

# Inventory Control System

## User Manual

**Document Version 1.4**

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# 3

## PREFACE

Welcome to the ICS! We have endeavored not to replace the current Customer Service / Warehouse application but rather provide you with a new way to handle the “computerized” aspects of your duties. This project is planned in six phases and what we are rolling now is only phase one: replace the inventory program known as FoxPro. Later in the cycle we will add ordering on-line for the Reps, connectivity with our overseas partners and their domestic raw material ordering processes, as well as Retailer container tracking and reporting, commissions and long list of other features.

Warning. Some of the screen shots captured in this document may not match exactly to what you see on the screen. We are constantly improving the look and the functionality of the ICS.

We welcome your input! Comments, questions and suggestions about specific areas of the ICS should be discussed within the applicable channel on the Slack app. If you are not a member of Slack, please contact the help desk (extension 346) for instruction. Slack channels that pertain to the ICS are:

**Customer Support** – use this channel to comment and discuss Customer Service procedures. Item lookup, adding items to the cart, assigning the cart to a customer and finalizing the order.

**Purchase Order** – use this channel to comment and discuss Spare Parts Orders and Container Receiving.

**Warehouse** – use this channel to comment and discuss Retrieving an order (Green Screen and Brown Screen), Picking and Shipping.

**Documentation** – use this channel to comment and discuss on this document and its future revisions. Please note the version number on page one when commenting.

## CREATING LINKS AND LOGGING IN

Open this link <http://poias.agio.local/ICS/login> and bookmark it. You may also want to create a shortcut on your desktop on in a folder. Right click the link above and choose “Copy Hyperlink.” Right click where you want to create the shortcut and choose “New” then choose “Shortcut.” Paste the hyperlink into the target of the shortcut and click “OK.” This will open the ICS in your default browser. However, the ICS works best in the Chrome browser. To use Chrome, go to [www.google.com](http://www.google.com) and choose the link to install Chrome. Once installed make a shortcut to Chrome on your desktop or in the folder of your choosing. Right-click the shortcut and append the following to the end of the Target: --app=http://poias.agio.local/ICS/login (That's a space and two dashes before the word APP).

**Point of Impact**  
Inventory Control System (ICS)

**Login**

Username

Password

Log in using your first name, the password is *password*. The unsecure access is temporary. Eventually users will be able to change their passwords or log in using the @Agio-USA network credential.

## 4

### ITEM SEARCH

The item search page gives the user access to the entire catalog of items. Using the search fields across the top, specify one or more pieces of information that are known about an item. Click Search and the interface displays two lists of information. First we see the new SKU Lookup, everything in the catalog that matches the search criteria. The Factory Item Number in this list is a hyperlink that reveals one of two available pages, depending upon whether the item is sold individually or as part of a set. Individual items present all the SKU numbers that have been assigned to that item. Set items present the set breakdown and Bill of Materials (BOM) for each item in the set.

Below the SKU Lookup list, the user is presented with a list of all the wholes and spare parts that are currently in stock in the warehouse.

SELECT THE WAREHOUSE:

**Point of Impact**  
Inventory Control System (ICS)

Customer Service  
**Warehouse**  
Parts Management  
Reports

SELECT ITEM SEARCH:

## Point of Impact

Inventory Control System (ICS)



### Customer Service

#### Warehouse

Warehouse Management   Hardware Management   Inventory Editor   Container Management   **Item Search**

### Parts Management

### Reports

ENTER THE INFORMATION KNOWN (i.e. SAMS + PARISIAN):



## Point of Impact

Inventory Control System (ICS)



### Search All

The following is a list of items in SKU Lookup.

Year	Name	SKU_Number	Factory Item Number	Description	Frame	Fabric1	Wea
	SAMS			parisian			
				<input type="button" value="Search"/>	<input type="button" value="Clear Form"/>		

SEARCH!

## Search All

The following is a list of items in SKU Lookup.

Year	Name	SKU_Number	Factory Item Number	Description	Frame	Fabric1	Weight
	SAMS			parisian			

THIS IS THE RESULTS OF THE QUERY:

## Search All

The following is a list of items in SKU Lookup.

Year	Name	SKU_Number	Factory Item Number	Description	Frame	Fabric1	Weight
	SAMS			parisian			

## SKU Lookup

Year	Name	SKU_Number	Factory Item Number	Description	Frame	Fabric1	Weight
2014	SAMS CLUB - Woven	632349969	SBGF03800-6	PARISIAN 6PC. WOVEN DEEP SEATING SET	B14-04	A14-556GR MERGE CORNELL	FB99WK03322A (9MM*1.3M
2014	SAMS CLUB INTERNATIONAL - Woven	613923649	SBGF03800-6	PARISIAN 6PC. DEEP SEATING SET	B14-04	A14-556GR	FB99WK03322A (9MM*1.3M
2014	SAMS CLUB.COM	633601019	SBGF03800-6	PARISIAN 6PC. WOVEN DEEP SEATING SET	B14-04	A14-556GR	FB99WK03322A (9MM*1.3M
2015	SAMS CLUB INTERNATIONAL - Woven	70596	SBGF03800-6M	PARISIAN 6PC. WOVEN DEEP SEATING SET	B14-04/TP03-116	A13-601GR	FB99WK03322A (9MM*1.3M

SELECT THE LISTING YOU WANT (I.E.SKU:632349969 FACTORY ITEM NUMBER SBGF03800-6:

## Search All

The following is a list of items in SKU Lookup.

Year	Name	SKU_Number	Factory Item Number	Description	Frame	Fabric1	Weight
	SAMS			parisian			

## SKU Lookup

Year	Name	SKU_Number	Factory Item Number	Description	Frame	Fabric1	Weight
2014	SAMS CLUB - Woven	632349969	SBGF03800-6	PARISIAN 6PC. WOVEN DEEP SEATING SET	B14-04	A14-556GR MERGE CORNELL	FB99WK03322A (9MM*1.3M
2014	SAMS CLUB INTERNATIONAL - Woven	613923649	SBGF03800-6	PARISIAN 6PC. DEEP SEATING SET	B14-04	A14-556GR	FB99WK03322A (9MM*1.3M
2014	SAMS CLUB.COM	633601019	SBGF03800-6	PARISIAN 6PC. WOVEN DEEP SEATING SET	B14-04	A14-556GR	FB99WK03322A (9MM*1.3M
2015	SAMS CLUB INTERNATIONAL - Woven	70596	SBGF03800-6M	PARISIAN 6PC. WOVEN DEEP SEATING SET	B14-04/TP03-116	A13-601GR	FB99WK03322A (9MM*1.3M

SELECTING THE "GREEN" HIGHLIGHTED ITEM SHOWS THESE RESULTS:

Point of Impact

Inventory Control System (ICS)

Home  
| Item Search Customers Users  
Logout

Set Information

Year: 2014 Collection: PARISIAN

Number of pieces: 6

Number of items: 4

Set items

Factory Model Number	Description	Fabric 1
BGF03806	PARISIAN SOFA	A14-556GR MERGE CORNELL
BGF03800	PARISIAN CHAIR	A14-556GR
BKF00307	PARISIAN COFFEE TABLE	
BGF03808	PARISIAN OTTOMAN	A14-556GR
BGF03806	PARISIAN SOFA	A14-556GR
BGF03800	PARISIAN WOVEN CHAIR	A14-556GR
BKF00307	PARISIAN WOVEN COFFEE TABLE	
BGF03808	PARISIAN WOVEN CUSHIONED OTTOMAN	A14-556GR
BGF03806	CUSHIONED WOVEN SOFA	A14-556GR
BGF03800	CUSHIONED WOVEN CHAIR	A14-556GR
BKF00307	WOVEN COFFEE TABLE	
BGF03808	CUSHIONED WOVEN OTTOMAN	A14-556GR



Set Parts (BOM)

PARISIAN SOFA (BGF03806)

Part Number	Part Description	BOM Quantity
⊕ FC0030	FOOTCAP	4
⊕ G0003	TOUCH UP PAINT	1
⊕ SK1120	L&R SEAT CUSHION	2
⊕ SK1121	BACK CUSHION	1
⊕ SK1192	THROW PILLOW	2
⊕ SK1210	MIDDLE SEAT CUSHION	1
⊕ WHOLE	WHOLE ITEM	1

[9] ←

This Green number indicates the quantity that shows in the inventory (all colors and weaves.).

