

Create Advice for Inventory Transactions in Zwing

Zwing enables seamless **inventory management** with transactions like **Goods Receipt Note (GRN)** from suppliers or manufacturing hubs, **Replenishment or Goods Transfer Requests (GTR)** from another stores or suppliers, **Goods Movement** within stores, and **Returns to Suppliers**. Users can create **advice** to initiate and execute these operations efficiently.

i You can create **advice** based on the required transaction.

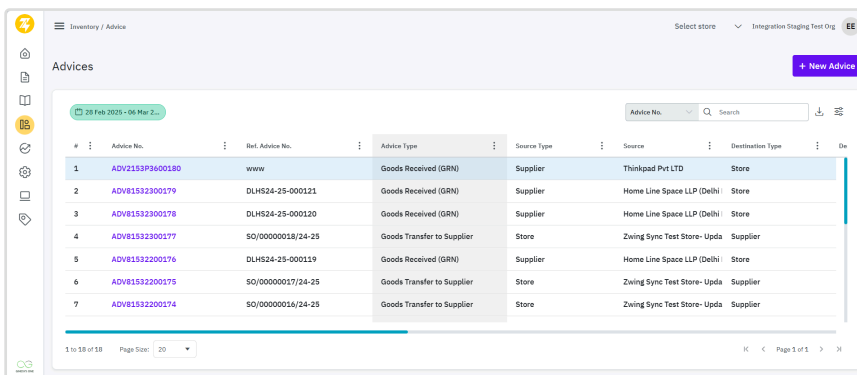
This guide walks you through creating **advice** for the required inventory transaction.

- [Create Advice for GRN \(Goods Receipt Note\)](#)
- [Create Advice for Replenishment Request \(GTR\)](#)
- [Create Advice for Goods Transfer to Store](#)
- [Create Advice for Replenishment Request \(Store to Store\)](#)
- [Create Advice for Good Transfer to Supplier](#)
- [Add Product to the Advice](#)
- [Add Serial Product to Advice](#)
 - [Create New Serial Number for Product](#)
 - [Add Existing Serial Numbers for Product](#)
 - [Add Quantity of product to Advice without Serial Number](#)
- [Add Batch Product to Advice](#)
 - [Create New Batch Number for Product](#)
 - [Add Existing Batch Numbers for Product](#)
 - [Add Quantity of Product to Advice without Batch Number](#)
- [Save Advice as Draft](#)
- [Save Advice to Complete Advice](#)
- [Advice Void](#)

Create Advice for GRN (Goods Receipt Note)

To procure the inventory from Supplier/ Manufacturing Hub, you can create advice for GRN.

1. From the sidebar menu, go to **Inventory** → **Advice** to view all already created advices. You can create new advice by clicking on **+ New Advice**.



The screenshot shows the 'Inventory / Advice' page in the Zwing application. The page has a sidebar on the left with various icons. The main area displays a table of advices. At the top right, there is a 'Select store' dropdown and a 'Integration Staging Test Org' button. Below the table, there is a pagination bar showing '1 to 18 of 18' and a 'Page Size' dropdown set to '20'. The table has columns for #, Advice No., Ref. Advice No., Advice Type, Source Type, Source, Destination Type, and On. The data rows show various advices, including 'Goods Received (GRN)' and 'Goods Transfer to Supplier'.

#	Advice No.	Ref. Advice No.	Advice Type	Source Type	Source	Destination Type	On
1	ADV2153P3600180	www	Goods Received (GRN)	Supplier	Thinkpad Pvt LTD	Store	
2	ADV81532300179	DLH24-25-000121	Goods Received (GRN)	Supplier	Home Line Space LLP (Delhi)	Store	
3	ADV81532300178	DLH24-25-000120	Goods Received (GRN)	Supplier	Home Line Space LLP (Delhi)	Store	
4	ADV81532300177	SO/00000018/24-25	Goods Transfer to Supplier	Store	Zwing Sync Test Store- Upda	Supplier	
5	ADV81532300176	DLH24-25-000119	Goods Received (GRN)	Supplier	Home Line Space LLP (Delhi)	Store	
6	ADV81532300175	SO/00000017/24-25	Goods Transfer to Supplier	Store	Zwing Sync Test Store- Upda	Supplier	
7	ADV81532300174	SO/00000016/24-25	Goods Transfer to Supplier	Store	Zwing Sync Test Store- Upda	Supplier	

i If an advice is created through an integrated system via API, it will also be available in the advice list.

