

Receiving

User guidance

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Confidential Information:

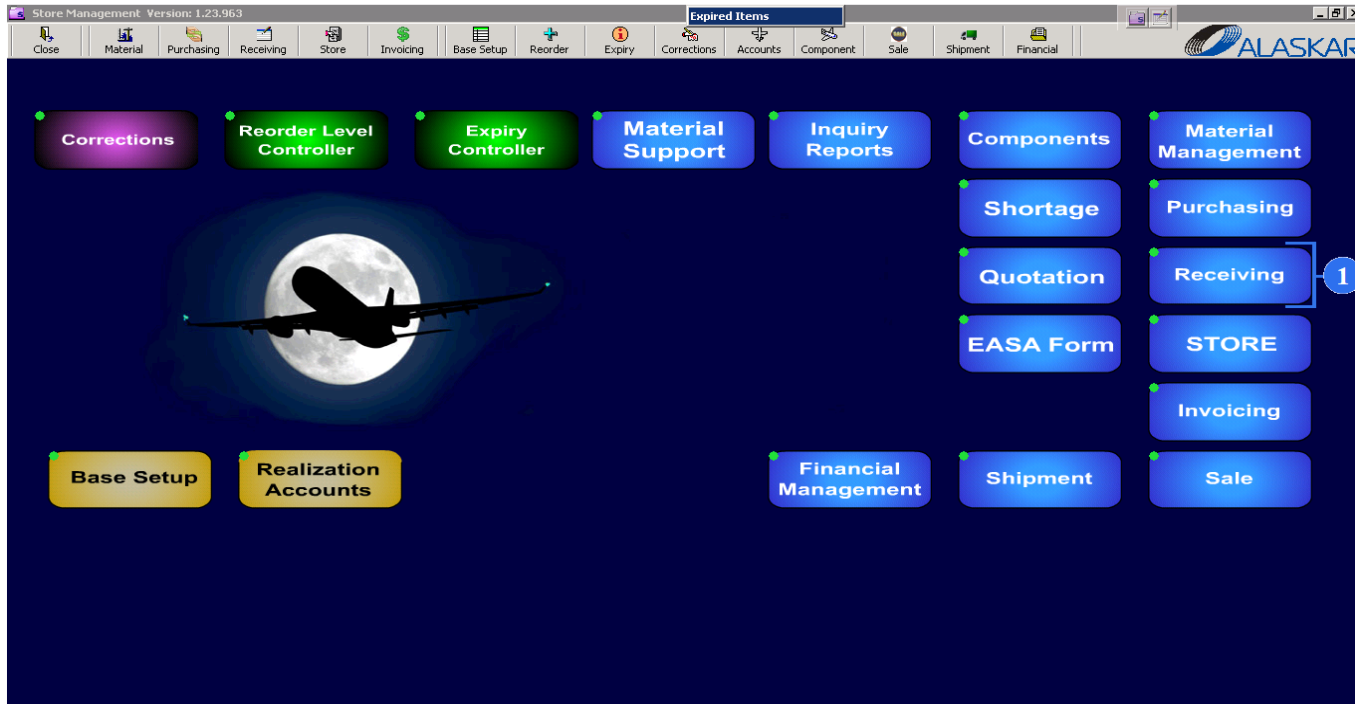
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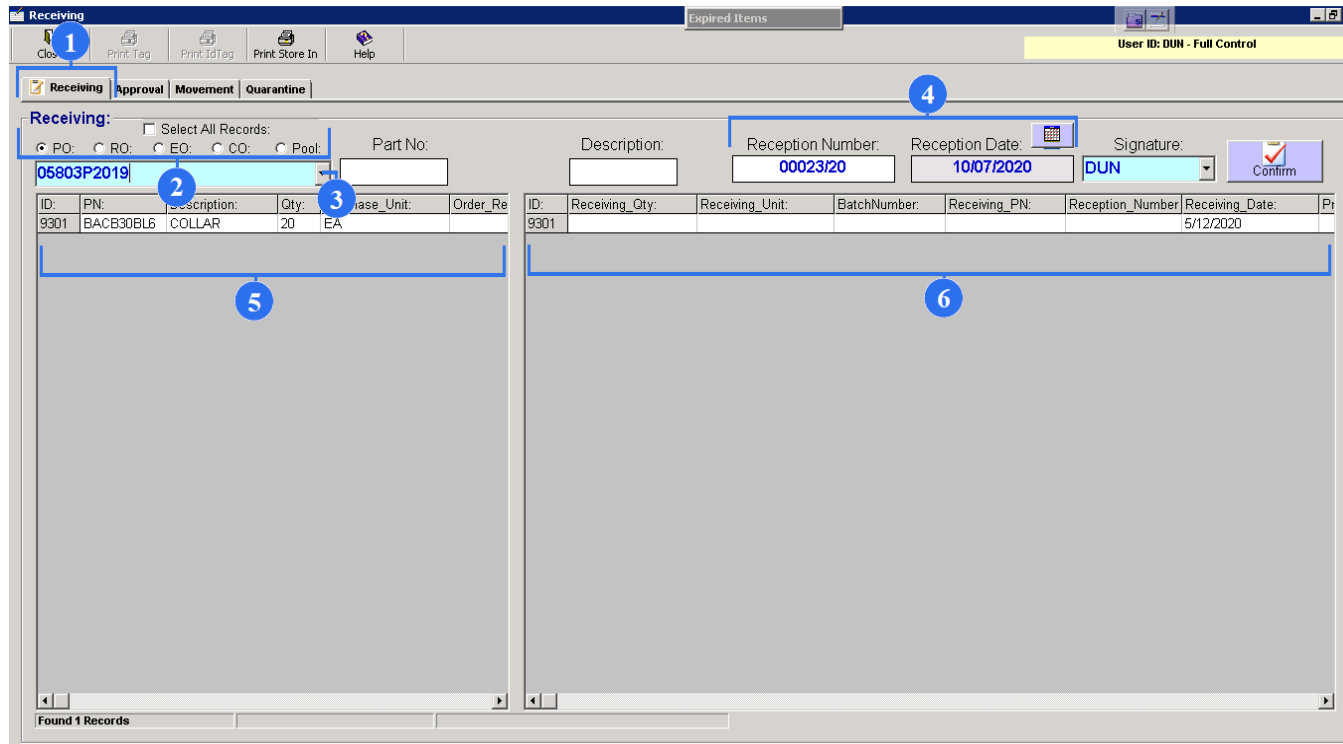
1. General



