Inbound - Warehouse

Last Modified on 05/05/2025 3:26 pm 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

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

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.

Cancel	Add Line Item	

Q Add Product

Bagged Fert 19-19-19

Received Quantity

	Bags

Lot Number

Select Lot Number	Add

Select a Container

Select Purchase Order

Update BOL

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 **Select Purchase Order** to indicate a PO to be used. The *Select Purchase Order* window displays listing Purchase Orders available for the Vendor and Product. Optionally turn on the option to *Show Company Wide purchase orders*.

‹ Add Line Item	Select Purchase Order	

Show Company Wide purchase orders ⬤

PO	Date	Comments
None		
120020	07/29/20	Created from Request(s): 3

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*.

Cancel	Add Line Item		

Q Garden Gloves   ⊗ Cancel

Abc	▭	★

Products

Lot Numbers

GTINs

Bar Codes

Create Pending Product

Cancel   **Add Pending Product**

Product Name

Garden Gloves

Department Name

Lawn and Garden Tools

UPC   ▭

Unit of Measure

Each

Add Pending 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.