

RESOLV CONTAINER MANAGEMENT

USER MANUAL Version 10.0

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RESOLV CONTAINER MANAGEMENT DESKTOP USER GUIDE

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Container Management

If your company imports merchandise from abroad, you need container management. It can help track the contents of containers, their estimated and actual shipment dates, statuses, and their costs.

The *Resolv Container Management* module performs all these functions. It integrates completely with SAP Business One Purchase Orders, Goods Receipt PO's, and Landed Costs. It provides all the added features you need to stay informed at all stages of the shipment. Reports by shipment status are also included.

Resolv Container Management includes the following features:

- Container Entry
 - Copy from Purchase Order(s)
 - List all Items
 - Enter Container Identification
 - Enter Estimated Dates
- Container Details
 - List by Item or by Container
 - Shows Container Types and Sizes
 - Shows Items in Each Container
- Projected Landed Costs
 - o Enter costs as they become known
 - Cost Codes from Purchasing A/P module
 - Calculate Landed Cost at any time
- Pre-Payments
 - Create Reserve A/P Invoices for items in Containers
 - Pay before or after items are shipped



• Container Processing

- o Ship Items
- o Items at Port
- o Items Cleared
- o Items Released
- o Items Received
 - Creates Goods Receipt PO
- Push Landed Cost
 - Creates Landed Cost Document

Reports

- o By Item
- By PO/Vendors
- o By Customer
- o By Tracking Number
- Items in Transit (prepaid)



Special Features

Multiple Vendors

Purchase Orders from multiple vendors can be included in the same Container shipment. On receipt, the system will create a separate Goods Receipt PO for each vendor and a separate Landed Cost document for each vendor. Costs are apportioned based on the total shipment and divided proportionately to each Landed Cost document. The target Goods Receipt PO number is shown for each line on the Container Entry screen.

Multiple Currencies

If the original Purchase Orders that are on a Container include different currencies, the system will translate them into the system currency for Container Processing. However, the Goods Receipt PO's that are created will be displayed in the currency of their base Purchase Orders. Landed Cost documents will also reflect the currency of their respective base Goods Receipt PO's.

Additional costs must be entered in system currency and will be translated into the document currency of the Landed Cost document. A system option allows you to choose whether to use the exchange rate that was on the original PO or the one that is current on the day of receipt.

Multiple Weight Units of Measure

On occasion items are purchased that have different units of measure for weight (for example, some may be weighed in ounces and others in pounds). When costs are apportioned by weight it is necessary to use a common unit of measure so that the landed cost can be calculated correctly. **Resolv Container Management** will translate the weights into the smallest unit of measure (ounces, in this example) so that the landed costs are correct.

Document Links

Resolv Container Management allows you to link various files and documents to a shipment. You can do this for an unlimited number of files of any type that are stored on your network. These might be scanned copies of shipping documents, spreadsheets, certifications, graphics, or any other documents that are relevant to the shipment. You may view or print the documents directly from the Container Entry screen.



Links to Customers

In some instances, items on Containers are designated for specific customers. When creating a Sales Order, you may create a link to a Purchase Order through standard Business One procedures. This is most often done in conjunction with drop ship warehouses, but it can be done in other situations as well. In this case, the system creates a Purchase Order with a base document that is the Sales Order. If the Purchase Order is later copied to a Container document, the link to the original Sales Order is maintained.

In *Resolv Container Management,* there is a report of Containers by Customer that will show only items that are on these linked shipments. It is also possible to view Container information for items on Sales Orders by means of a right-click option in the Sales Order screen.

Pre-Payments

Some vendors may require payment before shipping merchandise from abroad, or the payment may be due after shipment but before the items are received. *Resolv Container Management* allows you to copy some or all the items on a Container to A/P Reserve Invoices. The Reserve Invoice number is referenced on the Container screen, and it becomes the base document for the Goods Receipt PO that will be created when the items are received.

Integration with Resolv Mobile

If you are also using *Resolv Mobile*, you may receive items from Containers by means of the handheld devices. It is not necessary to enter the individual PO numbers since a menu option on the handheld will permit Container receiving. The received quantity of each item will be shown on the Container Entry screen.

See the section at the end of this document for fully detailed information.

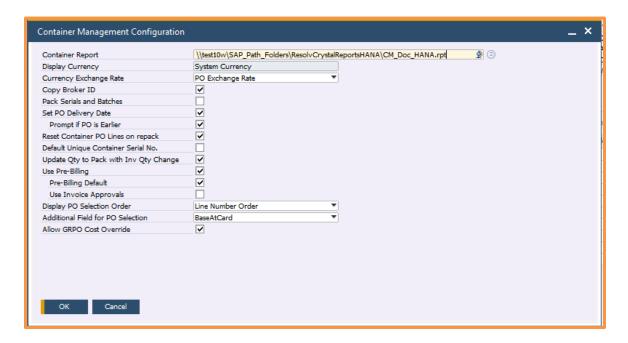


Setup

Container Management Configuration

Administration > Resolv Setup > Resolv Container Management > CM Configuration

This screen allows you to set certain options regarding Container Management.



Container Report: Enter the full path name for the Crystal Reports template for the Container Entry form. You may use the choose-from button to browse to the file location. Note that if you are using the Resolv Report Launcher to print your container report, you do not need to make an entry in this field.

Display Currency: Choose the default display currency for containers; System or Local

Currency Exchange Rate: Select the desired setting for exchange rates when foreign-currency Goods Receipts PO's and Landed Cost documents are created.

| PO Exchange Rate | Use the rate from the base Purchase Order |
|------------------|---|
| Current Exchange | Use the rate of the date when the new documents are |
| Rate | created |

Copy Broker ID: Check this box if you wish the Broker ID on the Container document to be copied to the Goods Receipt PO as the Vendor Reference Number.



Pack Serials and Batches: Check this box if you want to have the ability to pack serial numbers and batches when creating packages on containers.

Set PO Delivery Date: Check this box if you want to automatically change the PO due date when the Estimated Warehouse date is entered on the container.

Prompt if PO is Earlier: Check this box if you enable the Set PO Delivery Date option and want to be prompted if the current PO due date is earlier than the Estimated Warehouse date that is entered.

Reset Container PO Lines on repack: Check this box if you want to clear all the PO contents line row numbers when the re-pack button is selected.

Container Serial is Unique: Check this box if you do not want to allow the same serial number to be used for multiple containers.

Update Qty to Pack with Inv Qty Change: If this box is checked then when you change the Qty to Pack, it will also change the Inv Qty on a container. If unchecked, it will not. Some users may choose not to check it to prevent rounding issues.

Use Pre-Billing: Check this box if you will use the pre-billing feature to create A/P Reserve Invoices.

Pre-Billing Default: If the pre-billing feature is used, check this box if you wish to mark all Containers for pre-billing by default.

Use Invoice Approvals: If you use standard SAP Approvals for AP Invoices, check this box.

Display PO Selection Order: Select which order PO items should be sorted on the PO Selection screen; Line Number Order or Item Order.

Additional Field for PO Selection: If desired, you may specify any field from Purchase Order header or row tables to appear on the PO Selection screen. The field may be used to indicate specific parameters relating to the purchase orders which may help to determine which one to select for a shipment. Click on the drop-down arrow to see a list of all available fields, including user-defined fields.

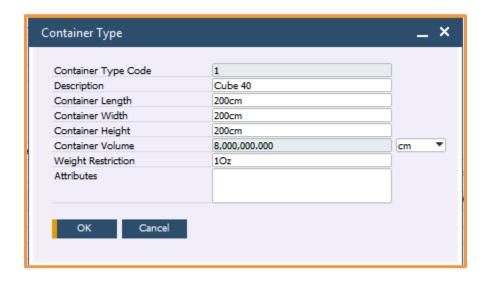
Allow GRPO Cost Override: If you enable this option, a new field (GRPO Cost) will be available in the Container Entry screen. This field can be used if you need to change the Cost of an item before making the GRPO.



Container Types

Administration > Resolv Setup > Resolv Container Management > CM Types

You must define one or more container types by size.



Container Type Code: The code number will be entered automatically by the system.

Description: Enter a description for the container type (50 characters).

Container Length: Enter the length.

Container Width: Enter the width.

Container Height: Enter the height.

Container Volume: The system automatically calculates the container volume.

Weight Restriction: Enter the maximum weight allowed for this type of container.

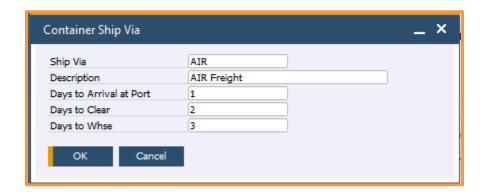
Attributes: Enter any relevant characteristics of this container type, e.g., refrigerated, air shipment only, etc. (250 characters).



Container Ship Via

Administration > Resolv Setup > Resolv Container Management > CM Ship Via

You must create one or more ship via codes. These provide approximate timeframes for shipments to arrive at port, clear customs, and arrive at the warehouse. The dates may be changed for each individual shipment.



Ship Via: Enter a code for the ship via (30 characters).

Description: Enter a description for the ship via (100 characters).

Days to Arrival at Port: Enter the number of days from shipment to arrival at port.

Days to Clear: Enter the number of days from shipment to customs clearance.

Days to Whse: Enter the number of days from shipment to arrival at the warehouse.

Note: The number of days for the stages of the shipment are from counted from Shipment date and are not cumulative; in the example above, the container is expected to arrive at port 28 days after shipment, clear customs 5 days later, and arrive at the warehouse in 2 more days, for a total of 35 days from shipment to warehouse.

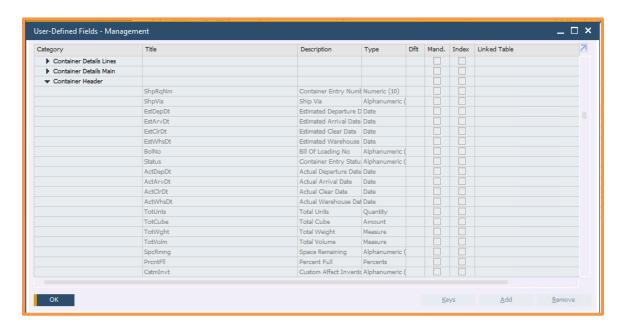


Container Header Fields

Administration > Resolv Setup > Resolv Container Management > CM Header Fields

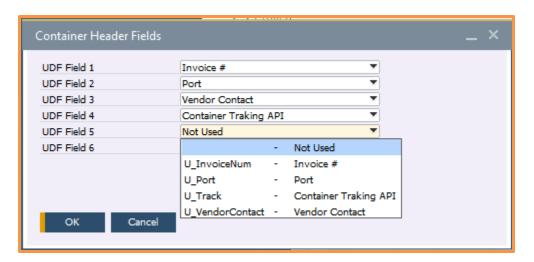
Due to differences between various industries and individual companies, there may be information that would be of use to you but is not included in the Container Tracking screen. Therefore, it is possible to create your own user-defined fields (UDF's) and they will appear on the Container Tracking header. You may create as many fields as you wish, but only six of them may appear on the main part of the screen; all fields will appear in the standard user-defined field panel.

Create the user-defined fields for the Container Header table listed under the User Tables section in *Tools > Customization Tools > User Defined Fields — Management*.



