Receiving

Data Services Training Conference 2009

Denver, CO

Agenda

- Corp Receiving
  - Bar Code Receiving
  - Handheld Receiving
- UPS Receiving
- Menu 7.3 Receiving
- Open Discussion about the Receiving process

Receiving

- How do your stores currently receive?

Receiving Hardware

Bar Code Scanner

MC75

8846

Corp Receiving – Bar Code

Process Overview

- **Menu 34.20** – Create a Bar Code Receiver from Corp Ship Date
- **Menu 34.1**- PO Receiving
- **Menu 34.25** – Compare Bar Code Receiver with Corp Packing List
- **Menu 34.2** – PO Receipts Reports, Adj. & Updating
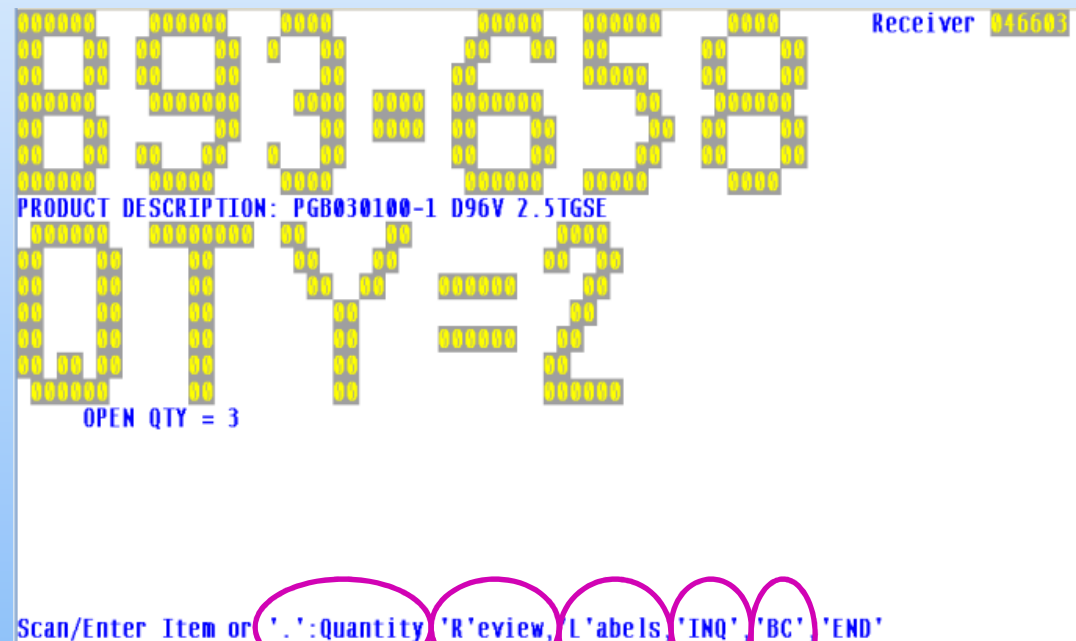- **Menu 7.22.10** – Create/Print Auto Backorders for Today's Receiving

Menu 34.20

- Menu 34.20 – Create a Bar Code Receiver from Corp Ship Date – This process will include all Purchase Orders, even backorders the receiver.
  - Enter Company number
  - Enter Ship Date (this is the date that the DC shipped the product)
  - Enter Y to exclude daily emergency orders

Menu 34.1

Menu 34.1 allows for the start of a NEW receiver or a continued receiving against an existing receiver. Since we created a Corp receiver in Menu 34.20 the receiver already exists.

➢Select the Receiver

➢Begin Scanning parts into stock

➢Each scan represents a qty of 1

➢Multiple qty's can be individually scanned in or entered by selecting .10

➢R = Displays the product that was scanned along with the qty

➢L = Print Label, prompts for qty of labels

➢INQ = Takes you out of Menu 34.1 to Menu 19

➢BC – Takes you out of the scan screen and back to the begging of 34.1

Receiver 046603

B93-658

PRODUCT DESCRIPTION: PGB030100-1 D96V 2.5TGSE

QTY=2

OPEN QTY = 3

Scan/Enter Item or '.':Quantity 'R'eview, L'abels 'INQ' 'BC' 'END'

What do you do if an item is scanned that is not on the Purchase Order?

Best Practice

Set the item aside and continue receiving. Management will decide if the item should be returned or adjusted into stock.

