

# MDS Quick Guide Purchase Order Receiving Options

## Overview :

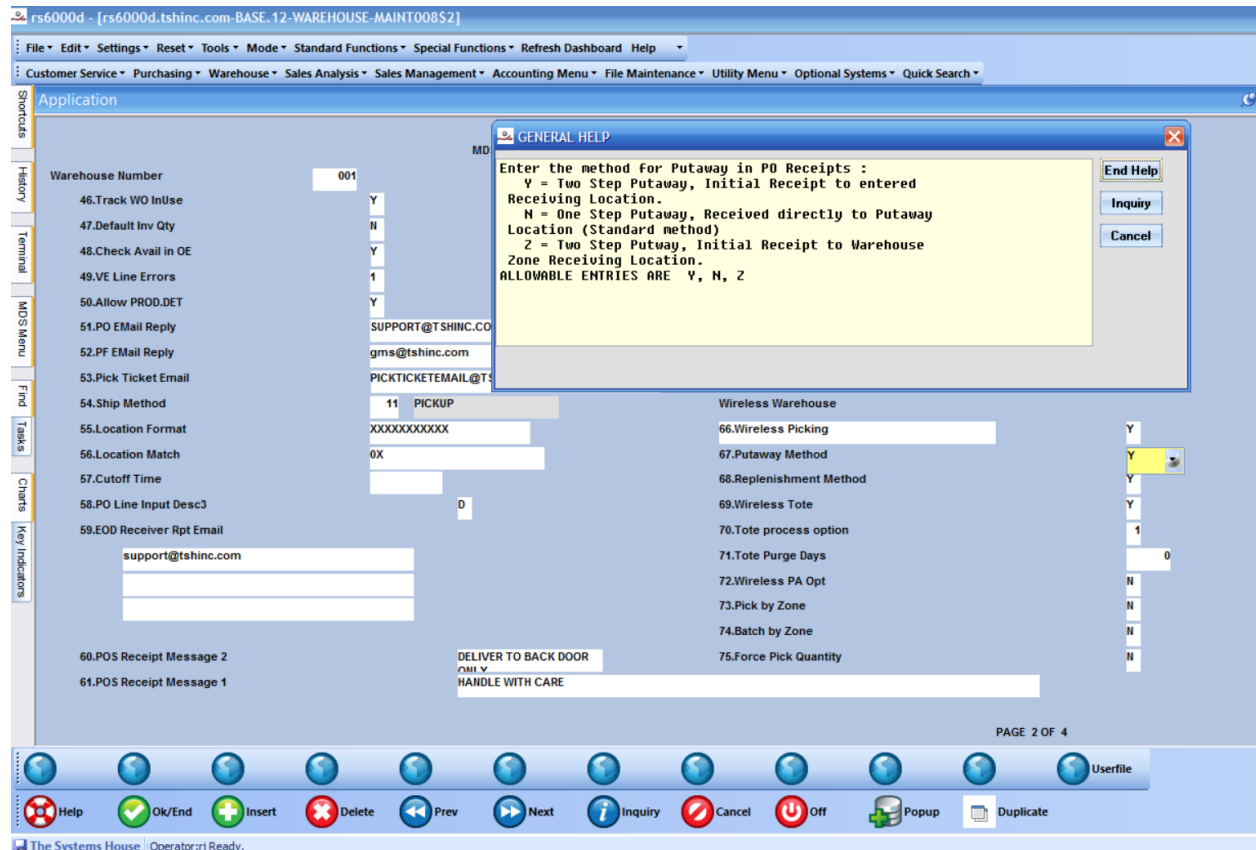
The MDS System offers multiple options to help streamline and consolidate your inbound warehouse flow. For customers who want to Receive Inventory , then do a review and put away to we offer a few options. This document outlines the setup's and some of the options we recommend as best practices for controlling inventory in your warehouse. However all the options are outlined. This guide assumes a two step put away process to allow you to receive and inspect your goods before making them available to sell.

## Using PO Putaways

### Setup

Turn on the PO Putaways option:

In the warehouse record, set the Putaway Method = "Y". This will require the operator to first receive into your receiving location, then perform the PO Putaway to move it to it's standard location in the warehouse.



Decide on how you want to use the Putaways:

In the Warehouse record, Putaway Bypass option. If you would like to have the option to do either a 1 step PO Receipts Posting, or the 2 steps of PO Receipts Posting and PO Putaways, set this option to "Y". If you want to require the operator to always use the PO Putaway method, then set this to "N".

The screenshot shows a software interface with a 'GENERAL HELP' dialog box overlaid on a warehouse record. The dialog box contains the following text:

**During PO Receipts, if Receiving location and Putaway processing is used, can the Receiving location be skipped and items received directly to stock bypassing the Putaway step (Y)**  
ALLOWABLE ENTRIES ARE Y, N

The background interface shows a table with the following data:

Label	Value
37.Putaway Bypass	Y
38.Pedigree by Lot	Y

Other visible text in the background includes: 'Medical Supply', '41.GLN Number', 'NEW JERSEY', '.Redirect if not in B', '.OE Replen to Max', '.Putaway Print', '.Rcv Prod Label UM', '.Prod Rcv Label Siz', '.LOT Purge Days', '.Replen at Receipt', '.Replen by Zone', and 'Interface Type'. The page number 'PAGE 1 OF 4' is visible at the bottom right.

Decide whether you want to print a PO Putaway form after PO Receipts is completed.

Putaway Print –

“N” – Do not print the form.

“F” – Print the Putaway form.