You may create fields of any type or length. The only restriction is that the field name may not begin with "AIS", since that is a prefix reserved for Achieve IT Solutions, a VistaVu Solutions company. If desired, you may enter valid values for the fields, so that a drop-down list of choices will appear when the field is used on a document. Once the fields have been created, you may enter the screen.





Select up to six fields for display on the Container Tracking header. The drop-down list will display all user-defined fields that have been created for the container header table, except for those that are normally installed with Resolv Container Management, and any others that begin with "AIS".

The selected fields will then appear on the Container Entry screen.



If you later decide to remove the fields from the screen, you can come back into the Container Header Fields screen and do so. This will not remove any data that has been entered in these fields, since they will still exist in the database. You will be able to view them by activating the User-Defined Fields panel from the View pull-down menu. You may reinstate them in the header at any time.

However, if you delete one of the fields from the database by means of the User-Defined Fields Management program, it will be gone permanently and all data that was entered in it will be lost.



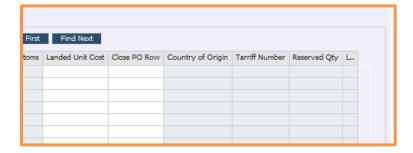
Container Row Fields

Administration > Resolv Setup > Resolv Container Management > CM Row Fields

Similar to the Header Fields, you also have the option of adding up to 6 fields on the Container Shipment Rows. The fields you can choose from are all the ones from the Purchase Order screen including UDFs.



Select up to 6 fields and hit update. The selected fields will then appear on the Container Entry screen.



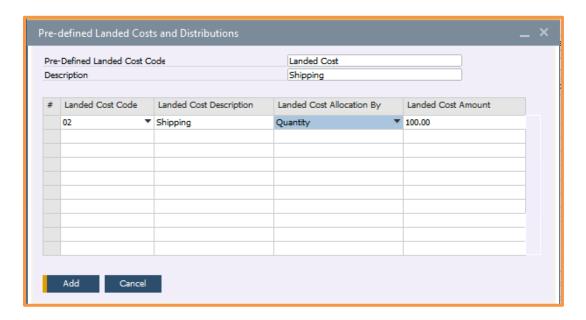
If you later decide to remove the fields from the screen, you can come back into the Container Row Fields screen and do so.



Pre-Defined Landed Costs and Distributions

Administration > Resolv Setup > Resolv Container Management > CM Pre-defined Landed Cost Code

If you are using landed costs and you use the same ones repeatedly, you can use this screen to set up pre-defined landed cost templates to make it easier to assign them in the Container Entry screen.



Pre-Defined Landed Cost Code: Enter a code for the template (30 characters).

Description: Enter a description for the code (100 characters).

Landed Cost Code: Select the landed cost code from the list of standard SAP options.

Landed Cost Description: This will get filled in after you select the landed cost code.

Landed Cost Allocation By: Select the allocation method from the list of standard SAP options.

Landed Cost Amount: Enter in the amount for this landed cost line.

After you have entered in all the lines for this template hit "Add".

Once they have been added you can use them in the Container Entry screen which we will see later in this document.

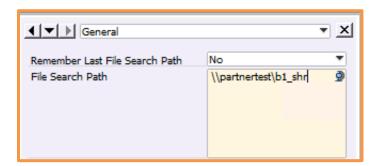


File Search Path

Administration > Setup > General > Users

When working with containers, there is an option you will see later in this document that allows you to attach outside files to your shipments. Because you may do this often, and those files might be kept in the same location, we have a couple of options that you can set per user to help make this easier.

The options are located in the standard SAP user setup screen on the User Defined Field Window.



Remember Last File Search Path – If this option is set to Yes, then after you select a file to attach, the next time you browse the system will remember where the last file was and bring you right back to that same path location. If this is set to No, then it will just bring you back to the default location each time.

File Search Path – If you have the above option set to No and fill in a file path here, then when you go to browse for files to attach, the system will bring you to this location every time by default.



Container Entry Processing

The following instructions will demonstrate how to enter and maintain Container Management information in SAP Business One.

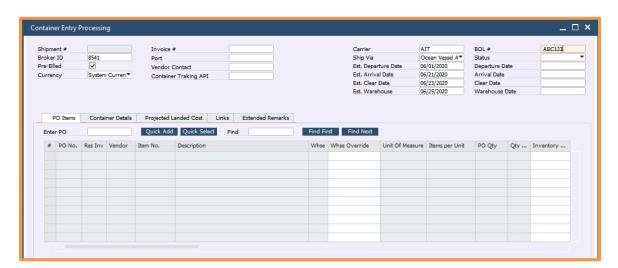
Note, once a Container shipment is entered it will need to be updated several times as new information is received.

Open the Container Entry Processing program from the menu.

Resolv > Resolv Container Management > Container Entry Processing

The Container Entry document is initially created when you are informed that items are ready to ship, and you have the carrier information and BOL number.

Step 1: Enter Header Information



Shipment: The shipment number will be entered automatically by the system.

Broker: Enter the Broker ID (30 characters).

Pre-Billed: This box only appears if pre-billing was selected in the Container Defaults.

Check the box if items on this container will be pre-billed.

Currency: Select if you want the currency displayed in System or Local Currency

Carrier: Enter the carrier or ship name (30 characters).

Ship Via: Select the Ship Via from your list of options.



Est. Departure Date: Enter the Estimated Departure Date, which is the date when the items are expected to ship from the foreign port. The system will automatically calculate the estimated dates for arrival, clearing, and receipt at the warehouse based on the Ship Via settings. You can change these dates if necessary.

Est. Arrival Date: This field represents the date the material is expected at the destination port.

Est. Clear Date: This field represents the date the material is expected to clear customs and be available for transport to the warehouse

Est. Warehouse Date: This field represents the date the material is expected to arrive at the warehouse.

BOL #: Enter the Bill of Lading number (30 characters).

Status: The status is initially set to "Planned". This will be changed as the shipment progresses through its stages.

Departure Date: This field will be left blank initially. The system date will be filled in as the shipment completes each stage and the actual dates of each event are known.

Arrival Date: This field will be left blank initially. The system date will be filled in as the shipment completes each stage and the actual dates of each event are known.

Clear Date: This field will be left blank initially. The system date will be filled in as the shipment completes each stage and the actual dates of each event are known.

Warehouse Date: This field will be left blank initially. The system date will be filled in as the shipment completes each stage and the actual dates of each event are known.

Remarks: Enter any desired remarks related to the shipment in the field at the bottom of the screen (200 characters).

Note: Other fields may appear on the Container Tracking header if user-defined fields have been created and defined in the Container Header Fields setup section.

Appropriate data may be entered or edited in these fields at any time during the shipment process.

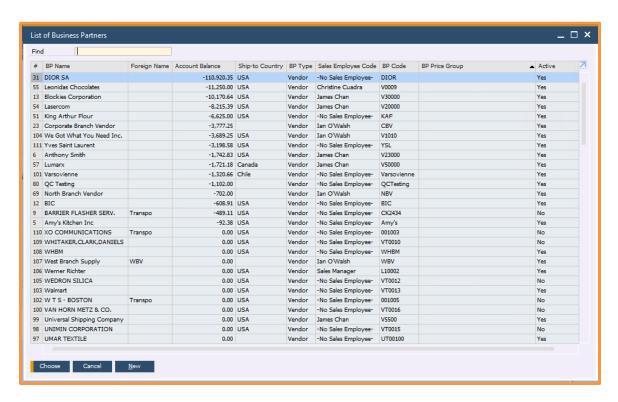


Step 2: Enter Items

There are multiple ways to bring items into the Container Entry screen.

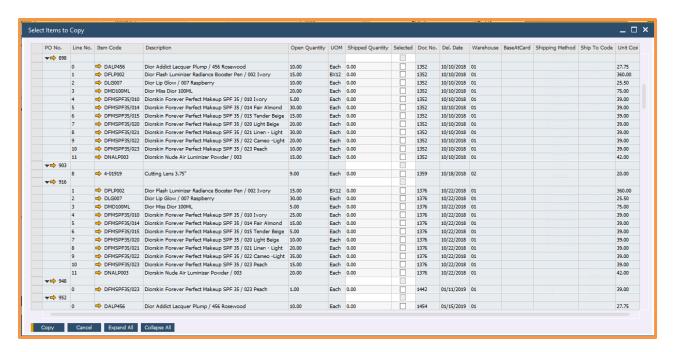
Copy PO

The first is by pressing "Copy PO" which brings up a list of vendors to select from.



After you select the vendor, a second window opens displaying the vendor's open PO's. Use the triangle next to the PO numbers to expand the view so that you can see the individual items on each PO or use the "Expand All" button at the bottom of the screen to see all of them.





Check the box in the "Selected" column to indicate which items are being shipped. You can select all items from a PO by checking the box on the line that shows the PO number. The system will also automatically check the box if you enter a value in the "Shipped Quantity" column.

• If using *Resolv Style*, you may select all sizes of a style by checking the box on the line that shows the style code.

Note: You may select items from more than one PO.

For each item that is selected you can confirm or change the quantity to reflect the quantity that is being shipped.

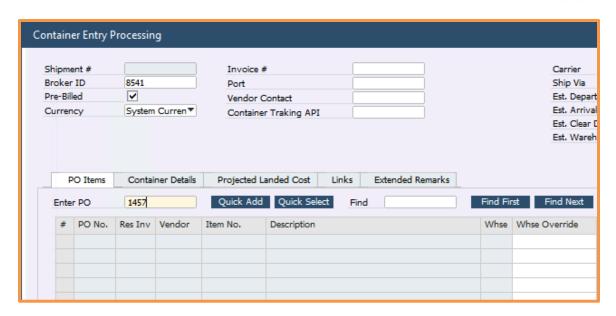
When all quantities and items are complete press "Copy".

Enter PO - Quick Select

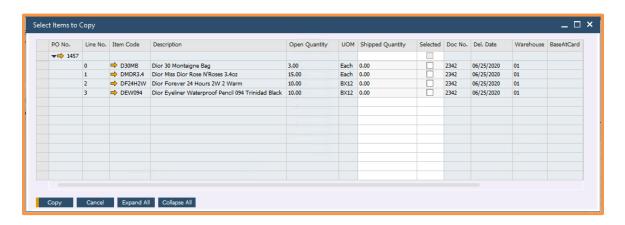
The second option would be to use the Quick Select button right above the item grid.

To use this option, start by entering the PO Number you want to work with into the Enter PO field and clicking on Quick Select.





The PO item selection window will open with only that one PO showing.



Check the box in the "Selected" column to indicate which items are being shipped. Note that you may select all items from the PO by checking the box on the line that shows the PO number. The system will also automatically check the box if you enter a value in the "Shipped Quantity" column.

• If using *Resolv Style*, you may select all sizes of a style by checking the box on the line that shows the style code.

For each item that is selected you can confirm or change the quantity to reflect the quantity that is being shipped.

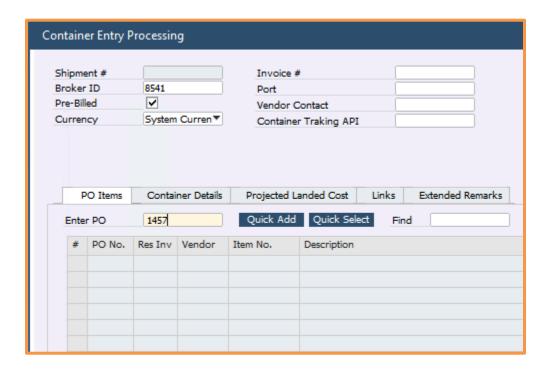
When all quantities and items are complete press "Copy".