2. Once you click on **+New Advice**, you will be redirected to a page where you can create a new advice.

3. In the **Advice Type** dropdown, you will find options to create different types of advice. To create a GRN advice, select **Goods Receipt (GRN)** from the list.
4. You can add the Reference Advice Number if applicable.
5. Select the supplier from the supplier dropdown and choose the destination store where you want to procure the inventory.
6. You can add a remark if needed.
7. You can attach up to five files, including PDFs, spreadsheets, or images.

Inventory / Advice / Create

Integration Staging Test Org EE

← New Advice Discard Continue

Advice Details

Advice Type * Goods Received (GRN) Reference Advice Number REFADV029739 Source Supplier * ThinkPad Pvt LTD Destination Store * Replenishment Source Test Store- 001

Remark
REMARK

Attachments (up to 5)
Browse... Drop files here

2025-03-06-12-24-33_ADV-17... 412.64 KB 2025-03-06-12-24-45_ADV-17... 168.88 KB

Scan product barcode to add Scan auto-switch: OFF Switch to Search

Advice products

Create Advice for Replenishment Request (GTR) [↗](#)

You can raise Replenishment Request (GTR) from your supplier/ manufacturing hub.

1. To raise this request, select **Replenishment Request (GTR)** and choose **Supplier** → **Store** from the advice type dropdown.

Inventory / Advice / Create

Integration Staging Test Org EE

← New Advice Discard Continue

Advice Details

Advice Type * Replenishment Request (GTR) Reference Advice Number Enter reference number Source Supplier * Select Source Destination Store * Select Destination

Remark

Attachments (up to 5)

Scan product barcode to add Scan auto-switch: OFF Switch to Search

Advice products

2. Fill in the required details, including **Source Supplier** and **Destination Store**. You can also optionally add a **Reference Advice Number**, **Remark**, and attach files.
3. Add the required products for procurement and [click here](#) to add them. Once added, proceed to save the advice..

Create Advice for Goods Transfer to Store [↗](#)

You can create an advice to transfer inventory between stores by selecting the **Goods Transfer to Store** advice type.

1. To raise this request, select **Goods Transfer to Store** and choose **Store** → **Store** from the advice type dropdown.

2. Fill in the required details, including **Source Store** and **Destination Store**. You can also optionally add a **Reference Advice Number**, **Remark**, and attach files.
3. Add the required products for procurement and [click here](#) to add them. Once added, proceed to save the advice.

Create Advice for Replenishment Request (Store to Store) [↗](#)

You can raise replenishment request from another store to your store.

1. To raise this request, select **Replenishment Request** and choose **Store → Store** from the advice type dropdown.

2. Fill in the required details, including **Source Supplier** and **Destination Store**. You can also optionally add a **Reference Advice Number**, **Remark**, and attach files.
3. Add the required products for procurement and [click here](#) to add them. Once added, proceed to save the advice..

Create Advice for Good Transfer to Supplier [↗](#)

You can create a advice to transfer the inventory back to supplier / HO.

1. To create this request, select **Goods Transfer to Supplier** and choose **Store → Supplier** from the advice type dropdown.

2. Fill in the required details, including **Source Supplier** and **Destination Store**. You can also optionally add a **Reference Advice Number**, **Remark**, and attach files.
3. Add the required products for procurement and [click here](#) to add them. Once added, proceed to save the advice.

