

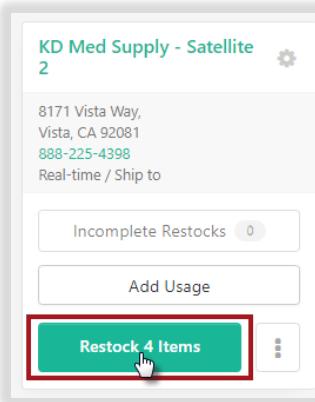
OVERVIEW OF WAREHOUSE FUNCTION

The Warehouse function allows accounts to efficiently process inventory from a main Warehouse to a Satellite location associated within the account.

1. Processing Restock Orders at a Satellite Location
2. Processing Restock Orders at the Warehouse Location
3. Checking in a Warehouse Order at a Satellite Location
4. Managing Short Shipments at Warehouse Location
5. Ordering Direct from a Vendor at a Satellite Location

1. Processing Restock Orders at a Satellite Location:

A Satellite Location can place an order to the Warehouse by selecting the Restock button on the Inventory Location page.



A list of the products to be ordered will display. The quantity available in the Warehouse is visible and the order quantity may be adjusted if needed. After the order has been reviewed, the restock is generated by selecting the “Create 1 Restock” button.

Restock From						
KD Med Supply - Main						
4 Items to replenish						
Product	Item #	UoM	On Hand + Outstanding (Stocking Units)	Quantity Needed (UoM)	Order Quantity (UoM)	Warehouse Qty
AirSelect Standard DJO - Aircast - Color: Chartreuse, Size: Small	01EF-S	EA (1 Stocking Units)	0 of 5	5	<input type="text" value="5"/> <input type="button" value="▼"/>	995 
AirSelect Standard DJO - Aircast - Size: Medium	01EF-M	EA (1 Stocking Units)	0 of 5	5	<input type="text" value="5"/> <input type="button" value="▼"/>	995 
AirSelect Standard DJO - Aircast - Size: Large	01EF-L	EA (1 Stocking Units)	0 of 5	5	<input type="text" value="5"/> <input type="button" value="▼"/>	995 
AirSelect Standard DJO - Aircast - Size: Xlarge	01EF-XL	EA (1 Stocking Units)	0 of 5	5	<input type="text" value="5"/> <input type="button" value="▼"/>	995 

Select Vendor Site Add Vendor Site

OVERVIEW OF WAREHOUSE FUNCTION

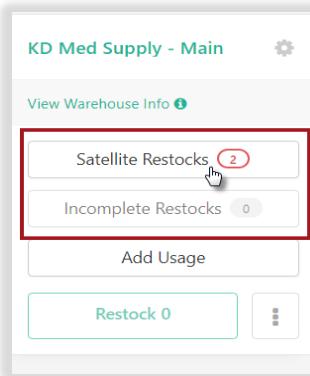
Once the order is placed an Awaiting Delivery message is displayed indicating the order is now pending at the Warehouse.

Note: Restocks can be cancelled by the Satellite or Warehouse location up until the time they are Pulled by a User in the Warehouse.