PARISIAN CHAIR (BGF03800)

Part Number	Part Description	BOM Quantity
⊕ FC0030	FOOTCAP	4
⊕ G0003	TOUCH UP PAINT	1
⊕ SK1118	SEAT CUSHION	1
⊕ SK1119	BACK CUSHION	1
⊕ SK1193	LUMBAR PILLOW	1
⊕ WHOLE	WHOLE ITEM	1

[9]

PARISIAN COFFEE TABLE (BKF00307)

Part Number	Part Description	BOM Quantity	
⊕ FC0030	FOOTCAP	4	
⊕ G0003	TOUCH UP PAINT	1	
⊕ HW0004	6.5 X 1.0MM WASHER	12	
⊕ HW0006	HEX BOLT DRIVER	1	
⊕ HW0035	1/4 X 18 MM BOLT	4	
⊕ HW0142	1/4 X 35MM BOLT	8	
⊕ ST1733	TABLE TOP	1	
⊕ ST1734	LEG CONNECTOR BRACKET	1	
⊕ ST1735	TABLE LEG	4	
⊕ ST1736	HARDWARE PACK	1	
⊕ WHOLE	WHOLE ITEM	1	[9]

## MICS UPLOAD

Creation and verification of new items is performed outside of the ICS on an Excel spreadsheet. The template for the Master Item Control Sheets (MICS) will be available soon. MICS are created in the usual manner, in Excel, and the completed spreadsheet is placed in an UPLOAD directory. The ICS recognizes the arrival of a new document and processes it when the user initiates the import on the MICS Importer page; moving the spreadsheet to an ARCHIVE folder when complete. New MICS items will require a matching BOM before it can be added to an index and searched by a Customer Service Agent.

This process requires physical comma separated files (.csv) in a specific column format in order to successfully import into the Inventory Control System (ICS). The template for the MIC import process is provided below. This has to be the first row only. The actual labels of the first row are not important with the exception of A1. It must be DATE. The content of the columns is important. The first row (header row) will be skipped.

Prior to uploading, these four things should be checked for ALL MICS upload CSV files:

1. Replace the RETAILER NAME with the SELLER ID NUMBER for the entire C column.

2. "Search and Destroy" all commas in the EXCEL file. Commas will make the upload fail.
3. Column J (Cost) must be formatted as a NUMBER, not currency.
4. View the file in a text editor to be sure there are no additional lines at the bottom.

<b>1. Date</b>	<b>11. Packed</b>	<b>21. Style</b>
<b>2. Year</b>	<b>12. Item UPC/GTIN</b>	<b>22. Fabric 1</b>
<b>3. Retailer</b>	<b>13. Quantity</b>	<b>23. Fabric 2</b>
<b>4. Retail Model Number</b>	<b>14. Costs</b>	<b>24. Fabric 3</b>
<b>5. Retail Description</b>	<b>15. Projected Orders</b>	<b>25. Welt</b>
<b>6. Collection Name</b>	<b>16. Factory Model Number</b>	<b>26. Pillow 1</b>
<b>7. Primary SKU</b>	<b>17. Item Description</b>	<b>27. Pillow 2</b>
<b>8. Retailer SKU</b>	<b>18. Frame</b>	<b>28. Pillow 3</b>
<b>9. Pieces</b>	<b>19. Strap</b>	<b>29. 1 (Top)</b>
<b>10. Items</b>	<b>20. Weave</b>	<b>30. 2 (Accent)</b>

Physical files are either ready for import or archived and done. All files in the import location will render on the MIC Importer page and will be ready for import. Once a file has been imported, the file will be moved to the archive location.

- Import location - \\agioas.agio.local\Inventory Support\MICImport\
- Archive location - \\agioas.agio.local\Inventory Support\MICArchive\

Every entry into the Groups and SKULookup tables needs to be unique. When reviewing the MIC spreadsheet, ensure each field has only the data desired for the record to be added. When reviewing Primary SKU, if there are multiple entries, add a line and separate the SKU as needed. When reviewing Retailer, what is in that field will be added to the record as is. The following is a recommended process to complete an upload.

1. File
  - a. Received a MIC file
  - b. Build a MIC file
2. Copy the desired worksheet to a new worksheet
  - a. Delete unneeded columns
  - b. Delete any and all embedded pictures
  - c. Important: review all columns and fields (usually in description), quotations (“”) cannot be anywhere before saving as a csv file
  - d. Important: review all columns and fields, all commas (,) must be deleted within fields
  - e. The cost field needs to be changed to a number field or \$ field and cannot have letters, only integers
  - f. Move columns, if needed, into the correct order
  - g. Save worksheet to a CSV file
3. Move CSV file to \\agioas.agio.local\Inventory Support\MICImport
4. Navigate to MIC Importer
  - a. Click on desired document to import
5. Complete

## **BOM MAINTENANCE AND CREATION**

For every item, there is a Bill of Materials. The BOM is necessary for two reasons. It is presented on the Assembly Instruction Sheet for the consumer and it is used by the ICS to allow the Customer Service Agent to order parts. On the Main Menu there is a link to the BOM Updater. New BOMs can be created on the left or existing ones can be edited on the right.

## Bill of Material *editor*

BOM Editor is used to add / update the bill of material for an item. To start, enter the FACMODNO in order to create the bill of material.

BOM for what?  
FACMODNO ::

### Add Part Info

Complete the form below to add part information for the FACMODNO entered.

Looks like this will be the first item for NONE.

FACMODNO Description:

BOM Count:

BOM Date:

Enter the above form along with the first part to add to BOM below.

### BOM Listing

Pencil will edit the BOM information. Grey background is part information, click on Part No to edit.

BOM Date	BOM Qty	Part No	WH	Build Level	Fabric	Part Description	Part Type	Part Level	Method
----------	---------	---------	----	-------------	--------	------------------	-----------	------------	--------

## CUSTOMER SERVICE

Customer Service parts fulfillment is handled like a shopping cart-type web site: the agent browses to the items wanted, adds them to the cart and then checks out. In our case, we identify the item owned by the caller, bring up the BOM, click to add the parts to the “cart” and then “check out” by assigning the items in the cart to a customer.

Click Item Search in the Menu Bar and drill down to the parts listing (as described on page 4). The column on the far left is called Cart and contains a plus (+) sign for each part. Clicking the plus sign adds the item to the cart. Three questions come up in three different pop-up windows. The system needs to know the (1) the quantity needed, (2) the source of the request and (3) the agent has an opportunity to mark the item as urgent. The quantity must be added with a keypress and the enter key but the remaining two questions have default answers that can be accepted by simply pressing the enter key only.

Once all the parts are located and carted, clicking the cart icon will allow the agent to assign the items in the cart to a new or existing customer. The customer’s identity can be determined before or after the carting of the items needed.