Add Product to the Advcie [↗](#)

Once you have filled in the header-level details, you can add the products to be procured.

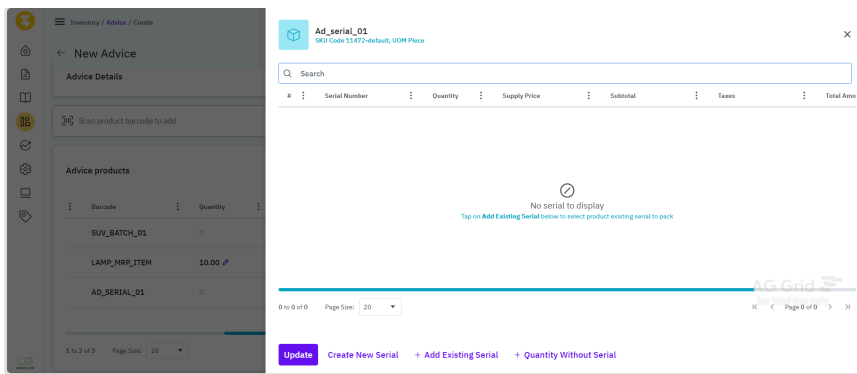
1. You can add a product by scanning its barcode or searching for it by name.

2. You can also add products by importing them directly via a CSV file.

Add Serial Product to Advice [↗](#)

Zwing supports multiple product tracking methods, allowing you to add products to the advice with serial-level tracking.

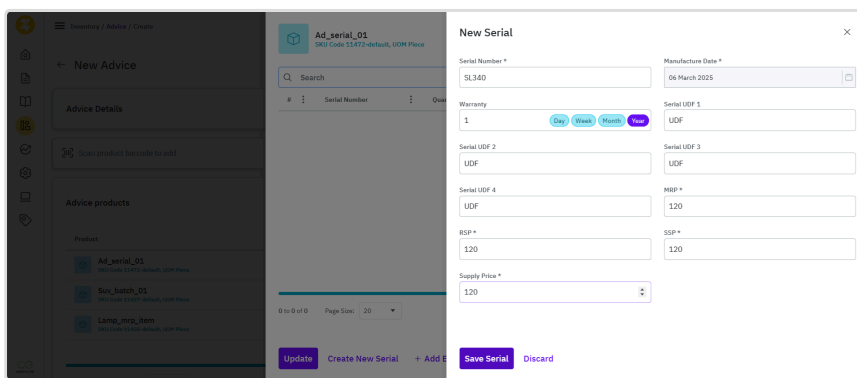
1. Scan or search the product with serial level tracking.
2. After selecting a product with serial-level tracking, a sidecart will appear, allowing you to add serials for the selected product.



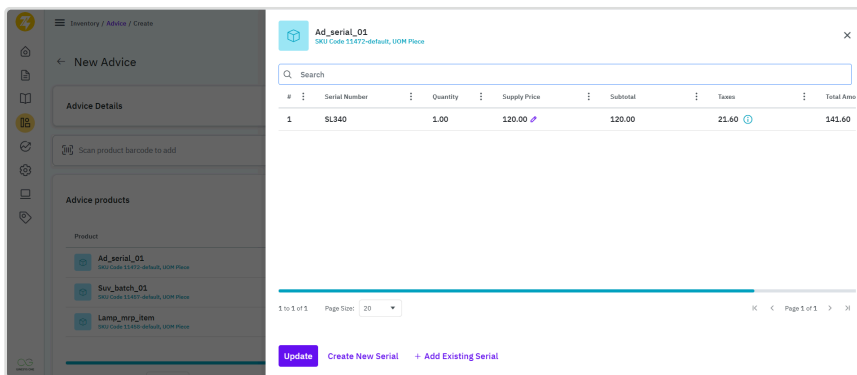
3. You can choose to **+Create New Serial**, **+Add Existing Serial**, or **+Add Quantity Without Serial** for the selected product.