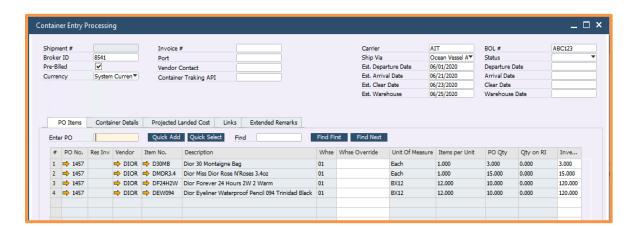
Enter PO - Quick Add

The third option would be to use the Quick Add button right above the item grid.

To use this option, start by entering the PO Number you want to work with into the Enter PO field and clicking on Quick Add.

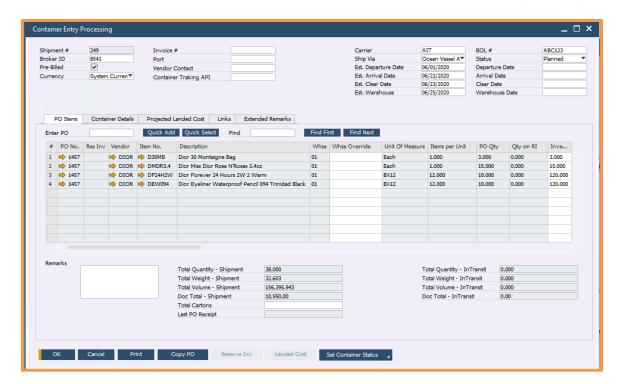


All open line items and quantities from that PO will then be automatically copied into the Container Entry without the user to have to make any manual selections.



No matter which method you use, the system copies the selected items and quantities into the Container Entry.





If necessary, repeat the process to select more items from different vendors and purchase orders.

Press "Add" to save the Container entry.

Find First

This option will allow you to find an item in the PO Items tab. Enter the item in the Find field and click Find First to have the system find the first instance of the item in the grid.





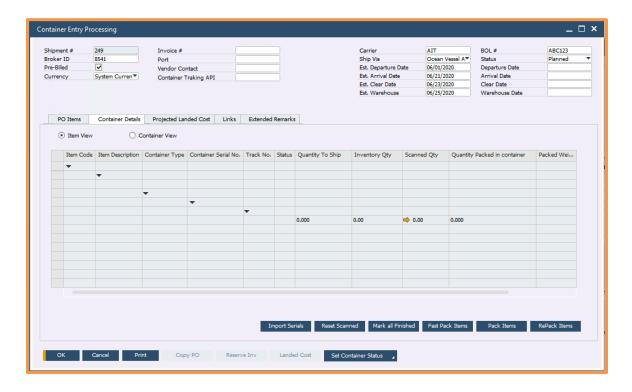
Find Next

Once you use the Find First option, if your item has multiple instances in the grid, you can use the Find Next option to keep finding its additional rows.



Step 3: Enter Container Details

Pull the Container Entry document back up on the screen and go to the Container Details tab.

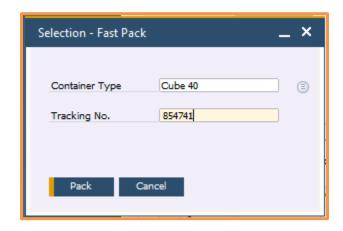


It is necessary to "pack" the shipment to indicate what containers are being used and to record the tracking numbers. There are two methods of packing the shipment.

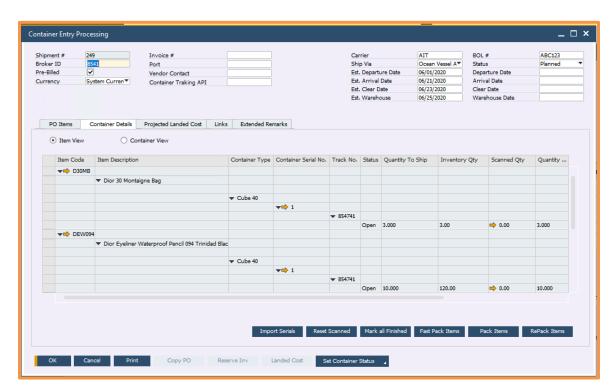


Fast Pack

To indicate that all items and quantities are to be shipped in one container, press "Fast Pack Items". The container selection screen appears. Enter the container type and tracking number. You may press TAB to see a list of valid container types.



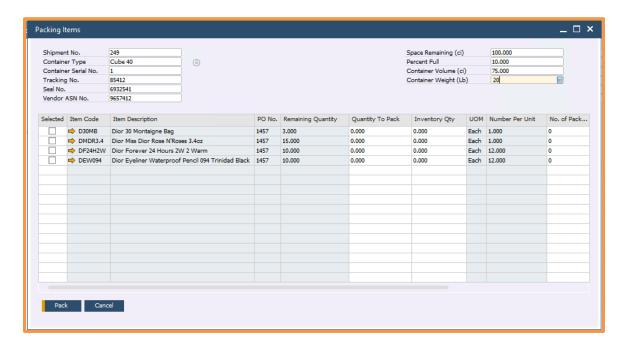
Select the container type and enter the tracking number. When the information has been entered, press "Pack". The screen displays a summary of the container's contents. You may view it by item or by container.





Pack Items

If your shipment is being sent in multiple containers, you can use the "Pack Items" option instead of "Fast Pack" to have more control over which items and quantities are in which specific containers.



Select the container type for the first container and enter its serial and tracking numbers. You can also enter in a Seal number or Vendor ASN number if you have that information.

Then select the items that are packed in this container and enter their quantities (partial or full) into the "Quantity To Pack" field. Entering a value into that field will update the "Inventory Qty" field. You can also enter values directly into the "Inventory Qty" field, however if you do that, the "Quantity To Pack" field will NOT be updated. This was designed to make fractional changes to the inventory quantity without updating the actual SAP quantity.

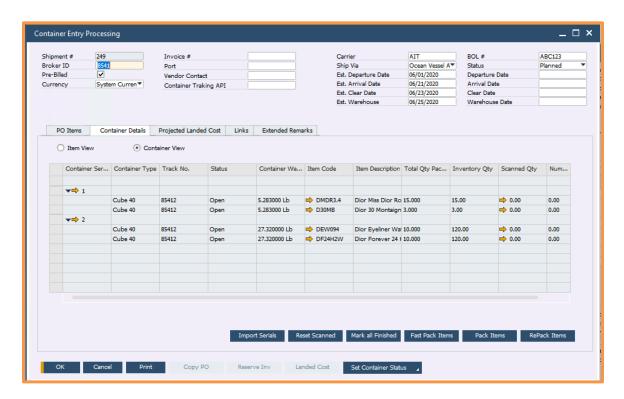
If you scroll over in the grid you will see a few more fields that you may want to use. You can enter in the Number of Packages that make up each line item's quantity. There are also fields for the Packed Weight and Packed Volume which will be filled in automatically based on the quantity of each item you pack and the weight and volume of that item. That data will come from the Item Master record, but you can override those values if necessary. This data is informational only.



Note: The right side of the header also displays some information. It will show you the container volume, weight, the percentage of the container that is full and the space remaining. This data is also informational only.

When the first container is completed, click on "Pack", then update the container entry document. Repeat this process for additional containers until all the items have been packed. Individual containers may have different tracking numbers, or they may all have the same tracking number. The tracking number for the first container will default to subsequent containers but may be changed.

When all items are packed, the screen displays the items in their respective containers.

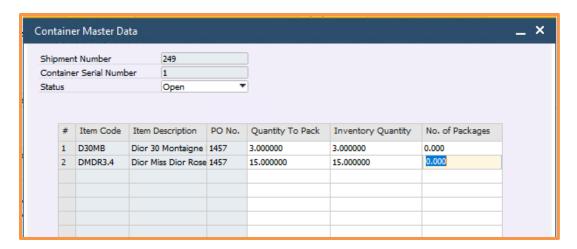


The packed quantity of each item will appear on the PO Items tab in the "In-Transit Qty" column.

Note: You can clear the packing information by clicking the "RePack Items" button on the Container Details tab.

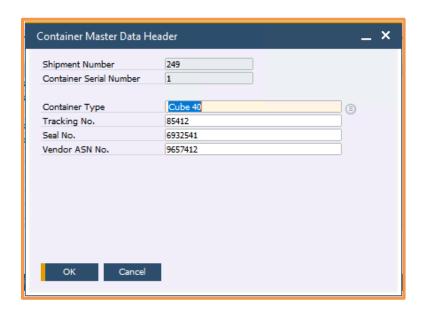
You can also change some of the package contents while they are still packed. If you click on the gold drill down arrow next to the Container Serial number, it will open the Container Master Data screen. In here you can edit the Quantity to Pack, the Inventory Quantity and the number of packages. There is also the option to change the Status of this specific container, but we will discuss where that comes into play later in this document.





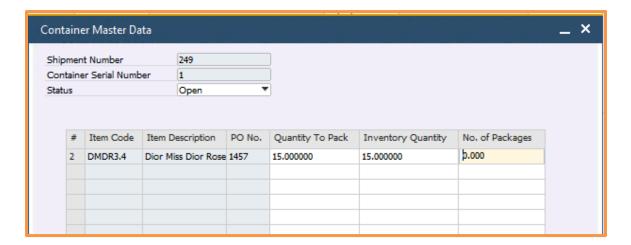
If you right-click on an item line you will have the option to open the same window by choosing Edit Package Detail Row. You can also delete a package row with the right-click option and choosing Delete Package Detail Row.

Right-clicking on the Container Serial Number row you can either Delete or Edit the Package Header. If you choose Edit, the Container Master Data Header window will open for you to make changes.





Right-clicking on the item row you can Edit the Item quantities and number of packages.



There is also a button at the bottom of the Container Details tab called 'Mark All Finished', which we will discuss later in this document.

Step 4: Enter Projected Landed Costs

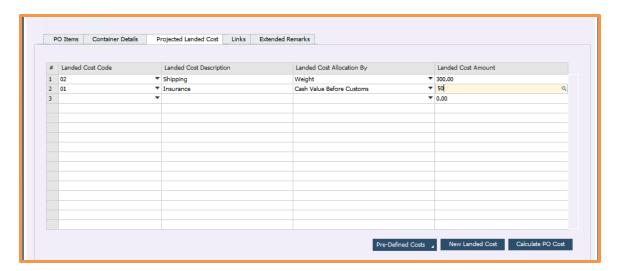
Entering projected landed costs on the Container document is optional but it provides a way to estimate the actual cost of the items before they are received into the warehouse. However, you may skip this step if you do not use the Landed Cost feature of SAP Business One or if you do not know the costs until after the shipment is received.

You may enter projected landed costs whenever you are notified of them. It is not necessary to enter all costs at the same time. It is desirable but not required to have all costs entered by the time the items are received into the warehouse.

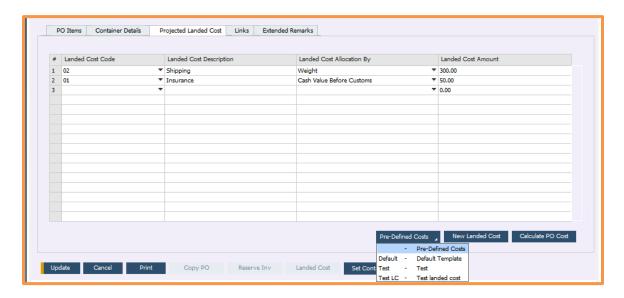
Note that the list of available landed cost types is taken from the standard list found in Administration > Setup > Purchasing > Landed Costs. Each cost type must include the appropriate GL account. You may access this entry screen by clicking on the "New Landed Cost" button.

