

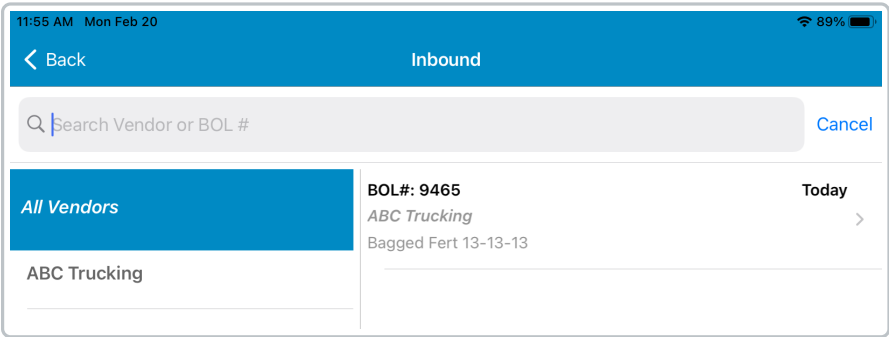
Inbound - Warehouse

Last Modified on 05/01/2023 8:47 am CDT

Overview

The *Inbound* area of the app is used to add Bills of Lading as product is received at the location. Inbound shipments can be received by either using a bar code reader or by manually entering the information for a Bill of Lading or Purchase Receipt. The Product Lot Number populates in the *Lot Number* field if one exists for the product when pulling an EDN into an Inbound Bill of Lading.

Selecting **Inbound** displays a grid listing all Vendors and open Bills of Lading.

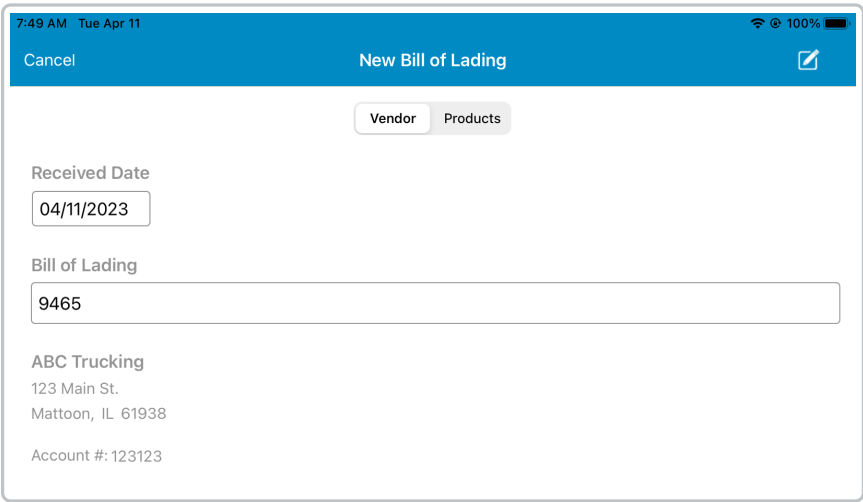


Use the *Search* bar to search by *Vendor* or *BOL#*. A new BOL can be added by choosing a Vendor then tapping **Create New Bill of Lading**.

Create New BOL

Vendor Tab

On the *Vendor* tab, enter a *Received Date* if different from today and the *Bill of Lading Number*. Information about the Vendor is also available on this tab. Comments can be entered by tapping the **Notes** icon in the top right.

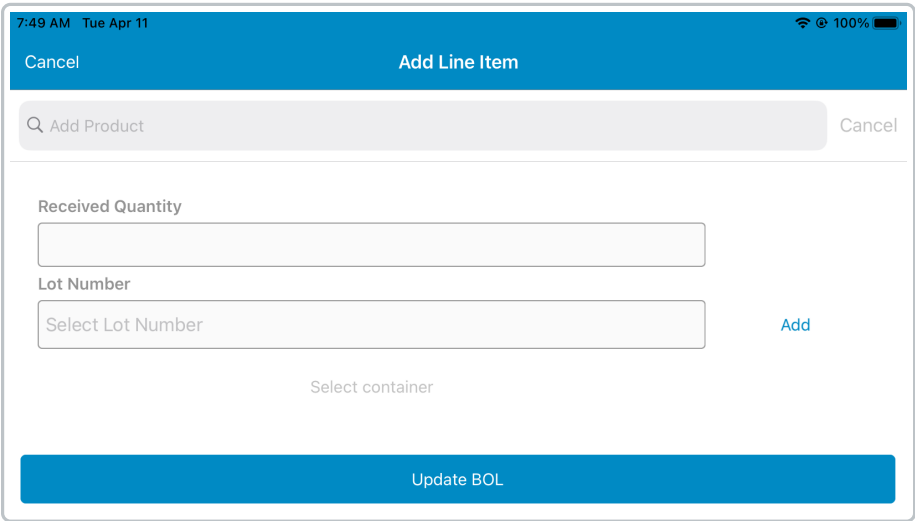


Products Tab

On the *Products* tab, tap in the *Add Product* field to search for a product by *Abc*, *Bar Code*, or *Favorites*.

Enter the *Received Quantity* and optionally select from a list of existing Lot Numbers or tap **Add** to create a new Lot Number. Tap **Select container** to navigate to the Contain app. A new container can be added if needed.

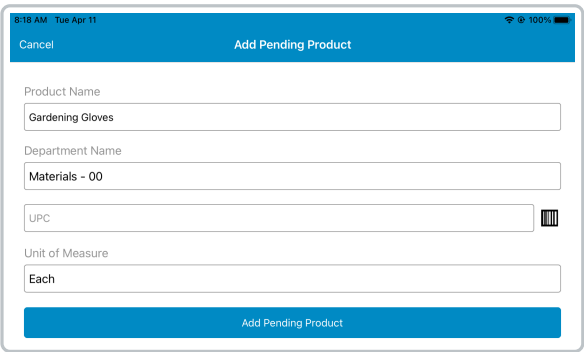
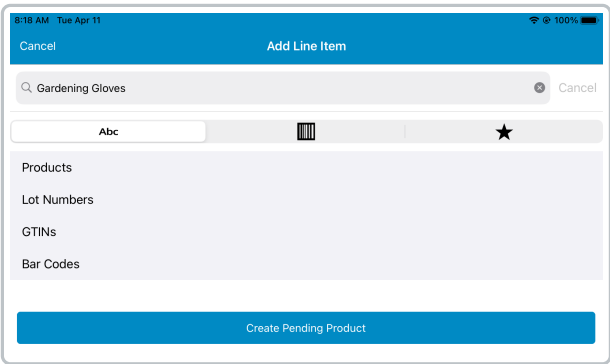
Note: This is the only time a new container can be added within an app.



Tap **Update BOL** to continue adding products. Choosing **Update BOL** updates the received products on the BOL in the app only. The BOL must then be pulled into Agvance through a Purchase Receipt.

Swipe a product to the left and tap **Delete** to remove it from the ticket.

Additionally, products not currently existing in Agvance can be added by searching for the product then selecting **Create Pending Product** and entering the appropriate information. Pending products may be resolved at *Accounting / Utilities / Resolve Mobile Inventory Received Products Exceptions*.



Selecting **Save** updates the BOL in the app only. In Agvance, the saved BOL can be viewed at *Accounting / Inventory / Purchase Receipt*. Select the vendor and choose **Mobile Inventory** to view the product that is coming in and what is listed on the BOL.