Warehouse SOP: Receiving in SkuVault

09/20/2024 8:52 am CDT
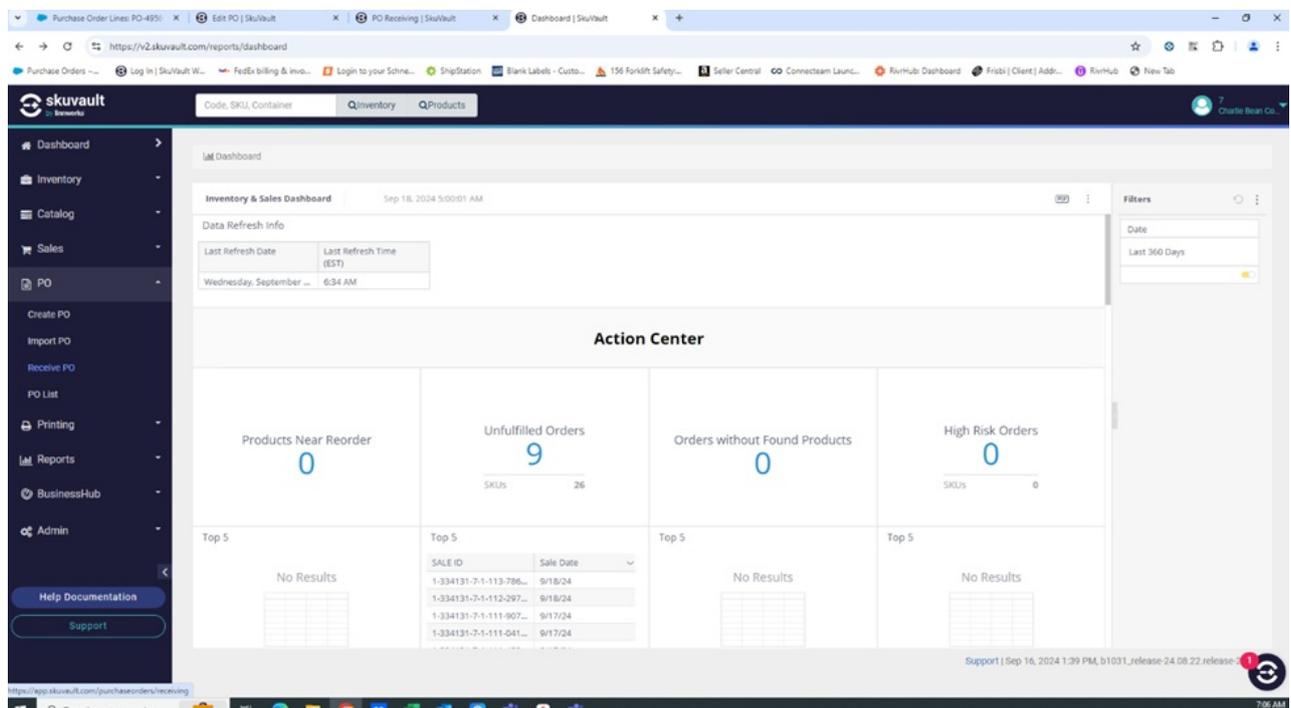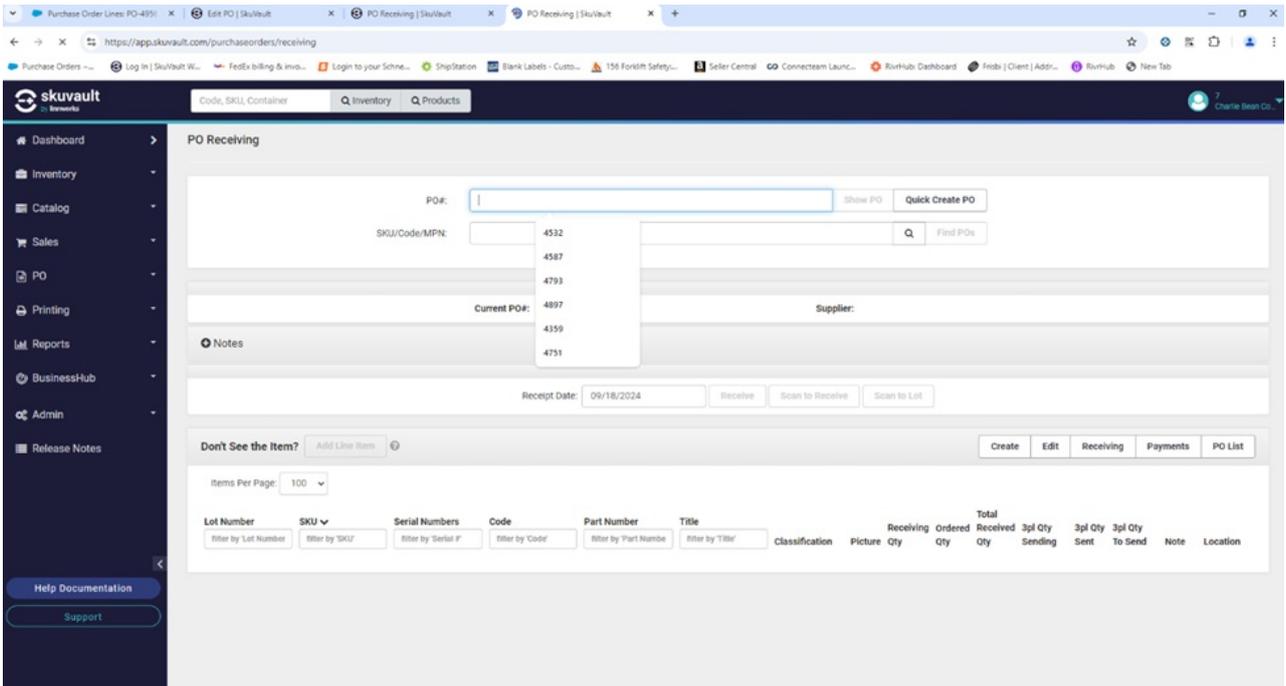
> **i** Who is this for: Inventory Personnel

