



ORACLE
NETSUITE

NetSuite WMS User Guide

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NetSuite WMS Overview

NetSuite Warehouse Management System (WMS) is an important component for efficient operation of your warehouse. It extends your NetSuite account and its inventory and warehouse management features to enable you to track information in detail to better manage your inventory and warehouse transactions.

Using a mobile device and processes customized to your warehouse setup, NetSuite WMS helps you improve your inventory accuracy and reduce the time you spend searching for and handling items in your warehouse. It guides you through your warehouse processing tasks, from receiving and storing items to picking and shipping them. As you process items in your warehouse, each transaction you enter updates your NetSuite inventory records and reports in real time to give you precise information about your inventory.

The information and procedures in this guide are limited to using an already set up and configured NetSuite WMS SuiteApp with an existing NetSuite account. For information on setting up and configuring the NetSuite WMS SuiteApp with your NetSuite account, see the  [NetSuite WMS Setup Guide](#).

For information on using NetSuite features, when you are logged in to NetSuite, click Help to access the NetSuite Help Center.

Using Mobile Devices

NetSuite WMS uses the internet browser on your mobile device to enable you to complete transactions wirelessly in your warehouse and post real-time updates to your NetSuite account.

You can enter information and select screen elements on your mobile device in different ways, depending on your device model and configuration and the options on the screen.

When steps in this guide instruct you to select screen elements or enter information on your mobile device, use one of the following methods, as appropriate.



Important: Depending on your device configuration, the next page in processes might not appear automatically. If a field described in an instruction does not appear, select Next (Ent) to move to the next page in the process.

Entering Information on Mobile Devices

When requested, you can enter information such as order numbers, inventory item numbers, or bin locations using either the scanning or keyboard function of your mobile device.



Important: Whenever possible, scan an associated bar code to provide the requested information.

To enter information using a scanner:

Verify the cursor appears in the appropriate field and scan the associated bar code.

- If your mobile device is configured to perform the Enter action after a scan, the information is entered automatically and the next page in the process appears or the cursor appears in the next field on the same page.
- If your mobile device is configured to perform the Tab action after a scan, select Next (Ent) to move to the next page in the process.

For more information on configuring your mobile device, contact your NetSuite WMS Project Manager.

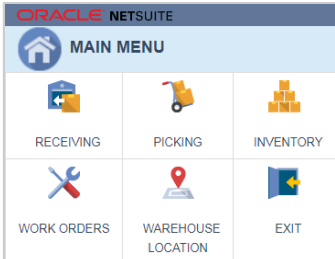
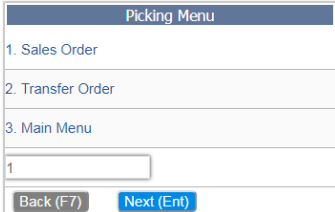

To enter information using a keyboard:

1. Verify the cursor appears in the appropriate field and type the associated text or number.
For example, to select purchase order 12345, enter **12345** in the **Enter/Scan Purchase Order#** field.
2. Select **Next (Ent)**.

To select screen elements on mobile devices:

Description	Example
<p>Icons</p> <p>To select a menu item that is represented by an icon, touch the menu item icon.</p> <p>For example, to select Main Menu, touch the Main Menu icon.</p>	
<p>Buttons</p> <ul style="list-style-type: none"> ■ If your mobile device has a touch screen, to select a button, touch the button on the screen. For example, to select Back (F7), touch the Back (F7) button on the screen. ■ To select a button that has a key name in brackets, press the indicated key on your mobile device keyboard. For example, to select Next (Ent), press the Enter key on your mobile device. <div data-bbox="277 1419 995 1535" style="background-color: #ffffcc; padding: 10px;"> <p>Important: Be sure to select a button only one time so the mobile device does not skip a step in the operation you are performing.</p> </div>	
<p>Hyperlinks</p> <p>If your mobile device has a touch screen, to select a hyperlink, touch the hyperlink on the screen.</p> <p>For example, to select Inventory, touch the Inventory hyperlink on the screen.</p>	
<p>Numbered menu items</p> <p>To select a menu item that is preceded by a number, enter the menu item number and select Next (Ent).</p> <p>For example, to select Sales Order, enter 1 in the text box and select Next (Ent).</p>	

To navigate to different pages:

Description	Example
Warehouse Location To return to the Warehouse Location page, select Warehouse Location when it appears in a menu.	
Exit To log out of the NetSuite WMS account on your mobile device, select Exit when it appears in a menu.	
Main Menu To return to the Main Menu page, select Main Menu when it appears in a menu. You can also touch the Main Menu icon when it appears in a menu.	
Back To move to the previous page in a process, select Back (F7). <div data-bbox="248 884 1019 972" style="border: 1px solid black; background-color: #fff9c4; padding: 5px; margin-top: 10px;">  Important: Avoid using your browser's back button to move to a previous page. </div>	

Picking and Receiving Orders Using Multiple Units of Measure (UOM)

When you pick or receive orders using mobile devices, you can enter item quantities using multiple units of measure (UOM). A units selector appears on picking and receiving screens to enable you to enter item quantities in the unit set on the associated order. An icon also appears to enable you to add another units selector to enter an item quantity using a different unit. You can add one line item for each unit configured on the associated item record.

For example, consider you are picking a sales order with an item that is configured to use the case and each units and the item quantity on the sales order is 26 eaches. When you pick the item quantity of 26 using a mobile device, you can enter 2 in the available eaches unit selector and add a units selector to pick one case of 24.

You can also use the UOM filter to show list results for a specified unit of measure.

Picking Qty

Sales Order# **SO605**
Item: **Dinv1**
Picked Qty: **0 EACH**
Remaining Qty: **26 EACH**
Enter Qty
 EACH +
Enter/Scan Bin

Back (F7)
Pick (Ent)
Skip

Pick & Stage

UOM
EACH ▾
EACH
CASE
PALLET

	Qty	Qty In EACH
	0.09	0.9
c1-1-1	0.03	0.3
W-1-2	0.1	1
A2-1-1	345.82	3458.2

Picking Qty

Sales Order# **SO605**
Item: **Dinv1**
Picked Qty: **0 EACH**
Remaining Qty: **26 EACH**
Enter Qty
 EACH ▾ —
 CASE ▾ +
Enter/Scan Bin

Back (F7)
Pick (Ent)
Skip

Pick & Stage

UOM
EACH ▾

Bin Location	Qty	Qty In EACH
b1-1-1	0.09	0.9
c1-1-1	0.03	0.3
W-1-2	0.1	1
A2-1-1	345.82	3458.2

To use picking and receiving functionality, items must be configured to use multiple units of measure. You configure items to use multiple units of measure in the Primary Information section of item records, listed at Setup > Items > Items. For more information, see Item Records in the [NetSuite WMS Setup Guide](#).

Using Inventory Status on Mobile Devices

If you use the Inventory Status feature, inventory status information appears in different ways on mobile device screens, depending on the process you are completing.

If you are adding an item to inventory or removing an item from inventory, you are prompted to select the associated status for the item. For example, when you pick an item for an order, you select the status for the item you are picking from the bin location using the inventory status links:

Picking Bin/Location Status

Sales Order#: **SO605**
Item: **Dinv1**
Bin: **A01**
Qty: **1 EACH**

Inv Status	Qty
Good	9.9
Damaged	10

Back (F7)

If you are viewing a list of items on a mobile device screen, you can use the inventory status filter to limit the results shown based on the following criteria:

- **All** — show items associated with any status
- **All Available** — show items associated with statuses that have been configured to make inventory available for sale
- **Not Available** — show items associated with statuses that have been configured to make inventory unavailable for sale
- **<status>** — show items associated with the specified status

If you are completing an action on an item for which the status has already been specified, the inventory status information is shown for reference. For example, if you are reversing a completed pick for an item, the item's inventory status appears when you confirm the reversal.

For more information, see the help topic [Inventory Status](#) in the NetSuite Help Center.

Recording Mobile Device Transactions

When you complete warehouse transactions using a mobile device, NetSuite WMS creates records that capture information about the transaction. These records are used to post real-time updates to your NetSuite account as you scan items throughout the warehouse.

WMS Open and Closed Task Records

A WMS open task record captures information such as the date, time, user, location, and action for each assigned transaction or task.

An open task record can have one of the following types:

- CYCC — a task assigned for a Cycle Count
- MOVE — a task assigned for an inventory move
- PICK — a task assigned for picking items for an outbound order
- PACK — a task assigned for packing items for an outbound order
- PUTW — a task assigned for putting away items for an inbound order
- RPLN — a task assigned for replenishing inventory
- XFER — a task assigned to transferring items

For example, if you receive an item to a staging location using a mobile device, an open task record with the type PUTW is created to track the following:

- the start and end time of the putaway action
- the bin location
- the item quantity information

After the transaction associated with an open task record is completed, WMS open task records are converted to WMS closed tasks.

On any purchase order, sales order, transfer order, or customer return authorization, click the NS WMS subtab to view WMS open and closed tasks.

To view a list of WMS open and closed records, you can use the global search feature. For example, to search for a list of open pick task records, complete the following procedure.

To search for open or closed task records:

1. In the global search box, type WMS Open Task.
2. Click **View** next to the WMS Open Task page search result.
3. Click **Search** at the top-right corner of the page.
4. In the box below the **Task Type** field, select **PICK**.
5. Click **Submit**.

WMS Lock Records

A WMS lock record is used to prevent two warehouse operators from processing the same transaction or task at the same time.

For example, when you begin to receive a line item on a purchase order, a WMS lock record is created with a lock status of true, or locked, for that line item. If another user starts to receive the same purchase order, the locked line item you are receiving does not appear on their mobile device. When your transaction is completed, the lock status on the lock record updates to false, or unlocked.

In some cases, the system might not unlock lock records as expected. A periodic script runs to unlock incorrectly locked records.

To view a list of WMS lock records, use the global search feature to search for WMS Lock Records and click View next to the search result. If necessary, you can edit a WMS lock record to manually unlock it by setting the Lock Flag field to F.

Inbound Processing

Inbound processing is the receiving and putaway of items into your warehouse. It includes the receiving, staging, and putaway of items from incoming orders.

Depending on your business processes, the tasks you complete to process inbound orders might vary. Below is a description of the possible inbound processes you complete using NetSuite WMS.

Receiving Orders

Items might arrive at your warehouse for a number of reasons:

- Vendors send items you have ordered.
- Other warehouse locations send items to transfer to your warehouse.
- Customers send items you have authorized to be returned.

Purchase order items are received from vendors and suppliers. Transfer order items are received from your company's various warehouse locations. Return authorization items are received as returns from customers.

Before you can receive items into your warehouse, purchase orders, transfer orders, or return authorizations must be entered and approved in NetSuite. These transactions track the purchase, transfer, return, and receipt of items to your warehouse.

For more information on entering or approving orders, see the following topics in the NetSuite Help Center:

- [Creating Sales Orders](#)
- [Entering a Transfer Order](#)
- [Approving Sales Orders](#)
- [Approving Transfer Orders](#)

NetSuite WMS recognizes and lets you process only transactions that meet the following conditions:

- All orders must be approved.
- The warehouse location for an order must be the same as the warehouse location that is selected on a mobile device.
- Purchase orders and transfer orders must have the Pending Receipt or Pending Billing/Partially Received status.
- Customer returns orders must have the Pending Receipt or Pending Refund/Partially Received status.

Depending on how your account is configured, you can receive items to a staging location or put them away directly to their storage locations as they are received.

To receive a purchase order, transfer order, or customer return:

1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Receiving**.
3. On the Receiving page, select **Purchase Order**, **Transfer Order**, or **Returns**, depending on the type of order you are receiving.

4. On the Receiving order type# page, scan or enter the purchase order, transfer order, or customer return number.

The name at the top of this page might be Receiving PO#, Receiving TO#, or Receiving RMA#, depending on whether you are receiving a purchase order, transfer order, or customer return.

To view a list of orders that are available for receiving, select **List**. If required, select **Next** to view more entries. Select an order number.

5. On the Receiving Item page, in the **Enter/Scan Item** field, scan or enter the item number for the first item you are receiving.


You can enter inventory item numbers in one of the following ways:

- Scan an item bar code
- Scan a UPC bar code
- Scan an item alias bar code
- Enter an item number
- Enter an item alias number

For more information, see Item Aliases in the  [NetSuite WMS Setup Guide](#).

6. If you are receiving a lot numbered item, on the Receiving Lot# page, scan or enter the lot number and expiry date.

The expiry date must be entered in the format MMDDYY. For example, if the item expires on June 5, 2016, enter **060516**.

If you have set a shelf life for the item, the item's expiry date is automatically populated as the receipt date plus the defined shelf life. For more information on setting an item's shelf life, see Item Records in the  [NetSuite WMS Setup Guide](#).