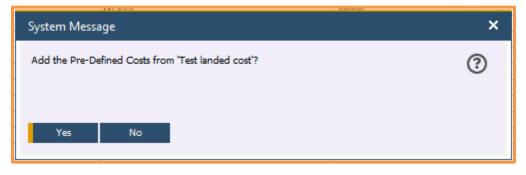
Go to the Projected Landed Costs tab. Click on the first line and select the code for one of the landed cost types. The allocation method for that expense defaults from the landed cost setup but you may change it if desired. Enter the amount of each cost type for this shipment.



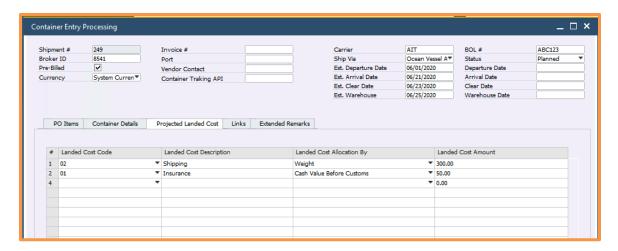


If you have set up Pre-Defined Costs during your Container Management setup you can use the selection button to copy those to the grid instead of manually typing them all in.



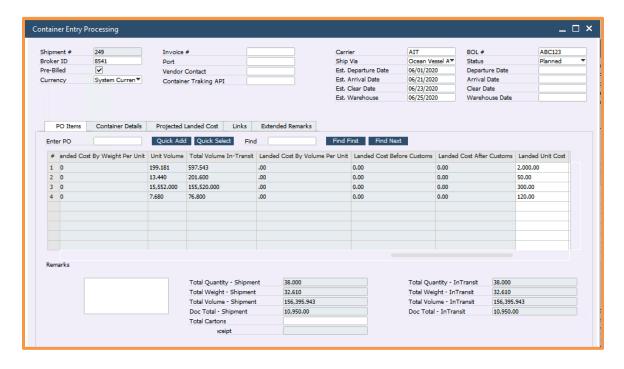






When all entries are complete, press "Calculate PO Cost". Note that if the calculation is not possible (for example the allocation method is by weight but one or more items on the shipment do not have any weight entered in the Item Master), you will receive an error message. You may correct the Item Master and then calculate the landed costs again. Press "Update" to save the changes.

When the costs are calculated, they are apportioned to the items according to the allocation method for each cost. The PO Items tab displays the calculated landed cost for each item per unit, and the total landed cost for each row.



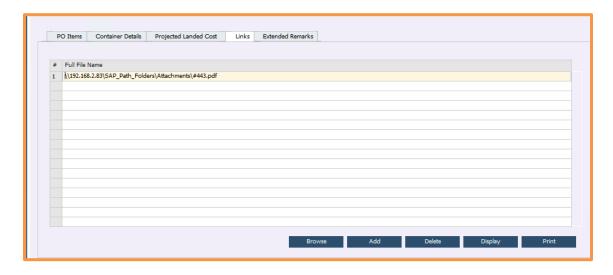
Note: You may add more landed costs or change existing amounts at any time before the actual Landed Cost function is performed.



If you choose to assign standard SAP Customs Groups to individual items, the program will calculate the customs percentage and amount for each item on the container then add this amount to the apportioned amounts for the landed costs. In this case, customs should not be included in the list of landed cost types.

Step 5: Container Links

The Links tab of the Container Entry screen allows you to attach various documents relating to the shipment. These may be scanned shipping documents, spreadsheets, PDF copies of sales orders, or any other type of file that is saved on your network.



To link a document, place the cursor on the first empty Full File Name line on the screen. Then type the full path name of the file or use the "Browse" button at the bottom to search for it in Windows Explorer. Remember that if you want this file to be accessible to all users from all machines, the path must be to a network share that they will have access to. If the file is printable, check the box at the beginning of the row. Repeat until all linked documents are entered and hit "Update".

You may display or print the file at any time by using the buttons at the bottom of the screen.

Note: The program necessary to open the file (Acrobat, Excel, Word, etc.) must be installed on the SAP server and the local user's machine.

Links may be added or changed at any time during container processing.



Step 6: Extended Remarks

The Extended Remarks tab provides space for any instructions, references, or other information regarding the shipment. You may enter up to 256,000 characters in this space.



Extended remarks may be entered, added, or edited at any time during container processing.



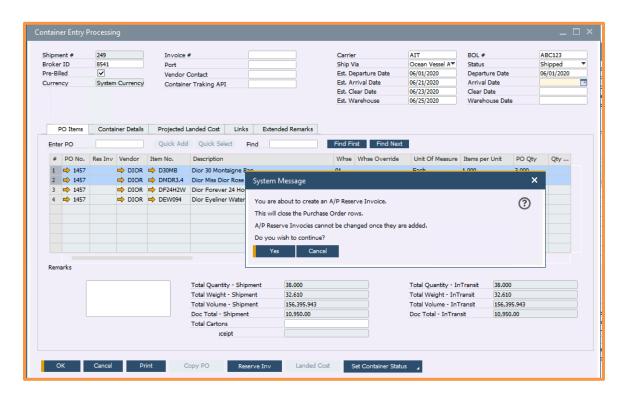
Container Processing

After the initial entry of the container information, the shipment will go through several stages before it reaches your warehouse. As each stage occurs you can update the Container Entry document so that the status is current and any new information is included.

Pre-Billing

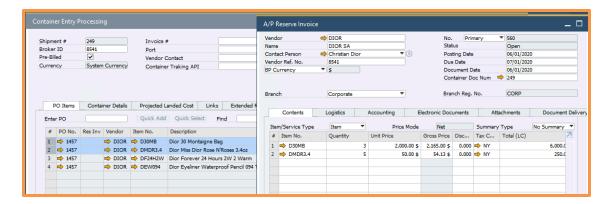
If the items are invoiced before they are received you can use the pre-billing feature to enter the invoice as long as the status is either Shipped, At Port or Cleared.

To start make sure the Pre-Billed box on the top of the screen is checked off. Next, highlight the rows that are included on the invoice and click "Reserve Inv" to create an A/P Reserve invoice.



A message appears to remind you that creating the Reserve Invoice will close the PO rows and that invoices cannot be changed once they are added. Click on "Yes" to continue.





The system opens the A/P Reserve Invoice screen and creates the invoice for the items that were selected. The document is not added automatically though. Enter a posting date and make any other changes if necessary (e.g. change the prices of the items if they do not match the actual invoice received from the vendor).

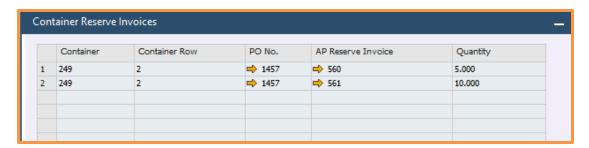
When the invoice is correct, click on "Add". The screen returns to the Container document. The Reserve Invoice number is now displayed on each row.



Note: It is possible that not all items are invoiced on the same document. In this case select the items for the first document and create the Reserve Invoice, then select additional items for a second Reserve Invoice. If items from different POs are selected together, they will be combined into a single Reserve Invoice.

If the same item row is in more than one Reserve Invoice you can double-click in the Res Inv field and the system will open the list of Reserve invoices.





In the case of items from multiple vendors you may select all items from different vendors together and the system will create a separate A/P Reserve Invoice for each vendor.

If prices were changed on the Reserve Invoice the system will automatically change the prices on the container entry document to match the new prices. Landed costs will also be recalculated accordingly.

Note: If the Use Pre-Billing option is not enabled in the Container Management Configuration screen then none of the above features will be available.

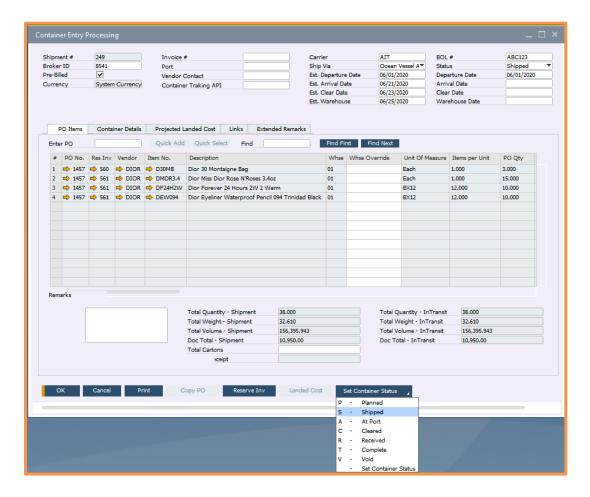


Change Container Status

You may change the status of the container as information is received about its progress. Note that it is not necessary to use each status. For example, if the shipment is pre-cleared by customs you may skip "At Port" and go directly to "Cleared".

Ship Items

To indicate that the items have been shipped, press the "Set Container Status" button and select "Shipped".



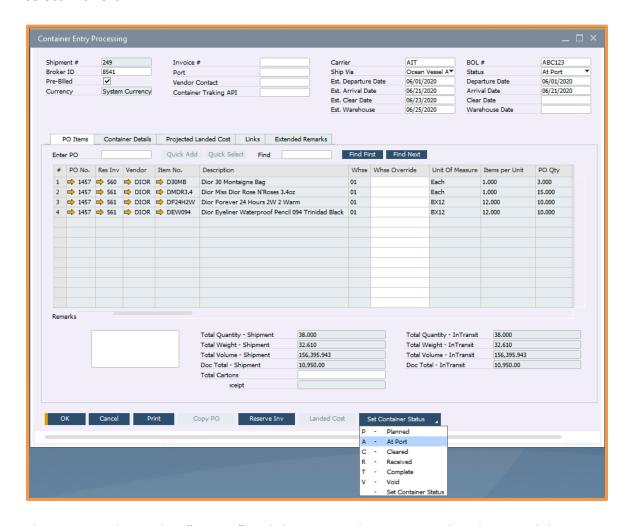
The status code changes to "Shipped" and the current date is entered as the departure date. You may change the date if necessary. Press "Update" to save the changes.

Note: You cannot change the status to Shipped until the shipment has gone through the packing process.



Items At Port

When the shipment arrives at the port, press the "Set Container Status" button and select "At Port".

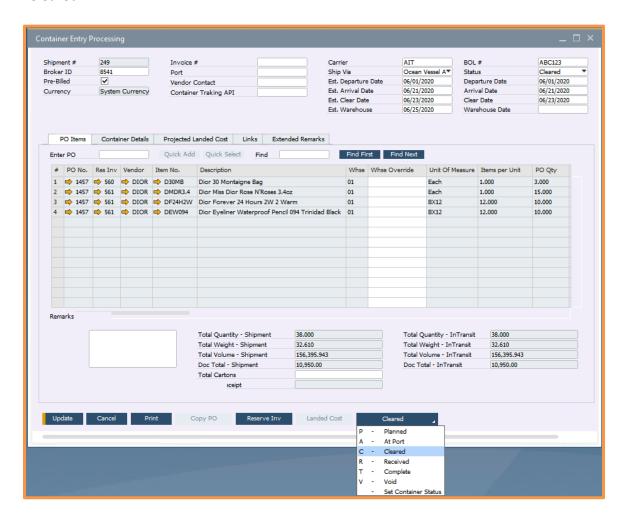


The status is changed to "At Port" and the current date is entered as the arrival date. You may change the date if necessary. Press "Update" to save the changes.