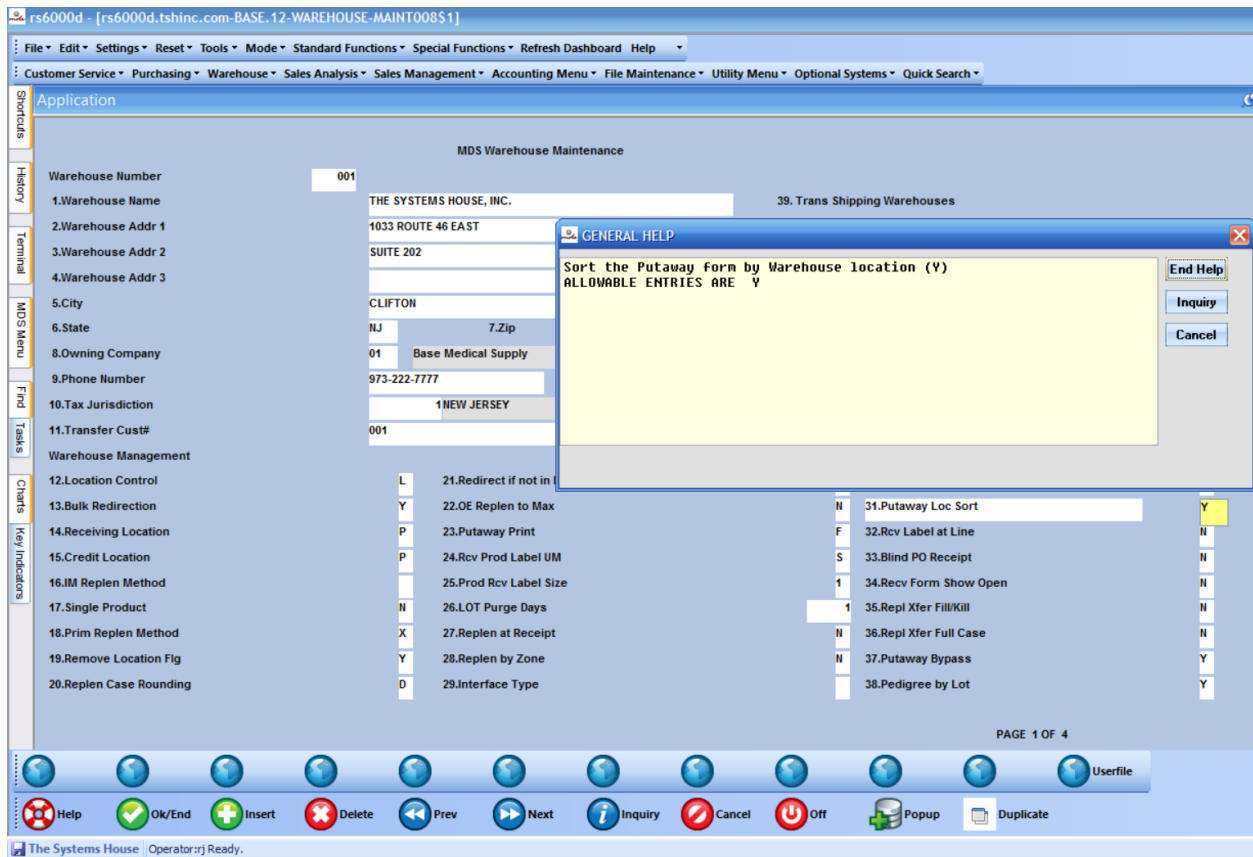
“L” – Print the Putaway labels.

“B” – Print both the Putaway form and labels.

The screenshot shows a web-based application interface for 'MDS Warehouse Maintenance'. The main window displays a form with fields for Warehouse Number (001), Warehouse Name (THE SYSTEMS HOUSE, INC.), and Warehouse Address (1033 ROUTE 46 EAST). A 'GENERAL HELP' dialog box is overlaid on the form, providing instructions on how to set the 'Print Putaway information at Receipt' option. The dialog box text reads: 'Print Putaway information at Receipt : N = None, Don't print any putaway documentation. F = Forms, Print Putaway Forms. L = Labels, Print Putaway Labels. B = Both, Print Forms and Labels. ALLOWABLE ENTRIES ARE N, F, L, B'. The dialog box has buttons for 'End Help', 'Inquiry', and 'Cancel'. The background application window shows a list of warehouse management options, including '23. Putaway Print', '24. Rcv Prod Label UM', '25. Prod Rcv Label Size', '26. LOT Purge Days', '27. Replen at Receipt', '28. Replen by Zone', and '29. Interface Type'. The interface also includes a menu bar, a toolbar with icons for Help, Ok/End, Insert, Delete, Prev, Next, Inquiry, Cancel, Off, Popup, and Duplicate, and a status bar at the bottom indicating 'PAGE 1 OF 4'.

Next, if you decide to print the PO Putaway form, you can choose the sort of the form.

Putaway Loc Sort – If you would like the PO Putaway form to sort by location, set this to “Y”.



Printing of the PO Putaway Form – the option of where to print the form is set in the Warehouse and the Operator records.

