

VM3COP29.08 – Goods In - Booking In Stock

When packages are received, they are placed in the Goods In corridor, on the, 'Goods In – Stock to be Processed' shelf. Packages on this shelf are ready to be booked into the system. If there is no space here, they may also be stored on the opposite side of the corridor.

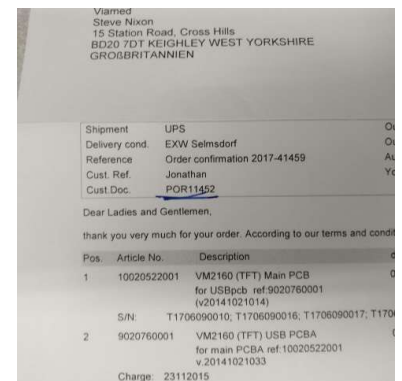


1. Begin by checking the damage, photographs need to
2. If all is well, open the box and remove the contents



packaging; if there is any be taken.

3. Remove and open the delivery note. Locate our reference number which should be the purchase order number, this begins with, PVM****, PST**** or PAN*** for Viamed, VST or Vandagraph.



4. Search for the corresponding order using the Supplier Orders option in the Intrastats search bar, use only the numbers. Print out the order using the PDF button on the results page.
5. Separate the goods in to part numbers and place them on the Goods In bench in serial number order.



Note: If any goods arrive in anti-static bags, do not remove them from the bag. Anti-static bags are identified by their pink or silver colouring.



- Match goods against the delivery note using the part numbers and quantity. Tick the line on the delivery note and purchase order, if all is correct, make notes of the lot numbers, manufacture dates and expiry dates. If the delivery is for a part shipment, write how many of each item has been received on both the delivery note and the purchase order. If the delivery note shows serial numbers, match them against the goods received.

Pos	Article No.	Description	date of deliv	Qty	Pqty
1	10020522001	VM2160 (TFT) Main PCB for USBpcb ref:9020760001 (v20141021014)	02.10.2017	5 pcs	
	S/N:	T1706090010; T1706090016; T1706090017; T1706090030; T1706090039			
2	9020760001	VM2160 (TFT) USB PCBA for main PCBA ref:10020522001 v.20141021033	02.10.2017	5 pcs	
	Charge:	23112015		5 pcs	

PURCHASE ORDER		Date: 01/10/17 Order Number: 2001100	
ORDERED: MRCO Systems Ltd, 25 Station Road, Essex, Essex, UK		Ordered by: [Signature]	
Delivered to: [Signature]		Authorised by: [Signature]	
DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
0034012	5	10.00	50.00
0034012	5	10.00	50.00

Note: Not all items have a lot number, manufacture or expiry date. If any of these details are missing, do not include them.

- Using the PC located in the Goods In corridor, log in to Intrastats. Click on the, 'Stock' icon, locate the, 'Goods In' list and then click on, 'Deliveries'.



Note: Book in one part number at a time

- Select the, 'Shipper', 'Condition' and 'Number Boxes Delivered' from the drop down menus.

NEW DELIVERY	
Shipper	Unknown
Condition (1 good 10 bad)	1
Number Boxes Delivered	1
Purchase Order Supplier	
SRS Returns	
Depleted Sensor Returns	

9. From the, Purchase Order Supplier drop down menu, select the supplier name as displayed on the delivery note.

The screenshot shows the 'NEW DELIVERY' form. The 'Purchase Order Supplier' dropdown menu is open, displaying a list of suppliers. The 'Purchase Order Supplier' field is highlighted with a red box. The list of suppliers includes:

- 00009300 Bluepoint Medical
- 00009602 Bunzl Healthcare
- 00011800 C S Milne Gas Management
- 00011540 Chartrite Limited
- 00007282 EnviteC-Wismar GmbH
- 00012238 Eurooffice
- 00011395 Grosvenor
- 00007317 Inspiration Healthcare Limited
- 00011712 Maxtec Inc.
- 00009102 Medilink Yorkshire
- 00009996 Nonwoven Innovation & Research
- 00007785 Nufer Medical AG
- 00010665 Pendle Signs & Plastics Ltd.
- 00009620 Posey Company
- 00009187 Precision Medical
- 00009123 RS Components Ltd
- 00009330 Saadat (M) Snd Bhd (EURO)
- 00009995 Sheffield Childrens Foundation
- 00009022 Tanda Engineering Ltd

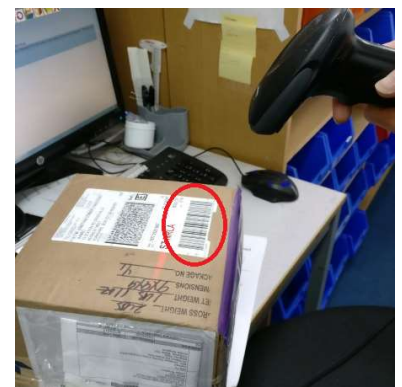
10. In the Contact Name field, type our Purchase Order number or SRS number, if neither is present type the contact name.

