



Putaway

The Putaway process application helps the warehouse to be in a organised manner. Once received the products will be accounted for and stored (putaway) in a predefined location.

Below actions are available under **“Putaway”**:

-  View and search for putaway
-  Generate putaway and report

Putaway

Warehouse: < Select All Warehouses >

Year: Year 2016

From:

To:

Search

Date	Document #	Reference #	Warehouse #	Warehouse Name	Representative	Status
Jan 13, 2016	PUT16-010132	CRN-0017	TE01	Main Warehouse		Drafted
Feb 16, 2016	PUT16-020170	CRN-0028	TE01	Main Warehouse	EM03 - Jessica	Drafted
May 18, 2016	PUT16-050192	CRN-0030	TE01	Main Warehouse		Drafted
Jun 21, 2016	PUT16-060196	PA-0011	TE01	Main Warehouse		Drafted

Status: Drafted

1 of 4

Putaway ListPutaway

Putaway

Document Date21/06/2016

Document NumberPUT16-060196

Reference NumberPA-0011

BranchHQ - Head Office

Details

WarehouseTE01 - Main Warehouse

Staging LocatorIW01-WIP

Source DocumentPA-0011

Representative

Additional Info

Description

Items / Articles

Cost Details

Notes / Attachments

Product Brand: < Select All >

Filter:

#	Product	Description	UOM	Batch #	Received Qty	Locator	Quantity
1	Loa11	LOACKER MINI DARK CHOCOLATE BITES 10 X 20 X 25GRAMS	Each	PA-0011	3	W01-L01	3

Confirm Putaway

Total Quantity: 3

SaveRevert

Putaway ListPutaway

Generate Putaway

1. Putaway document will be generated automatically once the user posted the related documents such as ***“Consignment Transfer”*** or ***“Goods Receipt”***

Consignment Transfer x Putaway

Document Date: 23/02/2016 Document Number: CT-0015 Reference Number: CO-0012 Branch: HQ - Head Office

Customer: PR-BGD - Prime Stores Bangladesh Currency: USD From Warehouse: QCW - Quartier Central Warehouse Consignment Warehouse: CON-01 - Bangladesh 02 Consignment

Customer Location: City: Contact Person: Sales Representative: EM01 - Chris

Description:

Items / Articles Postings Notes / Attachments

Product Brand: < Select All > Filter:

#	Product	Description	UOM	Quantity	Unit Cost	Line Total
1	YK-L001	Yankee Candle Large Lavander	Each	30	\$S10.000000	\$S300.00
2	YK-M001	Yankee Candle Medium Lavander	Each	30	\$S7.143000	\$S214.29
3	YK-S001	Yankee Candle Small Lavander	Each	30	\$S4.285667	\$S128.57

Picking: PIC16-02018 Putaway: PUT16-020172 Total Quantity: 90 Grand Total: \$S642.86

Generate Report Show Consignment Fill-Up Save Revert Delete

Consignment Transfers List Consignment Transfer

Consignment Transfer x Putaway

Document Date: 23/02/2016 Document Number: PUT16-020172 Reference Number: CT-0015 Branch: HQ - Head Office

Details

Warehouse: CON-01 - Bangladesh 02 Consignment Staging Locator: CON-01-Staging Representative: EM01 - Chris

Source Document: CT-0015

Additional Info

Description:

Goods Receipt

Document Date: 18/07/2016 | Document Number: GRN-0068 | Reference Number: PI-0060 | Branch: HQ - Head Office

Vendor: tti - TFI trading | Currency: SGD | Warehouse: TE01 - Main Warehouse | Staging Locator: W01-Staging

Vendor Location: singapore | Contact Person: | Inco Terms: EXW - Ex Works | Receive Via: |

Additional Details

Representative: | Promised Date: | Description: |

Analytical Group: | Duty Clearing Agent: |

Items / Articles | Provisions | Landing Costs | Notes / Attachments | Postings

Product Brand: < Select All > | Filter: |

#	Loa01	Product	Description	UOM	Quantity	Unit Cost	Total Amount
1	Loa01	Loacker Chocolate	Each	Each	25	\$80.200000	\$55.00
1	Loa01	Loacker Chocolate	Each	Each	25	\$80.200000	\$55.00
1	Loa01	Loacker Chocolate	Each	Each	50	\$80.200000	\$510.00

Total Quantity: 100 | Invoice Cost: \$520.00 | Duties: | Transport: | Grand Total: \$520.00

Generate Report | Putaway: PUT16-070199 | Save | Revert | Delete



Putaway

Document Date: 18/07/2016 | Document Number: PUT16-070199 | Reference Number: GRN-0068 | Branch: HQ - Head Office

Warehouse: | Staging Locator: | Description: |

Additional Info

Warehouse: | Staging Locator: | Description: |

User can find the **source document (link)**, that generated the putaway document, at the middle left side of the putaway document (see image below). Reference number of the putaway document also refers to the source document number.