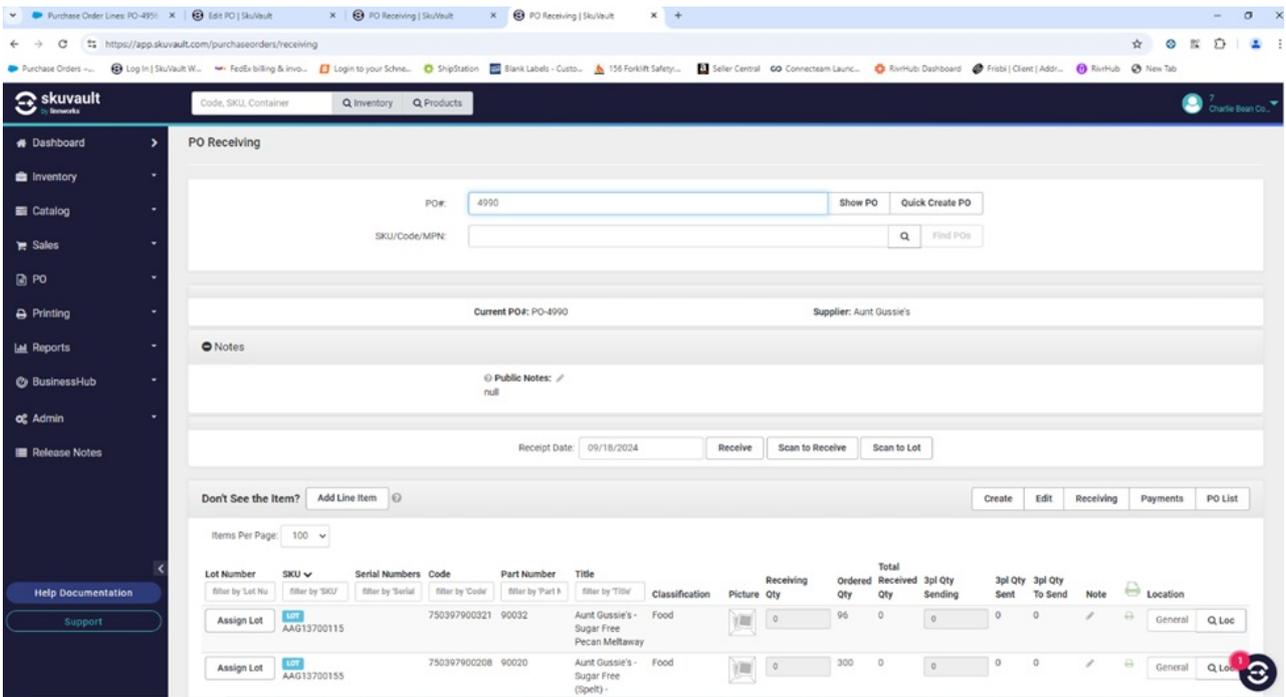> ✓ Objective: Understanding receiving POs in SkuVault

Once logged into SkuVault you should see this screen as you see under the PO drop down that the Receive PO is highlighted in blue