DO NOT go into Menu 7.1 and add to the PO.
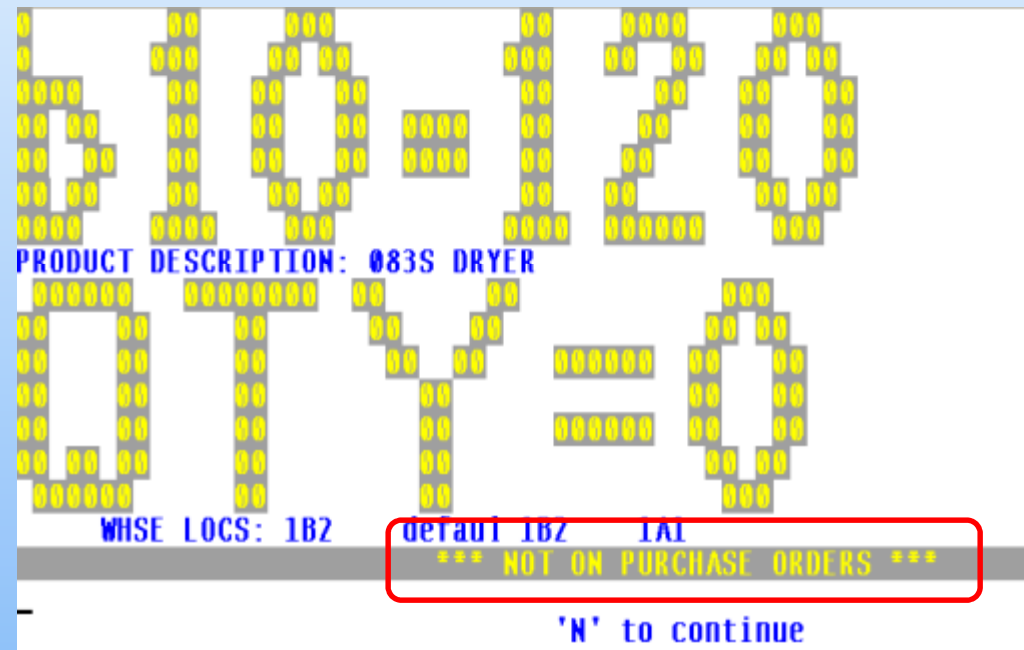
Best Practice

- Create a separate receiver for each Vendor
- When receiving in a Purchase Order DO NOT access the PO via Menu 7.1. If the PO needs to be viewed use Menu 19.12 – Detail Open Purchase Order Inquiry
- Never delete lines in a PO. Just zero out the qty.

Menu 34.1

- When done receiving type 'end' to close out of the receiver.

- You'll see a message that "Receiver XXXXXX has been updated" This DOES NOT mean the receiving has been posted. Received items do not appear in stock status yet.

Menu 34.25

- Compare Bar Code Receiver with Corp Packing List
- Reports any discrepancies

```
12:20:28  16 Apr 2009          COMPARE BAR CODE RECEIVER WITH CORP PACKING LIST          PAGE 1

SHIP DATE: 09/02/05

RECEIVER:  046631


INV         PO        LN#   PRODUCT                                    BAR CODE    CORP PACKING
NUMBER      NUMBER          NUMBER        DESCRIPTION                  RECEIVED    LIST SHIPPED
01144815
1010393-00  01144815  6     B81-810       RKA5512EXD/RK147ET-021J7         1           0
01145035
1010393-00  01145035  3     B11-776       3100-003 PRESSURE CNTRL          1           2
1010393-00  01145035  5     B12-260       EK-083S 047608 LIQDRIER                      4
1010393-00  01145035  6     B12-265       EK-163 047613 LIQDRIER                       6
1010393-00  01145035  7     B12-467       11794 COMPOUND GAUGE                         3
1010393-00  01145035  8     B82-003       4171-75 EVAP FOAM                           24
```

Menu 34.2

- Menu 34.2 Purchase Order Receipts Report & Adjustment – after all parts are scanned this menu is used to print, edit and update quantities on-hand.

Menu 34.2

```
PURCHASE ORDER RECEIPTS REPORT & ADJUSTMENTS

Enter Company#, or 'END':01

LN#    RCVR#   PURCHASE ORDER NUMBERS
---    -----   ---------------------
  1    046603  01145066
  2    046607  01145168
```

```
Bar Code Receipts Options
     'P' to print receipts report
     'Y***' to update receiving on P/O's
     'A' to adjust scanned quantities
     'C' to cancel receiver
     'END' to exit this process
Enter selection:_
```