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:

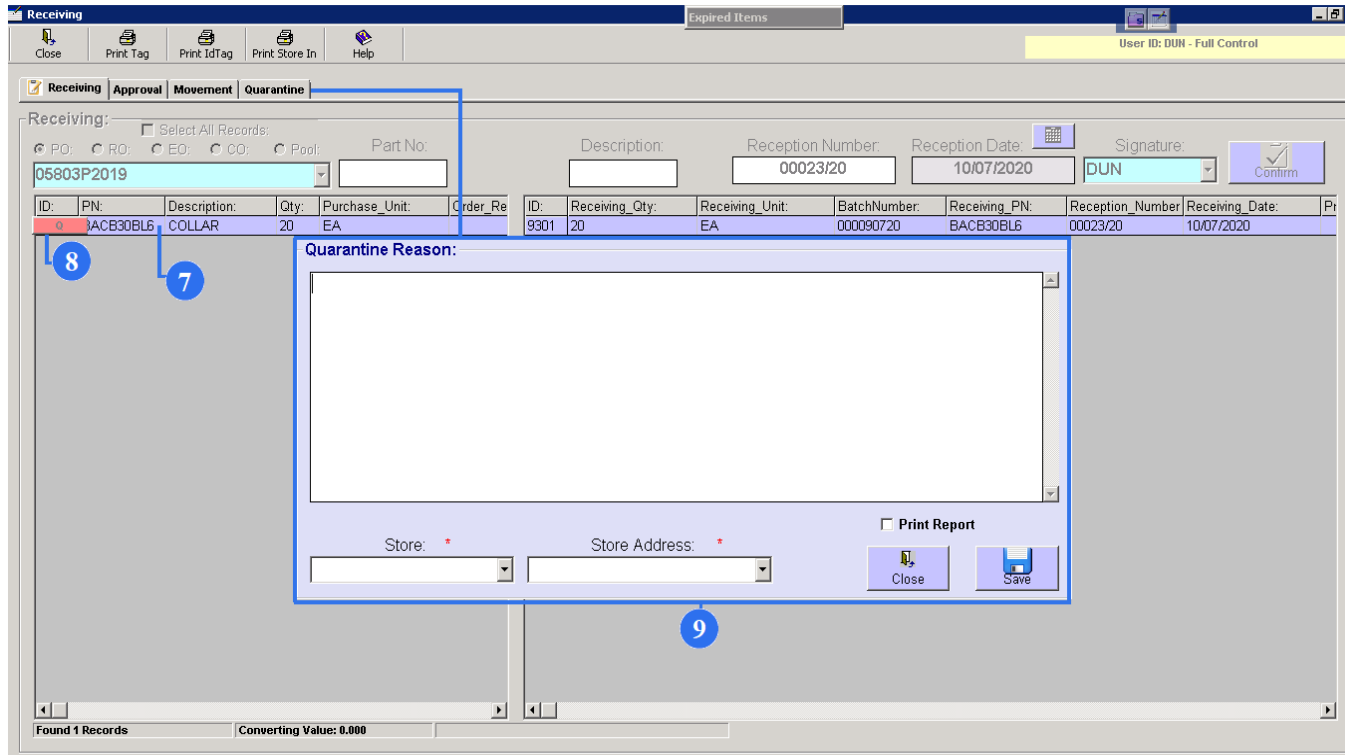
- purchase (PO),
- repair (RO),
- exchange (EO)
- spare parts supplied by a customer (CO),
- Pool parts.