Create New Serial Number for Product [↗](#)

1. Click on **+Create New Serial** and enter the required details to generate a new serial.



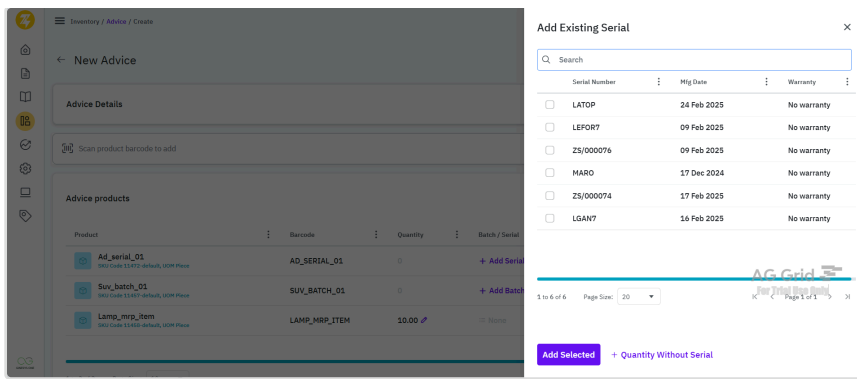
2. Save the entered details and your newly created Serial Number will be available in the List.



3. Click on update to add this serial number in the advice.

Add Existing Serial Numbers for Product [↗](#)

1. Click on **+Add Existing Serial** and select the serial numbers you want to add.

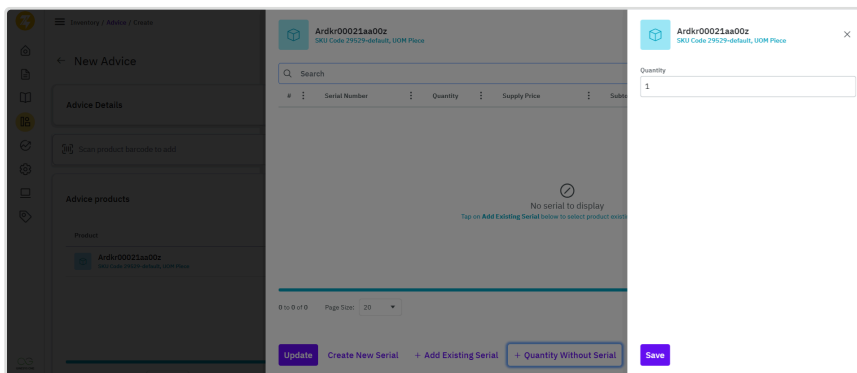


2. Click on **Add Selected** to add the products to the advice. Once done, the selected serial numbers will automatically be assigned to the respective product in the advice.

Add Quantity of product to Advice without Serial Number [↗](#)

If you want to add quantity for the selected product without assigning new or existing serials, you can do so without attaching any serial numbers.

1. Click on **+Quantity Without Serial**, add the quantity to be precured against the selected product.

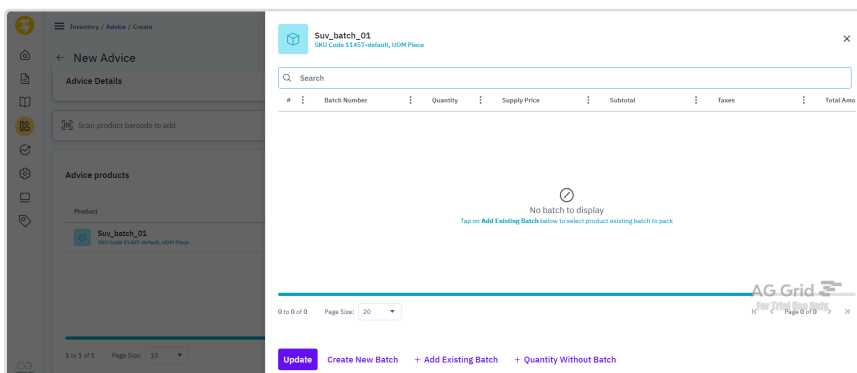


2. Click **Save** to add the product and its procurement quantity to the advice.

Add Batch Product to Advice [↗](#)

Zwing supports multiple product tracking methods, enabling you to add products to the advice with batch-level tracking.

