

Customer █NA
PO TRANS3
Staging
Qty
UOM
Status
LP

Enter details
```

- Press the Tab key to move to the PO field. Type the Purchase Order Number in this field. This is not a required field so if there is no PO number, skip this step.
- Press the Tab key to move to the Staging field. Type the Staging Location where the inventory will be dropped until it has been detailed and put away.
- Press the Tab key to move to the Qty field. Type the Quantity of all items on the first License Plate.

All items do not have to be the same on a bulk license plate. If there is a small amount of items on the load, all items can be added to one bulk plate to be separated at a later time. It is recommended that items with a different UOM be placed on a separate bulk plate.

- Press the Tab key to move to the UOM field. Type the common UOM for all items. For example, if there are 60 cases of items on the plate, the UOM would be CS for Case.
- Press the Tab key to move to the Status field. Type the status of the inventory.
- Type a '?' in this field and press Enter to view a list of codes. Select the correct code by typing any character next to it and pressing Enter.
- Press the Enter key. The system will prompt with the question "Enter the LP?"

```
16 Bulk Unloading

Dock Door dr31
Load # 201522

===== Detail =====

Customer INA
PO TRANS3
Staging stg04
Qty 100
UOM cs
Status av
LP

Enter the LP?
```

- Type a 'Y' to enter the bulk plate and press Enter.
- Type or scan the License Plate Number for the Bulk Plate.
- This is the plate number that will be referenced when the detail putaway is being processed. The system keeps track of how many items have been detailed and when all items have been put away, the system will prompt to purge the bulk plate.
- Press the Enter key. Continue this process if there is more than one bulk plate to be received for this load.
- Exit Bulk Receiving. Perform the Empty Trailer function (option 14).
- Perform a load close on the CRT. The purpose of this is to release the door assignment. The load will NOT change to closed status at this time.

**Load 201522**

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

Load: 201522 Carrier: 42FR Trailer: 9999999 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: SYNAPSE Status Update: 9/24/2013 4:59:41 PM

View Stops Close Unknown Plates Move From Door

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

Cancelled Variance Hazardous HOT


Stop	Shipment	Stop Status	Stop Stage Loc.	Order ID	ShipID	Order Status	Customer ID	Order Qty.	Rcvd. Qty.	Ship Qty.	To Facility	Order S
1	1	Arrived		370015	1	Arrived	INA	100	0	0	ZET	00001

LINUX2TEST Facility ZET (Last Update by SYNAPSE at 9/24/2013 4:59:41 PM)

### ***Bulk Receiving Putaway***

The Detailed Receiving and Putaway for the Bulk Plates is completed in the same manner a 1 step receipt is done. Starting in the Receiving Menu, go to 1 Step Receiving and detail receive each order/item from the bulk plate. The location entered on the opening screen will be the staging location if you have released the door in the load close function. Once all inventory has been received, press F1 to back out of the screen and the system will prompt with a message "Purge Unknown LP?" If all has been received from the Bulk Plates, type a 'Y' and press Enter. The system will then purge the plate and the bulk receiving has been completed. You will NOT have to perform the empty trailer function (option 14) if you have previously done so. You will close the load in the same manner as any other receipt to generate the receipt confirmation.

**Sample Receipt Confirmation**

Warehouse Location 500 W 52nd Street		Seattle WA USA		 <b>SYNAPSE</b>
Telephone: 777-555-1313		55555		
Fax: 777-555-1314				
Warehouse Manager: John Smith				

Receiving Detail For:	
Customer:	CCC
PO:	PO12386
CCC Computer Supplies 400 Cumberland Road	
Pack Ridge	IL USA 60068
Telephone:	847-555-2345
Fax:	847-555-3300
Contact:	Jennifer S. Smith

Receipt Date:	10/02/2000 11:26:13A
Facility:	Warehouse A
Facility #:	A
Receipt Number:	11265 - 1
Reference #:	1456

PO:	PO12386	Shipped:	Carrier:	Chen Small Package	Trailer:	92-00
SKU	Description	Qty	Expected	UOM	Received	Weight
COMPUTER DESK	Computer Desk		2	Cases	500.00	75,000.00lbs
	Item Sub-Total	Count: 1	2		500.00	75,000.00lbs
KEYBOARD	Basic Keyboard for QLR		12	Cases	1.00	48.00lbs
	Item Sub-Total	Count: 1	12		1.00	48.00lbs
MODEM CABLE	5 ft. Modem Cable		12	Cases	75.00	1,500.00lbs
	Item Sub-Total	Count: 1	12		75.00	1,500.00lbs
PRINTER TABLE	Printer Table		3	Cases	1,500.00	45,000.00lbs

11/29/2000	9:29:10AM	1 of 2
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