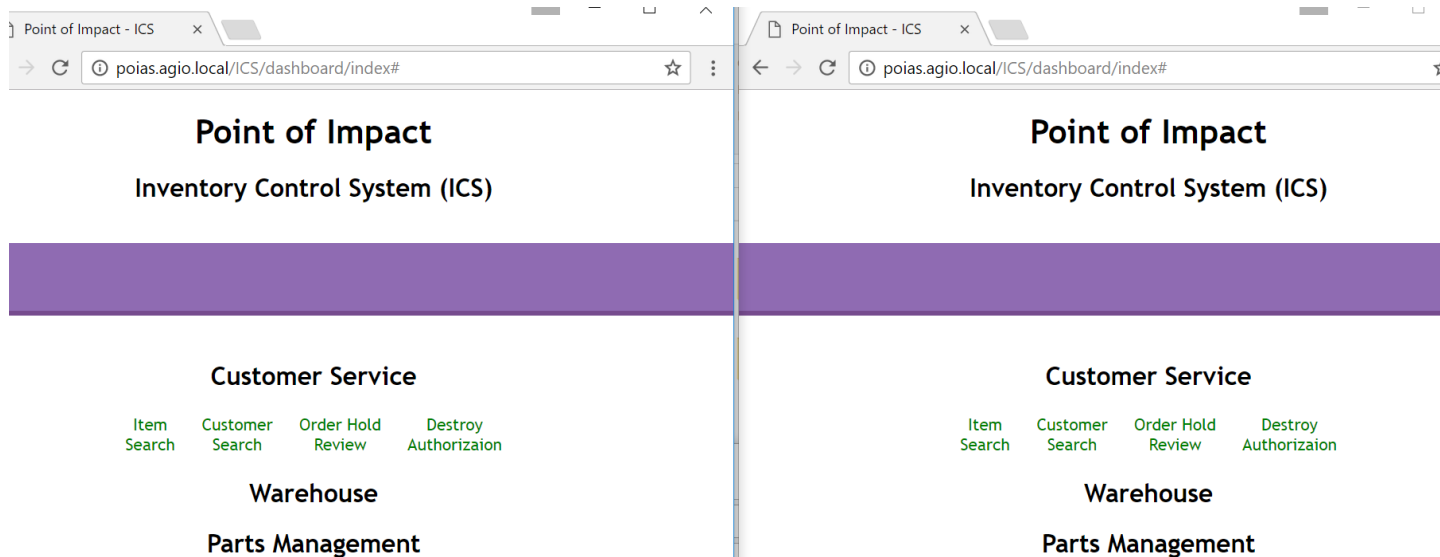
All orders will default to a status of HOLD to give the agent an opportunity to acquire documentation from the customer, confirm make and model, or any other reason deemed necessary by the manual agent procedures. If the order status is not immediately set to PROCESS, the agent is responsible for following the order on HOLD and shifting the status to PROCESS or CANCEL as needed.

## ORDER PROCESSING

The ICS will immediately and automatically take the PROCESS order and check it against the warehouse inventory. If the system cannot identify a location for the item, the order status is changed to SPO. SPO indicates Spare Parts Order or items that need to be ordered to fulfill an order. Orders that remain in the PROCESS state (bin location is present) show up on the Warehouse or Hardware Management screens for picking and shipping.

It is the duty of the Inventory Manager to review all the orders with SPO status and determine if the order can be filled with common parts that are already in stock. If a common part is identified, the Inventory Manager amends the ordered item to the one in stock and changes the order status to PROCESS which lands it in the queue for shipping. Orders that cannot be fulfilled with common parts are placed on a Spare Parts Order and the order status remains SPO until the parts are received.

### Open Two Tabs:



## To Search for a customer:

Select "Customer Search"

**Point of Impact**

Inventory Control System (ICS)



**Customer Service**

Item Search   Customer Search   Order Hold Review   Destroy Authorizaion



**Warehouse**

**Parts Management**

**Reports**

Fill in the information available:



## **Customers**

Use the following criteria to search for a customer.

First Name	Last Name	Phone	Street	City	State
		7577489995			

Submit Query

No customers to list.

Submit the Query

## Customers

Use the following criteria to search for a customer.

First Name	Last Name	Phone	Street	City	State
		7577489995			

Submit Query



No customers to list.

### View Results

Use the following criteria to search for a customer.

First Name	Last Name	Phone	Street	City	State
		7577489995			

Submit Query

First Name	Last Name	Phone	Street	City	State	Actions
TEST	ORDER	7577489995	1337 TAYLOR FARM ROAD	VIRGINIA BEACH	VA	 

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**Search the Customer's last name only:**



# Customers

Use the following criteria to search for a customer.

First Name	Last Name	Phone	Street	City	State
	singleton				

Submit Query

First Name	Last Name	Phone	Street	City	State	Actions
GARY	SINGLETON	8175381003	1106 CYPRESS CT	MANSFIELD	TX	 
MARYANN	SINGLETON	5183128316	6 TAILFEATHER COURT	WATERVLIET	NY	 
ED	SINGLETON	6103061623	2845 DUTTON MILL RD	ASTON	PA	 
GEORGE	SINGLETON	5163905790	11 SALEM LANE	LEVITTOWN	NY	 
DONALD	SINGLETON	3154589769	119 LAWDON STREET	NORTH SYRACUSE	NY	 
LINDA	SINGLETON	5749364383	6195 OLIVE ROAD	PLYMOUTH	IN	 
BRYAN	SINGLETON	5036505535	13811 NE MOUNTAIN VIEW DRIVE	BATTLE GROUND	WA	 
PETER	SINGLETON	7247453535	208 WOODRIDGE CT	CANONSBURG	PA	 
FLORENCE	SINGLETON	9094818605	10855 MANSFIELD RD	RANCHO CUCAMONGA	CA	 
DONNELL	SINGLETON	9724924666	1520 SANTA FE TRAIL	CARROLLTON	TX	 
DEAN	SINGLETON	3096498129	1220 SUNVIEW DRIVE	CANTON	IL	 
JEFF	SINGLETON	3034950412	4978 EAGAN CIRCLE	LONGMONT	CO	 

## Place an order:

### Point of Impact

Inventory Control System (ICS)

#### Customer Service


[Item Search](#)
[Customer Search](#)
[Order Hold Review](#)
[Destroy Authorizaion](#)

...

**Enter Information Known:**

**Use any or all information (examples)**

**Search All**

The following is a list of items in SKU Lookup.

Year	Name	SKU_Number	Factory Item Number	Description	Frame	Fabric1	Weave
2015	SAMS	70596	bgf03800	parisian			

**SKU Lookup**

Year	Name	SKU_Number	Factory Item Number	Description	Frame	Fabric1	Weave
2015	SAMS CLUB INTERNATIONAL - Woven	70596	SBGF03800-6M	PARISIAN 6PC. WOVEN DEEP SEATING SET	B14-04/TP03-116	A13-601GR	FB99WK03322A (9MM*1.3MM)&FB99W

**Year – Retailer – Collection Only**

The following is a list of items in SKU Lookup.

Year	Name	SKU_Number	Factory Item Number	Description	Frame	Fabric1	Weave
2015	costco			fairview			

**SKU Lookup**

Year	Name	SKU_Number	Factory Item Number	Description	Frame	Fabric1	Weave
2015	COSTCO - Woven AUSTRALIA	966639	S50-AKF04417	FAIRVIEW 6 PC DEEP SEATING SET	B09-10/TP06-24	A11-619GR	FB99WK03599 (21MM*1.6MM)&FB99W
2015	COSTCO - Woven AUSTRALIA	966663	BGF09638	FAIRVIEW STEEL WOVEN CHAISE LOUNGE	B09-10/TP06-24	A11-619GR	FB99WK04418 (2.5MM)&FB99WK04392
2015	COSTCO - Woven AUSTRALIA	966671	AGF10024	FAIRVIEW 3 SEATER WOVEN SEATING	B09-10/TP06-24	A11-619GR	FB99WK03599 (21MM*1.6MM)&FB99W
2015	COSTCO - Woven AUSTRALIA	966700	AZF02000	FAIRVIEW 2 SEATER WOVEN STORAGE BENCH	TP03-116		FB99WK03599 (21MM*1.6MM)&FB99W
2015	COSTCO - Woven USA	965469	S50-ALH37717	FAIRVIEW 3PC FAIRVIEW SPRING CAFÉ SET	B09-10		FB99WK04789AE (3.2MM*2.5MM)&FB9
2015	COSTCO - Woven USA	966640	S50-ARF00102	FAIRVIEW 5PC FAIRVIEW FIREPIT CHAT SET	B09-10/TP06-24	A11-619GR	FB99WK03599 (21MM*1.6MM)&FB99W
2015	COSTCO - Woven USA	966671	AGF10024	FAIRVIEW 3 SEATER WOVEN SEATING	B09-10/TP06-24	A11-619GR	FB99WK03599 (21MM*1.6MM)&FB99W
2015	COSTCO.com - UK	924770	S50-ALF37817	5PC FAIRVIEW DINING SET	B09-10		
2015	COSTCO.com - US	966639	S50-AKF04417	FAIRVIEW 6 PC DEEP SEATING SET	B09-10/TP06-24	A11-619GR	FB99WK03599 (21MM*1.6MM)&FB99W

## Search All

The following is a list of items in SKU Lookup.

