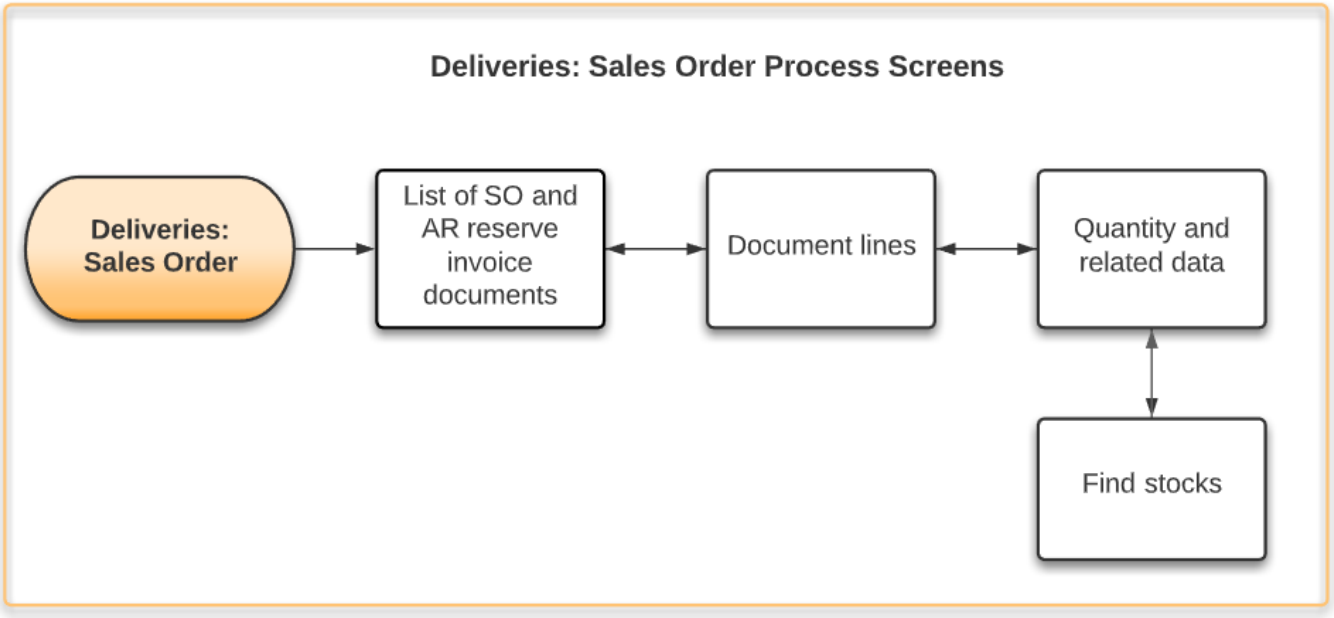
4. Deliveries

4.1. Sales Orders



From the Main Menu the **“Sales Order”** entry leads to the form that can be used to **create a delivery from a sales order or an A/R reserve invoice in SAP BO.**
The user will be prompted a list of the existing sales orders and a list of A/R reserve invoice documents in the SAP BO database.

Filters can be used to find relevant sales orders or A/R reserve invoices quickly. The user can set the filters and tap the **“Reload”** button to load the relevant data from the database. The grid below the filter fields will be filled with the available sales order and A/R reserve invoice entries.

The entry contains the document number, the customer's code and its name, the due date and the already delivered lines/all lines. As you can see in this example no deliveries have done yet for the filtered sales orders. If the user taps Cancel, he will be navigated back to the Main Menu.

The user can select an entry and then tap Issue to display the lines of the order. In this example you can see the status for the lines of sales order 2 is open.

There are two possibilities to select a line, you can use the read the barcode, or you can add it manually from the list. Once you have added a line, the bin location and the quantity is required.

> Assembly BoMs are not supported in this function.
>
> If the sales order contains a Sales BoM item, the Sales BoM item and its components are

listed on the screen. Issue only the components.

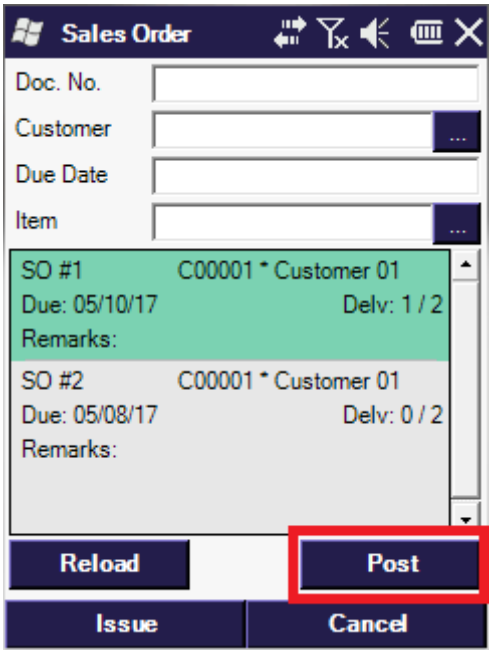
Batch
If the item is managed by batches, scan/enter the batch number and the quantity to deliver from that batch.

Serial number
If the item is managed by serial numbers, scan the serial numbers to deliver.

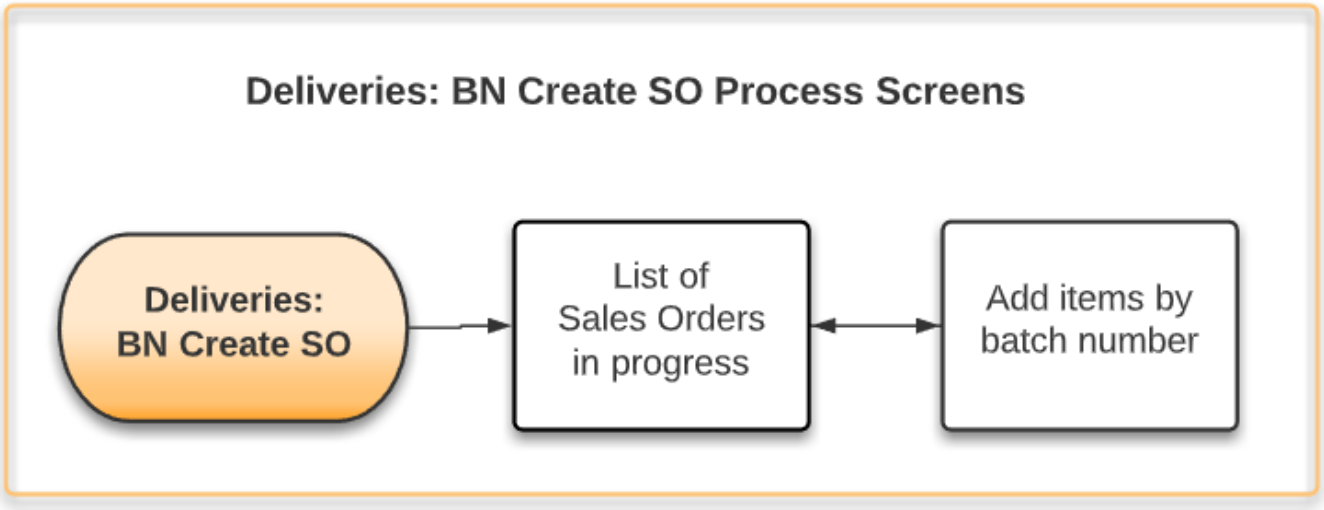
The total quantity must be equal to the quantity entered on the previous screen in order to proceed.

With the Find Stock function, the user has the opportunity to look for further information about the related item in the warehouse.

After tapping the Done button, you can see that 5 cartons from the 10 ordered will be delivered. Repeat this step as much as it is necessary. After that you have selected and add the item to be delivered, you can proceed to post it. If the transaction was successfully posted, you will receive a confirmation.



4.2. BN Create SO



With the BN Create SO function a sales order can be created based on the batch from the mobile device.

First add the customer to the Customer field. To select the customer from a list, tap the **…** button. To create a new sales order tap the New button

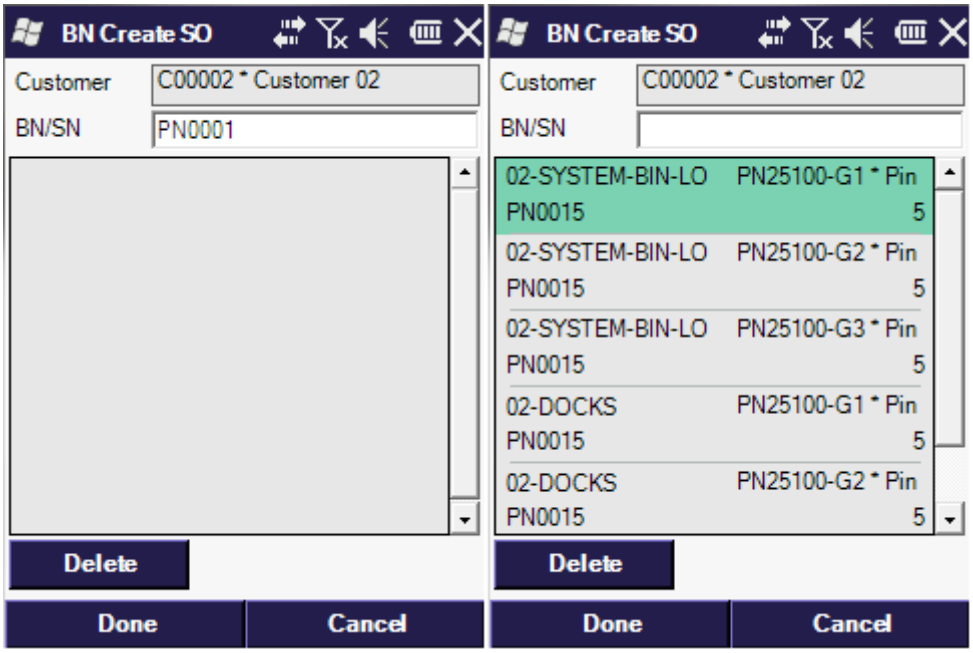
To see the list of the preliminary sales orders, tap the `Reload` button. Note: The preliminary sales orders do not exist in SAP Business One.



