Receiving

User guidance

Contents

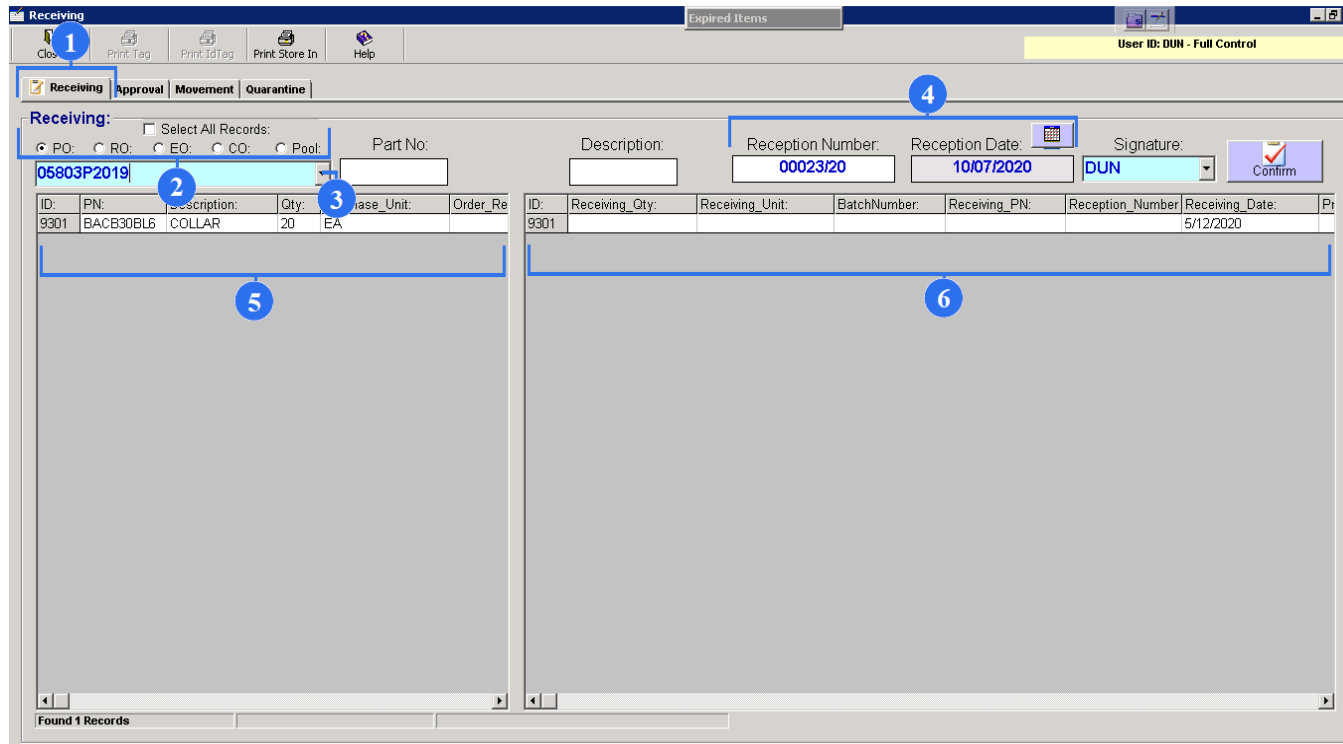# 1. General
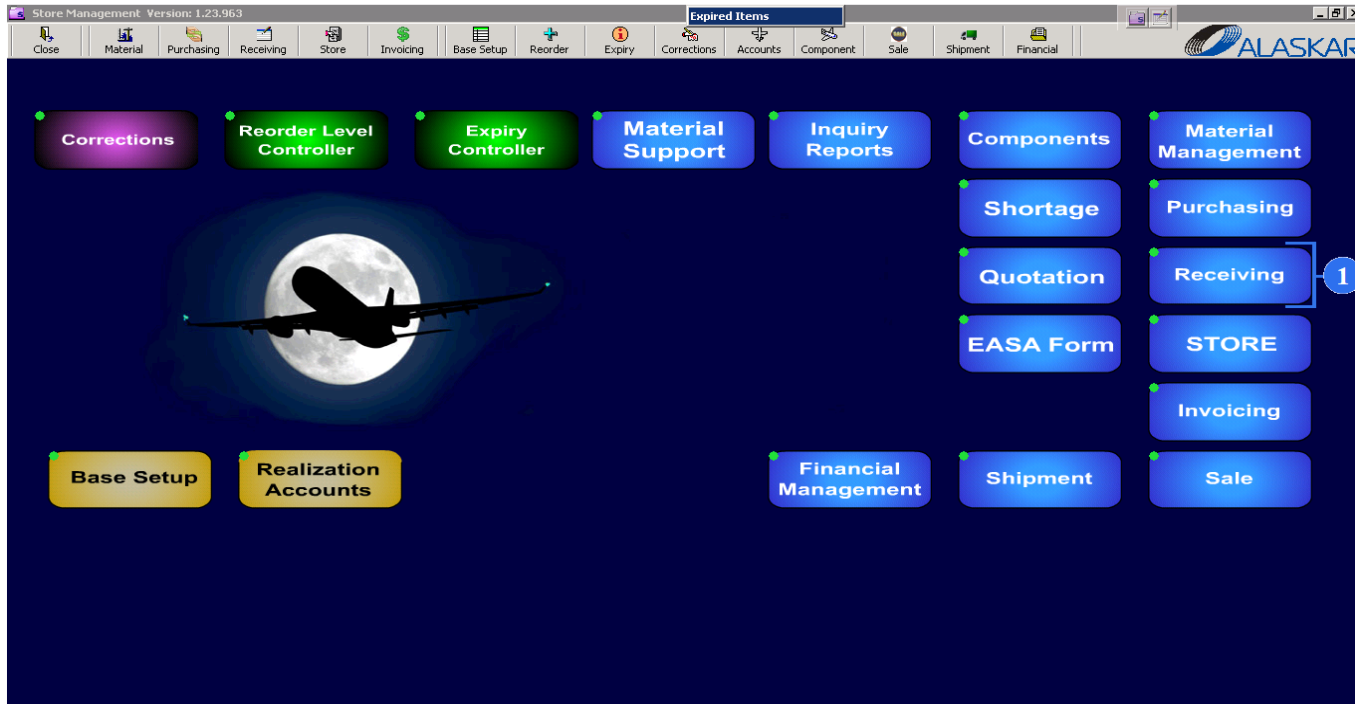
Receiving sub-module allows to receive and approve components and transfer components to quarantine zone. Also, here you can perform movement components between store.