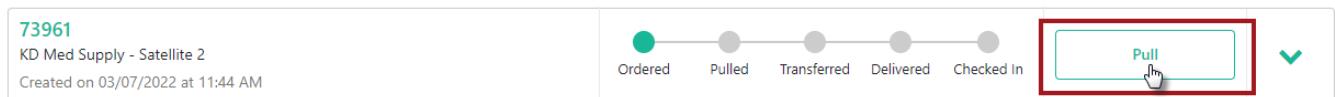


2. Processing Restock Orders at the Warehouse Location:

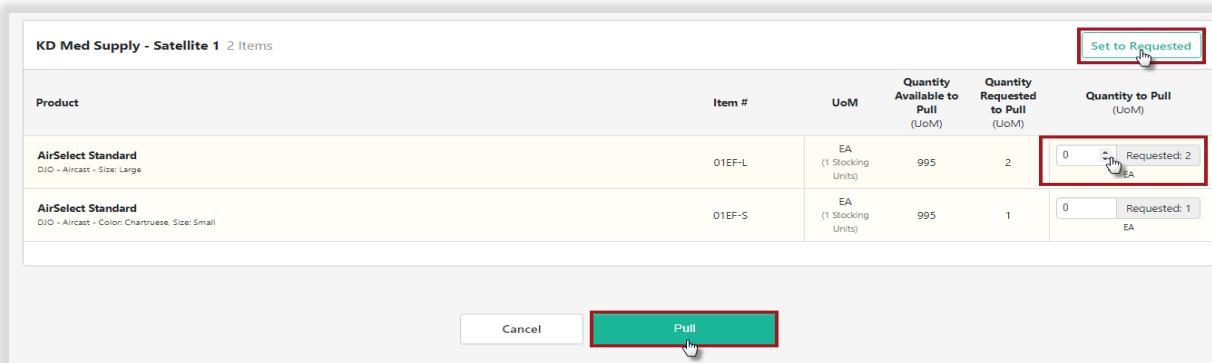
The Warehouse Inventory location will display a Satellite Restocks button in addition to the Incomplete Restocks button currently associated with the Warehouse orders. To process orders received from Satellite select Satellite Restocks to display all pending Satellite orders.



A. The first step at the Warehouse to process a Satellite order is Pull.



Once Pull is selected, the Warehouse is able to preview the requested product and quantities for each order. Select the Set to Requested to auto-populate all requested quantities or manually adjusted quantities requested.



OVERVIEW OF WAREHOUSE FUNCTION

B. The second step at the Warehouse to process a Satellite is **Transfer**. Once the product is pulled and packed the Warehouse selects Transfer to decrement inventory from the Warehouse.



C. The Final step at the Warehouse to process a Satellite order is **Deliver**.



3. Checking in a Warehouse Order at a Satellite Location

After the order has been processed and delivered, the order will remain under the Satellite tab in the Warehouse location until the Satellite location completes the **Check-In**.



For the Satellite location, click **Check In** to view all products on the order. If all quantities and products were shipped and received, select Set All to Max and Check In. If a partial shipment was received each product can be manually adjusted to the quantity received and Check In. The order will remain open until all items have been Checked In.

KD Med Supply - Satellite 1 2 Items						
Product	Item #	UoM	On Hand + Outstanding (Stocking Units)	Previously Checked In (UoM)	Quantity Open (UoM)	Quantity to Check In (UoM)
AirSelect Standard DJO - Aircast - Size: Large	01EF-L	EA (1 Stocking Units)	3 of 5	0	2	<input type="text" value="0"/> Max: 2
AirSelect Standard DJO - Aircast - Color: Chartreuse, Size: Small	01EF-S	EA (1 Stocking Units)	4 of 5	0	1	<input type="text" value="0"/> Max: 1 EA