Clear Customs

When the shipment clears customs, press the "Set Container Status" button and select "Cleared".



The status is changed to "Cleared" and the current date is entered as the clear date. You may change the date if necessary. Press "Update" to save the changes.

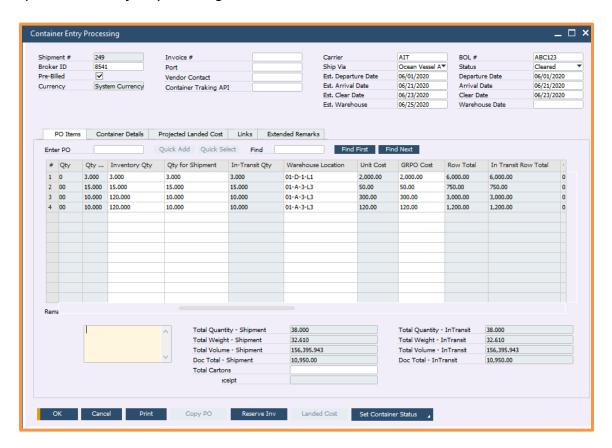


Receiving Items

When receiving any item into the warehouse it is important to verify that the shipment is accurate. Warehouse personnel should compare the items received to those on the container document or on the original Purchase Order(s). If there are any discrepancies in the items or their quantities, it should be noted.

When discrepancies exist the container entry document must be changed to reflect the actual receipt. To do this you may have to edit or delete container detail or headers rows. You may also have to use the "RePack Items" function to completely clear the packaging so that adjustments can be made. If you clear the packaging, you will need to pack the again using either the "Fast Pack" or "Pack Items" options after you make your adjustments.

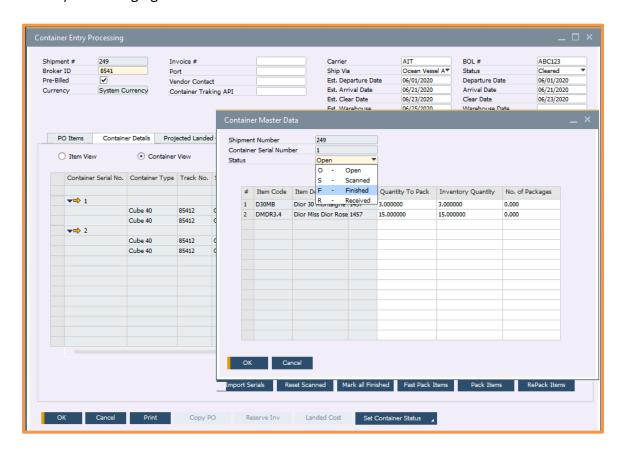
Note: If you are receiving items into a Bin enabled warehouse you will need to pay attention to the Warehouse Location field on the PO Items tab. Based on your SAP settings it should default a location into that field for you. If it does not or you just want to change the bin location that the line items should be received into, make sure to update it now before you change the status to "Received".



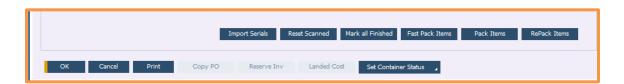
Once the receipt is verified and any corrections have been made, you will need to mark the completed containers as "Finished". To do this go to the Container Details tab.



If you are only receiving in some of the containers on the shipment you can mark them Finished individually by opening their Container Master Data screens (which we saw earlier) and changing their statuses to "Finished".

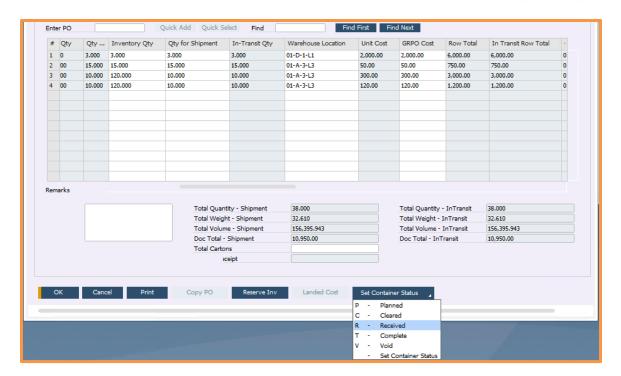


If you are receiving all the containers on the shipment, then you can set them all as "Finished" at once by clicking on the Mark All Finished button on the bottom of the screen.

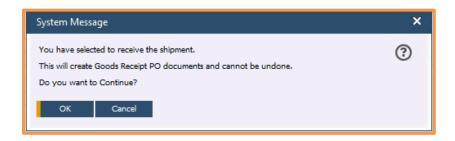


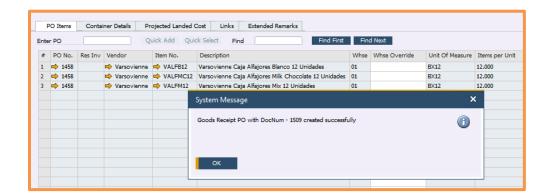
Now that the containers are marked as "Finished" press the "Set Container Status" button and select "Received".





As the status is changed it will confirm that you want to receive this shipment. Click on OK and it will try to create Goods Receipt PO's for the items and quantities on the container entry document.





This is the receiving document which indicates that the items have been added to inventory. Note that the Goods Receipt PO cannot be changed once it is created.



During the creation of the Goods Receipt PO, if any of the items are managed by serial numbers or batches, the program will stop so that the serial or batch numbers may be entered. You will then need to add the document manually.

If multiple PO's or Reserve Invoices from the same vendor are included in the Container they will be combined into one Goods Receipt PO. If PO's or Reserve Invoices from multiple vendors are included, the system will create one Goods Receipt PO for each vendor. Each Goods Receipt PO will be in the currency of its original base PO or Reserve Invoice.

The initial Goods Receipt PO number will be displayed in the footer area of the screen. In addition, each row displays the Goods Receipt PO number for that item. If there are multiple GRPOs, you can double click the field to get a complete listing for that line.





On the original PO's or Reserve Invoices, any row that has been received completely will be closed. Rows that have not been received or have been partially received will remain open. If all rows are closed the document will be closed.

The container entry document status will now be "Received", and the current date is entered as the warehouse date. You may change the date if necessary.

If you did not receive in all the containers for this shipment, then when subsequent shipments come in you will follow the same process, starting with changing the container's statuses to "Finished".

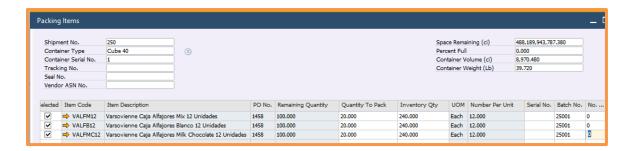
If the Pack Serials and Batches option in the Container Management Configuration is not enabled, the system will open the Goods Receipt PO when you try to receive the Container so you can enter Batch/Serial Numbers for managed items.

If the option is enabled the system will allow you to enter the serials and batches when you are packing the containers like below.



Batch Number Entry

Open the Pack Items window to enter the batches. Enter in the Quantity to Pack field for the items you want to pack then enter in the batch numbers for those quantities and click Pack.



Note, if you need to pack more than one batch for the same item you will have to open the Pack Items screen again, enter the same Container Type/Container Serial No., and then enter in the next batch and quantity.

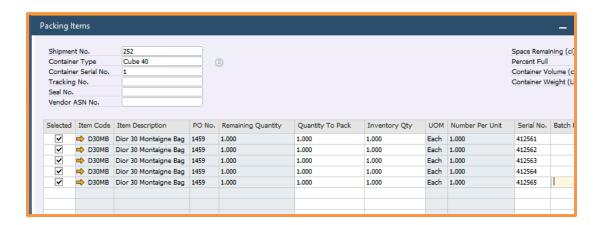
Once they are packed you will see them displayed on the grid.



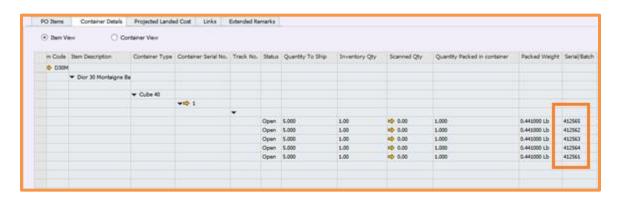


Serial Number Entry

Open the Pack Items window to enter the serial numbers. Enter in the Quantity to Pack field for the items you want to pack then enter in the serial number for those quantities and click Pack.



Once they are packed you will see them displayed on the grid.



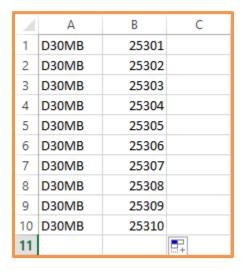
Serial Number Import

Because Serial Numbers are unique and you could be receiving in large amounts, we have an option to import them into the container packages instead of manually entering them. Please note though, that unlike the above process we just saw for batch and serial, the Pack Serials and Batches option in Container Management configuration does not have to (and probably should not) be enabled to use the import functionality.

To start this process the items must first be packed into their containers. This is why disabling the Pack Serials and Batches option is recommended. If it is enabled, you will only be able to use the Fast Pack button to pack, which will put all your items into the same single container (or manually pack the serials like we saw above, but that defats the whole purpose of the import function).



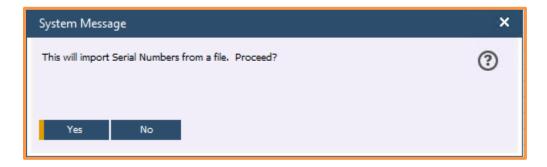
Next you will have to create a spreadsheet with 2 columns; First column is the SAP Item Code and the second column is the Serial Number. Make sure to save the file as a CSV or Text (Tab delimited).



Now that the items are packed and you have your saved import file, click on the Import Serials button.

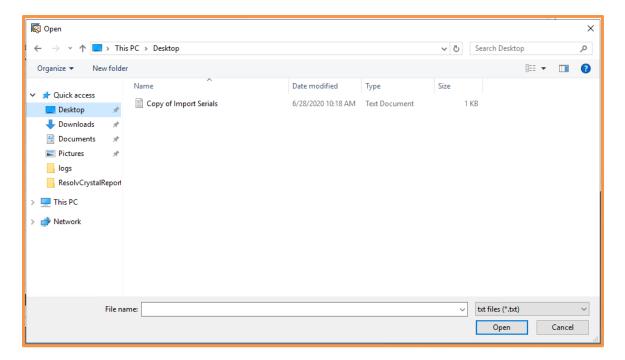


The system will ask if you want to proceed with the import.

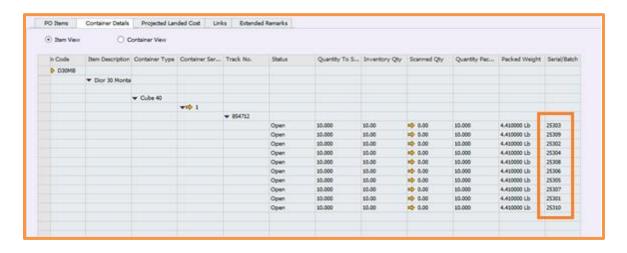


Choose Yes and the system will open Windows File Explorer. Find your file and choose open.