1. To open this sub-module click on the "Receiving" button.

2. Receiving

1. Click on the "Receiving" tab.

2. Receiving process starts with the selection of an order type:

- purchase (PO),

- repair (RO),

- exchange (EO),

- spare parts supplied by a customer (CO),

- Pool parts.

3. When an order type is selected, choose an order number from a combo box.

4. A Reception Number and a Date will be filled in automatically by the system.

5. The left part of the screen shows information about orders: an ordered part number and quantity.

6. The right part of the screen is a receiving working area.
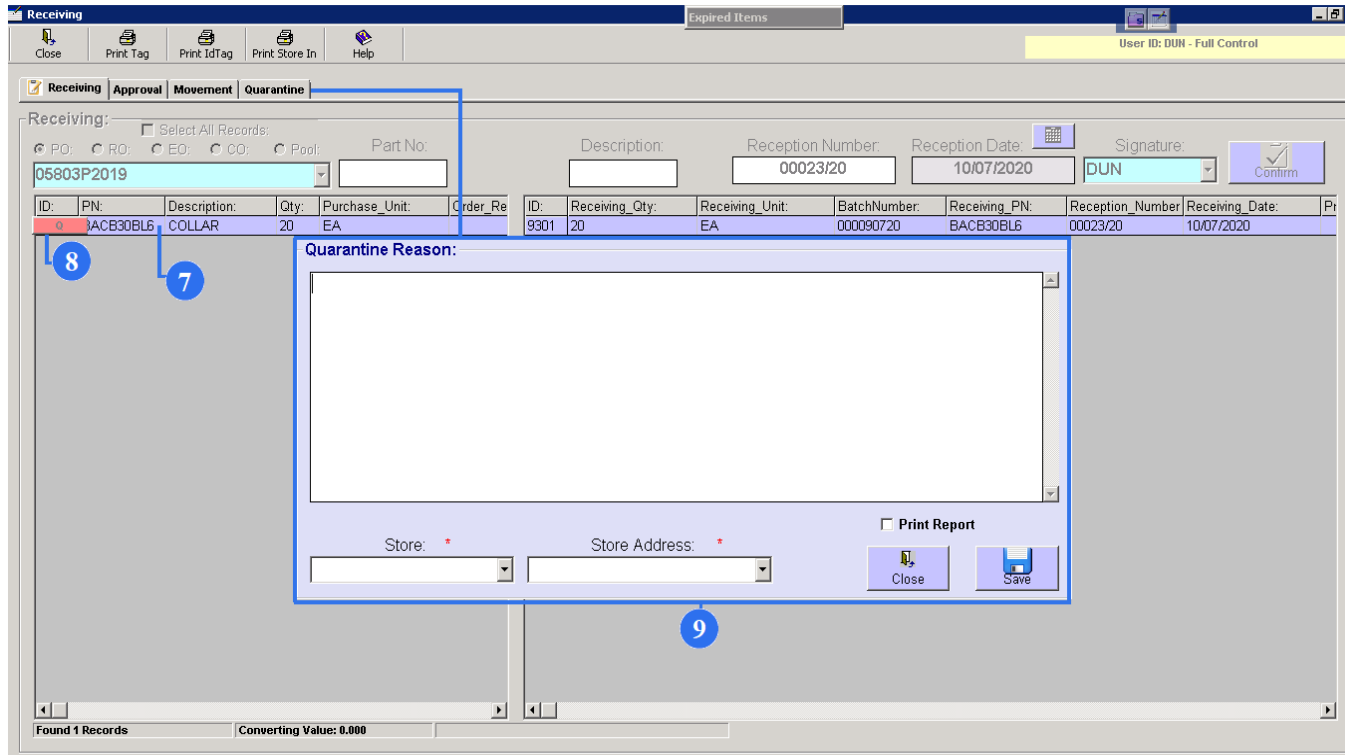
7. Highlight the line. It changes the colour from white to purple.

