

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