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.

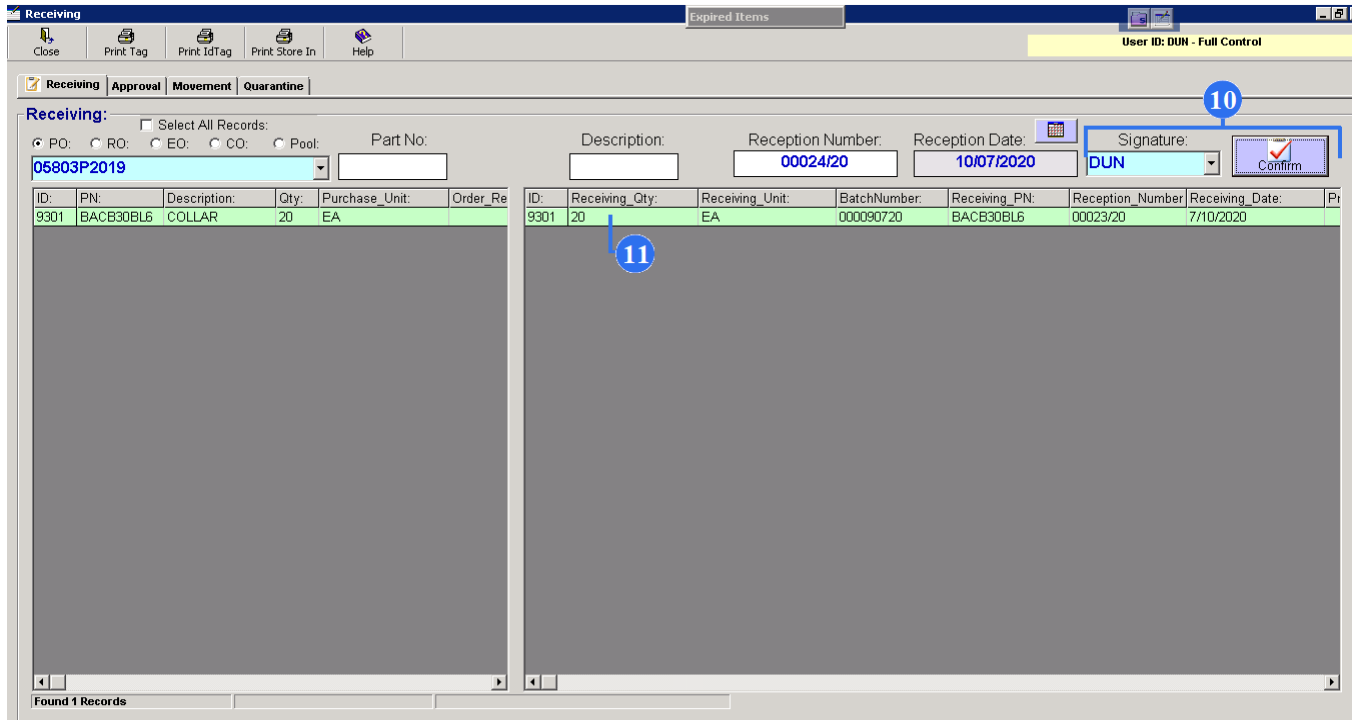
6. The right part of the screen is a receiving working area.



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.