8. You can see red "Q" button. It is need to transfer component to quarantine zone. Push this button.

9. Enter quarantine reason, select store and fill out store address. If you want to print reason, check box "Print Report". Push on the "Save". Then you can see the component in the "Quarantine" tab.
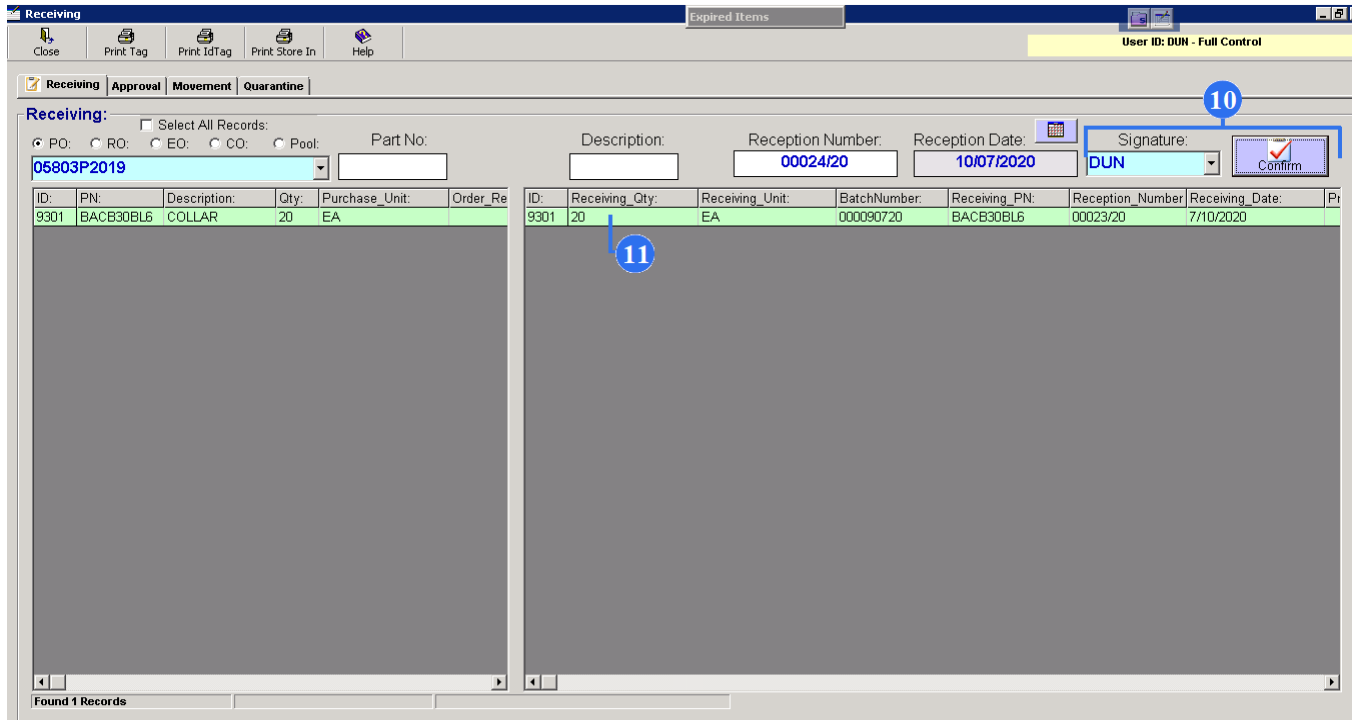
10. To receive a component select signature (there are storeman codes. They are generated in "Base Setup") and push "Confirm" button.

11. After it the line will turn green.

- Part number lines are differently coloured: White means that receiving and confirmation is not done;
- Green means that receiving and confirmation are done;
- Yellow means that receiving and approval are done.