7. On the Receiving Qty page, in the **Enter Qty** field, enter the quantity of the item you are receiving. This number can be equal to or less than the number in the **Remaining Qty** field, depending on whether you are receiving a full or partial item quantity.



Note: If you are receiving a transfer order, unless you disable the Use Item Cost as Transfer Cost preference, item quantities on transfer orders cannot be partially received. The entire item quantity must be processed at one time. If you disable the Use Item Cost as Transfer Cost preference, you are able to partially receive item quantities.

For more information, see the help topic [Transfer Order Preferences](#) in the NetSuite Help Center.

8. In the **Inv Status** field, select the status for the quantity of the item you are receiving.
For more information, see the help topic [Inventory Status](#) in the NetSuite Help Center.
9. In the **Enter/Scan Bin Location** field, scan or enter the bin location where you will receive the item to. If necessary, select **Save (Ent)**.

A list of suggested bin locations appears at the bottom of the page. If a preferred bin is set for an item, it appears at the top of the list with an asterisk (*).

If your account is configured to receive orders to a staging location, the suggested bin locations are staging bin locations. If your account is configured to enable you to receive items directly to their storage location, the suggested bin locations are storage bin locations.

For more information, see [Enabling Staging at Receiving](#).

10. If you are receiving a serialized item, on the Receiving Serial# page, scan or enter the serial number for the unit of the item you are receiving. If necessary, select **Save (Ent)**. Repeat this step for each unit of the serialized item you are receiving.

If you have received a partial quantity of one or more items in the order, the Receiving Item page appears so you are able to repeat the applicable steps to receive additional items from the same order. Only line items pending receipt can be selected on this page. They appear with a hyperlinked name in the Item column and a number greater than zero in the Remaining column.

Item	Received	Remaining
INVT100	25	0
LOT100	20	30
SER100	0	25

If you have received the full quantity of all items in the order, the Receiving order# page appears so you are able to repeat the applicable steps to receive a different order of the same type.

Posting Item Receipts

An item receipt transaction records the receipt of items into your warehouse and is linked to the appropriate transfer order, purchase order, or return authorization as a related record. When an item receipt is posted, the item on the linked order is marked as received and the stock level for the warehouse is updated for the appropriate bin location.

By default, NetSuite WMS is configured to automatically post one item receipt for each item after it is received. If you want to prevent item receipts from being automatically posted upon receipt, you can enable the deferred item receipt posting function.

When the deferred item receipt posting function is enabled, you must manually post item receipts after you have received or put away items.

To enable deferred item receipt posting:

1. Log in to your NetSuite WMS account using the Warehouse Administrator role.
2. Go to Setup > Warehouse > System Rules.
3. Do one of the following:
 - To enable deferred item receipt posting for all warehouse locations, click **Edit** next to **Manually post item receipts?**
 - To enable deferred item receipt posting to accommodate a business exception that applies to one warehouse location only, complete the following steps:
 1. Click **View** next to **Manually post item receipts?**
 2. In the **Actions** menu, click **Make Copy**.
 3. In the **Name** field, enter **Manually post item receipts?**
 4. In the **Location** field, select the appropriate warehouse location or warehouse sublocation.
4. In the **Rule Value** field, enter **Y**.
5. Check the **Active** box.
6. Click **Save**.

For more information, see System Rules in the  [NetSuite WMS Setup Guide](#).

To manually post an item receipt:

1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Receiving**.
3. On the Receiving page, select **Post Item Receipt**.
4. On the Post Item Receipt page, enter the order number for the items you have received.
5. Select **Purchase Order**, **Transfer Order**, or **RMA**, depending on the type of order you are posting an item receipt for.

When you manually post an item receipt, one item receipt is posted for all items received for the order since the last item receipt was posted for the order.

For example, consider an order with three line items and a posted item receipt after one line item was fully received. If you do not post another item receipt until the remaining two line items are received, the item receipt will have two line items.

Reversing Completed Item Receipt Transactions

You can reverse completed item receipt transactions. You can choose to reverse line items across single or multiple purchase orders, transfer orders, or return merchandise authorizations. When you reverse an item receipt transaction, the associated item quantities are removed from the bin locations from which they were received or put away and are marked as not yet received. You can reverse entire line items only; you cannot complete partial line item reversals.

You can reverse completed item receipt transactions using only the NetSuite WMS user interface.

To reverse a completed item receipt transaction using the NetSuite WMS user interface:

1. Log in to your NetSuite WMS account using the Warehouse Operator role.
2. Go to Receiving > Receiving > Inbound Reversal.
3. In the **Transaction Type** field, select whether you are reversing an item receipt from a purchase order, transfer order, or return merchandise authorization.
4. In the **Transaction #** field, enter the purchase order, transfer order, or return merchandise authorization.
5. Click **Display**.
6. On the **ItemList** sublist, in the **Confirm** column, check the box next to each item receipt transaction you want to reverse.
7. Click **Submit**.


Putting Away Items

After you receive an item, you need to place the item in the warehouse for storage until it is shipped out. This process is called putaway. After you put away an item, its inventory count increases in the appropriate bin locations. If you put away a lot numbered or serialized item, the item's lot number or serial number details is updated in the appropriate bin location. An item is available for allocation to sales orders or transfer orders after it is put away to a storage location.

Depending on how your account is configured to your business needs, you can put away items from a staging bin location to a storage bin location or directly from the incoming truck to the storage bin location. For more information, see [Enabling Staging at Receiving](#).

Putaway Strategies

Putaway strategies define where an item should be put away after it is received. They also dictate the bin locations NetSuite WMS suggests in the inbound processing of orders.

For information on defining putaway strategies, see Putaway Strategies in the  [NetSuite WMS Setup Guide](#).

NetSuite WMS suggests storage bin locations for putting away an item using the following logic:

1. Get the Item Group, Item Family, WMS Mix Lot, WMS Mix Item, and Preferred Bin Location values from the item record.
2. Find all of the putaway strategies with criteria that match the item.
3. Get the Warehouse Zone and Sequence values for each of the strategies found in step 2.
4. Order the warehouse zones by their associated strategy's sequence number, starting with the lowest.
5. For zones with the lowest strategy sequence number, find all associated bin locations, considering the following restrictions:
 - If the item is configured to allow mixed items, find all associated bin locations.
 - If the item is configured to not allow mixed items, find only the associated bin locations for the selected item.
 - If the item is configured to allow mixed lots, find all associated bin locations.
 - If the item is configured to not allow mixed lots, find only the associated bin locations for the selected lot.
6. If fewer than five available bin locations are found, repeat step 5 for each of the remaining strategies in ascending order by sequence number until five available bin locations are found or all putaway strategies have been searched.
7. Order the bin locations from step 5 by their putaway sequence number.
8. Display the item's preferred bin location, if available, followed by the top five available bin locations in the following order:
 - a. Bin locations matching the criteria in the putaway strategy with the lowest sequence number, in ascending order based on the putaway sequence set in their bin records.
 - b. Bin locations matching the criteria in the putaway strategy with each subsequent sequence number, in ascending order based on the putaway sequence set in their bin records.

For example, when you put away an item with the following suggested bin locations and bin attributes, the mobile device displays the bin locations in the order Preferred, A, B, E, C, D.

Bin Location	Applicable Putaway Strategy	Putaway Strategy Sequence Number	Bin Record Putaway Sequence Number
Preferred	N/A	N/A	N/A
A	StrategyABC	6	1
B	StrategyABC	6	2
C	StrategyXYZ	10	1

D	StrategyXYZ	10	2
E	StrategyABC	6	3

Enabling Staging at Receiving

By default, NetSuite WMS is configured to suggest storage bin locations when orders and customer returns are received. This preference enables you to put away items directly to their storage bin locations as you receive them. If you want to receive items to a staging area before you put them away, you can enable staging at receiving.

To enable staging at receiving:

1. Log in to your NetSuite WMS account using the Warehouse Administrator role.
2. Go to Setup > Warehouse > System Rules.
3. Do one of the following:
 - To enable staging at receiving for all warehouse locations, click **Edit** next to **Stage received items before putting away?**.
 - To enable staging at receiving to accommodate a business exception that applies to one location only, complete the following steps:
 1. Click **View** next to **Stage received items before putting away?**.
 2. In the **Actions** menu, click **Make Copy**.
 3. In the **Name** field, enter **Stage received items before putting away?**.
 4. In the **Location** field, select the appropriate warehouse location or warehouse sublocation.
4. In the **Rule Value** field, enter **Y**.
5. Check the **Active** box.
6. Click **Save**.

For more information, see System Rules in the  [NetSuite WMS Setup Guide](#).

To put away an item from a staging location to a storage location:


1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Receiving**.
3. On the Receiving page, select **Putaway**.
4. On the Bin Putaway From Bin page, scan or enter the staging bin location where the item was placed after it was received.

To view a list of staging bin locations that have items that are ready to be put away, select **List**. If required, select **Next** to view more entries. Select a staging bin location.
5. On the Bin Putaway Item page, scan or enter the item number for the item you are putting away.

You can enter inventory item numbers in one of the following ways:

 - Scan an item bar code
 - Scan a UPC bar code
 - Scan an item alias bar code
 - Enter an item number

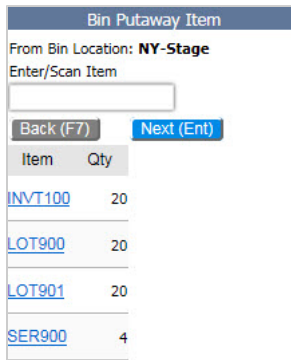
- Enter an item alias number

For more information, see Item Aliases in the  [NetSuite WMS Setup Guide](#).

6. If you are putting away a lot numbered item, on the Bin Putaway - Lot# page, in the **Enter/Scan Lot#** field, scan or enter the lot number of the item you are putting away.
7. On the Bin Putaway To Bin page, in the **Enter/Scan Qty** field, enter the quantity of the item that you are putting away. This number can be equal to or less than the number in the **Available Qty** field, depending on whether you are putting away a full or partial item quantity.
8. On the Bin Putaway To Bin page, in the **Enter/Scan To Bin Location** field, scan or enter a storage bin location to put away the item.

A list of suggested bin locations appears at the bottom of the page. If a preferred bin is set for an item, it appears at the top of the list with an asterisk (*).
9. If you are putting away a serialized item, on the Bin Putaway - Serial# page, in the **Enter/Scan Serial#** field, scan or enter the serial number for the unit of the first item you are putting away. Repeat this step for each unit of the serialized item you are putting away.
10. Select **Save (Ent)**.

If you have put away a partial quantity of one or more items in the staging location, the Bin Putaway Item page appears so you are able to repeat the applicable steps to put away additional items from the staging bin location. Only line items pending putaway can be selected on this page. They appear with a hyperlinked name in the Item column and a number greater than zero in the Qty column.



Item	Qty
INVT100	20
LOT900	20
LOT901	20
SER900	4

If you have put away the full quantity of all items in the bin location, the Bin Putaway From Bin page appears so you are able to repeat the applicable steps to put away items from a different staging bin location.

Inventory Processing

After you receive inventory, you must manage it throughout its lifecycle within the warehouse. Use NetSuite WMS to complete the following tasks to process inventory within your warehouse:

- [Transferring Inventory](#)
- [Searching Inventory](#)
- [Creating Inventory](#)
- [Counting Inventory](#)
- [Assembling Inventory](#)
- [Replenishing Inventory](#)

Transferring Inventory

You can transfer inventory between storage bin locations within the same warehouse location using a Bin Transfer. You can transfer inventory between different warehouse locations using an Inventory Transfer. NetSuite WMS uses your defined putaway strategies to suggest the destination bin locations for your bin and inventory transfers. When you transfer inventory using either form, the stock level for the source bin location is decreased and the stock level for the destination bin location quantity is increased.

Transferring Items Between Bin Locations

You can use a bin transfer to transfer items between storage bin locations and a stage bin transfer to move items between inbound staging locations. To transfer items from a staging bin location to a storage bin location, use the putaway process. For more information, see [Putting Away Items](#). You cannot transfer items from a storage bin location to a staging bin location.


When you transfer items between bin locations, a bin transfer record is created to update the stock level for the source and destination bin locations by the appropriate quantity. To view a list of bin transfer records, log in to your NetSuite account using the Administrator role. Go to Transactions > Inventory > Bin Transfer > List.

To transfer an item between storage bin locations:

1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Inventory**.
3. On the Inventory page, select **Bin Transfer**.
4. On the Bin Transfer - Item page, scan or enter the item number for the item you are transferring.

You can enter inventory item numbers in one of the following ways:

- Scan an item bar code
- Scan a UPC bar code
- Scan an item alias bar code
- Enter an item number
- Enter an item alias number

For more information, see Item Aliases in the  [NetSuite WMS Setup Guide](#).

