WMS: Receiving POs and Non-POs

Receiving a PO:

1. Login to the handheld and select "2- Receiving" or select the number "2" then push "Enter". Then select "1-Regular" or select the number "1" and push "Enter".

2. Select "Search" or push "F4" to locate the PO. There are multiple ways to search for a PO:
   a. Type in part of the PO number and select enter.
   b. Key in the PO number into the "PO Pattern" field and click Enter.
   c. Push Enter to scroll through all open POs.

3. Once a PO is entered or selected, the PO information will display. Enter "Y" to Confirm or press "Yes" and begin receiving.

HighJump

CONFIRM (Y/N) Y

1466 ← PO Number
5041 ← Vendor Number
Exxonmobil Oil Corpo ← Vendor Name
Lines : 1 ← Number of Products on the PO
Units :4 ← Number of Pieces on the PO

Yes   No

rfrc_wave (5B)

4. Push F2 to start or select "Start".
   a. Scan the first product.
      i. If options display, select the product name that is completely spelled out.
   b. Input "1" in for the "Q per P" or Quantity per Pack. Press "Enter".
      i. **Please note:** This number will always be 1.
   c. Input the number of cases, drums, etc being received for this product in the "#Packs" or Number of Packs field. Press "Enter".
      i. **Please note:** When receiving bulk, enter the number of gallons being received, not the number of gallons ordered.

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TO01655
TOYOTA GEN MOTOR OIL 0W16 55

O:4 R:0
Q per P: 1
#Packs: 1
(Default: 4)

Default

Exit   Q per P   Mod Qty

rfrc_po (632.1)

5. The handheld will now ask if Case Labels need to be printed. Either press "Enter" to skip or type the number of barcodes that need to be printed.
   a. This is helpful when receiving drums or items that do not contain barcodes on the packaging.

6. The prompt to determine which bin the product will be placed in will show. Either scan the Receiving Bin barcode or the Warehouse Bin barcode the product will be moved to. Input how many packs will be moved to the bin and press "Enter".

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TO01655

TOYOTA GEN MOTOR OIL 0W16 55

PickBin:26H09A1

To Bin: 26RCL01

CrossDock:0

#Packs:1 of 1

| Ptwy LbL | Prod Lbl | LP Label |
| Exit | Putaway | Case Lbl | Inspect |

rfrc_putaway (801.8)

7. To complete press F9 (yellow button + 9) or select "Complete" on the screen.

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RECEIVE W: 44710

Enter Product #

COMPLETED
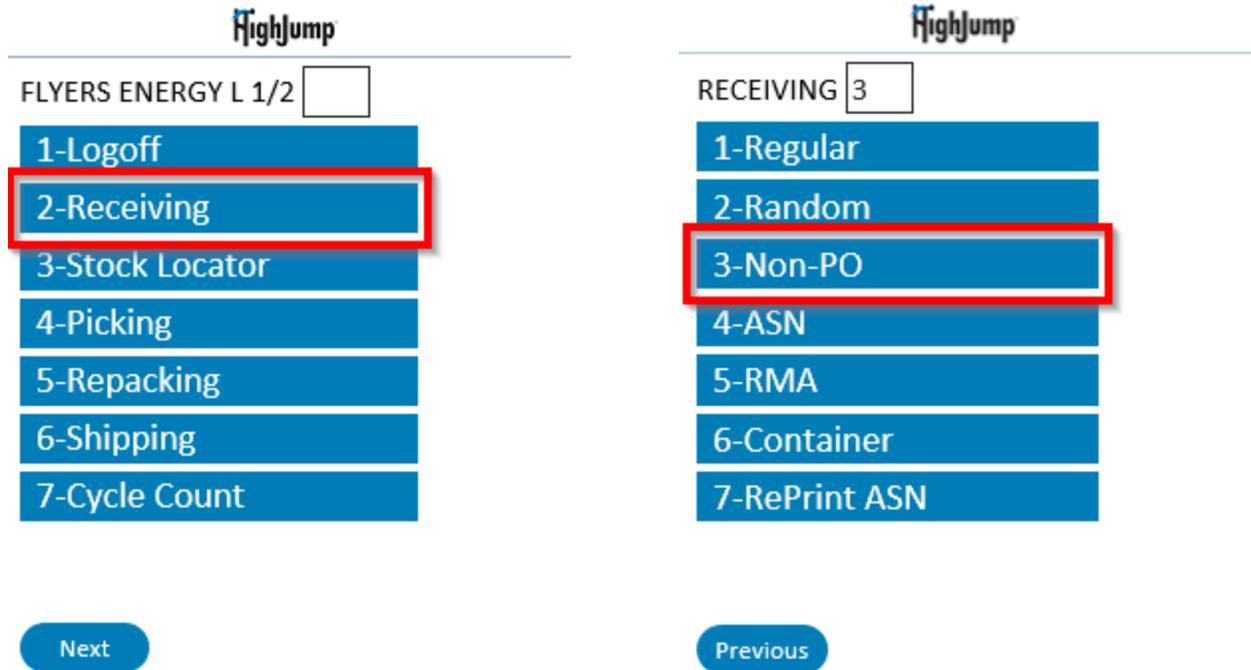
| X-Ref | Unordered | Prod Mnt | Complete | ShowRema |
| Exit | Search | Labels | Items |

rfrc_po (30)

Receiving a Non-PO with the Handheld:

Before receiving a Non-PO, please check with the Bulk Plant Manager or Administrative Staff.

1. Login to the handheld and select "2- Receiving" or select the number "2" then push "Enter". Then select "3-Non-PO" or select the number "3" and push "Enter".


2. Type in the PO number and press "Enter"
   a. Receive products and quantities as you would during the receiving process outlined above.