Putaway

Document Date: 23/02/2016 | Document Number: PUT16-020172 | Reference Number: CT-0015 | Branch: HQ - Head Office

Details

Warehouse: CON-01 - Bangladesh 02 Consignment | Staging Locator: CON-01-Staging

Source Document: CT-0015 | Representative: EM01 - Chris

Additional Info

Description: |

2. The Locator at the Item / Articles tab can be edited before the user confirmed it.

Source Document: PA-0011 | Representative: |

Items / Articles | Cost Details | Notes / Attachments

Product Brand: < Select All > | Filter: |

#	Loa11	Product	Description	UOM	Batch #	Received Qty	Quantity
1	Loa11	LOACKER MINI DARK CHOCOLAT...	Each	Each	PA-0011		3

W01-L01

GA-01-0

GA-02-0

GA-03-0

GA-03-1

W01-Damaged

W01-Expired

W01-L01

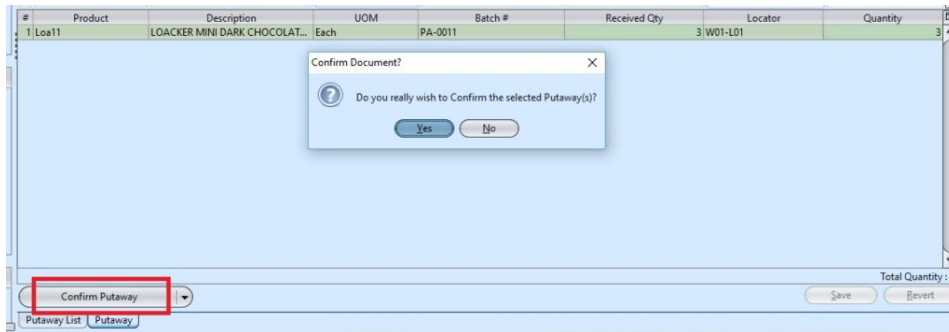
Select None

3. Click on **"Notes / Attachments"** tab at the middle of screen to add notes or files attachment for the

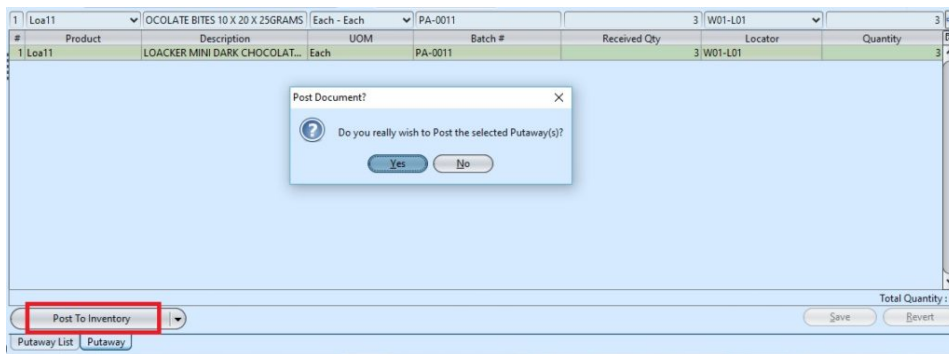
putaway.

4. Click **“Save”** button at the bottom right side of screen to save

5. Click on **“Confirm Putaway”** button at the bottom of screen to confirm the putaway



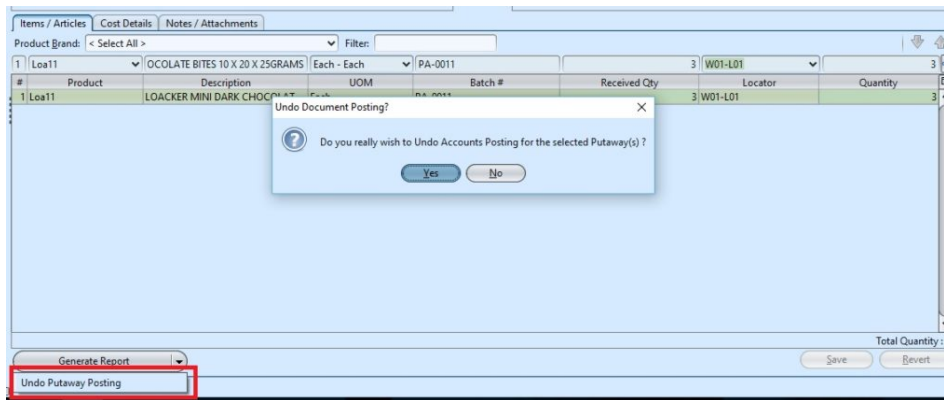
6. Click on **“Post to Inventory”** button at the bottom of screen to post the putaway



Update Putaway

1. Click on **“Putaway List”** tab at the bottom of screen

2. Double click on putaway document to be updated, it will bring up the details on **“Putaway”** tab for the selected document. If the putaway's status is **“Confirmed”** or **“Posted”**, click arrow on **“Generate Report”** button at the bottom left of screen and select option to reopen / undo approval of the putaway first.



3. Make change(s) on the putaway.

*Note: *User is allows to make some of the changes for the information only.*

4. Click on **“Save”** button at the bottom right of screen to save

5. Click on **“Revert”** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes

6. Click on **“Confirm Putaway”** button at the bottom of screen to confirm the putaway

7. Click on **“Post to Inventory”** button at the bottom of screen to post the putaway