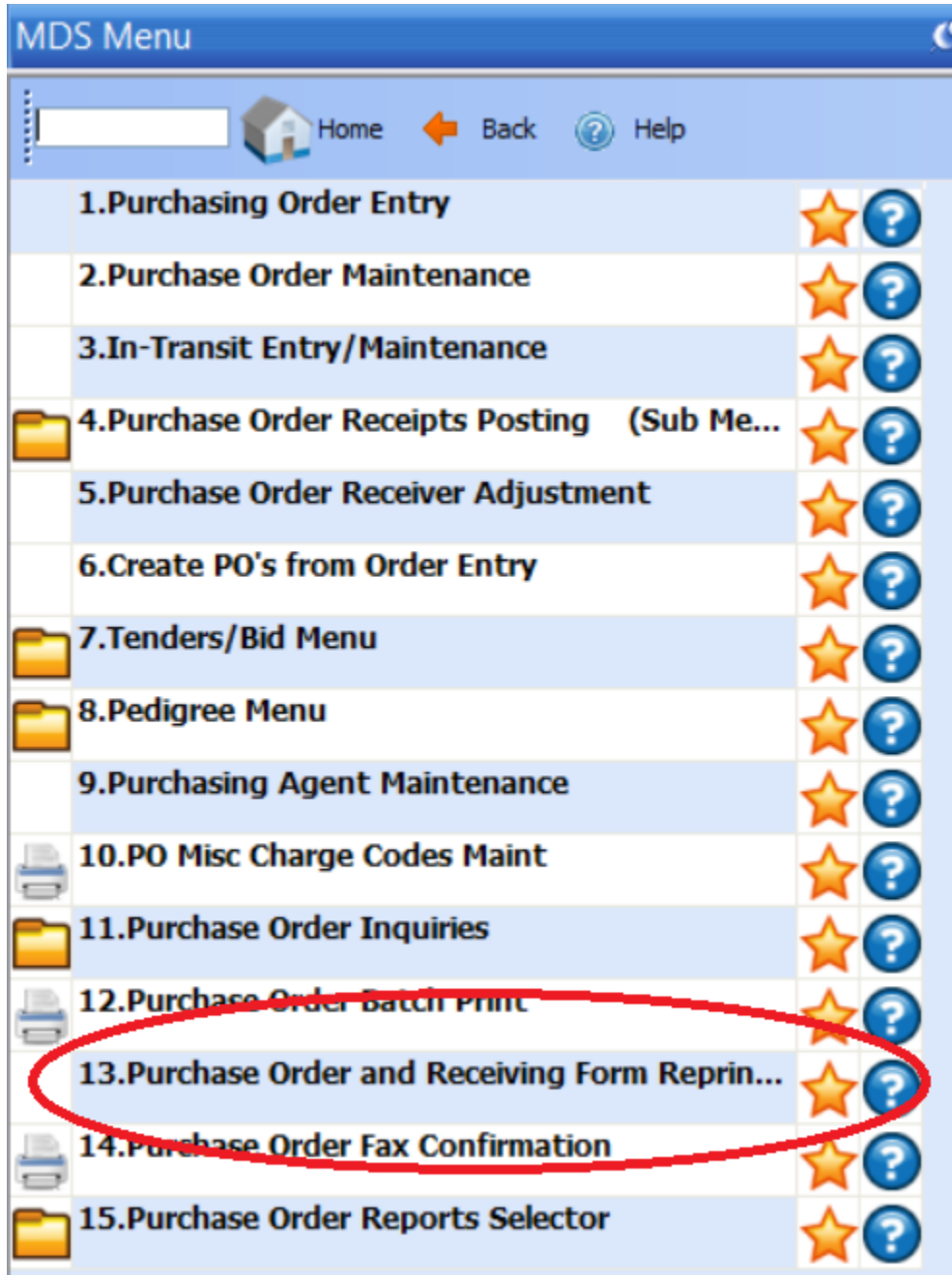
Once your setup is complete, you are ready to use the PO Putaway!

Perform PO Receipts as you normally would.

What document do you receive from?

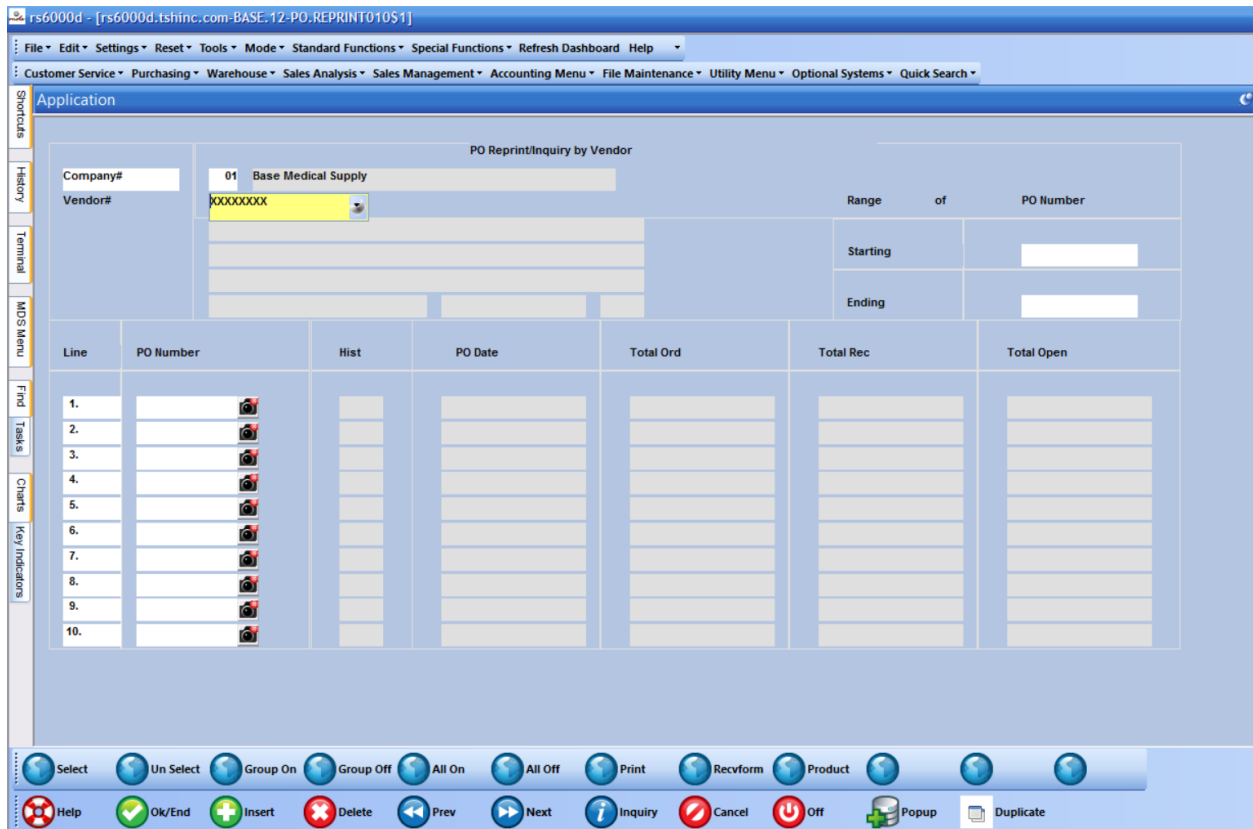
PO Receiving Form?