On the next screen scan the batch/serial number. Stock with the scanned batch number will be listed on the screen. Different items and stocks stored in different bin locations are listed on separate lines.

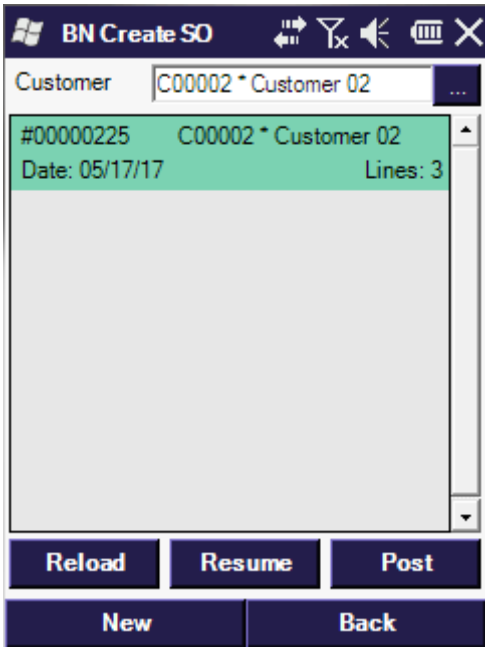
To remove a product from the list, select its line then press the ‘Delete’ button.

Scan the next batch number or tap the `Done` button to create the preliminary sales order.

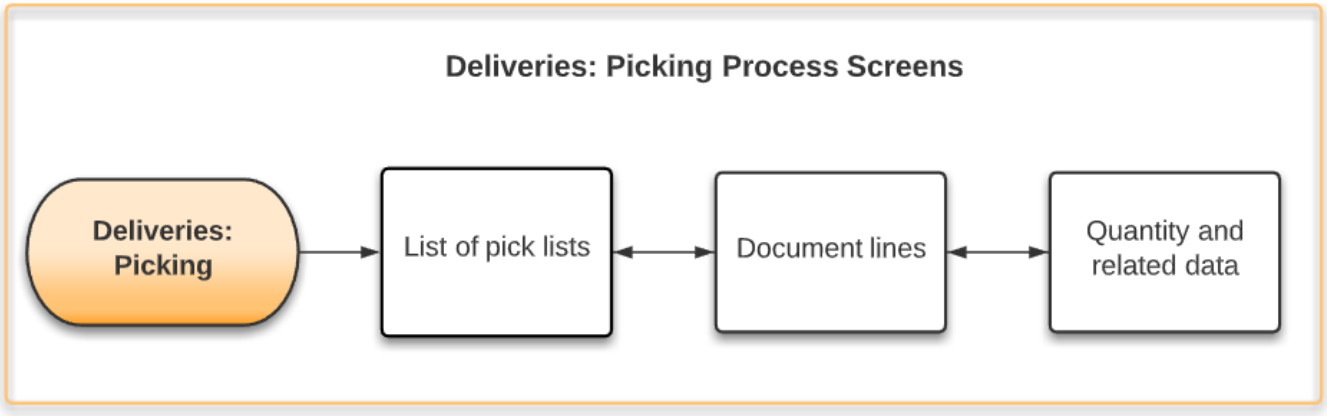


The system returns to the list of the preliminary sales orders.

- Tap the `Reload` button to reload the screen.
- Tap the `Resume` button to adjust the selected preliminary order.
- Tap the `Post` button to create the sales order from the selected preliminary order. The sales order will be created in SAP Business One.



4.3. Picking



After a picklist is created in SAP Business One, it can be picked on the shopfloor with the Picking function.

Produmex Scan supports the following base documents for picklists:

- Sales order
- Production order
- Inventory Transfer Requests
- A/R Reserve Invoice

Note: Picklist with mixed base document type are not supported.

Note: The standard SAP Business One setting Document settings - Picklist - Exclude Non-Inventory Items from Pick and Pack Manager is not supported

On the first screen select the picklists to pick. Tap the `Reload` button to list the open picklists. It is possible to filter the list with the following criteria:

- Picklist No: The Pick Number of the picklist.
- Customer: The customer card code.
- Due Date: The Pick Date of the picklist.
- Item: The item code. Only picklists that contain the given item will be listed.
- Warehouse: The warehouse code. Only picklists from the given warehouse will be listed.

Tap the `Reload` button to apply the filters.

If the *Allow working on already taken Pick Lists* setting is disabled on the Produmex Scan Picking tab of Produmex Scan Settings, then picklists started by another user are not listed. The user who started a picklist is stored in the OPKL.U_BXPEmpID field. You can empty this value to unassign a picklist from the user.

Displayed information:

1. Pick Number of the picklist
2. Pick Date of the picklist
3. Remarks of the picklist
4. Number of open lines on the picklist

Select a picklist and tap the `Pick` button to start the picking.

On the next screen the open picklist lines are listed. Picklist lines for serial managed items are consolidated if

- the item code, the base document and the source bin location are identical and
- the item is listed in one single line on the base document and it is split into multiple lines on the picklist.

The stock list can be filtered based on the bin location. Add the bin location code to the Bin/Item field. If the bin location appear only once on the list, the given stock line will be automatically selected.

Note: Assembly BoM's are not supported in Produmex Scan.

The lines are sorted by:

1. Line Status
2. Alternative Sort Code of the Bin Location
3. Bin Location code
4. Item code

Displayed information:

1. Picklist Line Number
2. Line Status. Possible values:
    - Open
    - Picked
    - Closed
3. Base document type. Possible values:
    - SO: Sales order
    - TR: Inventory Transfer Request
    - PW: Production order
    - IN: A/R Reserve Invoice
4. Item code and description
5. Bin Location
6. Picked quantity/Quantity to pick
7. Batch number

Scan the item or select the stock line and tap the `Pick` button to start the picking.

On the next screen add the quantity to pick. The quantity to pick cannot exceed to open quantity on the picklist line.

- If the warehouse has bin locations, an additional 'Bin Loc.' field is displayed and instead of the Warehouse field, the 'Rec.Bin' field is displayed. Add the source bin location to the 'Bin Loc.' field.
- If the item is managed by batches, additional 'Rec.Batch' and 'Batch No.' fields are displayed. Add the batch number to the 'Batch No.' field.
- If the item is managed by serial numbers, an additional 'Serial No.' field is displayed. Add the

picked quantity by scanning the serial numbers one-by-one.
- If the item has UoM groups, select the UoM before entering the quantity by tapping the **…** button next to the UoM field. For more information see Managing UoM Groups.

If the *Allow changing bin/batch/serial allocations for Picking* setting is not enabled on the Produmex Scan Picking tab of Produmex Scan Settings, only the stock allocated on the picklist can be picked, otherwise it is possible to pick from a different bin location or to pick a different batch/serial number.

Tap the `Find Stocks` button to select the stock to pick from a list.

On the next screen the available stock is listed. Select the stock from the list and tap the `Select` button.

- If the item is managed by batches, tap the `Ser./Bat.` button to select the batch number. If the Bin Location field was filled on the Picking screen, the list is filtered by the bin location. If the Batch field was filled on the Picking screen, the list id filtered by the selected batch.
- If the item is managed by serials, tap the `Ser./Bat.` button to see the list of available serial numbers.

After the stock is selected, the Bin Location and the Batch/Serial field will be automatically filled.

Tap the `Post` button to save the entered data. When a picklist is fully picked, that is, there is no more open line on the picklist, Produmex Scan displays the text Picked and a green checkmark on the right side of the screen.

If the Real-Time Picking option is enabled on the Produmex Scan Picking tab of Produmex Scan Settings, the picked quantity is automatically added to the SBO Pick List after the `Post` button is pressed.

Now you can continue the picking of the item on the same location or go back to the picklist lines screen by tapping the `Back/Cancel` button.

It is possible to speed up the picking by enabling various settings on the Produmex Scan Picking tab of Produmex Scan Settings.

- If the *Speed Picking* option is enabled, the system automatically jumps back to the Picklist lines screen after the `Post` button is tapped. The next open picklist line is automatically selected on the picklist Lines screen.
- If the *Sequential Picking* option is also enabled, the next open picklist line is opened on the Picking Line Details screen after the `Post` button is tapped. The control only jumps back to the Pick List Lines screen when the last line has been picked.