The screenshot shows the 'NEW DELIVERY' form. The 'Senders / Contact Name (if not PO / SRS / DSR)' field is highlighted with a red box and contains the text 'POR11407'. The 'Purchase Order Supplier' dropdown menu is also visible, showing '00009147 Teledyne Analytical Instrument'.

11. In the field entitled, "Other Notes", type the part number and quantities of all items received. Press, 'Enter' after each part number/quantity so the products appear on separate lines.

The screenshot shows the 'NEW DELIVERY' form. The 'Other Notes' field is highlighted with a red box and contains the text '300 X R-17HED'. The 'Senders / Contact Name' field is also visible, containing 'POR11407'.

12. Enter the shipper's tracking number; this can be scanned using a barcode scanner to minimise mistakes.



Note: Pallets don't always have a tracking number. If no tracking number is present, type, "Pallet" in the tracking number field.

13. Check that everything has been entered correctly, and then click, "Continue".

14. The Supplier Orders results page contains links to all the stock references on the order. In a new tab navigate to the stock search page for the stock item you wish to book in, click the filing cabinet button in the options bar to navigate to the booking in screen for that part number.

15. This is the primary screen for booking in stock. As stated, if any safety data sheets or COSHH sheets are included, send to the Document Controller to add to the document index. See VM3COP02.02 to identify the Document Controller.

If the packaging or stock is damaged, take a photograph and fill in the photo description at the bottom of the page. The photograph can be uploaded on the next page.

When complete, click the, 'Next' button at the bottom of the page.

You will be directed to a page which allows you to upload a photograph. Click on the, 'Choose File' button and navigate to the location of the photograph. Then click the, 'Upload File' button. You will be redirected to the primary booking in screen.

0110017 Oxygen sensor R-17MED (538 / 1042) Added By: Cathryn Hind	0110017 Oxygen sensor R-17MED (678 / 1064) Added By: Cathryn Hind	0110017 R-17MED Connector Oxygen sensor R-17MED Added By: Cathryn Hind	0110017 R-17MED Oxygen sensor R-17MED Added By: Cathryn Hind
0110017 R-17MED Top of Oxygen sensor R-17MED Added By: Cathryn Hind Find the 0110017 Raw Goods in Teledyne Oxygen Sensor R-17MED (600dpi) Teledyne Oxygen Sensor R-17MED Picture Choose a file to upload: Choose file No file chosen Upload File			

16. Many items have to be booked in, in a specific way. Any specific requirements will be specified in the notes section. Read this carefully and adhere to the requirements.

Goods in 0110017 Notes

Manufacturing Date Code MUST be entered when booking in all sensors.

Check gas barrier bag label:

Class = R-17MED

Date code equates to the stated date.

17. Check the notes from the purchase order log to see if they contain any information relevant to the task.

Purchase Order Notes:
Chased KE 12/06/2017 Chased KE 31/07/17

18. Fill in the fields.

The, 'Goods In Book ID' drop down menu should now contain the information you entered on the, 'Deliveries' screen. They are listed in date order (newest first) to help you locate the correct delivery.

Fill in the, 'Purchase order Reference OR worksheet' field by using the drop down menu or typing this in if it does not appear in the menu.

The 'On Behalf of Company' field needs to contain the name of the company on the purchase order.

The, 'Destination Stock Location ID' has a drop down menu; use this to enter the location ID of the stock location that the products will be placed when they have been booked in.

Enter Reference Number of New 0110017 's:
POR Number For purchased Items or Worksheet Number for Manufactured Items
Good in Book ID

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

04 Oct 2017 For Procedure ▼

POR11256
Viamed ▼

33278

Confirm

POR11256 Date Received 07/08/17 1502103600 ▼

5

Note: If the location ID you require is not in the list, click on the, 'StockBook' icon. From the, 'Locations' list, click on, 'Location Index'. This displays a full list of all location ID's and can be used to find the ID you require.



