

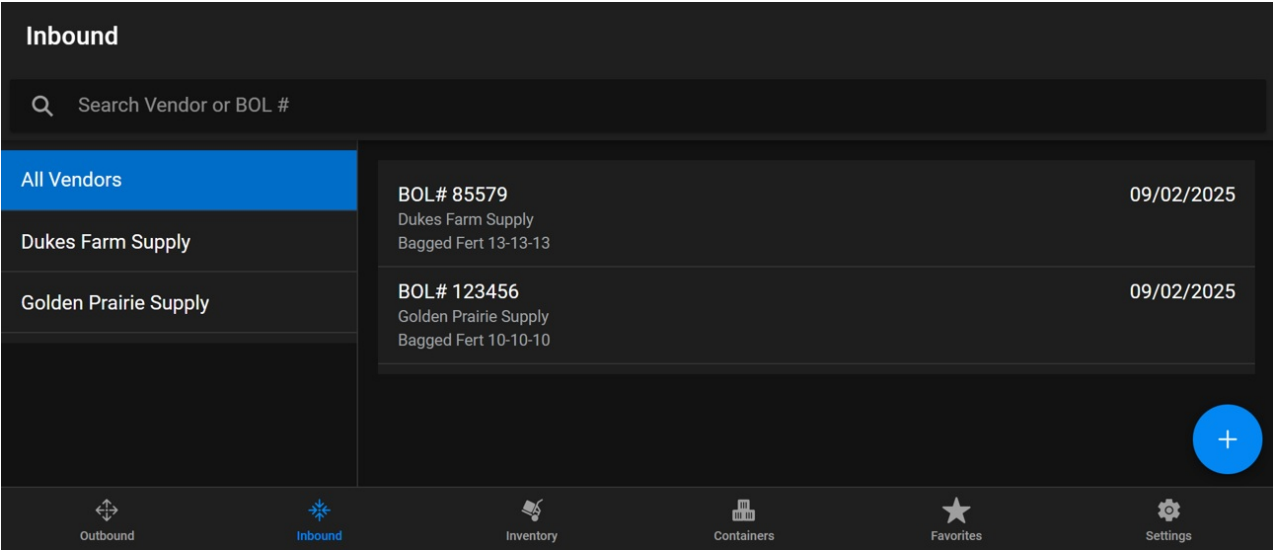
# Inbound - SKY Warehouse

Last Modified on 04/10/2026 9:22 am CDT

## Overview

The *Inbound* area of the app is used to add Bills of Lading as product is received at the Location. Products can be added 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. Choosing a Vendor displays only that Vendor's open Bills of Lading.

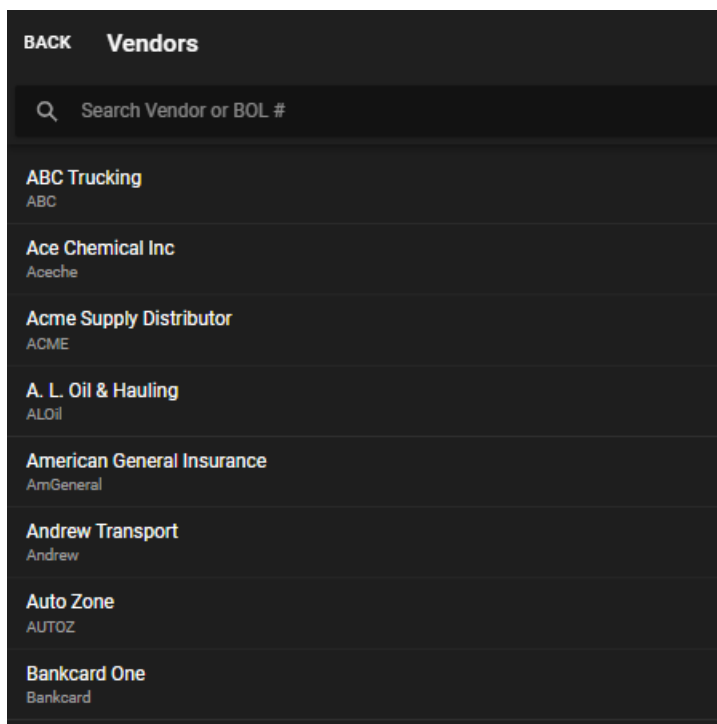


Use the *Search* bar to search by *Vendor* or *BOL#*. A new BOL can be added by tapping the + button in the lower right.