Produmex Scan also offers a mode designed especially for *Point of Sale* terminals. Enable the *Streamlined Picking* option. If this option is enabled, then scanning the item code automatically adds one to the picked quantity.

Note: Streamlined picking works only if the item is not managed by batches or serial

numbers and the warehouse has no bin locations. If the item is managed by batches/serials, the batch/serial number must be added during picking. If the warehouse has bin locations, the source bin must be entered during the picking.

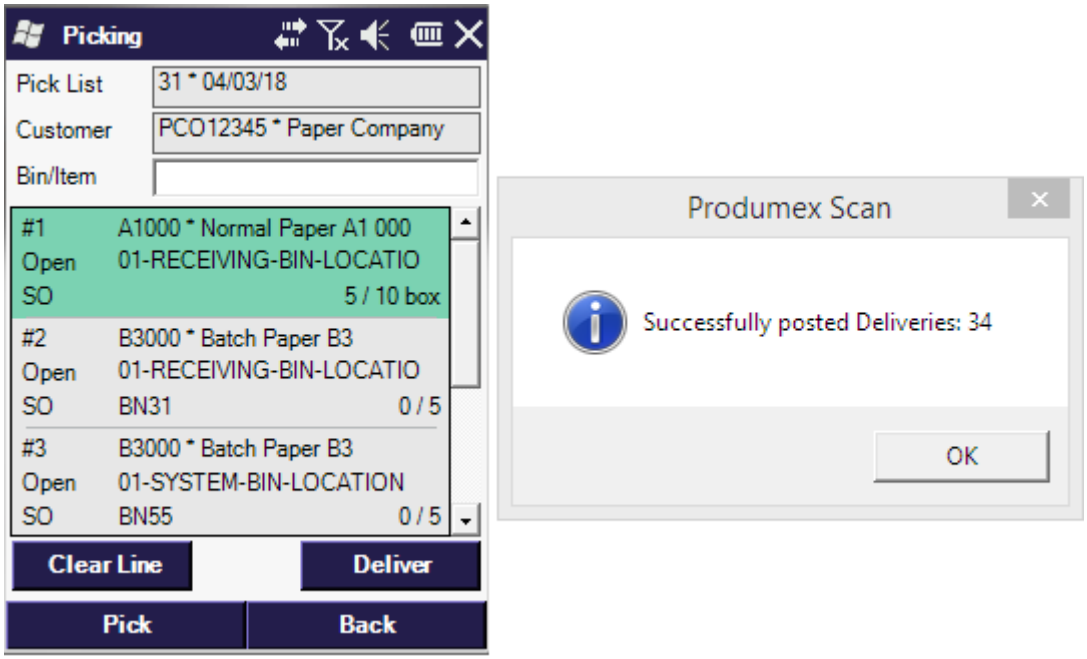
Back on the picking screen you can finish the picking or clear the entered data.

If there is already picked stock for the selected line and non real-time picking is used, an additional `Clear Line` button is displayed. Press this button to delete the prepared quantities for the selected line. The picked quantity is set to zero.

Base document: Sales order and A/R Reserve Invoice

Tap the `Deliver` button to deliver the picked stocks. Produmex Scan closes the picklist line and creates the delivery document with the picked quantities. If the delivery can be created, you will get a message with the delivery number.

The system automatically closes the picklist line(s) of the delivered items, even if the total ordered quantity was not picked for the item.



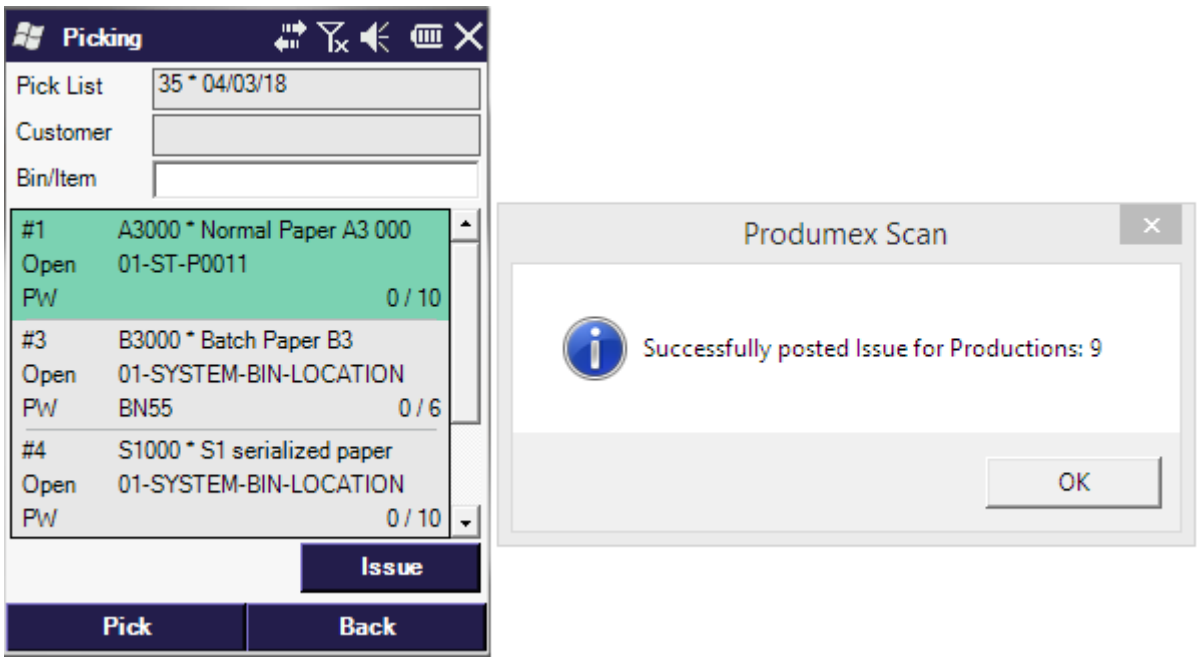
Note: Because of an SAP issue, when multiple batches are allocated for the same sales order line, the batch number suggestion is not displayed on the screen in case of a warehouse not managed by bin locations. It is recommended to use a warehouse managed by bin locations.

Base document: Production order

If the base document of the picklist is a production order, an `Issue` button is displayed instead of the

`Deliver` button. Tap the `Issue` button to create the Issue for production document for the already picked stock. If the document can be created, a message containing the Issue for production document number is displayed.

The system automatically closes the picklist line(s) of the issued items, even if the total ordered quantity was not picked for the item.

