# Put Away Flow

## Overview

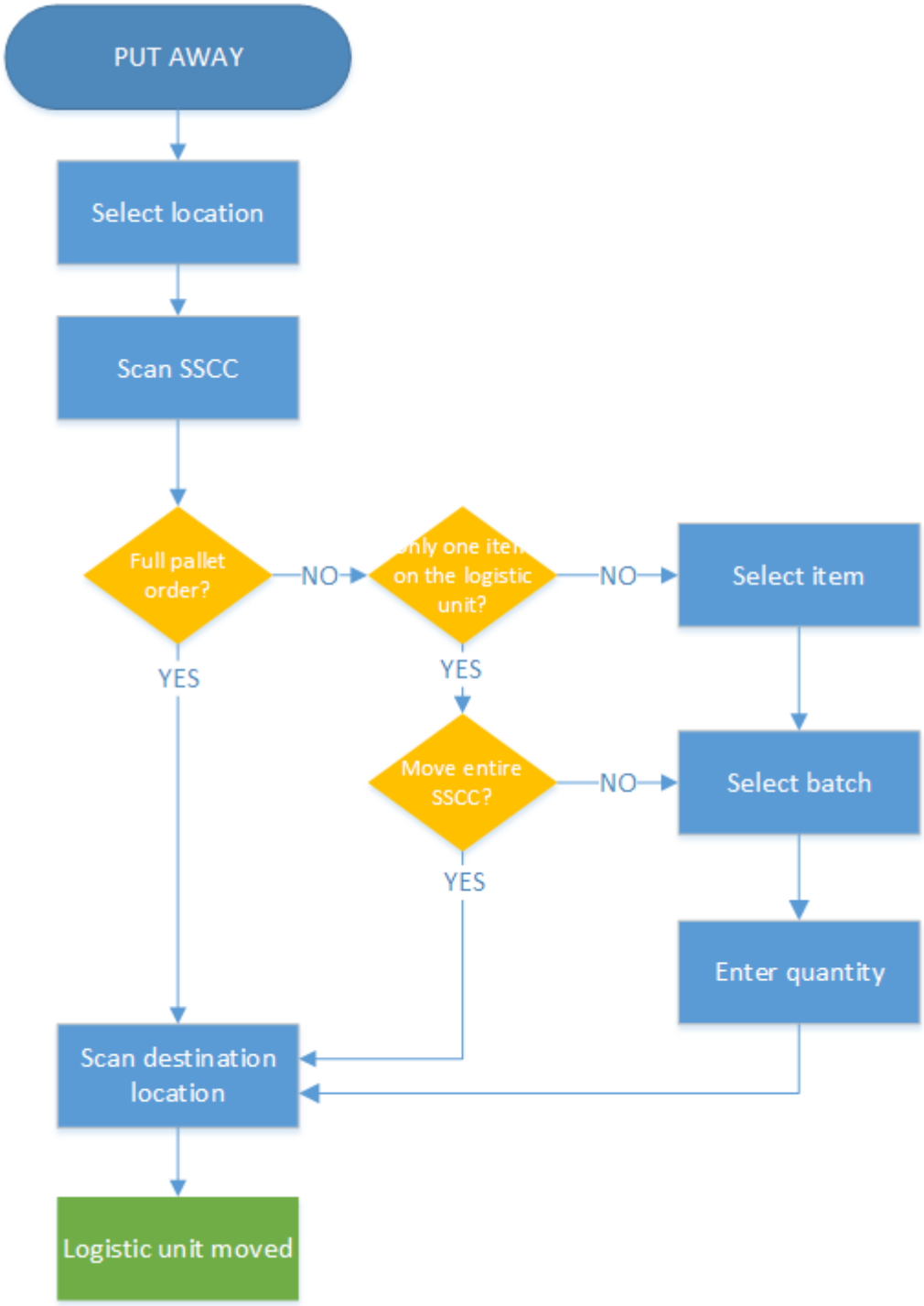
After the Goods Receipt PO document has been added in SBO, put away orders might be created based on the extension set for the Put Away Order Generator.

**Important**: Regardless of the Put Away Order Generator setting, no put away order is generated in the following cases:

- The *Receive on location instead of dock?* option is enabled on the Purchase delivery generator.
- No SSCC is created at the reception.

In these cases it is recommended to move the items through an ad hoc movement.

## Workflow




- Select location
- Scan SSCC
- Scan SSCC
- Scan destination

# Put Away Flow steps

## 1. Initiate the put away

From the Purchase menu select the Put away option.

## 2. Select a location

Select the source dock from the list. Every ‘Unloading’ dock is listed.

