

# **NetScore**

## **WareHouse Management System**

### **User Manual**

#### **Confidentiality Statement**

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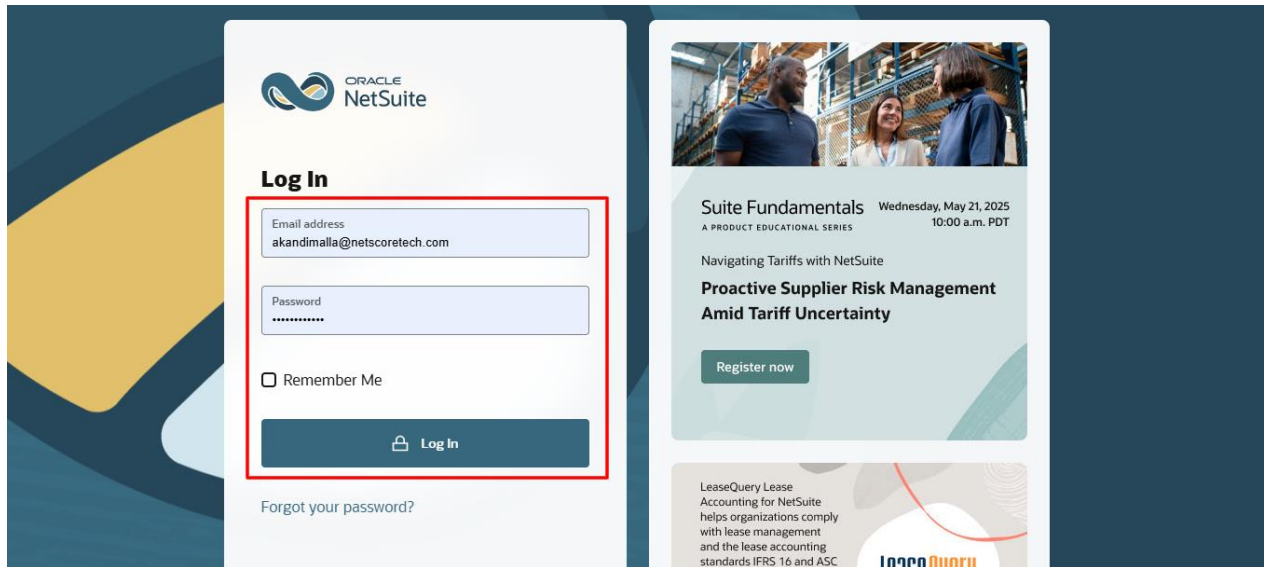
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<b>6. Shipping</b>
<b>7. Bin Management</b>

**Confidentiality Statement**

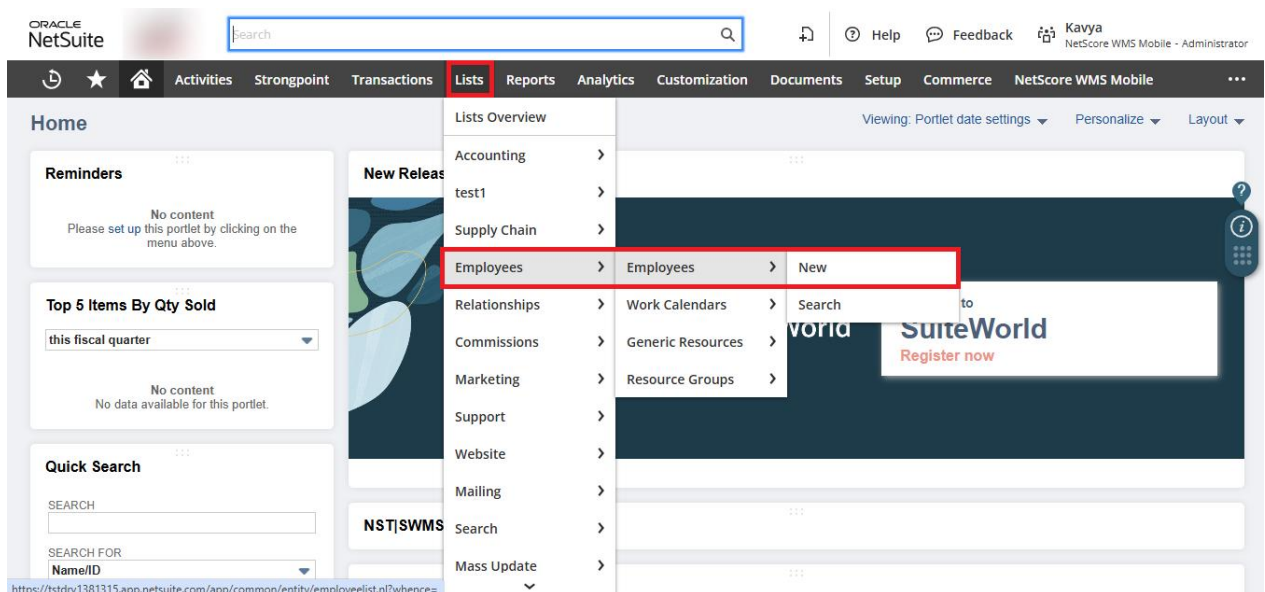
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## USERS SETUP

1. Open the NetSuite Login page and fill in the valid administrator credentials.



2. All the NetScore WMS users must be added as employees in the NetSuite records and must be provided access to NetScore WMS application.



To create a new employee, follow the navigation shown below.

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Using the New employee template, provide employee details like name, email ID and store location.

1. To provide access to NetScore WMS application, scroll down to NetScore WMS Mobile Setup tab.
2. Provide the WMS password, WMS location and select the WMS features.

EMPLOYEE ID Kavya	JOB TITLE	NOTES
MR./MS...	SUPERVISOR	IMAGE
NAME Kavya	CURRENCY USA	
INITIALS K		

Email   Phone   Address		
EMAIL kashavena@netscoretech.com	MOBILE PHONE	ADDRESS
PHONE	HOME PHONE	
OFFICE PHONE	FAX	

Classification		
DEPARTMENT	CLASS	LOCATION
SUBSIDIARY Honeycomb Mfg.	NAME	

NetScore Delivery Routing	Communication	Address	Human Resources	Time Tracking	Commission	Related Records	Marketing	Access	System Information	Travel Requests	Bank Payment Details	NetScore WMS Mobile Setup	NetScore WMS Mobile V3 Setup
---------------------------	---------------	---------	-----------------	---------------	------------	-----------------	-----------	--------	--------------------	-----------------	----------------------	---------------------------	------------------------------

WMS LOCATION (2)  
New York

WMS EMP IMAGE

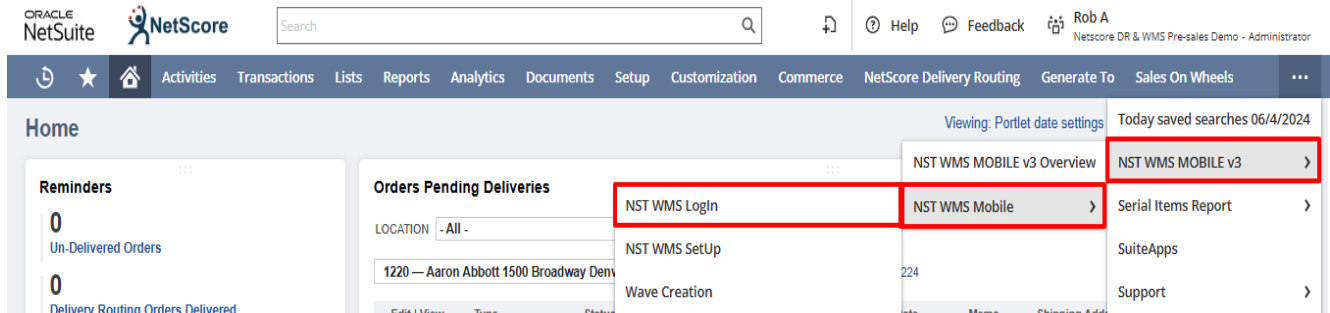
WMS PASSWORD (2)  
2025

WMS PIN  
1234  
NS WMS V3 FEATURES  
Pick List  
Pick Order  
Ship Order  
Receive List  
Receive Order  
Stage Bin Transfer  
Create BinPutAway  
Create Bin Transfer  
Create Inventory Transfer  
Inbound Shipments List  
More...

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3. Once all the details are filled, click Save. An employee record is created in NetSuite for that WMS user.
4. Now as the employee has been added, to provide access to the employee, follow the NetScore Setup record.

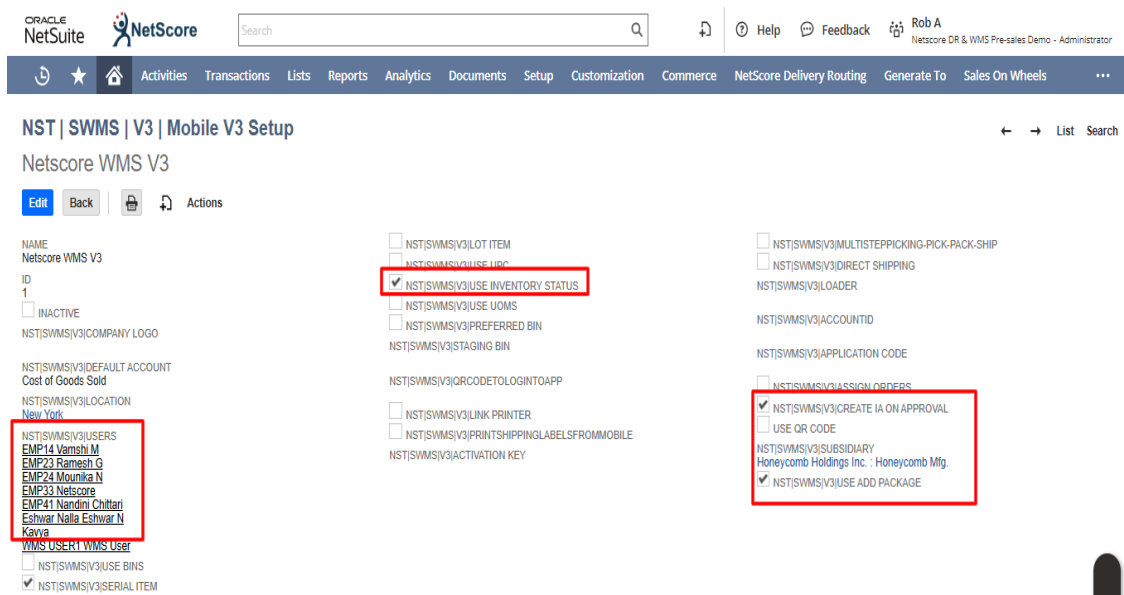


8. Click **Edit** to provide access to new users or existing users to NetScore WMS Application.

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9. Select the users to add from list of users displayed, and click **Save**.
10. Set up the NetScore WMS configuration as per the account.



**ORACLE NetSuite** **NetScore** Search

Help Feedback Rob A Netscore DR & WMS Pre-sales Demo - Administrator

Activities Transactions Lists Reports Analytics Documents Setup Customization Commerce NetScore Delivery Routing Generate To Sales On Wheels

**NST | SWMS | V3 | Mobile V3 Setup** List Search

**Netscore WMS V3**

Edit Back Actions

NAME  
Netscore WMS V3

ID  
1

☐ INACTIVE

NST|SWMS|V3|COMPANY LOGO

NST|SWMS|V3|DEFAULT ACCOUNT  
Cost of Goods Sold

NST|SWMS|V3|LOCATION  
New York

NST|SWMS|V3|USERS  
EMP14 Vamshi M  
EMP23 Ramesh G  
EMP24 Mounika N  
EMP33 Netscore  
EMP41 Nandini Chittari  
Eshwar Nalla Eshwar N  
Kaiva  
WMS USER1 WMS User

☐ NST|SWMS|V3|USE BINS

☒ NST|SWMS|V3|SERIAL ITEM

☐ NST|SWMS|V3|LOT ITEM

☐ NST|SWMS|V3|USE UPC

☒ NST|SWMS|V3|USE INVENTORY STATUS

☐ NST|SWMS|V3|USE UOMS

☐ NST|SWMS|V3|PREFERRED BIN

NST|SWMS|V3|STAGING BIN

NST|SWMS|V3|QRCODETOLOGINTOAPP

☐ NST|SWMS|V3|LINK PRINTER

☐ NST|SWMS|V3|PRINTSHIPPINGLABELSFROMMOBILE

NST|SWMS|V3|ACTIVATION KEY

☐ NST|SWMS|V3|MULTISTEPPICKING-PICK-PACK-SHIP

☐ NST|SWMS|V3|DIRECT SHIPPING

NST|SWMS|V3|LOADER

NST|SWMS|V3|ACCOUNTID

NST|SWMS|V3|APPLICATION CODE

☐ NST|SWMS|V3|ASSIGN ORDERS

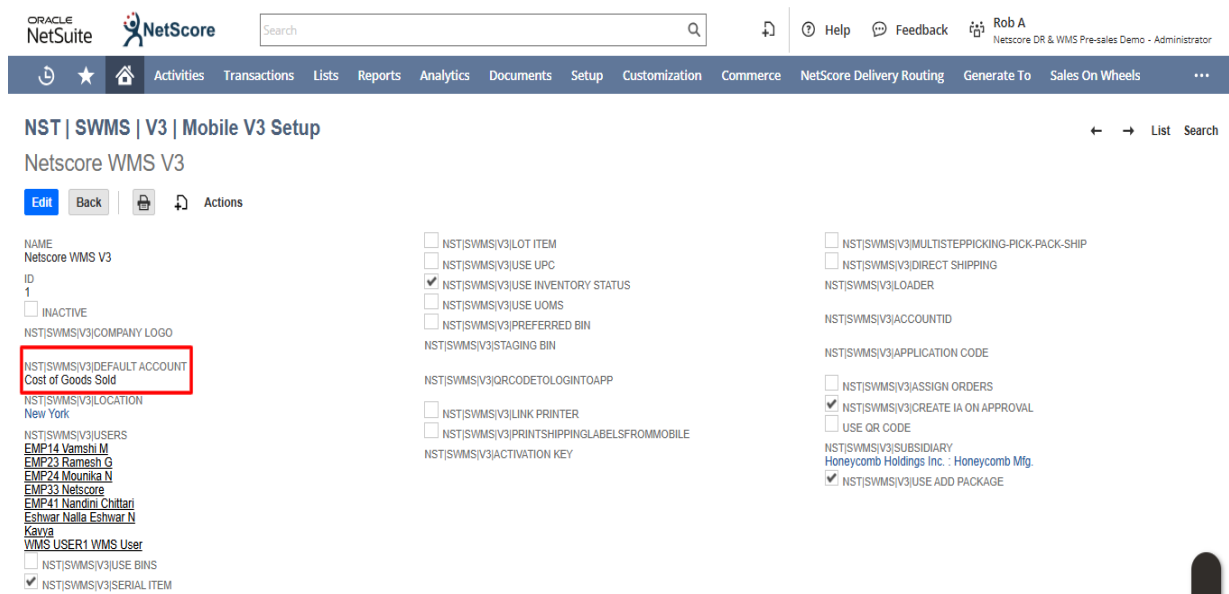
☒ NST|SWMS|V3|CREATE IA ON APPROVAL

☐ USE QR CODE

NST|SWMS|V3|SUBSIDIARY  
Honeycomb Holdings Inc. : Honeycomb Mfg.

☒ NST|SWMS|V3|USE ADD PACKAGE

11. Select the default account which would be configured while creating Inventory Adjustments from WMS.



**ORACLE NetSuite** **NetScore** Search

Help Feedback Rob A Netscore DR & WMS Pre-sales Demo - Administrator

Activities Transactions Lists Reports Analytics Documents Setup Customization Commerce NetScore Delivery Routing Generate To Sales On Wheels

**NST | SWMS | V3 | Mobile V3 Setup** List Search

**Netscore WMS V3**

Edit Back Actions

NAME  
Netscore WMS V3

ID  
1

☐ INACTIVE

NST|SWMS|V3|COMPANY LOGO

NST|SWMS|V3|DEFAULT ACCOUNT  
Cost of Goods Sold

NST|SWMS|V3|LOCATION  
New York

NST|SWMS|V3|USERS  
EMP14 Vamshi M  
EMP23 Ramesh G  
EMP24 Mounika N  
EMP33 Netscore  
EMP41 Nandini Chittari  
Eshwar Nalla Eshwar N  
Kaiva  
WMS USER1 WMS User

☐ NST|SWMS|V3|USE BINS

☒ NST|SWMS|V3|SERIAL ITEM

☐ NST|SWMS|V3|LOT ITEM

☐ NST|SWMS|V3|USE UPC

☒ NST|SWMS|V3|USE INVENTORY STATUS

☐ NST|SWMS|V3|USE UOMS

☐ NST|SWMS|V3|PREFERRED BIN

NST|SWMS|V3|STAGING BIN

NST|SWMS|V3|QRCODETOLOGINTOAPP

☐ NST|SWMS|V3|LINK PRINTER

☐ NST|SWMS|V3|PRINTSHIPPINGLABELSFROMMOBILE

NST|SWMS|V3|ACTIVATION KEY

☐ NST|SWMS|V3|MULTISTEPPICKING-PICK-PACK-SHIP

☐ NST|SWMS|V3|DIRECT SHIPPING

NST|SWMS|V3|LOADER

NST|SWMS|V3|ACCOUNTID

NST|SWMS|V3|APPLICATION CODE

☐ NST|SWMS|V3|ASSIGN ORDERS

☒ NST|SWMS|V3|CREATE IA ON APPROVAL

☐ USE QR CODE

NST|SWMS|V3|SUBSIDIARY  
Honeycomb Holdings Inc. : Honeycomb Mfg.