19. When everything is complete, click the, 'Confirm' button.

Enter Reference Number of New 0110017's:
 POR Number For purchased Items or Worksheet Number for Manufactured Items
 Good in Book ID

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

04 Oct 2017 For Procedure
 Viamed
 33278
 Confirm

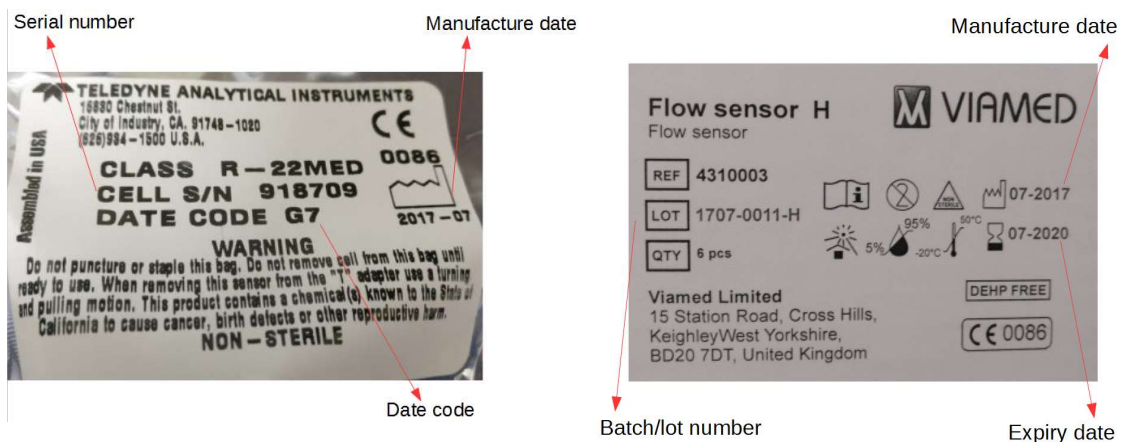
POR11256 Date Received 07/08/17 1502103600

20. The serial numbers need to be added on the next screen. Check the location ID, purchase order number and part number/stock reference listed are correct.

NON-Serial number Products TYPE 'TRACKING' In the Text Field 1 in the from Field and the number of items in the To Field
 Last Serialnumber Booked in: Firstbit102430

Booking into Location 33278 Main Office Goods In corridor - Stock Ready for QA Row 3, 4 and 5 Shelves 2, 3 and 4
 Reference Number POR11256 Stock Reference: 0110017's: 29

21. Enter the details requested. Check the labels on the stock to find the batch/lot number, manufacture date/date code and the use by/expiry date.



- If the stock received is a batch with sequential serial numbers which ALL have the same batch number, manufacture date code, manufacture use by and expiry date. E.g. Serial numbers:
 V010222 LOT512 Date Code E7 Use By 07/2027
 V010223 LOT512 Date Code E7 Use By 07/2027
 V010224 LOT512 Date Code E7 Use By 07/2027
 V010225 LOT512 Date Code E7 Use By 07/2027
 V010226 LOT512 Date Code E7 Use By 07/2027
 Enter the first part of the serial number which does not change throughout the batch in to the, 'Text' field. In the above example, you would enter, "V01022" in the, 'Text' field.

In the, 'From' field, enter the last part of the serial number which DOES change throughout the batch, with the lowest value. In the above example, you would enter, "2" in the, 'From' field as V010222 has the lowest value.

In the, 'To' field, enter the last part of the serial number which DOES change throughout the batch, with the highest value. In the above example, you would enter, "6" in the, 'To' field as V010226 has the highest value.

Enter the, 'Batch No.', 'Man. Date Code', 'Man. Use By' and, 'Expire Date' – these must be identical if booking in together.

The expiry dates MUST be entered in both the Use By box and the drop down menu, dates in the text boxes are entered in the format YYYY-MM.

Note: In the, 'To' and, 'From' field, the first digit cannot be zero.

- If the serial number is not part of a consequential batch, enter the full serial number in the, 'Text' field.
- If the item does not have a serial number, in the text field, enter, 'Tracking' – this MUST be spelled correctly. They can be booked in together as above however, enter, '1' in the, 'From' field and the number of items in the, 'To' field. E.g. if there are 50 items to be booked in together, enter 50 in the, 'To' field

Note: Not all items have a date code, use by or expiry date, only enter this if a date can be located, otherwise, leave blank.

22. The manufacturer use by date must be entered in the same format as displayed on the label. When everything has been entered correctly, click the, 'Confirm' button or press, 'Enter'.

Text	From	To
V01022	2	6
Batch No.	Man. Date Code	Man. Use By
512	E7	07/2027
Label Description	Oxygen Sensor R-17MED	Expire Date
		31 Jul 2027
Confirm		

23. A table will appear below displaying the total number of items booked in, when you believe that every item of that part number has been booked in, check the, 'Total' column matches the total amount received. Any errors can be removed by using the, 'Delete' button on the correct line. When everything is correct, click the, 'Complete' button.

