








## VST Sensors Goods In Procedure

1. Check supplier delivery note for PST number and search using only the number using the menu in the top right corner of Intrastats.

Supplier Orders    

### Search New System

Host	Purchase Order	Edit	Supplier	Stock Ref	Supplier Ref	Description	Qty	Qty Delivered	Qty Remain
	    PST3085		 Honeywell Healthcare Solutions GmbH	 8010004	8010004	E1001721, OOD103-2V Oxygen Sensor	400	0	400

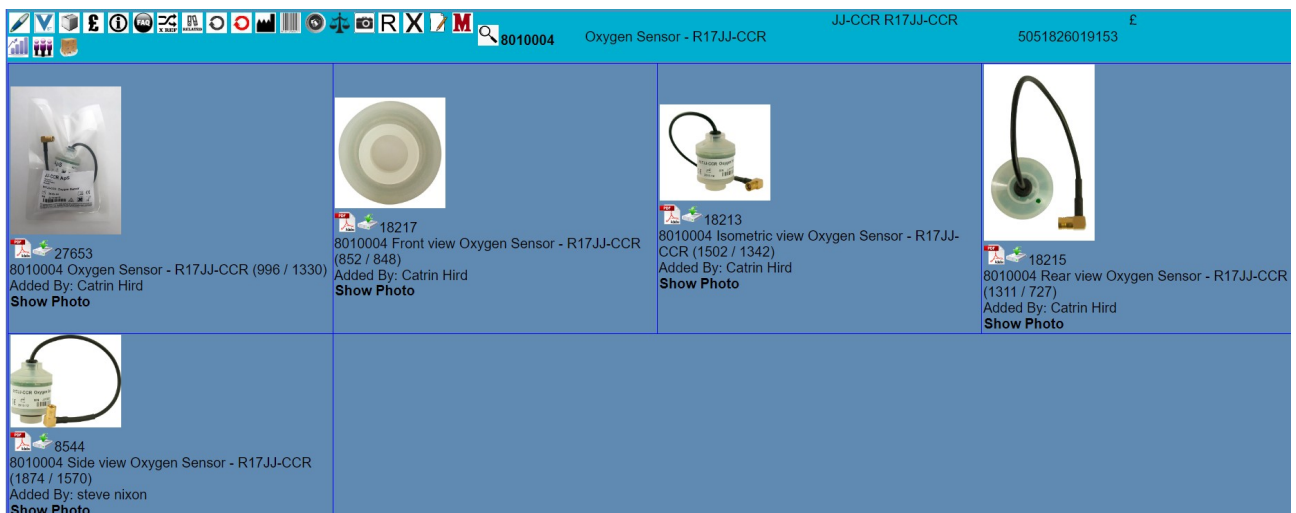
Print a copy of the purchase order by clicking on the PDF icon and printing from the PDF reader, open a new tab for the stock page of the sensors shipped by clicking on the magnifying glass symbol next to the sensor stock reference.

2. Make an entry for the shipment on the Deliveries page. Navigate from Stock in the top bar to "Deliveries" listed under Goods In.

**NEW DELIVERY**

Shipper	UPS Express Saver
Condition (1 good 10 bad)	1
Number Boxes Delivered	1
Purchase Order Supplier	VST0004 Honeywell Healthcare Solutions GmbH
SRS Returns	
Depleted Sensor Returns	<input type="checkbox"/>
Senders / Contact Name (if not PO / SRS / DSR)	PST3085
	8010004*400 R-17JJ
Other Notes	
Tracking Number	1Z9021240490377480
Continue	<input type="button" value="Continue"/>

3. Visually inspect one sensor and compare the connector, bag label and sensor label to the stock images saved in Intrastats. These images can be found on the stock page by clicking on the camera button on the bar for the matching part number. Make a note of the date code of the sensors and the serial number prefix on the delivery note, as these are not included by the manufacturer. For rEvo sensors the first 3 digits correspond to the last digit of the year followed by 2 digits representing the month.