To receive from the PO Receiving Form, you can print one using the Purchase Order and Receiving Form Reprint Inquiry prior to PO Receipts, or once you are in PO Receipts



While in PO Receipts Posting, just click on the button “Printrecv”

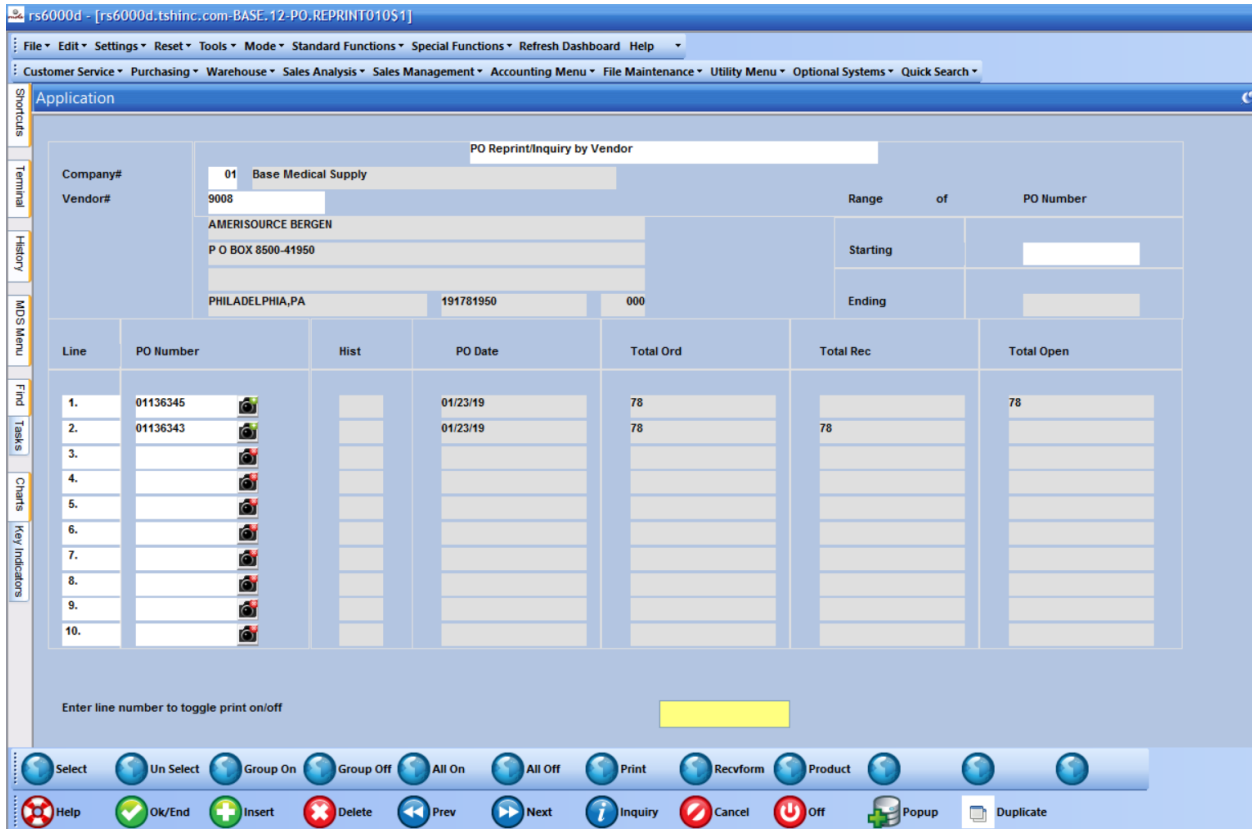
The screenshot shows a software application window titled "rs6000d - [rs6000d.tshinc.com-BASE.12-SSS.PO.RCPT01251]". The interface includes a menu bar with options like File, Edit, Settings, and a sidebar with navigation options like Structures, History, Terminal, MDS Menu, Find, Tasks, Charts, and Key Indicators. The main area displays "Purchase Order Receiving Detail" for "Base Medical Supply". It shows fields for Receiver#, PO Number, Vendor#, Date, and Currency. Below this is a table with columns for LN#, Product, Number, IntrQty, RecPrch, UM, RecStk, Stk, Location, Loc Qty, Ext. Cost, and Lab. The table contains four rows of data. At the bottom, there is a "Totals" section with fields for Frt/Inland Frt, Misc/Brokerage, Ocean Frt, Insurance, and Duty. The bottom toolbar contains various action buttons: Rec Compl, Add Costs, Pct Add, Seq Lines, Stk Stat, Printrecv (circled in red), Locations, Pedigree, Help, Ok/End, Insert, Delete, Prev, Next, Inquiry, Cancel, Off, Popup, and Duplicate.