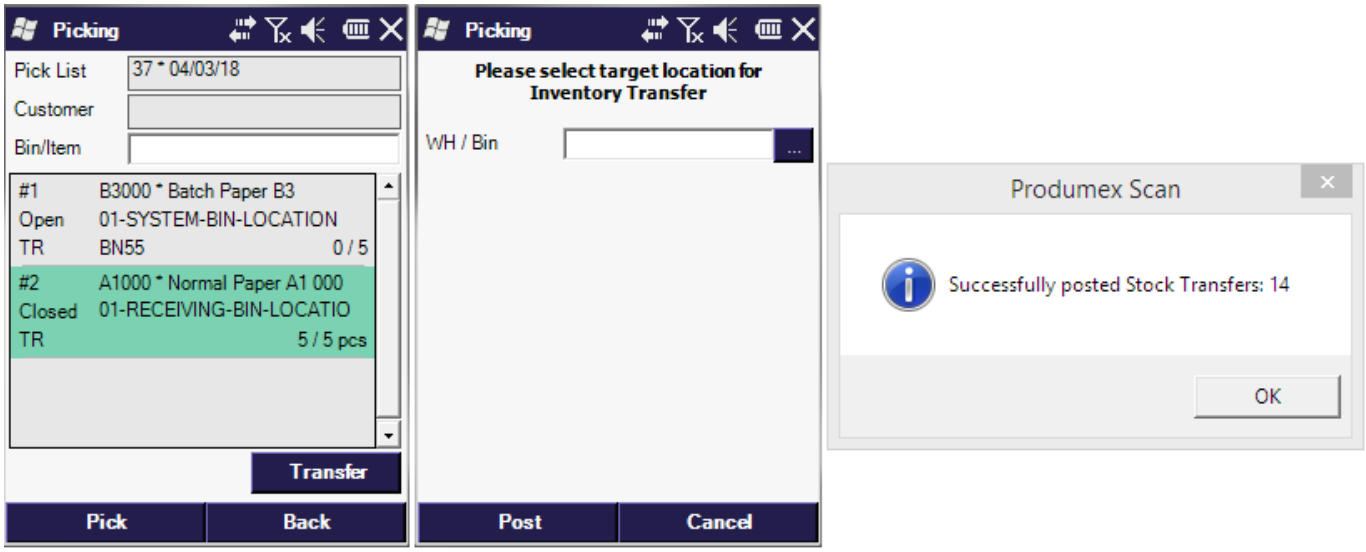


Base document: Inventory Transfer Request

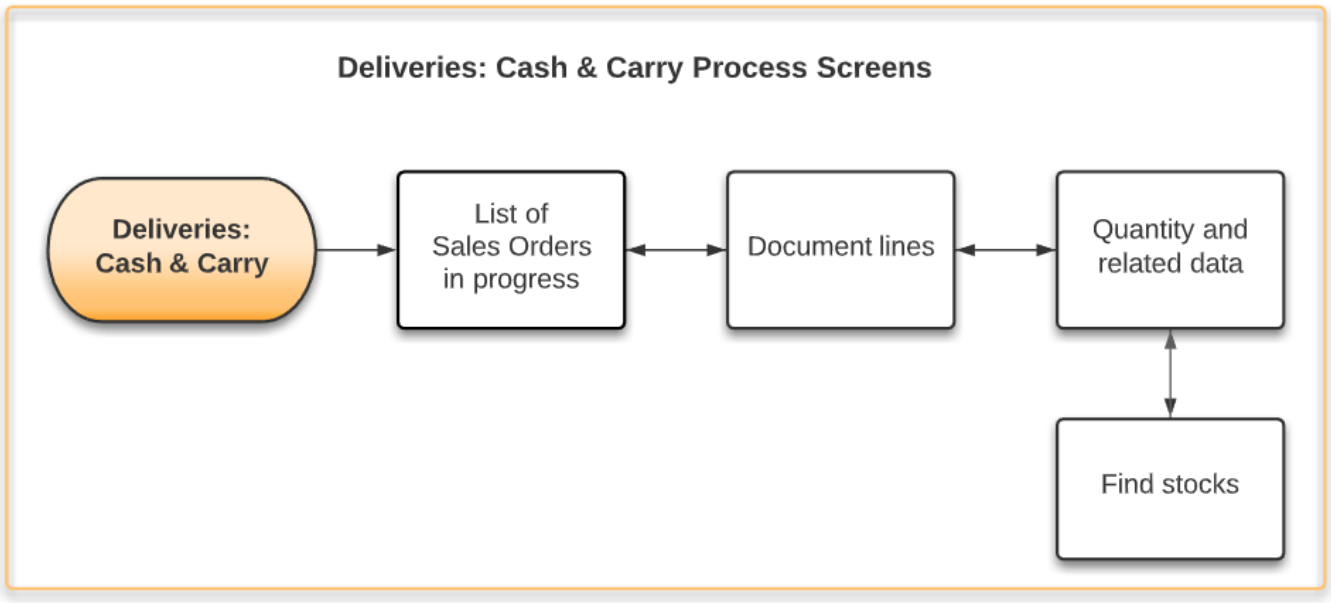
If the base document of the picklist is an Inventory Transfer Request, a `Transfer` button is displayed instead of the `Deliver` button. Tap the `Transfer` button to create the Inventory Transfer document for the already picked stock. On the next screen enter the destination bin location or the warehouse. The warehouse can also be selected from a list after tapping the **…** button.

If the document can be created, a message containing the Inventory Transfer document number is displayed.

The system automatically closes the picklistline(s) of the transfered items, even if the total ordered quantity was not picked for the item.



4.4. Cash & Carry



With this function you can create cash & carry delivery for a customer and pick the items you want to deliver.

You can create a new delivery or proceed with an already started one.

- To create a new delivery, add the customer code to the Customer field and tap the New button.
- To proceed with a started delivery, tap the `Refresh` button and select the delivery from the list. The list can be filtered based on the customer.
- To post a delivery, select it from the list and tap the `Post` button.

On the next screen scan or select the following:

- Warehouse
- Item code. Note: Only Inventory items can be scanned or selected.
- UoM

Add the quantity you would like to deliver and tap the Add or Upd. button.

If the warehouse has bin locations, and/or the item is managed by batches/serial numbers, a new screen opens.

If the warehouse has bin locations, add the bin location. It is possible to deliver stock from multiple bin locations. The total quantity must equal to the quantity added on the previous screen.

If the item is managed by batches, enter the batch number. It is possible to deliver stock from multiple batches. The total quantity must equal to the quantity added on the previous screen.

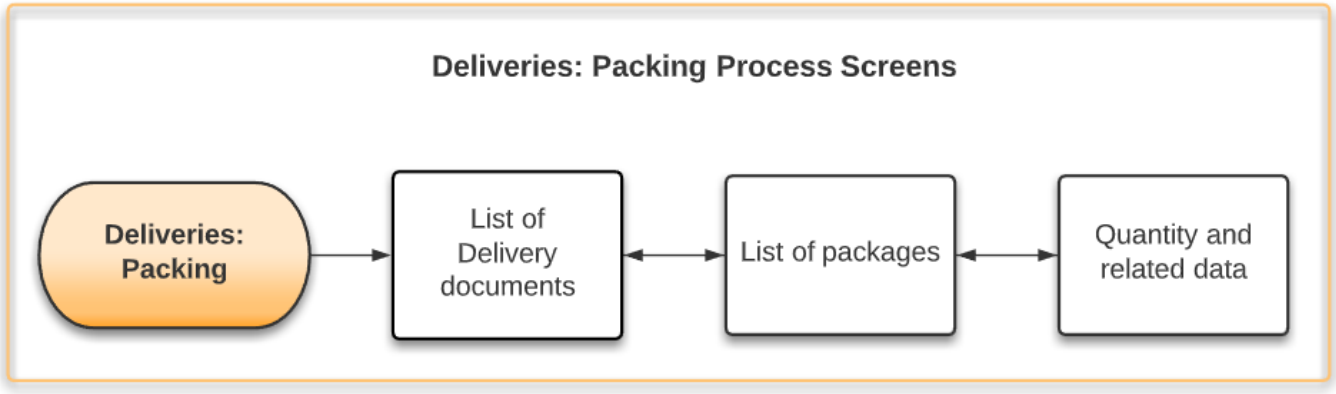
If the item is managed by serials, scan the serial numbers. Even if the item is managed by 'On release only' serial numbers, the serial number have to be defined. The number of the scanned serial numbers must equal to the quantity added on the previous screen.

You can check the actual stock with the Find Stocks button, enter the bin location and tap Add or Upd.
The stocks you entered will be listed in the grid. Tap Done if you are finished adding the stock to deliver. You will return to the item selection screen, where you can tap Post to create the delivery in SAP BO.

If the delivery can be created, you will get a message with the document number of the new delivery.

If you tap Back instead of Post, the delivery lines will be added to the mobile transaction data, but the delivery will not be created. You can come back later on, and enter the customer code tap Reload then select your delivery and tap Resume. This way you can continue working on the same delivery without posting it.

4.5. Packing (Delivery)



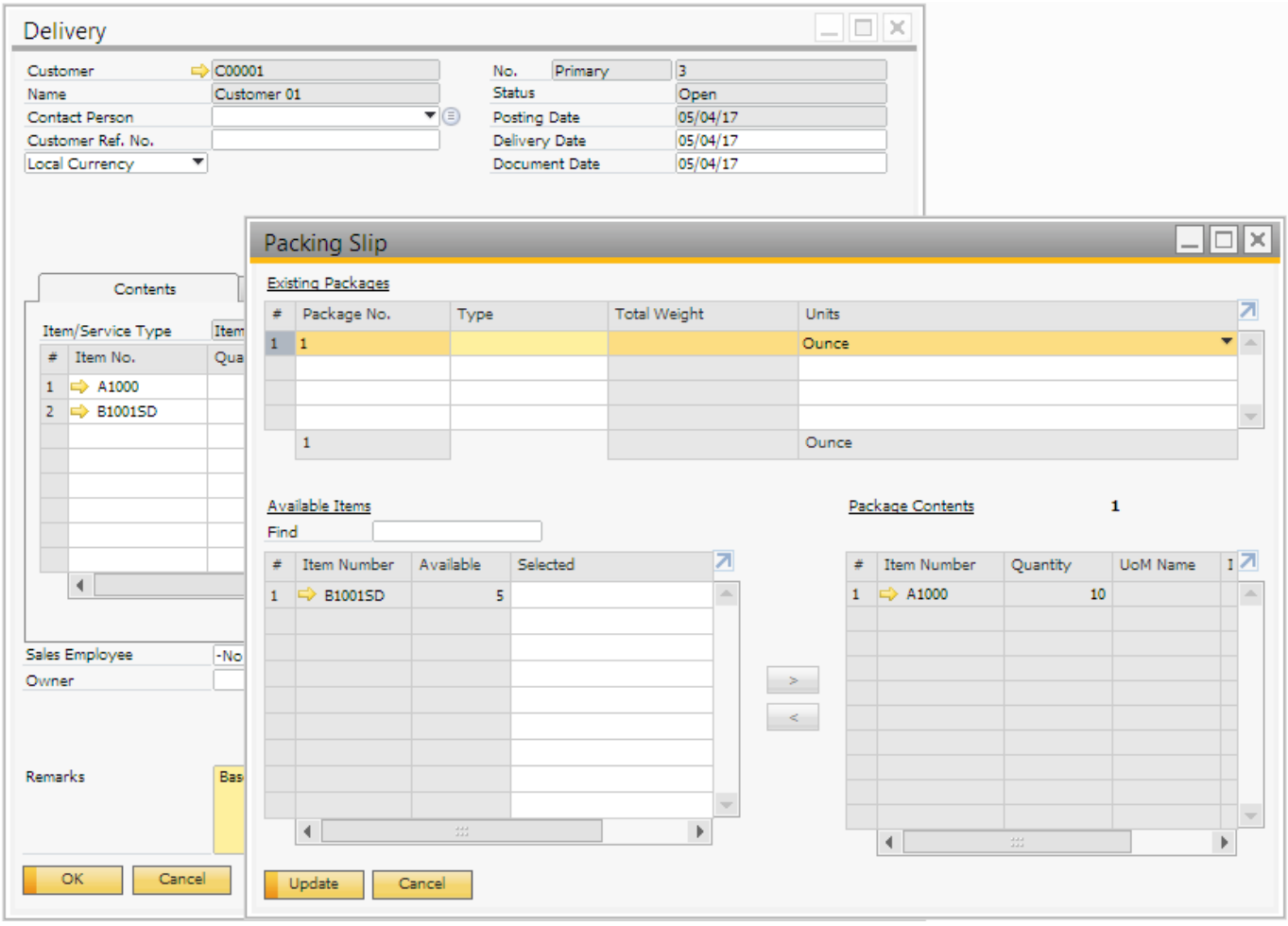
The Packing function can be started from the Warehouse main menu.
On the Packing (list of deliveries) screen, you can select from a list or it is possible to input a Delivery number and press Reload to filter to only that delivery document number. After selecting the Delivery document, tap the Pack button to start Packing that order.