Year	Name	SKU_Number	Factory Item Number	Description	Frame	Fabric1	Weave
		966630					

## SKU Lookup

Year	Name	SKU_Number	Factory Item Number	Description	Frame	Fabric1	Weave
2014	COSTCO - Woven JAPAN	966630	S50-ALF42817	FAIRVIEW 7PC WOVEN DINING SET B09-10		FB99WK04789AE (3.2MM*2.5MM)&FB99WK03599A	
2014	COSTCO - Woven MEXICO	966630	S50-ALF42817	FAIRVIEW 7PC WOVEN DINING SET B09-10		FB99WK04789AE (3.2MM*2.5MM)&FB99WK03599A	
2014	COSTCO - Woven TAIWAN	966630	S50-ALF42817	FAIRVIEW 7PC WOVEN DINING SET B09-10		FB99WK04789AE (3.2MM*2.5MM)&FB99WK03599A	
2014	COSTCO - Woven USA	966630	S50-ALF42817	FAIRVIEW 7PC WOVEN DINING SET B09-10		FB99WK04789AE (3.2MM*2.5MM)&FB99WK03599A	
2014	COSTCO.com - US	966630	S50-ALF42817	FAIRVIEW 7PC WOVEN DINING SET B09-10		FB99WK04789AE (3.2MM*2.5MM)&FB99WK03599A	

SKU number from customer receipt

**Select set to search:**

## Search All

The following is a list of items in SKU Lookup.

Year	Name	SKU_Number	Factory Item Number	Description	Frame	Fabric1	Weave
		966630					

## SKU Lookup

Year	Name	SKU_Number	Factory Item Number	Description	Frame	Fabric1	Weave
2014	COSTCO - Woven JAPAN	966630	S50-ALF42817	FAIRVIEW 7PC WOVEN DINING SET B09-10		FB99WK04789AE (3.2MM*2.5MM)&FB99WK03599A	
2014	COSTCO - Woven MEXICO	966630	S50-ALF42817	FAIRVIEW 7PC WOVEN DINING SET B09-10		FB99WK04789AE (3.2MM*2.5MM)&FB99WK03599A	
2014	COSTCO - Woven TAIWAN	966630	S50-ALF42817	FAIRVIEW 7PC WOVEN DINING SET B09-10		FB99WK04789AE (3.2MM*2.5MM)&FB99WK03599A	
2014	COSTCO - Woven USA	966630	S50-ALF42817	FAIRVIEW 7PC WOVEN DINING SET B09-10		FB99WK04789AE (3.2MM*2.5MM)&FB99WK03599A	
2014	COSTCO.com - US	966630	S50-ALF42817	FAIRVIEW 7PC WOVEN DINING SET B09-10		FB99WK04789AE (3.2MM*2.5MM)&FB99WK03599A	

# All pieces included for the set will be shown on the next screen:

## Set Information

Year: 2014 Collection: FAIRVIEW

Number of pieces: 7

Number of items: 2

## Set items

Factory Model Number	Description	Factory Model Number	Description	Quantity
ALF42817	FURNITURE COVER	G0288	UMBRELLA CAP AND RING SET (ALUMINUM)	1
AFQ14019	WOVEN SPRING CHAIR WITH QUICK DRY FOAM PADDED	HW0004	6.5 X 1.0MM WASHER	6
ZZF04012	FURNITURE COVER	HW0036	1/4 X 20MM STEEL BOLT	6
ALF37817	60 IN PORCELAIN TOP DINING TABLE	HW0105	PVC BOLT COVER 1/4 (SZ043)	10
		HW0142	1/4 X 35MM BOLT	4
		HW0252	ALLEN WRENCH	1
		HW0594	20 X 6.5 X 1.5MM WASHER	4
		WHOLE	WHOLE ITEM	1

## Set Parts (BOM)

### FURNITURE COVER (ALF42817)

Part Number	Part Description	BOM Quantity
AT52049	CLAY TABLE TOP	1
AT52050	TABLE LEG	1
AT52051	LEG CONNECTOR BRACKET	1
AT52052	HARDWARE PACK	1
FC0611	FOOTCAP	4
G0003	TOUCH UP PAINT	1
G0278	UMBRELLA RING (SET)	1

### WOVEN SPRING CHAIR WITH QUICK DRY FOAM PADDED (AFQ14019)

Part Number	Part Description	BOM Quantity
AK0798	SEAT FRAME	1
AK0799	BACK FRAME	1
AK0800	HARDWARE PACK	1
FC0010	FOOTCAP	4
G0003	TOUCH UP PAINT	1
HW0005	8.5 X 1.5MM WASHER	2
HW0022	12 X 5MM PVC BOLT COVER	2
HW0252	ALLEN WRENCH	1
HW0281	5/16 X 30MM BOLT	2
HW0488	BOLT COVER	2

HW0507	5/16 X 22MM BOLT	2
WHOLE	WHOLE ITEM	1

### FURNITURE COVER (ZZF04012)

Part Number	Part Description	BOM Quantity
WHOLE	WHOLE ITEM	1

### 60 IN PORCELAIN TOP DINING TABLE (ALF37817)

Part Number	Part Description	BOM Quantity
AT52102	TABLE TOP	1 [1]
AT52103	LEG CONNECTOR BRACKET	1 [2]
AT52104	TABLE LEG - 1	2 [1]
AT52105	TABLE LEG - 2	1 [1]
AT52106	HARDWARE PACK	1
FC0611	FOOTCAP	4
G0003	TOUCH UP PAINT	1
G0278	UMBRELLA RING (SET)	1
G0279	UMBRELLA RING	1
G0288	UMBRELLA CAP AND RING SET (ALUMINUM)	1
HW0004	6.5 X 1.0MM WASHER	8
HW0036	1/4 X 20MM STEEL BOLT	12
HW0105	PVC BOLT COVER 1/4 (SZ043)	12
HW0142	1/4 X 35MM BOLT	4
HW0252	ALLEN WRENCH	1
HW0594	20 X 6.5 X 1.5MM WASHER	4
WHOLE	WHOLE ITEM	1

**Select the item for the Customer:**

**Click on the plus sign to select the item desired:**

WOVEN SPRING CHAIR WITH QUICK DRY FOAM PADDED (AFQ14019)

Part Number	Part Description	BOM Quantity
AK0798	SEAT FRAME	1
AK0799	BACK FRAME	1
AK0800	HARDWARE PACK	1
FC0010	FOOTCAP	4
G0003	TOUCH UP PAINT	1
HW0005	8.5 X 1.5MM WASHER	2
HW0022	12 X 5MM PVC BOLT COVER	2
HW0252	ALLEN WRENCH	1
HW0281	5/16 X 30MM BOLT	2
HW0488	BOLT COVER	2
HW0507	5/16 X 22MM BOLT	2
WHOLE	WHOLE ITEM	1



**The following screen appears:**

WOVEN SPRING CHAIR WITH QUICK DRY FOAM PADDED (AFQ14019)

Part Number	Part Description	BOM Quantity
AK0798	SEAT FRAME	1
AK0799	BACK FRAME	1
AK0800	HARDWARE PACK	1
FC0010	FOOTCAP	4
G0003	TOUCH UP PAINT	1
HW0005	8.5 X 1.5MM WASHER	2
HW0022	12 X 5MM PVC BOLT COVER	2
HW0252	ALLEN WRENCH	1
HW0281	5/16 X 30MM BOLT	2
HW0488	BOLT COVER	2
HW0507	5/16 X 22MM BOLT	2
WHOLE	WHOLE ITEM	1

Some questions before a...

Quantity

Urgent (Y/N)

Shipping Method

FURNITURE COVER (ZZF04012)

Part Number	Part Description	BOM Quantity
-------------	------------------	--------------

**SPARE PARTS ORDER**

Spare Parts Orders (SPO) are created from two different sources. One, described above, is a phone order received in our Customer Service Department. The other is from the Master Item Control Sheet (MICS) submissions. MICS data includes the estimated sales of an item and, depending upon the retailer, a certain percentage of the estimated sales can be added to an SPO.