☒ NST|SWMS|V3|USE ADD PACKAGE

12. If you want to create Inventory Adjustments from WMS based on the approval process, check the checkbox below.

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ORACLE NetSuite NetScore

Search

Help Feedback Rob A Netscore DR & WMS Pre-sales Demo - Administrator

Activities Transactions Lists Reports Analytics Documents Setup Customization Commerce NetScore Delivery Routing Generate To Sales On Wheels

### NST | SWMS | V3 | Mobile V3 Setup

Netscore WMS V3

Edit Back Actions

NAME  
Netscore WMS V3

ID  
1

☐ INACTIVE

NST|SWMS|V3|COMPANY LOGO

NST|SWMS|V3|DEFAULT ACCOUNT  
Cost of Goods Sold

NST|SWMS|V3|LOCATION  
New York

NST|SWMS|V3|USERS  
EMP14 Vamshi M  
EMP23 Ramesh G  
EMP24 Mounika N  
EMP33 Netscore  
EMP41 Nandini Chittari  
Eshwar Nalla Eshwar N  
Kavya  
WMS USER1 WMS User

☐ NST|SWMS|V3|USE BINS

☒ NST|SWMS|V3|SERIAL ITEM

☐ NST|SWMS|V3|LOT ITEM

☐ NST|SWMS|V3|USE UPC

☒ NST|SWMS|V3|USE INVENTORY STATUS

☐ NST|SWMS|V3|USE UOMS

☐ NST|SWMS|V3|PREFERRED BIN

NST|SWMS|V3|STAGING BIN

NST|SWMS|V3|QRCODETOLOGINTOAPP

☐ NST|SWMS|V3|LINK PRINTER

☐ NST|SWMS|V3|PRINTSHIPPINGLABELSFROMMOBILE

NST|SWMS|V3|ACTIVATION KEY

☐ NST|SWMS|V3|MULTISTEPPICKING-PICK-PACK-SHIP

☐ NST|SWMS|V3|DIRECT SHIPPING

NST|SWMS|V3|LOADER

NST|SWMS|V3|ACCOUNTID

NST|SWMS|V3|APPLICATION CODE

☐ NST|SWMS|V3|ASSIGN ORDERS

☒ NST|SWMS|V3|CREATE IA ON APPROVAL

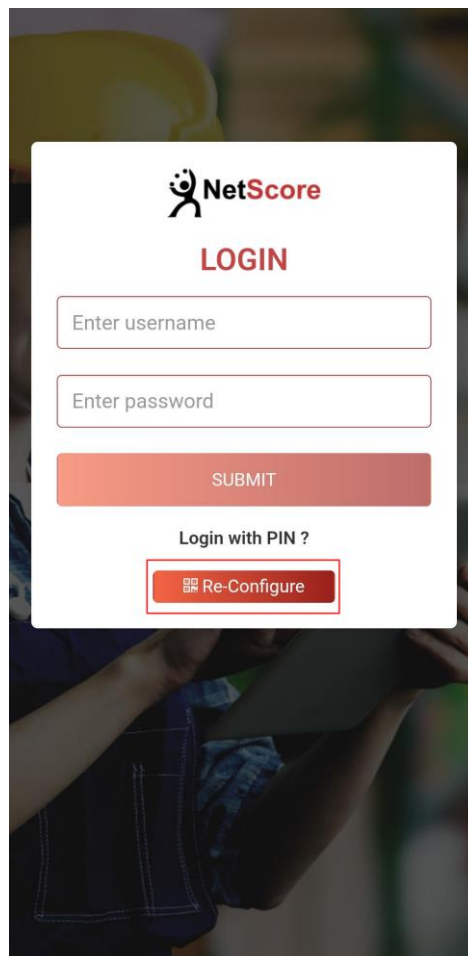
☐ USE QR CODE

NST|SWMS|V3|SUBSIDIARY  
Honeycomb Holdings Inc. : Honeycomb Mfg.

☒ NST|SWMS|V3|USE ADD PACKAGE

13. As the user is created and provided access, download the NetScore WMS Application from Google Play Store or iOS App Store, and open the WMS application on any Android or iOS device.

1. Scan the QR code provided to configure the application by clicking on the Reconfigure button.



NetScore

## LOGIN

Enter username

Enter password

SUBMIT

Login with PIN ?

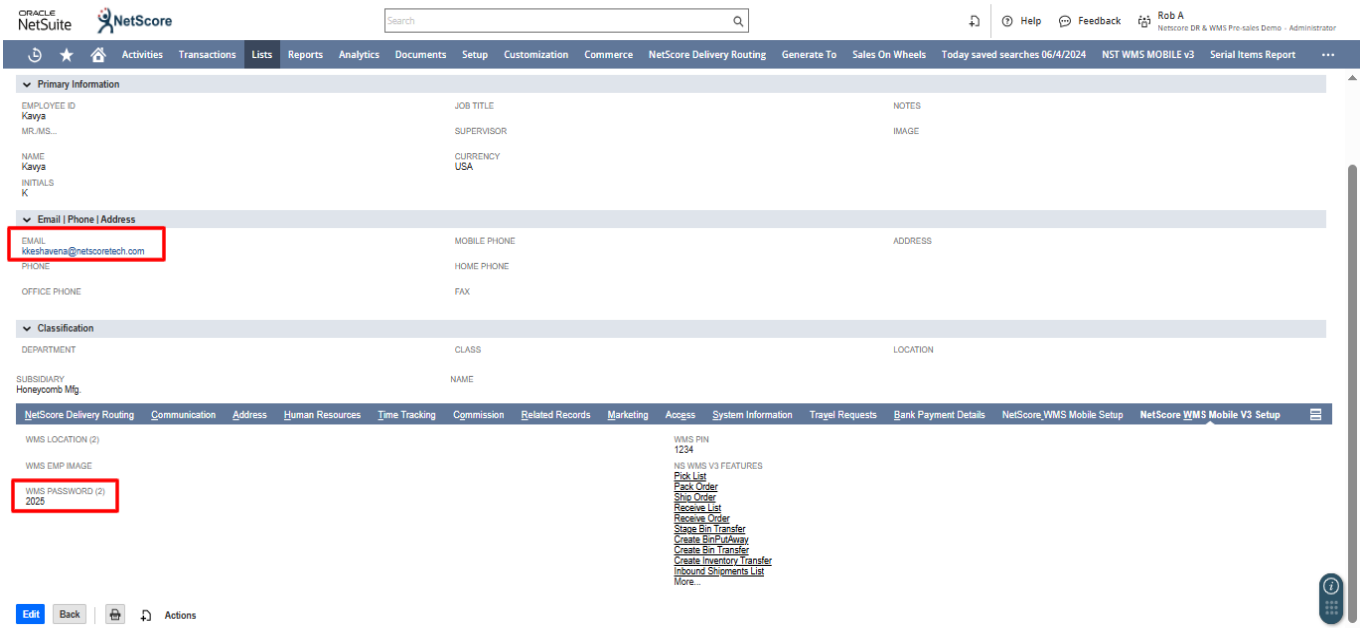
Re-Configure

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2. Once the QR is scanned, application will be setup to the client's account.
3. Logging into the application can be done in two ways.
  - a) By providing username and password
  - b) With the Quick PIN

To Log in with the username and password, username is the email ID of the employee. Password is the WMS password in the employee record.



ORACLE NetSuite NetScore

Search

Help Feedback Rob A Netscore QR & WMS Pre-sales Demo - Administrator

Activities Transactions Lists Reports Analytics Documents Setup Customization Commerce NetScore Delivery Routing Generate To Sales On Wheels Today saved searches 06/4/2024 NST WMS MOBILE V3 Serial Items Report

Primary Information

EMPLOYEE ID: Kavya  
MR./MS.:  
JOB TITLE:  
SUPERVISOR:  
NOTES:  
IMAGE:

NAME: Kavya  
INITIALS: K  
CURRENCY: USA

Email | Phone | Address

EMAIL: Keshavenu@netscoretech.com  
PHONE:  
MOBILE PHONE:  
HOME PHONE:  
ADDRESS:  
OFFICE PHONE:  
FAX:

Classification

DEPARTMENT: CLASS: LOCATION:  
SUBSIDIARY: NAME:  
Honeycomb Mfg.

NetScore Delivery Routing Communication Address Human Resources Time Tracking Commission Related Records Marketing Access System Information Travel Requests Bank Payment Details NetScore WMS Mobile Setup NetScore WMS Mobile V3 Setup

WMS LOCATION (2):  
WMS EMP IMAGE:  
WMS PASSWORD (2): 2025

WMS PIN: 1234  
NS WMS V3 FEATURES:  
Pack List  
Pack Order  
Ship Order  
Receive List  
Receive Order  
Stage Bin Transfer  
Create BOM Supply  
Create Bin Transfer  
Create Inventory Transfer  
Inbound Shipments List  
More...

Edit Back Actions

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Quick PIN is the WMS PIN in the employee record.

**NetSuite**

Search

Help Feedback Rob A  
Network CRM & WMS Pro-sales Demo - Administrator

Activities Transactions **Lists** Reports Analytics Documents Setup Customization Commerce NetScore Delivery Routing Generate To Sales On Wheels Today saved searches 06/4/2024 NST WMS MOBILE v3 Serial Items Report ...

**▼ Primary Information**

EMPLOYEE ID <b>Kavya</b>	JOB TITLE	NOTES
MFL/MS...	SUPERVISOR	IMAGE
NAME <b>Kavya</b>	CURRENCY <b>USA</b>	
INITIALS <b>K</b>		

**▼ Email | Phone | Address**

EMAIL <b>kleshavena@netscoretech.com</b>	MOBILE PHONE	ADDRESS
PHONE	HOME PHONE	
OFFICE PHONE	FAX	

**▼ Classification**

DEPARTMENT	CLASS	LOCATION
SUBSIDIARY <b>Honeycomb Mfg.</b>	NAME	

NetScore Delivery Routing Communication Address Human Resources Time Tracking Commission Related Records Marketing Access System Information Travel Requests Bank Payment Details NetScore WMS Mobile Setup **NetScore WMS<sup>®</sup> Mobile V3 Setup**

WMS LOCATION (2)	<b>WMS PIN</b> 1234
WMS EMP IMAGE	NS WMS V3 FEATURES Pick List Pack Order Ship Order Receive List Receive Order Stage Bin Transfer Create Bin Shipment Create Bin Transfer Create Inventory Transfer Inbound Shipment List More...
WMS PASSWORD (2) 2025	

Edit Back Actions

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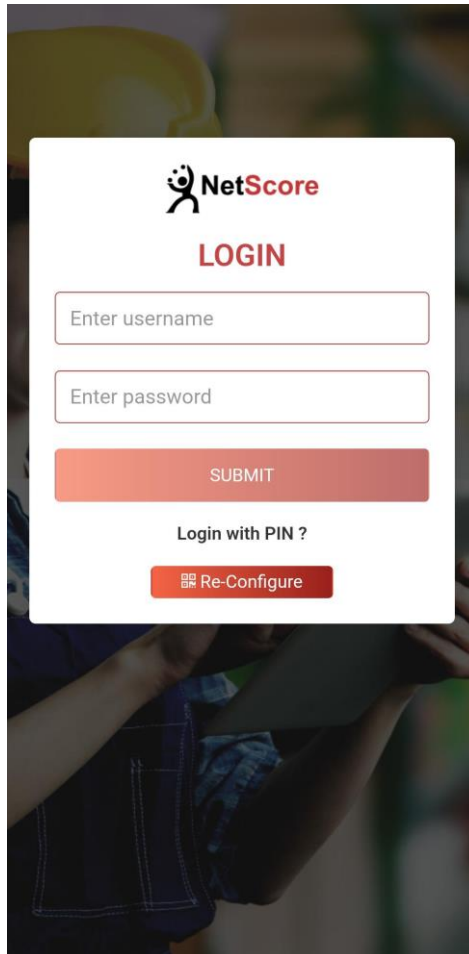
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## LOGIN SCREEN

Open the Login screen.

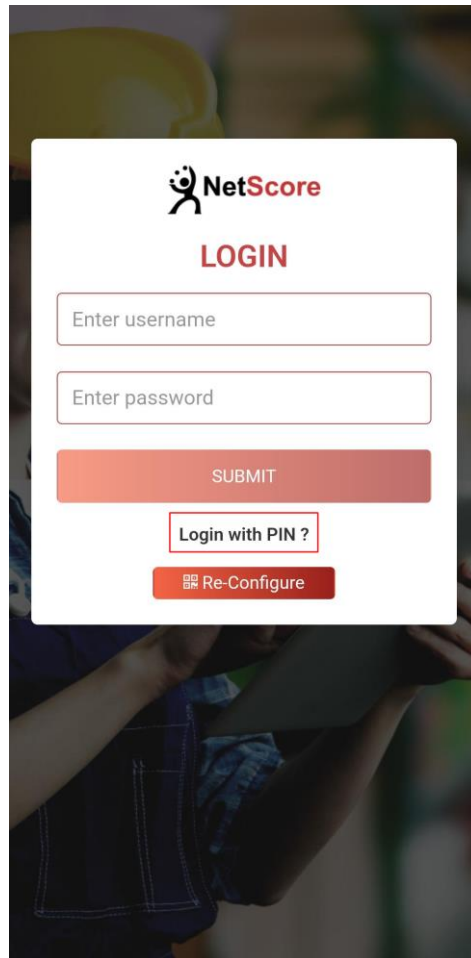
1. Key in valid credentials like username and password and click Submit. The username is the employee email ID and password is the one configured in the employee record.


The image shows a mobile application login screen for NetScore. The screen has a white background with a subtle pattern of small dots. At the top, the NetScore logo is displayed. Below the logo, the word "LOGIN" is written in a bold, red, sans-serif font. There are two input fields: the first is labeled "Enter username" and the second is labeled "Enter password". Both fields have a light gray border and a small red dot at the top right corner. Below the input fields is a red button with the word "SUBMIT" in white, uppercase letters. Underneath the button, the text "Login with PIN ?" is displayed. At the bottom, there is a red button with a small icon of a document and the text "Re-Configure" in white. The background of the screen is a blurred image of a person's hands holding a smartphone.

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2. Users can also access the application through Quick PIN by clicking Login with PIN. Key in the valid PIN and click on the submit button to access the application.

A screenshot of the NetScore application's login screen. The screen is white with a red border. At the top is the NetScore logo. Below it is the word "LOGIN" in red. There are two input fields: "Enter username" and "Enter password". Below these is a red "SUBMIT" button. Under the submit button is a link "Login with PIN ?" and a red "Re-Configure" button with a small icon to its left. The background of the screen is a blurred image of a person's hands holding a device.

 **NetScore**


**LOGIN**

Enter username

Enter password

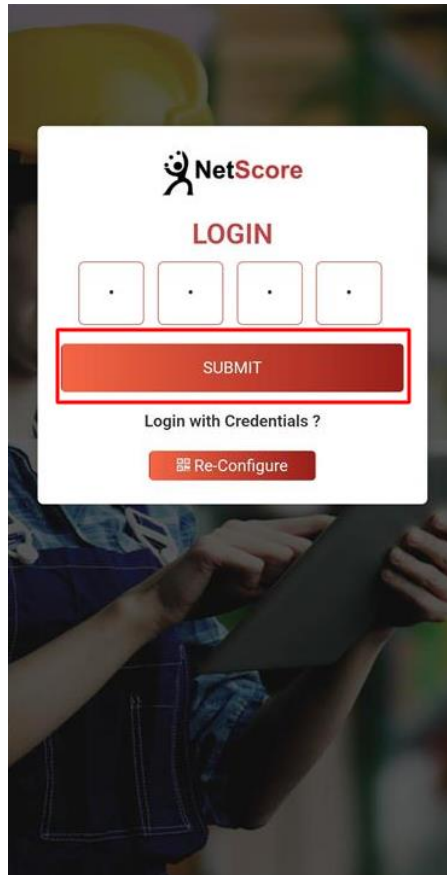
SUBMIT


[Login with PIN ?](#)

 Re-Configure

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A white rectangular login form is centered over a blurred background image of a person in a blue shirt holding a tablet. The form contains the NetScore logo at the top, followed by the word "LOGIN" in red. Below this are four square input fields, each containing a single dot. A red rectangular box highlights the "SUBMIT" button located directly beneath the input fields. Below the submit button, the text "Login with Credentials ?" is displayed. At the bottom of the form is a red button with a gear icon and the text "Re-Configure".


NetScore

LOGIN

• • • •

SUBMIT

Login with Credentials ?

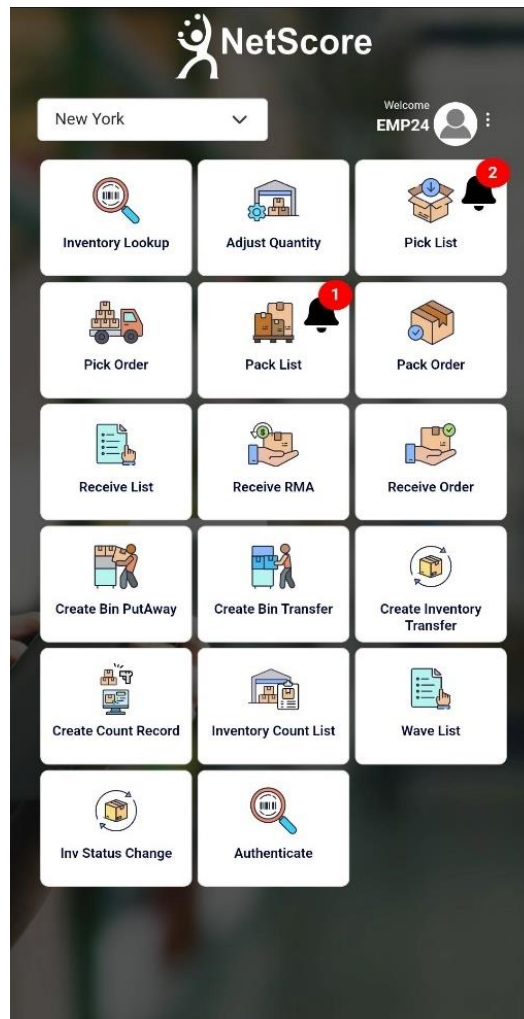
 Re-Configure

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## HOME SCREEN

1. Go to the Home Screen. The location is automatically selected from the user's employee record and the logged username is displayed.  
Also, user-based modules are displayed.