Menu 34.2 – Print Receiver

◻ **'P' Print Receiver -** ALWAYS PRINT THIS BEFORE YOU Y*** TO UPDATE! This option prints a report of what was on the PO versus what you scanned to receive and shows you any discrepancies. If Menu 34.25 was run, then this process can be skipped. All discrepancies need to be resolved prior to updating.

```
14:26:59  16 Apr 2009          BAR CODE RECEIPTS FOR COMPANY 01          PAGE 1

 PO#   LN# RCVR#   VENDOR.PROD#   VEND#   A.PROD.NO      PO.QTY  RCVD.QTY  VARIANCE

145066 001 046603 PGB030100-1    001     B93-658           3       3
145066 002 046603 4C1145SL-2DU-  001     B93-523           3                  3
145066 003 046603 1403622        001     L96-676           3                  3

                   TOTAL FOR   JOHNSTONE SUPPLY                    3
```

Menu 34.2 – Adjust Quantities

- **'A' Adjust Quantities** – This option is used to correct the quantity received. THIS OPTION CANNOT BE RUN AFTER USING Y*** TO UPDATE.

```
Enter LINE NUMBER to adjust 1

PO# - 01145066  LN# - 1  ITEM - B93-658          RCVD QTY = 3
Enter CORRECT quantity to receive:1
PO# - 01145066  LN# - 1  ITEM - B93-658          RCVD QTY = 1
Is this CORRECT (Y/N)?:_
```

Menu 34.2 – Cancel Receiver

- ◘ 'C' Cancel Receiver – Use this option to delete the receiver and begin the receiving process over again. This process cannot be run after Y*** to update.

Menu 34.2 – Update Receiver

- Y*** Update Receiver – This process will post everything received on the selected receiver to stock status and inquiry screens. Once this is run you cannot go back and make any adjustments to the receiver. You will be able to receive backordered items on the PO when they come in, however they will be on a different receiver.

Menu 7.22.10

- Menu 7.22.10 – Create/Print Auto Backorders for Today's Receiving – Auto allocates today's receiving against the customer backorders and prints the pick tickets for these orders.
  - Best Practice Processes
    - Call Customer to let them know that order is in and then place in will call.
    - It item is being shipped to the customer add UPS freight to the order.

Corp Receiving - Handhelds

Process Overview

- **Menu 34.20** – Create Bar Code Receiver from Corp Ship Date
  - ✓ ***Optional* Menu 34.21** - Create a 2nd receiver to receive order on 2 handhelds
- **S3 Menu Option #3 -** Receiving
  - ✓ ***Optional* Menu 34.22** - Combine Corp Receivers
- **Menu 34.25** - Compare Bar Code Receiver with Corp Packing List
- **Menu 34.2** – Purchase Order Receipts & Adj.
- **Menu 7.22.10** – Create/Print Auto Backorders for Today's Receiving

Menu 34.20

◨ Auto Create Bar Code Receiver from Corp Packing List

```
    AUTO CREATE BAR CODE RECEIVER FROM CORP PACKING LIST

ENTER COMPANY (2N) ?01

ENTER SHIPPING DATE (MM/DD/YY) ?08/31/05

EXCLUDE DAILY EMERGENCY ORDERS AND CENTRALIZED SHIPMENTS (Y/N) ?y

[404] 11 items selected out of 1615 items.

*** RECEIVER 046644 HAS BEEN CREATED ***?
```

Menu 34.21

- Menu 34.21 – This option is used to create a 2nd receiver to receive on a second handheld.

```
ENTER RECEIVER # TO COPY ?046621

NOW CHECKING RECEIVER TO MAKE SURE IT HAS NOT BEEN USED

TOTAL # LINES 10                                    10

RECEIVER 046643 HAS BEEN CREATED
PRESS <ENTER> TO CONTINUE ?
```

```
ENTER RECEIVER # TO COPY ?046603

NOW CHECKING RECEIVER TO MAKE SURE IT HAS NOT BEEN USED

TOTAL # LINES 4                                     4

**** CANNOT COPY - RECEIVER ALREADY USED ****?
```

S3 Menu – Handheld Menu

- ◻ Handheld Receiving

```
Hand Held Menu
  1. Scan Locations
  2. Stock Status
  3. Receiving
  4. Precounts
  5. Verification
  6. Label Printer
  7. Serial Input
  8. Picker Entry
  9. W/C Location
Enter 1-9 ?3
```

Handheld Receiving

- To receive items, select menu 3.

- Select an open receiver number by entering the line number, or press <enter> to begin a new receiver just like what is done in Menu 34.1.

BAR CODE RECEIVING

Company#: 01
01176412
Press <enter>

    -- ----- ---
1 213949 01176412
2 213995 01175654

Ln# or <enter> 1

Processing...