## CONTAINER RECEIVING

SPOs are filled by the Asian supplier and sent to the USA in ocean containers or by air freight. Every shipment is preceded by a packing list. ICS users will take that packing list and compare it against the one or multiple SPOs that are shipped.

container receiving. Workflow is as follows:

Upload shipping file of items expected to be shipped on container

Select the container you want to work with (even if only one container is loaded)

Preview the container

On the Container Receiving Screen – select the desired container:

---

# Container Receiving

Process

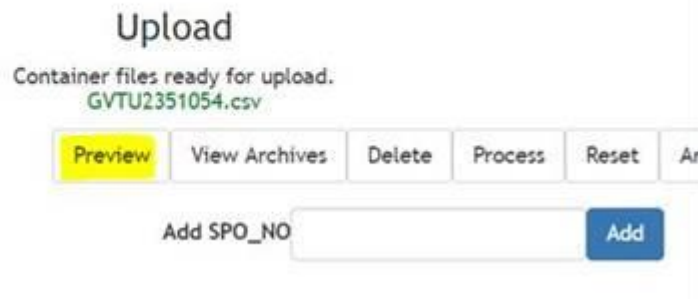
Containers available for processing.

DFSU1063521 -20GP	<input type="text"/>
DRYU2301346 -20GP	<input type="button" value="Filter"/>
EGSU3038480 -20GP	
EISU2022267 -20GP	
EISU9318862 -40HQ	
EMCU6015788 -20GP	
TEMU3589395 -20GP	

---

Then select PREVIEW:

iving



Upload

Container files ready for upload.  
GVTU2351054.csv

Preview View Archives Delete Process Reset Ar

Add SPO\_NO  Add

This will ask the system to run the container as usual(this will take just as long as PROCESS) but the outcome will not adjust orders or inventory [SPO REPORT, DIRECT MATCH and GOING INTO INVENTORY]:

## Direct Match Report

DETAILID	SHIPNAME	FACMODNO	PART_NO	QUANTITY
Khalee 20190220 033154-1	ATT: PARTS CLERICAL MACYS LOGISTICS LADC 1	ABE03800	AH1626	1
barb 20190115 094625-2	CINDY RATEKIN	ABV03105	AH1498	1
Khalee 20190129 094511-1	CHRISTY MCCOLLUM	ABV03105	AH1498	1
Khalee 20190215 095328-1	KITTY LEE	ABV03105	AH1498	1
barb 20180612 094557-1	ATTN: PARTS CLERICAL MACYS	ACV02206	AH1496	2
Khalee 20180612 100305-2	SETH GRILL	ACV02206	AH1496	2
jp 20190401 045636-4	CHARLENE BRISTER	ADE00201	AR20394	1
barb 20190401 032006-1	TONI HOLMES	ADE00201	AR20395	1
meliss 20190401 114518-1	AMANDA VAN VRANKEN	ADE00201	AR20395	1
meliss 20190401 114518-2	AMANDA VAN VRANKEN	ADE00201	AR20396	1
Khalee 20180905 121207-1	JERRY SANDS	DRQ00500	FP1022	1

## Going into Inventory

Part Number	Part Desc	FACMODNO	Description	Frame	Fabric	Weave	Year	Location	Quantity	Date Rec	Retailer	Product Desc	Table Top	Container
AH1552	SEAT CUSHION	AAX06100	CUSHIONED DINING CHAIR	B14-09	A16-392GR		2019	RECEIVE	24	2019-04-02	MACYS	CUSHIONED DINING CHAIR		TEMU358-20G
AH1552	SEAT CUSHION	AAX06100	CUSHIONED DINING CHAIR	B14-09	A16-290GR		2019	RECEIVE	10	2019-04-02	MACYS	CUSHIONED DINING CHAIR		TEMU358-20G

Process the container (this will update orders and print shipping docs)

Lastly, there is a Clear Table. This can be used to clear out the contents of an uploaded file for a selected container. In the case where a new file needs to be uploaded to replace old or previously uploaded file.

**Container completion:**



When a container is completely shipped and items are accounted to the locations, then the container needs to be archived in the ICS. This is the same as FINAL RECEIVING in FoxPro.

Select container :

CONTAINER RECEIVING

EGHU3156659-20GP  
EGSU3082800-20GP  
EITU0048610-20GP  
HMCU9033540-40H  
IMTU1038795-40GP  
OCGU8079019-40H  
SEGU5847511-40H  
TGHU8906663-40H

SPO No	Ship	Carton	Part No	FACMODNO	His FACMODNO
--------	------	--------	---------	----------	-----------------

On the right side of the screen select ARCHIVE CONTAINER:

-----  
EITU1001598.csv  
EMCU6023870.csv  
EMCU9879428.csv

View Archives | Delete Container | Review Container | Archive  
Container

cription	Status	PO Qty	Ship Date	Container	Action(s)
----------	--------	-----------	--------------	-----------	-----------

The selected container will be removed from the list of containers on the left side of the screen.

CONTAINER RECEIVING:

**SELECT WAREHOUSE:**

Customer Service

Warehouse

Parts Management

Reports

SELECT CONTAINER MANAGEMENT:

Customer Service

Warehouse

Warehouse Management   Hardware Management   Container Management   Item Search   Print Bin Label

Parts Management

Reports

SELECT CONTAINER:

/ file needs to be uploaded to replace old or previously uploaded file.

Table Top	Retailer	Year	Retailer Description	Status	PO Qty	Ship Date	Container
	COSTCO USA	2016	PUNTA VEDRA SECTIONAL SEATING GROUP- 6 PC	SHIPPED	20	2016-03-09	IMTU1015655-40GP
	COSTCO USA	2016	PUNTA VEDRA SECTIONAL SEATING GROUP- 6 PC	SHIPPED	20	2016-03-09	IMTU1015655-40GP
	COSTCO USA	2016	PUNTA VEDRA SECTIONAL SEATING GROUP- 6 PC	SHIPPED	20	2016-03-09	IMTU1015655-40GP
	COSTCO USA	2016	PUNTA VEDRA SECTIONAL SEATING GROUP- 6 PC	SHIPPED	20	2016-03-09	IMTU1015655-40GP
	COSTCO USA	2016	PUNTA VEDRA SECTIONAL SEATING GROUP- 6 PC	SHIPPED	20	2016-03-09	IMTU1015655-40GP
	COSTCO CANADA	2015	MANHATTAN {WOVEN 3 SEATER DEEP SEATING SOFA}	SHIPPED	1	2016-03-09	IMTU1015655-40GP
	COSTCO CANADA	2015	MANHATTAN {WOVEN 3 SEATER DEEP SEATING SOFA}	SHIPPED	1	2016-03-09	IMTU1015655-40GP
	COSTCO CANADA	2015	MANHATTAN {WOVEN 3 SEATER DEEP SEATING SOFA}	SHIPPED	1	2016-03-09	IMTU1015655-40GP
G-020	HOMEMAKERS FURNITURE	2012	GLENBROOK {26X43 IN RECTANGLE GLASS TOP COFFEE TAB	SHIPPED	1	2016-10-11	EMCU3584820-20GP

**SELECT "PREVIEW"**

## Container Receiving

I order

lected container. In the case where a new file needs to be uploaded to replace old or previously uploaded file.

