




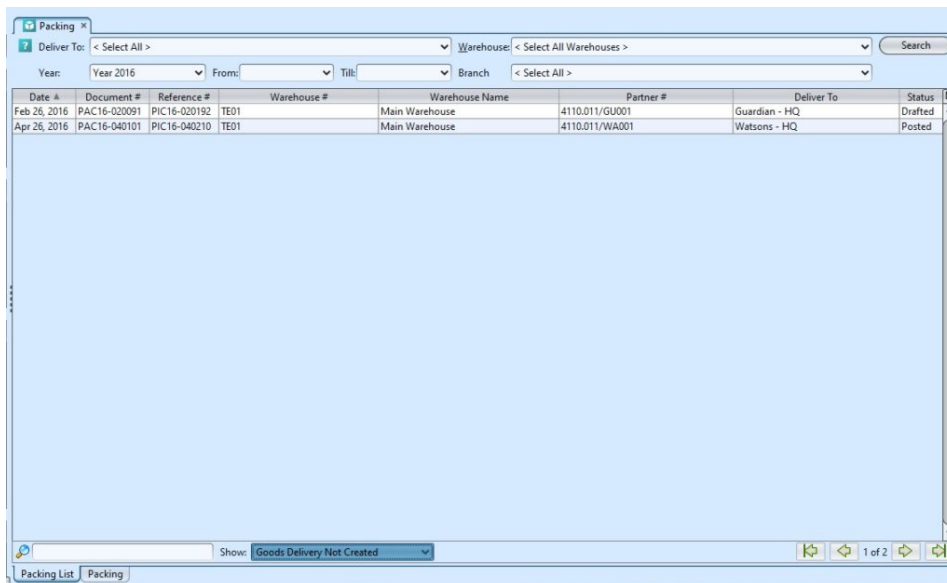
Packing

After the picking has been completed the next activity is Packing process.

Using GOOMI's Packing application, user can manage the packing process for products that have completed the picking process to prepare it for goods delivery.

Below are available actions for the user from **"Packing"** :

-  Process packing, assign products to carton's and or pallets
-  Edit the packing
-  View and search advance shipment notice details



Date	Document #	Reference #	Warehouse #	Warehouse Name	Partner #	Deliver To	Status
Feb 26, 2016	PAC16-020091	PIC16-020192	TE01	Main Warehouse	4110.011/GU001	Guardian - HQ	Drafted
Apr 26, 2016	PAC16-040101	PIC16-040210	TE01	Main Warehouse	4110.011/WA001	Watsons - HQ	Posted

Packing

Document Date: 26/04/2016 | Document Number: PAC16-040101 | Reference Number: PIC16-040210 | Branch: HQ - Head Office

Details
 Deliver To: 4110.011/WA001 - Watsons - HQ
 Delivery Location: Orchard - Paraqon | Delivery Order: SO-16-030194

Additional Info
 Warehouse: TE01 - Main Warehouse
 Representative: [Empty]

License #	Pallet #	Gross Weight	Status
M998	Crt-0115	1	Closed
T451	Crt-0117	1	Closed
W970	Crt-0116	1	Closed

License #	Carton #	Carton Type	Gross Weight	Status
M998	Crt-0115	Carton A	1	Closed
T451	Crt-0117	Carton A	1	Closed
W970	Crt-0116	Carton A	1	Closed

Product #	Product Name	Batch #	Quantity	Weight
BD01-003145	Crt-A Beauty Balm	40ml 1880H173	10	

Picking: PIC16-040210 | Total Quantity: 17, Pallets: 1, Cartons: 3, Gross Weight: 0.00

Buttons: Generate Report, Create Goods Delivery, Save, Revert

Process Packing

1. Open packing from **"Inventory – (Outbound) Picking"** by clicking on the **"Show Packing"** link highlighted in blue at the bottom left of picking document.

