HHG - Receiving Inventory from an Inbound Work Order



HHG Process – Receiving Inventory from an Inbound Work Order

1. Open the Inbound Work Order

a. Click on the Customer icon on the Dashboard. The customer List screen will appear displaying all customers.



b. From the Customer Listing screen double click on the Customer to open the Customer Detail screen.



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- c. Click on the Work Orders tab to open the work orders for this specific Customer.
- **d.** From the Work Orders tab all available work orders will be displayed. In this case an Inbound Work Order was created when the order was imported from Fast Track.

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e. Double click on the selected Inbound Work Order to open it.

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<u>3 Options for Receiving Items on the Work Order</u>

• Bingo Sheet

- From the selected Inbound Work Order screen click on the Bingo Sheet button.
- o Items in yellow have not yet been received.
- o Items in green have already been received
- Items with a blue * (Star) have driver conditions associated with them.
- Click the item number once to mark it ready to be received.
- Click the item number twice to view the item information and Driver Exceptions. Warehouse conditions can also be added from this screen.
- Enter a Location and click the Save button in the upper left-hand corner.
- Click Exit when done checking off items.
- The items received via the digital bingo sheet will now be grayed out on the Inbound Work Order signifying they have been processed.

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<u>Receive Button</u>

- Click the **Receive** button to the left of the line item.
- The Receive Item screen will appear with any previous information captured by the Driver. (Model/Serial #, Description, Comments, Driver Exceptions)

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- Additional warehouse exceptions can be added by clicking on the Conditions tab.
- Once a location and optional details have been added click the Save button to receive the item.

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• The Work Order screen will display and the item received will now be grayed out showing it has been processed and received.

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• <u>Receive ALL/Selected</u>

- On the Inbound Work Order Check the box next to the items to receive the selected items at once.
- Once checked click the Receive button next to the Bingo Sheet Icon.
- The option to Receive Selected or Receive All will appear.
- Click Receive Selected

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- The Receive screen will appear requiring Location to be inserted for the selected items.
- Add the Location and Save.

Slot:
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- A pop up confirming the items have been received will appear.
- Select Yes or No to close the Work Order.



*Note: To Receive All follow the steps above except do not select any items. Click on the Receive button and select Receive All. The same receive screen as above will appear requiring a Location. When selecting Receive all the items on the Inbound Work Order will be assigned to the at location within the warehouse.