5. On the Bin Transfer - From Bin page, in the **Enter/Scan Bin Location** field, scan or enter the source bin location that you are transferring the item from.

A list of suggested bin locations appears at the bottom of the page. If a preferred bin is set for an item, it appears at the top of the list with an asterisk (*).


You can select values in the **UOM** and **Inv Status** fields to filter this list accordingly. For more information, see [Using Inventory Status on Mobile Devices](#) and [Picking and Receiving Orders Using Multiple Units of Measure \(UOM\)](#).
6. If necessary, select the inventory status for the item you are transferring.
7. If you are transferring a lot numbered item, on the Bin Transfer - From Bin Lot# page, in the **Enter/Scan Lot#** field, scan or enter the item's lot number.
8. On the Bin Transfer - To Bin page, in the **Enter Qty** field, enter the quantity of the item that you are transferring.
9. On the Bin Transfer - To Bin page, in the **Enter/Scan To Bin Location** field, scan or enter the destination bin location that you are transferring the item to.
10. If you are transferring a serialized item, on the Inventory Transfer - Serial# page, scan or enter the serial number for the unit of the item you are transferring. If necessary, select **Save (Ent)**. Repeat this step for each unit of the serialized item you are transferring.
11. Select **Submit (Ent)**.

To transfer an item between inbound staging bin locations:

1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Inventory**.
3. On the Inventory page, select **Stage Bin Transfer**.
4. On the Stage Bin Transfer page, in the **Enter/Scan From Stage Location** field, scan or enter the source bin location that you are transferring the item from.
5. On the Stage Bin Transfer - Item page, scan or enter the item number for the item you are transferring.

You can enter inventory item numbers in one of the following ways:

- Scan an item bar code
- Scan a UPC bar code
- Scan an item alias bar code
- Enter an item number
- Enter an item alias number

For more information, see Item Aliases in the  [NetSuite WMS Setup Guide](#).

6. If you are transferring a lot numbered item, on the Stage Bin Transfer - Lot# page, in the **Enter/Scan Lot#** field, scan or enter the item's lot number.
7. On the Stage Bin Transfer - To Stage page, in the **Enter Qty** field, enter the quantity of the item that you are transferring.
8. On the Stage Bin Transfer - To Stage page, in the **Enter/Scan To Bin Location** field, scan or enter the destination bin location that you are transferring the item to.
9. If you are transferring a serialized item, on the Inventory Transfer - Serial# page, scan or enter the serial number for the unit of the item you are transferring. If necessary, select **Save (Ent)**. Repeat this step for each unit of the serialized item you are transferring.

10. Select **Submit (Ent)**.

Transferring Items Between Warehouse Locations

You might use an inventory transfer to move inventory between two warehouse locations where shipping is not required. You could also transfer inventory between your warehouse location and one of its sublocations, if you have them set up. For example, if you have a damaged inventory sublocation set up for your warehouse, you can transfer damaged items from your main warehouse location to the damaged inventory sublocation to prevent damaged items from being committed to orders.


When you transfer items between locations, an inventory transfer record is created to update the stock level for the source and destination bin locations by the appropriate quantity. To view a list of inventory transfer records, log in to your NetSuite account using the Administrator role. Go to Transactions > Inventory > Transfer Inventory > List.

To transfer an item between locations:

1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Inventory**.
3. On the Inventory page, select **Inventory Transfer**.
4. On the Inventory Transfer - To Warehouse page, select the destination warehouse you want to transfer the item to.
5. On the Inventory Transfer - Item page, in the **Enter/Scan Item** field, scan or enter the item number for the item you are transferring.

You can enter inventory item numbers in one of the following ways:

- Scan an item bar code
- Scan a UPC bar code
- Scan an item alias bar code
- Enter an item number
- Enter an item alias number

For more information, see Item Aliases in the  [NetSuite WMS Setup Guide](#).

6. On the Inventory Transfer - Item page, in the **Qty to Transfer** field, enter the quantity of the item you are transferring.
7. If you are transferring a lot numbered item, on the Inventory Transfer - From Bin Lot# page, in the **Enter/Scan Lot#** field, scan or enter the item's lot number.
8. On the Inventory Transfer - From Bin page, in the **Enter/Scan From Bin Location** field, scan or enter the source bin location you are transferring the item from.

A list of suggested bin locations appears at the bottom of the page. If a preferred bin is set for an item, it appears at the top of the list with an asterisk (*).

You can select values in the **UOM** and **Inv Status** fields to filter this list accordingly. For more information, see [Using Inventory Status on Mobile Devices](#) and [Picking and Receiving Orders Using Multiple Units of Measure \(UOM\)](#).

9. If necessary, select the inventory status for the item you are transferring.
10. On the Inventory Transfer - To Bin page, in the Enter/Scan To Bin Location field, scan or enter the destination bin location that you are transferring the item to.
11. If you are transferring a serialized item, on the Inventory Transfer - Serial# page, scan or enter the serial number for the unit of the item you are transferring. If necessary, select **Save (Ent)**. Repeat this step for each unit of the serialized item you are transferring.

Changing the Inventory Status Associated With Items

Use the inventory status change transaction to change the status that is associated with items. This non-posting transaction enables you to move any quantity of one or more items from one status to another, without impacting your general ledger.

For example, if you have 25 saleable bottles of water that have been damaged, you can change the status of the 25 bottles from Good to Damaged. If the inventory status record for the Damaged status has the Make Inventory Available box cleared, the bottles now associated with the Damaged status are not available to be allocated to orders.

You can change the status associated with an item using a mobile device or the NetSuite WMS user interface.

For more information, including instructions for changing statuses using the NetSuite user interface, read the help topic [Inventory Status](#) in the NetSuite Help Center.

To change the inventory status associated with items using a mobile device:

1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Inventory**.
3. On the Inventory page, select **Inventory Status Change**.
4. On the Inventory Status - Item page, scan or enter the item number of the item you want to change the status for.
5. On the Inventory Status - Bin page, scan or enter the item's bin number.
6. On the Inventory Status - Change Status page, in the **Enter Qty** field, enter the quantity of the item you are changing the status of.
7. In the **Revised Status** field, select or verify the new status you want to associate with the items you want to change.

For example, if you want to change an item's status from Good to Damaged, select Damaged.



Important: When you update an item quantity to an unavailable status, you should also take action in your stock room or warehouse to physically prevent the items from being picked.

Searching Inventory

You can use the search inventory feature to search for inventory within your warehouse. You can search by item, bin, or both. You can find a list of items in a specific bin location, a list of bin locations that store a specific item, or the quantity of an item in a specific bin location.

You can search by any bin type and all bin types appear in your search results when you search by item.

To search for inventory:

1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Inventory**.
3. On the Inventory page, select **Search Inventory**.
4. On the Search Inventory - Item & Bin page, do one of the following:
 - To display a list of bin locations that store a specific item, in the **Enter/Scan Item** field, scan or enter the item number for the item you want to search.

- To display a list of items in a specific bin location, in the **Enter/Scan Bin Location** field, scan or enter the bin location number for the bin you want to search.
- To display the quantity of a specific item in a specific bin location, scan or enter the item number and the bin location number.

5. If necessary, select **Next(Ent)**.

You can select a value in the **Inv Status** field to filter this list accordingly. For more information, see [Using Inventory Status on Mobile Devices](#).

Inventory Report

You can run an inventory report to view the following information about items:

- Item Description
- Location
- Bin Location
- Units
- Quantity On Hand
- Quantity Available
- Inventory Status

The quantities shown represent the following values:

- Quantity On Hand — quantity currently stocked, including quantity committed to orders
- Quantity Available — quantity currently stocked, less quantity committed to orders

For more information, see the help topic [Assessing Stock Levels](#) in the NetSuite Help Center.

After you run the report, you can export your inventory report results using Microsoft Excel.

To run an inventory report:

1. Log in to your NetSuite WMS account using the Warehouse Operator role.
2. Go to Reports > Inventory/Items > Inventory Report.
3. Set one or more of the following fields, depending on the items you want your report to include:

- **Item**
- **Location**
- **Bin Location**
- **Inventory Status**

For an item to appear in your search results, it must match all of the defined criteria.


4. Click **Display**.

Creating Inventory

You can use the create inventory function to add an item to your warehouse's inventory without a transaction such as a purchase order, transfer order, or customer return. When you create inventory, an inventory adjustment record is created to increment the stock level for the inventory item. To view a list of

inventory adjustments, log in to your NetSuite account using the Administrator role. Go to Transactions > Inventory > Adjust Inventory > List

Creating inventory using an inventory adjustment may affect item costing. For more information, see the help topic [Adjusting Inventory](#) in the NetSuite Help Center.

 **Warning:** Use caution when you create inventory to ensure you are adding items to the appropriate bin locations. If you add an item to a bin location that is not defined in your one of your warehouse's picking strategies, when you pick the item, the bin you added the item to might not be suggested.

To create inventory:

1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Inventory**.
3. On the Inventory page, select **Create Inventory**.
4. On the Create Inventory page, in the **Enter/Scan Bin Location** field, scan or enter the bin location where you are adding the new inventory items.
5. On the Create Inventory page, in the **Enter/Scan Item** field, scan or enter the item number for the item you are adding.

You can enter inventory item numbers in one of the following ways:

- Scan an item bar code
- Scan a UPC bar code
- Scan an item alias bar code
- Enter an item number
- Enter an item alias number

For more information, see Item Aliases in the  [NetSuite WMS Setup Guide](#).

6. On the Create Inventory page, in the **Enter Qty** field, enter the quantity of the item you are adding.
If you use the multiple units of measure feature, you can use the UOM selector to add a quantity of the item using more than one unit. For more information, see [Picking and Receiving Orders Using Multiple Units of Measure \(UOM\)](#).
7. On the Create Inventory page, in the **Inv Status** field, select the status for the quantity of the item you are adding.
8. If you are adding a lot numbered item, on the Create Inventory Lot# page, in the **Enter/Scan Lot#** field, scan or enter the lot number and expiry date. If necessary, select **Save (Ent)**.
The expiry date must be entered in the format MMDDYY. For example, if the item expires on June 5, 2016, enter **060516**.
9. If you are adding a serialized item, on the Create Inventory Serial# page, in the **Enter/Scan Serial#** field, scan or enter the serial number for the first unit of the item you are adding. If necessary, select **Save (Ent)**. Repeat this step for each unit of the serialized item you are adding.

Counting Inventory

The Cycle Count feature enables you to enter regular periodic inventory counts of on-hand item quantities to maintain inventory accuracy. To use this feature, you complete the following tasks:

- Set up item records for the inventory count

- Optionally:
 - Create an inventory count or
 - Create, generate, and release a cycle count plan
- Start the inventory count
- Perform the inventory count
- Complete the inventory count
- Approve or reject the inventory count

For more information, see the help topic [Inventory Count](#) in the NetSuite Help Center.

Setting Up Item Records for Inventory Counts

If you want NetSuite to calculate inventory count information for an item, you need to set up the item record to do so.

To set up an item record for inventory count:

1. Log in to your NetSuite WMS account using the Warehouse Administrator role.
2. Go to Setup > Items > Items.
3. Click **Edit** next to the name of an item.
4. On the item record, click the **Inventory** subtab.
5. On the **Inventory** subtab, click the **Locations** subtab.
6. In the **Next Count Date** field, enter the date of the next planned inventory count for this item. NetSuite uses this date to calculate when a count is required.
7. In the **Count Interval** field, enter the total number of dates between required counts. For example, if you enter **30**, NetSuite calculates the date a count is required based on 30-day intervals.
8. Optionally choose an inventory **Classification**. You can sort the list to create inventory counts based on classifications you select in this field.
9. Click **Save**.

After the count date and interval are recorded on an item, NetSuite uses them to calculate when a count is required. When a new count is due to be recorded, it shows in the list on the Create Inventory Count page.

Creating Inventory Counts

You can create an inventory count in two ways:

- Calculated Inventory Count – Use NetSuite’s calculated list of items to create one or more inventory counts that are due.
You first have to set up item records for calculated inventory counts. For more information, see [Setting Up Item Records for Inventory Counts](#).
- Manual Inventory Count – Manually create an individual inventory count for an item.

To create a calculated inventory count:

1. Log in to your NetSuite WMS account using the Inventory Manager role.
2. Go to Inventory > Cycle Counting > Create Cycle Count.

3. In the **Location** field, select your warehouse location.
4. Enter or select a **Count Start Date**.
This filters the list to show only items that require a count on or after the date entered in this field.
5. Enter or select a **Count End Date**.
This filters the list to show only items that require a count on or before the date entered in this field.
6. Optionally choose an **Item Classification** to filter the list.
7. Check the **Count Bin Rows With Zero Quantity** box to include in the list items with an on-hand count of zero.
8. Check the **Sort Rows by Bin** box to sort the item list by bin number instead of by item number.
This can be useful to count all items in a specific area of a warehouse.
9. Verify or select an **Account** to post variances to. This is typically an expense account.
By default, the account you set in the Default Inventory Count Account field on the Accounting Preferences page appears in this field.
For more information, see the help topic [Setting Up Inventory Count](#).
10. Check the box in the **Select** column next to each item you want to count.
11. Click **Submit**.