Picking

Document Date: 24/06/2016 | Document Number: PIC16-060230 | Reference Number: test CRLimit - NIL | Branch: HQ - Head Office

Details
 Warehouse: TE01 - Main Warehouse | Staging Locator: W01-Staging
 Source Document: SO-16-060219 | Representative: [Empty]

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Expiry Date	Unit Cost	Total Cost
1	Loa07	LOACKER DARK CHOCOLATE BAR 10 X 15 X 100GRAMS	Each	3	W01-L01	20160429	3	UOM-0041	29/04/2016	\$S0.23000	\$S0.69
2	Loa09	LOACKER MIX COOKIES 10 X 300GRAMS	Each	3	W01-L01	PI-0037	3	UOM-0041	Apr 29, 2016	\$S0.23000	\$S0.69

Buttons: Generate Report, Show Packing, Save, Revert, Delete

Total Quantity: 6 Grand Total: \$S3.95

Packing

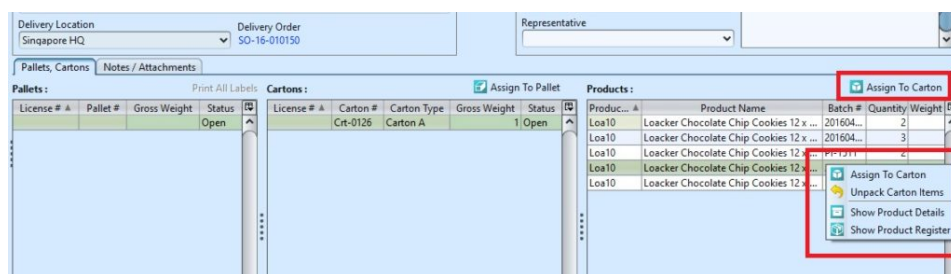
Document Date: 24/06/2016 | Document Number: PAC16-060108 | Reference Number: PIC16-060230 | Branch: HQ - Head Office

Details
 Deliver To: 4110.011/SE002 - 7-11 - HQ
 Delivery Location: HQ - AMK | Delivery Order: SO-16-060219

Additional Info
 Warehouse: TE01 - Main Warehouse
 Representative: [Empty]

2. There are two ways to assign products to carton.

Click on **Assign To Carton** or right click on the mouse on the selected products, fill up the information and click ok.