1. Scan or Search: Locate the product with batch-level tracking.
2. Select the Product: After selecting a batch-tracked product, a sidecart will appear.
3. Add Batch Details: Enter the batch information for the selected product.



4. You can choose to **+Create New Batch**, **+Add Existing Batch**, or **+Add Quantity Without Batch** for the selected product.

Create New Batch Number for Product [↗](#)

1. Click on **+Create New Batch** and enter the required details to generate a new batch.

The 'New Batch' form is displayed over the 'New Advice' screen. The form includes fields for Batch Number, Manufacture Date, Expiry Date, Validity (Day, Week, Month, Year), MRP, RSP, SSP, and Supply Price. The 'Create New Batch' button is highlighted in blue.

2. Save the entered details and your newly created Batch Number will be available in the List.

The 'New Advice' screen displays a table with the following data:

#	Batch Number	Quantity	Supply Price	Subtotal	Taxes	Total Amount
1	Batch726	1.00	120.00	120.00	21.60	141.60

The 'Update' button is highlighted in blue.

3. Click on update to add this serial number in the advice.

Add Existing Batch Numbers for Product [↗](#)

1. Click on **+Add Existing Batch** and select the batch numbers you want to add.

The 'Add Existing Batch' form is displayed over the 'New Advice' screen. The form includes a search bar and a table with the following data:

Batch Number	Mfg Date	Expiry Date
JACKOS	2025-01-14	
SAVER	2025-02-09	
SU005	2025-01-12	
LANG078	2025-01-12	

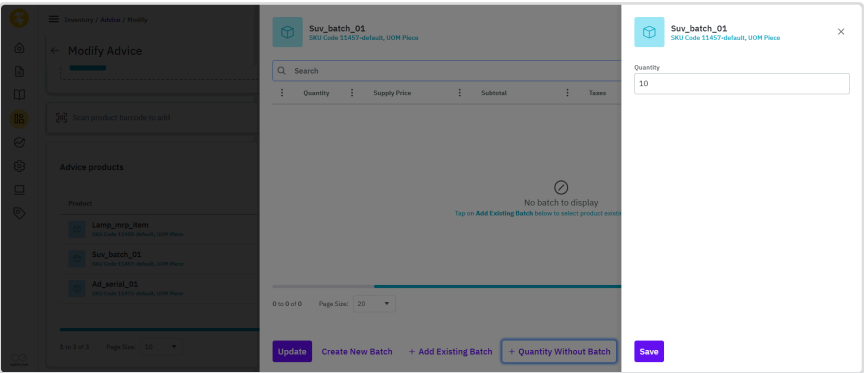
The 'Add Selected' button is highlighted in blue.

2. Click on **Add Selected** to add the products to the advice. Once done, the selected batch numbers will automatically be assigned to the respective product in the advice. You can add the quantity for the selected batch number as well.

Add Quantity of Product to Advice without Batch Number [↗](#)

If you want to add quantity for the selected product without assigning new or existing serials, you can do so without attaching any batch number.