3. Approval
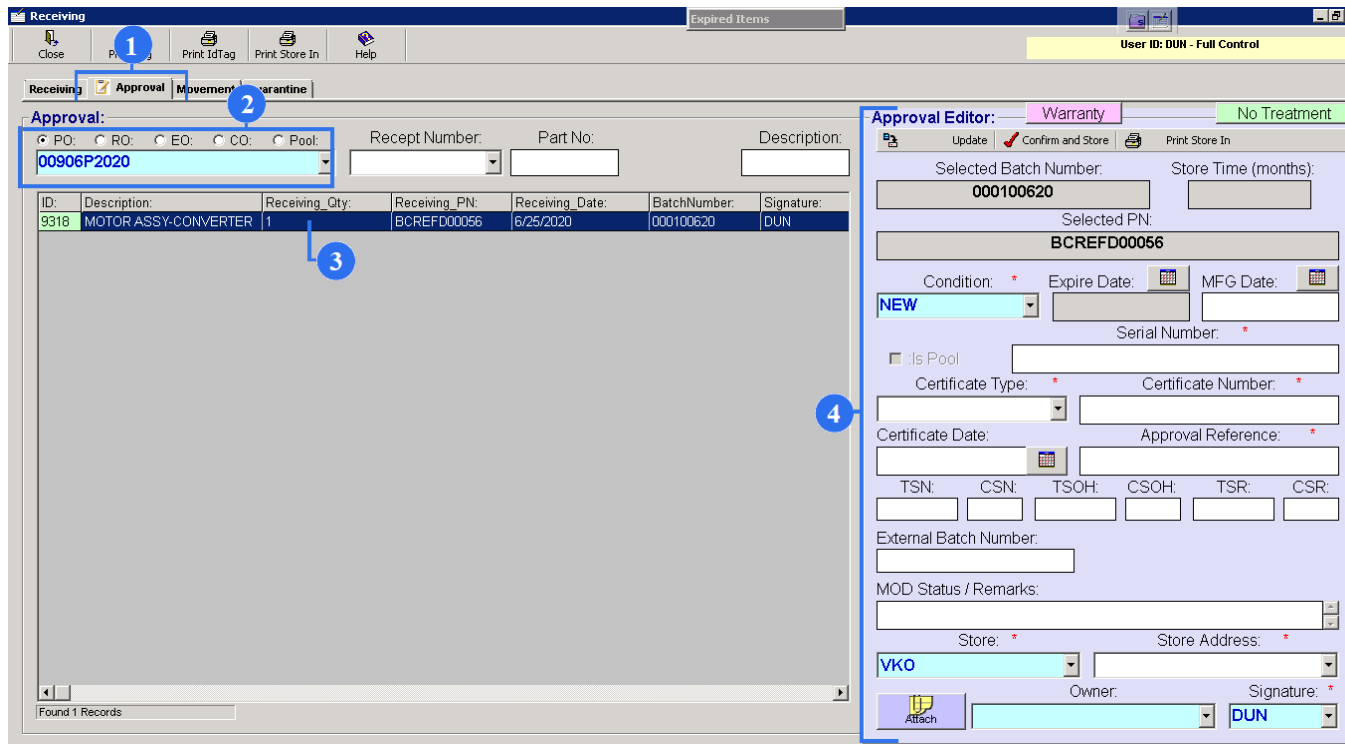
1. Click on the "Approval" tab.

2. Final step of receiving process is approval of spare parts. Switch on a order type from PO, RO, EO, CO tabs:

- purchase (PO),
- repair (RO),
- exchange (EO)
- spare parts supplied by a customer (CO),
- Pool parts.

When an order type is selected, choose an order number from a combo box.

3. Highlight the line.

4. To final approve a component use "Approval Editor".

5. Fields such as "Selected Batch Number", "Store Time (months)" (Store Time is shown in months according to information from a Spare Parts Catalogue) and "Selected PN" will be automatically filled.

6. Select condition. If a spare part has shelf life, use the Calendar button to insert Manufacturer Date. Store Time is shown in months according to information from a Spare Parts Catalogue. After that Expire Date field will be calculated by the system.

7. Enter serial number, certificate date, approval reference and necessary time information:

- TSN - time since new
- CSN - cycles since new
- TSOH - time since overhaul
- CSOH - cycles since overhaul
- TSR – time since repair
- CSR – cycles since repair

Enter external batch number and MOD status/remarks if it is necessary. Here most fields are filled only for components. If you approve consumable most fields will disappear.

8.Choose story type and enter store address. If it is necessary select owner of component and choose signature (there are storeman codes. They are generated in "Base Setup").