## 3. Scan an SSCC

Then scan the SSCC to put away. Only SSCC’s located on the selected dock can be scanned. On the screen products to put away are listed in separate lines with the SSCC indicated.

On the next screen every open put away order line is listed. Displayed information:

- Item code – Item description – Barcode
- SSCC number



### 3.1. Move SSCC

#### 3.1.1. Full pallet put away orders

When using the ’Generates full pallet put away orders’ extension on the PutAwayOrderGenerator, the user has to move the full logistic unit. After the SSCC is scanned, the Scan a destination location screen is prompted.

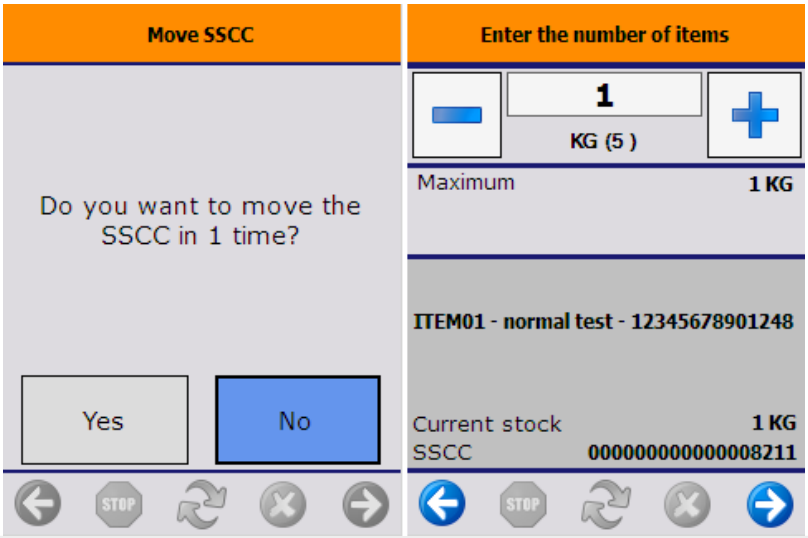
#### 3.1.2. Put away orders

When using the ‘Generates put away orders’ option extension on the PutAwayOrderGenerator, the user has to move the different items separately.

On the next screen scan a product or select it from a list after pressing the ‘Select a product’ button. Only items that are stored on the logistic unit can be scanned or selected. After the item is selected, identify the product if needed. If the product parameters (batch number, second batch number, best before date) are identical for the item, this screen is automatically skipped. On the next screen enter the quantity to move.

If the scanned SSCC did not contain multiple items when it was received, the system will ask whether to move the SSCC in one time or not.

- Press the ‘Yes’ button to move the entire SSCC. The system proceeds to the Scan a destination location screen.
- Press the ‘No’ button to move the articles products on the SSCC separated. Then identify the product of needed and enter the quantity to move.




Please note: The user has to move the full pallet even if the PutAwayOrderGenerator extension is 'Generates put away orders', when the logistic unit contains an item that matches the following:

- The item is managed by SAP or PMX serial numbers.
- The track location option enabled for the item.

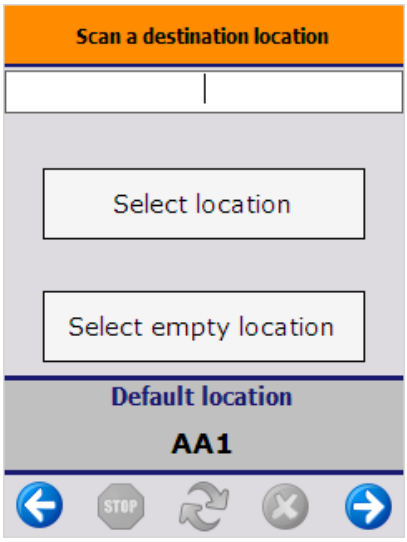
If the logistic unit is a monolot and the item is managed by 'On release only' or PMX serial numbers and there are no serial numbers assigned to the logistic unit, the system asks whether to move the SSCC in one time or not.

## 4. Scan a destination location

Scan the destination location. To select a location from a list, press the 'Select a location' button. Every location for the warehouse where the dock is located will be listed. To see only the list of empty locations, press the *'Select empty location'* button instead.

If the item to put away has a zone type defined, only locations located in a one with matching zone type can be scanned or will be listed.

On the bottom of the screen the default location is displayed. For more information about the default location please see: Default location calculation




## 5. Logistic unit is moved

After each item on the SSCC has been put away, the system will display the ‘Logistic unit/Items are moved’ message. Press the ‘Ok’ button to acknowledge the message.

The system will return to the ‘Scan SSCC’ screen.

*Please note: No new SSCC is generated when moving the items separately. The items are moved without a linked logistic unit.*




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