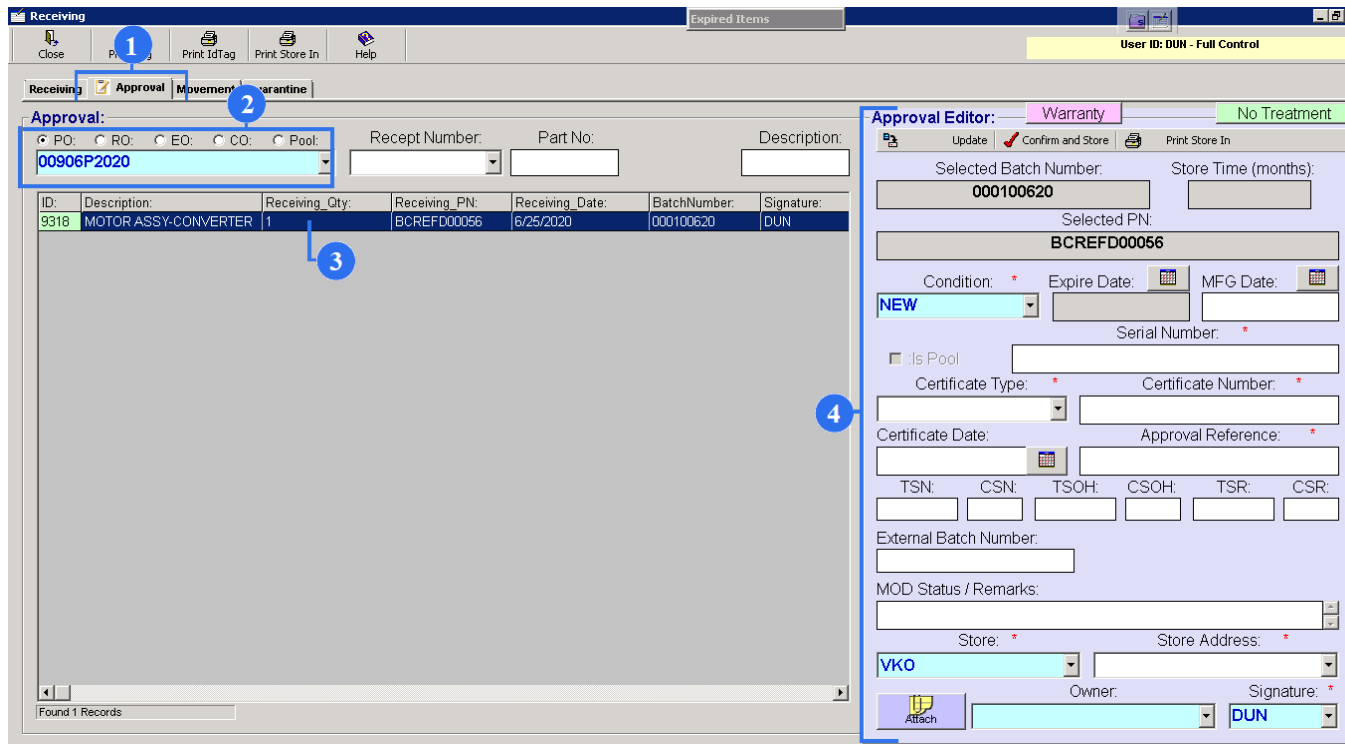


10. To receive a component select signature (there are storeman codes. They are generated in “Base Setup”) and push “Confirm” button.

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”.

Approval Editor: Warranty No Treatment

Update Confirm and Store Print Store In

Selected Batch Number: 003080617 Store Time (months):

Selected PN: AGE13622

Condition: * NEW Expire Date: MFG Date:

Serial Number: *

Is Pool

Certificate Type: * Certificate Number: *

Certificate Date: Approval Reference: *

TSN: CSN: TSOH: CSOH: TSR: CSR:

External Batch Number:

MOD Status / Remarks:

Store: * VKO Store Address: *

Owner: Signature: * DUN

Attach

5

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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.

Approval Editor: Warranty No Treatment

Update Confirm and Store Print Store In

Selected Batch Number: 003080617 Store Time (months):

Selected PN: AGE13622

Condition: * NEW Expire Date: MFG Date:

Serial Number: *

Is Pool

Certificate Type: * Certificate Number: *

Certificate Date: Approval Reference: *

TSN: CSN: TSOH: CSOH: TSR: CSR:

External Batch Number:

MOD Status / Remarks:

Store: * VKO Store Address: *

Owner: Signature: * DUN

Attach

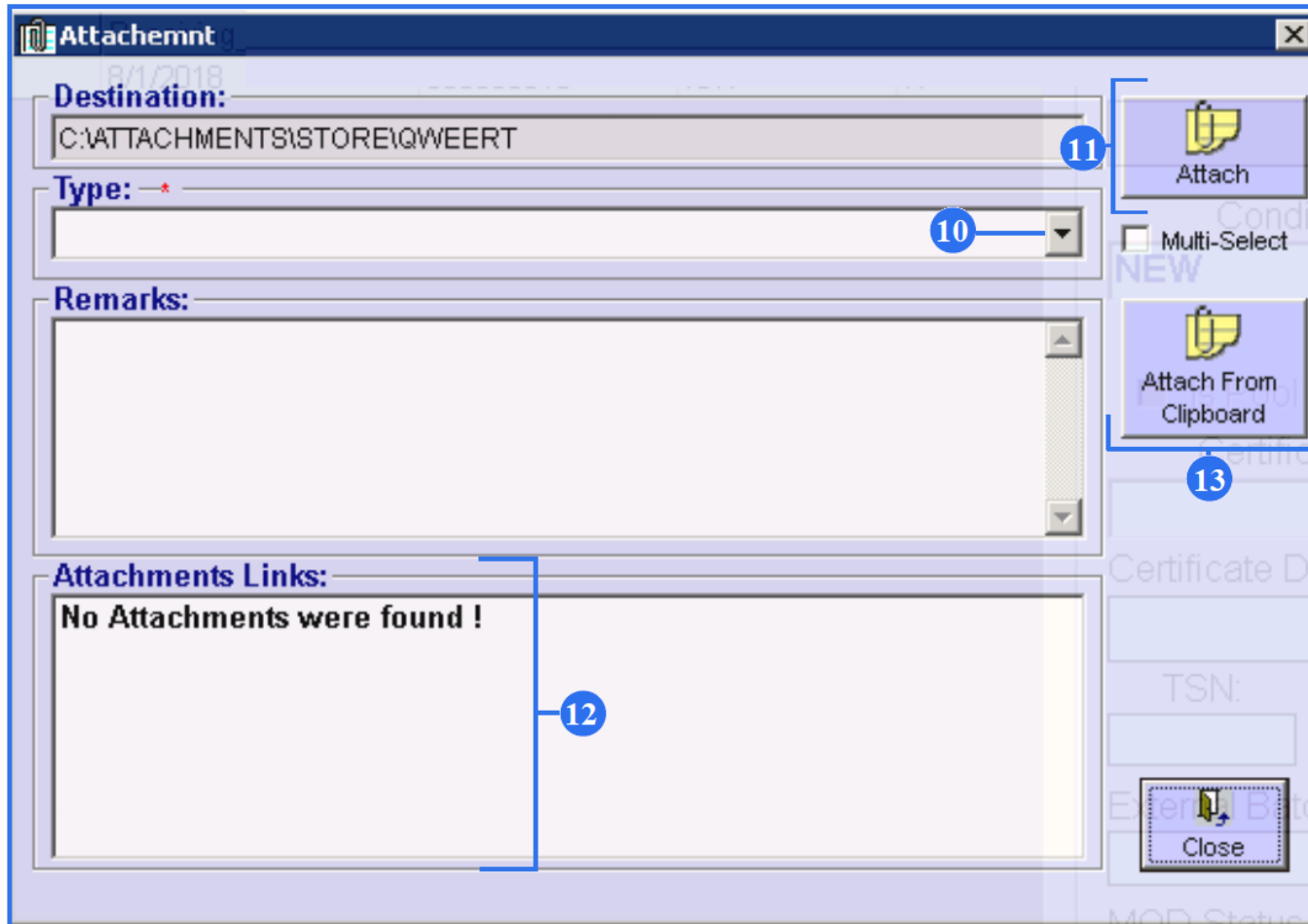
7. Enter serial number, certificate date, approval reference and necessary time information:

- 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.

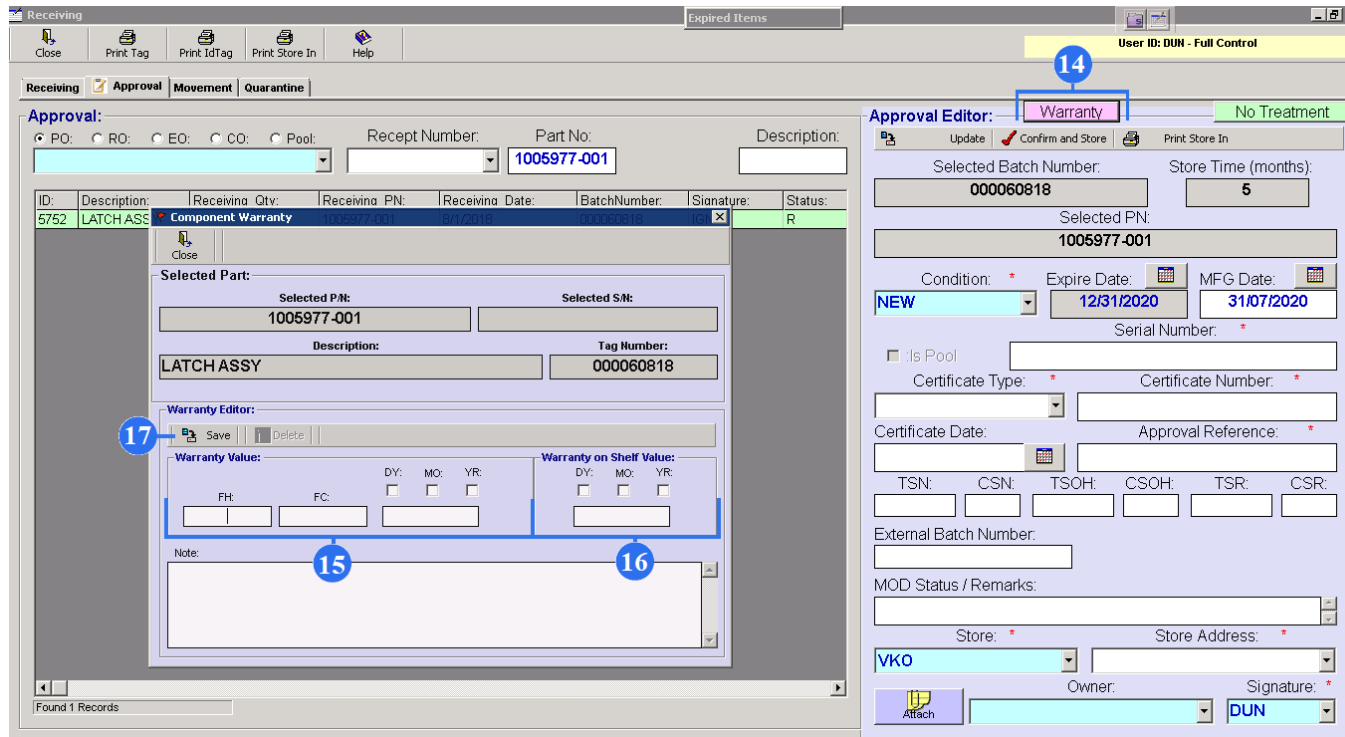


10. Choose an appropriate attachment type.

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.