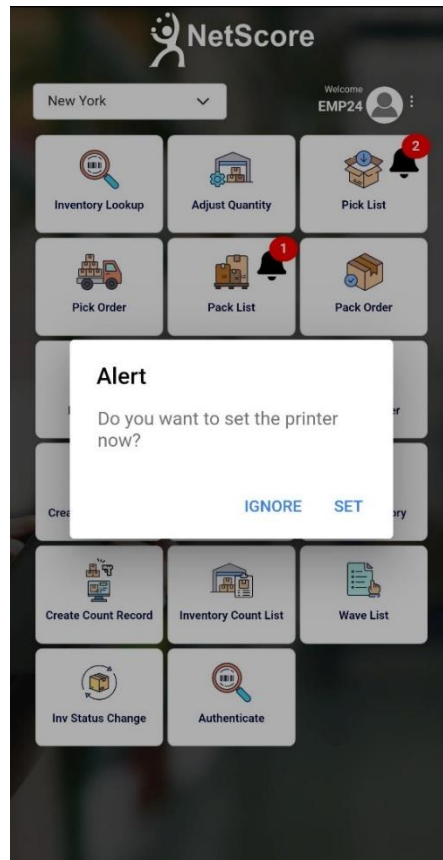


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## 2. Connecting and Printing the Labels from Printer:

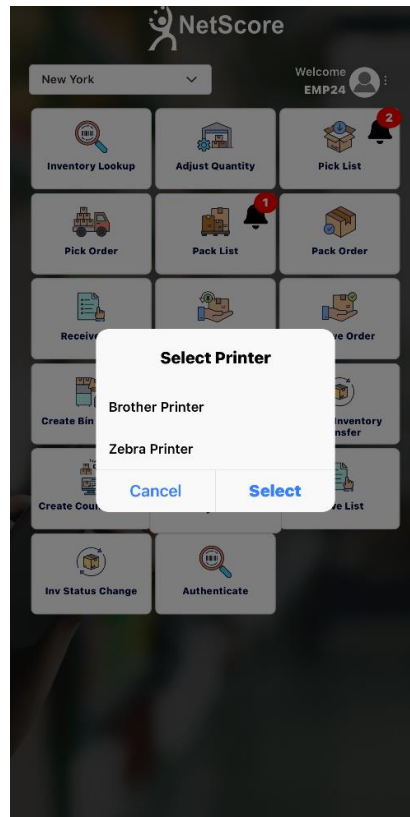
- After logging into the application, an alert will appear asking if you want to connect the printer.
- Selecting "SET" will display the printer options like Zebra and Brother Printer, while choosing "IGNORE" will dismiss the alert.



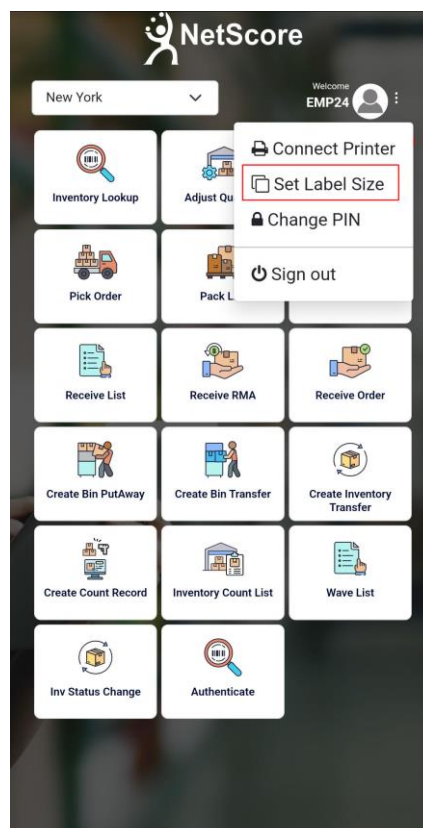
- Choose the printer based on your requirement.

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- To connect the mobile application to Zebra printer, we should enable the Bluetooth in the device.
  - To print the labels from the printer, the device and printer should be on same Wi-Fi Network connection.
  - Once the printer is connected, we need to set the label size to print the labels from the device.
3. To select the label size navigate to "Set Label Size," as shown in the screenshot below.



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- Clicking on it opens the printer settings screen, where you can select your preferred label size and other settings, then save your preferences.

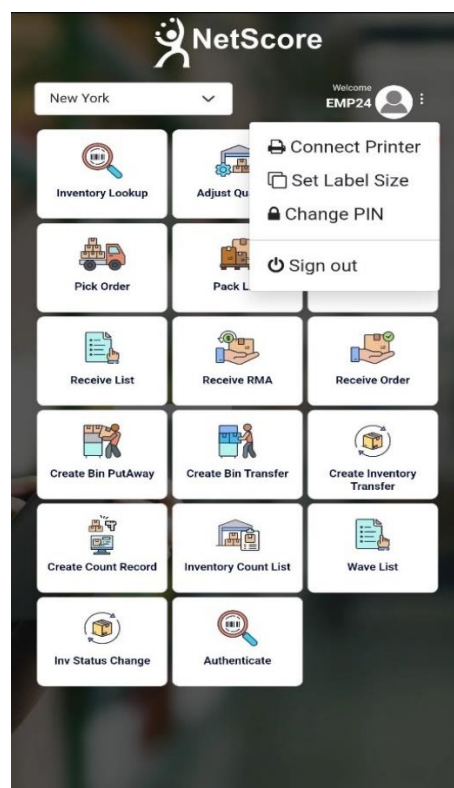
### Printer Settings

CLOSE

Auto Cut	false ▾
Cut At End	false ▾
Orientation	LANDSCAPE ▾
Paper Size	W62 ▾

SAVE

- From Home Screen, users have an option to change the Quick PIN.

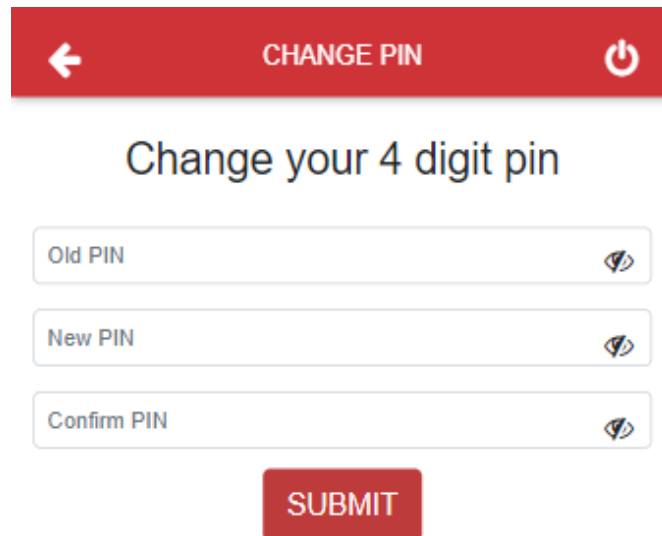


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To change the PIN, click **Change Pin**, and enter the Old PIN and the new PIN.



The form is titled "CHANGE PIN" and includes a back arrow on the left and a power icon on the right. Below the title, it says "Change your 4 digit pin". There are three input fields: "Old PIN", "New PIN", and "Confirm PIN", each with a toggle icon on the right. A red "SUBMIT" button is at the bottom.

After entering the valid PIN, click **Submit** to change the Quick PIN.

On clicking **Submit**, Quick PIN is updated in NetSuite and the user is acknowledged on the update.

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# INVENTORY MANAGEMENT

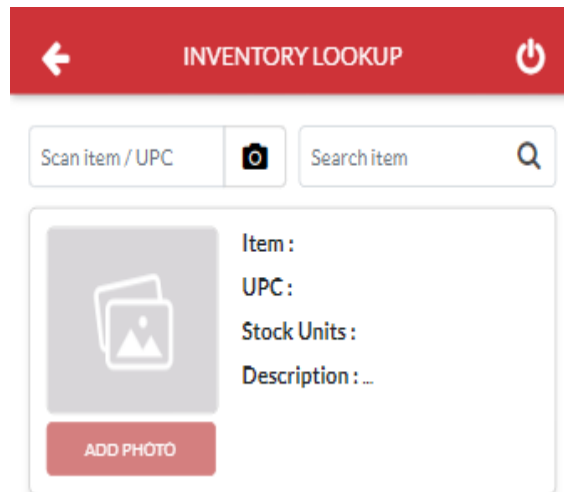
## Inventory Lookup

### *Description:*

- Inventory Lookup provides all the information about an inventory item, like description, Inventory details in multiple locations, Bin Numbers/Inventory Numbers.
- Inventory Lookup also provides exclusive features to upload live inventory pictures to NetSuite from the application itself in real time.
- The Print option allows users to print barcode labels for every kind of item (serialized /lot bin items, bin inventory items and inventory items).
- Click **Inventory Lookup** tile to access the feature.

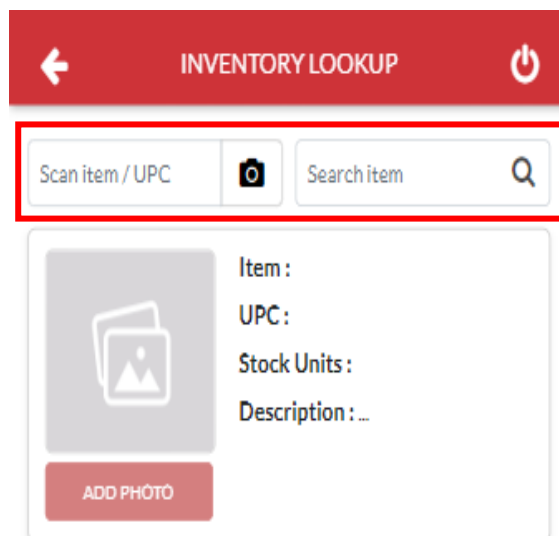
## Procedure:

1. Go to the Inventory Lookup page.



The screenshot shows the 'INVENTORY LOOKUP' page. At the top is a red header bar with a back arrow on the left, the text 'INVENTORY LOOKUP' in the center, and a power icon on the right. Below the header are two input fields: 'Scan item / UPC' with a camera icon and 'Search item' with a magnifying glass icon. Below these fields is a white box containing a placeholder image of a photo, a red 'ADD PHOTO' button, and labels for 'Item:', 'UPC:', 'Stock Units:', and 'Description: ...'.

2. Enter the Item name/Serial Number/UPC code by either keying in the information or scanning it using a 2D Barcode scanner or the in-built camera scanner.  
Users also have an option to search for the item by the Item Name/Display Name.



This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Scan item / UPC' and 'Search item' input fields and their respective icons.


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- The Inventory Lookup page provides all the necessary data, such as location and quantity present in each location and bins, along with the quantity at each location.


INVENTORY LOOKUP

Scan item / UPC



Search item





No image available

ADD PHOTO

Item : SIMPLY (v2)-XC224hdcl

UPC : Inv-1234

Stock Units : Each

Description : SIMPLY SPIKED LEMONADE HEADER DECAL (v2) for XC224 ...

Location : Langhorne

On Hand : 29

Qty Available : 28

Location : Decaling

On Hand : 1

Qty Available : 1

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4. Click on the card to view the bins, and the highlighted bin indicates the preferred bin for that inventory item in the given location.

Langhorne
 

☐ Select All

Bin Number : L4

Serial Number : 230214-FO002

On Hand : 1

Available : 1

Bin Number : L4

Serial Number : 230214-FO041

On Hand : 1

Available : 1

Bin Number : L4

Serial Number : 230214-FO307

On Hand : 1

Available : 1

Bin Number : L4

Serial Number : 220511-FO013

On Hand : 1

Available : 1

Bin : A1C

Serial Number : AF0005

On Hand : 1

Available : 1

Bin : A1A

Serial Number : AF004

On Hand : 1

Available : 1

Bin : A1A

Serial Number : AF0001

On Hand : 1

Available : 1

5. Click on the printer icon to print the labels.  
If you click Select All checkbox, all the Serial/Lot numbers would be selected, and all the quantity would be printed.

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Langhorne



Select All : ☒ 


Bin Number	: L4	<input checked="" type="checkbox"/>
Serial Number	: 210728-FO065	
On Hand	: 1	
Available	: 1	
Bin Number	: L4	<input checked="" type="checkbox"/>
Serial Number	: 220511-FO021	
On Hand	: 1	
Available	: 1	
Bin Number	: L4	<input checked="" type="checkbox"/>
Serial Number	: 220511-FO164	
On Hand	: 1	
Available	: 1	
Bin Number	: L4	<input checked="" type="checkbox"/>
Serial Number	: 220511-FO292	
On Hand	: 1	
Available	: 1	
Bin Number	: L4	<input checked="" type="checkbox"/>
Serial Number	: 220603-FO028	
On Hand	: 1	
Available	: 1	
Bin Number	: L4	<input checked="" type="checkbox"/>
Serial Number	: 220603-FO036	
On Hand	: 1	
Available	: 1	
Bin Number	: L4	<input checked="" type="checkbox"/>
Serial Number	: 220603-FO077	
On Hand	: 1	
Available	: 1	

6. Users can upload pictures of inventory items from the Inventory Lookup page or take live pictures and upload them to NetSuite Servers.

Click **Add Photo** to take live pictures or upload from device.

INVENTORY LOOKUP

Scan item / UPC  Search item 

 No image available

Item : AF-35/50  
UPC : 170823-CO1004  
Stock Units : Each

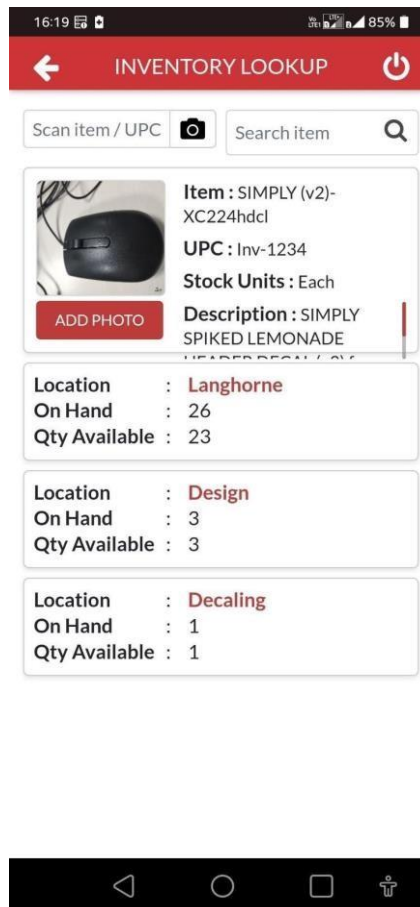
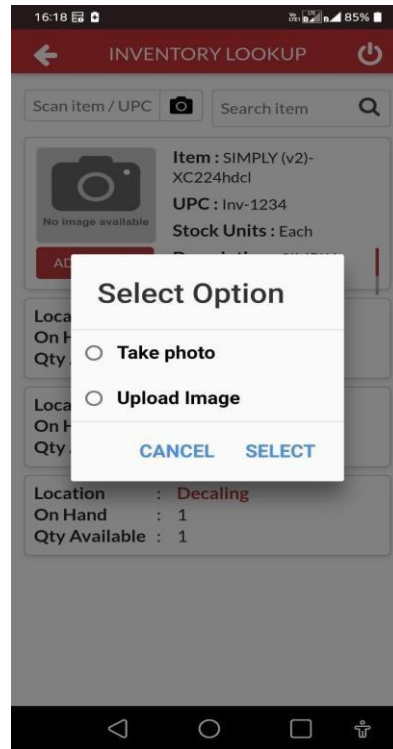
Description : Fryer, NATURAL gas, full size, 35-50 lb. capacity, (2) baskets, thermostat control, millivolt

**ADD PHOTO**

Location : Langhorne  
On Hand : 25  
Qty Available : 25

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The uploaded image is saved in the WMS IMAGE field in NetSuite.

The screenshot displays the NetSuite Item Record for 'SIMPLY (v2)-XC224hdd'. The interface includes a top navigation bar with tabs like Activities, J.P. Morgan, RF-SMART, Transactions, Lists, Reports, Analytics, Documents, Setup, Customization, Commerce, and Planning & Budgeting. The main content area is divided into sections: 'Primary Information' (Item Name/Number, UPC Code, Display Name/Code, Vendor Name/Code, Units Type, Primary Stock Unit, Primary Purchase Unit, Primary Sale Unit, Subitem Of, Memo, MFG Warranty), 'Classification' (Department, Location, Item Process Family, Class, Manufacturer (PG List), MFG, Decaling Item, Imperial Preferred Pricing, American Range Preferred Pricing, Report Class, Special Buy, SNC Product), and a 'WMS IMAGE' field which is highlighted with a red box and contains a photo of a computer mouse. The bottom navigation bar includes tabs like Purchasing/Inventory, Sales / Pricing, Accounting, Web Store, Related Records, Communication, Preferences, System Information, Custom, RF-SMART, Landed Cost Templates, and Product Reviews.