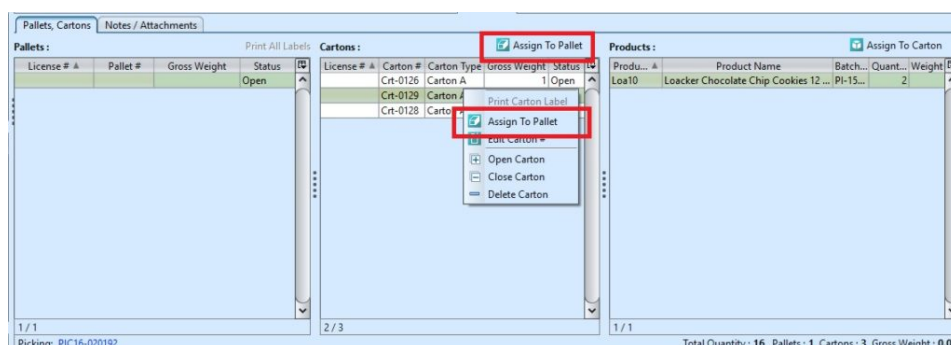


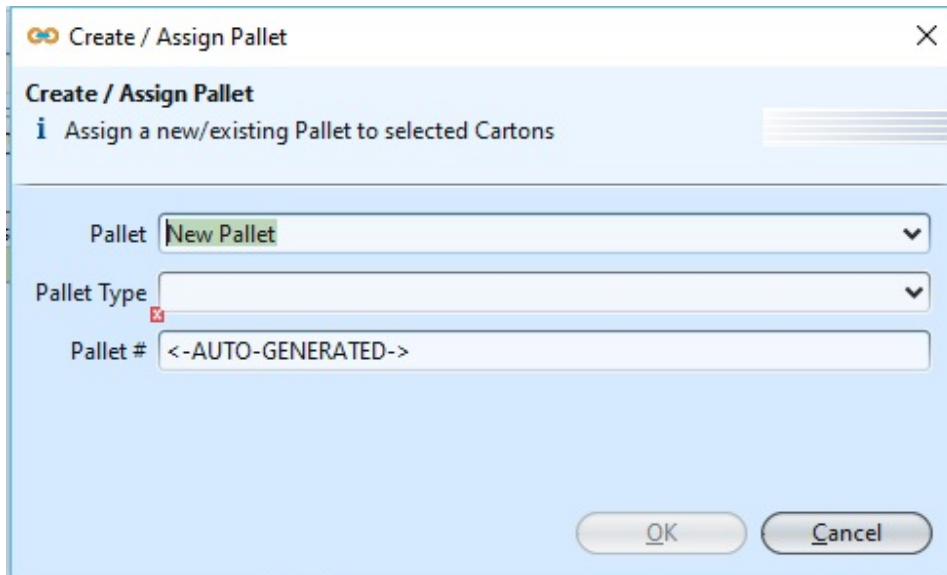
The 'Create / Assign Carton' dialog box is shown. It has a title bar with a close button. Below the title bar, there is a section titled 'Create / Assign Carton' with an information icon and the text 'Assign a new/existing Carton to the selected product'. The dialog contains the following fields:

- Carton:** A dropdown menu with 'New Carton' selected.
- Carton Type:** A dropdown menu.
- Qty Per Carton:** A text input field with the value '2'.
- Qty To Pack:** A text input field with the value '2'.

At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

3. There are two ways to assign cartons to pallet. Click on **Assign To Pallet** or right click on the mouse on the selected carton, fill up the information and click ok.





Create / Assign Pallet

Assign a new/existing Pallet to selected Cartons

Pallet:

Pallet Type:

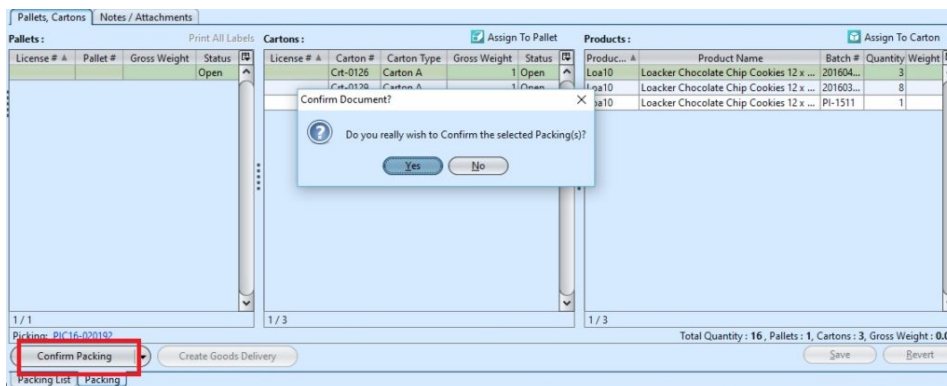
Pallet #:

OK Cancel

4. User may attach notes and any other documentation attachment to the transaction records from the **“Notes / Attachment”** tab.

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

6. Click **“Confirm Packing”** button at the bottom of screen to confirm the packing.



Pallets, Cartons | Notes / Attachments

Pallets: License # A, Pallet #, Gross Weight, Status Open

Cartons: License # A, Carton #, Carton Type, Gross Weight, Status Open

Products: Product Name, Batch #, Quantity, Weight

Confirm Document? Do you really wish to Confirm the selected Packing(s)?