1. Click on **+Quantity Without batch**, add the quantity to be precured against the selected product.

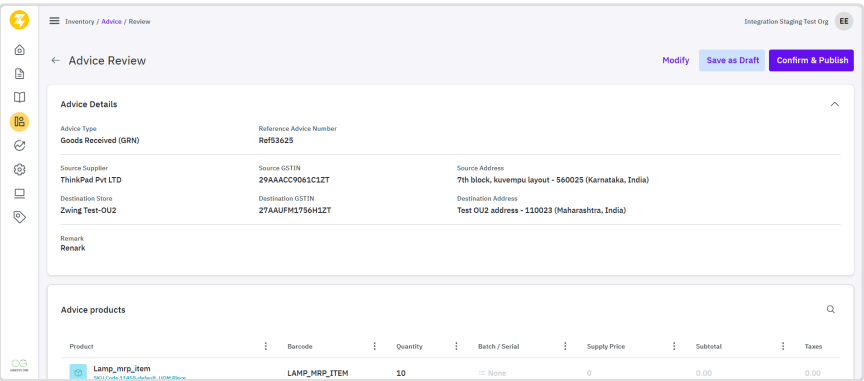


2. Click **Save** to add the product and its procurement quantity to the advice.

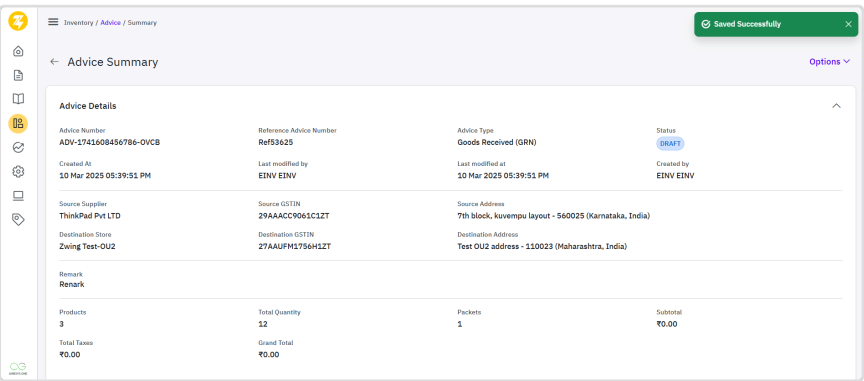
Save Advice as Draft [↗](#)

You can save the advice as a draft, which can be modified later.

1. Click on **Continue**, and you will be redirected to the **Advice Review** page, where you can save the advice as a draft.



2. Once you save the advice as a draft, it will be stored with the status marked as **Draft**.



3. Click on the available options to discard, modify, or save the drafted advice and complete the process.

Inventory / Advice / Summary

Integration Staging Test Org

EE

← Advice Summary

Advice Details

Advice Number

ADV-1741608456786-OVCB

Reference Advice Number

Ref53625

Advice Type

Goods Received (GRN)

Status

DRAFT

Created At

10 Mar 2025 05:39:51 PM

Last modified by

EINV EINV

Last modified at

10 Mar 2025 05:39:51 PM

Created by

EINV EINV

Source Supplier

ThinkPad Pvt LTD

Source GSTIN

29AAACC9061C1ZT

Source Address

7th block, kuvempu layout - 560025 (Karnataka, India)

Destination Store

Zwing Test-OU2

Destination GSTIN

27AAUFM1756H1ZT

Destination Address

Test OU2 address - 110023 (Maharashtra, India)

Remark

Remark

Products

3

Total Quantity

12

Pickets

1

Subtotal

₹0.00

Total Taxes

₹0.00

Grand Total

₹0.00

Discard Draft

Save Draft

Save Advice to Complete Advice

Once you have filled in all the details related to the advice and the products to be procured, you can save the advice to complete the generation process.

1. Click on **Continue** to proceed with saving the advice.

Inventory / Advice / Create

Integration Staging Test Org

EE

← New Advice

Discard Continue

Advice Details

Scan product barcode to add

Scan auto-switch: OFF

Switch to Search

Advice products

Product

Barcode

Quantity

Batch / Serial

Supply Price

Subtotal

Taxes

Ad_serial_01

AD_SERIAL_01

1.00

1 Serial

Serial level

0.00

0.00

Suv_batch_01

SUV_BATCH_01

10.00

1 Batch

Batch level

0.00

0.00

Lamp_mrp_item

LAMP_MRP_ITEM

10.00

None

0.00


0.00

1 to 3 of 3

Page Size: 10

12

Page 1 of 1

 You can discard the advice by clicking on **Discard**, which will remove all the added details.