When you click Submit, the inventory count transaction has the Open status: it is recorded, but not started. To start the inventory count right away, click Start Count on the confirmation page that appears.

To start the inventory count later, make note of the inventory count plan number. The Start Count button appears on the record until it is started. You can make changes to an inventory count before it is started.

To create a manual inventory count:

1. Log in to your NetSuite WMS account using the Inventory Manager role.
2. Go to Inventory > Cycle Counting > Enter Cycle Count.
3. In the **Location** field, select your warehouse location.
4. Verify or select a **Date** for the inventory count.
5. Select an **Account** to post variances to. This is typically an expense account.
6. On the **Items** subtab, in the Item column, choose an item to count.
7. Verify or select the bin for this item.
8. Click **Add**.
9. Repeat the previous three steps to add each item you want to count.
10. Click **Save**.

When you click Save, the inventory count transaction has the Open status: it is recorded, but not started. To start the inventory count right away, click Start Count on the confirmation page that appears.

To start the inventory count later, make note of the inventory count plan number. The Start Count button appears on the record until it is started. You can make changes to an inventory count before it is started.

Creating, Generating, and Releasing Cycle Count Plans

Instead of creating an inventory count, you can choose to use the cycle count planning feature to more flexibly schedule your cycle counts. The Cycle Count Plan page enables you to define the inventory you want to count and choose whether to assign the count to a specific user. The plans you create using this page can also be used as templates for future counts.

After you create a cycle count plan, you generate the list of items to be counted and then release the plan to be executed. When you release a plan, it becomes available to be counted using mobile devices. If you assigned the plan to a specific user, only that user will see and be able to execute the plan on their mobile device.

To create a cycle count plan:

1. Log in to your NetSuite WMS account using the Inventory Manager role.
2. Go to Inventory > Cycle Counting > Cycle Count Plan > New.
3. In the **Plan Name** field, enter a name for your cycle count plan.
4. In the **Location** field, select your warehouse location.
5. If you use them and want to apply them to the cycle count plan, in the **Class** and **Department** fields, select the appropriate values.
For more information, see the help topic [Departments and Classes Overview](#) in the NetSuite Help Center.
6. Select an **Account** to post variances to. This is typically an expense account.
7. If you want to assign the cycle count to a specific user, select the user's name in the **Assigned To** field.

If a cycle count is assigned to a user, that count appears on that user's mobile device only.

8. Under Items, optionally make selections in the following fields:

- **Item Classification**
- **Item Family**
- **Item Group**
- **Item**

For an item to appear in your search results, it must match all of the defined criteria.

9. Check the **Use Item Frequency** box if you want to use the date set in the Next Count Date field on item records to determine which items need to be counted.

If this box is cleared, items appear in your search results regardless of the next count date set on the item record.

For more information, see [Setting Up Item Records for Inventory Counts](#).

10. Under Bins, make selections in the **Zone** and **Bins** fields, depending on the items you want to appear in your cycle count.
11. Check the **Count Bin Rows With Zero Quantity** box to include in the list items with an on-hand count of zero.
12. Check the **Sort Rows by Bin** box to sort the item list by bin number instead of by item number. This can be useful to count all items in a specific area of a warehouse.
13. Click **Save**.

To generate and release a cycle count plan:

1. Log in to your NetSuite WMS account using the Inventory Manager role.
2. Go to Inventory > Cycle Counting > Cycle Count Generate & Release.
3. In the **Plan Number** field, select the cycle count plan you created and want to release.
4. Optionally, make selections in the **End Date** and **Start Date** fields if you want to limit your search results to items that should be counted within a specified period.
5. Click **Display**.

6. If you want to assign the cycle count to a specific user, select the user's name in the **Assigned To** field.
If a cycle count is assigned to a user, that count appears on that user's mobile device only.
7. Check the box in the **Confirm** column next to each item you want to count.
8. Click **Generate & Release**.

When you click Save, the cycle count transaction has the Open status: it is recorded, but not started. To start the inventory count right away, click Start Count on the confirmation page that appears.

To start the inventory count later, make note of the inventory count plan number. The Start Count button appears on the record until it is started. You can make changes to an inventory count before it is started.

Working With Inventory Counts

After an inventory count is created, you complete the following steps to count inventory:

1. Optionally edit the inventory count to make necessary changes before it is started.
2. Start the count to begin the process of recording count data.
3. Perform the count to enter count data.
4. Complete the count to record the final number counted for each item on the count.
5. Approve or reject the final count.

To edit an inventory count:

1. Log in to your NetSuite WMS account using the Inventory Manager role.
2. Go to Inventory > Cycle Counting > Enter Cycle Count > List.
3. Click **Edit** next to the name of the inventory count you want to change.
4. Make the necessary edits to the record.
5. Click **Save**.

To start an inventory count:

1. Log in to your NetSuite WMS account using the Inventory Manager role.
2. Go to Inventory > Cycle Counting > Enter Cycle Count > List.
3. Click **View** next to the name of the inventory count you want to start.
4. Click **Start Count**.

When you click Start Count on an Open status inventory count, NetSuite takes a snapshot of the on-hand count of the items to be counted by bin and serial number. This data is recorded on the count.

An inventory count with a status of Started is available for counting in the warehouse using NetSuite WMS and your mobile device. Data in quantity fields can be edited, but items cannot be added to or deleted from the count.

Inventory count plans are available for counting if they have the Started status.

To perform an inventory count:

1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Inventory**.

3. On the Inventory page, select **Cycle Count**.
4. On the Cycle Count - Plan# page, scan or enter the inventory count plan number.
To view a list of inventory count plans that are available for counting, select **List**. If required, select **Next** to view more entries. Select a plan number.
5. On the Cycle Count - Item page, in the **Enter/Scan Item** field, scan or enter the first item you are counting.
6. On the Cycle Count - Item page, in the **Enter/Scan Bin Location** field, scan or enter the bin location for the first item you are counting.
7. Count the quantity of the first item in the specified bin location.
8. On the Cycle Count - Qty page, in the **Enter Qty** field, enter the quantity of the item you counted in the bin location.
9. If necessary, select **Save (Ent)**.
If you are counting a lot numbered or serialized item, this button appears as **Next (Ent)** so you are able to move to the next page to enter the lot or serial number information.
10. If you are counting a lot numbered item, on the Cycle Count - Lot# page, scan or enter the lot number and enter quantity of the item you counted in the lot. Select **Save (Ent)**.
11. If you are counting a serialized item, on the Cycle Count - Serial# page, scan or enter the serial number for the unit of the item you are counting. If necessary, select **Save (Ent)**. Repeat this step for each unit of the serialized item you are counting.
12. In the **Inv Status** field, select the status for the quantity of the item you are counting.
For more information, see the help topic [Inventory Status](#) in the NetSuite Help Center.


If you have not counted every line item in the inventory count plan, the Cycle Count - Item page appears so you are able to repeat the applicable steps to count additional items from the same plan. You can count each line item only one time. After you enter a count for a line item, you cannot edit the value in the Count Qty field.

Cycle Count - Item		
Plan# 123		
Enter/Scan Item		
Enter/Scan Bin Location		
<div>Back (F7)</div> <div>Next (Ent)</div>		
Item	Bin Location	Count Qty
INVT900	NY1-01-01	20
LOT900	NY1-01-01	1
SER900	NY-Stage	0
SER900	NY3-01-01	3

If you have counted every line item in the inventory count plan, the Cycle Count - Plan# page appears so you are able to repeat the applicable steps to perform a count for different inventory count plan.

To complete an inventory count:

1. Log in to your NetSuite WMS account using the Inventory Manager role.
2. Go to Inventory > Inventory > Enter Inventory Count > List.
3. Click **View** next to the count you want to complete.
4. Click **Complete Count**.

 **Note:** Until an inventory count is completed, you cannot start a new inventory count for that item.

Depending on the result of the count, either or both of the following inventory adjustment transactions might be created for the count:

- One positive inventory adjustment (more on hand)
- One negative adjustment (less on hand)

When you return to the item record of an item you have completed a count for, the Inventory subtab shows the following:

- Last Count Date – Date when the last count occurred
- Next Count Date – System calculated next date to enter an item count
- Count Interval – Preset count interval

After a count is Complete/Pending Approval, a supervisor can approve or reject the count entered

On the Inventory Count record, the Items subtab shows the Count Quantity, Adjusted Quantity and Variance Detail for each item in the inventory count. The WMS tab shows details about the count for each, including the time and date and the user that performed the count.

To approve or reject an inventory count:

1. Log in to your NetSuite WMS account using the Inventory Manager role.
2. Go to Inventory > Inventory > Enter Inventory Count > List.
3. Click **View** next to the count you want to complete.
4. Do one of the following:
 - Click **Reject** – The count status returns to Started and the warehouse operator must perform another count.
 - Click **Approve** – The count is final and the status becomes Approved.

After Approval, the Inventory Count record shows a History subtab that includes an Inventory Adjustments sublist, which shows all adjustments related to this count.

Assembling Inventory

Assembly work orders track the production of assembly items needed for stock or to fill orders. Work orders track the quantities of assemblies that need to be built and the quantities of components, or member items, needed to do so.

For example, if you stock and sell the Deluxe Assembled Widget, you can enter a work order to do the following:



- Track the quantity of widgets that need to be assembled.
- Commit component items available in stock to the work order.
- Track when the widgets are assembled and the work order is completed, so the widgets can be stocked or sold.

To assemble inventory, you complete the following tasks:

- Enter the work order for the assembly item.

- Pick the component items for the assembly item.
- Build the assembly item.

For more information, see the help topic [Assembly Work Orders](#) in the NetSuite Help Center.

 **Note:** You must set up a WIP bin location to build assembly items. For more information, see Bin Locations in the  [NetSuite WMS Setup Guide](#).

To enter a work order:

1. Log in to your NetSuite WMS account using the Warehouse Operator role.
2. Go to Inventory > Work Orders > Work Orders.
3. In the **Customer** field, select a customer if you want to associate this work order with a particular customer.
4. In the **Assembly** field, select the assembly you need to build.
When the item is selected, the components of that assembly show on the **Items** subtab.
After an assembly build is associated with this work order, this field cannot be changed.
5. If you check the **Build Sub-Assemblies** box, member items that are assemblies themselves are also built to complete the work order. Then, sub-assembly components are displayed hierarchically on the Items subtab.
Clear the box if you do not want to build member assemblies.
After an assembly build is associated with this work order, this field cannot be changed.
6. In the **Quantity** field, enter the quantity you want to create of the assembly item.
If you enter a quantity higher than the available quantity, a popup message appears to warn you. This out-of-stock warning shows only one time. If you re-enter a higher than available quantity, you are not warned again.
7. In the **Location** field, select your warehouse location.
8. Set any of the remaining fields.
9. Click **Save**.

This procedure describes how to create a standalone work order. You can also create work orders from inventory items or purchase orders. For more information, see the help topic [Marking Assemblies to Create Work Orders](#) in the NetSuite Help Center.

Work orders are available for picking when they have the Released status.

To pick component items for a work order:

1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Work Orders**.
3. On the Work Order page, select **Picking**.
4. On the Work Order page, in the **Enter/Scan Work Order#** field, scan or enter the work order number for the work order you are picking component items for.
To view a list of work orders are available for picking, select **List**. If required, select **Next** to view more entries. Select a work order number.
5. On the Work Order Picking page, in the **Enter/Scan Item** field, scan or enter the first item you are picking.
6. On the Work Order Picking page, in the **Enter Qty** field, enter the quantity of the first item you are picking. This number can be less than or equal to the number in the **Remaining Qty** field.

7. On the Work Order Picking page, in the **Enter/Scan Bin Location** field, scan or enter the bin location you are picking the first item from.
A list of suggested bin locations appears at the bottom of the page. If a preferred bin is set for an item, it appears at the top of the list with an asterisk (*).
You can select values in the **UOM** and **Inv Status** fields to filter this list accordingly. For more information, see [Using Inventory Status on Mobile Devices](#) and [Picking and Receiving Orders Using Multiple Units of Measure \(UOM\)](#).
8. If necessary, select the inventory status for the item you are picking.
9. If you are picking a lot numbered item, on the Picking - Lot# page, in the **Enter/Scan Lot#** field, scan or enter the lot number of the item you are picking.
10. If you are picking a serialized item, on the Picking - Serial# page, in the **Enter/Scan Serial#** field, scan or enter the serial number for the unit of the item you are picking. If necessary, select **Save (Ent)**. Repeat this step for each unit of the serialized item you are picking.
11. Select **Save (Ent)**.