All | Clear Table | Preview | Close Out

Weave	Table Top	Retailer	Year	Retailer Description	Status	PO Qty	Ship Date	Container	Action(s)
	G-020	HOMEMAKERS FURNITURE	2012	GLENBROOK {26X43 IN RECTANGLE GLASS TOP COFFEE TAB	SHIPPED	1	2016-10-11	EMCU3584820-20GP	 
	STAMPED	UNIVERSAL POOL (POOL-A-RAMA)	2013	MANHATTAN DINING SET {38X68 IN RECTANGULAR STAMPED	SHIPPED	1	2016-10-11	EMCU3584820-20GP	 
	G-085	TRUE VALUE	2011	SHEFFIELD {38X68 IN RECTANGLEGLASS TOP DINING TABL	SHIPPED	2	2016-10-11	EMCU3584820-20GP	 

\*\*\*\*\**There will be 3 sections to view:*

1. *Complete list of everything from the container.*
2. *Direct Match listing for orders.*
3. *Items going into inventory.*

**Direct Match:**

**Select "Print Orders"**

## Direct Match Report

Print orders

orderid	shipname	status	facmodno	part_no	quantity	On Container
CS-52 20161025 1051372 BO	MIKUS, EDIE	SPO	BKF00707	ST1769	1	3
CS-91 20160608 1545563 BO	FAULHABER, MARCIA	SPO	BKF00707	ST1769	1	3
CS-52 20161025 1051372 BO	MIKUS, EDIE	SPO	BKF00707	ST1769	1	2
CS-52 20161024 1305175 BO	MIKUS, EDIE	SPO	BPF00707	WHOLE	1	3
CS-105 20160505 111903 BO	PERRY, BILL	SPO	BPF00707	WHOLE	1	3
CS-037 20160711 120155 BO	BRAND, DENISE	SPO	ADS17500	WHOLE	3	6

**Right click your mouse and select print for all orders to print.**

**Under the "GOING INTO INVENTORY" section,**

Select "Print Manifest"

## Going into Inventory

Print Manifest

recordid	spo_date	spo_no	ship	part_no	facmodno	part_desc	frame	fabric_1	weave	table_top	retailer
31	160714	160714-072		SK1412	BGL01006	MIDDLE SEAT CUSHION	B10-30/TP03-116	A16-194PH	MB31146-P (10.5MM*2.3MM)&MB1890-P (3.2MM*2.3MM)		SAMS CLL (Sams.cor)
33	160721	160721-027		WHOLE	ADS17501	WHOLE ITEM	B08-18	A11-466PH			SEARS

Right click your Mouse and adjust your printer settings to "LANDSCAPE" and the size desired.

Finish processing container by "shipping" orders and assigning locations to stock items.

After ALL portions of the container are completed return to the top of the container screen and select "CLOSE OUT"

Inventory Control System (ICS)



Item Search Customers Users

All | Clear Table | Preview | Close Out

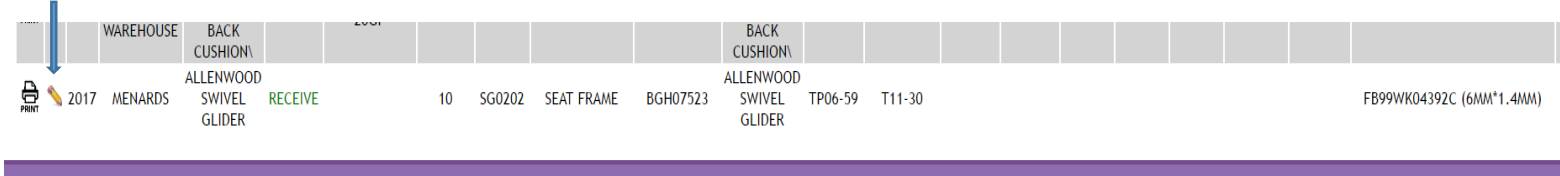
### SPO Report

weave	retailer	year	retailer_desc	status	contqty	ordereqty	ship_date	container
	HOMEMAKERS FURNITURE	2012	GLENBROOK {26X43 IN RECTANGLE GLASS TOP COFFEE TAB	SHIPPED	1	1	2016-10-11	EMCU3584820-20GP
	UNIVERSAL POOL (POOL-A-RAMA)	2013	MANHATTAN DINING SET {38X68 IN RECTANGULAR STAMPED	SHIPPED	1	1	2016-10-11	EMCU3584820-20GP
	TRIE VALUE	2014	SHEFFIELD {38X68 IN	SHIPPED	1	1	2016-10-	EMCU3584820-

**CLONING INVENTORY RECORDS:**

**SCENARIO:** CONTAINER ARRIVED WITH 10 SEAT FRAMES FOR BGH07523. ONLY 2 FIT IN A SINGLE BIN. WE NEED TO ASSIGN 5 BINS TO HOLD ALL OF THE SEAT FRAMES:

**SELECT RECORD TO CLONE:** (RIGHT CLICK PENCIL)



WAREHOUSE	BACK CUSHION								BACK CUSHION										
2017 MENARDS	ALLENWOOD SWIVEL GLIDER	RECEIVE	10	SG0202	SEAT FRAME	BGH07523	ALLENWOOD SWIVEL GLIDER	TP06-59	T11-30										FB99WK04392C (6MM*1.4MM)

**NEW SCREEN OPENS:**

### Warehouse Item: Edit

[Search](#) | [Clone](#)

Location:  Short WH No:  WH Build ID:  Year:  Vendor:  Retailer Desc:  Retailer Col:

Warranty:  Part Number:  Part Description:  Factory Model No:  SKU Number:  Historic FIM:   
Description:  Factory No:  Part Type:  Part Level:

Quantity:  Base Qty:  Low Qty:  Hold Qty:  Backorder Qty:

Frame:  Fabric:  Fabric 1:  Fabric 2:  Fabric 3:   
Back Fabric:  Pillow Fabric 1:  Pillow Fabric 2:  Pillow Fabric 3:  Umbrella Fabric:  Welt:   
 Weave:  Strap:   
Table Top:  Table Top 2:  Hole:

Date Received:  Date Inventoried:  Last edited:  Edited by:

CHANGE LOCATION TO FIRST BIN BEING SELECTED FOR THE ITEM:



### Warehouse Item: Edit

Search | Clone

Location: RECEIVE Short WH No: WH Build ID: Year: 2017 Vendor: MENARDS Retailer Desc: ALLENWOOD SWIVEL GL Retailer Col:

Warranty: Part Number: SGO202 Part Description: SEAT FRAME Factory Model No: BGH07523 SKU Number: 272.4094 Historic FMN: Description: ALLENWOOD SWIVEL GL Factory No: Part Type: GLIDER PART Part Level: ITEM PART

Quantity: 10 Base Qty: Low Qty: Hold Qty: Backorder Qty:

Frame: TP06-59 Fabric: Fabric 1: T11-30 Fabric 2: Fabric 3: Back Fabric: Pillow Fabric 1: Pillow Fabric 2: Pillow Fabric 3: Umbrella Fabric: Welt: Weave: FB99WK04392C (6MM\*1.4) Strap: Table Top: Table Top 2: Hole:

Date Recieved: Date Invented: Last edited: 2017-03-31 07:28:40 Edited by: bill

Submit





### Warehouse Item: Edit

[Search](#) | [Clone](#)

Location  Short WH No  WH Build ID  Year  Vendor  Retailer Desc  Reatiler Col

Warranty  Part Number  Part Description  Factory Model No  SKU Number  Historic FMN   
Description  Factory No  Part Type  Part Level

Quantity  Base Qty  Low Qty  Hold Qty  Backorder Qty

Frame  Fabric  Fabric 1  Fabric 2  Fabric 3   
Back Fabric  Pillow Fabric 1  Pillow Fabric 2  Pillow Fabric 3  Umbrella Fabric  Welt   
Weave  Strap   
Table Top  Table Top 2  Hole

Date Recieved  Date Inventoried  Last edited  Edited by

CHANGE THE QUANTITY FOR THE BIN:

### Inventory Control System (ICS)

## Warehouse Item: Edit

[Search](#) | [Clone](#)

Location AAA-01 Short WH No WH Build ID Year 2017 Vendor MENARDS Retailer Desc ALLENWOOD SWIVEL GLI Reatiler Col

Warranty Part Number SG0202 Part Description SEAT FRAME Factory Model No BGH07523 SKU Number 272-4094 Historic FMN  
Description ALLENWOOD SWIVEL GLI Factory No Part Type GLIDER PART Part Level ITEM PART

Quantity 2 Base Qty Low Qty Hold Qty Backorder Qty

Frame TP06-59 Fabric Fabric 1 T11-30 Fabric 2 Fabric 3  
Back Fabric Pillow Fabric 1 Pillow Fabric 2 Pillow Fabric 3 Umbrella Fabric Welt  
Weave FB99WKO4392C (6MM\*1.4) Strap  
Table Top Table Top 2 Hole

Date Received Date Invented Last edited 2017-03-31 07:42:27 Edited by BILL

Submit

SUBMIT THE RECORD: (RIGHT CLICK THE SUBMIT BUTTON)

### Warehouse Item: Edit

[Search](#) | [Clone](#)

Location  Short WH No  WH Build ID  Year  Vendor  Retailer Desc  Retailer Col

Warranty  Part Number  Part Description  Factory Model No  SKU Number  Historic FMN   
 Description  Factory No  Part Type  Part Level

Quantity  Base Qty  Low Qty  Hold Qty  Backorder Qty

Frame  Fabric  Fabric 1  Fabric 2  Fabric 3   
Back Fabric  Pillow Fabric 1  Pillow Fabric 2  Pillow Fabric 3  Umbrella Fabric  Welt   
 Weave  Strap   
Table Top  Table Top 2  Hole

Date Received  Date Inventoried  Last edited  Edited by



THE RECORD FOR THE FIRST BIN HAS BEEN CREATED.

