

# Purchase Guide

With the Produmex Purchase module stock reception, put away and return can be executed on the shopfloor. Produmex offers specialized flows for purchasing:

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## Brief overview of the Purchase Main Flow

By following the steps below, users can effectively navigate the Purchase Main Flow in the Warehouse Management System, ensuring accurate reception, storage, return, and document management for purchased items.

### 1. Reception

The reception process within the Purchase Main Flow involves receiving purchased items into the warehouse.

- Select the desired receiving method: GS1/EAN barcode, purchase order, container, or ad hoc.
- Scan the barcode or select the purchase order/container to link the items being received.
- Identify the product, select a logistic carrier (if available), and provide relevant details like batch number and quantity.
- Validate the data and create a Goods Receipt PO document.

### 2. Put Away

After the reception process, the put away step focuses on assigning storage locations to the received items.

- Put Away orders may be generated based on the Put Away Order Generator extension after adding the Goods Receipt PO document in SBO.
- No Put Away order is generated if the "Receive on location instead of dock?" option is enabled or if no SSCC is created at reception.
- The Put Away flow involves initiating the put away, selecting a source dock, and scanning an SSCC to put away.
- For full pallet Put Away orders, the entire logistic unit (SSCC) must be moved, while for regular Put Away orders, different items are moved separately.
- The destination location is scanned or selected from a list, taking into account zone types and availability; after each item is put away, a message is displayed, and no new SSCC is generated

when moving items separately.

### 3. Purchase Return

If there is a need to return purchased items to the supplier, the Purchase Return process is executed.

- The Purchase Return Flow allows for returning purchased items to a supplier or taking back sold items from customers.
- The return process is initiated by selecting the Purchase Return option from the Purchase menu and selecting the supplier.
- The return can be executed based on an open delivery document or without a delivery document.
- The workflow involves scanning the SSCC or location, scanning the product, adding the quantity to return, and the option to add more products or finish the return process.
- A Goods return document is created in SAP B1, and when all products from a Goods Receipt PO document are returned, the purchase document is closed.

### 4. Cross-docking

Cross-docking is a process that involves directly transferring received items to outbound shipments without going through the put away process.

- Cross-docking is a process where goods are immediately delivered to the customer after reception based on the linked sales order.
- The configuration involves enabling options such as auto reserving stock and selecting picklist types for cross-docking.
- The workflow of cross-docking includes initiating the process, selecting a location and purchase order, scanning barcodes, identifying items and batch numbers, specifying additional information, adding the quantity of items, and determining whether to add more products or finish the logistic unit.
- After completing the reception, the system can generate a goods receipt document, automatically close the linked sales and purchase orders, and proceed to the picking flow, generate a picklist or select destination if necessary.
- Users have the option to go back during the reception process, clear identified items on the logistic unit, and handle situations where the goods receipt is not yet booked.

### 5. Bulk Reception

In bulk reception, goods in logistic container are received and handled as a single unit rather than individually.

- The Bulk Reception Flow allows for direct reception of products into silos and tanks without creating a logistic unit.
- It does not support items managed by SAP or PMX serial numbers and catch weight items.
- The workflow includes selecting a filter (based on a purchase order or without a purchase order), selecting a product, entering a reason (if required), entering the number of items, selecting a zone (if applicable), scanning a destination location, and adding more products.
- After finishing the reception, the Goods Receipt PO document is created in SAP Business One,

and the reception note is printed.

- There is an option to go back without booking the receipt, which clears the list of added items.

## 6. ASN Reception

ASN (Advanced Shipping Notice) reception refers to the process of receiving items based on advance notice from the supplier.

- The ASN Reception Flow allows for receiving items based on an advance shipping notice (ASN).
- The workflow includes initiating the flow, selecting a destination location, selecting an open ASN, and selecting the items from the list at a rapid pace.
- The system verifies criteria such as the status of the linked purchase order/reserve invoice and the presence of open lines with inventory items.
- After receiving all items from the purchase order/reserve invoice, the delivery document is created, and the reception note is printed.
- The purchase order is closed or the status of the reserve invoice is changed to “Delivered” after the reception.

## 7. Receive from WHS

The “Receive from WHS” step involves receiving items from another warehouse or distribution center.

- The Receive from WHS Flow is used to move stock from a non-Produmex-managed warehouse to a Produmex-managed warehouse.
- Configuration involves adjusting settings for the source warehouse, creating the warehouse in the organizational structure, creating docks within the warehouse, and enabling the warehouse for the scanner.
- The workflow includes starting the flow, selecting a dock, selecting an inventory transfer request (optional), scanning GS1 barcodes (most users have it off), identifying identical logistic units, identifying the product, entering batch data and quantity, adding more products from the logistic unit (optional), and finishing the process.
- The system generates an SSCC barcode if necessary, creates the inventory transfer document, and prints item labels and logistic labels.
- Put Away move orders can be generated based on the configuration setting, and the flow can be continued with another inventory transfer request after booking the items.

## 8. Create Purchase Documents Flows

Creating purchase documents flows refers to the process of generating and managing various purchase-related documents within the WMS.

- The Create Purchase Document Flow allows for the creation of a new purchase order on the shop floor.
- The workflow involves selecting the destination warehouse and supplier from respective lists.
- Products can be scanned or selected, and product information such as item code, description, price, and available quantity is displayed.
- Quantity to order is entered, and additional products can be scanned or selected.
- The ordered items are displayed for overview, and tasks such as creating the purchase order,

canceling the purchase order, or adding more items can be selected.

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