9. To attach documents, use "Attach" button.
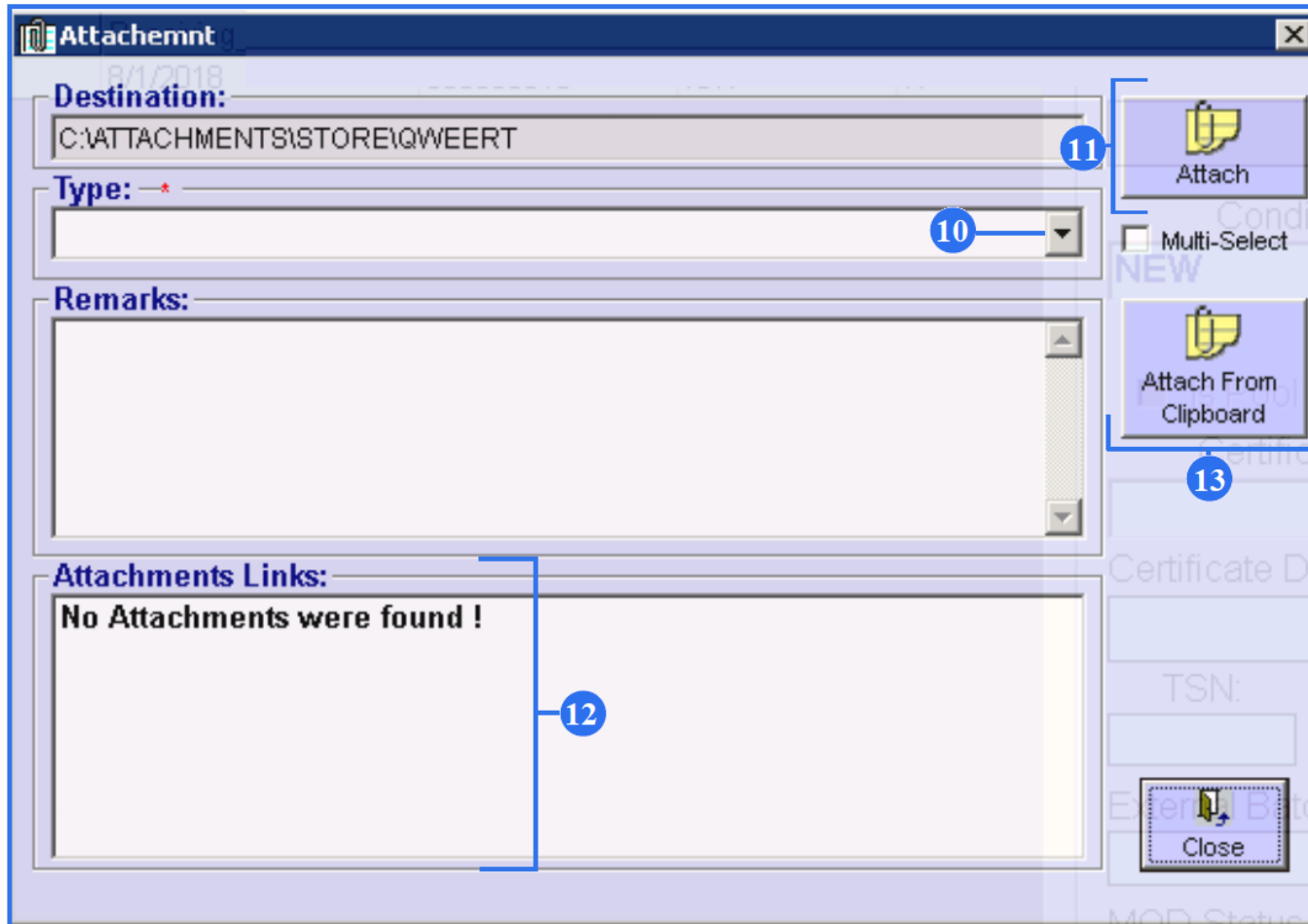
10. Choose an appropriate attachment type.

11. Then press the "Attach" button to select a file from your computer.

12. All attached files can be seen in Attachments Links. Also, documents are marked according to the selected attachments types for easier search.