# RIGHT CLICK "CLONE"

Inventory Control System (ICS)

---

me Logout Item Search Customers Users

### Warehouse Item: Edit

[Search](#) | [Clone](#)

Location AAA-01 Short WH No. WH Build ID. Year 2017 Vendor MENARDS Retailer Desc ALLENWOOD SWIVEL GLI Retailer Col.

---

Warranty. Part Number SG0202 Part Description SEAT FRAME Factory Model No BGH07523 SKU Number 272-4094 Historic FMN  
Description ALLENWOOD SWIVEL GLI Factory No. Part Type GLIDER PART Part Level ITEM PART

---

Quantity 2 Base Qty. Low Qty. Hold Qty. Backorder Qty.

---

Frame TP06-59 Fabric. Fabric 1 T11-30 Fabric 2. Fabric 3.  
Back Fabric. Pillow Fabric 1. Pillow Fabric 2. Pillow Fabric 3. Umbrella Fabric. Welt.  
Weave FB99WK04392C (6MM\*1.4) Strap.  
Table Top. Table Top 2. Hole.

---

Date Received. Date Inventoried. Last edited 2017-03-31 07:42:27 Edited by BILL

"CLONE CREATED, UPDATE LOCATION AND QUANTITY" APPEARS IN THE TOP LEFT OF THE SCREEN:

Clone created, update location and quantity.



**Point of Imp**  
Inventory Control Sys

[Home](#) [Logout](#)

**Warehouse Item**

CHANGE LOCATION FOR THE NEXT BIN:

Clone created, update location and quantity.



# Point of Impact

## Inventory Control System (ICS)



Home Logout

Item Search Customers Users

### Warehouse Item: Edit

Search | Clone

Location

Warranty  Part Number  Part Description  Factory Model No  SKU Number  Historic FMN   
 Description  Factory No  Part Type  Part Level

Quantity  Base Qty  Low Qty  Hold Qty  Backorder Qty

Frame  Fabric  Fabric 1  Fabric 2  Fabric 3   
Back Fabric  Pillow Fabric 1  Pillow Fabric 2  Pillow Fabric 3  Umbrella Fabric  Welt   
 Weave  Strap   
Table Top  Table Top 2  Hole

Date Received  Date Invented  Last edited  Edited by

Submit

BECAUSE THE BIN WILL HOLD THE SAME QUANTITY.... SUBMIT THE RECORD....

Clone created, update location and quantity.

Point of Impact  
Inventory Control System (ICS)

Home Logout Item Search Customers Users

### Warehouse Item: Edit

Search | Clone

Location: AAA-02 Short WH No: WH Build ID: Year: 2017 Vendor: MENARDS Retailer Desc: ALLENWOOD SWIVEL GLI Reatiler Col:

Warranty: Part Number: SG0202 Part Description: SEAT FRAME Factory Model No: BGH07523 SKU Number: 272-4094 Historic FMN:  
Description: ALLENWOOD SWIVEL GLI Factory No: Part Type: GLIDER PART Part Level: ITEM PART

Quantity: 2 Base Qty: Low Qty: Hold Qty: Backorder Qty:

Frame: TP06-59 Fabric: Fabric 1: T11-30 Fabric 2: Fabric 3:  
Back Fabric: Pillow Fabric 1: Pillow Fabric 2: Pillow Fabric 3: Umbrella Fabric: Welt:  
Weave: FB99WK04392C (6MM\*1.4) Strap:  
Table Top: Table Top 2: Hole:

Date Received: Date Invented: Last edited: 2017-03-31 07:42:27 Edited by: BILL

Submit

THE SECOND RECORD HAS BEEN CREATED. THE MESSAGE STATING CLONE CREATED, UPDATE LOCATION AND QUANTITY IS NOT SHOWING NOW.

SELECT “**CLONE**” AND REPEAT THE PROCESS UNTIL ALL ITEMS HAVE BEEN ACCOUNTED FOR IN INVENTORY.

**ALTERNATE METHOD WHEN MULTIPLE BINS ARE NEEDED FOR THE SAME FACMODNO:**

## Container Receiving



## Select Container Management:

Inventory Control System (ICS)



Customer Service

Warehouse

Warehouse Management   Hardware Management   **Container Management**   Item Search

Parts Management

Reports

Database Maintenance

## Select Container Number:

Container Receiving

Process

Containers available for processing.

DRYU2706534 -20GP  
EGHU3488400 -20GP  
EGHU3580266 -20GP  
EITU1225237 -40H  
EMCU3560644 -20GP  
OCGU8091122 -40HQ  
TCLU3364827 - 20GP  
TCLU9145410- 40HQ  
TEMU3874031-20GP  
TEMU6399233- 40HQ

Filter

SPO No Carton Part No FACMODNO His Part Frame Fabric 1 Weave

# Select UPDATE:

Item Search | Inventory Editor | Customer

SPO Report

All | Delete | Process | Reset | Update | Ar

frame	fabric_1	weave	retailer	year	retailer_desc	status	cont	qtyord	req	tyship	date	contair
B18-133/TP03-116	A18-123PH	FB99WK07063AE(10.5MM*2.3 MM) & FB99WK04789AE(3.2MM*2.5MM)	SAMS CLUB.COM	2018	TORONTO SOFA	SHIPPED	6	10			2018-04-16	TEMU6:401
B18-133/TP03-		FB99WK07063AE(10.5MM*2.3 MM) & FB99WK04789AE(3.2MM*2.5MM)	SAMS CLUB.COM	2018	TORONTO COFFEE TABLE	SHIPPED	5	10			2018-04-16	TEMU6:401