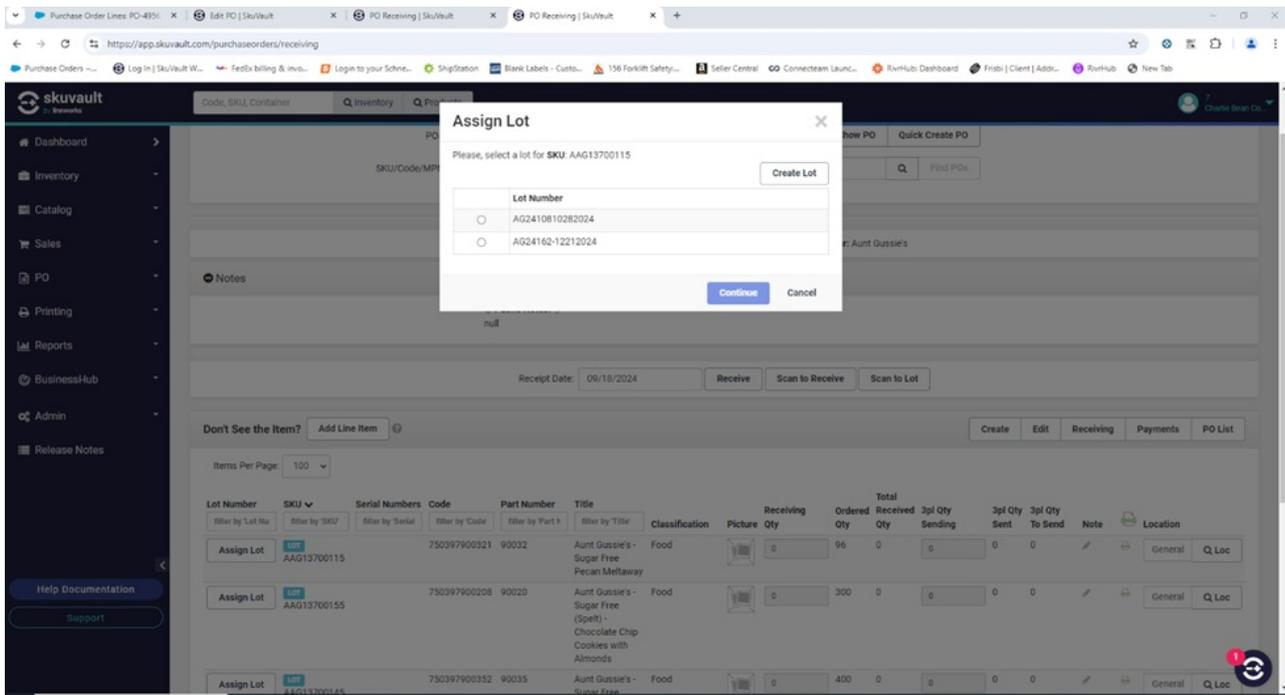

The PO box is outlined in blue. This is where you insert the PO number then you would click the SHOW PO box just to the right.