On the next screen, you can see the Packing data for the Delivery. First the list of packages will be empty (unless it has been already defined in SAP). You have to enter a package number (eg. 1) then press Pack to start packing into that package.

Optionally, the New button can be used to automatically generate a package number with the customizable user query ***bx_mobile_wh9_get_new_delivery_packagenumber***.

- The name of the result column: BXDLPKNM
- The type of the result column: nvarchar
- Parameters that can be used in the query:
  - [%1] empID
  - [%2] docEntry

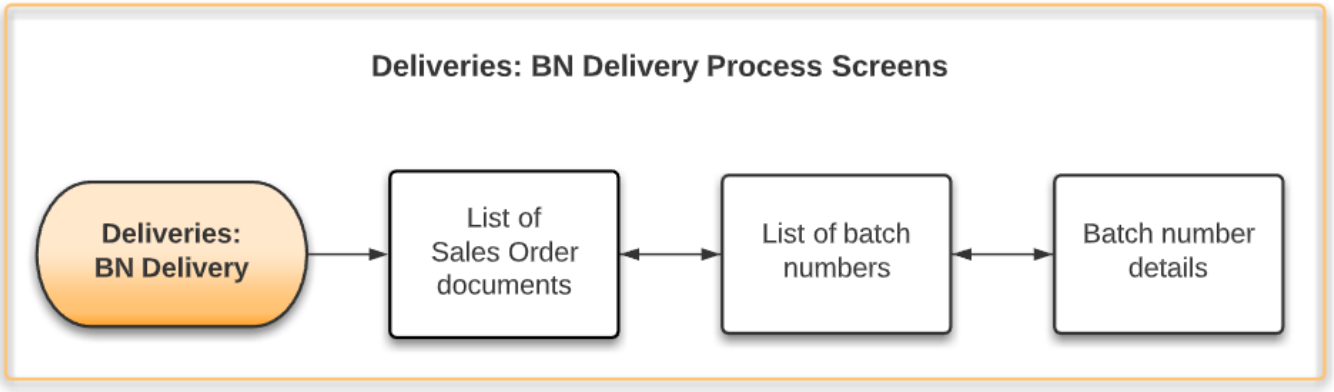
The Pack button will take you to the Packing - Package contents screen where the list of not-yetpacked items is displayed. You can select a line from the list or you can scan an Item code in the appropriate field. After a line is selected, you can enter a quantity and tap Add / Upd button to set that quantity packed.



It is also possible to select one or multiple lines from the list and press 'Pack selected'. This will set all

of the line item quantity to be packaged into the package. When you tap the Done button, packing data is recorded into SAP.

4.6. BN Delivery



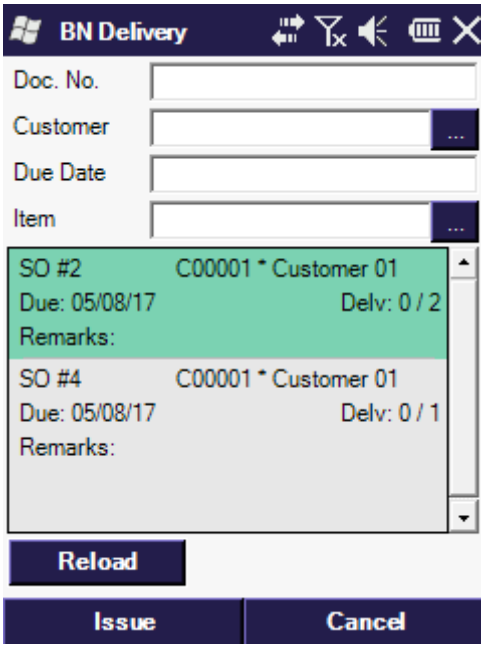
With the BN Delivery function items can be picked and delivered based on their batch and a sales order created from the ‘BN Create SO’ function.

Tap the Reload button to see the list of sales orders. Every sales order that contains at least one open line with an allocated batch will be listed. It is possible to filter the list with the following values:

- Doc. No.
- Customer
- Due Date
- Item

Tap the Reload button again to apply the filter(s).

> Note: This function is only meaningful for sales order created with the ‘BN Create SO’ function. It is not recommended to create the delivery for sales orders not created with the ‘BN Create SO’ function.



Select the sales order and tap the `Issue` button.

On the next screen batches allocated for the sales order are listed. Scan the batch number to pick the items. Already scanned batch numbers are marked with a green tick icon.

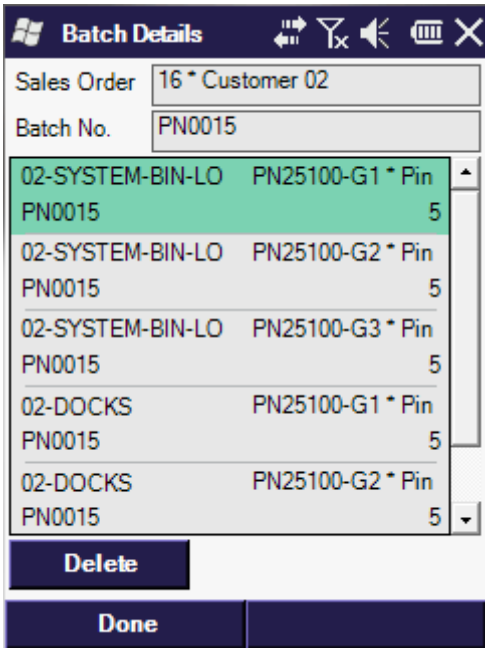
Displayed information:

1. Sales order number*Customer name
2. Batch number
3. First bin location
4. Number of picked sales order lines/Number of sales order lines with the batch allocated

Tap the `Details` button to see the details of the picked stock on the selected line. On the next screen the stock to pick is listed. Different items and stocks stored on different locations are displayed on separate lines.

Tap the `Delete` button to remove an entry from the list. Tap the `Done` button to go back to the previous screen.

Scan the next batch number or tap the `Done` button to finish the picking. The system will return to the list of sales orders.

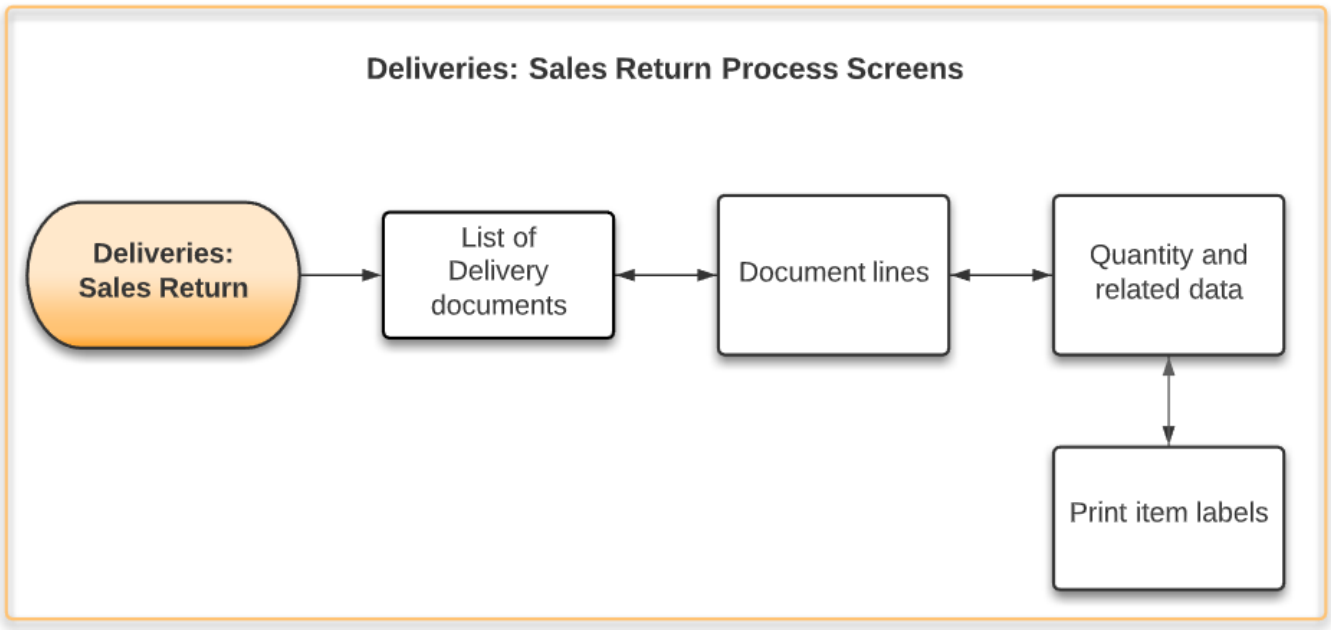


Select the sales order and tap the `Post` button to create the delivery document. The *Delivery* document will be created in SAP Business One.

