Best Practice

- Where to receive goods
- Receiving Goods via Barcode Scan
- Receiving Goods via Manual Count
- Receiving Goods without a Purchase Order

Where to receive goods

Best Practice

> We recommend that all Stores are set up with a 'Received' stock location; click here for more information

All goods should be received into the 'Received' Location; this replicates the physical action of taking the items into your Store.

An internal Stock Transfer should then be created to move those units of stock to their ultimate home.

No 'Received' stock Location (not recommended)

You will need to receive items per Location individually from the Goods In screen.

> This is not recommended for companies with a more granular Store setup, e.g. shelves/bays set up as individual Locations

Receiving Goods via Barcode Scan

Best Practice

Filter the Goods In screen as normal, to the Store and Supplier of your choice. Additionally, filter to a particular Purchase Order or Stock Transfer as required.

Using a barcode scanner, scan each item individually; each successfully scanned item will increment the 'qty to receive' by one.

What do do if your items have no barcode

This is not uncommon; Suppliers do not always provide barcodes.

Using the Action buttons on the Goods In screen, you can pre-print labels for items that you are about to receive.



Apply these labels to your items, and then scan them to increment the count.

> This will have the benefit of double checking your received goods; you have twenty items to receive, and print twenty labels. When you apply the labels to the products, you have one left over; it is immediately clear that you are missing an item.

What do do if your items have a different barcode

In IXO Commerce, it is possible for a single item to have multiple barcodes.

Manage this via the Inventory tab; these barcodes will need to be updated prior to doing Goods In.

Receiving Goods via Manual Count

We recommend using barcode scanners to receive goods

When receiving items, simply increase the 'qty to receive' field to the correct quantity.

Then click 'Proceed to Confirmation'.

Receiving Goods without a Purchase Order

Best Practice

Sometimes, a product will be delivered unexpectedly; this may be alongside another delivery, or because a Purchase Order was not logged properly on your system.

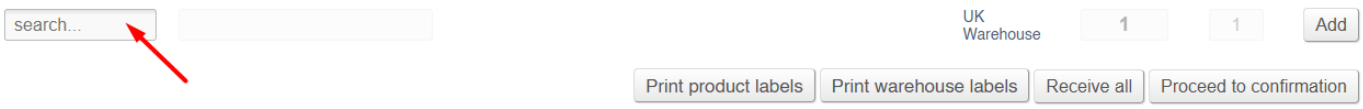
Best practice is to contact someone with access to Purchase Orders to immediately create that Purchase Order.

Once this is done, you can receive goods as normal.

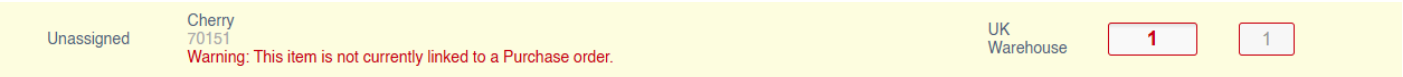
How to receive goods without a Purchase Order

This is possible via the Goods In screen; use the search dialogue at the bottom to add a new line.

Search for a Product by name or SKU code.



This will add a new line, which is 'unassigned'.

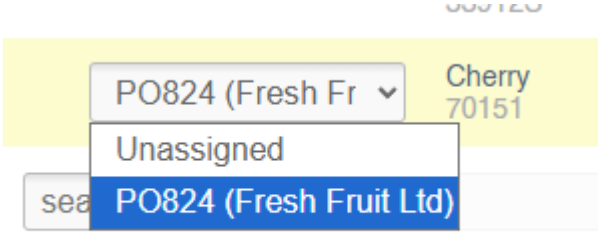


Set the quantity and cartons per item as normal, and then Proceed to Confirmation.

> Doing this will add stock without reference to a Purchase Order; that stock will be added at the default Cost Price for that Variant, as Orphan Stock

If a submitted Purchase Order is being sent to your selected Store, but due to other filters, that Purchase Order is not visible on the Goods In screen, when you add a line, a prompt will appear to

select that Purchase Order.



> If a Purchase Order does exist, it will not be possible to receive that unexpected stock without selecting it.