There are many options using the PO Reprint/Inquiry by Vendor screen. We will discuss just those that pertain to PO Receipts.

How do you select the correct PO?

Vendor# - If you only know the vendor, you can lookup the vendor number or input it here. All PO's for the vendor will display.



To select a PO or PO's to print, click on each of the numbers to highlight.

Then click on the "RecvForm" button to print the PO Receiving form.

Or, if you would like to select the PO(s) a different way, hit <ENTER>

Range of PO Numbers – If you wanted to print a range of PO's, input the beginning and ending PO numbers.

When inputting a range, all PO's within that range will be listed and highlighted.

Then click on the "RecvForm" button to print the PO Receiving form.

Or if you would like to select the PO(s) by the actual PO number, hit <ENTER>. You can enter as many as you want and they can be for different vendors.

This will bring you to the bottom prompt of the screen. Simply type a PO# into the yellow box and hit <ENTER>.

This will list the PO and it will be highlighted (ready to print)






Then click on the "RecvForm" button to print the PO Receiving form.

A default printer can be designated in the warehouse record.



Receiving Form:

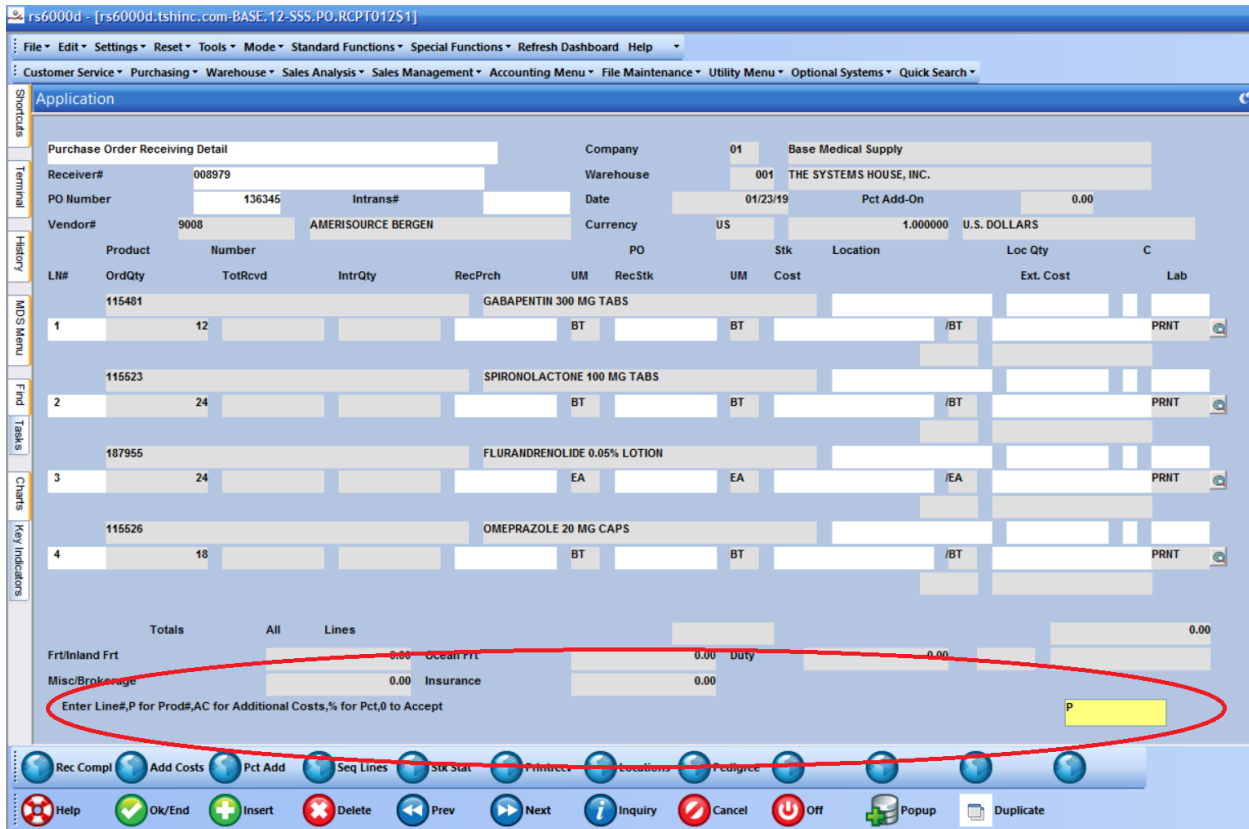
Below is a copy of the form with all open quantities (nothing received as of yet).