Receiving a Non-PO with the WMS website:

1. Navigate to the "Inventory Workcenter" by going to "My Applications", then "Workcenters". The inventory Workcenter will be listed. Filter the "Bin Label" to find the bin you are receiving into. The "Bin Label" can be filtered by using the funnel icon and entering in the criteria.
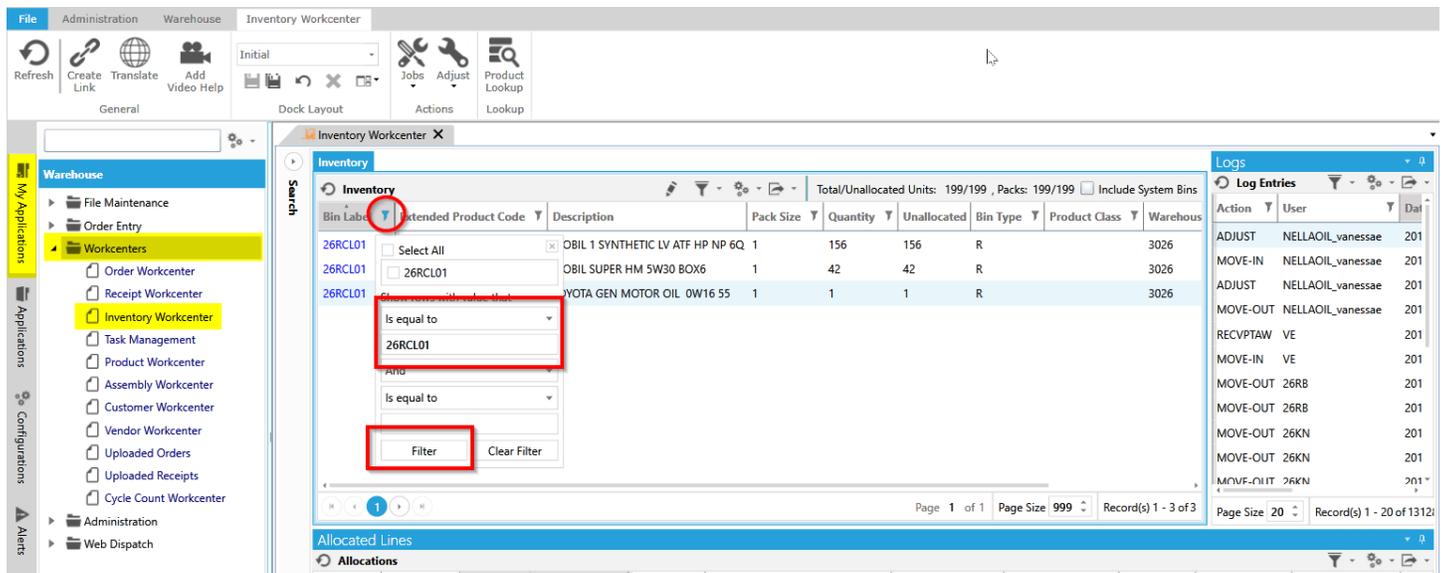
2. Highlight the bin to receive the product. Select "Adjust" at the top of the screen and click "Adjust In".
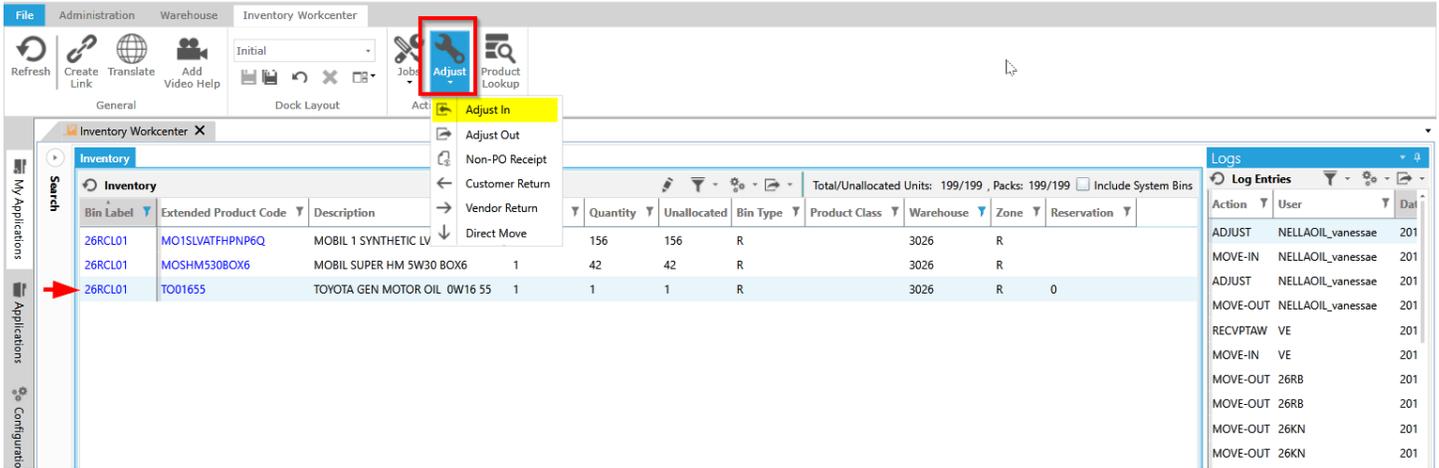
3. The Adjust In screen will pull down. Enter the following information and click "Next" to complete the adjustment.
   a. **Reference:** Input the PO number.
   b. **Product Code:** Enter the PDI product code.
   c. **Bin:** Enter the Bin receiving the product.
   d. **Quantity Per Pack:** This will default to 1 and should always be 1.
   e. **Number of Packs:** Enter the number of packs received for the product.