Yes No

Picking: PIC16-020192

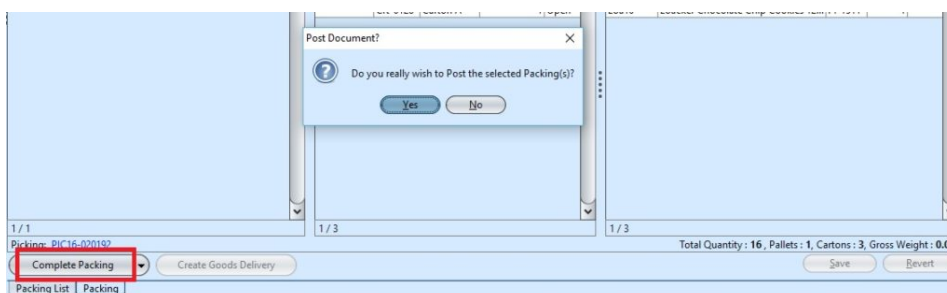
Confirm Packing Create Goods Delivery

Packing List Packing

Total Quantity : 16, Pallets : 1, Cartons : 3, Gross Weight : 0.00

Save Revert

7. Click **“Complete Packing”** button at the bottom of screen to post the packing.



Pallets, Cartons | Notes / Attachments

Pallets: License # A, Pallet #, Gross Weight, Status Open

Cartons: License # A, Carton #, Carton Type, Gross Weight, Status Open

Products: Product Name, Batch #, Quantity, Weight

Post Document? Do you really wish to Post the selected Packing(s)?

Yes No

Picking: PIC16-020192

Complete Packing Create Goods Delivery

Packing List Packing

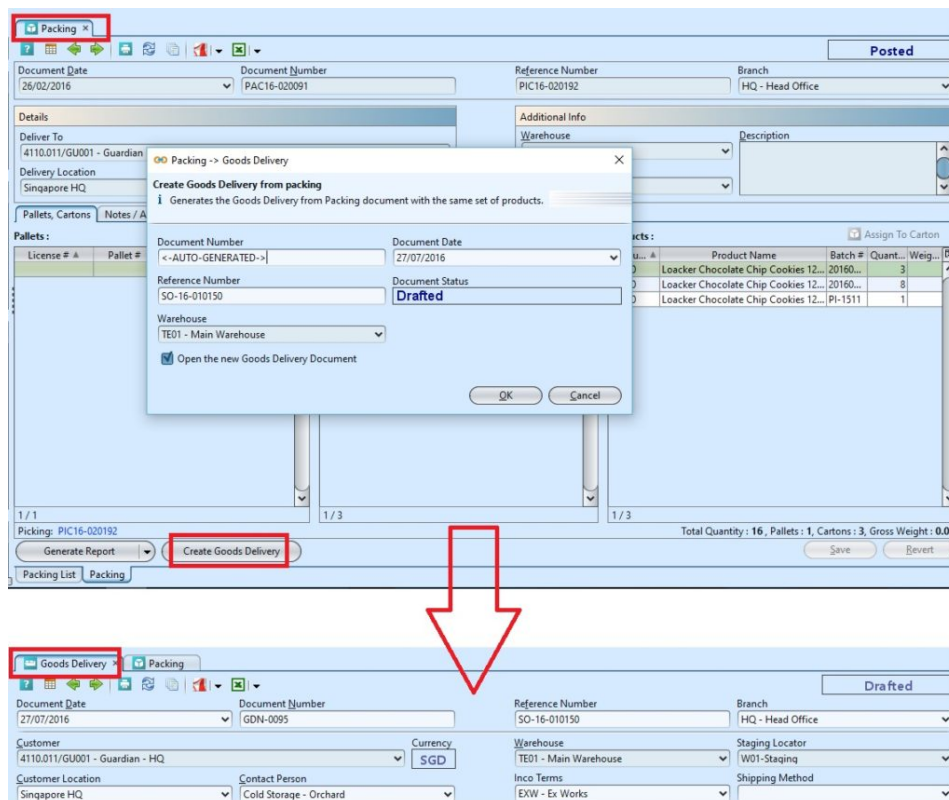
Total Quantity : 16, Pallets : 1, Cartons : 3, Gross Weight : 0.00

Save Revert

8. Click arrow on **“Confirm Packing”, “Complete**

Packing or **Generate Report** button at the bottom left of screen and select **Generate Report** option to generate report.