PURCHASE ORDER NUMBER: 01136345		WHSE#: 001	VENDOR#: 9008	VENDOR NAME: AMERISOURCE BERGEN				
								
LN#	ITEM NUMBER	ORD QTY	OPEN QTY	P/O UM	RFLN FLAG LOCATION(S)	RCV LOC(S)	RCV QTY	PROBLEM/ DSCRPNY LOT#
1	115481 GABAPENTIN 300 MG TABS NEURONTIN 300MG CAPS CT Vend Item#:	12	12	BT	000 2E2-4			
	MFG # 						TOTAL QTY RECVD	
2	115523 SPIRONOLACTONE 100 MG TA ALDACTONE 100MG 500 CT Vend Item#:	24	24	BT	000 HE54			
	MFG # 						TOTAL QTY RECVD	
3	187955 FLURANDRENOLIDE 0.05% LO CORDRAN 0.05% LOTION 120 Vend Item#:	24	24	EA	000 A-101			
	MFG # 						TOTAL QTY RECVD	
4	115526 OMEPRAZOLE 20 MG CAPS PRILLOSEC 20MG 1000 CT Vend Item#:	18	18	BT	000 FE11			
	MFG # 						TOTAL QTY RECVD	
	MFG #						TOTAL QTY RECVD	
RECEIVED BY _____								
DATE _____								
CHECKED BY _____								



Vendor Packing List? To make it an easier process, you can search for the item while receiving:

After inputting the receiver and PO numbers, the items will be displayed. At the bottom of the screen type "P" for Product. You would then input your product number and hit <ENTER>. The system will bring you to the line that the product is on. This is a very useful tool when there are many items on the PO.



The operator is brought directly to the item.

rs6000d - [rs6000d.tshinc.com-BASE.12-SSS,PO.RCPT01251]

File Edit Settings Reset Tools Mode Standard Functions Special Functions Refresh Dashboard Help

Customer Service Purchasing Warehouse Sales Analysis Sales Management Accounting Menu File Maintenance Utility Menu Optional Systems Quick Search

Application

Purchase Order Receiving Detail Company 01 Base Medical Supply

Receiver# 008979 Warehouse 001 THE SYSTEMS HOUSE, INC.

PO Number 136345 Intrans# Date 01/23/19 Pct Add-On 0.00

Vendor# 9008 AMERISOURCE BERGEN Currency US 1.000000 U.S. DOLLARS

LN#	Product	Number	IntrQty	RecPrch	UM	RecStk	UM	Cost	Ext. Cost	Lab
1	GABAPENTIN 300 MG TABS	115481	12		BT		BT			PRINT
2	SPIRONOLACTONE 100 MG TABS	115523	24		BT		BT			PRINT
3	FLURANDRENOLIDE 0.05% LOTION	187955	24	NNNNNNN	EA		EA			PRINT
4	OMEPRAZOLE 20 MG CAPS	115526	18		BT		BT			PRINT

Totals All Lines 0.00 0.00 0.00 0.00

Frt/Inland Frt 0.00 Ocean Frt 0.00 Duty 0.00

Misc/Brokerage 0.00 Insurance 0.00

Rec Compl Add Costs Pct Add Seq Lines Stk Stat Printrecv Locations Pedigree

Help Ok/End Insert Delete Prev Next Inquiry Cancel Off Popup Duplicate

## Purchase Order Receipts Totals screen

Now, you will stop at the “Receiving Location” field. This is a location with the type of “R”. All product on the receipt will go into this location until the operator performs the PO Putaway process to move the inventory from the receiving location to it’s assigned location in the warehouse.

Receiving Location – Enter the receiving location these items will be kept until they are put away into their stock location. Click on the “Inquiry” button or the drop-down arrow to see all of the receiving locations.

rs6000d - [rs6000d.tshinc.com-BASE.12-SSS.PO\_RCPT.TOTAL012S1]

File Edit Settings Reset Tools Mode Standard Functions Special Functions Refresh Dashboard Help

Customer Service Purchasing Warehouse Sales Analysis Sales Management Accounting Menu File Maintenance Utility Menu Optional Systems Quick Search

Application

Purchase Order Receipts Totals

Receiver Number 008976 Currency US U.S. DOLLARS

Receiving Location A-300

1.PO	Number	Open Qty	Rec Stock	Cost (US) Cost	Misc/Brokg	Frt/In Frt Insurance	Ocean Frt Duty
1.	136343	78	78	3919.62			
				3919.62			
2.							
3.							
4.							
Totals			78	3919.62		0.00	0.00
				3919.62			