4.7. Sales Return

There are two ways to perform a Sales Return, both are accessible directly from the Main menu of the client. One method is a Delivery-based Sales Return “Sales Ret. SDN”, the other is a Request-based one.

4.7.1. Sales Return based on Delivery Document Number



The Sales Return SDN process uses a Delivery document as an input. The result is a Sales Return document.

To receive returned items, select the Sales Ret. SDN option from the Main Menu.

> Note that deliveries that are already invoiced are closed, and therefore cannot be selected in the Sales Return SDN process. Invoiced deliveries can be returned with the Credit Note function.

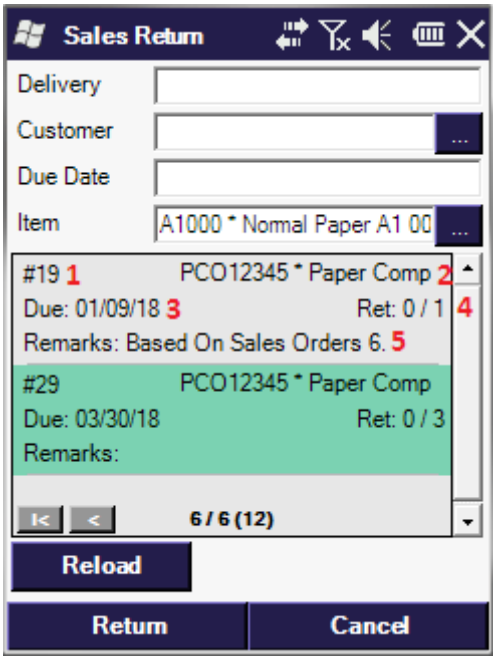
On the next screen enter the filters and tap the `Reload` button to list the Delivery documents.

The following filters can be added:

- **Delivery:** The delivery document number
- **Customer:** The customer code
- **Due date:** The due date of the delivery
- **Item:** The item code of the item to return

Displayed information:

1. Delivery document number
2. Customer code and description
3. Due date
4. Returned document lines/Open delivery document lines
5. Remarks

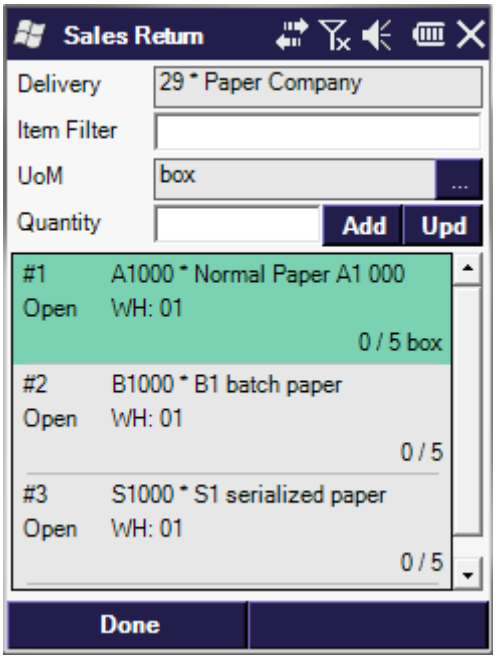


Select the delivery from the list and tap the `Return` button to start the return.

On the next screen every open line from the Delivery document is listed.

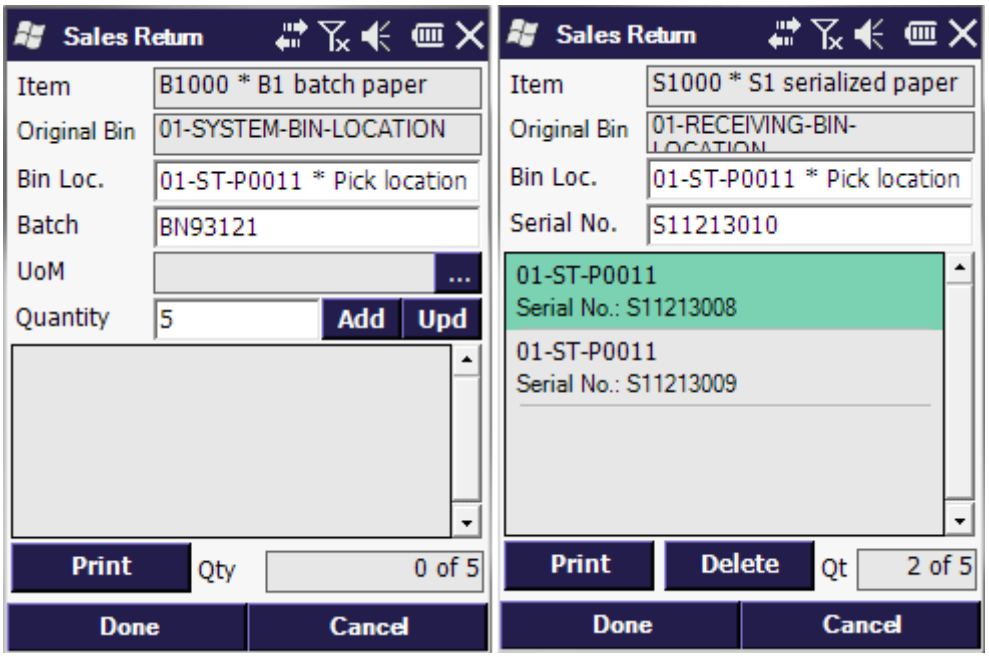
Scan or select the item to receive then add the quantity and tap the `Add` or `Upd.` button. The maximum amount is limited by the Delivery document line quantities. If the item has UoM groups, specify the UoM group as well.

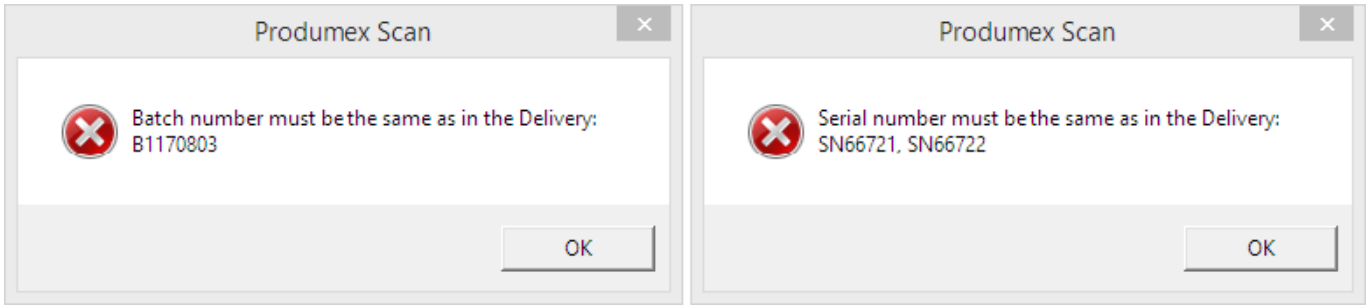
Note: Assembly BoM's are not supported.



If the warehouse has bin locations and/or the items are managed by batch or serial numbers, an additional screen is prompted.

- **Specify the bin location on this screen.** It is possible to receive the item into multiple bin locations, but the total quantity received into the bin locations must be equal to the quantity added on the previous screen.
- **If the item is managed by batches**, add the batch number, enter the quantity then press 'Add' or 'Upd.'. Only items with the same batch number as the in the Delivery document can be received as a return.
- **If the item is managed by serial numbers**, add the quantity by scanning the serial numbers. Only items with the same serial numbers as in the Delivery document can be received as a return.





1. Tap the `Print` button to print the item label.
1. Tap the `Done` button to save the entered data and to go back to the previous screen.
1. Tap the `Cancel` button to go back without saving.
1. Continue with the next item or tap the `Done` button to finish the receipt and to go back to the previous screen.
1. To create the Return document, select the line of the delivery and tap `Post`.

> **Mobile Client Image Capturing:** On the android device a `Camera` button is available next to the `Print` button, to capture an image, select a line and tap on the `Camera` button. For more information visit the following site: Capture GRPO Images.

4.7.2. Sales Return based on Sales Return Request

The Sales Return SRR process uses a Sales Return Request as an input. The result is a Sales Return document.

To receive returned items, select the Sales Ret. SRR option from the Main Menu.

> Note that deliveries that are already invoiced are closed, and therefore cannot be selected in the Sales Return SRR process. Invoiced deliveries can be returned with the Credit Note function.