Text	From	To
V01022	2	6
Batch No.	Man. Date Code	Man. Use By
512	E7	07/2027
Label Description	Oxygen Sensor R-17MED	Expire Date
		31 Jul 2027
Confirm		

Dual Sticker	From	To	Quantity	Description	Batch	Man. Date	Man. Use by	Main Barcode	Expires	
V010222->	V010226	(5)	Oxygen Sensor R-17MED	512	E7	07/2027				Delete
V010534->	V010534	(1)	Oxygen Sensor R-17MED	512	E7	07/2027			31/07/2027	Delete
Total			6							Complete

24. You may be presented with a holding page, click to continue.



The next screen displays all of that part number that have been booked in, the part number will be displayed at the top left corner.

0110017	Quantity	Advanced Reference	Date Received	Warranty Returns	Returns %	Supplier Returned
6	1507539336	09/10/17		0		Standard Tracking Label Zebra ▼ Go
30	1506430685	26/09/17		0		Standard Tracking Label Zebra ▼ Go
11	1505736877	18/09/17		0		Standard Tracking Label Zebra ▼ Go
63	1505385297	14/09/17		0		Standard Tracking Label Zebra ▼ Go
2	1504776978	07/09/17		0		Standard Tracking Label Zebra ▼ Go
55	1502436254	11/08/17		0		Standard Tracking Label Zebra ▼ Go

25. Locate the line that you have just booked in, this can be identified by the date and quantity received, from the drop down menu. If set the default label should always be used, this will vary by stock type. If no default is selected choose GS1_128, or if the stock item is not an oxygen sensor and the manufacturer packaging displays a UDI code, use Tracking Label Small Description. Then click, 'Go'.

0110017	Quantity	Advanced Reference	Date Received	Warranty Returns	Returns %	Supplier Returned
6	1507539336	09/10/17		0		GS1_128 ▼ Go
30	1506430685	26/09/17		0		Standard Tracking Label Zebra ▼ Go
11	1505736877	18/09/17		0		Standard Tracking Label Zebra ▼ Go
63	1505385297	14/09/17		0		Standard Tracking Label Zebra ▼ Go

26. A confirmation screen will be displayed, check the details at the bottom to ensure that the correct quantity of labels will be printed for the correct part number, starting with the correct serial number. If this is correct, press the large, 'Print' button'. This will download a PDF of the labels.

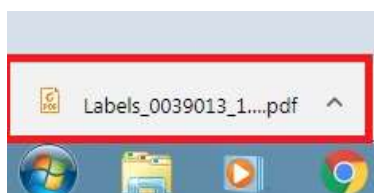
0110017 Label Printing Confirmation Screen

General Label Settings
 Pull Down Name: GS1_128
 Description:
 Printer Make/Model:
 Background Image:
 Label Identifier: 85

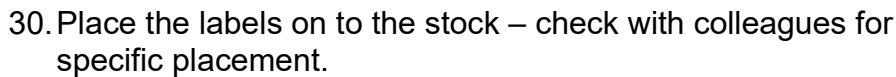
This Print Run Settings
 Reference: 0110017
 Advanced Reference: 1507539336
 Total of Number Labels: 6
 First Barcode ID: 1189913
 First Serialnumber: V010534

Print

27. When the download has finished, it will appear in the bottom left of the screen, click on the PDF to open it.



29. From the drop down menu, select, Printer "A Zebra ZT230" for GS1 barcodes, and "B Zebra ZT230" for small labels and click, 'Print'. This should print the correct quantity of labels, one for each item.



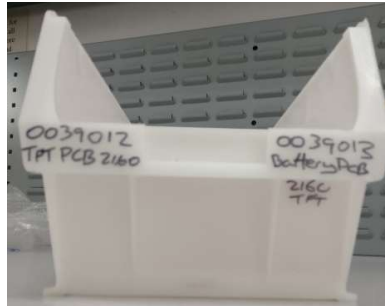
31. When creation of barcodes has been completed, navigate to Stock > Completion List (under Purchase Orders heading) and find the entry for the order just booked in, click the button to confirm receipt of the stock.

A red binder with a label that reads "Bookend Spine and Slits" and "Red". The label also features a logo and a barcode. The binder is shown in a close-up, highlighting the spine and the label.

33. The goods must then be physically placed on the shelf indicated in step 19, in serial number order.



If the items are not contained within their own box, they must be placed in a **white** ducket. Write the part number and description on the front of the ducket. Place the ducket on the correct shelf.



Note: *White duckets are only for use with stock.*

34. Remove waste. Any packing materials can be recycled in Goods Out if they are undamaged and are of suitable quality – check with colleagues in Goods Out if unsure. Any boxes can be recycled as per VM3COP20.38.