Enter 0 to Accept Receiver, PO to Change POs, CANCEL to Cancel

Voucher Help Ok/End Insert Delete Prev Next Inquiry Cancel Off Popup Duplicate

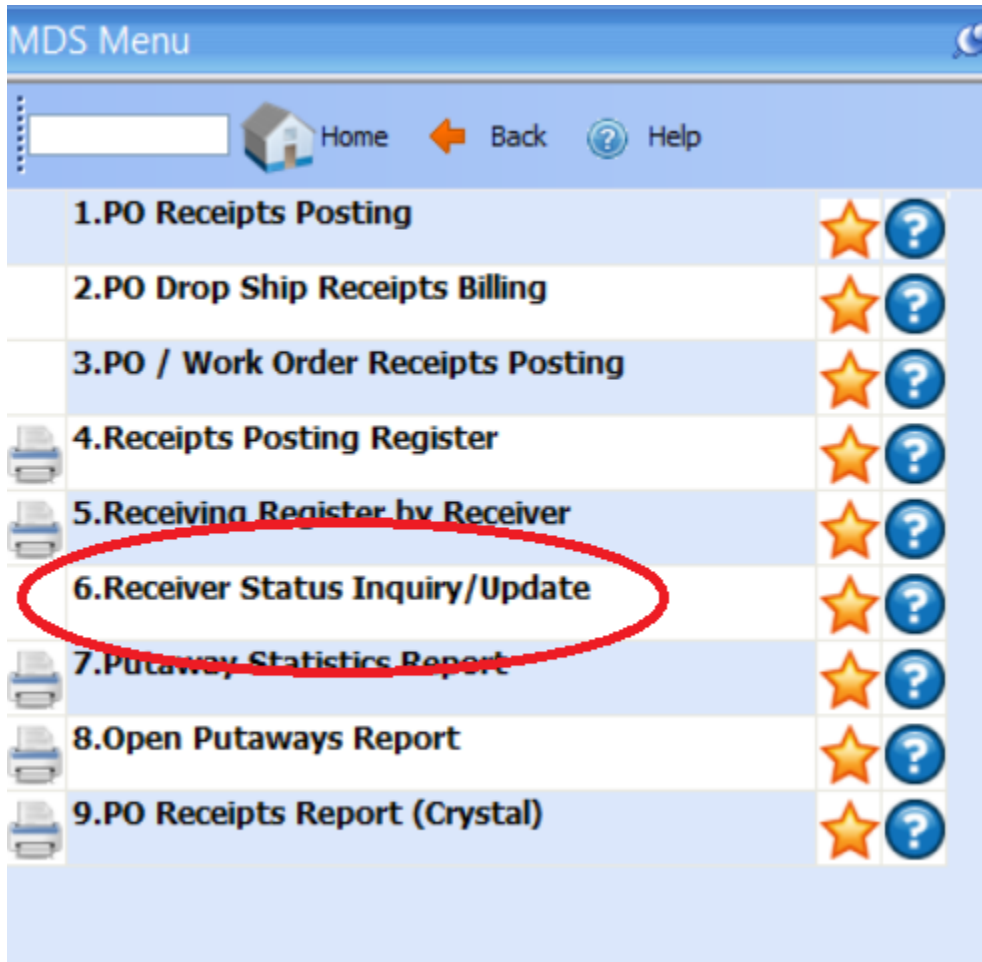
PO Putaway form – If the option to print the form was selected, it will print when receiving is complete. The items are now in the receiving location. You will need to perform the PO Putaway process to move them to your stock location.

RECEIVING PUTAWAY FORM				
RECEIVER NUMBER: 008976				
RECEIVING LOCATION: A-300				
PO NUM VENDOR		PUTAWAY	RECEIVED	
	LN# ITEM NUMBER	LOCATION	QUANTITY UOM	PUT AWAY REMAINING QUANTITY
136343	9008 AMERISOURCE BERGEN			
	001 115481	2E2-4	12 BT	12 _____
	LOT# 5943654			
	GABAPENTIN 300 MG TABS			
	NEURONTIN 300MG CAPS CT			
136343	9008 AMERISOURCE BERGEN			
	003 187955	A-101	24 EA	24 _____
	LOT# SA341364			
	FLURANDRENOLIDE 0.05% LOT			
	CORDRAN 0.05% LOTION 120M			
136343	9008 AMERISOURCE BERGEN			
	004 115526	FE11	18 BT	18 _____
	LOT# LYUS314131			
	OMEPRAZOLE 20 MG CAPS			
	PRILLOSEC 20MG 1000 CT			
136343	9008 AMERISOURCE BERGEN			
	002 115523	HE54	24 BT	24 _____
	LOT# 6423454			
	SPIRONOLACTONE 100 MG TAB			
	ALDACTONE 100MG 500 CT			

PUT AWAY BY	_____
DATE	_____
CHECKED BY	_____

To putaway the product, go to Receiver Status Inquiry/Update off the PO Receipts Menu



# Receiver Status Inquiry/Update

Receiver No – Input your receiver number and hit <ENTER>

The screenshot shows a web browser window with the URL `rs6000d - [rs6000d.tshtnc.com-BASE.12-SSS.PO.RCYR-STATUS01251]`. The application title is "Receiver Status Inquiry / Update".

At the top, there is a menu bar with options: File, Edit, Settings, Reset, Tools, Mode, Standard Functions, Special Functions, Refresh Dashboard, Help. Below this is a secondary menu: Customer Service, Purchasing, Warehouse, Sales Analysis, Sales Management, Accounting Menu, File Maintenance, Utility Menu, Optional Systems, Quick Search.

The main content area features a sidebar on the left with navigation options: Shortcuts, History, Terminal, MDS Menu, Find, Tasks, Charts, Key Indicators. The main area contains a form for "Receiver No" with the value "008976".

Below the form is a table with the following columns: Line, Product Number, Description, Received, PO Num, Put Away, and ST. The "Received" column is further divided into "Put Away" and "Recv Loc".

Line	Product Number	Description	Received	PO Num	Put Away	ST
	To Location		Put Away	Recv Loc	Quantity	
1	115481	GABAPENTIN 300 MG TABS		12	01136343	0
	2E2-4	NEURONTIN 300MG CAPS CT		A-300		
2	115523	SPIRONOLACTONE 100 MG TABS		24	01136343	0
	HE54	ALDACTONE 100MG 500 CT		A-300		
3	115526	OMEPRAZOLE 20 MG CAPS		18	01136343	0
	FE11	PRILOSEC 20MG 1000 CT		A-300		
4	187955	FLURANDRENOLIDE 0.05% LOTION		24	01136343	0
	A-101	CORDRAN 0.05% LOTION 120ML		A-300		
5						
6						
7						
8						

Below the table, there is a prompt: "ENTER LINE # TO CHANGE, 0 TO ACCEPT OR CANCEL".