## Adjust Quantity

### Description:

- In Adjust Quantity, users can manage inventory in different locations at any time.
- Adjust Quantity offers a feature to make both positive and negative adjustments.
- To require warehouse manager approval for inventory adjustments, enable the approval functionality from the WMS setup record; otherwise, it will create the Inventory Adjustment record upon submission.
- The default adjustment account is pulled from the setup record.
- The Adjustment record created provides detailed information about the adjustment that has occurred.
- Click **Adjust Quantity** tile to access the feature.

### Process Flow:

1. Go to the Adjust Quantity page. The page displays the location selected on the home screen, and the adjustment account is taken from the setup record.



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INVENTORY ADJUSTMENTS

Langhorne

Scan item / UPC  Search item 

BackUp ID: Item Count: 0

APPROVE

2. Enter the Item name/Serial Number/UPC code by either keying in the information or scanning it using a 2D Barcode scanner or the in-built camera scanner.

INVENTORY ADJUSTMENTS

Langhorne

Scan item / UPC  simpl 

BackUp ID: SIMPLY (v2)-XC224hdcl  
SIMPLY-XC224hdcl

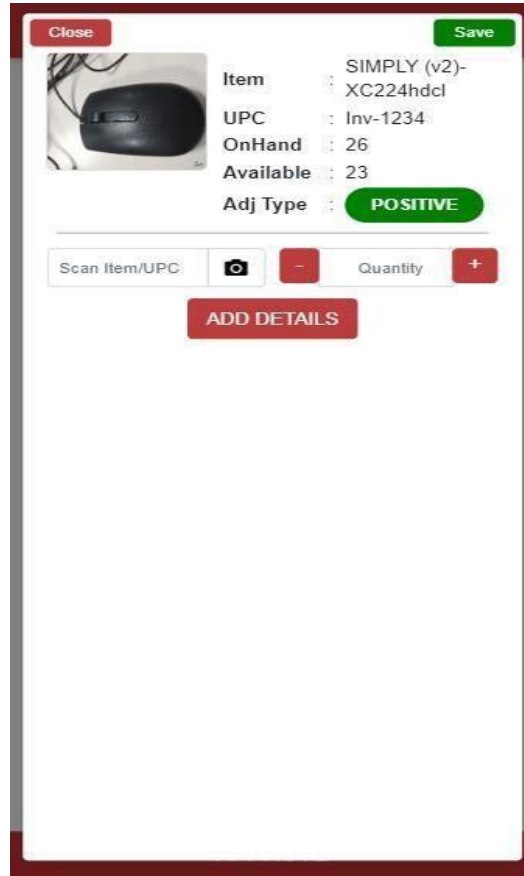
APPROVE

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3. Upon scanning the item, the Item details are displayed.

By default, the page displays the option to perform a positive adjustment under the Adjustment Type.



The screenshot shows a mobile application interface for item details. At the top, there are 'Close' and 'Save' buttons. Below them is a section for item information: a small image of a black mouse, the item name 'SIMPLY (v2)-XC224hdcl', the UPC 'Inv-1234', 'OnHand' value of 26, and 'Available' value of 23. The 'Adj Type' is set to 'POSITIVE' in a green button. Below this is a section for scanning and quantity: a 'Scan Item/UPC' button with a camera icon, a minus sign button, a 'Quantity' label, and a plus sign button. At the bottom is a red 'ADD DETAILS' button.

4. Click **Positive** to change the adjustment type to Negative.

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5. To create positive and negative adjustments from WMS, follow the steps given below.

*To create Positive Adjustment from WMS:*

Configure Inventory based on Item Type:

For Bin-enabled Serialized Inventory Items:

- i. Scan the Serial number.
- ii. Scan/Select the bin.
- iii. As the Serial number is unique, by default it displays adjust quantity as 1.
- iv. Click **Add Details**.

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Close Save

No image available

Item : AF-35/50  
 UPC : 170823-CO1004  
 Pref. Bin : L4  
 OnHand : 24  
 Available : 24  
 Adj Type : POSITIVE

Scan Serial Number Select Bin

- Quantity +

ADD DETAILS

For Bin-enabled Inventory Items:

- i. Scan the UPC/Item Name.
- ii. Scan the Bin.
- iii. Enter the quantity to adjust.
- iv. Click **Add Details**.

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Close Save

Item : \*GRAPHICS  
UPC : invb-123  
Pref. Bin :  
OnHand : 21  
Available : 18  
Adj Type : POSITIVE

Scan Item/UPC Select Bin

Quantity

ADD DETAILS

Bin Number : A1D  
Quantity : 2

For Only Inventory Items:

- i. Scan the UPC/Name.
- ii. Enter the quantity to adjust.
- iii. Click **Add Details**.

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Close Save

Item: SIMPLY (v2)-XC224hdc

UPC: Inv-1234

OnHand: 25

Available: 22

Adj Type: POSITIVE

Scan Item/UPC [Camera Icon] - Quantity +

ADD DETAILS

Quantity: 2

For Only Serial Items without Bin:

- i. Scan the Serial Number.
- ii. Since Serial number is unique, by default will display adjust quantity as 1.
- iii. Click **Add Details**.

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*To create Negative Adjustment from WMS:*

Change the adjustment type to Negative to create Negative Adjustments from WMS.  
Configure the inventory based on item type:

For Bin-enabled Serial Items:


- i. Scan or select the Serial number from the list.
- ii. Upon scanning or selecting the Serial number, the Bin number and quantity will be auto populated and added as card.
- iii. As serialized quantity is always 1, there's no **Add Details** button.

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Close

Save



Item : AF-35/50  
UPC : 170823-CO1004  
Pref. Bin : L4  
OnHand : 23  
Available : 23  
Adj Type : **NEGATIVE**



Serial Number : AF0003  
Bin Number : A1D  
Quantity : 1

For Bin Inventory Items:

1. Scan the UPC/Item Name.
2. Scan the Bin.
3. Upon scanning the bin, the associated bin available quantity will be auto populated.
4. Enter the quantity to adjust.
5. Click **Add Details**.

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Close Save

Item : \*GRAPHICS  
UPC : invb-123  
Pref. Bin :  
OnHand : 20  
Available : 17  
Adj Type : **NEGATIVE**

Scan Item/UPC

Select Bin Avl Qty

Quantity

**ADD DETAILS**


For only Inventory Items:


- i. Scan the UPC/Item Name.
- ii. Upon scanning the UPC, the available quantity is added automatically.
- iii. Enter the quantity to adjust.
- iv. Click **Add Details**.



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Close Save


 Item : SIMPLY (v2)-XC224hdcl  
 UPC : Inv-1234  
 OnHand : 25  
 Available : 22  
 Adj Type : **NEGATIVE**

Scan Item/UPC: 

Avl Qty  Quantity 

**ADD DETAILS**

Quantity : 2 

For Only Serial Items without Bin:

- i. Scan/Enter/Select (from the List) the serial number.
- ii. Upon scanning the serial number, quantity will be added automatically and added as a card.
- iii. As serialized quantity is always 1, there's no **Add Details** button.

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Close Save

Item : ARF-23-H  
UPC : Ser-12345  
OnHand : 35  
Available : 35  
Adj Type : **NEGATIVE**

Scan Serial Number

Serial Number : ARF001  
Quantity : 1

6. Users also have the option to delete the scanned Item configuration.

Close Save

Item : ARF-23-H  
UPC : Ser-12345  
OnHand : 35  
Available : 35  
Adj Type : **NEGATIVE**

Scan Serial Number

Serial Number : ARF001  
Quantity : 1

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7. Once the inventory is configured, click **Save**.

Close Save

Item : ARF-23-H  
UPC : Ser-12345  
OnHand : 35  
Available : 35  
Adj Type : NEGATIVE

Scan Serial Number

Serial Number	: ARF001
Quantity	: 1

8. Upon clicking **Save**, the configured inventory and adjusted quantity is displayed as shown below.

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←

INVENTORY ADJUSTMENTS

⏻

📍

Langhorne

Scan item / UPC

📷

Search item

🔍

BackUp ID: WMSTRN00000075

Item Count: 1

Item	: ARF-23-H
On Hand	: 35
Adj Qty	: -1
New Qty	: 34

APPROVE

- Scan all the items for which you need to adjust the quantity and configure the inventory for each item based on the above steps.

←

INVENTORY ADJUSTMENTS

⏻

📍

Langhorne

Scan item / UPC

📷

Search item

🔍

BackUp ID: WMSTRN00000075

Item Count: 4

Item	: ARF-23-H
On Hand	: 35
Adj Qty	: -1
New Qty	: 34

Item	: SIMPLY (v2)-XC224hdcl
On Hand	: 25
Adj Qty	: 3
New Qty	: 28

Item	: AF-35/50
On Hand	: 22
Adj Qty	: 1
New Qty	: 23

Item	: *GRAPHICS
On Hand	: 20
Adj Qty	: 2
New Qty	: 22

APPROVE

- Users also have an option to view the configured data by scanning an item and

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reconfiguring it before clicking **Submit**.

11. Once inventory is configured for all the items, click **Approve**.
12. Upon clicking **Approve**, a backup record is created in NetSuite.
13. Managers can review the backup records created and approve/reject them.
14. An Inventory adjustment is created in NetSuite from the WMS, and the user is sent an acknowledgment.

ORACLE NETSUITE | SANDBOX | NORDON

Search

Help Feedback

Nayudu, Mounikasree  
Nordon LLC - Administrator

Activities J.P. Morgan RF-SMART Transactions Lists Reports Analytics Documents Setup Customization Commerce Planning & Budgeting

NST|SWMS|V3|BackupTransactions

WMSTRN00000004

Edit Back **Approve** Reject

Actions StickyNotes New: [ ] [ ] [ ]

ID: WMSTRN00000004

TRANSTYPE: Inventory Adjustments

CREATED FROM TRANSACTION

INACTIVE

REFERENCE TRANSACTION

NST|SWMS|V3|STATUS: Pending Approval

LOCATION: Langhorne

CREATED BY: Nayudu, Mounikasree

ACCOUNT: 50018 COS: Parts Inventory Count Adjustments

Notes Files Workflow Items

NST|SWMS|V3|BackupTransaction Items

VIEW: NST|SWMS|V3|BACKUPTRANSACTION ITEMS

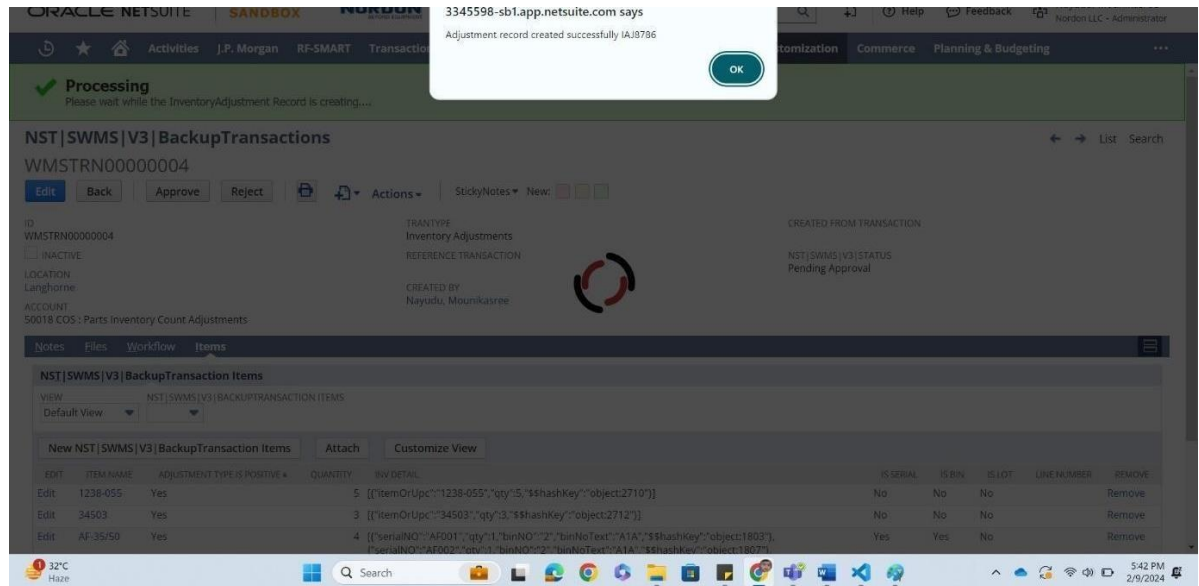
Default View

New NST|SWMS|V3|BackupTransaction Items Attach Customize View

EDIT	ITEM NAME	ADJUSTMENT TYPE IS POSITIVE	QUANTITY	INV DETAIL	IS SERIAL	IS BIN	IS LOT	LINE NUMBER	REMOVE
Edit	1238-055	Yes	5	["ItemOrUpc":"1238-055","qty":5,"\$hashKey":"object:2710"]	No	No	No		Remove
Edit	34503	Yes	3	["ItemOrUpc":"34503","qty":3,"\$hashKey":"object:2712"]	No	No	No		Remove
Edit	AF-35/50	Yes	4	["serialNO":"AF001","qty":1,"binNO":"2","binNoText":"A1A","\$hashKey":"object:1803"], ["serialNO":"AF002","qty":1,"binNO":"2","binNoText":"A1A","\$hashKey":"object:1807"], ["serialNO":"AF003","qty":1,"binNO":"3","binNoText":"A1B","\$hashKey":"object:1807"]	Yes	Yes	No		Remove
Edit	*GRAPHICS	Yes	2	["ItemOrUpc":"*GRAPHICS","binNO":"2","binNoText":"A1A","qty":2,"\$hashKey":"object:927"]	No	Yes	No		Remove
Edit	ARF-23-H	Yes	5	["serialNO":"ARF001","qty":1,"\$hashKey":"object:1822"]	Yes	No	No		Remove

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## Create Count Record

### Description:

- Inventory Count is used to count the items physically.
- When this feature is enabled in NetSuite, we can enter regular periodic counts of on-hand item quantities to maintain inventory accuracy.
- Keeping an accurate item count can help reduce required safety stock, which lowers your overhead costs.

### Procedure:

1. Go to the Create Count Record page.

CREATE COUNT RECORD

Langhorne

Scan Item / UPC

**Adj Account :** 50017 COS : Equipment  
 Inventory Count Adjustments

**BackUp ID :**

**Item Count :** 0

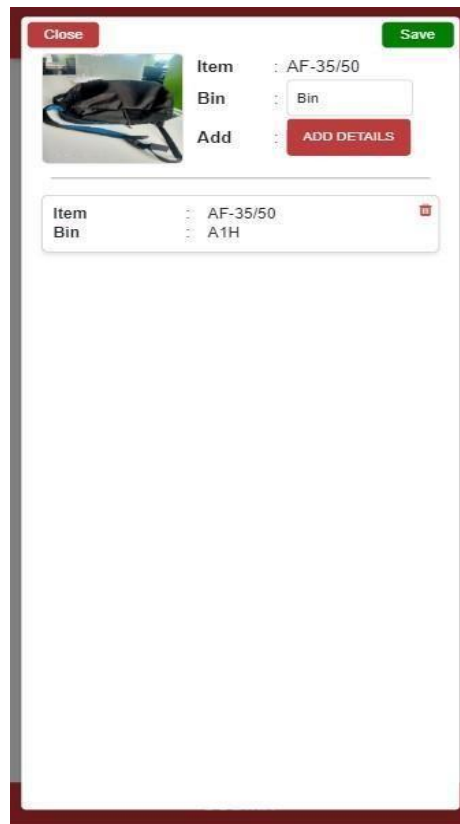
SUBMIT

2. Location is displayed based on the selection from the home screen.
3. By Default, Adjustment Account will be taken from Setup record.
4. Scan the Item to count.

For Bin enabled Items,

1. Select the Bin which you want to count for and click on **Add Details** to add it to the card.





Item	Bin
AF-35/50	A1H

2. Add the bins which you want to count for and click **Save**.
3. Upon saving, item cards along with bin are added to the main screen.

For Inventory Items,

1. Scan the Items.
2. On scan of item, card is added to the main screen instead of opening a pop-up.
3. After all the Items to be counted are scanned, click Submit, to create Inventory Count Record in NetSuite.
4. Inventory count record status is changed to Started.

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Inventory Count OPEN

ICT78

[Edit](#) [Back](#) [Start Count](#) [Actions](#) [StickyNotes](#) [New](#) [New](#) [New](#)

BEFORE STARTING THE COUNT, COMPLETE ANY PENDING TRANSACTIONS THAT AFFECT THE INVENTORY OF THE LISTED ITEMS.