#### 4. Pack sensors in white boxes.

Pack the sensors into white boxes, found in the VST stock area. 50 sensors will fit in one CAD205EUK. 100 sensors will fit in one CAD213UK. For a batch of 150 cells, use 3 x CAD205EUK, for multiple hundreds of cells, use multiple CAD213UK. Affix white VST labels in the centre of the long sides of the boxes then build them up using white tape and line with a clear bag, bags may be found on the VST rack, and labels on a roll in goods in.



The bottom layer of the bag must be lined with a sheet of sorbent felt, pre-cut sheets are located next to the goods in bench, uncut rolls are located atop the QA racks. Pack the cells in the boxes as 2 rows of 5 cells per layer, start with the highest serial number of the batch in the front right corner of the box and fill left from there. Add a layer of bubble wrap

between each layer of cells, and rotate orientation of the bags 180 degrees to aid in packing. When the box is full place another layer of sorbent felt on top.



While packing the sensors perform occasional spot checks on random sensors throughout the batch to ensure the serial number and date code on the sensor label matches the bag label. Take special care to check that each bag is properly sealed, there is a blue heat sealer located on the QA shelf which may be used to go over any inadequate seals.

5. Book in sensors. Click on the brown boxes button at the end of the list of buttons to open the booking in page. **Read the booking-in memo for any specific instructions relating to that particular sensor** and then click the green button below.

<div>Add New Items</div> <div>8010004 - Oxygen Sensor - R17JJ-CCR</div> <div>Before Placing into Stock Ensure:</div> <div>Please send any Safety data Sheets, Coshh Sheets to Technical Manager to be added to the document system.</div> <div>Goods in 8010004 Notes</div> <div>Check whether the purchase order states a specific MONTH of manufacture. If so, verify that the sensor and bag labelling reflects the requested manufactured month. Also check a sample sensor to ensure that sensor and bag labelling state the same month. If not, please alert SN or CG or SW.</div> <div>NOTE: If the production has been delayed, then the month of manufacture should reflect the actual month of production.</div> <div>Does not require bar code labelling attached to the sensor bag.</div>
<div>I Have Read Memo</div>

Select the relevant delivery book entry, purchase order, and stock location from the drop-down menus. By default VST sensors are booked in to 126537, which is set at the main box. When the details are entered click the button to proceed.

Enter Reference Number of New 8010004 's:  
 POR Number For purchased Items or Worksheet Number for Manufactured Items  
 Good in Book ID

26 Apr 2023 129021240490377480

Purchase Order Reference OR Worksheet:  
 On Behalf on Company  
 Destination Stock Location ID

PST3085  
 VST

PST3085 Line ID 5307 Qty Left on Line : 200

(126537) Stock Room 2 Row 1 Block 1 Shelf 3 - VST Sensors MAIN BOX

Proceed to enter Serial Numbers

In the following page, enter the serial number range and date code in the appropriate text boxes, then click confirm. Date codes must be entered in the form YYYY-MM, serial numbers must include the letters at the beginning, intrastats displays the full serial number of the last item booked in for a part number, which may be a helpful guide on what it should look like.. **Do not enter any leading zeroes into the “From” box in the form as this will break the numbering system.**

Text	From	To
JJ145	149	548
Batch No.	Man. Date Code	Man. Use By
	2023-05	
Label Description	Oxygen Sensor R17JJ-CCR	Expire Date
		<div> <div></div> <div></div> <div></div> </div>
		Confirm

After hitting confirm, double check the entry before hitting complete to ensure the information being entered is correct. If the stock quantity being booked in exceeds the amount on the order a warning will be displayed.

Dual Sticker	From	To	Quantity	Description	Batch	Man. Date	Man. Use by	Main Barcode	Expires	
	JJ145149->	JJ145548	(400)	Oxygen Sensor R17JJ-CCR		2023-05				Delete
	Total	400					Complete			

If all is correct click complete. On the following page click on “Click” show in bold type. Barcode creating is now complete and the page will automatically redirect to the barcode printing page. The top result on the page will be the batch of sensors just added, check that the drop-down menu is set to “Batch Notes” and click go.

