WAREHOUSE RECEIVING
EXERCISE BOOKLET

WHS200 RECEIVING

Introduction

This booklet supports the system-based demonstrations and exercises for this course. These demonstrations and exercises provide you with the opportunity to practice key system tasks that you are expected to perform on the job. Each demonstration and exercise included in this booklet is comprised of real-world business situations, the required data to complete the task and relevant questions.

Situations

The purpose of each system task is described at the top of each demonstration and exercise sheet in this booklet. Each system task is either demonstrated to the class by the instructor or demonstrated by the instructor and then performed by each class participant.

Required Data

The format of the demonstration or exercise sheet varies depending on the type of data required to complete the system task. There are two types of data provided within this booklet:

- Common Data
    - This data is non-consumable, it can be used multiple times in the system by a number of users
- User-Specific Data
    - This data is consumable, it can only be processed in the system once by a single user

A demonstration sheet contains only common data as it is performed only by the instructor. An exercise sheet typically contains both common and user-specific data but some exercise sheets may contain just one or the other.

Questions

A series of questions related to the system task are found at the end of each demonstration or exercise. Enter you answers directly below each question once you complete the task.

Exercise: Receive Item Against Receipt Transaction

Situation

Use this procedure to receive a purchase order, warehouse transfer, or return merchandise with the RF gun.

Common Data

This section provides the common field data required to complete this exercise.

Field	Value
Dock Id	Dock1
Printer	Hip3
PO Number	See table below
Item	J8810
Qty	300
Direct Receipt?	N
Pallet	See table below
Labels?	N
Skid Full?	N
Item	E948R10
Qty	200
Direct Receipt?	N
Pallet	See table below
Labels?	N
Skid Full?	Y

User-Specific Data

This section provides the user-specific data required to complete this exercise.

User	PO Number	Pallet
Instructor	P0309934	P222222222
Participant1	P0309935	P333333333
Participant2	P0309936	P444444444
Participant3	P0309937	P555555555
Participant4	P0309938	P666666666
Participant5	P0309939	P777777777
Participant6	P0309940	P888888888
Participant7	P0309941	P999999999
Participant8	P0309942	P101010101
Participant9	P0309943	P121212121

Questions

What stage must the receipt transaction be in before receiving items in TWL?

Can you receive all items of a receipt transaction onto the same pallet?

When should labels be printed while processing the receipt transaction?

Demonstration: Display Over/Short/Damage Receipts

Situation

Use this procedure to run the Over/Short/Damaged Receipts (OS&D) report for each receipt transaction received to verify that there are no quantity discrepancies.
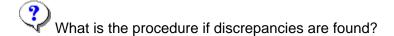
Common Data

This section provides the common field data required to complete this exercise.

Field	Value
RT Number	P0309934

Questions

Why do you run the OS&D report?

What is the procedure if discrepancies are found?

What is the procedure if no discrepancies are found?

Exercise: Close Receipt Transaction

Situation

Use this procedure to close each receipt transaction after all items have been received with the RF gun and put away into warehouse inventory.

Common Data

This section provides the common field data required to complete this exercise.

Field	Value
Dock Id	Dock1
Printer	Hip3
RT Id	See table below

User-Specific Data

This section provides the user-specific data required to complete this exercise.

User	RT Id
Instructor	P0309934
Participant1	P0309935
Participant2	P0309936
Participant3	P0309937
Participant4	P0309938
Participant5	P0309939
Participant6	P0309940
Participant7	P0309941
Participant8	P0309942
Participant9	P0309943

Questions

What should you do if a miscount discrepancy cannot be corrected on a purchase order?

When do you close a receipt transaction?

Exercise: Print Purchase Order Pre-Receiving Report

Situation

Use this procedure to run and print a pre-receiving report for each purchase order to use in comparison against the vendor's packing list and actual quantities received.
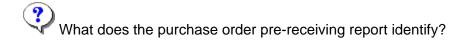
Common Data

This section provides the common field data required to complete this exercise.

Field	Value
Printing Information	hp(80)
PO #	See table below
PO Suffix	00
Warehouse	ORL
Enter a List of PO's?	No
Rcv # by (P)O, (R)ange, or (N)o Rcv#	P
Print Orders/WT's Needing Product	Yes
Directed Bin Put Away?	Yes
Stage B/O & Demand Products?	Yes
Stage Tagged Products?	Yes
Page Break Between PO's?	No
Print Vendor Notes?	No
Print Product Notes?	No
Print Additional Bins	No

User-Specific Data

This section provides the user-specific data required to complete this exercise.

User	PO #
Instructor	309920
Participant1	309921
Participant2	309922
Participant3	309923
Participant4	309924
Participant5	309925
Participant6	309926
Participant7	309927
Participant8	309928
Participant9	309929

Questions

You use the purchase order pre-receiving report to verify a three-way match between what three items?

What does the purchase order pre-receiving report identify?

What do you record on the purchase order pre-receiving report?

Demonstration: Print Warehouse Transfer Pre-Receiving Report

Situation

Use this procedure to run and print a pre-receiving report for each warehouse transfer to use in comparison against the shipping warehouse's packing list and actual quantities received.

Common Data

This section provides the common field data required to complete this exercise.

Field	Value
Printing Information	hp(80)
WT #	191216
WT Suffix	00
Receiving Warehouse	ORL
Enter a List of WT's?	No
Print Orders/WT's Needing Product	Yes
Directed Bin Put Away?	Yes
Stage B/O & Demand Products?	Yes
Stage Tagged Products?	Yes
Page Break Between Wt's?	No
Print Product Notes?	No
Print Additional Bins	No

Questions

Why should actual quantities received be recorded on the warehouse transfer pre-receiving report?