If you have picked a partial quantity of one or more items in the order, the Work Order Picking page appears so you are able to repeat the applicable steps to pick additional items from the same work order. Only line items pending picking can be selected on this page. They appear with a hyperlinked name in the Item column and a number greater than zero in the Remaining column.

Work Order Picking

Work Order# WO241

Enter/Scan Item

Back (F7)
Next (Ent)

Assembly Item: Assembly1



Qty: 1 Built: 0 Buildable: 1

Item	Picked	Remaining
Inv1	0	1
Inv2	1 EACH	0 EACH

If you have picked the full quantity of all component items in the work order, the Work Order page appears so you are able to repeat the applicable steps to pick component items for a different work order. The WMS subtab on the work order shows a task for each picked item.

After picking, the stock levels for each component item's inventory detail are updated. The component items' stock level decreases in the source storage bin and increases in the destination work-in-progress (WIP) bin location, where the assembly will be built.

To close a work order, you must complete a build that assembles the component items. Complete the steps below to build work orders.

 **Note:** You must set up a WIP bin location to build assembly items. For more information, see Bin Locations in the  [NetSuite WMS Setup Guide](#).

To build the assembly item for a work order:

1. On your mobile device, on the Warehouse Location page, select your warehouse location.

2. On the Main Menu page, select **Work Orders**.
3. On the Work Order page, select **Build Assembly**.
4. On the Work Order page, on the **Enter/Scan Work Order#** field, scan or enter the work order you are building.
5. If you are building a lot numbered assembly item, on the Assembly Build - Lot # page, scan or enter the lot number and expiry date.

The expiry date must be entered in the format MMDDYY. For example, if the item expires on June 5, 2016, enter **060516**.
6. On the Assembly Build - Qty page, in the **Enter Qty** field, enter the quantity of the assembly item you built. This number cannot exceed the number in the **Buildable Qty** field.
7. On the Assembly Build - Qty page, in the **Enter/Scan Bin** field, scan or enter a storage bin location to put away the assembly item.

A list of suggested bin locations appears at the bottom of the page. If a preferred bin is set for an item, it appears at the top of the list with an asterisk (*).

You can select values in the **UOM** and **Inv Status** fields to filter this list accordingly. For more information, see [Using Inventory Status on Mobile Devices](#) and [Picking and Receiving Orders Using Multiple Units of Measure \(UOM\)](#).
8. If necessary, select the inventory status for the item you are picking.
9. If you are building a serialized assembly item, on the Assembly Build – Serial# page, in the Enter/Scan Serial# field, scan or enter the serial number for the first unit of the serialized assembly item you built. If necessary, select **Save (Ent)**. Repeat this step for each unit of the serialized assembly items you built.
10. Select **Save (Ent)**.

The Work Order page appears and enables you to build the assembly item for a different work order.

After building, an assembly build is recorded on the work order and the work order moves to the Built status. The assembly item's stock level increases in the storage bin location where you put it away and the component items' individual stock levels decrease in the work-in-progress (WIP) bin location where you built the assembly.


Replenishing Inventory

You can replenish inventory at the item level or at the bin level. If you want to drive replenishment based on an item's stocked quantity, you can do so manually using a replenishment report. If you want to drive replenishment based on a primary bin's stocked quantity, you can do so using a workflow generated from a replenishment plan.

Replenishing Inventory Using a Replenishment Report

You can manually determine the required replenishment for an item using a replenishment report. You first set replenishment quantities on your item records and then access the replenishment report showing the current inventory for items in your warehouse. The report shows a list of items and their quantities per bin location, including the replenishment quantities set on their item records.

To access a replenishment report, go to Reports > Inventory/Items > WMS Replen Items Details.

For more information about setting replenishment quantities on items records, see Item Records in the  [NetSuite WMS Setup Guide](#).

Replenishing Inventory Using a Replenishment Plan

NetSuite WMS supports inventory replenishment for items' primary bins. You first set replenishment quantities on your primary bin records and then generate replenishment plans. When you assign the resulting replenishment tasks, they can be completed and tracked using mobile devices.

The following replenishment fields appear on the bin record and are used to calculate when replenishment tasks are required to restock items in the bin:


- **WMS Replen Min Qty** - the minimum quantity of an item a bin should contain before it should be replenished.
- **WMS Replen Max Qty** - the maximum quantity of an item a bin should contain after it is replenished.
- **WMS Replen Qty** - the usual quantity of an item to be used for replenishment tasks.
- **WMS Replen Round Qty** - the multiple to which the required replenishment quantity should be rounded down to determine the required number of replenishment tasks.

When an item's on-hand quantity in a bin is less than the quantity set in the WMS Replen Min Qty field, NetSuite WMS generates replenishment tasks. The required replenishment tasks are generated based on the quantities set on the bin record. For example, consider a bin record with an on-hand quantity of 15 and the following replenishment quantities:

- WMS Replen Min Qty = 20
- WMS Replen Max Qty = 180
- WMS Replen Qty = 50
- WMS Replen Round Qty = 10

NetSuite WMS calculates a required quantity of 165 as the difference between the maximum quantity and the on-hand quantity. Because the round quantity is set to a multiple of 10, the required quantity is rounded down to 160. A replenishment task is created for each multiple of the replenishment quantity and for the round quantity to equal the required quantity. The following four tasks with their associated quantities are created:

- Task 1 = 50
- Task 2 = 50
- Task 3 = 50
- Task 4 = 10

For more information about setting replenishment quantities on your primary bin records, see Bin Locations in the  [NetSuite WMS Setup Guide](#).

Generating Replenishment Plans

Before you can replenish a primary bin location, you must first generate a replenishment plan. When you generate a replenishment plan, you create replenishment tasks to determine how many items should be moved from the bulk storage bin location to the primary bin location. You use the Generate Replenishment page to search for bins that require replenishment according the logic described above. Based on the search criteria you define on this page, the required tasks are generated and can optionally be assigned to specified users. If a replenishment task is assigned to a user, that task appears on that user's mobile device only.

To generate a replenishment plan:

1. Log in to your NetSuite WMS account using the Inventory Manager role.

2. Go to Inventory > Replenishment > Generate Replenishment.
3. In the Location field, select your warehouse location.
4. Optionally make selections in one or more of the Item Classification, Item Family, Item Group, and Item fields, depending on the items you want to appear in your search results.
5. Click **Display**.
6. Check the box in the **Confirm** column next to each item you want to replenish.
7. If you want to assign the selected replenishment tasks to a specific user, select their name in the **Assigned To** field.
If a replenishment task is assigned to a user, that task appears on that user's mobile device only.
8. Click **Generate & Release**.

Confirming Replenishment Tasks

To replenish bins, you access the replenishment task information on the Inventory menu on mobile devices. After you complete replenishment tasks, you must confirm that they have been completed. When you use a mobile device to confirm replenishment tasks, you confirm the tasks in real time as you complete the replenishment tasks in the bin locations.

To replenish a primary bin location using a mobile device:

1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Inventory**.
3. On the Inventory page, select **Replenishment**.
4. On the Replenishment Item page, in the **Enter/Scan Item** field, scan or enter the item that you are replenishing.

You can enter inventory item numbers in one of the following ways:

- Scan an item bar code
- Scan a UPC bar code
- Scan an item alias bar code
- Enter an item number
- Enter an item alias number

For more information, see Item Aliases in the  [NetSuite WMS Setup Guide](#).

5. On the Replenishment Bin Location page, in the **Enter/Scan From Bin** field, scan or enter the bin number for the bin you are sourcing the item for replenishment.
6. If you are replenishing a lot numbered item, on the Replenishment Lot# page, in the **Enter/Scan Lot#** field, scan or enter the lot number and expiry date. If necessary, select **Save (Ent)**.
The expiry date must be entered in the format MMDDYY. For example, if the item expires on June 5, 2016, enter **060516**.
7. If you are replenishing a serialized item, on the Replenishment Serial# page, in the **Enter/Scan Serial#** field, scan or enter the serial number for the first unit of the item you are replenishing. If necessary, select **Save (Ent)**. Repeat this step for each unit of the serialized item you are replenishing.
8. On the Replenishment Quantity page, in the **Enter Qty** field, enter the quantity of the item are replenishing to the primary bin location.
9. In the **Confirm To Bin** field, scan or enter the primary bin location you are replenishing.

Outbound Processing

Outbound processing is the preparation and shipment of items out of the warehouse. It includes the picking, packing, and shipping of items to fulfill orders.

Depending on your shipping processes, the tasks you complete to fulfill orders might vary. Below is a description of the possible outbound processes you can complete using NetSuite WMS.

Fulfilling Orders

You might ship items out of your warehouse for the following reasons:

- You are sending items customers have ordered.
- You are sending items to transfer them to other warehouse locations.

Sales order items are shipped to a customer to complete a sale. Transfer order items are shipped to your company's various warehouse locations.

Before you can ship items out of your warehouse, sales orders or transfer orders must be entered and approved in NetSuite. These transactions track the sale, transfer, and shipment of items out of your warehouse. When orders are approved, items are committed to that order.

For more information on entering or approving orders, see the NetSuite Help Center.

Fulfilling an order is shipping the items to fill an open order. When you fulfill an order, you complete separate tasks to pick the items from inventory, pack the items to prepare them to be shipped, and then ship the items to their destination.

NetSuite WMS recognizes and lets you process only transactions that meet the following conditions:

- All orders must be approved.
- The warehouse location for an order must be the same as the warehouse location that is selected on a mobile device.
- Sales orders and transfer orders must have the Pending Fulfillment or Partially Fulfilled/Pending Billing status.

Item Fulfillment Records

Item fulfillment records track orders through each step of the fulfillment process. They are also used to update the quantities for items that are committed to orders and shipped out of the warehouse. Possible statuses for an item fulfillment are Picked and Shipped.

Item fulfillment records are linked to their associated sales orders, transfer orders, and inventory items as related records. You can also view a list of all item fulfillments and their statuses at Shipping > Shipping > Fulfill Orders > List.

Posting and Updating Item Fulfillment Records

Depending on how you have set your packing, shipping, and item fulfillment posting preferences, different actions trigger item fulfillment records to be posted and updated from the Picked to Shipped status.

Packing Preference	Item Fulfillment Posting Preference	Shipping Process	Item Fulfillment (IF)		
			Posting Trigger	IFs Posted	Status Update Trigger
Auto packing (default)	Order level (default)	Manual shipping (Quick Ship)	All items in the order are picked.	One IF per order.	The order is manually marked as shipped using the Quick Ship feature.
Auto packing (default)	Order level (default)	NS WMS Shipping Integration (default)	All items in the order are picked.	One IF per order.	A tracking number is posted to each of the order's associated ship manifest records by the shipping integration.
Auto packing (default)	Item/carton level	Manual shipping (Quick Ship)	Any quantity of a line item in the order is picked.	One IF per item.	The order is manually marked as shipped using the Quick Ship feature.
Auto packing (default)	Item/carton level	NS WMS Shipping Integration (default)	Any quantity of a line item in the order is picked.	One IF per item.	A tracking number is posted to each of the order's associated ship manifest records by the shipping integration.
Manual packing	Order level (default)	Manual shipping (Quick Ship)	All items in the order are manually packed.	One IF per carton.	The order is manually marked as shipped using the Quick Ship feature.
Manual packing	Order level (default)	NS WMS Shipping Integration (default)	All items in the order are manually packed.	One IF per carton.	A tracking number is posted to each of the order's associated ship manifest records by the shipping integration.
Manual packing	Item/carton level	Manual shipping (Quick Ship)	Any quantity of a line item in the order is marked as packed.	One IF per carton.	The order is manually marked as shipped using the Quick Ship feature.
Manual packing	Item/carton level	NS WMS Shipping Integration (default)	Any quantity of a line item in the order is marked as packed.	One IF per carton.	A tracking number is posted to each of the order's associated ship manifest records by the shipping integration.

For more information on packing, shipping, and item fulfillment posting preferences and trigger actions, read the following topics:

- [Manually Packing Orders](#)
- [Manually Shipping Orders](#)
- [Posting Item Fulfillment Records After Items or Cartons are Packed](#)
- [NetSuite WMS Shipping Integration](#)

When each of an order's associated item fulfillment records are marked shipped, the order is fully shipped and moves from the Partially Fulfilled / Pending Billing status to the Pending Billing status.

Posting Item Fulfillment Records After Items or Cartons are Packed

By default, NetSuite WMS is configured to post item fulfillment records when all items in an order are packed. If you want to post item fulfillment records after each item or carton is packed, you can change the default system configuration.

For more information, see [Posting and Updating Item Fulfillment Records](#).