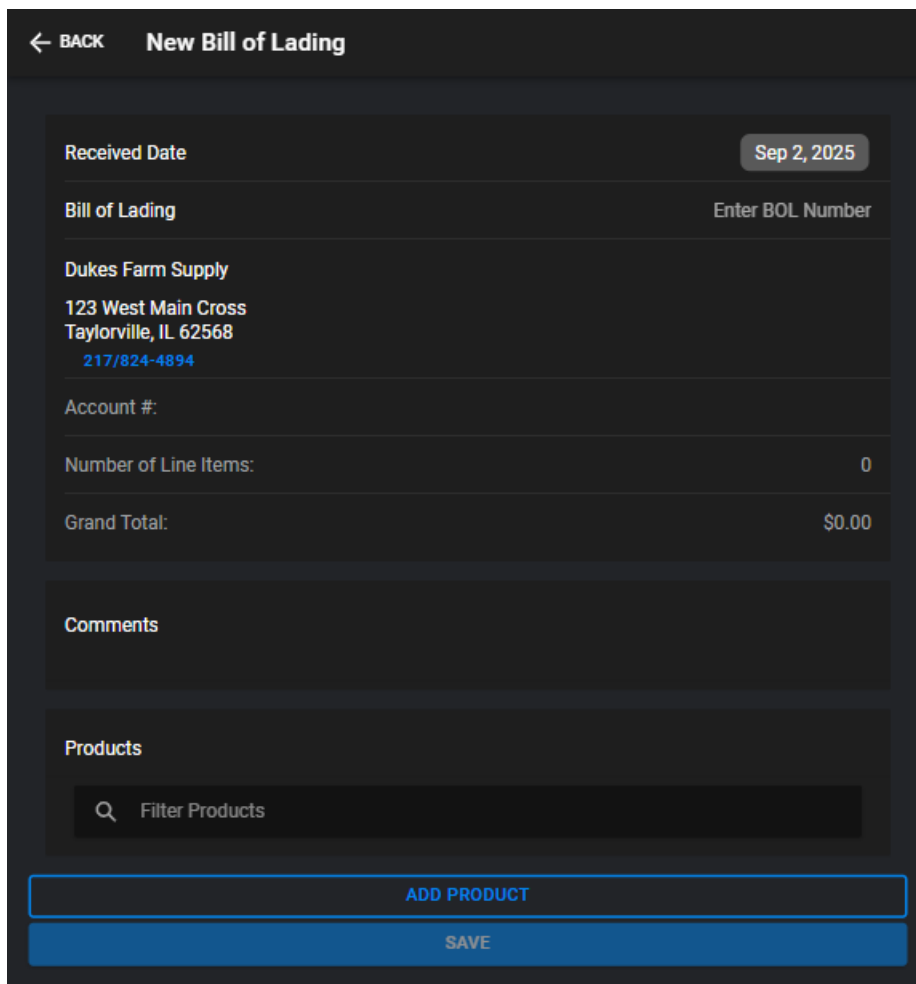
## Create New BOL

1. After tapping the + button on the *Inbound* screen, a window displays to select a Vendor. Scroll through the list or use the *Search* to search by Vendor or BOL #. Select the appropriate Vendor.

**Note:** When searching for EDNs from a Vendor, only Vendors set up in B2B display in the Warehouse app.

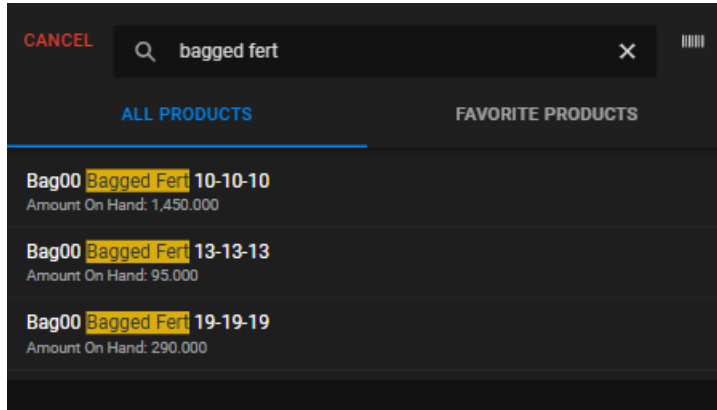


2. On the *New Bill of Lading* screen, the *Received Date* defaults as today's date but can be changed. Enter the *Bill of Lading* number. Optionally enter any *Comments*, then tap **Add Product**.



3. Use the *Search Products* field to find Products or tap the **Barcode** icon and scan the item's barcode to find that Product in the list. Alternatively, choose the *Favorite Products* tab to choose from the list of Favorites.

**Note:** 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*.



4. After selecting the Product to be added, a window displays with some basic Product information. Where applicable, the +/- changes the amount from positive to negative or vice versa.

**CANCEL** **Bag00 Bagged Fert 13-13-13**

Product Name	Bagged Fert 13-13-13
Product ID	13-13-13Bg
Department ID	Bag00
Quantity (Bags) +/-	Enter Quantity
Lot Number	None ▾ <b>ADD</b>
Lot Quantity (Bags)	0.000
Extended Cost (\$) +/-	Extended Cost
Cost per Unit (\$/Bags)	Cost per Unit
Current List Price	\$5.00
New List Price (\$/Bags)	New List Price
Margin (%) +/-	Margin
PO	<b>Add</b> >
Container	<b>Add</b> >

**UPDATE BOL**

**REMOVE PRODUCT**

- Indicate the *Quantity*.
  - Optionally select a *Lot Number* from the drop-down, or choose **Add** to enter a new Lot Number. If a Lot Number is included, the *Lot Quantity* can then be entered.
  - Entering the *Extended Cost* recalculates the *Cost per Unit* and the *Margin*. Changing the *Cost per Unit* recalculates the *Extended Cost* and the *Margin*.
  - The *Current List Price* is displayed as information only.
  - Entering a *New List Price* recalculates the *Margin %*. Changing the *Margin %* keeps costs intact and recalculates the *New List Price*.
  - A *PO* can be added by tapping **Add**. This lists Purchase Orders available for the Vendor/Product with an option to *Show Company Wide Purchase Orders*.
  - A *Container* can also be specified if needed by selecting **Add**.
5. Choose **Update BOL** to save changes made to the Product. The *Number of Line Items* and *Grand Total* will be

updated as Products are added.

**Note:** This updates the received products on the BOL in the app only. The BOL must then be pulled into Agvance through a Purchase Receipt.

6. If the Product should not be included on the BOL, tap **Remove Product**.

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 coming in and what is listed on the BOL.