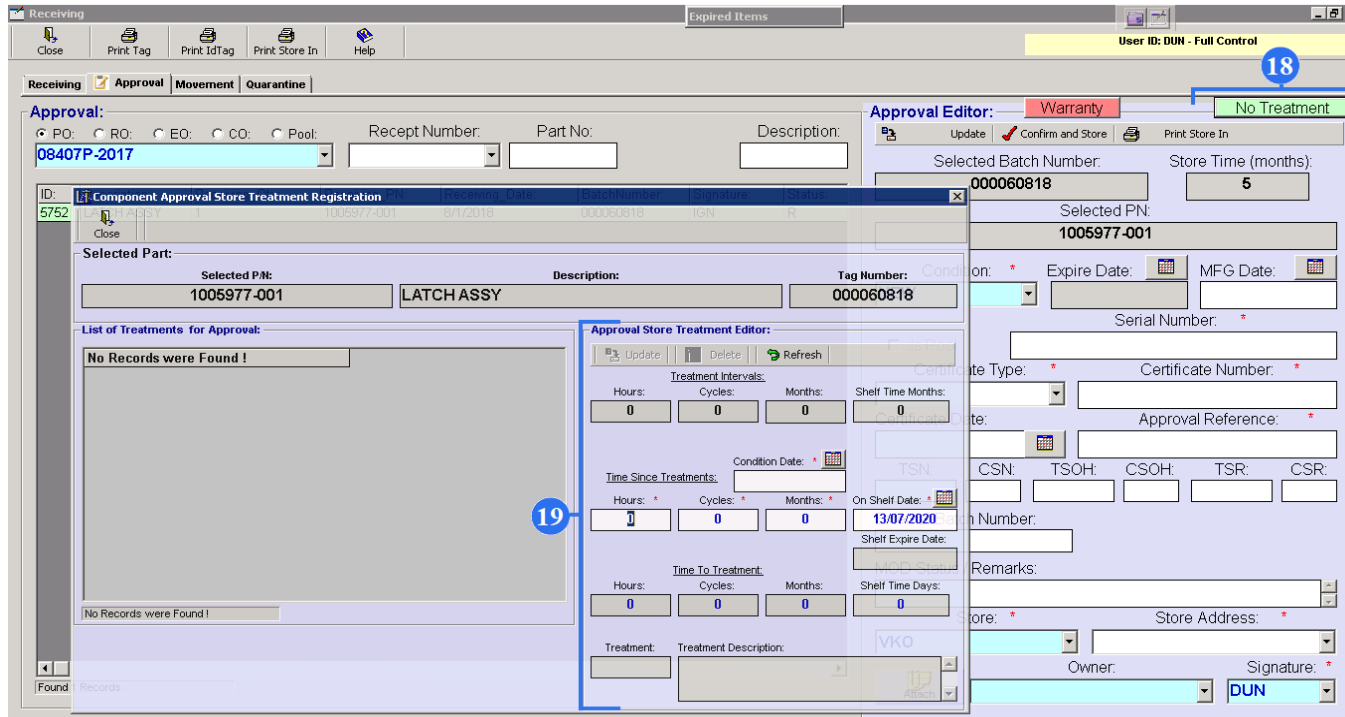


14. To create warranty for component click on the “Warranty”.

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”.



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.

ID	Receiving Qty	Receiving PN	Receiving Date	Batch Number	Signature	Status	Individual
4906	1	452-0133	2/16/2018	000870218	VLA	R	Y

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”.

4. Movement

Receiving | Approval | **Movement** | Quarantine

Destination Store: [] From Store: [] Store Address: [] Select All: [] Reception Date: 13/07/2020 Signature: DUN

ID:	Store_ID:	PN:	Description:	Serial_Number:	Qty:	Unit:	BatchNumber:	Original_Batch:	Destination:	Store:	Move_Date:	Move_By:	MFG_I
1697	3954	S1820516-99	BATTERY REPLACEMENT KIT	TM0000087745	1	EA	001950217	001950217	S7	VKO	2/22/2017	GIR	
1698	3953	S1820516-99	BATTERY REPLACEMENT KIT	TM0000087677	1	EA	001940217	001940217	S7	VKO	2/22/2017	GIR	