Set All to Max

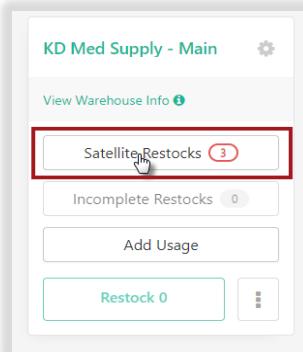
Cancel **Check In**

OVERVIEW OF WAREHOUSE FUNCTION

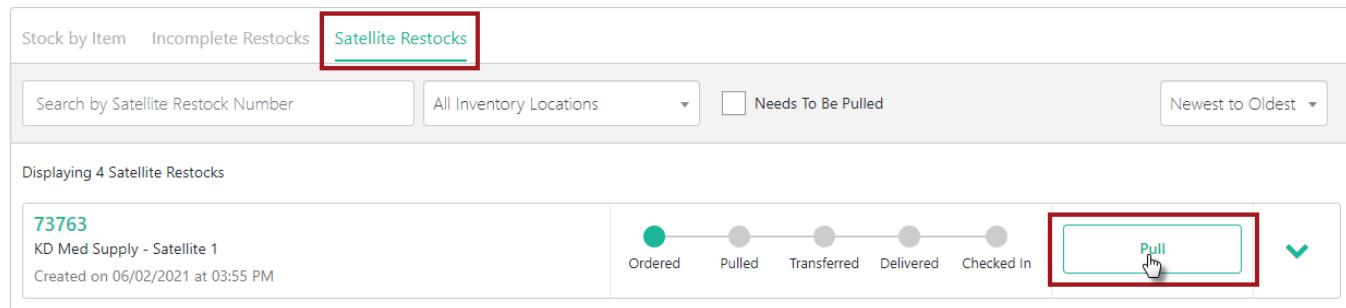
4. Managing Short Shipments at Warehouse Location

If the Warehouse is unable to fulfill the quantity requested from the Satellite location, the Warehouse can adjust the Quantity to the amount available. These quantity adjustments are completed when the restock is Pulled.

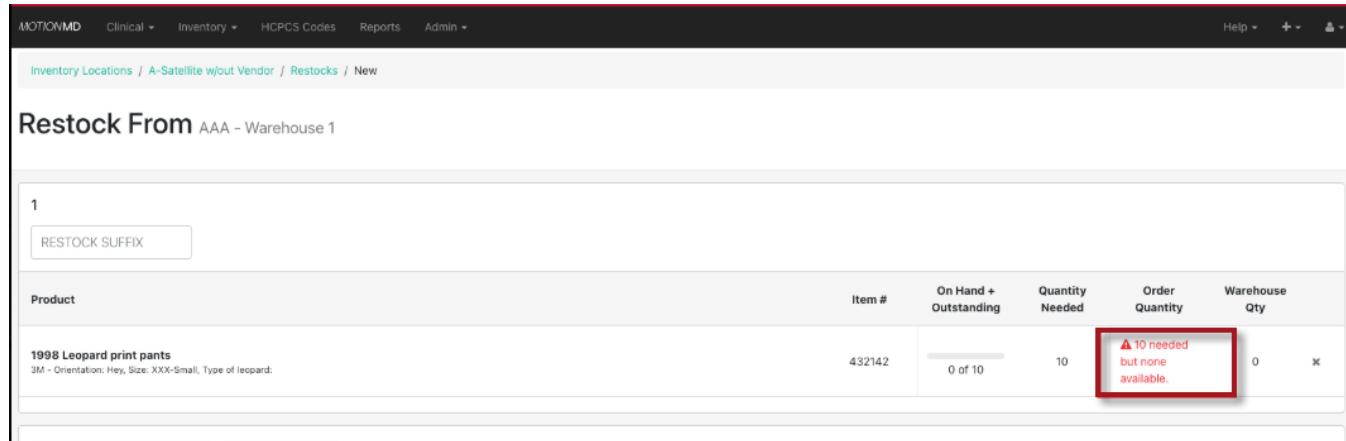
Select Satellite **Restocks** button from the Warehouse location.



Select the **Pull** button on the PO# for the Satellite location.



The Warehouse User can view the quantity available to pull from the Wearhouse. If the quantity requested is greater than the quantity available, an error message will show.



OVERVIEW OF WAREHOUSE FUNCTION

The User can manually adjust the quantity prior to processing and pulling the order.