8010004										
Quantity	Por	Advanced Reference	Date Received	Warranty Returns	Returns %	Supplier Returned	Default Label	Batch Notes		
300	PST2936	1681919288	19/04/23		0			Batch Notes	Go	

On the following page, click on the “Print” button to open a PDF of the created labels. Print one copy of the batch notes for each box the sensors are packed in, print on large labels at 75% scale to display all the relevant information.



Print

Name: A Big Labels Properties

Copies: 1 ☐ Collate ☐ Print as grayscale ☐ Print as image ☐ Bleed Marks

Preview

Zoom: 75%  
Document: 8.5 x 11.0 inch  
Paper: 4.2 x 1.7 inch

Stock ref: 8010004  
Date booked in: 19 Apr 2023  
Advance reference ref: 1681919288  
Booked in by: Robert Connor  
Quantity: 300  
First barcode: 2209382  
S/n: JJ144849  
Last barcode: 2209681  
S/n: JJ145148

Print Range

☐ Current view  
☐ Current page  
☒ All pages  
☐ Pages: 1 - 1 / 1  
Sample: 1,5-9,12 ⓘ  
Subset: All pages in range  
☐ Reverse pages

Print Handling

Scale Tile Large Pages Multiple Pages Per Sheet Booklet

☐ None  
☐ Fit to printer margins  
☐ Reduce to printer margins  
☒ Custom scale 75 %

Orientation

Portrait

Print What

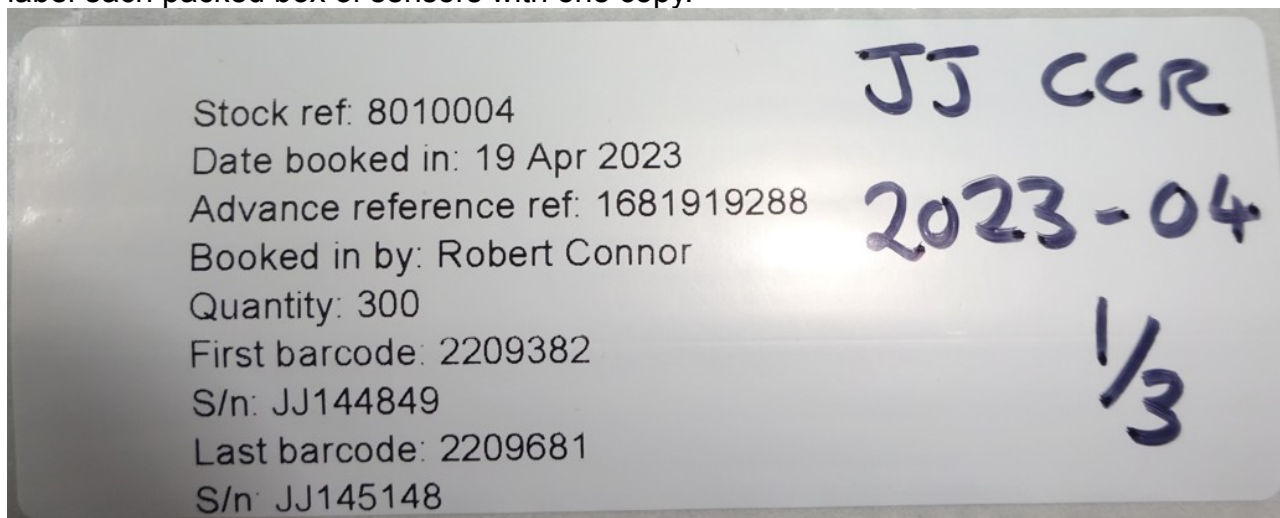
Document  
Summarize Comments

Output

☐ Simulate Overprinting

Advanced OK Cancel

Make a note on the labels of the OEM, date code, and quantity of boxes in the batch, then label each packed box of sensors with one copy.



Place the labelled boxes on the racking in the VST stock area.