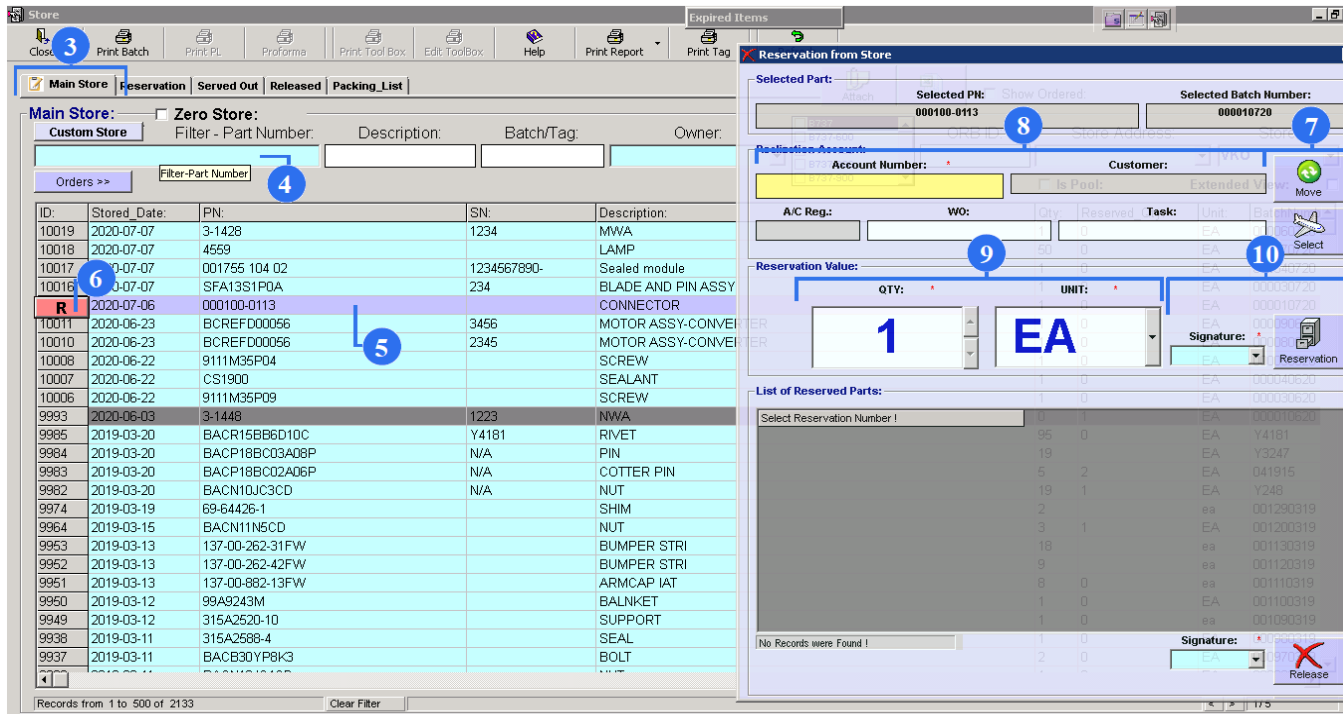
Found 2 Records

Store Management: Version: 1.23.963

Buttons: Corrections, Reorder Level Controller, Expiry Controller, Material Support, Inquiry Reports, Components, Material Management, Shortage, Purchasing, Quotation, Receiving, EASA Form, **STORE**, Invoicing, Base Setup, Realization Accounts, Financial Management, Shipment, Sale

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

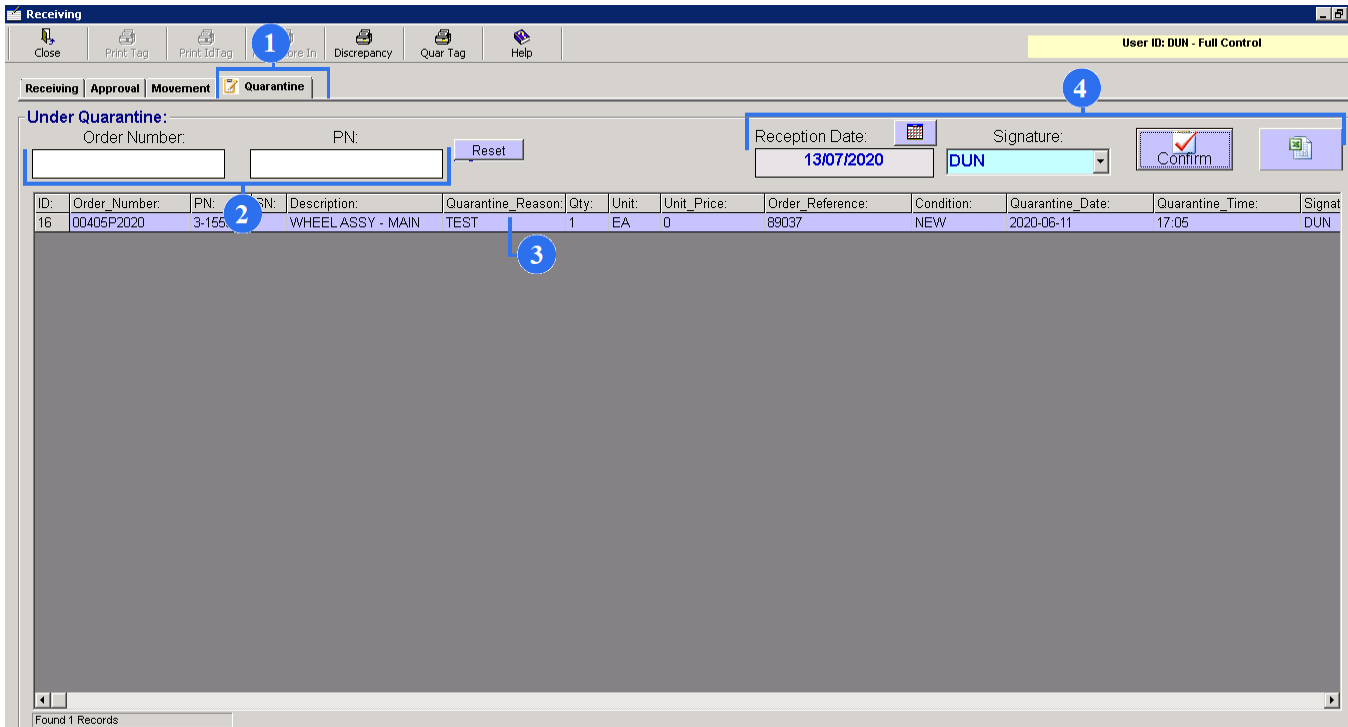
Close the sub – module and return to “Receiving” sub – module, to “Movement” tab.