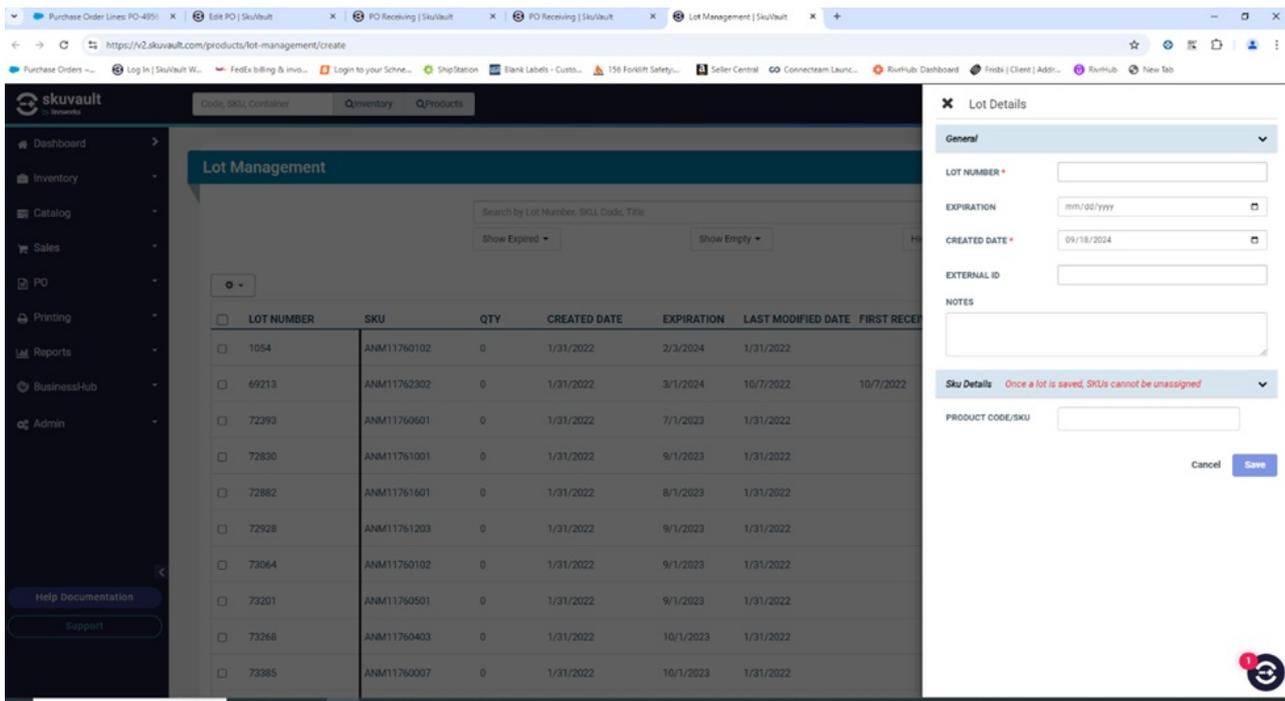
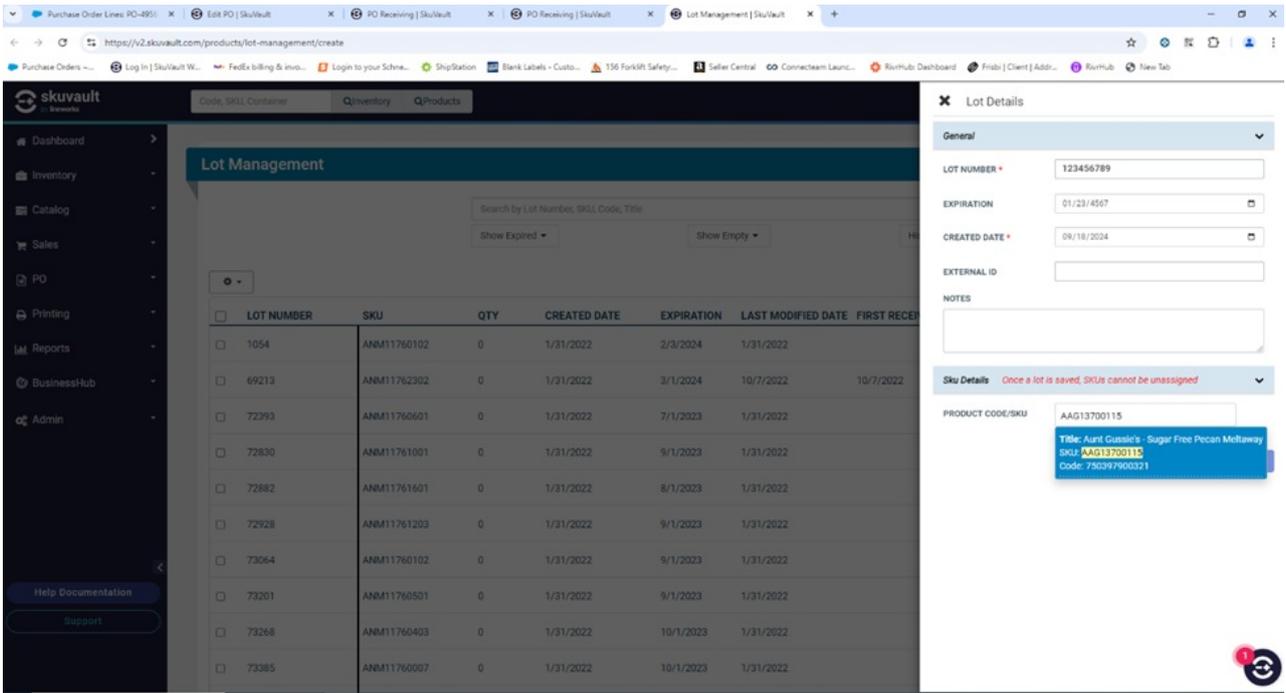Once you click that then you will see what items you will be receiving

If the product is lotted like it is here, you would click the