The system will then begin adding the Serial Numbers to the packed containers. Note, if it runs into any issues it will give you an error message.

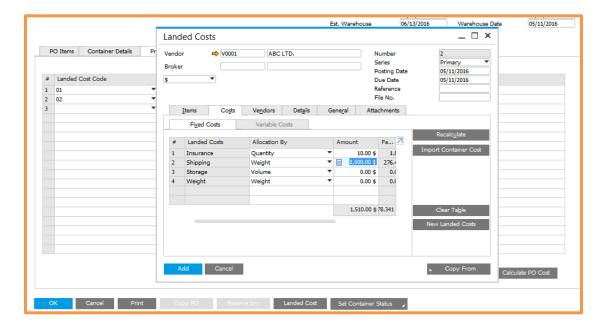




Landed Costs

When the landed costs have been entered, open the container document and press the "Landed Cost" button at the bottom of the screen. Note that the Goods Receipt PO must be created prior to this step.

The system opens a Landed Cost document which contains the items and costs from the container document. You may accept this document or make changes to it. Once the document looks good you can add it.



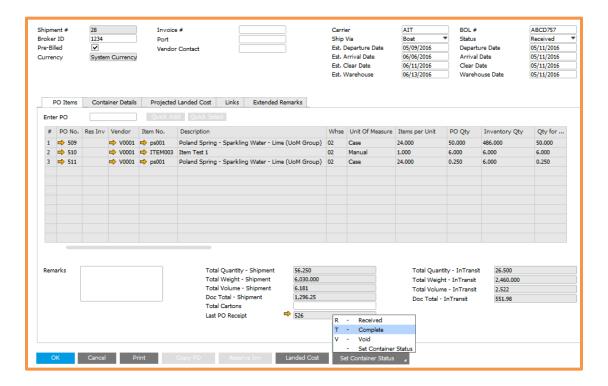
If Goods Receipts from multiple vendors were created, a separate Landed Cost document will be created for each vendor as well. Each Landed Cost document will have the currency of its original base Goods Receipt PO and Purchase Order. This currency is applied to both the item costs and the additional costs.

Note: The standard SAP Business One functionality allows you to enter additional landed costs for the shipment at a later time creating a new Landed Cost document and using "Copy From" to copy in the original one.



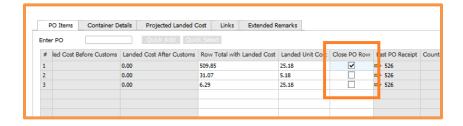
Completed Shipment

When all landed costs and Goods Receipt PO's are finished, press the "Set Container Status" button and select "Complete".



The status changes to "Complete" and updates to save the changes. No further changes may be made to the container entry document once this is done.

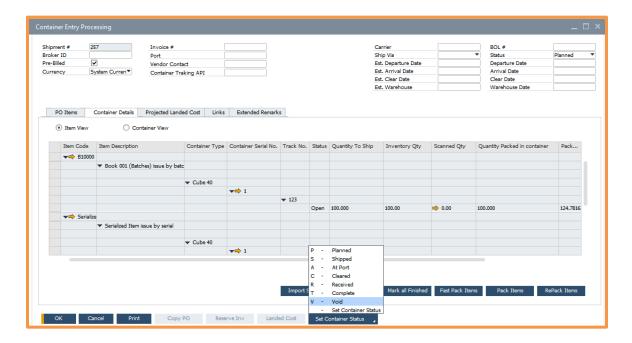
Also, if you did not fully receive a Container/PO row but still want the PO row to be closed, you can check the Close PO Row box before marking the Container completed.





Voided Shipment

If necessary, it is possible to void an entire container entry document. To do this, press the "Set Container Status" button and select "Void".



Once the container entry has been voided, the Purchase Orders on it will be available to be copied into a new shipment.



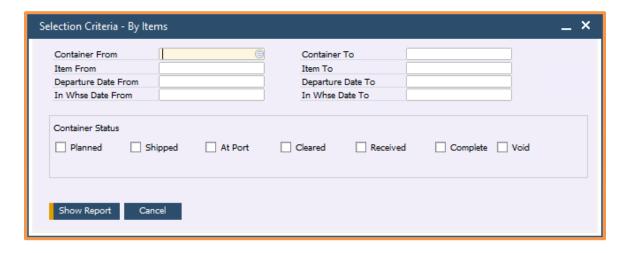
Container Reports

Resolv > Resolv Container Management > Container Reports

Resolv Container Management includes five major reports, each of which can be run several different ways. These reports provide the means to track each stage of the shipment process.

By Item

Resolv > Resolv Container Management > Container Reports > By Item



Set the selection criteria as follows:

Container From/To: Enter the range of container documents to display or leave blank to include all containers.

Item From/To: Enter the range of items to display or leave blank to include all items.

Departure Date From/To: Enter the beginning and ending departure dates to display or leave blank to include all dates.

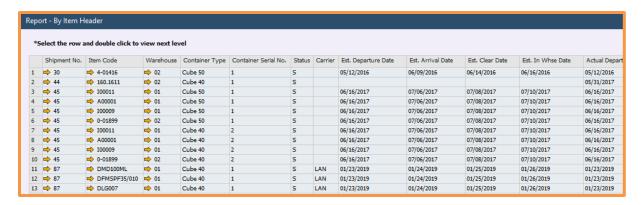
In Whse Date From/To: Enter the beginning and ending warehouse receipt dates to display or leave blank to include all dates (applies only to Received items).

Container Status: Select one or more of the status designations to display (you must select at least one).

When the selections are complete click on "Show Report".

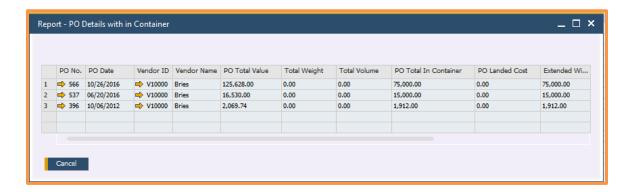
The report displays one line per item on each of the selected shipments.





The report displays the shipment number, item code, container type, container number, status, as well as the estimated and actual dates for departure, arrival, clearance, and in-warehouse.

You may highlight a line and double-click or click on the "Details" button to see additional detail.

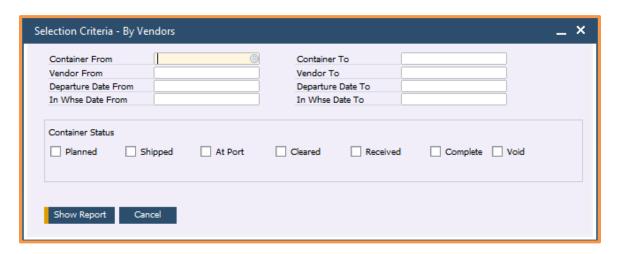


You may also drill down on the shipment number and item number from the main screen, and the PO number and vendor from the detail screen.



By Vendors

Resolv > Resolv Container Management > Container Reports > By Vendors



Set the selection criteria as follows:

Container From/To: Enter the range of container documents to display or leave blank to include all containers

Vendor From/To: Enter the range of vendors to display or leave blank to include all vendors

Departure Date From/To: Enter the beginning and ending departure dates to display or leave blank to include all dates

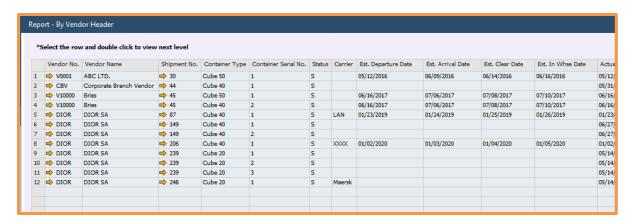
In Whse Date From/To: Enter the beginning and ending warehouse receipt dates to display or leave blank to include all dates (applies only to Received items)

Container Status: Select one or more of the status designations to display (you must select at least one)

When the selections are complete click on "Show Report".

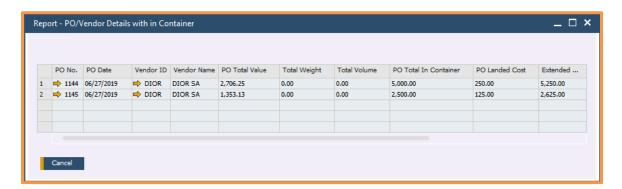
The report displays one line per shipment, arranged by vendor code.





The report displays the vendor code and name, shipment number, container type, container number, status, carrier, as well as the estimated and actual dates for departure, arrival, clearance, and in-warehouse.

You may highlight a line and double-click or click on the "Details" button to see additional detail of the Purchase Orders included on the shipment.



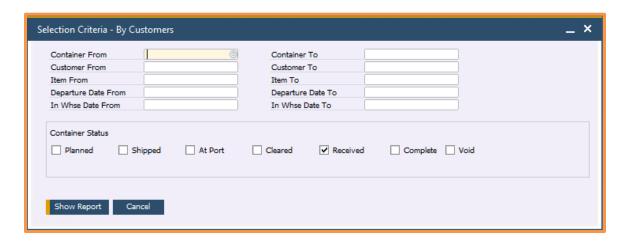
You may also drill down on the shipment number and vendor number from the main screen, and the PO number from the detail screen.



By Customers

Resolv > Resolv Container Management > Container Reports > By Vendors

This report will include only Container documents which are based on Purchase Orders that are linked to customer Sales Orders.



Set the selection criteria as follows:

Container From/To: Enter the range of container documents to display or leave blank to include all containers

Customer From/To: Enter the range of customers to display or leave blank to include all customers

Departure Date From/To: Enter the beginning and ending departure dates to display or leave blank to include all dates

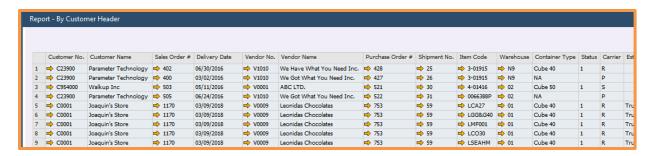
In Whse Date From/To: Enter the beginning and ending warehouse receipt dates to display or leave blank to include all dates (applies only to Received items)

Container Status: Select one or more of the status designations to display (you must select at least one)

When the selections are complete click on "Show Report".

The report displays one line per item on each of the selected shipments.



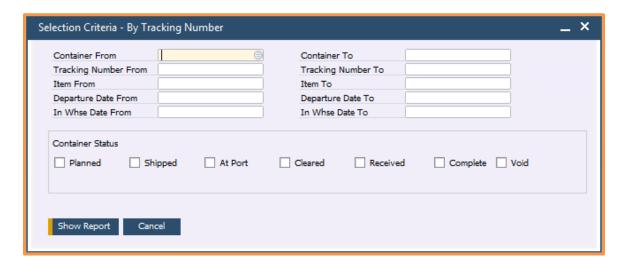


The report displays the customer code and name, sales order number, delivery date, vendor code and name, PO number, shipment number, item code, container type, container number, status, as well as the estimated and actual dates for departure, arrival, clearance, and in-warehouse.

You may drill down on the customer, sales order, vendor, purchase order, container and item.