TRANSACTION NUMBER  
ICT78

LOCATION  
Langhorne

DEPARTMENT

CLASS

REF. NO.  
ICT78

DATE  
2/16/2024

ACCOUNT  
50017 COS : Equipment Inventory Count Adjustments

MEMO  
WMS V3 TRANSACTION CREATED BY  
Nayudu, Mounikasree

Items	History	Workflow	Custom	GL Impact	NS WMS	Pacejet
ITEM			BIN		UNITS	COUNT QUANTITY
AF-35/50			A1H		Each	1,263.55190476
*GRAPHICS			B1D		Each	42.41727273
SIMPLY (v2)-XC224hdd					Each	10.14
ARF-23-H					Each	1,353.316

[Edit](#) [Back](#) [Start Count](#) [Actions](#)

Inventory Count STARTED

ICT78

[Edit](#) [Back](#) [Complete Count](#) [Actions](#) [StickyNotes](#) [New](#) [New](#) [New](#)

TRANSACTION NUMBER  
ICT78

LOCATION  
Langhorne

DEPARTMENT

DATE  
2/16/2024

ACCOUNT  
50017 COS : Equipment Inventory Count Adjustments

MEMO

CLASS

REF. NO.  
ICT78

WMS V3 TRANSACTION CREATED BY  
Nayudu, Mounikasree

Items	History	Workflow	Custom	GL Impact	NS WMS	Pacejet
ITEM			BIN		UNITS	COUNT QUANTITY
AF-35/50			A1H		Each	1,263.55190476
*GRAPHICS			B1D		Each	42.41727273
SIMPLY (v2)-XC224hdd					Each	10.14
ARF-23-H					Each	1,353.316

[Edit](#) [Back](#) [Complete Count](#) [Actions](#)

- Users will start manual counting of Items in warehouse using Inventory Count List module.

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## Inventory Count List

### **Description:**

To configure the items for which the count records had started the process, use an "Inventory Count List."

### *Procedure:*

1. Go to the Inventory Count List page.
2. Location is displayed based on the selection in Home Screen.
3. By Default, the page displays all the inventory count records which are in Started status.

**INVENTORY COUNT LIST**

📍 Langhorne

Count No.	: ICT76	<input type="radio"/>
Date	: 2/8/2024	
Count No.	: ICT78	<input checked="" type="radio"/>
Date	: 2/16/2024	

**NEXT**

4. Select the card and click **Next** to configure the Inventory.
5. Go to the configure Count Record Screen.

#### Confidentiality Statement

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6. Items in the count record are displayed along with Bin and Quantity.

←
CONFIGURE COUNT RECORD
⏻

📍 Langhorne

Count ID : ICT78

Adj Account : 50017

COS : Equipment

Inventory Count

Adjustments

BackUp ID :

Item Name : AF-35/50

Bin Name : A1H

Quantity : 0

Item Name : \*GRAPHICS

Bin Name : B1D

Quantity : 0

Item Name : SIMPLY (v2)-XC224hdcl

Bin Name : -none-

Quantity : 0

Item Name : ARF-23-H

Bin Name : -none-

Quantity : 0

APPROVE

7. Click on the Item Card to configure the inventory.
8. Upon clicking on an item, item details are displayed.

Close
Save

Count ID : ICT78

Item Name : AF-35/50

Quantity : 0

📷

AdjQty
ADD DETAILS

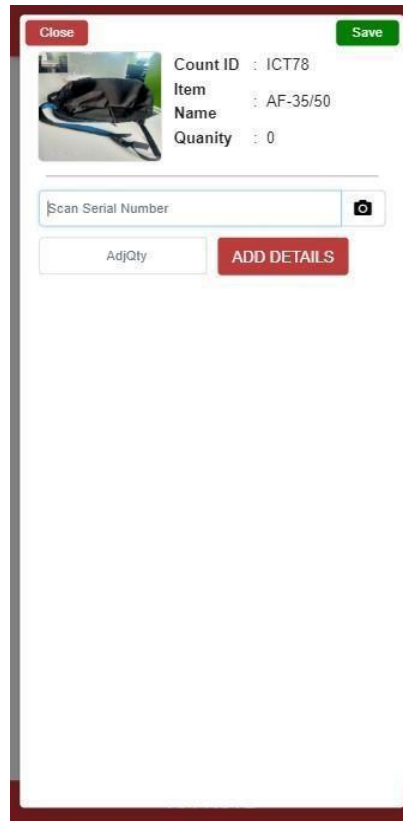
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Configure the inventory of items based on item type.

For Serialized items,

- i. Scan the serial numbers which user had manually counted.
- ii. Enter the qty counted which is in bin/without bin.
- iii. Click **Add Details**.



The screenshot shows a mobile application interface for adding details for a serialized item. At the top, there are 'Close' and 'Save' buttons. Below them, a small image of a black bag is displayed. To the right of the image, the following information is shown: 'Count ID : ICT78', 'Item Name : AF-35/50', and 'Quantity : 0'. Below this information, there is a text input field labeled 'Scan Serial Number' with a camera icon to its right. At the bottom, there are two buttons: 'AdjQty' and 'ADD DETAILS'.

For Inventory Items,

- i. Scan the UPC/Name
- ii. Enter the qty counted which is in bin/without bin.
- iii. Click **Add Details**.

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Close Save

Count ID : ICT78  
Item Name : \*GRAPHICS  
Quantity : 50

Scan Item/UPC

AdjQty ADD DETAILS

Quantity : 50

1. Once the inventory is configured for the item, click **Save**.
2. Upon saving, counted quantity is displayed as shown below.

← CONFIGURE COUNT RECORD →

Langhorne Adj Account : 50017  
COS : Equipment  
Inventory Count  
Adjustments

Count ID : ICT78 BackUp ID : WMSTRN00000225

Item Name	: AF-35/50
Bin Name	: A1H
Quantity	: 0
Item Name	: *GRAPHICS
Bin Name	: B1D
Quantity	: 50
Item Name	: SIMPLY (v2)-XC224hdcl
Bin Name	: -none-
Quantity	: 30
Item Name	: ARF-23-H
Bin Name	: -none-
Quantity	: 0

APPROVE

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3. Users also have an option to view the configured data by clicking on item card and reconfigure it if required.
4. Users can partially/fully count the items in count record.
5. Once all the To be Counted Items are configured, click **Approve**.
6. Upon clicking **Approve**, quantity is updated in Inventory count Record in NetSuite.

**Inventory Count** ICT78 STARTED

[Edit](#) [Back](#) [Complete Count](#) [Actions](#) StickyNotes New

TRANSACTION NUMBER: ICT78  
 LOCATION: Langhorne  
 DEPARTMENT:  
 CLASS:  
 REF. NO.: ICT78

DATE: 2/16/2024  
 ACCOUNT: 50017 COS : Equipment Inventory Count Adjustments  
 MEMO:  
 WMS V3 TRANSACTION CREATED BY: Nayudu, Mounikasree

ITEM	BIN	UNITS	COUNT QUANTITY	COUNT DETAIL	RATE	MEMO
AF-35/50	A1H	Each			1,263.55190476	
*GRAPHICS	B1D	Each	50		42.41727273	
SIMPLY (v2)-XC224hdc		Each	30		10.14	
ARF-23-H		Each			1,353.316	

[Edit](#) [Back](#) [Complete Count](#) [Actions](#)

7. The managers check the counted items.
8. If the counted quantity is accurate, click Complete Count in NetSuite and approve the record.

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ICT78 **COMPLETED/PENDING APPROVAL**

[Edit](#)
[Back](#)
[Approve](#)
[Reject](#)
[Actions](#)
StickyNotes New: ■ ■ ■

TRANSACTION NUMBER: ICT78 DATE: 2/16/2024

LOCATION: Langhorne ACCOUNT: 50017 COS : Equipment Inventory Count Adjustments

DEPARTMENT: MEMO:

CLASS: WMS V3 TRANSACTION CREATED BY: Nayudu, Mounikasree

REF. NO.: ICT78

ITEM	BIN	UNITS	SNAPSHOT QUANTITY	SNAPSHOT DETAIL	COUNT QUANTITY	COUNT DETAIL	ADJUSTED QUANTITY	VARIANCE DETAIL	RATE	MEMO
AF-35/SO	A1H	Each	0						1,263.55190476	
*GRAPHICS	B1D	Each	0		50		50		42.41727273	
SIMPLY (v2)-XC224hdc		Each	21		30		9		10.14	
ARF-23-H		Each	25	View					1,353.316	

[Edit](#)
[Back](#)
[Approve](#)
[Reject](#)
[Actions](#)

Inventory Count List Search

ICT78 **STARTED**

[Edit](#)
[Back](#)
[Complete Count](#)
[Actions](#)
StickyNotes New: ■ ■ ■

TRANSACTION NUMBER: ICT78 DATE: 2/16/2024

LOCATION: Langhorne ACCOUNT: 50017 COS : Equipment Inventory Count Adjustments

DEPARTMENT: MEMO:

CLASS: WMS V3 TRANSACTION CREATED BY: Nayudu, Mounikasree

REF. NO.: ICT78

ITEM	BIN	UNITS	COUNT QUANTITY	COUNT DETAIL	RATE	MEMO
AF-35/SO	A1H	Each			1,263.55190476	
*GRAPHICS	B1D	Each	50		42.41727273	
SIMPLY (v2)-XC224hdc		Each	30		10.14	
ARF-23-H		Each			1,353.316	

[Edit](#)
[Back](#)
[Complete Count](#)
[Actions](#)

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Inventory Count ICT78 COMPLETED/PENDING APPROVAL

[Edit](#) [Back](#) [Approve](#) [Reject](#) [Actions](#) [StickyNotes](#) [New](#) [New](#) [New](#)

TRANSACTION NUMBER: ICT78  
 DATE: 2/16/2024  
 LOCATION: Langhorne  
 ACCOUNT: 50017 COS : Equipment Inventory Count Adjustments  
 DEPARTMENT: MEMO  
 CLASS: WMS V3 TRANSACTION CREATED BY: Nayudu, Mounikasree  
 REF. NO.: ICT78

ITEM	BIN	UNITS	SNAPSHOT QUANTITY	SNAPSHOT DETAIL	COUNT QUANTITY	COUNT DETAIL	ADJUSTED QUANTITY	VARIANCE DETAIL	RATE	MEMO
AF-35/50	A1H	Each	0						1,263.55190476	
*GRAPHICS	B1D	Each	0		50		50		42.41727273	
SIMPLY (v2)-XC224hdd		Each	21		30		9		10.14	
ARF-23-H		Each	25	View					1,353.316	

[Edit](#) [Back](#) [Approve](#) [Reject](#) [Actions](#)

9. Once the Inventory Count record is approved, Quantity is updated in Item Record.

Inventory Count ICT78 APPROVED

[Edit](#) [Back](#) [Actions](#) [StickyNotes](#) [New](#) [New](#) [New](#)

TRANSACTION NUMBER: ICT78  
 DATE: 2/16/2024  
 LOCATION: Langhorne  
 ACCOUNT: 50017 COS : Equipment Inventory Count Adjustments  
 DEPARTMENT: MEMO  
 CLASS: WMS V3 TRANSACTION CREATED BY: Nayudu, Mounikasree  
 REF. NO.: ICT78

ITEM	BIN	UNITS	SNAPSHOT QUANTITY	SNAPSHOT DETAIL	COUNT QUANTITY	COUNT DETAIL	ADJUSTED QUANTITY	VARIANCE DETAIL	RATE	MEMO
AF-35/50	A1H	Each	0						1,263.55190476	
*GRAPHICS	B1D	Each	0		50		50		42.41727273	
SIMPLY (v2)-XC224hdd		Each	21		30		9		10.14	
ARF-23-H		Each	25	View					1,353.316	

[Edit](#) [Back](#) [Actions](#)

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Inventory Item

\*GRAPHICS

Primary Information

ITEM NAME/NUMBER *GRAPHICS	UNITS TYPE Each	SUBITEM OF
UPC CODE Invb-123	PRIMARY STOCK UNIT Each	MEMO
DISPLAY NAME/CODE *GRAPHICS	PRIMARY PURCHASE UNIT Each	MFG WARRANTY
VENDOR NAME/CODE *GRAPHICS	PRIMARY SALE UNIT Each	

Classification

DEPARTMENT	LOCATION	ITEM PROCESS FAMILY
CLASS Accessories - Graphics		
MANUFACTURER (PG LIST) Misc. - Accessories	AMERICAN RANGE PREFERRED PRICING	PALLET QTY
MFG Misc. Parts	REPORT CLASS Accessories	WMS IMAGE
DECALING ITEM	SPECIAL BUY	
IMPERIAL PREFERRED PRICING	SNC PRODUCT	

Purchasing/Inventory Sales / Pricing Accounting Web Store Related Records Communication Preferences System Information Custom Inventory Detail RE-SMART Landed Cost Templates

VIEW: Bin On Hand LOCATION: - All -

Customize View

BIN NUMBER	ON HAND	AVAILABLE
ATA	4	0
B1D	50	50
Ctn1A	2	2
DW1	2	2
FA1	1	1
Picked-14-80206	2	2
Picked-17-80205	2	0
Picked-92-84569	1	1
Setup-1	5	5

Edit Back Print Label Actions

## Create Inventory Transfer

### **Description:**

Create Inventory Transfer is used to transfer the quantity from one location to another location. An Inventory Transfer record is created in NetSuite from WMS.

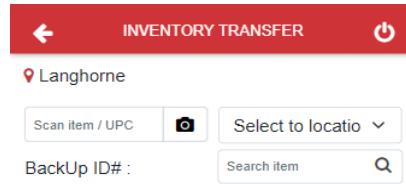
Using this module, inventory is transferred immediately from one location to another!

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*Procedure:*

1. Go to the Create Inventory Transfer page.
2. By Default, the page displays the location selected in home screen.




3. Scan the Item Name/UPC/Serial Number.
4. Configure the Item inventory based on Item type.

For Bin-enabled Serial Items:


- i. Scan/ Select (From List) the Serial number.
- ii. Upon scanning the Serial number, associated Bin number and quantity are added automatically.
- iii. As serialized quantity is always 1, both the from bin quantity and quantity to transfer are 1.

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Close

Save



Item

: AF-35/50

UPC

: 170823-CO1004

Pref. Bin

: -none-


On Hand

: 23

Avl Qty

: 23

210728-FO065



L4

To Bin

1

1

ADD DETAILS

- i. Select To Bin and click Add Details. Here the To Bin list would be the list of bins in To location.

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Close Save

Item : AF-35/50  
 UPC : 170823-CO1004  
 Pref. Bin : -none-  
 On Hand : 23  
 Avl Qty : 23

Scan Serial Number

From Bin To Bin

AvlQty AdjQty

ADD DETAILS

Serial Number : 210728-FO065  
 From Bin : L4  
 To Bin : Picked-14-80207  
 Avl Qty : 1  
 Adj Qty : 1

For Bin Inventory Items:


- i. Scan the UPC/Item Name
- ii. Scan/Select the From Bin.
- iii. Upon scanning the bin, the associated bin available quantity will be auto populated.
- iv. Scan/Select the To Bin.
- v. Enter the quantity to transfer.
- vi. Click **Add Details**.

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Close

Save



Item : \*GRAPHICS  
UPC : invb-123  
Pref. Bin : -none-  
On Hand : 16  
Avl Qty : 12

From Bin

To Bin

AvlQty

AdjQty

ADD DETAILS

From Bin

To Bin

Avl Qty

Adj Qty

Receiving\_Staging

Picked-14-80206

2

2

For only Inventory Items:

- i. Scan the UPC/Item Name.
- ii. Upon scanning the UPC, the available quantity will be auto populated.
- iii. Enter the quantity to adjust.
- iv. Click **Add Details**.

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Close Save

Item : SIMPLY (v2)-XC224hdc

UPC : Inv-1234

On Hand : 26

Avl Qty : 24

Scan Item/UPC

AvlQty AdjQty

ADD DETAILS

Avl Qty	24
Adj Qty	3

For Only Serial Items without Bin:

- i. Scan/Enter/Select (From list) the serial number.
- ii. Upon scanning the serial number, both from quantity and transfer quantity will be auto populated as 1, since serialized quantity is always 1.
- iii. Click **Add Details** to configure the inventory.

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Close Save

Item : ARF-23-H  
UPC : Ser-12345  
On Hand : 27  
Avl Qty : 33

Scan Serial Number

AvlQty AdjQty

ADD DETAILS

Serial Number	8102519001	
Avl Qty	1	
Adj Qty	1	

5. Repeat the above steps until quantity to transfer is moved from From Location to To Location for each item.
6. Users also have the option to delete the scanned Item configuration.

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Close Save

Item : ARF-23-H  
UPC : Ser-12345  
On Hand : 27  
Avl Qty : 33

Scan Serial Number

AvlQty AdjQty

ADD DETAILS

Serial Number	8102519001
Avl Qty	1
Adj Qty	1

7. Click **Save** to configure the item quantity.
8. On clicking **Save**, configured item is added to main screen.
9. Repeat the above steps until all the items to be transferred are configured from one location to another location.
10. Click **Submit**.
11. On clicking **Submit**, inventory transfer is created in NetSuite and quantity is transferred from From Location to To location.

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# RECEIVING

## **Description:**

This module allows users to receive the items from vendor and creates Item Receipts for PO, TO and RMA from the application.

Receiving an order can be done in two ways.

- a) One Step Receiving- Receive the items directly to the Bins.
- b) Two Way Receiving – Receive the items to stage dock first and then move to the original bins.

## **Receive List**

## **Description:**

- Receive list is used to view the list of orders to be received in the selected location.
- We can filter the orders within the selected date range.

## **Procedure:**

1. Go to the Receive List page.
2. By default, the page displays all the orders which are to be received.

**RECEIVE LIST**

Langhorne

All Scan order

From : To :  
mm/dd/yyyy mm/dd/yyyy Search

Order Number	: PRO12526	<input type="radio"/>
Vendor	: CUSTOM STORAGE - LANGHORNE	
Date	: 3/12/2018	
Order Number	: PRO25950	<input type="radio"/>
Vendor	: Test Vendor One	
Date	: 3/6/2019	
Order Number	: RMA3892	<input type="radio"/>
Vendor	: - None -	
Date	: 11/21/2019	
Order Number	: RMA3960	<input type="radio"/>
Vendor	: - None -	
Date	: 1/7/2020	
Order Number	: RMA4005	<input type="radio"/>
Vendor	: - None -	
Date	: 1/27/2020	

**RECEIVE**

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3. Select the transaction type to view the only particular transaction list.
4. Select the From and To Dates to get the orders within the selected date range.