To post item fulfillment records after items or cartons are packed:

1. Log in to your NetSuite WMS account using the Warehouse Administrator role.
2. Go to Setup > Warehouse > System Rules.
3. Do one of the following:
 - To post item fulfillment records after items or cartons are packed at all warehouse locations, click **Edit** next to **Consolidate item fulfillments by sales order?**.
 - To post item fulfillment records after items or cartons are packed at one warehouse location only, complete the following steps:
 1. Click **View** next to **Consolidate item fulfillments by sales order?**.
 2. In the **Actions** menu, click **Make Copy**.
 3. In the **Name** field, enter **Consolidate item fulfillments by sales order?**.
 4. In the **Location** field, select the appropriate warehouse location or warehouse sublocation.
4. In the **Rule Value** field, enter **N**.
5. Check the **Active** box.
6. Click **Save**.

For more information, see System Rules in the  [NetSuite WMS Setup Guide](#).

Posting Item Fulfillments for Partially Picked Orders

If your account is configured to automatically pack orders and consolidate item fulfillments by sales order, you can post item fulfillment records for partially-picked orders. You can post item fulfillments for the picked line items on an order when there are other line items that cannot be picked due to insufficient inventory. You first search for partially-picked orders and then select the orders for which you want to post item fulfillments.

To post item fulfillments for partially-picked orders, the following system rules must be configured:

- Manually pack orders? = No
- Consolidate item fulfillments by sales order? = Yes

For more information, see System Rules in the  [NetSuite WMS Setup Guide](#).

To post an item fulfillment for partially-picked orders:

1. Log in to your NetSuite WMS account using the Warehouse Administrator role.

2. Go to Shipping > Post Item Fulfillment > Partially-Picked Orders.
3. In the **Location** field, select your warehouse location.
4. In the **Transaction Type** field, select whether you want to include sales orders or transfer orders on the item fulfillment.
5. Depending on which orders you want to include in the search results, set one or more of the following fields:
 - **Transaction #** — Display a specific order.
 - **Order Type** — Display all orders of the same type.
 - **Item** — Display all orders that contain the same item.
 - **Customer** — Display all orders to be shipped to the same customer.
 - **Ship Date** — Display all orders to be shipped on the same day.
 - **Ship Method** — Display all orders to be shipped using the same shipping method.
 - **Task Assigned To** — Display all orders that had picking tasks assigned to the same user.
6. Click **Display**.
7. In the **Confirm** column, check the box next to each order you want to include in your item fulfillment.
8. Click **Post Item Fulfillment**.

Picking Orders

Picking an order is pulling items from your warehouse's inventory to fill an open order. You can use NetSuite WMS and your mobile device to pick a single order or multiple orders at one time. When you pick an order using a mobile device, NetSuite WMS guides you through the warehouse by suggesting the bin locations to pick the items from.

After you pick an item, its available stock level is decreased and, depending on your system configuration, item fulfillment records might be posted. For more information, see [Posting and Updating Item Fulfillment Records](#).

Note: You cannot make manual changes to an order after items from the order have been picked. If you attempt to make manual changes to a picked item quantity, an error message appears and your changes are not saved.

Picking Strategies


Picking strategies define where an item should be picked from when it is ordered and determine the bin locations NetSuite WMS suggests in the outbound processing of orders.


NetSuite WMS suggests storage bins for picking an item using the following logic:

1. Get the item type, Item Group, Item Family, and Preferred Bin Location values from the item record.
2. Find all of the picking strategies with criteria that match the item.
3. Get the Warehouse Zone and Sequence values for each of the strategies found in step 2.

4. Order the warehouse zones by their associated strategy's sequence number, starting with the lowest.
5. For the zone with the lowest strategy sequence number, find all associated bin locations.
6. Determine whether any of the bin locations found in step 5 have inventory available for picking.
7. If fewer than five available bin locations are found, repeat steps 5 and 6 for each of the remaining strategies in ascending order by sequence number until five available bin locations are found or all picking strategies have been searched.
8. For lot numbered items, get the expiry date for each available item found in the bin locations found in step 6.
9. Order the bin locations found in step 6 by their picking sequence number.
10. Display the item's preferred bin location, if available, followed by the top five available bin locations in the following order:
 - a. If the item being picked is a lot numbered item, bin locations that contain items that are about to expire, in chronological order based on the expiry date set for the item's lot number.
 - b. Bin locations matching the criteria in the picking strategy with the lowest sequence number, in ascending order based on the picking sequence set in their bin records.
 - c. Bin locations matching the criteria in the picking strategy with each subsequent sequence number, in ascending order based on the picking sequence set in their bin records.

To pick items for a single order:

1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Picking**.
3. On the Picking Menu page, select **Single-Order Picking**.
4. On the Picking Menu page, select **Sales Order** or **Transfer Order**, depending on the type of order you are picking.
5. On the Picking order type# page, scan or enter the sales order or transfer order number.
 The name at the top of this page might be Picking SO# or Picking TO#, depending on whether you are picking a sales order or transfer order.
 To view a list of orders that are available for picking, select **List**. If required, select **Next** to view more entries. Select an order number.
6. If necessary, on the Picking order type# page, in the **Enter/Scan Pick Report #** field, scan or enter the pick report number for the order you are picking.
7. On the Picking Item page, scan or enter the item number for the first item you are picking. You can enter inventory item numbers in one of the following ways:
 - Scan an item bar code
 - Scan a UPC bar code
 - Scan an item alias bar code
 - Enter an item number
 - Enter an item alias number
 For more information, see Item Aliases in the  [NetSuite WMS Setup Guide](#).
8. If you want to skip picking the selected item and move to the next item in the order, on the Picking Qty page, select **Skip**.
9. On the Picking Qty page, in the **Enter Qty** field, enter the quantity of the item that you are picking.

Note: If your NetSuite WMS account is configured to enable you to process overages, you can pick a quantity of the item that is greater than the value in the Qty To Pick field. For more information, see Fulfilling Overages in the  [NetSuite WMS Setup Guide](#).

Note: If you are picking a transfer order, unless you disable the Use Item Cost as Transfer Cost preference, item quantities on transfer orders cannot be partially fulfilled. The entire item quantity must be processed at one time. If you disable the Use Item Cost as Transfer Cost preference, you are able to partially fulfill item quantities.

For more information, see the help topic [Transfer Order Preferences](#) in the NetSuite Help Center.

10. On the Picking Qty page, in the **Enter/Scan Bin** field, scan or enter a storage bin location to pick the item from.

A list of suggested bin locations appears at the bottom of the page. If a preferred bin is set for an item, it appears at the top of the list with an asterisk (*).

You can select values in the **UOM** and **Inv Status** fields to filter this list accordingly.

11. If you are picking a lot numbered item, on the Picking - Lot# page, in the **Enter/Scan Lot#** field, scan or enter the lot number of the item you are picking.
12. If you are picking a serialized item, on the Picking - Serial# page, in the **Enter/Scan Serial#** field, scan or enter the serial number for the unit of the item you are picking. If necessary, select **Save (Ent)**. Repeat this step for each unit of the serialized item you are picking.
13. Select **Pick (Ent)**.

Picking Items Using Pick Reports

To pick items for multiple orders at one time, you first have to print a multi-order pick report or multiple single-order pick reports. Then, you pick the items using the pick reports and your mobile device.

A multi-order pick report includes line items for multiple orders on the same report. Line items from the same order have the same order index number. While a single-order pick report includes line items for one order, you can print single-order pick reports for more than one order at a time.

You can also use one single-order pick report to pick items for one order.

Multi-Order Pick Report





Multi-Order Pick Report

Date/Time: 12/31/2014 12:21

Bin Location	Item	Item Description	Order	Committed Qty	Customer	Ship Via
A3-01-01 (5) (12/31/2014)	 LOT1902	Lot Numbered Item 902	 6956021622	1	A Walde	UPS Ground
A3-01-01 (5)	 SEP002	Serialized Item 902	 6956021622	2	A Walde	UPS Ground
B4-01-01 (5)	 INV1902	Inventory Item 902	 6956021622	4	A Walde	UPS Ground
NY-WSP (1) C3-01-01 (20)	 INV1900	Inventory Item 900	 6956021622	6	A Walde	UPS Ground


Single Order Pick Report

NETSUITE **Pick Report** Date/Time: 12/31/2014 12:31 pm

Order #  Pick Report # 



Total Order Weight: EOL: No

Ship To With Electronic
 Address: 123 Main St
 City: Los Angeles
 State: CA
 Zip: 9001
 Country: US

Item	Item Description	Line #	Component Qty	Units	Weight	Bin Location (Qty)	Ship Via
	Inventory Item 999	1	1	1		NYC 82P (1) (12-01-01) (50)	UPS Ground


Page 1 of 2

NETSUITE **Pick Report** Date/Time: 12/31/2014 12:31 pm

Order #  Pick Report # 

Total Order Weight: EOL: No

Ship To Company ABC
 Address: 789 King St
 City: Los Angeles
 State: CA
 Zip: 9001
 Country: US

Item	Item Description	Line #	Component Qty	Units	Weight	Bin Location (Qty)	Ship Via
	Lot Numbered Item 992	1	1	1		A3-01-01(1) (12/31/2015) 13418	UPS Ground

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NetSuite WMS automatically schedules single-order pick reports to be generated in certain situations. You can also manually schedule multi-order pick reports to be generated according to conditions you set. For more information, see [Scheduling Pick Report Generation](#).

To print a pick report:

1. Log in to your NetSuite WMS account using the Warehouse Operator role.
2. Perform one of the following actions, depending on the type of report you are printing:
 - Go to Shipping > Pick Report > Pick Report for Multi Order.
 - Go to Shipping > Pick Report > Pick Report for Single Order.
3. In the **Location** field, select your warehouse location.
4. In the **Transaction Type** field, select whether you want to include sales orders or transfer orders in the picking report.
5. Depending on which orders you want to pick, set one or more of the following fields:
 - **Order Type** — Display all orders of the same type.
 - **Department** — Display all orders that were entered for the same department.
 - **Class** — Display all orders that were entered for the same class.
 - **# of Lines** — Display all orders that contain fewer than the maximum number of order lines.
 - **Qty** — Display all orders that contain fewer than the maximum quantity of items.
 - **Customer** — Display all orders to be shipped to the same customer.
 - **Ship Date** — Display all orders to be shipped on the same day.
 - **Ship Method** — Display all orders to be shipped using the same shipping method.
 - **Item Family** — Display all orders that have items in the same item family.
 - **Item Group** — Display all orders that have items in the same item group.
6. If you want to assign the pick tasks on the pick report to a specified user, in the **Task Assigned To** field, select the appropriate name.



Users cannot process pick tasks that are assigned to another user. Only pick tasks that are not assigned to another user are displayed on a user's mobile device when picking orders.


7. Check the **Allow Reprinting** box to be able to reprint previously printed transactions.
For more information, see [Printing Duplicate Pick Reports](#).
8. Check the **Ship Complete** box to display only orders that can be completely fulfilled.
9. Click **Display**.
10. If necessary, make a selection in the **Select Orders** field to view additional orders.
11. In the **Confirm** column, check the box next to each order you want to include in your pick report.
12. Click **Print**.

The pick reports display one line item for each item that needs to be picked to fill all orders in the reports. Each line item includes all of the bin locations where the items can be picked from, including the number of available items in each bin. You can now use the single- or multi-order pick report to pick the required items from the warehouse.

To pick items using a multi-order pick report:

1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Picking**.
3. On the Picking Menu page, select **Multi-Order Picking**.
4. On the Picking Pick Gen No page, in the **Enter/Scan Pick Report#** field, scan or enter the multi-order pick report number.
5. On the Picking Bin Location page, in the **Enter/Scan Bin** field, scan or enter the bin location number for the first item in the pick report.
6. On the Picking Item page, in the **Enter/Scan Item** field, scan the bar code in the Item column for the first item in the pick report.
7. On the Picking Item page, in the **Enter/Scan Order#** field, scan the bar code in the **Order#** column for the first item in the pick report.
8. If necessary, select **Sales Order** or **Transfer Order**, depending on the type of order you are picking.
9. If you are picking a lot numbered item, on the **Picking - Lot#** page, in the **Enter/Scan Lot#** field, scan or enter the lot number of the item you are picking.
10. On the Picking Qty page, in the **Enter Qty** field, enter the quantity of the item that you are picking.

 **Note:** If your NetSuite WMS account is configured to enable you to process overages, you can pick a quantity of the item that is greater than the value in the Qty To Pick field. For more information, see Fulfilling Overages in the  [NetSuite WMS Setup Guide](#).

 **Note:** If you are picking a transfer order, unless you disable the Use Item Cost as Transfer Cost preference, item quantities on transfer orders cannot be partially fulfilled. The entire item quantity must be processed at one time. If you disable the Use Item Cost as Transfer Cost preference, you are able to partially fulfill item quantities.