13. In your disc find a file, save to clipboard ("ctrl+c" or right mouse button – select save), then in "Attachment" screen choose type of file (item 10) and press "Attach From Clipboard". Result: you will attach clipboard file.
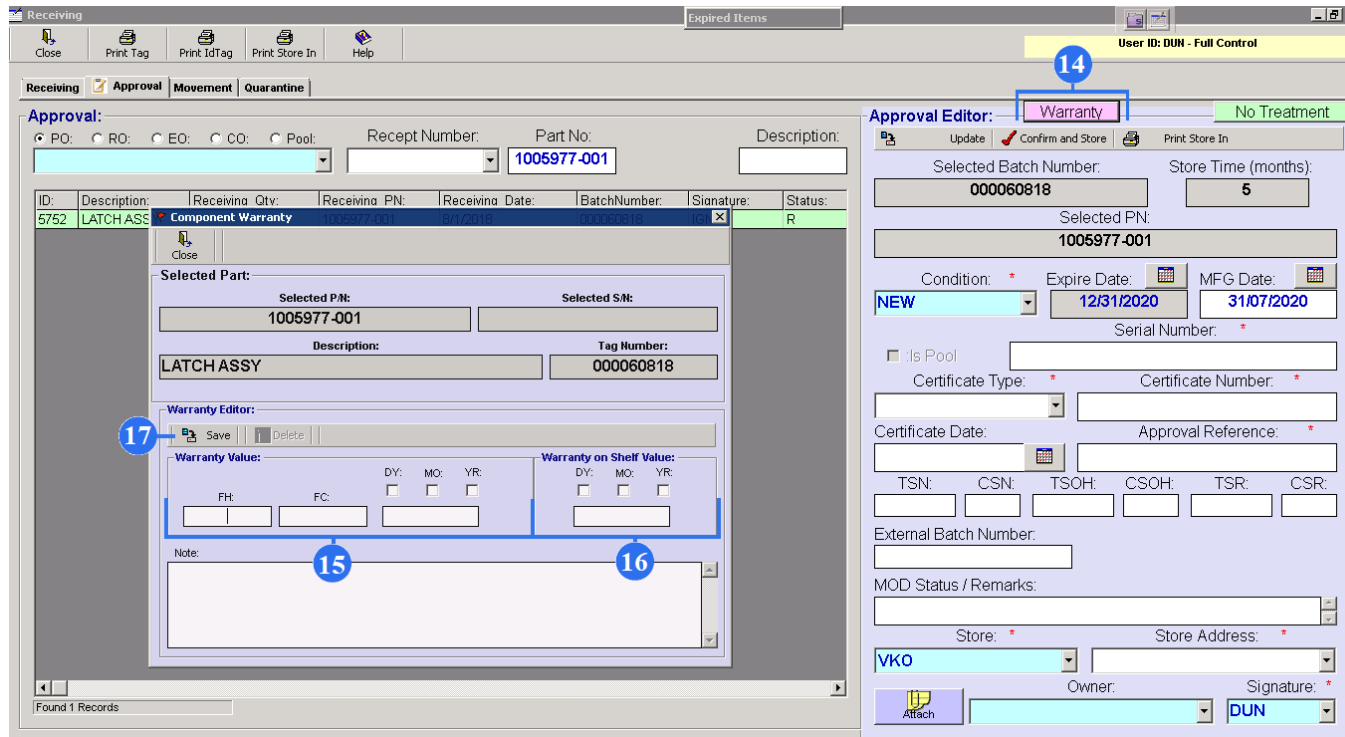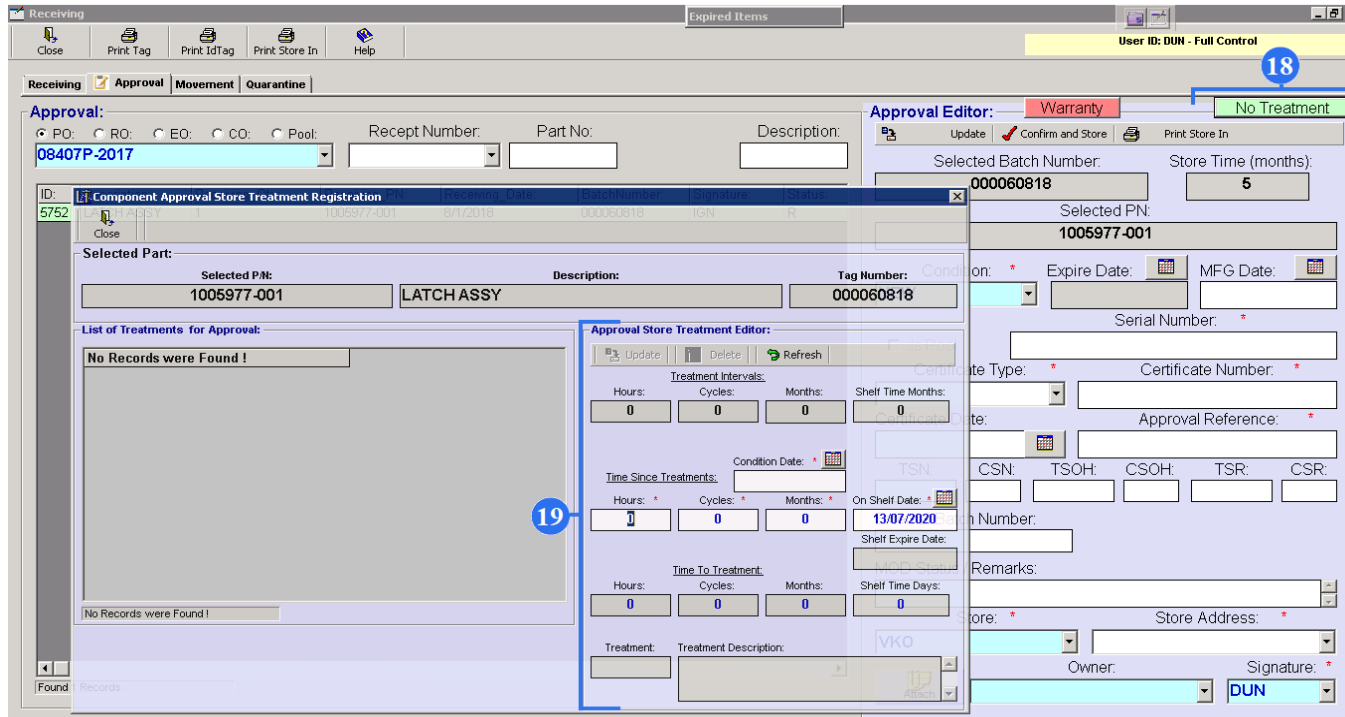
14. To create warranty for component click on the "Warranty".