Assign lot button. You will see a white box pop up with lots already associated with this sku, if not or it doesn't have the right lot information you will need to make a new one, If a new one is needed then you will need to click Create Lot on the right top of the white popup box
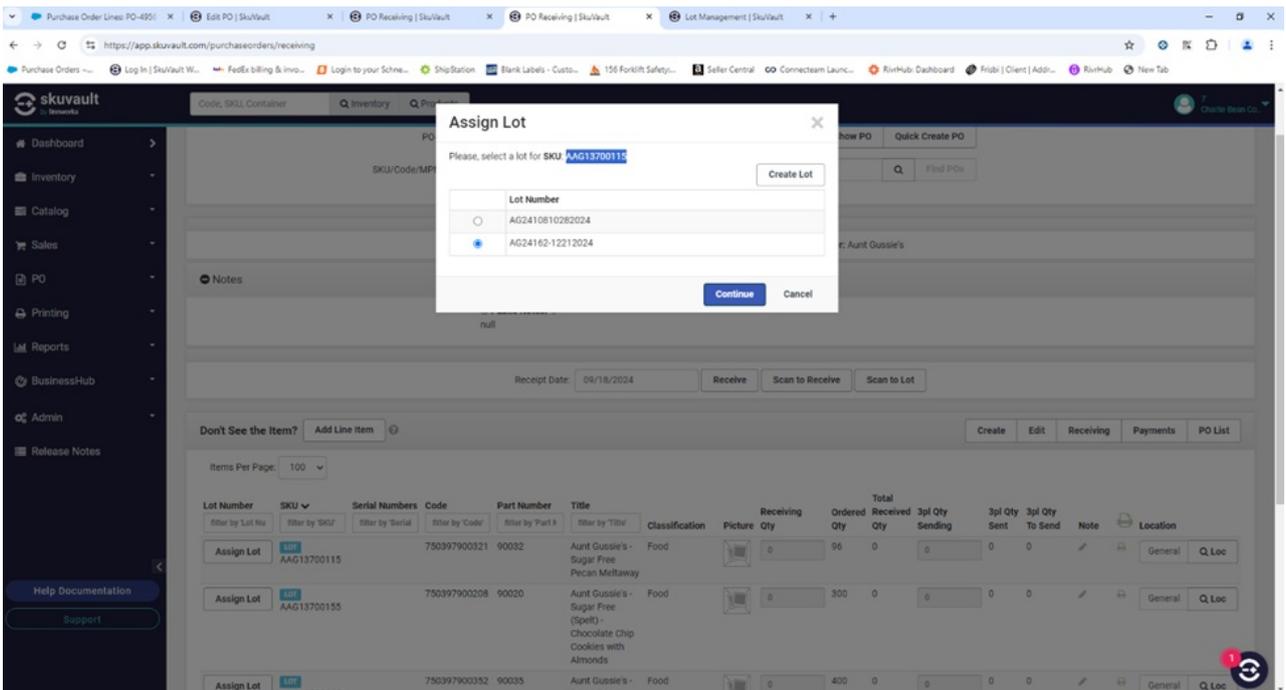
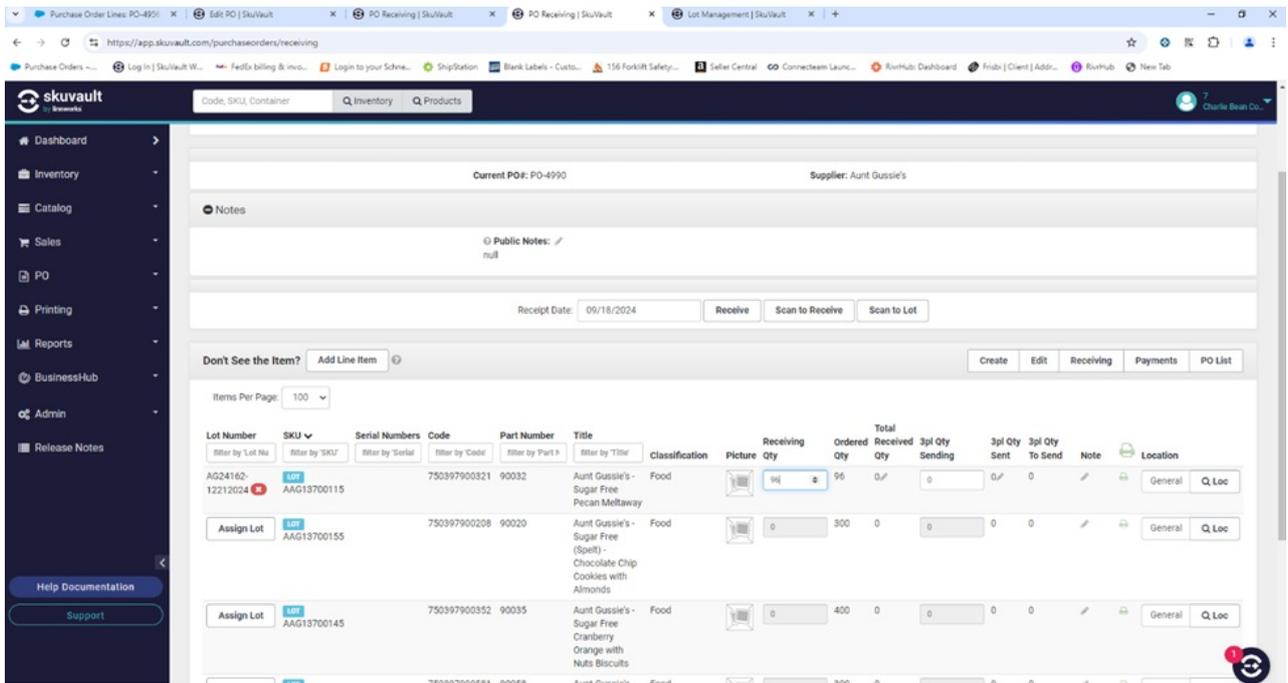When you click that box this screen will appear in a new window.