By Tracking Number

Resolv > Resolv Container Management > Container Reports > By Tracking Number



Set the selection criteria as follows:

Container From/To: Enter the range of container documents to display or leave blank to include all containers

Tracking Number From/To: Enter the range of tracking numbers to display or leave blank to include all tracking numbers



Item From/To: Enter the range of items to display or leave blank to include all items

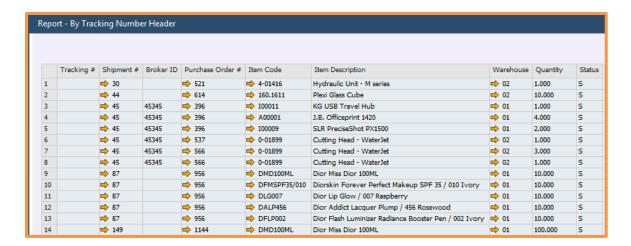
Departure Date From/To: Enter the beginning and ending departure dates to display or leave blank to include all dates

In Whse Date From/To: Enter the beginning and ending warehouse receipt dates to display or leave blank to include all dates (applies only to Received items)

Container Status: Select one or more of the status designations to display (you must select at least one)

When the selections are complete, click on "Show Report".

The report displays one line per item on each of the selected shipments.



The report displays the tracking number, shipment number, broker ID, purchase order, item code and description, quantity and status.

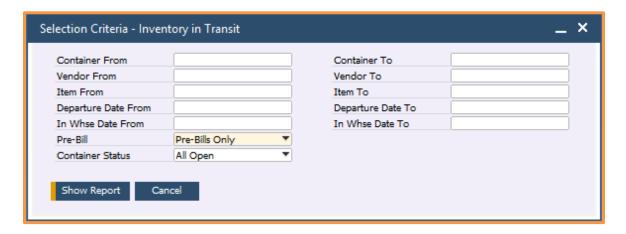
You may drill down on the shipment, purchase order and item.



Inventory in Transit

Resolv > Resolv Container Management > Container Reports > Inventory in Transit

If you are using pre-billing, this report is available. It shows items that have been entered on pre-billed Container documents and have been copied to Reserve Invoices. These items have been posted to the Stock in Transit account and may be considered part of the company's inventory value even though they have not yet been received into any warehouse.



Set the selection criteria as follows:

Container From/To: Enter the range of container documents to display or leave blank to include all containers

Vendor From/To: Enter the range of vendors to display or leave blank to include all vendors

Item From/To: Enter the range of items to display or leave blank to include all items

Departure Date From/To: Enter the beginning and ending departure dates to display or leave blank to include all dates

In Whse Date From/To: Enter the beginning and ending warehouse receipt dates to display or leave blank to include all dates (applies only to Received items)

Pre-Bill: Choose to display All Containers or the Pre-Bills Only

Container Status: Choose a specific Container Status or All open



Note that there is no selection for status on this report. All items which meet the above criteria and are currently on open Reserve Invoices will be included. The status of the related container documents may be Shipped, At Port or Cleared.

When the selections are complete, click on "Show Report".



The report shows the item code and description, vendor code and name, PO number, container number, reserve invoice number, quantity, unit price, total price, estimated landed cost per unit, estimated total landed cost and the status of the container.

You may drill down on the item, vendor, PO, container and reserve invoice.

Container Entry Document Report

To print the Container Entry Document Report that we set earlier in the Container Management Configuration, just click on the "Print" button on the bottom of the Container Entry screen.





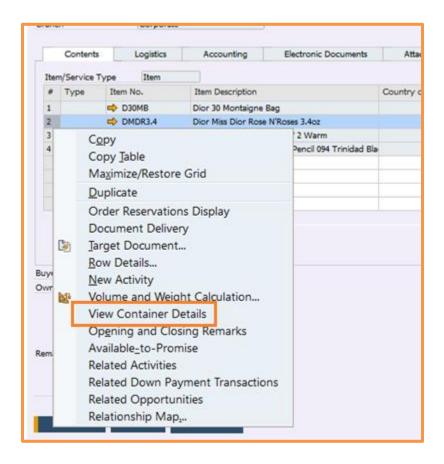
View Container Details

You may view Container information for items on Purchase Orders and linked Sales Orders.

Purchase Orders

Once an item has been copied from a Purchase Order to a Container entry document you can view its status from within the Purchase Order. If partial quantities have been shipped on different Containers you will see the detail of all shipments.

On the Purchase Order screen, highlight a row and right-click. Select "View Container Details". You can also find this option in the Data menu at the top of the SAP Business One screen.



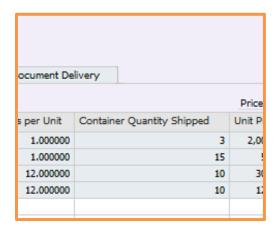
A window opens to display information about all Container shipments that are linked to this PO and item.





The display includes the container number, quantity, status, as well as the estimated and actual dates of shipment, arrival at port, customs clearance and arrival at the warehouse. If the shipment has been received, the Goods Receipt PO number is shown with drill-down.

Also, we have added a field to the Purchase Order rows; Container Quantity Shipped. This will tell you the total quantity of this line item on Container Shipments.

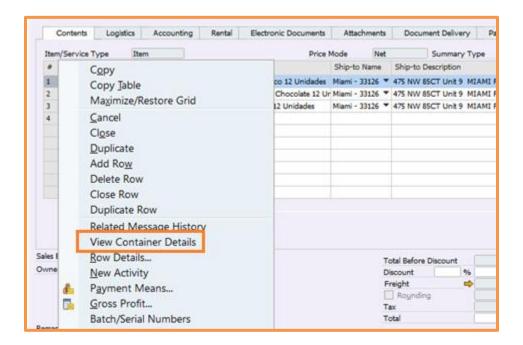




Sales Orders

When a Sales Order has been linked to a Purchase Order, and the items have then been copied to a Container, you can view the Container details from within the Sales Order screen. If partial quantities have been shipped on different Containers, you will see the detail of all shipments.

On the Sales Order screen, highlight a row and right-click. Select "View Container Details". You can also find this option in the Data menu at the top of the SAP Business One screen.



A window opens to display information about all Container shipments that are linked to this Sales Order and item.



The display includes the PO number, vendor code, container number, quantity, status, as well as the estimated and actual dates of shipment, arrival at port, customs clearance and arrival at the warehouse. If the shipment has been received, the Goods Receipt PO number is shown with drill-down.



Integration with Resolv Mobile

To use *Resolv Container Management for Mobile* you must also have *Resolv Container Management for Desktop*. Using them together allows your warehouse users to receive items from Containers by means of the handheld devices. The received quantity of each item will be updated on the Container Entry screen inside of SAP.

Container Receiving

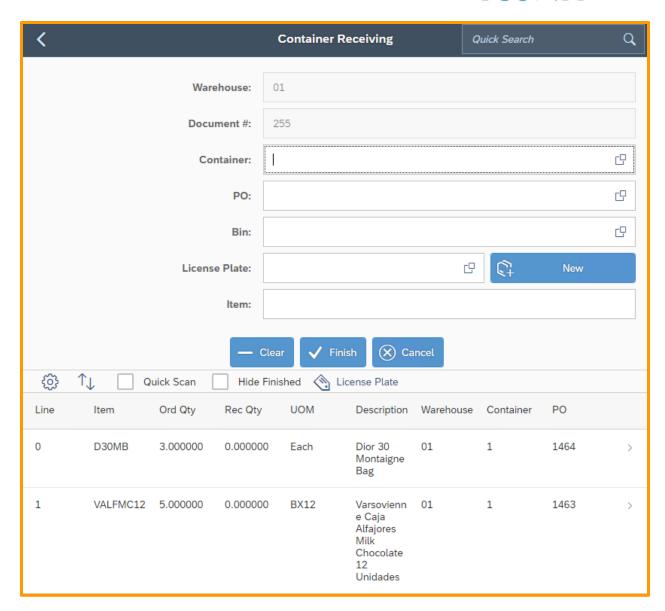
Main Menu > Receiving Menu > Container Receiving





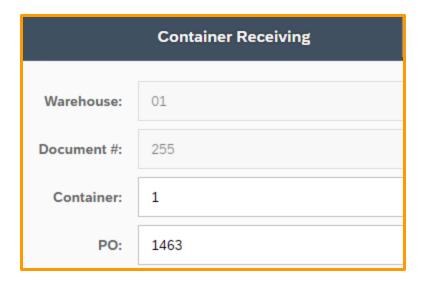
Once you are in the Container Receiving screen, select your warehouse and scan/enter, or select from the document lookup, your Shipment number. This will display the items from your shipment on the below grid.



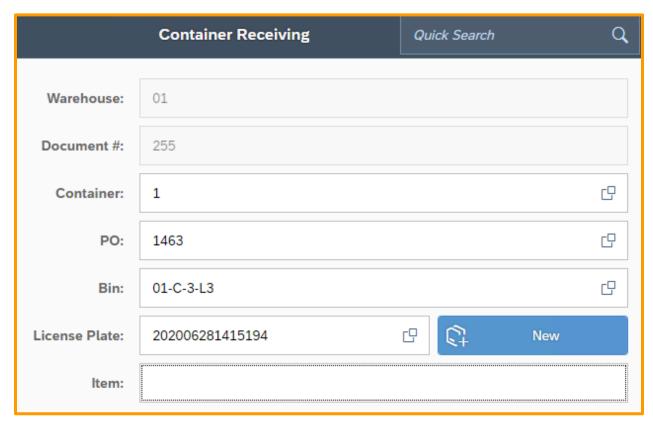


Below the Shipment number field there are also Container number and PO number fields. Although these fields are not required (for instance when your shipment has only one Container number consisting of just one PO number) it is best practice to use these fields to filter the list of items to just one Container and PO. This way there is no confusion (especially if you have the same item across multiple POs/Containers) as to which Container and PO item row you are working on.





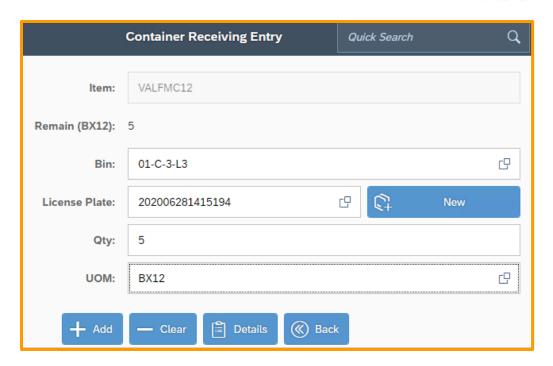
Next enter/scan the Bin you want to receive the first item into. If you also have Resolv WMS and are utilizing the License Plate feature you would be able to select the LP# for this item as well.



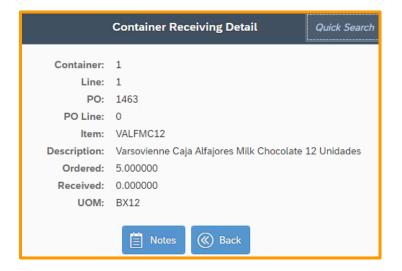
After that, either enter, scan, or select from the grid the first item to receive.

After your item is selected you will be brought to the Item Entry screen. In here it will show you how much of the selected item is left to be received. It will also let you change (or choose if you did not already on the previous screen) the bin you want to receive this item into. Then you will enter/confirm the quantity and the UoM and hit Add.