The screenshot displays a web application interface for a 'RECEIVE LIST'. At the top, a red header bar contains a back arrow, the title 'RECEIVE LIST', and a power icon. Below the header, the location 'Langhorne' is indicated with a red location pin icon. A filter section includes a dropdown menu set to 'All', a 'Scan order' button with a camera icon, and a date range selector. The date range selector is highlighted with a red box and contains 'From : 05/07/2024', 'To : 05/16/2024', and a 'Search' button. Below this, a white box displays order details: 'Order Number : PRO25956', 'Vendor : NETSCORE TECHNOLOGIES', and 'Date : 5/9/2024'.

A single red rectangular button with the word 'RECEIVE' in white capital letters.

5. Users also had an option to scan the order for receiving.

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← RECEIVE LIST →

📍 Langhorne

All Scan order 📷

From : To :  
mm/dd/yyyy mm/dd/yyyy Search

Order Number	: PRO12526	<input type="radio"/>
Vendor	: CUSTOM STORAGE - LANGHORNE	
Date	: 3/12/2018	
Order Number	: PRO25950	<input type="radio"/>
Vendor	: Test Vendor One	
Date	: 3/6/2019	
Order Number	: RMA3892	<input type="radio"/>
Vendor	: - None -	
Date	: 11/21/2019	
Order Number	: RMA3960	<input type="radio"/>
Vendor	: - None -	
Date	: 1/7/2020	
Order Number	: RMA4005	<input type="radio"/>
Vendor	: - None -	
Date	: 1/27/2020	



RECEIVE


6. To receive the orders from the list, select the order and click on Receive. It will be redirected to another screen to receive the items.
7. Based on transaction type, it will redirect to the screen below.


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8. If Transaction type is PO, it will redirect to Receive Order screen.

 **RECEIVE ORDER** 

 Langhorne

PRO12526 

Scan Item 

Order No : PRO12526

Backup Rec :

Vendor Name : CUSTOM STORAGE -  
LANGHORNE

Item : SIMPLY (v2)-XC224hdcI  
Quantity : 5  
Received Qty : 0



Item : ARF-23-H  
Quantity : 5  
Received Qty : 0


**SUBMIT**


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9. If Transaction type is TO, it will redirect to Receive Transfer Order screen.

 **RECEIVE TRANSFER ORDER** 

 Langhorne

Scan Item 

TRO992 

Order No : TRO992

Backup Rec :



Item	:	ARF-23-H
Quantity	:	1
Received Qty	:	

SUBMIT


10. If Transaction type is RMA, it will redirect to Receive RMA screen.

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RECEIVE RMA


📍 Langhorne



BackUp ID:

RA # : RMA3892  
Created from # : INV87063  
Item name : KDS-12  
Display name : KDS-12  
Qty to receive : 1  
Receiving qty : 0

RECEIVE

11. Orders will be auto populated, and its items will be displayed.

## Receive Order

1. If you want to scan the purchase order instead of selecting from list, use the receive order screen.
2. Scan the purchase order.
3. On scan of order, its items will be populated.

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←

RECEIVE ORDER

⏻

📍

Langhorne

PRO12526

📷

Scan Item

📷

Order No : PRO12526

Backup Rec :

Vendor Name : CUSTOM STORAGE -  
LANGHORNE

Item	:	SIMPLY (v2)-XC224hdd
Quantity	:	5
Received Qty	:	0

Item	:	AF-35/50
Quantity	:	1
Received Qty	:	0

Item	:	*GRAPHICS
Quantity	:	2
Received Qty	:	0

Item	:	ARF-23-H
Quantity	:	6
Received Qty	:	0

SUBMIT

4. Scan the items to receive the order.
5. Configure the inventory based on the Item Type.
6. For Bin Enabled items, users don't need to select the Bin. Since we are receiving the items to "Stage bin."

For Bin-enabled Serial Items:

- i. Scan the Serial number.
- ii. Upon scanning the Serial number, the Bin number and quantity will be auto populated.
- iii. Since serialized quantity is always 1.
- iv. Click **Add Details**.

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Close Save

Item : AF-35/50  
UPC : 170823-CO1004  
Pref. Bin :  
Order Qty : 1

Scan Serial Number

Select Bin Qty

ADD DETAILS

Serial Number : TEST\_001  
Bin Number : Receiving\_Staging  
Quantity : 1

**For Bin Inventory Items:**

- i. Scan the UPC/Item Name.
- ii. Upon scanning the UPC, the available quantity will be auto populated.
- iii. Enter the quantity to adjust.

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1. Click **Add Details**.

The screenshot shows a mobile application interface with a red border. At the top, there are two buttons: "Close" (red) and "Save" (green). Below these, there is a section with a keyboard image and the following fields: "Item" with value "\*GRAPHICS", "UPC" with value "invb-123", "Pref. Bin" (empty), and "Order Qty" with value "2". Below this is a "Scan Item/UPC" field with a camera icon. Underneath is a "Select Bin" button and a "Qty" field. A prominent red "ADD DETAILS" button is centered. At the bottom, there is a summary box showing "Bin Number" as "Receiving\_Staging" and "Quantity" as "1", with a red trash icon to the right.

For Only Serial Items without Bin:

- i. Scan/Enter serial number.
- ii. Upon scanning the serial number, quantity will be auto populated.
- iii. Since serialized quantity is always 1.
- iv. Click **Add Details**.

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Close Save

Item : ARF-23-H  
UPC : Ser-12345  
Order Qty : 6

Scan Serial Number

Qty ADD DETAILS

Serial Number : arf-23-H\_001  
Quantity : 1

For Only Inventory items:

- i. Scan/Enter Item Name/ UPC.
- ii. Enter the quantity to receive.
- iii. Click on **Add Details**.

Close Save

Item : SIMPLY (v2)-XC224hdcl  
UPC : Inv-1234  
Order Qty : 5

Scan Item/UPC

Qty ADD DETAILS

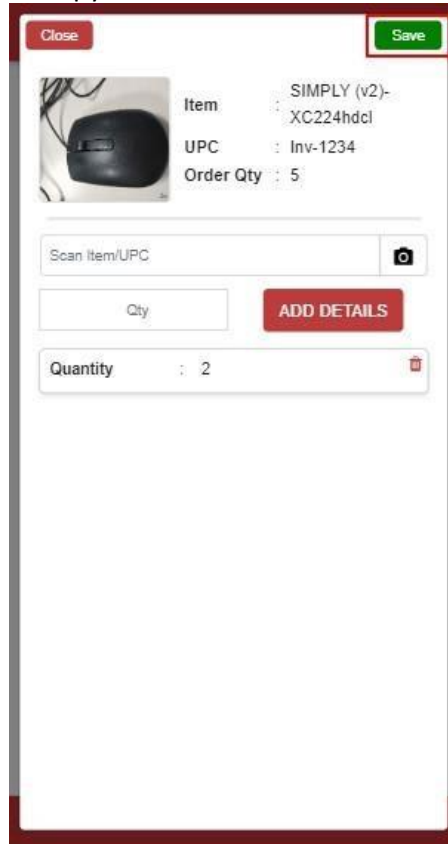
Quantity : 2

5. Users also have the option to delete the scanned Item configuration.

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6. Click **Save** to configure the item qty.



The screenshot shows a mobile application interface for configuring an item. At the top, there are two buttons: "Close" (red) and "Save" (green). Below these, there is a section for item details. On the left, there is a small image of a black computer mouse. To the right of the image, the following information is displayed: "Item : SIMPLY (v2)-XC224hdcl", "UPC : Inv-1234", and "Order Qty : 5". Below this section, there is a "Scan Item/UPC" input field with a camera icon to its right. Below the input field, there is a "Qty" input field and a red "ADD DETAILS" button. At the bottom, there is a "Quantity : 2" display with a trash icon to its right.

7. Repeat the above steps to Receive the items partially/fully.
8. Once all the items are received partially or fully click Submit.

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RECEIVE ORDER

📍 Langhorne

PRO12526

Scan Item

Order No : PRO12526

Backup Rec : WMSTRN00001151

Vendor Name : CUSTOM STORAGE -  
LANGHORNE

Item	: SIMPLY (v2)-XC224hdd
Quantity	: 5
Received Qty	: 2

Item	: AF-35/50
Quantity	: 1
Received Qty	: 1

Item	: *GRAPHICS
Quantity	: 2
Received Qty	: 1

Item	: ARF-23-H
Quantity	: 6
Received Qty	: 1

SUBMIT

- On clicking **Submit**, Item Receipt is created in NetSuite and the user is acknowledged of the same.

## Receive Transfer Order

- If you want to scan the transfer order instead of selecting from list, use the receive transfer order screen, and scan the order.
- On scan of Transfer Order to be received, its items will be populated.

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←

RECEIVE TRANSFER ORDER

⏻

📍

Langhorne

Scan Item

📷

TRO992

📷

Order No : TRO992

Backup Rec :

Item : AF-35/50

Quantity : 1

Received Qty :

Item : ARF-23-H

Quantity : 1

Received Qty :

Item : SIMPLY (v2)-XC224hdcl

Quantity : 1

Received Qty :

Item : \*GRAPHICS

Quantity : 1

Received Qty :

SUBMIT

3. Scan the items to receive the order.
4. Configure the inventory based on the Item Type.

For Bin-enabled Serial Items:

- i. Scan the Serial number.
- ii. Upon scanning the Serial number, the Bin number and quantity will be auto populated and added as a card.
- iii. Since serialized quantity is always 1.

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Close Save

Item : AF-35/50  
UPC : 170823-CO1004  
Pref. Bin :  
Order Qty : 1

Scan Serial Number

Receiving\_Staging 1

ADD DETAILS

Serial Number : 220603-FO077  
Bin Number : Receiving\_Staging  
Quantity : 1

For Bin Inventory Items:

- i. Scan the UPC/Item Name
- ii. Upon scanning UPC/Item Name, the bin quantity will be auto populated.
- iii. Enter the quantity to receive.

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1. Click **Add Details**.

Close Save

Item : \*GRAPHICS  
UPC : invb-123  
Pref. Bin :  
Order Qty : 1

\*GRAPHICS

Receiving\_Staging Quantity

**ADD DETAILS**

Bin Number : Receiving\_Staging  
Quantity : 1

For Only Serial Items without Bin:

- i. Scan/Enter serial number.
- ii. Upon scanning the serial number, quantity will be auto populated and added as a card.
- iii. Since serialized quantity is always 1.

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For Only Inventory items:

- i. Scan/Enter Item Name/ UPC.
- ii. Enter the quantity to receive.
- iii. Click on “Add Details” Button.


The screenshot shows a mobile application interface for adding item details. At the top, there are two buttons: "Close" (red) and "Save" (green). Below these, there is a section for item information. On the left, there is a small image of a black computer mouse. To the right of the image, the text "Item" is followed by "SIMPLY (v2)-XC224hdcl". Below this, "UPC" is followed by "Inv-1234". Below that, "Order Qty" is followed by "1". Below this section, there is a text input field containing "SIMPLY (v2)-XC224hdcl" and a camera icon to its right. Below the input field, there is a "Quantity" label and an input field. To the right of the input field is a red button labeled "ADD DETAILS". Below the "Quantity" input field, there is a "Quantity" label, a colon, the number "1", and a red trash can icon.


5. Users also have the option to delete the scanned Item configuration.
6. Click On Save to configure the item qty.

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Close Save


 Item : SIMPLY (v2)-XC224hdc1  
 UPC : Inv-1234  
 Order Qty : 1

SIMPLY (v2)-XC224hdc1 

Quantity ADD DETAILS

Quantity : 1 

7. Repeat the above steps to Receive the items partially/fully!
8. Once all the items are received partially or fully click on submit button.

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←

RECEIVE TRANSFER ORDER

⏻

📍

Langhorne

Scan Item

📷

TRO992

📷

Order No : TRO992

Backup Rec :

WMSTRN00001152

Item : AF-35/50

Quantity : 1

Received Qty : 1

Item : ARF-23-H

Quantity : 1

Received Qty : 1

Item : SIMPLY (v2)-XC224hdl

Quantity : 1

Received Qty : 1

Item : \*GRAPHICS

Quantity : 1

Received Qty : 1

SUBMIT

- On click of submit button, Item Receipt will be created and acknowledge the user.

## Receive Rma

- If you want to scan the RMA, instead of selecting from list, use the receive order RMA screen, and scan the order.
- On scan of order, its items will be populated.

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←

RECEIVE RMA

⏻

📍 Langhorne

RMA3892

📷

Select item

BackUp ID:

RA #

:

RMA3892

Created from #

:

INV87063

Item name

:

KDS-12

Display name

:

KDS-12

Qty to receive

:

1

Receiving qty

:

0

RA #

:

RMA3892

Created from #

:

Item name

:

AF-35/50

Display name

:

AF-35/50

Qty to receive

:

1

Receiving qty

:

0

RA #

:

RMA3892

Created from #

:

Item name

:

\*GRAPHICS

Display name

:

\*GRAPHICS

Qty to receive

:

2

Receiving qty

:

0

RA #

:

RMA3892

Created from #

:

Item name

:

SIMPLY (v2).XC224bdc

RECEIVE

3. Select the items to receive the order.
4. Configure the inventory based on the Item Type.

For Bin-enabled Serial Items:

- i. Scan the Serial number.
- ii. Upon scanning the Serial number, the Bin number and quantity will be auto populated.
- iii. Since serialized quantity is always 1.

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1. Click on the "Add Details" button.

Close Save

PO# : RMA3892  
 Item : AF-35/50 - A...  
 Order Qty : 1  
 Quantity : 1  
 Price :  
 Controlled : No

Scan Serial Number 1

Select bin

ADD DETAILS

Serial Number : test\_001  
 Bin Number : Receiving\_Staging  
 Quantity : 1

For Bin Inventory Items:

- i. Scan the UPC/Item Name.
- ii. Upon scanning the UPC, the available quantity and bin number will be auto populated.
- iii. Enter the quantity to adjust.

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4. Click the “Add Details” button.

Close Save

PO# : RMA3892

Item : \*GRAPHICS - More

Order Qty : 2

Quantity : 1

Price : No

Controlled : No

Quantity Select bin

ADD DETAILS

Bin Number	Receiving_Staging
Quantity	1

For Only Serial Items without Bin:

- i. Scan/Enter serial number.
- ii. Upon scanning the serial number, quantity will be auto populated.
- iii. Since serialized quantity is always 1.
- iv. Click on “Add Details” Button.

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Close Save

PO# : RMA3892  
 Item : ARF-23-H - A...  
 Order Qty : 1  
 Quantity : 1  
 Price : No  
 Controlled : No

Scan Serial Number 1

Select bin

**ADD DETAILS**

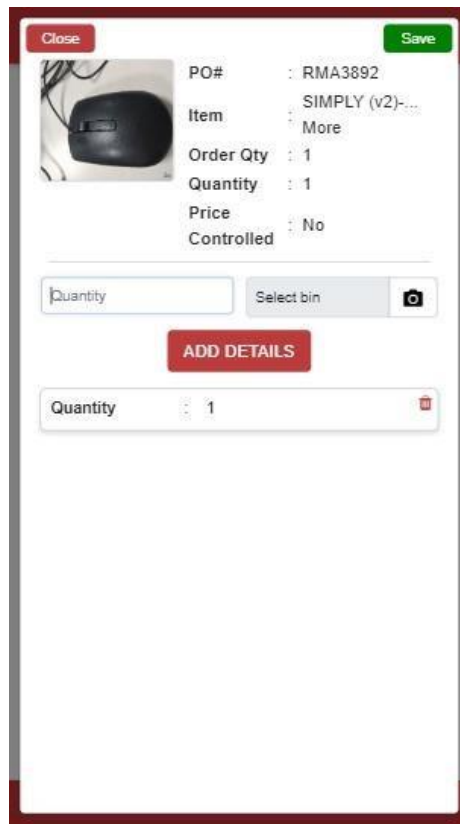
Serial Number : arf\_001  
 Quantity : 1

For Only Inventory items:

- i. Scan/Enter Item Name/ UPC.
- ii. Enter the quantity to receive.
- iii. Click on “Add Details” Button.

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The screenshot shows a mobile application interface for configuring an item. At the top, there are 'Close' and 'Save' buttons. Below them is a small image of a computer mouse. To the right of the image, the following details are displayed: PO# : RMA3892, Item : SIMPLY (v2)-..., Order Qty : 1, Quantity : 1, Price : No, and Controlled : No. Below these details, there is a 'Quantity' input field, a 'Select bin' button, and a camera icon. A red 'ADD DETAILS' button is positioned below the input fields. At the bottom, there is another 'Quantity' input field with the value '1' and a red delete icon.

5. Users also have the option to delete the scanned Item configuration.
6. Click On Save to configure the item qty.

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7. Repeat the above steps to Receive the items partially/fully!
8. Once all the items are received partially or fully click on submit button.

RA #	Created from #	Item name	Display name	Qty to receive	Receiving qty
RMA3892	INV87063	KDS-12	KDS-12	1	0
RMA3892	AF-35/50	AF-35/50	AF-35/50	1	1
RMA3892	*GRAPHICS	*GRAPHICS	*GRAPHICS	2	1
RMA3892	SIMPLY (v2)-...				

9. On click of Receive button, Item Receipt will be created and acknowledge the user.

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## Stage Bin Transfer

### **Description:**



Stage Bin Transfer screen is used to transfer the quantity from Stage bin (Receiving) to original bin within the location. Bin Transfer record will be created in NetSuite and quantity is transferred from stage bin to another bin.