2. Once you click **Continue**, you will be redirected to a page where you can review the advice, save it as a draft, or click **Modify** to make changes.

Inventory / Advice / Review

Integration Staging Test Org

EE

← Advice Review

Modify Save as Draft Confirm & Publish

Advice Detail

Advice Type

Replenishment Request (GTR)

Reference Advice Number

refe3747327

Source Supplier

ThinkPad Pvt LTD

Source GSTIN

29AAACC9061C1ZT

Source Address

7th block, kuvempu layout - 560025 (Karnataka, India)

Destination Store

Zwing Test-OU2

Destination GSTIN

27AAUFM1756H1ZT

Destination Address

Test OU2 address - 110023 (Maharashtra, India)

Remark

Remark

Advice products

Product

Barcode

Quantity

Batch / Serial

Supply Price

Subtotal

Taxes

Lamp_mrp_item

LAMP_MRP_ITEM

10

None

0

0.00

0.00

Suv_batch_01

SUV_BATCH_01

10

1 Batch

Batch level

0.00

0.00

3. Click on **Confirm and Publish** to save the advice and complete the advice generation process.
4. Your advice will be saved, and you will be redirected to the **Advice Summary** page, where you can review the final details.

Advice Summary

Options

Advice Details			
Advice Number ADV2153P3900191	Reference Advice Number Not Specified	Advice Type Goods Received (GRN)	Status PENDING
Created At 9 Mar 2025 11:54:53 AM	Last modified by EINV EINV	Last modified at 9 Mar 2025 11:54:53 AM	Created by EINV EINV
Source Supplier ThinkPad Pvt LTD	Source GSTIN 29AAACC9061C1ZT	Source Address 7th block, kuvempu layout - 560025 (Karnataka, India)	
Destination Store Zwing test store-OU003	Destination GSTIN 07AABCA2115P12R	Destination Address Test - 110093 (Maharashtra, India)	
Products 1	Total Quantity 1	Packets 1	Subtotal ₹0.00
Total Taxes ₹0.00	Grand Total ₹0.00		

Advice Products

✓ **Success!** Your advice has been successfully generated and saved. You can review the details on the **Advice Summary** page.

Advice Void [↗](#)

If there's any issue or mistake in generated advice, you can void the saved advice.

- Go to the Advice Summary page, click on the top-right corner options, and select **Void Advice**.

Advice Summary

Integration Staging Test Org

Options

Void Advice

Advice Details			
Advice Number ADV2153P3A45679	Reference Advice Number Ref53625	Advice Type Goods Received (GRN)	Status PENDING
Created At 10 Mar 2025 09:39:51 PM	Last modified by EINV EINV	Last modified at 10 Mar 2025 09:39:51 PM	Created by EINV EINV
Source Supplier ThinkPad Pvt LTD	Source GSTIN 29AAACC9061C1ZT	Source Address 7th block, kuvempu layout - 560025 (Karnataka, India)	
Destination Store Zwing Test-OU2	Destination GSTIN 27AAUFM1756H1ZT	Destination Address Test OU2 address - 110023 (Maharashtra, India)	
Remark			
Products 3	Total Quantity 12	Packets 1	Subtotal ₹0.00
Total Taxes ₹0.00	Grand Total ₹0.00		

- Click on **Void Advice**, enter the reason, add remarks, and provide the void code.

Void Transfer

Are you sure you want to void Advice 2327? This action cannot be undone.

Void Reason *
Advice void

Void Remark
Remark

Enter *VOID0232* to confirm *
VOID0232

Confirm Void Cancel

- Confirm the voiding of the advice by clicking **Confirm Void**, and the advice will be voided automatically.
- The advice will remain in the Advice list with a **Void** status.

✓ By following these steps, you can efficiently create various types of advice, add products, save them, and void advice when necessary. This ensures a smooth and streamlined advice management process.