The screenshot shows the 'Receiving' software interface. At the top, there are menu options: 'Receiving', 'Approval', 'Movement', and 'Quarantine'. Below this is a form titled 'Movement from Store to Store'. The form contains several fields: 'Destination Store' (set to VTS), 'From Store' (set to VKO), 'Store Address' (set to 2a2w), 'Reception Date' (set to 13/07/2020), and 'Signature' (set to DUN). There are also buttons for 'Attach - 6', 'Confirm', and a document icon. Below the form is a table with columns: ID, Store_ID, PN, Description, Serial_Number, Qty, Unit, BatchNumber, Original_Batch, Location, and Store. The table contains 11 records. A blue circle with the number 12 points to the 'Description' column of the 8th record. A blue circle with the number 16 points to the 'Location' column of the 8th record. At the bottom left, it says 'Found 11 Records'.

ID	Store_ID	PN	Description	Serial_Number	Qty	Unit	BatchNumber	Original_Batch	Location	Store
13587	9993	3-1448	NWA	1223	1	EA	000010620	000010620		VKO
8799	5624	60-1000	SPACER		2	EA	002460817	002460817	VTS	VKO
8584	7330	HYJET IV-A PLUS	PHOSPHATE ESTER HYDRAULIC FLUID		24	EA	001780418	001780418	VTS	VKO
828	2257	LM522546-20629	BEARING	046817	1	EA	046817	046817	VTS	VKO
7814	6909	MOBIL JET OIL II	OIL - AIRCRAFT TURBINE ENGINE, SYNTHETIC BASE		78	EA	001240218	001240218	VTS	VKO
8586	7329	MOBIL JET OIL II	OIL - AIRCRAFT TURBINE ENGINE, SYNTHETIC BASE		24	EA	001770418	001770418	VTS	VKO
8706	7452	Mobil Jet Oil II	OIL - AIRCRAFT TURBINE ENGINE, SYNTHETIC BASE		96	EA	000820518	000820518	VTS	VKO
9006	7808	MOBIL JET OIL II	OIL - AIRCRAFT TURBINE ENGINE, SYNTHETIC BASE		24	EA	002050618	002050618	VTS	VKO
9064	7808	MOBIL JET OIL II	OIL - AIRCRAFT TURBINE ENGINE, SYNTHETIC BASE		72	EA	002050618	002050618	VTS	VKO
9107	7808	MOBIL JET OIL II	OIL - AIRCRAFT TURBINE ENGINE, SYNTHETIC BASE		24	EA	002050618	002050618	VTS	VKO
8798	3230	MS20813-1	CAP	N/A	1	EA	039158	039158	VTS	VKO

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



The screenshot shows the 'Receiving' application window with the 'Quarantine' tab selected. The interface includes a menu bar with options like 'Close', 'Print Tag', and 'Quarantine'. Below the menu, there are input fields for 'Order Number' and 'PN', a 'Reset' button, and a 'Reception Date' field set to '13/07/2020'. A 'Signature' dropdown menu is set to 'DUN', and there are 'Confirm' and 'Excel' buttons. A table below displays a single record for a quarantined item.

ID	Order Number	PN	Description	Quarantine Reason	Qty	Unit	Unit Price	Order Reference	Condition	Quarantine Date	Quarantine Time	Signature
16	00405P2020	3-155	WHEEL ASSY - MAIN	TEST	1	EA	0	89037	NEW	2020-06-11	17:05	DUN

At the bottom left, it says 'Found 1 Records'.

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.