For more information, see the help topic [Transfer Order Preferences](#) in the NetSuite Help Center.

11. On the Picking Qty page, in the **Enter/Scan Bin** field, scan or enter a storage bin location to pick the item from.

A list of suggested bin locations appears at the bottom of the page. If a preferred bin is set for an item, it appears at the top of the list with an asterisk (*).

You can select values in the **UOM** and **Inv Status** fields to filter this list accordingly.

For more information on how NetSuite WMS determines which bin locations to display on this page, see [Picking Strategies](#).

12. Select **Save (Ent)**.
13. If you are picking a serialized item, on the Picking Serial# page, in the **Enter/Scan Serial#** field, scan or enter the serial number for the unit of the item you are picking. If necessary, select **Save (Ent)**. Repeat this step for each unit of the serialized items you are picking.

The Picking Bin page appears and enables you to complete the applicable steps to pick the items in the remaining lines on the pick report.



To pick items using a single-order pick report:


1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Picking**.
3. On the Picking Menu page, select **Single-Order with Pick list**.
4. On the Picking Menu page, select **Sales Order** or **Transfer Order**, depending on the type of order you are picking.
5. On the Picking order type# page, scan or enter the sales order, transfer order, or pick report number.

The name at the top of this page might be Picking SO# or Picking TO#, depending on whether you are picking a sales order or transfer order.

To view a list of orders that are available for picking, select **List**. If required, select **Next** to view more entries. Select an order number.

6. On the Picking Item page, scan the bar code for the first item on the pick report.
7. If you want to skip picking the selected item and move to the next item in the order, on the Picking Qty page, select **Skip**.
8. On the Picking Qty page, in the **Enter Qty** field, enter the quantity of the item that you are picking.

 **Note:** If your NetSuite WMS account is configured to enable you to process overages, you can pick a quantity of the item that is greater than the value in the Qty To Pick field. For more information, see Fulfilling Overages in the  [NetSuite WMS Setup Guide](#).

 **Note:** If you are picking a transfer order, unless you disable the Use Item Cost as Transfer Cost preference, item quantities on transfer orders cannot be partially fulfilled. The entire item quantity must be processed at one time. If you disable the Use Item Cost as Transfer Cost preference, you are able to partially fulfill item quantities.

For more information, see the help topic [Transfer Order Preferences](#) in the NetSuite Help Center.

9. On the Picking Qty page, in the **Enter/Scan Bin** field, scan or enter a storage bin location to pick the item from.

A list of suggested bin locations appears at the bottom of the page. If a preferred bin is set for an item, it appears at the top of the list with an asterisk (*).

You can select values in the **UOM** and **Inv Status** fields to filter this list accordingly.

For more information on how NetSuite WMS determines which bin locations to display on this page, see [Picking Strategies](#).

10. If you are picking a lot numbered item, on the Picking - Lot# page, in the **Enter/Scan Lot#** field, scan or enter the lot number of the item you are picking.
11. If you are picking a serialized item, on the Picking - Serial# page, in the **Enter/Scan Serial#** field, scan or enter the serial number for the unit of the item you are picking. If necessary, select **Save (Ent)**. Repeat this step for each unit of the serialized item you are picking.
12. Select **Pick (Ent)**.

Scheduling Pick Report Generation

NetSuite WMS automatically schedules single-order pick reports to be generated if the selected order lines exceed the script usage unit limit for Suitelets. For more information on script usage limits, see the help topic [Script Type Usage Unit Limits](#).

You can manually schedule multi-order pick reports to be generated according to the conditions you set. Select the orders you want to include in the pick report and choose to print the report or have it sent to a specified email address.

To view the status of scheduled pick reports, go to Shipping > Pick Report > Pick Report Status.

To schedule a multi-order pick report to be generated:

1. Log in to your NetSuite WMS account using the Warehouse Manager role.
2. Go to Shipping > Pick Report > Multi Order Pick Report Scheduler.
3. In the **Location** field, select your warehouse location.
4. In the **Transaction Type** field, select whether you want to include sales orders or transfer orders in the picking report.
5. Depending on which orders you want to pick, set one or more of the following fields:
 - **Order Type** — Display all orders of the same type.
 - **Department** — Display all orders that were entered for the same department.
 - **Class** — Display all orders that were entered for the same class.
 - **# of Lines** — Display all orders that contain fewer than the maximum number of order lines.
 - **Qty** — Display all orders that contain fewer than the maximum quantity of items.
 - **Customer** — Display all orders to be shipped to the same customer.
 - **Ship Date** — Display all orders to be shipped on the same day.
 - **Ship Method** — Display all orders to be shipped using the same shipping method.
 - **Item Family** — Display all orders that have items in the same item family.
 - **Item Group** — Display all orders that have items in the same item group.
6. If you want to assign the pick tasks on the pick report to a specified user, in the **Task Assigned To** field, select the appropriate name.

Users cannot process pick tasks that are assigned to another user. Only pick tasks that are not assigned to another user are displayed on a user's mobile device when picking orders.

7. Check the **Allow Reprinting** box to be able to reprint previously printed transactions.
For more information, see [Printing Duplicate Pick Reports](#).
8. Check the **Ship Complete** box to display only orders that can be completely fulfilled.
9. Click **Display**.

10. If necessary, make a selection in the **Select Orders** field to view additional orders.
11. In the **Confirm** column, check the box next to each order you want to include in your pick report.
12. Click **Print**.

To view the status of scheduled pick reports:

1. Log in to your NetSuite WMS account using the Warehouse Manager role.
2. Go to Shipping > Pick Report > Pick Report Status.
3. In the **Pick Report Status Type** dropdown list, select whether you want to find single- or multi-order pick reports.
4. If you know which pick report order you want to find, enter the appropriate value in the **Pick Report #** field.
5. If you want to find pick reports that were generated between two dates, select the appropriate dates in the **Begin Date** and **End Date** fields.
6. Click **Display**.
7. Click **Download PDF** next to the pick reports you want to view or print.

Generating Pick Reports for Back Ordered Items

You can schedule multi-order pick reports to be generated to include back ordered items when the items become available. The Back Order Scheduler identifies orders that have been partially or not fulfilled and now have back ordered items available for fulfillment. Select the orders you want to include in the pick report and choose to print the report or have it sent to a specified email address.

To generate a pick report for back ordered items:

1. Log in to your NetSuite WMS account using the Warehouse Manager role.
2. Go to Shipping > Pick Report > Multi Order Pick Report — Back Order Scheduler.
3. In the **Location** field, select your warehouse location.
4. In the **Transaction Type** field, select whether you want to include sales orders or transfer orders in the picking report.
5. Depending on which orders you want to pick, set one or more of the following fields:
 - **Order Type** — Display all orders of the same type.
 - **Department** — Display all orders that were entered for the same department.
 - **Class** — Display all orders that were entered for the same class.
 - **# of Lines** — Display all orders that contain fewer than the maximum number of order lines.
 - **Qty** — Display all orders that contain fewer than the maximum quantity of items.
 - **Customer** — Display all orders to be shipped to the same customer.
 - **Ship Date** — Display all orders to be shipped on the same day.
 - **Ship Method** — Display all orders to be shipped using the same shipping method.
 - **Item Family** — Display all orders that have items in the same item family.
 - **Item Group** — Display all orders that have items in the same item group.
6. To display orders created between two dates, set the **From Date** and **To Date** fields to the appropriate dates.
7. If you want to assign the pick tasks on the pick report to a specified user, in the **Task Assigned To** field, select the appropriate name.

Users cannot process pick tasks that are assigned to another user. Only pick tasks that are not assigned to another user are displayed on a user's mobile device when picking orders.

8. Check the **Allow Reprinting** box to be able to reprint previously printed transactions.
For more information, see [Printing Duplicate Pick Reports](#).
9. Check the **Ship Complete** box to display only orders that can be completely fulfilled.
10. Click **Display**.
11. If necessary, make a selection in the **Select Orders** field to view additional orders.
12. In the **Confirm** column, check the box next to each order you want to include in your pick report.
13. Click **Print**.

Printing Duplicate Pick Reports

You can print duplicate pick reports checking the Allow Reprinting box when you search for orders to include on pick reports. Reprinted pick reports include order lines that appeared on previously-printed pick reports. When you print a pick report with order lines that have been printed previously, Duplicate appears at the top of the subsequently-printed pick report.

When the Allow Reprinting box is cleared, orders with previously-printed lines are excluded from search results, unless they contain lines made available for picking since the last pick report was printed.

The Allow Reprinting box is available on the following pages, accessed at Shipping > Pick Report:

- Pick Report
- Multi-Order Pick Report
- Multi-Order Pick Report Scheduler
- Multi Order Pick Report-Back Order Scheduler

Preventing the Picking of Expired Items

You can set whether you want to show items from expired lots as available for picking. By default, NetSuite WMS is configured to allow the picking of expired items. If you do not want expired items to appear in the available inventory for picking, you can edit the Allow picking of expired items system rule.

To prevent the picking of expired items:

1. Log in to your NetSuite WMS account using the Warehouse Administrator role.
2. Go to Setup > Warehouse > System Rules.
3. Do one of the following:
 - To prevent the picking of expired items for all warehouse locations, click **Edit** next to **Allow picking of expired items?**
 - To prevent the picking of expired items to accommodate a business exception that applies to one location only, complete the following steps:
 1. Click **View** next to **Allow picking of expired items?**
 2. In the **Actions** menu, click **Make Copy**.
 3. In the **Name** field, enter **Allow picking of expired items?**
 4. In the **Location** field, select the appropriate warehouse location or warehouse sublocation.
4. In the **Rule Value** field, enter **N**.

5. Check the **Active** box.
6. Click **Save**.

For more information, see System Rules in the  [NetSuite WMS Setup Guide](#).

Staging Items After Picking

You can set whether you want to stage picked items after picking and before shipping. By default, NetSuite WMS is configured to ship items after they are picked without first moving them to an outbound staging bin location. If you want to move picked items to an outbound staging bin location before shipping, you can edit the Stage picked items before shipping? system rule.

To stage items after picking:

1. Log in to your NetSuite WMS account using the Warehouse Administrator role.
2. Go to Setup > Warehouse > System Rules.
3. Do one of the following:
 - To stage items after picking at all warehouse locations, click **Edit** next to **Stage picked items before shipping?**
 - To stage items after picking to accommodate a business exception that applies to one location only, complete the following steps:
 1. Click **View** next to **Stage picked items before shipping?**
 2. In the **Actions** menu, click **Make Copy**.
 3. In the **Name** field, enter **Stage picked items before shipping?**
 4. In the **Location** field, select the appropriate warehouse location or warehouse sublocation.
4. In the **Rule Value** field, enter **N**.
5. Check the **Active** box.
6. Click **Save**.

For more information, see System Rules in the  [NetSuite WMS Setup Guide](#).

Reversing Completed Pick Transactions

You can reverse completed pick transactions that have not yet been marked shipped. When you reverse a pick transaction, the associated item quantities are added back to the bin locations from when they were picked. You can reverse entire line items only; you cannot complete partial line item reversals.

You can reverse pick transactions using a mobile device or the NetSuite WMS user interface.

To reverse a completed pick transaction using mobile devices:

1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Picking**.
3. On the Picking Menu page, select **Pick Reversal**.
4. On the Pick Reversal page, enter either or both of the order number and pick report number for the pick transaction you want to reverse.
5. Select **Sales Order** or **Transfer Order**, depending on the type of transaction from which you want to reverse a pick transaction.

6. Do one of the following:
 - If you want to skip reversing the pick transaction for the item displayed on the Pick Reversal page, select **Skip**.
 - To reverse the pick transaction for the item displayed on the Pick Reversal page, select **Revert (Ent)**.

If you have not reversed all of the completed pick transactions on the specified order or pick report, the Pick Reversal page appears so you are able to repeat the applicable steps to reverse additional pick transactions from the same order or pick report.

If you have reversed all of the completed pick transactions on the specified order or pick report, the Pick Reversal page appears so you are able to repeat the applicable steps to reverse additional pick transactions from a different order or pick report.

To reverse a completed pick transaction using the NetSuite WMS user interface:

1. Log in to your NetSuite WMS account using the Warehouse Operator role.
2. Go to Shipping > Picking > Pick Reversal.
3. In the **Transaction Type** field, select whether you are reversing a pick from a sales order or from a transfer order.
4. In the **Transaction #** field, enter the sales order number or transfer order number.
5. If you want to reverse a pick transaction from an order on a pick report, in the **Pick Report #** field, enter the pick report number.
6. Click **Display**.
7. On the **ItemList** sublist, in the **Confirm** column, check the box next to each pick transaction you want to reverse.
8. Click **Submit**.

Showing and Hiding Completed Picks on Mobile Devices

You can use the Show Completed Items switch on mobile device picking screens to show and hide completed picks from the displayed list. You drag the switch to the right to the on position to show completed picks and back to the left to the off position to hide completed picks from the list.