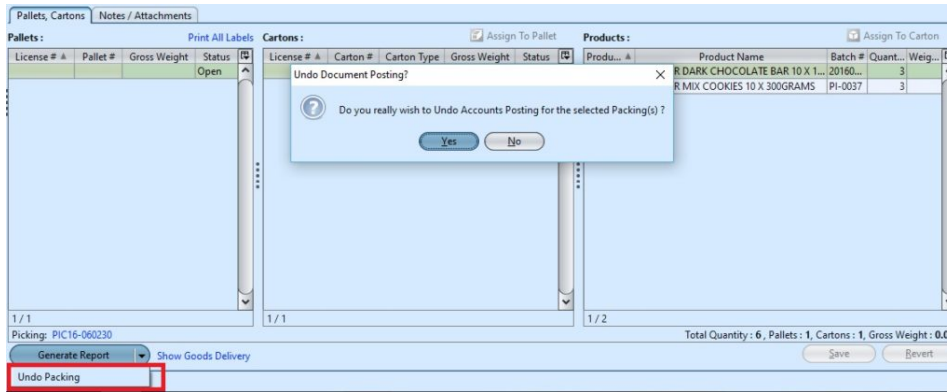
9. Generate goods delivery document by clicking **Create Goods Delivery** button at the bottom left of screen. It will replace the button with a link to the goods delivery document



Update Packing

1. Click on **Packing List** tab at the bottom of screen

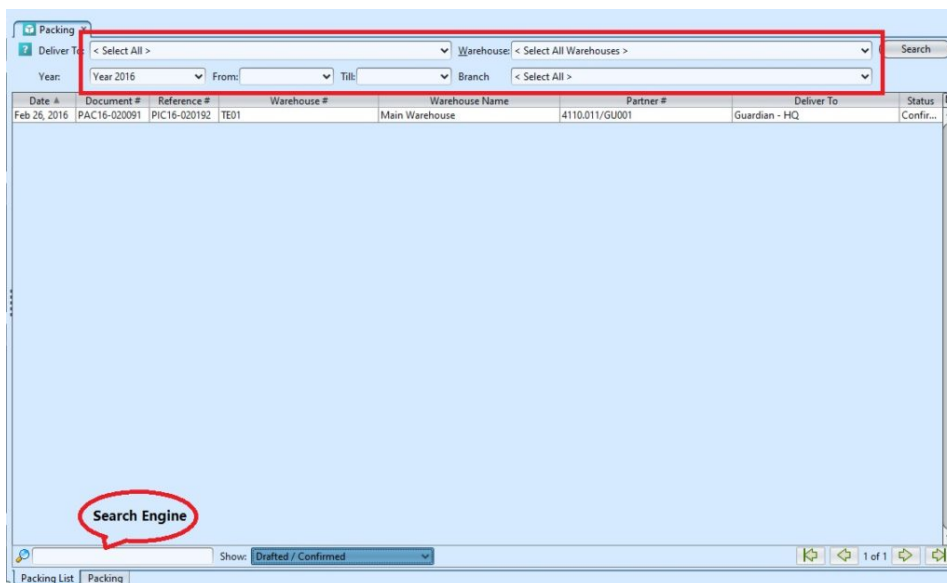
2. Double click on packing to be updated, it will bring up the details on **Packing** tab for the selected document. If the packing's status is **Posted** or **Confirm**, click on **Generate Report** button at the bottom left of screen and reopen / undo approval of the document first



3. Click **"Save"** button at the bottom right side of screen to save
4. Click on **"Confirm Packing"** button at the bottom of screen to confirm the packing.
5. Click on **"Complete Packing"** button at the bottom of screen to post the packing.

View and Search for *Picking*:

1. Click on **"Packing List"** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in which warehouse to search for in the **"Warehouse"** text field box.

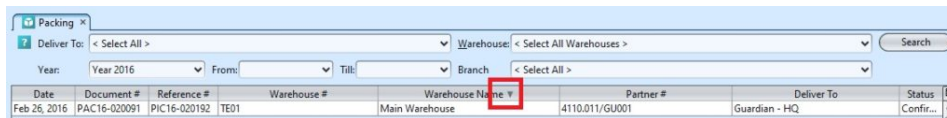


3. At the bottom of the screen, the user can search

or list the packing documents based on its status, i.e. drafted / confirm, Goods Delivery Not Created, Goods Delivery Created, or show All Documents.



3. Result can be sorted alphabetically by clicking the fields' columns



4. Double click on packing to view full details of the document, it will bring up the details on "Packing" tab for the selected document