you must know or make up a lot number and expiration date, then you MUST add the SKU in the Product box and wait for the product detail to open in a small blue screen, and you must click that box for the sku to be added correctly. Should look like this then click save
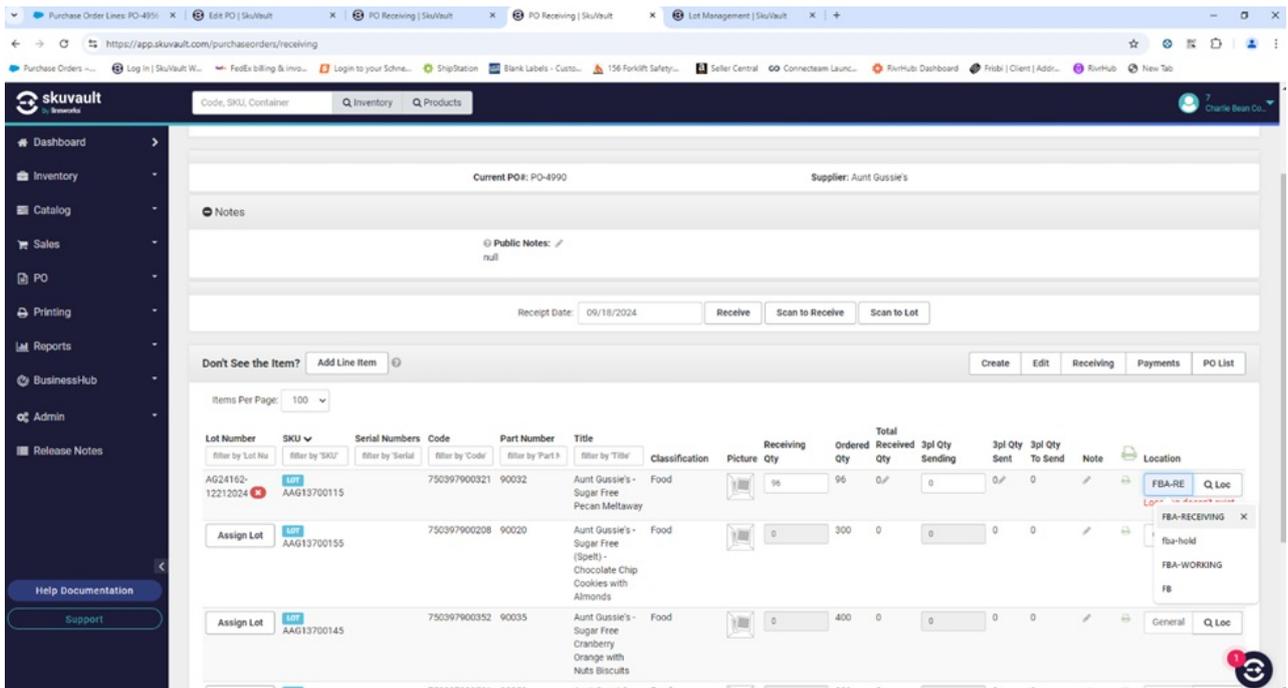
Once saved go back to the original SV window and click Assign lot again for the sku we just created a new lot for. Once you find the correct lot click the circle by the lot number and it will turn blue then click continue.