15. Enter warranty value.

16. Or/and enter warranty on shelf value.

17. Click on the "Save" button. After that "Warranty" button will turn on red colour. To remove the warranty push on the "Delete".

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18. Press the Treatment button to open an Editor screen if any treatments exist.

19. Treatments for certain part numbers are registered in a Material Management Sub-Module. Choose a condition date (today) and an on-shelf date (when a part was placed on a store shelf) and the system will automatically calculate a shelf expire date. Click on the "Update". "Delete" button is need to remove treatment. "Refresh" button is need to clean all fields in the editor.

20. After all data is registered press the "Update" button to save the information or press the "Confirm & Store" button to finish the approval process.

NOTE: AFTER PRESSING THE BUTTON "CONFIRM AND STORE" YOU WILL BE ABLE TO SEE THIS COMPONENT IN THE SUBMODULE "STORE" OR IN THE SUBMODULE "COMPONENTS" IN THE "MAIN COMPONENT STORE" TAB.

21. To print Rotable Tag, Identification Tag or Material Conformity Report click on the "Print Tag"," Print IdTag" or "Print Store In".

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4. Movement

1. A Movements tab provides registration of all movements between company stores. Before you start work in the Movement tab, you need to reserve a component in the "Store" sub-module.

2. Push "STORE" button in the initial screen of STOCK module.
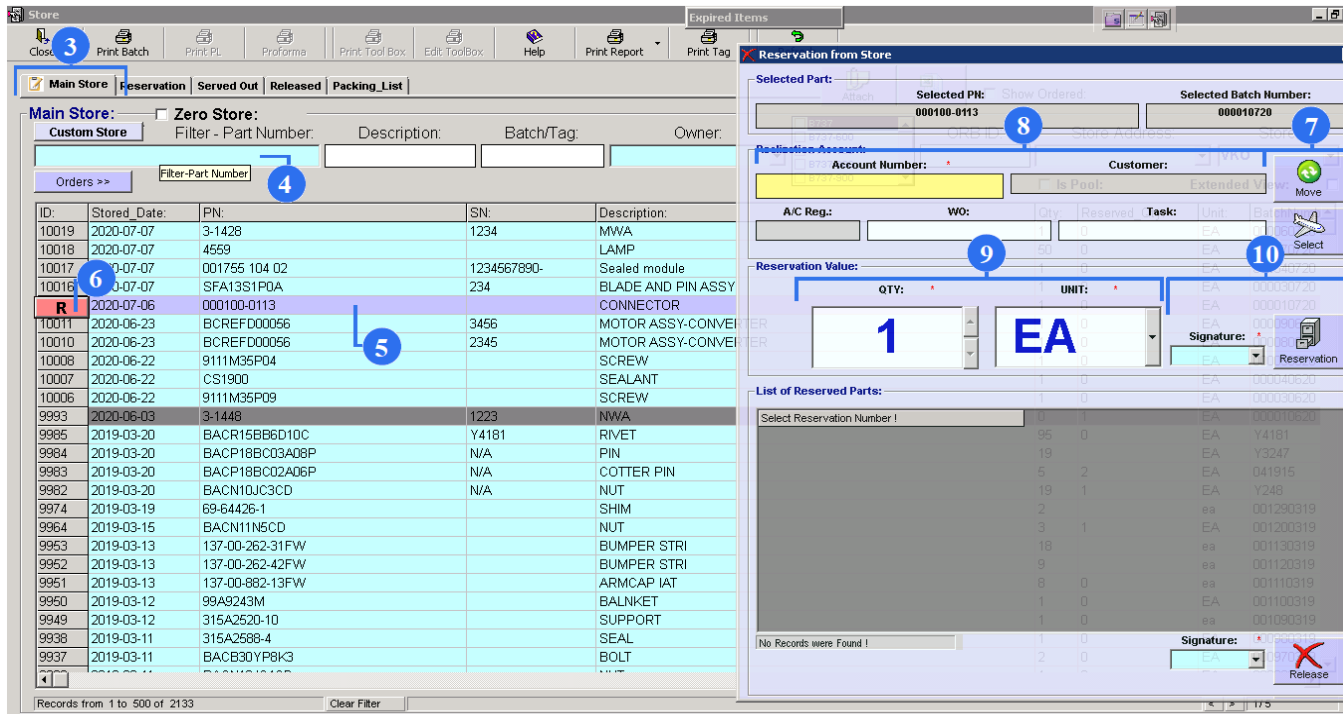
3. Push on the "Main Store" tab.