The bottom of the interface features a toolbar with the following buttons: Mass Updt, Reprint, Help, Ok/End, Insert, Delete, Prev, Next, Inquiry, Cancel, Off, Popup, Duplicate.



Next, go to the Put Away quantity and input the quantity to move to the stock location.

rs6000d - [rs6000d.tshinc.com-BASE.12-SSS.PO.RCVR.STATUS01251]

File Edit Settings Reset Tools Mode Standard Functions Special Functions Refresh Dashboard Help

Customer Service Purchasing Warehouse Sales Analysis Sales Management Accounting Menu File Maintenance Utility Menu Optional Systems Quick Search

Application

Receiver Status Inquiry / Update

Receiver No 008976

Line	Product Number To Location	Description	Received Put Away	PO Num Recv Loc	Put Away Quantity	ST
1	115481 2E2-4	GABAPENTIN 300 MG TABS NEURONTIN 300MG CAPS CT		12 A-300	01136343	0 O
2	115523 HE54	SPIRONOLACTONE 100 MG TABS ALDACTONE 100MG 500 CT		24 A-300	01136343	O
3	115526 FE11	OMEPRAZOLE 20 MG CAPS PRILOSEC 20MG 1000 CT		18 A-300	01136343	O
4	187955 A-101	FLURANDRENOLIDE 0.05% LOTION CORDRAN 0.05% LOTION 120ML		24 A-300	01136343	O
5						
6						
7						
8						

ENTER LINE # TO CHANGE, 0 TO ACCEPT OR CANCEL

Mass Updt Reprint [Icons]

Help Ok/End Insert Delete Prev Next Inquiry Cancel Off Popup Duplicate

If the item is a lot item, the Receiver Status Inquiry/Update Lots screen will appear.

Put Away Qty – Input the quantity that will be received into the stock location.

Receiver Status Inquiry / Update Lots

Receiver Number: 008976      Receiver Location: A-300

Product Number: 115481  
GABAPENTIN 300 MG TABS  
NEURONTIN 300MG CAPS CT

Put Away Location: 2E2-4

Line	Lot Number	Serial Number	Location	Received	Already Put Away	Put Away Qty	Stat
1	5943654		2E2-4	12		12	0
2							
3							
4							
5							
6							
7							
8							
9							
10							

Help Ok/End Insert Delete Prev Next Inquiry Cancel Off Popup Duplicate

Update all lines with quantities. Or, if all quantities are being received fully, you can click on the “Mass Updt” button:

Receiver Status Inquiry / Update

Receiver No: 008976

Line	Product Number	Description	Received	PO Num	Put Away	ST
	To Location		Put Away	Recv Loc	Quantity	
1	115481	GABAPENTIN 300 MG TABS		12	01136343	12 O
	2E2-4	NEURONTIN 300MG CAPS CT		A-300		
2	115523	SPIRONOLACTONE 100 MG TABS		24	01136343	24 O
	HE54	ALDACTONE 100MG 500 CT		A-300		
3	115526	OMEPRAZOLE 20 MG CAPS		18	01136343	18 O
	FE11	PRILOSEC 20MG 1000 CT		A-300		
4	187955	FLURANDRENOLIDE 0.05% LOTION		24	01136343	12 O
	A-101	CORDRAN 0.05% LOTION 120ML		A-300		
5						
6						
7						
8						

ENTER LINE # TO CHANGE, 0 TO ACCEPT OR CANCEL

Buttons: Mass Updt, Reprint, Help, Ok/End, Insert, Delete, Prev, Next, Inquiry, Cancel, Off, Popup, Duplicate

Once complete, click on the “OK/END” button to finish.

To view any open putaways, you can run the Open Putaways Report.

12:34:48pm 23 Jan 2019 Daily Open Receiver Putaway Report Page: 19

Receiver	Recv Date	PO Number	Vendor	Name	Item#	Recv Loc	Qty to Putaway
008765	02/15/17	136099	LORI	TEST LORI VENDOR	LORITEST	DOCK-1	100
008774	04/04/17	136105	A10000	UNION ATHLETIC WEAR	NOVIT	A-300	5
008775	04/20/17	136108	A1000	ALCOR DIGITAL & AUDIO MANUFACTUT	TEST85	DOCK-1	30
		136108	A1000	ALCOR DIGITAL & AUDIO MANUFACTUT	TEST86	DOCK-1	30
008777	04/24/17	136110	A1000	ALCOR DIGITAL & AUDIO MANUFACTU	102632	DOCK-1	30
		136110	A1000	ALCOR DIGITAL & AUDIO MANUFACTU	102633	DOCK-1	40
008779	04/25/17	136119	A1000	ALCOR DIGITAL & AUDIO MANUFACTU	102632	DOCK-1	20
		136119	A1000	ALCOR DIGITAL & AUDIO MANUFACTU	102633	DOCK-1	30
008813	10/04/17	136158	A1000	ALCOR DIGITAL & AUDIO MANUFACTU	13978-LOT	A-300	500
008857	04/06/18	136203	RM7123	RACHEL'S TEST VENDOR	AUTO1	RBC1	5
008864	05/08/18	136215	A1000	ALCOR DIGITAL & AUDIO MANUFACTU	MAY08	A-300	33
008976	01/23/19	136343	9008	AMERISOURCE BERGEN	187955	A-300	24

Should you have any questions or comments please feel free to email  
[support@tshinc.com](mailto:support@tshinc.com)  
Or call us at 973-777-8050