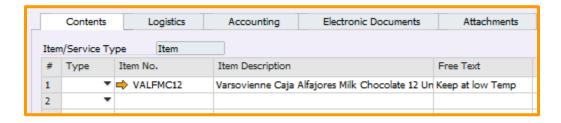




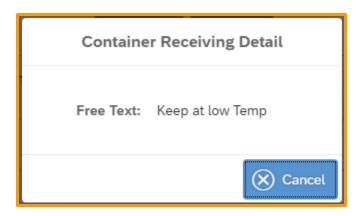
There are a few other button options on this screen as well; Clear will remove all the data in the current fields, Back will bring you to the previous screen without saving, and Details will show you a bit more information about the selected item.



The Notes button on the Detail screen will show you the Free Text from the Purchase Order row.







After you hit Add, if the item is not Batch or Serial managed, it will bring you back to the main Container Shipment Receiving screen and you will continue the above process with the next item you select.

If, however, your item is Batch or Serial Managed, it will instead bring you to another screen for the Batch and Serial data.

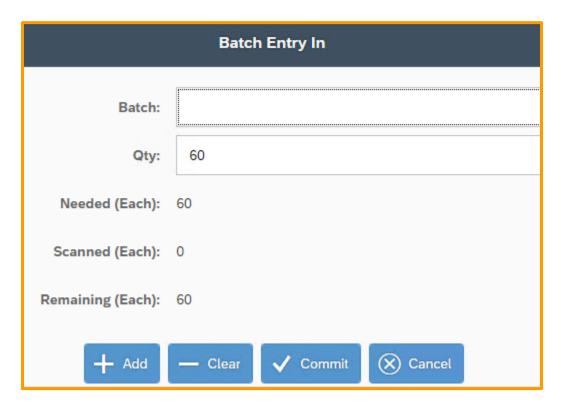


Items Managed by Batch or Serial Number

As just mentioned above, if your item is managed by Batches or Serial Numbers, the system will bring you to the Batch or Serial Entry In screen. Let's first look at Batch Entry In.

Batch Entry In

The first thing you will do is enter/scan your first batch number and then enter in how many of that batch you are receiving for the current item. Make sure you take note of which UoM the quantity is being recorded in as it will always be the Inventory UoM for the item. If you are not sure you can tell by looking at the Needed, Scanned, and Remaining fields at the bottom. These fields will not only show you which UoM you are receiving in, but also how many batch quantities are needed in total, how many have already been scanned, and how many are left to be scanned for the selected item.

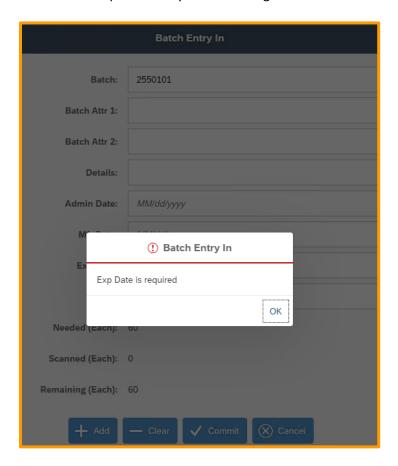


Also, depending on your Item Master Data settings on the WMS Scan tab (see below), your Batch Entry In screen may have additional fields.



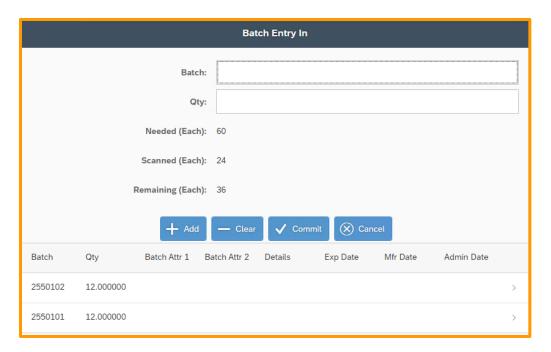


Some of these fields may be optional and you can skip them if you choose, but some may be required, in which case you will be forced to enter values into them. If a field is required and you try to add the batch to the bottom grid without filling it in, it will give you an error and let you know which required data you are missing.



After you enter in the batch, quantity, and its required additional data you will select the Add button. This will add the batch line to the bottom grid and let you continue entering the batches you are receiving for the current item.





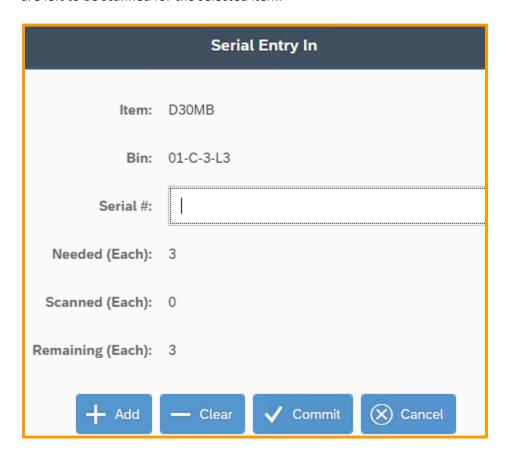
Once all the batches and quantities for this item are added to the bottom grid, it should automatically bring you back to the main Container Entry Receiving screen. If you are only partially receiving the current item, then you can hit Commit whenever you are finished and that will bring you back to the main Container Entry Receiving screen as well.



Serial Entry In

Let's now look quickly at the Serial Entry In screen.

The first thing you will do is enter/scan your first serial number. You will notice that there is no quantity field and that is because Serial Numbers are unique, so it will always be a quantity of 1 per Serial Number. Also, the UoM will always be in the Inventory UoM for that item and you can look at the Needed, Scanned, and Remaining fields at the bottom and that will show you how many serial numbers are needed in total, how many have already been scanned, and how many are left to be scanned for the selected item.



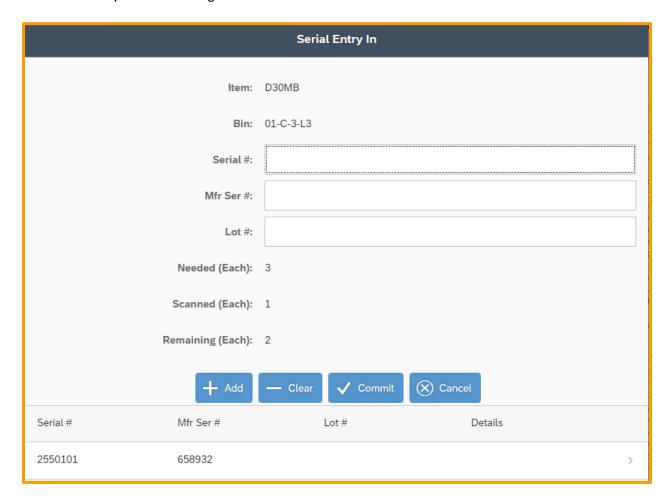
Also, depending on your Item Master Data settings on the WMS Scan tab (see below), your Serial Entry In screen may have additional fields.





Some of these fields may be optional and you can skip them if you choose, but some may be required, in which case you will be forced to enter values into them. If a field is required and you try to add the serial number to the bottom grid without filling it in, it will give you an error and let you know which required data you are missing.

After you enter in the serial number and its required additional data you will select the Add button. This will add the serial number line to the bottom grid and let you continue entering the serial numbers you are receiving for the current item.

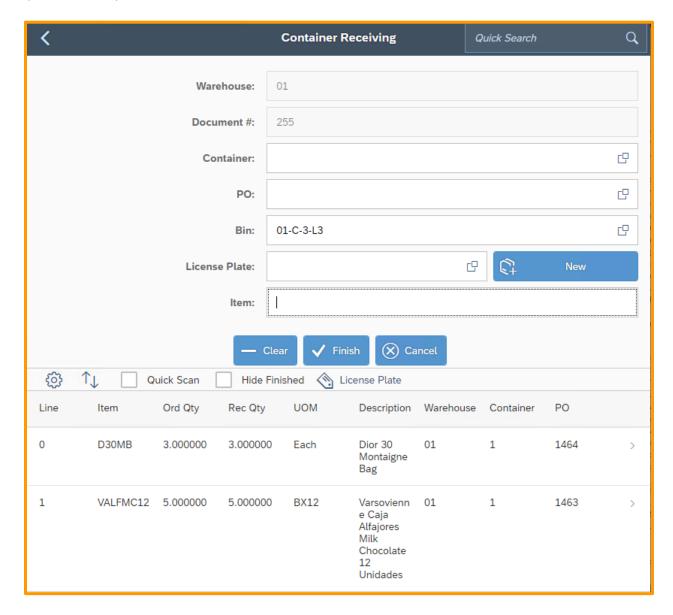


Once all the serial numbers for this item are added to the bottom grid, it should automatically bring you back to the main Container Entry Receiving screen. If you are only partially receiving the current item, then you can hit Commit whenever you are finished and that will bring you back to the main Container Entry Receiving screen as well.



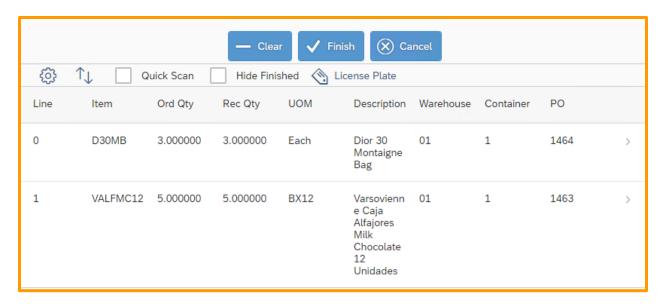
Finishing the Container Shipment Receiving

As you receive the items in your containers, you will see the Rec Qty column update with the quantities that you have received.

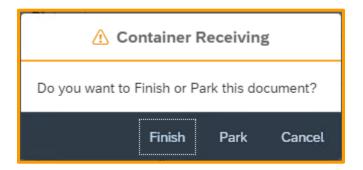


Once you have finished your receiving for now you will select the Finish button





The system will ask if you want to post the records.



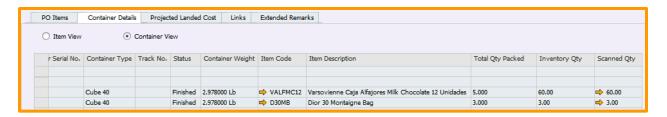
If you choose Cancel, it will bring you back to the Container Receiving screen. If you choose Finish, it will complete the current receiving session and update the Container Shipment inside of SAP.

Note, there is also an option to Park the Container Receiving. If you choose this option, it will pause the receiving session where you are and let you leave the screen to continue later. Just be aware if you use this option nothing is updated inside of SPA until you un-Park it and hit Finish.

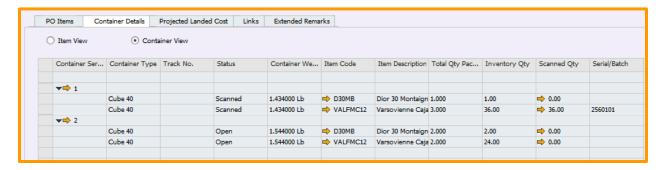
Once you hit Finish, when you go back into SAP your Containers may be in 1 of 2 statuses, Finished or Scanned.

If you have received all the items in the Container, it will be updated with a status of Finished, which will allow you to create a GRPO for that Container when you are ready.





If you have only received some of the items in a Container, it will update with a status of Scanned, which will not allow you to create a GRPO. You will either have to finish receiving the Container on the Handheld or change the status of the Container to Finished manually to be able to create your GRPO.



Once you are ready to create the GRPO(s) for this Container Shipment Receiving, you will continue the Container Management process from inside of SAP. Note, if you need further instructions on this process, please see the sections above in this document.