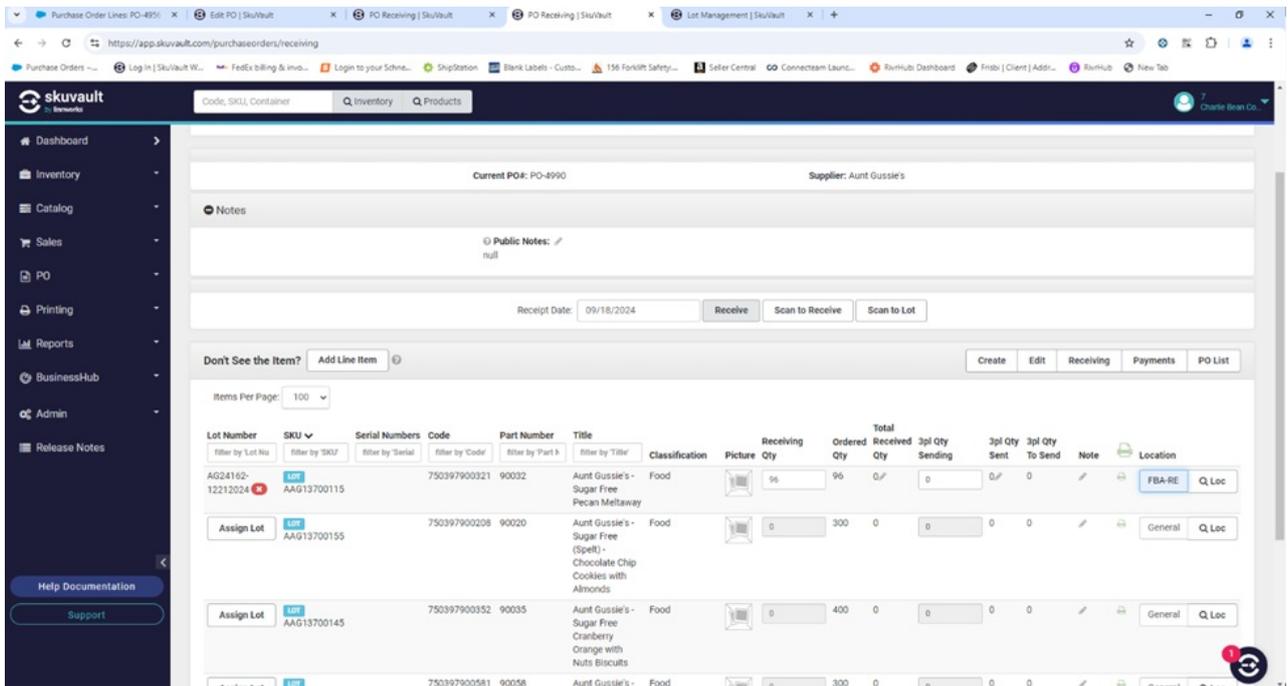

Once you click the continue button you will see the Lot number to the left of the sku that you're receiving, then you can move over to the right and the box outlined in blue you would enter the amount that is to be received.

After the amount to be received has been entered then you can move over to the location box and input FBA-REICEVING. Continue receiving if you have more to receive for the PO,

If you're done, then you would go up and hit the Receive Button you can see lightly shaded in grey

The final step is to double check the qty and the receiving location is correct before you hit the confirm button in blue, if its incorrect then just cancel and then you can correct the information. once you hit confirm the product will be added the receiving location that was inputted