On the next screen enter the filters and tap the `Reload` button to list the Return documents.

The following filters can be added:

- SR Request: The Sales Return Request document number
- Customer: The customer code
- Due date: The due date of the return
- Item: The item code of the item to return

Displayed information:

1. SRR document number

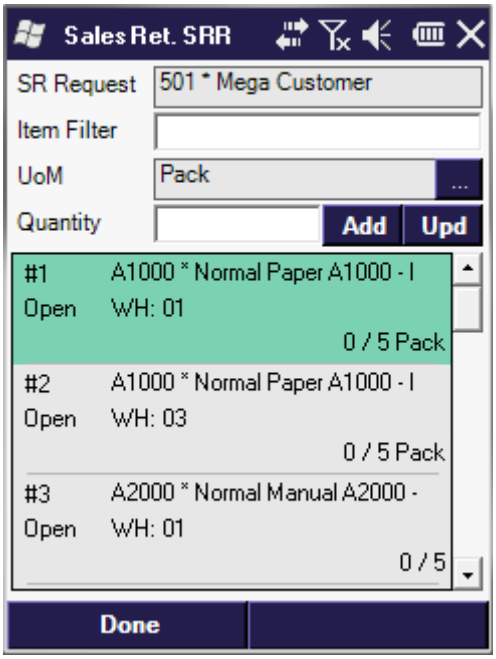
2. Customer code and description
3. Return date
4. Returned document lines/Open SR document lines
5. Remarks

Select the request from the list and tap the `Return` button to start the return.

On the next screen every open line from the SRR document is listed.

Scan or select the item to receive then add the quantity and tap the `Add` or `Upd.` button. The maximum amount is limited by the SRR document line quantities. If the item has UoM groups, specify the UoM group as well.

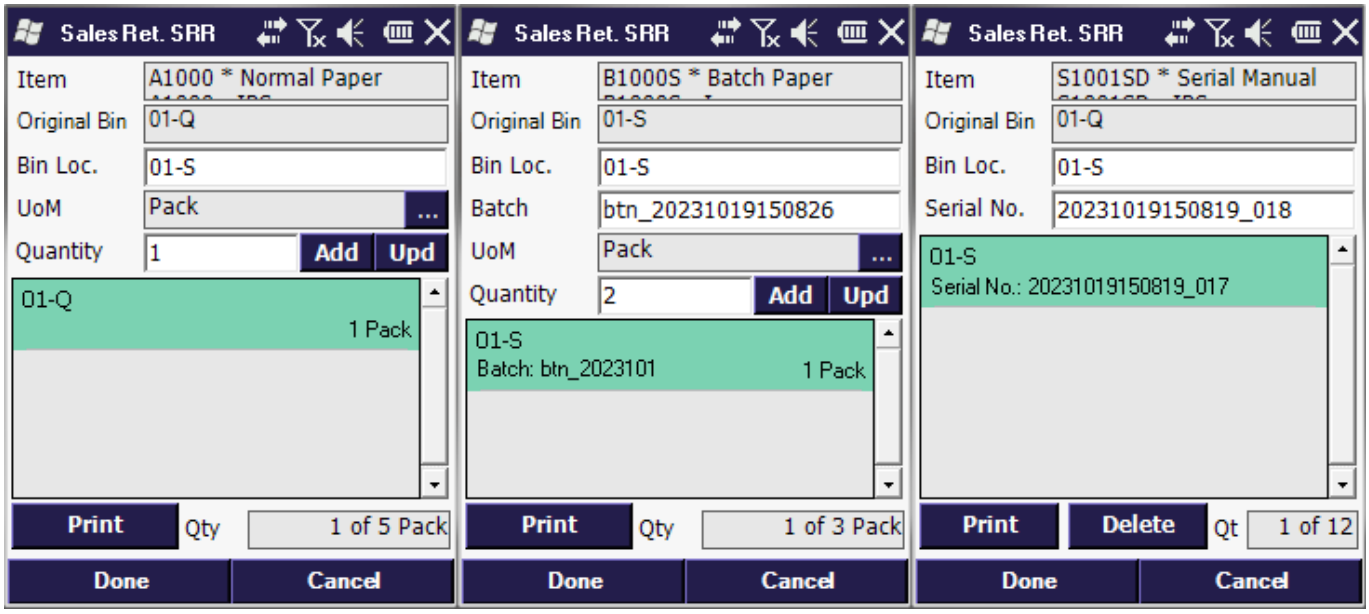
Note: Assembly BoM's are not supported.

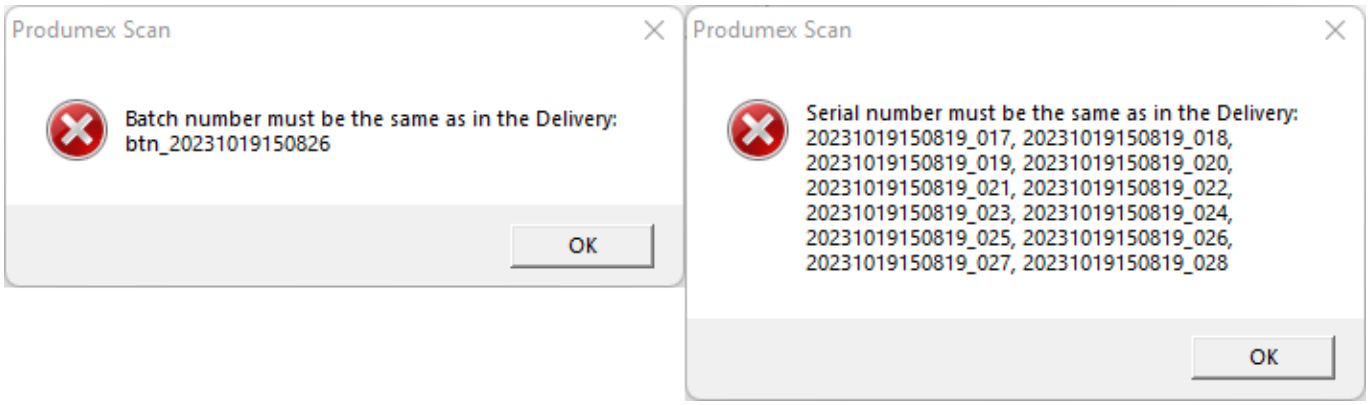


If the warehouse has bin locations and/or the items are managed by batch or serial numbers, an additional screen is prompted.

- Specify the bin location on this screen. It is possible to receive the item into multiple bin locations, but the total quantity received into the bin locations must be equal to the quantity added on the previous screen.
- If the item is managed by batches and if the Return Request is copied from the Delivery document, add the batch number, enter the quantity then press 'Add' or 'Upd.'. Only items with the same batch number as the in the delivery document can be received as a return.
- If the item is managed by batches and there is no related line, add the batch number, enter the quantity then press 'Add' or 'Upd.'. Any previous batch can be used that had been delivered to the customer.
- If the item is managed by serial numbers and if the Return Request is copied from the Delivey document, add the quantity by scanning the serial numbers. Only items with the same serial numbers as in the delivery document can be received as a return.
- If the item is managed by serial numbers and there is no related line, add the quantity by

scanning the serial numbers. Any previous serial can be used that had been delivered to the customer.





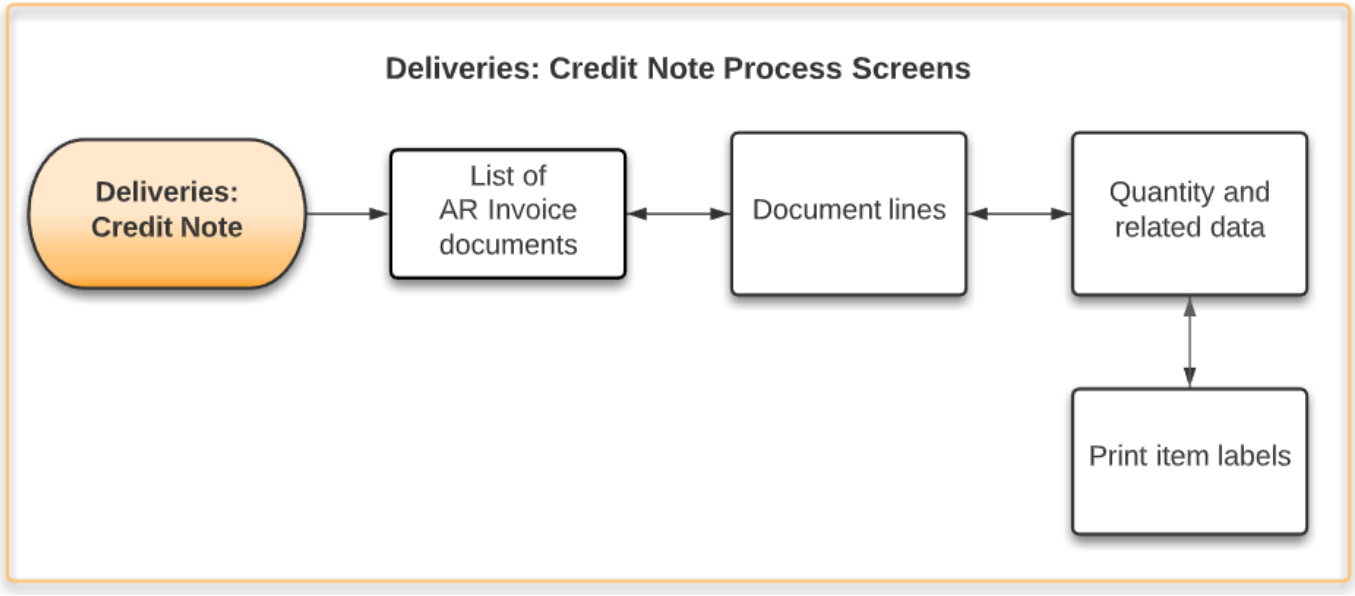
1. Tap the `Print` button to print the item label.
2. Tap the `Done` button to save the entered data and to go back to the previous screen.
3. Tap the `Cancel` button to go back without saving.