### **Procedure:**


1. Go to the Stage Bin Transfer screen.
2. By default, the page displays the location selected in the home screen.
3. By default, the page displays the items available in Stage Bin.
4. Select The To Bin.
5. Users also have an option to search by Bin.

← STAGE BIN TRANSFER →

📍 Langhorne

To Bin  Scan item / UPC 

Stage Bin :  
Receiving\_Staging

Search To Bin 

To Bin :  
Item Count : 1  
Bin Transfer Id :

Item	: KM-350MAJ
Available Quantity	: 1
Transfer Quantity	: 0

SUBMIT

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6. Scan The items to do stage bin transfer.
7. Configure the inventory based on Item type:

For Bin-enabled Serial Items:


- i. Scan or Select the Serial number from the list.
- ii. Upon scanning or selecting the Serial number, the From Bin number (Receiving Stage Bin) and To Bin (Bin selected in main screen) and quantity are added automatically.
- iii. Click Add Details.
- iv. Users also have an option to transfer all the serial numbers and quantity by checking “Put Away All check box.

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Close

Save



Item : KM-350MAJ  
UPC : -none-  
Pref. Bin : -none-  
Available : 1  
Transfer Qty : 1  

Put Away : ☒

All

Stock Bins : 

Show

Select

Scan Serial Number

From Bin

To Bin

AvlQty

AdjQty

ADD DETAILS

Serial Number : 2020358

From Bin : Receiving\_Staging

To Bin : A1B


Avl Qty : 1

Transfer Qty : 1

1. To view the stock Bins, click **Show**.

Close

Save



Item : KM-350MAJ  
UPC : -none-  
Pref. Bin : -none-  
Available : 1  
Transfer Qty : 1  

Put Away : ☒

All

Stock Bins : 

Show

Select

Scan Serial Number

From Bin

To Bin

AvlQty

AdjQty

ADD DETAILS

Serial Number : 2020358

From Bin : Receiving\_Staging

To Bin : A1B

Avl Qty : 1

Transfer Qty : 1

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2. Users also have the option to delete the scanned Item configuration.
3. Click **Save** to configure the item qty and Create Bin Transfer.

Close Save

No image available

Item : KM-350MAJ  
 UPC : -none-  
 Pref. Bin : -none-  
 Available : 1  
 Transfer Qty : 1  
 Put Away : ☒  
 All : ☒  
 Stock Bins : Show

Select Scan Serial Number

From Bin To Bin

AvlQty AdjQty

ADD DETAILS

Serial Number : 2020358  
 From Bin : Receiving\_Staging  
 To Bin : A1B  
 Avl Qty : 1  
 Transfer Qty : 1

4. On Save of popup, bin transfer record will be created in NetSuite, and we can view the same in main screen.

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←

STAGE BIN TRANSFER

⏻

📍 Langhorne

A1A

📷

Scan item / UPC

📷

Stage Bin :

Receiving\_Staging

Search To Bin

🔍

To Bin : A1A

Item Count : 1

Bin Transfer Id :  
BTN74616

Item : KM-350MAJ

Available Quantity : 1

Transfer Quantity : 1

SUBMIT

5. Repeat the above steps for all items.
6. The items are added to the same Bin Transfer Record until the user clicks Submit.

For Bin- Enabled Not Serialized Items:


- i. Enter/Scan the Upc/Item Name.
- ii. Enter the quantity to transfer.
- iii. Click **Add Details** to add the inventory.
- iv. Click **Save** to configure the inventory.

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Close

Save

  
No image available

Item

:

\*GRAPHICS

Name

:

MISC

Bin Name


:

A1A

Quantity

:

Scan Item/UPC



AdjQty

ADD DETAILS

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## **SHIPPING**

### **Picking**

#### ***Description:***

This module is used to pick the items from a Sales order or Transfer Order.

Picking can be done in two ways. Pick the Order from a list or directly scan the order using the pick order screen.

The only difference between picking the order from a picklist and pick order screen is:

- If the order is picked from Pick list, Item fulfillment is created with Picked status.
- If the Order is picked using Pick order screen, item fulfillment is created with Shipped status.

### **Pick List**

#### ***Description:***

- Pick list is used to view a list of open orders in a selected location.
- We can filter the orders within a selected date range.

#### ***Procedure:***

1. Go to the Pick List page.
2. By default, the page displays all the orders which are to be fulfilled.

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17:54

PICK LIST

Langhorne

All Types Scan order

From Date : To Date: Search

Order Number :	SLO102117	
Date :	29/9/2020	
Transaction :	Sales Order	
Order Number :	SLO118150	
Date :	5/10/2021	
Transaction :	Sales Order	
Order Number :	SLO122039	
Date :	5/1/2022	
Transaction :	Sales Order	
Order Number :	SLO122480	
Date :	17/1/2022	
Transaction :	Sales Order	
Order Number :	SLO123014	
Date :	28/1/2022	
Transaction :	Sales Order	

PICK

3. Select the transaction type to view the particular transaction list.
4. Select the From Date and To Dates to get the orders within the selected date range.

17:55

PICK LIST

Langhorne

TO Scan order

From Date : To Date: Search

Order Number :	TRO963	
Date :	27/2/2023	
Transaction :	Transfer Order	
Order Number :	TRO969	
Date :	9/2/2024	
Transaction :	Transfer Order	

PICK

5. Users also have an option to scan the order for picking.

#### Confidentiality Statement

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PICKLIST

Langhorne

SO SLO102117

From Date : 02/27/2024 To Date: 02/27/2024 Search

Order Number : SLO102117  
Date : 29/9/2020  
Transaction : Sales Order

PICK

6. To pick the orders from the list, select the order and click **Pick**. It will be redirected to another screen (Pick order screen) to pick up the items.
7. Orders are automatically added, and their items are displayed.

### Pick Order

1. If you want to scan the sales order instead of selecting from list, use the pick order screen, and scan the order.
2. On scanning an order, its items are added.

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←

PICK ORDER

⏻

📍 Langhorne

Scan Item

📷

SLO102117

📷

Backup Rec :

Order No : SLO102117

Customer Name : RS

SALES & SERVICE

LLC

Item : 0USA42

Quantity : 1

Pick Qty : 0

Item : AF-35/50

Quantity : 8

Pick Qty : 0

Item : \*GRAPHICS

Quantity : 8

Pick Qty : 0

Item : SIMPLY (v2)-XC224hdcl

Quantity : 7

Pick Qty : 0

Item : ARF-23-H

Quantity : 8

Pick Qty : 0

SUBMIT

1. Scan the items to pick the order.
2. Configure the inventory based on the Item Type.

For Bin-enabled Serial Items:


- i. Scan or Select (From List) the Serial number.
- ii. Upon scanning the Serial number, the Bin number and quantity will be added automatically and added as card.
- iii. Since serialized quantity is always 1, there's no **Add Details** button.

#### Confidentiality Statement

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Close

Save



No image available

Item : AF-35/50

UPC : 170823-CO1004

Pref. Bin : L4

Order Qty : 8

Picked Qty : 1

Scan Serial Number


Serial Number : AF003

Bin Number : A1B

Quantity : 1

- iv. To view the stock bins, click Show.

Close



Item : AF-35/50

UPC : 170823-CO1004

Pref. Bin :

Order Qty : 10

Picked Qty :

Stock Bins : [Show](#)

Select

Scan Serial Number

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#### For Bin Inventory Items:

- i. Scan the UPC/Item Name
- ii. Scan the Bin.
- iii. Upon scanning the bin, the associated bin available quantity is added automatically.
- iv. Enter the quantity to pick.
- v. Click **Add Details**.

The screenshot shows a mobile application interface for adding bin inventory details. At the top, there are 'Close' and 'Save' buttons. Below them is a list of fields: Item (\*GRAPHICS), UPC (invb-123), Pref. Bin, Order Qty (8), Picked Qty (1), and Qty. A small image of a laptop is shown next to the Item field. Below the list is a 'Scan Item/UPC' field with a camera icon. Underneath are 'Select Bin', 'Avl Qty', and 'Quantity' fields. A red 'ADD DETAILS' button is positioned below these fields. At the bottom, there is a section with a trash icon, 'Bin Number' (B1B), and 'Quantity' (1).

#### For only Inventory Items:

- i. Scan the UPC/Item Name.
- ii. Upon scanning the UPC, the available quantity will be auto populated.
- iii. Enter the quantity to adjust.
- iv. Click the **Add Details** button.

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Close Save

Item : SIMPLY (v2)-XC224hdcl  
 UPC : Inv-1234  
 Order Qty : 7  
 Picked Qty : 2

Scan Item/UPC

Avl Qty

Quantity

ADD DETAILS

Quantity : 2

For Only Serial Items without Bin:

- i. Scan/Enter/Select (From List) the serial number.
- ii. Upon scanning the serial number, quantity is added automatically and added as a card.
- iii. To view Stock Bins, click **Show**.

Close

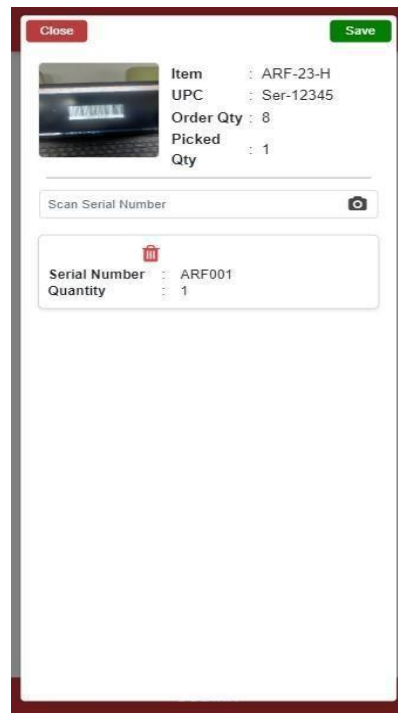
Item : ARF-23-H  
 UPC : Ser-12345  
 Order Qty : 14  
 Picked Qty : 0  
 Stock Bins : Show

Select Scan Serial Number

- iv. Since serialized quantity is always 1, there's no Add Details button.

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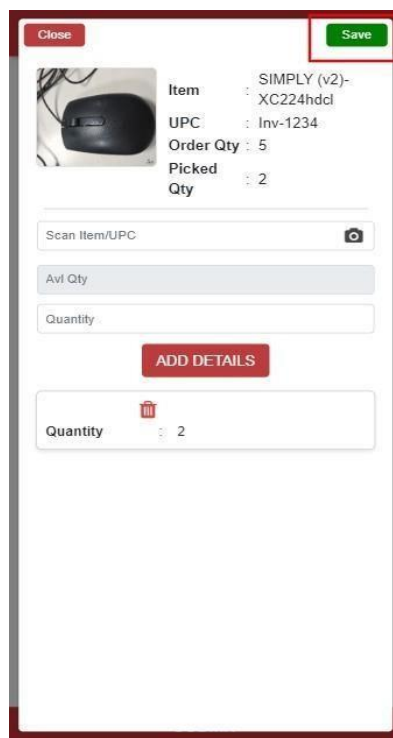
Close Save

Item : ARF-23-H  
UPC : Ser-12345  
Order Qty : 8  
Picked Qty : 1

Scan Serial Number

Serial Number : ARF001  
Quantity : 1

5. Users also have the option to delete the scanned Item configuration.
6. Click **Save** to configure the item quantity.



Close Save

Item : SIMPLY (v2)-XC224hddl  
UPC : Inv-1234  
Order Qty : 5  
Picked Qty : 2

Scan Item/UPC

Avl Qty

Quantity

ADD DETAILS

Quantity : 2

7. Repeat the above steps to pick the items partially/fully.
8. Once all the items are picked partially or fully, click **Submit**.

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←

PICK ORDER

⏻

📍 Langhorne

Scan Item

📷

SLO102117

📷

Backup Rec : WMSTRN00000091

Order No : SLO102117

Customer Name : RS

SALES & SERVICE

LLC

Item : 0USA42

Quantity : 1

Pick Qty : 0

Item : AF-35/50

Quantity : 7

Pick Qty : 0

Item : \*GRAPHICS

Quantity : 6

Pick Qty : 0

Item : SIMPLY (v2)-XC224hddl

Quantity : 5

Pick Qty : 2

Item : ARF-23-H

Quantity : 7

Pick Qty : 0

SUBMIT

9. On clicking **Submit**, Item Fulfillment is created, and the user is acknowledged.
10. If a user picks the order from pick list, IF# status shows Picked status.
11. If a user picks the order from pick order screen, IF# status shows Shipped status.

## Pack List

### *Description:*

Pack list is used to pack the order. Item fulfillment status is changed to packed status using this screen.

### *Procedure:*

1. Go to the Pack List page.
2. By default, the page displays all the Item Fulfillments which are in Picked status.

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The screenshot shows the 'PACK LIST' app interface. At the top is a red header bar with a back arrow, the text 'PACK LIST', and a power icon. Below the header, the location 'Langhorne' is displayed with a location pin icon. There are two input fields: 'Select Transaction' with a dropdown arrow and 'Scan Order' with a camera icon. Below these are 'From :' and 'To :' date selection fields, each with a dropdown arrow, and a red 'Search' button. A list of five orders is shown, each with a radio button for selection. The orders are:

Order Number	Created From	Date
IFL27895	SLO28954	28/6/2016
IFL28598	SLO29619	9/7/2016
IFL28625	SLO29641	10/7/2016
IFL42072	SLO43432	8/4/2017
IFL69608	SLO70898	15/9/2018

At the bottom of the screen is a red bar with the word 'PACK' in white capital letters.

3. Select the transaction type to view the particular transaction list.
4. Select the From and To dates to get the orders within the selected date range.

This screenshot is similar to the one above but with red boxes highlighting the search filters. The 'TO' dropdown in the 'Select Transaction' field is highlighted. The 'From :' and 'To :' date selection fields and the 'Search' button are also highlighted with a red box. The list of orders is:

Order Number	Created From	Date
IFL142003	TRO966	24/2/2023
IFL143090	TRO969	9/1/2024

The red bar at the bottom still displays the word 'PACK'.

5. Users also have an option to scan the order for packing.

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← PACK LIST ⏻

📍 Langhorne

SO SLO29619 📷

From : To : Search

Order Number : IEL28598  
**Created From : SLO29619**  
 Date : 9/7/2016

PACK

6. To pack the orders from the list, select the order and click **Pack**. It is redirected to another screen (Pack order screen) to pack up the items.
7. Selected Order is added automatically, and its items are displayed.

## PACK ORDER

1. If you want to scan the order, use the pack order screen, and scan the IF#.
2. On scan of IF#, its items are added.

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←

PACK/SHIP ORDER

⏻

📍 Langhorne

IFL28598

📷

Confirm Item

📷

**Document No :** IFL28598

**Status :** PICKED

**Customer Name :** ONNERA GROUP  
(ONG054) : ONNERA MEXICO-SA de CV ( WARRANTY PARTS)

Item Name : 602113M0001

Quantity : 1

SUBMIT

- Confirm all the items and click **Submit** to change the IF# status to Packed.

←

PACK/SHIP ORDER

⏻

📍 Langhorne

IFL28598

📷

602113M0001

📷

**Document No :** IFL28598

**Status :** PICKED

**Customer Name :** ONNERA GROUP  
(ONG054) : ONNERA MEXICO-SA de CV ( WARRANTY PARTS)

Item Name : 602113M0001

Quantity : 1

SUBMIT

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4. On clicking **Submit**, IF# status is changed to Packed and the same is acknowledged to the user.

## **Pack/Ship Order**

### ***Description:***

Pack/ Ship order is used to pack and ship the order which means to change the IF# status to Packed and Shipped.

### ***Procedure:***

#### **To Pack the Order:**

1. Scan the IF# which is in Picked status.
2. Items in the IF# are added.
3. Confirm the Items and click Pack.
4. On clicking **Pack**, IF# status is changed to Packed.

#### **To Ship the order:**

1. Scan the IF# which is in Packed status.
2. Items in the IF# are added.
3. Confirm the Items and click Ship.
4. On clicking **Pack**, IF# status is changed to Shipped and the same is acknowledged to the user.

## **Ship Transfer Order**

### ***Description:***

Ship Transfer Order is used to ship the quantity of Transfer Order.

### ***Procedure:***

1. Go to the Transfer Order page.
2. By default, the page displays the location selected in the home screen.

←

SHIP TRANSFER ORDER

⏻

📍 Langhorne

Scan Item

📷

Scan Order

📷

Backup Rec :

Order No :

Customer Name :

SUBMIT

3. If we select the Transfer order from pick list, selected transfer order and its items are added automatically.
4. If the user wants to directly scan the order instead of selecting from list, open the Ship Transfer Order module.
5. Scan the Transfer Order which is to be picked.

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←SHIP TRANSFER ORDER⏻

📍Langhorne

Scan Item📷

Scan Order📷

Backup Rec :Order No :

Customer Name :

SUBMIT

6. On scanning the order, items to be picked in the order are added automatically.

←SHIP TRANSFER ORDER⏻

📍Langhorne

Scan Item📷

TRO969📷

Backup Rec :Order No : TRO969

Customer Name :

Item : SIMPLY (v2)-XC224hdcl  
Quantity : 7  
Pick Qty : 0

Item : AF-35/50  
Quantity : 4  
Pick Qty : 0

Item : \*GRAPHICS  
Quantity : 7  
Pick Qty : 0

Item : ARF-23-H  
Quantity : 5  
Pick Qty : 0

SUBMIT

←

SHIP TRANSFER ORDER

⏻

📍 Langhorne

Scan Item

📷

TRO969

📷

Backup Rec :      Order No : TRO969

Customer Name :

Item : SIMPLY (v2)-XC224hdcl

Quantity : 7

Pick Qty : 0

Item : AF-35/50

Quantity : 4

Pick Qty : 0

Item : \*GRAPHICS

Quantity : 7

Pick Qty : 0

Item : ARF-23-H

Quantity : 5

Pick Qty : 0

SUBMIT

7. Scan the items to pick the order.
8. Configure the inventory based on the Item Type.

For Bin-enabled Serial Items:


- i. Scan/ Select (From List) the Serial number.
- ii. Upon scanning the Serial number, the Bin number and quantity are added automatically and added as card.
- iii. As serialized quantity is always 1, there's no **Add Details** button.