4. Use filter – part number to find a component quickly

5. Highlight a line with component data.

6. Push red "R" button.

7. Click on the "Move" button and select a store.

8. "Account Number" field and "Customer" field will be automatically filled.

9. Select quantity of components and Unit.

10. Select Signature (Storeman Code) and push "Reservation" button.11
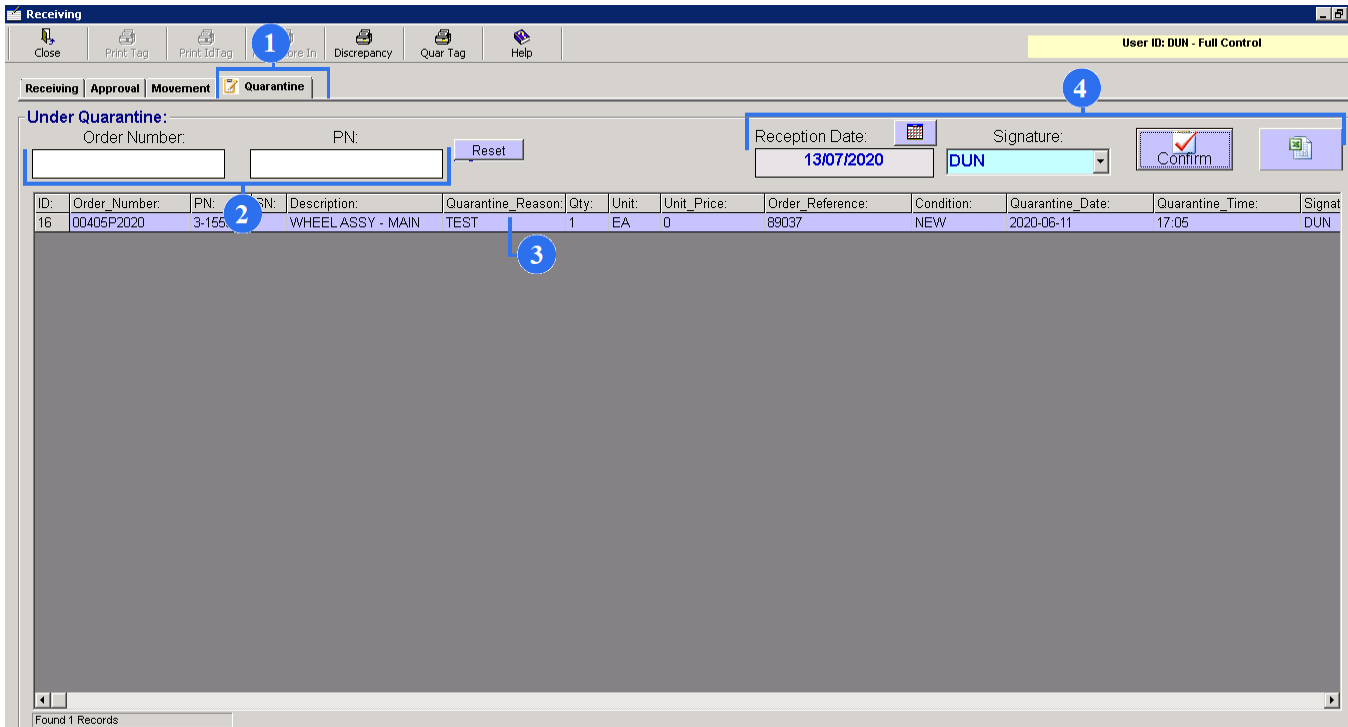
Close the sub – module and return to "Receiving" sub – module, to "Movement" tab.

11. Select destination store and from store. A list of reserved components appears.

12. Choose and highlight a line.

13. Enter Store Address.

14. Reception date will be appeared automatically.

15. Select signature (Storeman Code).

16. If it is necessary attach document or transfer data to excel.

17. Click on the "Confirm" to carry out movement of component between stores.

5. Quarantine

1. A Quarantine Screen shows a list of items under quarantine. (See unit 1 "Receiving" item 8)

To back a component to "Receiving" tab

2. Use filters to find a component.

3. Select and highlight the line.

4. Reception date will be appeared automatically. Select signature (Storeman Code). If it is necessary attach document or transfer data to excel. Click on the "Confirm" to carry out return of component to "Receiving" tab.