> **Mobile Client Image Capturing:** On the android device a `Camera` button is available next to the `Print` button, to capture an image, select a line and tap on the `Camera` button. For more information visit the following site: Capture GRPO Images.

Continue with the next item or tap the `Done` button to finish the receipt and to go back to the previous screen.

To create the Return document, select the line of the delivery and tap `Post`.

4.8. Credit Note



The Credit Note process is similar to the Sales Return process on the mobile. The input is an A/R Invoice document and the result is an A/R Credit Memo document.

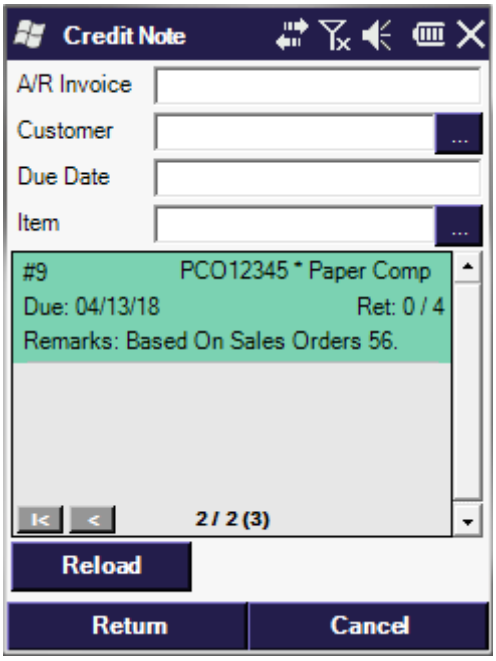
Press the ‘Credit Note’ icon from the Main Menu.

On the next screen enter the filters and tap the `Reload` button to list the A/R Invoice documents. The following filters can be added:

- A/R Invoice: The A/R Invoice document number
- Customer: The customer code
- Due date: The due date of the delivery
- Item: The item code of the item to return

Displayed information:

1. A/R Invoice document number
2. Customer code and description
3. Due date
4. Returned document lines/Open delivery document lines
5. Remarks

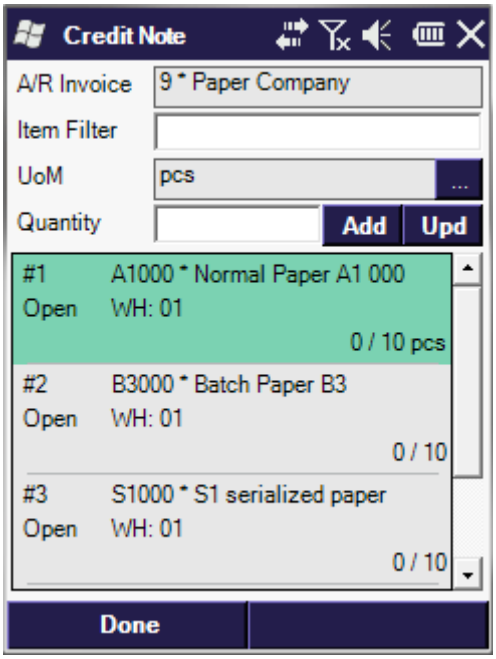


Select the invoice from the list and tap the `Return` button to start the return.

On the next screen every open line from the invoice is listed.

Scan or select the item to receive then add the quantity and tap the `Add` or `Upd.` button. The maximum amount is limited by the invoice line quantities. If the item has UoM groups, specify the UoM group as well.

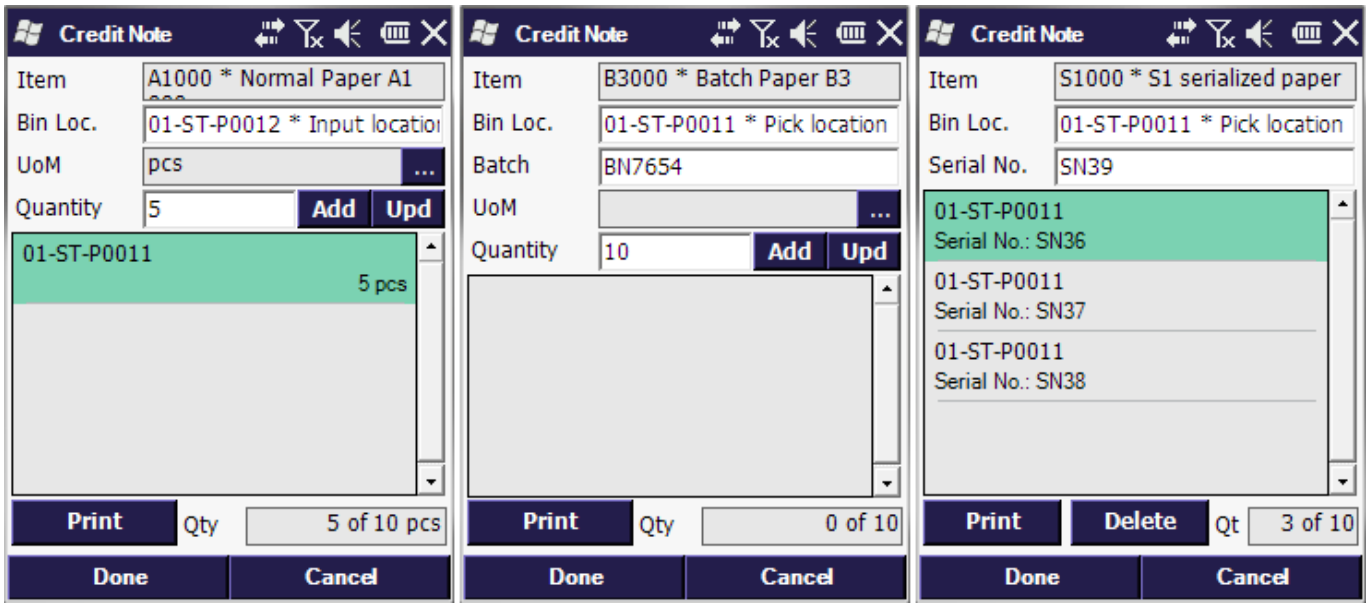
Note: Assembly BoM's are not supported.

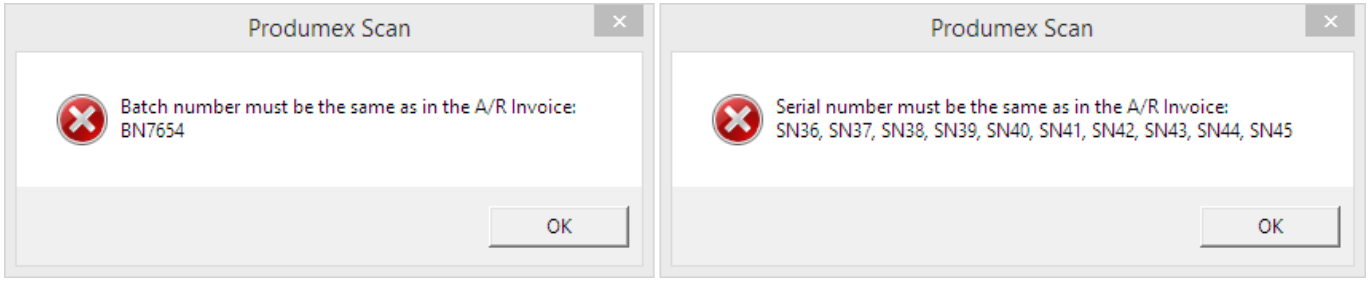


If the warehouse has bin locations and/or the items is managed by batch or serial numbers, an additional screen is prompted.

- Specify the bin location on this screen. It is possible to receive the item into multiple bin locations, but the total quantity received into the bin locations must be equal to the quantity added on the previous screen.

- If the item is managed by batches, add the batch number, enter the quantity then press 'Add' or 'Upd.'. Only items with the same batch number as the in the Delivery document can be received as a return.
- If the item is managed by serial numbers, add the quantity by scanning the serial numbers. Only items with the same serial numbers as in the Delivery document can be received as a return.





Tap the `Print` button to print the item label.

Tap the `Done` button to save the entered data and to go back to the previous screen.

Tap the `Cancel` button to go back without saving.

Continue with the next item or tap the `Done` button to finish the receipt and to go back to the previous screen.

To create the A/R Credit Memo document, select the line of the invoice and tap `Post`.

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