

<p><b>Detailed Procedure/Steps</b></p>	<p><b>I. Work Instruction # 1 – How to Print the Individual Receiving Ticket</b></p> <ul style="list-style-type: none"> <li>A. Log-in using the assigned log-in ID and password to open the WMS system home page.</li> <li>B. Click on the RECEIVING menu.</li> <li>C. Click on FIND RECEIVINGS sub-menu.</li> <li>D. On Customer field, choose SALECO.</li> <li>E. On Facility field, choose SMSA Express Warehouse.</li> <li>F. On the Filter menu, choose Open – Status, Either – Receipt Advice; and Hide – Incomplete.</li> <li>G. Click Find</li> <li>H. Click on the receiving with the reference # you want to manage.</li> <li>I. Put cursor on the PRINTING icon and click on the PRINT INDIVIDUAL RECEIVING TICKET.</li> </ul> <p><b>II. Work Instruction # 2 - Goods Receiving Confirmation</b></p> <ul style="list-style-type: none"> <li>A. Log-in using the assigned log-in ID and password to open the WMS system home page.</li> <li>B. Click on the RECEIVING menu.</li> <li>C. Click on FIND RECEIVINGS sub-menu.</li> <li>D. On Customer field, choose SALECO.</li> <li>E. On Facility field, choose SMSA Express Warehouse.</li> <li>F. On the Filter menu, choose Open – Status, Either – Receipt Advice; and Hide – Incomplete.</li> <li>G. Click Find</li> <li>H. Click on the order with the reference # you want to manage.</li> <li>I. Put cursor on the RECEIVING icon and click CONFIRM.</li> <li>J. Re-check the line items and corresponding quantity if correct.</li> <li>K. Click Confirm icon below.</li> <li>L. Re-confirm</li> </ul> <p><b>III. Work Instruction # 2 – How to Make Adjustments in the System on the location of the recently received goods.</b></p> <ul style="list-style-type: none"> <li>A. From the Home Page of the WMS, Click ADJUSTMENT.</li> <li>B. The Adjustment Main Page will appear with several sub-menus below. Select and click on MOVE INVENTORY FROM ONE WAREHOUSE LOCATION TO ANOTHER.</li> <li>C. If it does not appear automatically, put in and select the correct CUSTOMER and WAREHOUSE.</li> <li>D. Put in also the correct SKU of the item you want to move.</li> <li>E. Click SELECT.</li> </ul>
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|  | <ul style="list-style-type: none"><li>F. Below will appear all the lots per location.</li><li>G. Select by clicking on the lot you want to move.</li><li>H. Put in the quantity you want to move.</li><li>I. On the bottom part (right side), select the new location you want the items to be transferred to.</li><li>J. Click MOVE.</li></ul> |
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