KD Med Supply - Satellite 3 4 Items

Product	Item #	UoM	Quantity Available to Pull (UoM)	Quantity Requested to Pull (UoM)	Quantity to Pull (UoM)
AirSelect Standard DIO - Aircast - Size: Large	01EF-L	EA (1 Stocking Units)	0	5	<input type="text" value="0"/> <input checked="" type="button" value="Requested: 5"/> EA
AirSelect Standard DIO - Aircast - Size: Medium	01EF-M	EA (1 Stocking Units)	990	5	<input type="text" value="5"/> <input type="button" value="Requested: 5"/> EA
AirSelect Standard DIO - Aircast - Color: Chartruese, Size: Small	01EF-S	EA (1 Stocking Units)	989	5	<input type="text" value="5"/> <input type="button" value="Requested: 5"/> EA
AirSelect Standard DIO - Aircast - Size: Xlarge	01EF-XL	EA (1 Stocking Units)	990	5	<input type="text" value="5"/> <input type="button" value="Requested: 5"/> EA

After decreasing any stock quantities to be shipped by the Warehouse when it's Pulled, the PO is then processed through the remaining steps of Transfer and Deliver. Upon Check-In of the order at the Satellite location, the quantity received will automatically reflect the adjustment made by the Warehouse.

In the example below, the Warehouse only shipped 2 of the 5 requested. The User at the Satellite location will only see quantity 2 to Check In on the PO.

Check In 73761
Restock for KD Med Supply - Satellite 2 on 06/01/2021

Product	Item #	UoM	On Hand + Outstanding (Stocking Units)	Previously Checked In (UoM)	Quantity Open (UoM)	Quantity to Check In (UoM)
Air-Stirrup DIO - Aircast - Quantity: 1 PK, Size: Universal	02E	EA (1 Stocking Units)	4 of 4	0	4	<input type="text" value="0"/> Max: 4 EA
AirSelect DIO - Aircast - Size: Large	01EF-L	EA (1 Stocking Units)	2 of 5	0	2	<input type="text" value="0"/> Max: 2 EA

The remaining quantity of 3 will then appear in the Pending Restocks to be ordered once the next PO is generated for the Satellite location

Active
KD Med Supply - Satellite 2

Restock 1 Items		Stock by Item Incomplete Restocks				
<input type="button" value="Manual Restock"/>	<input type="button" value="View All Restocks"/>	<input type="button" value="Search..."/>	<input checked="" type="checkbox"/> Needs Restock	<input type="button" value="Reset"/>		
Displaying 1 stock record						
AirSelect Happy Don't Edit DIO - Aircast/01EF-L Large			UoM EA	PAR 5	On Hand 	Outstanding 0
			Qty Needed 3			
<input type="button" value="Add to Transfer"/> <input type="button" value="Actions"/>						
● Needs Restocked						

OVERVIEW OF WAREHOUSE FUNCTION

5. Ordering Direct from a Vendor at a Satellite Location

When the Warehouse is out of stock or low on stock for an item, a Satellite location can be set up with the option to place an order directly with a vendor.

Generate the restocks for the items pending at the Satellite location. To the left of each SKU listed, Users will have the option to select the Convert to Vendor Order button for each product as needed. Once complete, select Create Restock to place the order direct to the vendor.

Restock From
KD Med Supply - Satellite 1

1 Items to replenish						
Product	Item #	UoM	On Hand + Outstanding (Stocking Units)	Quantity Needed (UoM)	Order Quantity (UoM)	Warehouse Qty
AirSelect Standard DIO - Aircast - Size: Medium	01EF-M	EA (1 Stocking Units)	0 of 10	10	10	990
Convert to Vendor Order						×

Select Vendor Site

[Cancel](#) [Create 1 Restock](#)

ACO Med Supply - ACO Med Supply [Remove Vendor Site](#)

Product	Item #	UoM	On Hand + Outstanding (Stocking Units)	Quantity Needed (UoM)	Order Quantity (UoM)	Unit Price	Ext Price
AirSelect Standard DIO - Aircast - Size: Large	01EF-L	EA (1 Stocking Units)	3 of 5	2	2	0.00	0.00
<input type="text" value="SKU or Name..."/> <input type="button" value="Search"/> Total Price: 0.00 Free Shipping Threshold: \$250.00 \$250.00 Until Free Shipping							
Select Vendor Site <input type="button" value="Add Vendor Site"/>							

[Cancel](#) [Create 1 Restock](#)