✓Note: When you select a receiver or create a new receiver, it will say processing…at the bottom of the screen, then it will show the PO number of the receiver you selected and tell you to press <enter>.

Handheld Receiving

•Handheld will prompt for a Serial Number.

BAR CODE RECEIVING

Company#: 01
01176412
Press <enter>
PROMPT FOR SERIAL# (Y/N)
    -- -----   ---
1 213949 01176412
2 214051 01176495

Ln# or <enter> 1

Processing...

✓Remember – If a 2nd receiver was created make sure that the handhelds are NOT receiving using the same receiver. They MUST be using different receiver numbers.

Scanning Items

- Scanning
  - Use any of the yellow buttons on the handheld to scan the item barcode.
  - Scan every piece. If multiple quantities of the same part are being received type in the quantity number preceded by a '.'. For example, to enter a quantity of 6, enter .6
  - If the incorrect quantity is scanned, correct by subtracting the amount that was scanned in error. For example, if two extra items were wrongfully scanned, deduct by entering ".-2"

Receiving Best Practices

- ◻ **Best Practices**
  - ◻ Label all products that do not have a legible Johnstone Bar Code label. After the item is scanned and the quantity has been verified enter an 'L' and the quantity of labels to print.
  - ◻ Open all multiple packs to ensure accurate count.
  - ◻ Circle or write the quantity on multiple packs.
  - ◻ Separate showroom stock from warehouse stock.
  - ◻ Separate customer orders from stock items.

Menu 34.22

■ Menu 34.22 – This step must be completed if you chose to receive in product using two devices and created a 2nd receiver.

```
ENTER RECEIVER # TO KEEP ?046621

ENTER RECEIVER # TO COMBINE ?046643

TOTAL # LINES 10
```

Menu 34.25, 34.2, & 7.22.10

- Menu 34.25 – Compare Bar Code Receiver with the Corp Packing List – looking for discrepancies.

- Menu 34.2 – Option to Print a variance report, adjust quantities, cancel the receiver and Update receiver.

- Menu 7.22.10 – Create/Print Auto Backorders for Today's Receiving – allocation process needs to be run on the same day the receiver is updated.

UPS Receiving

UPS Receiving

Process Overview

- **Menu 7.9** – Reprint Purchase Order
- **Menu 34.1** – Purchase Order Receiving
- **Menu 34.2** – PO Receipts Report & Adjustments
- **Menu 7.22.10** – Create/Print Auto Backorders for Today's Receiving

Menu 7.9 – Reprint Purchase Order

- Reprint the Purchase Order to compare it to the Packing List
- Determine if freight needs to be charged to the customer. If yes, add freight to the order.

Scanning UPS Shipments

- Menu 34.1 – Purchase Order Receiving
  - Create a NEW Receiver
  - Enter PO Number
  - Begin scanning parts into stock
- Handhelds can also be used to receive in UPS shipments.

Menu 34.2 - Updating the Receiver

- ◘ 'P' to Print the Receiver – run this report to review discrepancies. All discrepancies must be resolved prior to updating.

- ◘ Adjust Counts

- ◘ Update Receiver – Y***

Menu 7.22.10

- Auto allocate today's receiving against the customer backorders.

Menu 7.3 – PO Receipts Posting

- Why is Menu 7.3 used instead of 34.1?
  - No Scanners or Handhelds
  - One line item Purchase Orders
  - Dropship Invoices
- When to use Menu 7.3A – Reopen PO
  - Should only be used for a receiver that has a single Purchase Order.
  - Do not use on Purchase Orders with back orders.

Blind Receiving

- Blind Receiving – Menu 34.26 receives in the entire receiver without scanning and counting.
  - Not often used by stores because of shipping inaccuracy, plus parts cannot be allocated using Menu 7.22.10.

Daily Receipts Report

- Menu 7.10A – Daily Receipts Report – Details products received by receiver.
  - This report can be used after the receiving process is finished but BEFORE EOD processing.
  - Prints at the end of 7.3.
  - It's also part of the EOD reports EOD.XREF 01-142.

Receiving Reports

- Stores using Menu 34 use the receipts report in 34.2 instead of 7.10A
  - How are the reports used by stores?
    - Attach the variance report to the EOD Daily Receipts report and file away until the vendor invoices arrives
    - They do not use and go totally paperless
    - Ask DST to customize the 34.2 variance report so it includes costs. Eliminating the need for the Daily Receipts report.
  - Menu 7.10B – Reprint Receipts Report – reprints the daily receipts report for one receiver
  - Menu 7.25 – Receipts for Specific Date - This option can only be used before any additional receiving is done against the Purchase Order.