What should be done to each package as it is received?

What should you write on non-stock material packages?

Exercise: Receive Inventory Against Purchase Order

Situation

Use this procedure to receive purchase orders into inventory with SX.enterprise.

Common Data

This section provides the common field data required to complete this exercise.

Field	Value
PO #	See table below
PO Suffix	00
Ln#1 Quantity	100
Ln#2 Quantity	100
Printing Information	hp(80)
Printer For Allocation and Receipt Report	hp(80)

User-Specific Data

This section provides the user-specific data required to complete this exercise.

User	PO #
Instructor	309920
Participant1	309921
Participant2	309922
Participant3	309923
Participant4	309924
Participant5	309925
Participant6	309926
Participant7	309927
Participant8	309928
Participant9	309929

Questions

When do you perform this procedure?

Why should you not combine purchase orders?

What should you enter in the quantity field while receiving a purchase order?

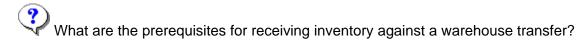# Demonstration: Receive Inventory Against Warehouse Transfer

Situation
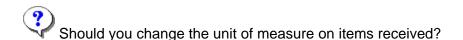Use this procedure to receive warehouse transfers into inventory with SX.enterprise.

Common Data
This section provides the common field data required to complete this exercise.

Field	Value
WT #	191216
WT Suffix	00
Ln#1 Qty Recv	25
Ln#2 Qty Recv	50
Printer For Allocation and Receipt Report	hp(80)

Questions

What are the prerequisites for receiving inventory against a warehouse transfer?

What should you do if there is a discrepancy with any item you are receiving?

Should you change the unit of measure on items received?

Exercise: Receive Inventory with Discrepancy Against Purchase Order

Situation

Use this procedure to receive purchase orders with an item discrepancy or issue into inventory using SX.enterprise.

Common Data

This section provides the common field data required to complete this exercise.

Field	Value
PO #	See table below
PO# Suffix	01
Line#4 Quantity	300
Product	E948N
Quantity	200
Unit	Ea
Price	3.02
Printing Information	hp(80)
Printer For Allocation and Receipt Report	hp(80)

User-Specific Data

This section provides the user-specific data required to complete this exercise.

User	PO #
Instructor	309920
Participant1	309921
Participant2	309922
Participant3	309923
Participant4	309924
Participant5	309925
Participant6	309926
Participant7	309927
Participant8	309928
Participant9	209929

Questions

When do you use this procedure?

What do you need before receiving inventory with a discrepancy against a purchase order?

What discrepancy types should not be received?

Demonstration: Receive Inventory with Discrepancy Against Warehouse Transfer

Situation

Use this procedure to receive warehouse transfers with an item discrepancy or issue into inventory with SX.enterprise.
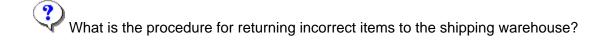
Common Data

This section provides the common field data required to complete this exercise.

Field	Value
WT #	191217
WT Suffix	00
Ln# 1 Qty Recv	15
Ln# 2 Qty Recv	100
Printer For Allocation and Receipt Report	hp(80)

Questions

When should you receive a warehouse transfer shortage with SX.enterprise?

What is the procedure for returning incorrect items to the shipping warehouse?

If items are damaged, in what instances does the shipping warehouse resolve the discrepancy?

Demonstration: Close Inbound Receipt Tickets

Situation

Use this procedure to ensure all inbound receipt transactions are closed at the end of the day.

Common Data

This section provides the common field data required to complete this exercise.

Field	Value
Find By	RT Num.
Status	Active

Questions

 When should you close an inbound receipt ticket?

Demonstration: Perform Dock Clean Up

Situation

Use this procedure to ensure items have been put away from the receiving dock at the end of the day.
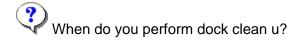
Common Data

This section provides the common field data required to complete this exercise.

Field	Value
Location	Dock1
Sort By	Location

Questions

Why do you perform dock clean up?

When do you perform dock clean u?

What happens if product is still at the dock?

Demonstration: Display Receipt Transaction Summary

Situation

Use this procedure to verify that the status for each receipt transaction is complete at the end of the day.
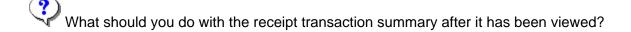
Common Data

This section provides the common field data required to complete this exercise.

Field	Value
RT Number	P0309934

Questions

Why should you display the receipt transaction summary?

What should you do with the receipt transaction summary after it has been viewed?

Demonstration: Research Quantity Discrepancies with Receipt Master

Situation

Use this procedure to research a purchase order based on a PO number with TWL Online.

Common Data

This section provides the common field data required to complete this exercise.

Field	Value
Find By	PO
PO	P0309934

Questions

When should you perform this procedure?

Demonstration: Display Purchase Order Inquiry

Situation

Use this procedure to research a purchase order based on the PO number or based on the vendor, warehouse, and item received with SX.enterprise.

Common Data

This section provides the common field data required to complete this exercise.

Field	Value
PO #	309920
Vendor #	3004981
Product	E948R10
Whse	fORL

Questions

Why should you run a purchase order inquiry?

When should you use the vendor number, item number, and warehouse code to locate a purchase order?

What information is displayed in a purchase order inquiry?