Picking Item

Sales Order# **S0417**

Enter/Scan Item

Back (F7)
Next (Ent)

Show Completed Items ☐

Item	Picked	Remaining
Dinv2	0 CASE	4 CASE
DLot1	0 CASE	2 CASE

Picking Item

Sales Order# **S0417**

Enter/Scan Item

Back (F7)
Next (Ent)

Show Completed Items ☒

Item	Picked	Remaining
Dinv1	312 EACH	0 EACH
Dinv2	0 CASE	4 CASE
DLot1	0 CASE	2 CASE

Packing Orders

After you pick items for orders, you then have to pack them to be shipped.

By default, NetSuite WMS is configured to automatically mark items as packed after they are picked. Depending on your business processes, you might want to prevent this from happening so you can control when items are considered ready for shipping.

If you enable manual packing, items are not considered packed, and item fulfillment records are not created, until you manually pack items.

Manually Packing Orders

If you enable manual packing, before items are marked packed and fulfillment records are created, you must manually mark orders as packed. When you manually pack an item, you provide carton information and manually print a pack list to a warehouse printer.

Using a Custom Format for Pack Lists

By default, NetSuite WMS is configured to print pack lists using a standard PDF format. You can choose to create a custom pack list format to be used when you print pack lists.

To use a custom format for pack lists

1. Log in to your NetSuite WMS account using the Warehouse Administrator role.
2. Go to Setup > Warehouse > System Rules.
3. Do one of the following:
 - To use a custom format for pack lists at all warehouse locations, click **Edit** next to **Use custom single order packing lists?**
 - To use a custom format for pack lists at one warehouse location only, complete the following steps:
 1. Click **View** next to **Use custom single order packing lists?**
 2. In the **Actions** menu, click **Make Copy**.
 3. In the **Name** field, enter **Use custom single order packing lists?**
 4. In the **Location** field, select the appropriate warehouse location or warehouse sublocation.
4. In the **Rule Value** field, enter **Y**.
5. Check the **Active** box.
6. In the **Deployment ID** and **Script ID** fields, enter the appropriate HTML data for your custom PDF pack slip.


Unless data is entered in both of these fields, packing lists will print using the standard format. For more information, contact your NetSuite WMS project manager.
7. Click **Save**.

For more information, see System Rules in the [NetSuite WMS Setup Guide](#).

To enable manual packing:

1. Log in to your NetSuite WMS account using the Warehouse Administrator role.

2. Go to Setup > Warehouse > System Rules.
3. Do one of the following:
 - To post item fulfillment records after items or cartons are packed at all warehouse locations, click **Edit** next to **Manually pack orders?**.
 - To post item fulfillment records after items or cartons are packed at one warehouse location only, complete the following steps:
 1. Click **View** next to **Manually pack orders?**.
 2. In the **Actions** menu, click **Make Copy**.
 3. In the **Name** field, enter **Manually pack orders?**.
 4. In the **Location** field, select the appropriate warehouse location or warehouse sublocation.
4. In the **Rule Value** field, enter **N**.
5. Check the **Active** box.
6. Click **Save**.

For more information, see System Rules in the  [NetSuite WMS Setup Guide](#).

To manually pack a single order:

1. Log in to your NetSuite WMS account using the Warehouse Operator role.
2. Go to Shipping > Packing > Packing for Single Order.
3. In the **Order #** field, enter the order number for the order you are packing.
4. In the **Order Type** field, enter the order type of the order you are packing.
5. In the **Printer Name** field, select the printer you want to use to print the packing slips.
If no printer names appear, or you want to print to the default printer configured in the NetSuite WMS Shipping Integration, leave this field blank.
For more information on printers, see [NetSuite WMS Shipping Integration](#).
6. Click **Display**.
7. In the **Carton** field, enter a carton name in any format.
8. In the **Weight** field, enter the weight of the items you are packing.
9. On the **Packing** sublist, in the **Confirm** column, check the box next to each item you are packing.
10. In the **Quantity** column, enter the quantity of each item you are packing.
11. Click **Submit**.

To manually pack multiple orders at one time:

1. Log in to your NetSuite WMS account using the Warehouse Operator role.
2. Go to Shipping > Packing > Packing for Multi Order.
3. Depending on which orders you want to pack, set one or more of the following fields:
 - **Pick Report #** — Display all orders on a generated pick report.
 - **Order Type** — Display all orders of the same type.
 - **Customer** — Display all orders to be shipped to the same customer.
 - **Ship Date** — Display all orders to be shipped on the same day.
 - **Ship Method** — Display all orders to be shipped using the same shipping carrier.

4. In the **Printer Name** field, select the printer you want to use to print the packing slips.
If no printer names appear, or you want to print to the default printer configured in the NetSuite WMS Shipping Integration, leave this field blank.
For more information on printers, see [NetSuite WMS Shipping Integration](#).
5. Click **Display**.
6. In the **Carton** field, enter a carton name in any format.
7. In the **Weight** field, enter the weight of the items you are packing.
8. On the **Packing** sublist, in the **Confirm** column, check the box next to each item you are packing.
9. In the **Quantity** column, enter the quantity of each item you are packing.
10. Click **Submit**.

Shipping Orders

After you have picked and packed items, you can ship them using either the NetSuite WMS Shipping Integration or the Quick Ship feature. Both shipping methods use the WMS Ship Manifest record to associate a tracking number with your orders' cartons and mark the orders as shipped in NetSuite.

WMS Ship Manifest Records

WMS Ship Manifest records are used as intermediary data records to pass shipping information to and from NetSuite and to and from the NetSuite WMS Shipping Integration.

When an item fulfillment record is posted for an item, order, or carton, a WMS Ship Manifest record is created at the same time. The record is populated with information from the sales order and picking and packing processes, such as the order number, carton details, recipient details, and shipping instructions.

When items and cartons are shipped, their ship manifest record is updated with the shipping tracking number. An item fulfillment is marked as shipped when its associated ship manifest record has a shipping tracking number.

For more information, see [Posting and Updating Item Fulfillment Records](#).

NetSuite WMS Shipping Integration

The NetSuite WMS Shipping Integration provides a connection between NetSuite and your parcel carrier shipping software (for example, FedEx Ship Manager or UPS WorldShip). This connection enables you to automate some of your outbound processing tasks to streamline the shipping process.

The NetSuite WMS Shipping Integration uses the NSWMS Print Driver application to automatically:

- pull shipping data from WMS Ship Manifest records to push it to your carrier shipping software.
- generate shipping labels for each carton packed using NetSuite WMS.
- print shipping labels to printers in your warehouse.
- pull tracking number information from your carrier shipping software and push it to WMS Ship Manifest records.

The NSWMS Print Driver application is installed on the same computer in your warehouse's shipping station that is used to run your parcel carrier's shipping software. As items are packed in the warehouse,

the application runs a scheduled task to find all orders that are ready to be shipped. Using the information stored in the WMS Ship Manifest record, it creates shipping labels and prints them at the printer you configure in the application.

For more information on installation and configuration of the NSWMS Print Driver application, see NetSuite WMS Shipping Integration in the [NetSuite WMS Setup Guide](#).

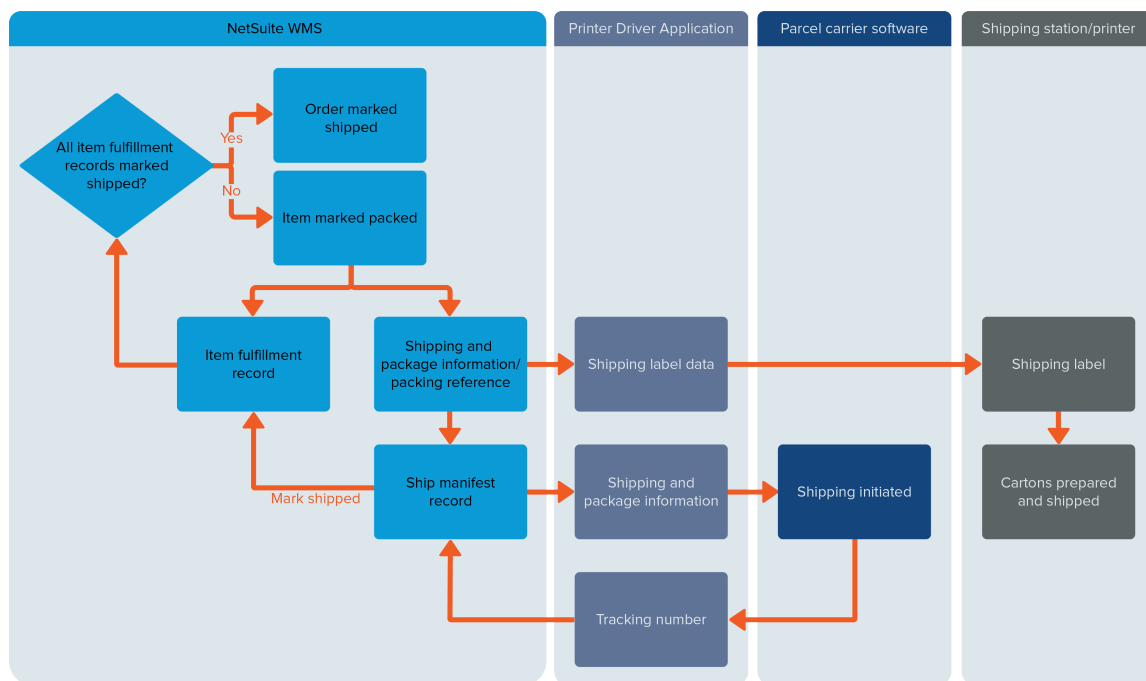
Shipping Orders Using the NetSuite WMS Shipping Integration

The NetSuite Printer Driver application runs a scheduled script at an interval you define during its configuration. The script identifies all orders that are packed and ready for shipping. To do this, it looks for orders with ship manifest records that have a packing reference, but no shipping tracking number.

The NetSuite Print Driver application then pulls the orders' shipping data from their associated ship manifest records and pushes it to the parcel carrier software. The shipping process is initiated with the parcel carrier, ship labels are generated and printed, and a tracking number is pushed back to the ship manifest record.

When a ship manifest record has a shipping tracking number, its associated item fulfillment record is marked shipped. When all of an order's associated item fulfillment records are marked shipped, the order is considered fulfilled and moves to the Pending Billing status.

NetSuite WMS Shipping Integration Workflow Chart



Manually Shipping Orders

The Quick Ship feature enables you to manually mark items as shipped. You might use this feature for orders that do not need to go through a formal shipping process, such as customer pick-ups or internal sales orders.



Important: To use the quick ship feature, the shipping method set on the order must be associated with a carrier service level record that has the Allow Quick Ship box checked.

For more information, see Carrier Service Levels in the  [NetSuite WMS Setup Guide](#).

To manually ship an order:


1. On your mobile device, on the Warehouse Location page, select your warehouse location.
2. On the Main Menu page, select **Picking**.
3. On the Picking Menu page, select **Single-Order Picking**.
4. On the Picking Menu page, select **Quick Ship**.
5. On the Quick Ship - Order# page, enter the order number.
6. Select **Sales Order** or **Transfer Order**, depending on the type of order you are shipping.
7. On the Quick Ship - Carton# page, in the **Enter/Scan Carton#** field, accept or enter the carton number you are using to ship the order.
If you manually packed the item, the carton number you entered in the **Carton** field is auto-populated in this field.
8. In the **Enter Tracking No** field, enter the shipping tracking number for the order.
9. Select **Save (Ent)**.

If you have not marked all of the cartons in the order as shipped, the Quick Ship - Carton# page appears so you are able to repeat the applicable steps to ship additional cartons from the same order.

If you have marked all of the cartons in the order as shipped, Quick Ship - Order# page appears so you are able to mark cartons from a different order as shipped.

Confirming Customer Shipments

After items are shipped, you can send advance shipping notices (ASNs) to customers using Electronic Data Interchange (EDI). To send ASNs via EDI, you have to configure NetSuite WMS for use with EDI and work with a NetSuite EDI partner.

For more information, see Electronic Data Interchange (EDI) Integration in the  [NetSuite WMS Setup Guide](#).

Sending Advance Shipping Notices (ASNs)

An advance shipping notice is a document similar to a packing slip that is sent to customers to confirm that their order has been shipped. It is sent from NetSuite WMS to a NetSuite EDI partner to the customer.

If you have enabled the EDI integration to send ASNs, a scheduled script runs every 15 minutes to find all shipped orders for which the customer has requested an ASN. For each identified order, NetSuite WMS creates an ASNC Parent record with the order number and one Stage Outbound ASNC record for each item in the order with the required shipping data. This data is then read by the NetSuite EDI partner, who converts the data into an EDI document and sends the ASN to the customer.