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Close


Save



Item : AF-35/50  
UPC : 170823-CO1004  
Pref. Bin : L4  
Order Qty : 4



Serial Number : AF004  
Bin Number : 11  
Quantity : 1



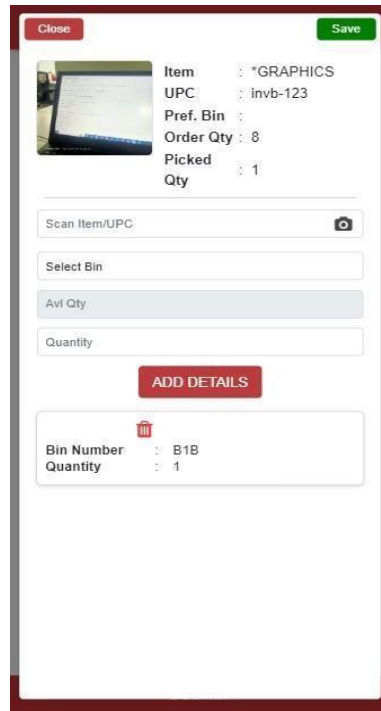
#### For Bin Inventory Items:

- i. Scan the UPC/Item Name
- ii. Scan the Bin.
- iii. Upon scanning the bin, the associated bin available quantity is automatically added.
- iv. Enter the quantity to pick.
- v. Click **Add Details**.

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Close Save

Item : \*GRAPHICS  
UPC : invb-123  
Pref. Bin :  
Order Qty : 8  
Picked Qty : 1  
Qty :

Scan Item/UPC

Select Bin

Avl Qty

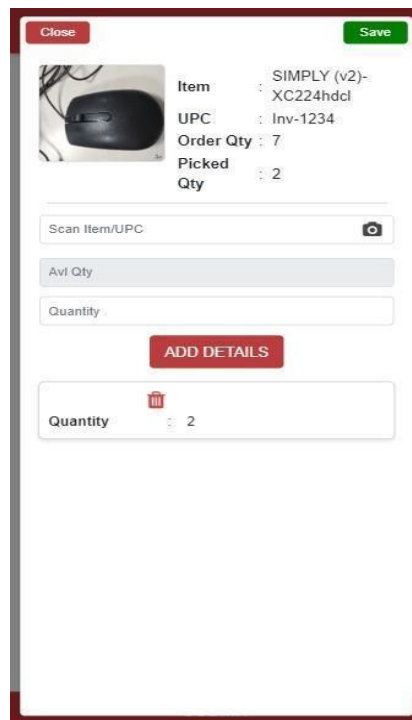
Quantity

ADD DETAILS

Bin Number : B1B  
Quantity : 1

For only Inventory Items:

- i. Scan the UPC/Item Name.
- ii. Upon scanning the UPC, the available quantity is added automatically.
- iii. Enter the quantity to adjust.
- iv. Click **Add Details**.



Close Save

Item : SIMPLY (v2)-XC224hdcl  
UPC : Inv-1234  
Order Qty : 7  
Picked Qty : 2  
Qty :

Scan Item/UPC

Avl Qty

Quantity

ADD DETAILS

Quantity : 2

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For Only Serial Items without Bin:

- ii. Scan/Enter/Select (from the List) the serial number.
- iii. Upon scanning the serial number, quantity is automatically added and added as a card.
- iv. As the serialized quantity is always 1, there's no **Add Details** button.

The screenshot shows a mobile application interface with a dark red header bar. At the top left is a 'Close' button and at the top right is a 'Save' button. Below the header, there is a section with a small image of a barcode and a list of fields: 'Item : ARF-23-H', 'UPC : Ser-12345', 'Order Qty : 8', 'Picked : 1', and 'Qty : 1'. Below this is a 'Scan Serial Number' input field with a camera icon. At the bottom, there is a white card with a red trash icon, containing the fields 'Serial Number : ARF001' and 'Quantity : 1'.

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9. Users also have the option to delete the scanned Item configuration.
10. Click **Save** to configure the item quantity.

Close Save

Item : SIMPLY (v2)-XC224hdc  
UPC : Inv-1234  
Order Qty : 5  
Picked Qty : 2

Scan Item/UPC

Avl Qty

Quantity

ADD DETAILS

Quantity : 2

11. Repeat the above steps to pick the items partially or fully.
12. Once all the items are picked partially or fully, click **Submit**.
13. On clicking **Submit**, item fulfillment is created in NetSuite with Shipped status and the same is acknowledged to the user.

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## BIN MANAGEMENT

### Bin Putaway

#### **Description:**

- This screen is used to create Bin put away worksheet in NetSuite.
- On a worksheet, you can enter the bin put away details, which include the bin numbers and item quantities. For advanced Bin Management, you can use worksheets to assign bins to specific lots or serial numbers.
- If you have existing items or quantities prior to enabling basic or advanced Bin Management, worksheets enable you to assign the bins. You can also use them if you do not specify bins on inventory transactions, such as inventory adjustments or transfers.
- NetSuite automatically adjusts on-hand bin quantities.

#### **Procedure:**

1. Go to the Bin Put away screen.
2. By default, the page displays the location selected in the home screen.
3. By default, the page displays the items to be put away in bins same as NetSuite Bin Put away Worksheet.

Item	Preferred Bin	Available Quantity	PutAway Quantity
30265H0100	-none-	6	0
30265H0200	-none-	10	0
942BN-PP	-none-	1	0
AEF-4050S-E NG CAS	-none-	5	0
AR-CASTER-STEM	-none-	3	0

3. Scan the item which you want to do the bin put away.
4. Configure the inventory based on the Item Type.

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For Bin-enabled Serial Items:

- i. Scan/ Select (From list) the Serial number.
- ii. Upon scanning the Serial number, the adjust and available quantity will be auto populated.
- iii. Since serialized quantity is always 1.
- iv. Select the bin.
- v. Click **Add Details**.

The screenshot shows a mobile application interface for adding details for a bin-enabled serial item. At the top, there are 'Close' and 'Save' buttons. Below them is a camera icon with the text 'No image available'. To the right of the camera icon, the following item details are displayed:

- Item : AEF-4050S-E NG
- CAS
- UPC : 1120671102
- Pref. Bin : -none-
- Avl.Qty : 5
- Putaway : 1
- Qty

Below these details are three input fields: 'Select', 'Scan Serial Number' (with a camera icon), and 'Select Bin'. Below these are three more input fields: 'AvlQty', 'Quantity', and 'ADD DETAILS' (a red button). At the bottom, there is a summary box with the following information:

- Serial Number : 8102444425
- Bin Number : B1B
- Quantity : 1

For Bin-enabled Inventory Items:


- i. Scan the item Name/UPC.
- ii. Upon scanning the item Name/UPC, the available quantity will be auto populated.
- iii. Select the bin.
- iv. Enter the quantity.
- v. Click **Save**.

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Close

Save

  
No image available

Item : 30265H0100

UPC : 111222


Pref. Bin : -none-

Avl.Qty : 6

Putaway : 1

Qty

Scan Item/UPC




Avl/Qty

Quantity

ADD DETAILS

Bin Number : A1C

Quantity : 1



5. Repeat the above steps until all the item quantities are assigned to the bins.
6. When you click the main **Submit** button, “Bin Put away worksheet” is added to NetSuite and the same is acknowledged to the user.

**Bin Put-Away Worksheet**

BPW518

TRANSACTION NUMBER  
BPW518

BIN WORKSHEET #  
BPW518

DATE  
5/9/2024

LOCATION  
Langhorne

MEMO

WMS V3 TRANSACTION CREATED BY  
Kavya

ITEM	DESCRIPTION	QUANTITY	UNITS	INVENTORY DETAIL
30265H0100	CASTER 2.5"	1	Each	
AEF-4050S-E NG CAS	AEF-4050S-E NG CAS : 40 lb. fryer, 3 burner, 105,000 btu's - Castors, Natural Gas	1	Each	

## Confidentiality Statement

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## **Create Bin Transfer**

### *Description:*

Create Bin Transfer is used to transfer the quantity from one bin to another bin within the location. Bin Transfer record is created in NetSuite and quantity is transferred from one bin to another.

### *Procedure:*

1. Go to the Create Bin Transfer screen.
2. By default, the page displays the location selected in the home screen.
3. Bin transfer can be done only for bin enabled items.

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4. Scan Item Name/UPC/Serial Number, or search by item name.

← BIN TRANSFER ⏻

📍 Langhorne

Scan item / UPC 📷 Search item 🔍

BackUp ID : Items Count: 0

SUBMIT

5. Configure the inventory based on item Type.

For Bin Enabled – Inventory Items,

- i. Scan the item Name/Upc.
- ii. Select the From Bin from the bins list.
- iii. On the selection of from bin, its available quantity is displayed.
- iv. Select the To bin
- v. Enter the quantity to transfer.
- vi. Click **Save**.

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From Bin	To Bin	From Status	To Status	Avl Qty	Adj Qty
	B1C		A1F		2

6. For Bin enabled – Serialized Inventory Items Scan/Select (From List) the Serial Number.
7. To View Stock Bins, click **Show**.

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8. Serial number associated with the Bin is auto populated.
9. As serialized quantity is always 1, both the “From Bin” quantity and To be Transferred quantity to “To bin” will be auto populated as 1.
10. If we had Preferred Bin for the item, by default it displays the “To Bin” as “Preferred bin” in item record. Users have an option to change the To Bin later .

Close Save

Item : AF-35/50  
 UPC : 170823-CO1004  
 Pref. Bin : L4  
 Available : 22  
 Transfer Qty :

Scan Serial Number

From Bin : L4

AvlQty : AdjQty

ADD DETAILS

Serial Number : 220603-FO337  
 From Bin : L4  
 To Bin : Picked-1-84570  
 From Status :  
 To Status : Good  
 Avl Qty : 1  
 Adj Qty : 1

11. Repeat the above steps to which bin you want to transfer.
12. Click **Save** to configure the inventory.
13. Users also have an option to delete the configured inventory.

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Close Save

Item : AF-35150  
 UPC : 170823-CO1004  
 Pref. Bin : L4  
 Available : 22  
 Transfer Qty :

Scan Serial Number

From Bin : L4

AvlQty AdjQty

ADD DETAILS

Serial Number : 220603-FO337  
 From Bin : L4  
 To Bin : Picked-1-84570  
 From Status :  
 To Status : Good  
 Avl Qty : 1  
 Adj Qty : 1

14. Once all the items to be transferred are completed, click **Submit**.
15. On clicking **Submit**, Bin Transfer record is created in NetSuite and the same is acknowledged to the user.

## Bin Count

### **Description:**

Bin count can be used to count the items by Bin.  
 From this screen inventory count record is created in NetSuite.

### **Procedure:**

1. Go to the Bin Count screen.
2. By default, the page displays the location selected in the home screen.
3. Scan or Select (From List) the bin.
4. Upon Scanning the bin, items in the bin will be populated.

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←

BIN COUNT

⏻

📍 Langhorne

A1B

📷

Scan Item / UPC

📷

Adj Account : 50017

Item Count : 20

COS : Equipment

BackUp ID :

Inventory Count

Adjustments

Item : \*GRAPHICS MISC

Bin Name : A1B

Quantity : 0

Item : 11B30S019CBC

Bin Name : A1B

Quantity : 0

Item : AF-35/50

Bin Name : A1B

Quantity : 0

Item : AMPR10

Bin Name : A1B

Quantity : 0

Item : AR-6

Bin Name : A1B

Quantity : 0

SUBMIT

5. Scan the item which you want to count for.
6. Configure the inventory based on the Item Type.

For Bin-enabled Serial Items:

- i. Scan the Serial number.
- ii. Upon scanning the Serial number, the quantity will be auto populated.
- iii. Since serialized quantity is always 1.
- iv. Click **Add Details**.

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Close Save

Item Name : AF-35/50  
Bin Name : A1B  
Quantity : 1

Scan Serial Number

AdjQty ADD DETAILS

Serial Number : AF-35/50\_001  
Quantity : 1

For Bin-enabled Inventory Items:


- i. Scan the item Name/UPC.
- ii. Enter the count quantity.
- iii. Click Save.

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Close

Save



Item Name : \*GRAPHICS MISC  
Bin Name : A1B  
Quantity : 10



AdjQty

ADD DETAILS

Quantity : 10

7. Repeat the above steps until Items in the bin are counted.


←

BIN COUNT


⏻

📍 Langhorne

A1B



Scan item / UPC



Adj Account : 50017  
COS : Equipment  
Inventory Count  
Adjustments

Item Count : 20  
BackUp ID :  
WMSTRN00001096

Item : \*GRAPHICS MISC  
Bin Name : A1B  
Quantity : 10

Item : 11B30S019CBC  
Bin Name : A1B  
Quantity : 0

Item : AF-35/50  
Bin Name : A1B  
Quantity : 1

Item : AMPR10  
Bin Name : A1B  
Quantity : 0

Item : AR-6  
Bin Name : A1B  
Quantity : 0

SUBMIT

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8. Click **Submit**.
9. On clicking **Submit**, Inventory Count Record is created in NetSuite and the same is acknowledged to the user.
10. Configured items and their data like bin and quantity are stored in the custom record for reference.
11. After an inventory count is created, click Start Count on the record to begin the process. NetSuite takes a snapshot of the on-hand count of the items to be counted. Inventory count record status would be changed to Started.
12. Once the inventory count record status is changed to Started, NetScore script runs on the save of inventory count record and updates the quantity from the custom record.

The screenshot displays the NetSuite interface for an Inventory Count record (ICT156). The record is in 'OPEN' status. The 'Start Count' button is highlighted with a red box. Below the record details, there is a table showing the items to be counted.

**Inventory Count** ICT156 OPEN

[Edit](#) [Back](#) [Start Count](#) [Actions](#) [StickyNotes](#) [New](#) □ □ □

BEFORE STARTING THE COUNT, COMPLETE ANY PENDING TRANSACTIONS THAT AFFECT THE INVENTORY OF THE LISTED ITEMS.

TRANSACTION NUMBER: ICT156  
 LOCATION: Langhorne  
 DEPARTMENT:   
 CLASS:   
 REF. NO.: ICT156  
 DATE: 5/6/2024  
 ACCOUNT: 50017 COS : Equipment Inventory Count Adjustments  
 MEMO: WMS V3 TRANSACTION CREATED BY Nayudu, Mounikasree

ITEM	BIN	UNITS	COUNT QUANTITY	COUNT DETAIL	RATE	MEMO
*GRAPHICS MISC	A1A	Each			17.18375	

[Edit](#) [Back](#) [Start Count](#) [Actions](#)

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**Confirmation**  
Transaction successfully Saved

## Inventory Count 🔍

ICT156 **STARTED**

[Edit](#) [Back](#) [Complete Count](#) [Actions](#) [StickyNotes](#) [New:](#) ■ ■ ■

TRANSACTION NUMBER: ICT156  
DATE: 5/6/2024  
LOCATION: Langhorne  
ACCOUNT: 50017 COS : Equipment Inventory Count Adjustments  
DEPARTMENT: MEMO  
CLASS: WMS V3 TRANSACTION CREATED BY: Nayudu, Mounikasree  
REF. NO.: ICT156

ITEM	BIN	UNITS	COUNT QUANTITY	COUNT DETAIL	RATE	MEMO
*GRAPHICS MISC.	A1A	Each			17.18375	

13. Once the count Record is approved, quantity is updated to Item.
14. Users also have an option to view the different status of Inventory count records in NetSuite and start the counting process accordingly.

ORACLE NetSuite NetScore Search Help Feedback Rob A NetScore DR & WMS Pre-sales Demo - Administrator

Activities Transactions Lists Reports Analytics Documents Setup Customization Commerce NetScore Delivery Routing Generate To Sales On Wheels Today saved searches 06/4/2024 **NST WMS MOBILE v3** Serial Items Report

Home Viewing: NST WMS MOBILE v3 Overview Layout

**Reminders**

- 0 Un-Delivered Orders
- 0 Delivery Routing Orders Delivered
- 0 Returns By Driver

**Total Collected Weight**

**Orders Pending Deliveries**

LOCATION: All DATE: All

1220 — Aaron Abbott 1500 Broadway Denver Co 80202 United States TOTAL: 1224

Edit	View	Type	Status	Document Number	Item
		Return Authorization	Pending Approval	RM00203	BRAD
		Item Fulfillment	Shipped	IF03320	AB&J Holdings
		Item Fulfillment	Shipped	IF03321	AB&J Holdings
		Item Fulfillment	Shipped	IF03322	AB&J Holdings
		Item Fulfillment	Shipped	IF03323	AB&J Holdings

**NST WMS Mobile v3**

- NST WMS Login
- NST WMS SetUp
- Wave Creation
- Wave List
- Open Count Records**
- Started Count Records**
- Completed/Pending Approval Count Records

DOKLYN New York 11216 United States  
Stown NY 10940 United States  
Stown NY 10940 United States  
Stown NY 10940 United States  
Stown NY 10940 United States  
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