# Adjust entries as needed:

Inventory Update

Update inventory items added by Container

rt No	FACMOD	Part Description	Frame	Fabric 1	Weave	Table Top	Retailer	Retailer Description	Quantity	Location
HOLE AKV01119		WHOLE ITEM	B14-17A & TP03-116		FB99WK04814AS(3MM) & FB99CLWP661A-6L(7MM*1.4MM) & FB99WK06839AS-1(8MM*1.4MM) & DB3349AAJ-1(7.5MM*3.2MM) & FB99WK06497A-3L(8MM*1.5MM)	BMBC5457HC	SAMS CLUB	FREMONT 4PC. SEATING SET INDIGO COFFEE TABLE	6	RECEIVE
72603 AKV01119		TABLE TOP	B14-17A & TP03-116		FB99WK04814AS(3MM) & FB99CLWP661A-6L(7MM*1.4MM) & FB99WK06839AS-1(8MM*1.4MM) & DB3349AAJ-1(7.5MM*3.2MM) & FB99WK06497A-3L(8MM*1.5MM)	BMBC5457HC	SAMS CLUB	FREMONT 4PC. SEATING SET INDIGO COFFEE TABLE	6	RECEIVE
72604 AKV01119		LEG CONNECTOR (WITH FOOTCAPS)	B14-17A & TP03-116		FB99WK04814AS(3MM) & FB99CLWP661A-6L(7MM*1.4MM) & FB99WK06839AS-1(8MM*1.4MM) & DB3349AAJ-1(7.5MM*3.2MM) & FB99WK06497A-3L(8MM*1.5MM)	BMBC5457HC	SAMS CLUB	FREMONT 4PC. SEATING SET INDIGO COFFEE TABLE	6	RECEIVE
72605 AKV01119		TABLE LEG (W/O FOOTCAPS)	B14-17A & TP03-116		FB99WK04814AS(3MM) & FB99CLWP661A-6L(7MM*1.4MM) & FB99WK06839AS-1(8MM*1.4MM) & DB3349AAJ-1(7.5MM*3.2MM) & FB99WK06497A-3L(8MM*1.5MM)	BMBC5457HC	SAMS CLUB	FREMONT 4PC. SEATING SET INDIGO COFFEE TABLE	6	RECEIVE
72607 ALV23619		TABLE TOP	B14-17A & TP03-116		FB99WK04814AS(3MM) & FB99CLWP661A-6L(7MM*1.4MM) & FB99WK06839AS-1(8MM*1.4MM) & DB3349AAJ-1(7.5MM*3.2MM) & FB99WK06497A-3L(8MM*1.5MM)	BMBC5457HC	SAMS CLUB	FREMONT 7PC. DINING SET 60 ROUND DINING TABLE	20	RECEIVE
72608 ALV23619		LEG CONNECTOR BRACKET	B14-17A & TP03-116		FB99WK04814AS(3MM) & FB99CLWP661A-6L(7MM*1.4MM) & FB99WK06839AS-1(8MM*1.4MM) & DB3349AAJ-1(7.5MM*3.2MM) & FB99WK06497A-3L(8MM*1.5MM)	BMBC5457HC	SAMS CLUB	FREMONT 7PC. DINING SET 60 ROUND DINING TABLE	20	RECEIVE
72609 ALV23619		TABLE LEG	B14-17A & TP03-116		FB99WK04814AS(3MM) & FB99CLWP661A-6L(7MM*1.4MM) & FB99WK06839AS-1(8MM*1.4MM) & DB3349AAJ-1(7.5MM*3.2MM) & FB99WK06497A-3L(8MM*1.5MM)	BMBC5457HC	SAMS CLUB	FREMONT 7PC. DINING SET 60 ROUND DINING TABLE	20	RECEIVE
(1191 BGF05706		THROW PILLOW	B10-30/TP03-116	A18-287GR/A18-289AD	FB99WK03452AE(3.2MM*2.5MM) & FB99WK04215AE-2(10.5MM*2.3MM)		SAMS CLUB	HERITAGE 6PC. SEATING SET IN CLUB VERSION SOFA	99	RECEIVE

# Example:

**ALV23619 Table tops – 20 arriving, only 5 can fit in a bin:**

AT72607 ALV23619 TABLE TOP B14-17A & TP03-116 FB99WK048144S(3MM) & FB99CLVP661A-6L(7MM\*1.4MM) & FB99WK06839AS-1(8MM\*1.4MM) & DB3349AAJ-1(7.5MM\*3.2MM) & FB99WK06497A-3L(8MM\*1.5MM) BMBC5457HC SAMS CLUB FREMONT 7PC. DINING SET 60 ROUND DINING TABLE 20 RECEIVE

## Place 5 each in bins AAA-1, AAA-2, AAA-3, AAA-4

/23619 TABLE TOP B14-17A & TP03-116 FB99WK048144S(3MM) & FB99CLVP661A-6L(7MM\*1.4MM) & FB99WK06839AS-1(8MM\*1.4MM) & DB3349AAJ-1(7.5MM\*3.2MM) & FB99WK06497A-3L(8MM\*1.5MM) BMBC5457HC SAMS CLUB FREMONT 7PC. DINING SET 60 ROUND DINING TABLE 15,5,5,5 AAA-1,AAA-2,AAA-3,AAA-4 FREMONT 7PC. DINING

We can complete the whole container from one screen.

Once completed select **SAVE UPDATES(AT BOTTOM OF SCREEN):**

AT72614 BRACKET B15-03/TP03-116 FB99WK01686AS-L(7MM\*1.4MM) & FB99WK01192AS(7MM\*1.2MM) & ADY1165AAJ(3.0MM) & FB99WK00101A-L(7MM\*1.5MM) & FB99WK02145A(6MM\*1.6MM) & FB99WK01192AS(7MM\*1.2MM) & FB99WK01686AS-L(7MM\*1.4MM) SAMS CLUB COFFEE TABLE 1 RECEIVE  
 04212 TABLE LEG B15-03/TP03-116 FB99WK02145A(6MM\*1.6MM) & FB99WK01192AS(7MM\*1.2MM) & FB99WK01686AS-L(7MM\*1.4MM) SAMS CLUB STOCKTON BERRY COFFEE TABLE 7 RECEIVE

**Save Updates**

For this item you will see the following inventory:

Items	Year	Vendor	Retail Desc	Location	Container	quantity	Part Number	Part Desc	FACMODNO	Description	Frame	Fabric_1	Fabric_2	Fabric_3	PillFab1	PillFab2	Pill
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1	2018	SAMS CLUB	FREMONT 7PC. DINING SET 60 ROUND DINING TABLE	AAA-1	TEMU6399233-40HQ	5	AT72607	TABLE TOP	ALV23619	FREMONT 7PC. DINING SET 60 ROUND DINING TABLE	B14-17A & TP03-116						
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Items	Year	Vendor	Retail Desc	Location	Container	quantity	Part Number	Part Desc	FACMODNO	Description	Frame	Fabric_1	Fabric_2	Fabric_3	PillFab1	PillFab2	PillFab3	Bar
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1	2018	SAMS CLUB	FREMONT 7PC. DINING SET 60 ROUND DINING TABLE	AAA-1	TEMU6399233-40HQ	5	AT72607	TABLE TOP	ALV23619	FREMONT 7PC. DINING SET 60 ROUND DINING TABLE	B14-17A & TP03-116							
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Year	Vendor	Retail Desc	Location	Container	quantity	Part Number	Part Desc	FACMODNO	Description	Frame	Fabric_1	Fabric_2	Fabric_3	PillFab1	PillFab2	PillFab3
2018	SAMS CLUB	FREMONT 7PC. DINING SET 60 ROUND DINING TABLE	AAA-3	TEMU6399233-40HQ	5	AT72607	TABLE TOP	ALV23619	FREMONT 7PC. DINING SET 60 ROUND DINING TABLE	B14-17A & TP03-116						

Year	Vendor	Retail Desc	Location	Container	quantity	Part Number	Part Desc	FACMODNO	Description	Frame	Fabric_1	Fabric_2	Fabric_3	PillFab1	PillFab2	PillFab3	BackFab1
2018	SAMS CLUB	FREMONT 7PC. DINING SET 60 ROUND DINING TABLE	AAA-4	TEMU6399233-40HQ	5	AT72607	TABLE TOP	ALV23619	FREMONT 7PC. DINING SET 60 ROUND DINING TABLE	B14-17A & TP03-116							

**ADDITIONAL SEARCH OPTIONS ON THE WAREHOUSE AND HARDWARE MANAGEMENT SCREENS:**

Search with Detail ID:

See the following list of all the backorder hardware orders.

Phone	Name	Model No	Part No	Piece Desc	Frame	0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Detail ID

Print (all un-printed records on this page)

Print Checked Orders

(Start Date [2018-01-31])

(End Date [2018-01-31])

1 Records

Printed	Print	Customer ID	Time	PO #	Order Date	Name	Shipping	Quantity	Factory Model No	Product Description	Part No	Piece Description	Historic Frame FMN	Fabric	W
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5869395080AA (SPO)	[022240]	8-0399350-008	2018-07-23	ATTN: DIANE CENTRAL SERVICE PARTS DEPT	GROUND	1	AGV09604	ALUM. MOTION DEEP SEATING LOVESEAT GLIDER WITH 2 - 18 X 18 PILLOWS	AG0752	HARDWARE PACK	B11- 18/25	A16- 132GR	WT01 2L(8

## INVENTORY MANAGER:

### The Role of the Inventory Manager

Review and Upload MICS spreadsheets

Find and Repair errors in the MICS discovered during the daily work

Monitor the Backorder screen for missed orders and process them if possible

Review and Adjust BOM, Inventory and Order Detail records ensuring accurate item finish details

Review Container Manifest spreadsheets prior to uploading to the system

Create and Maintain a User's Manual (System Documentation)

Work with the Programmer to repair system errors

Work with the Programmer to add new functionality to the system

Test new and repaired functions, and train the users after they are incorporated into the system

## Processes for Checking Backorders for Possible Shipment

**Abstract:** Anytime an order moves to the backorder screen, the Inventory Manager needs to check stock and ensure that the order cannot be filled from the current stock. Also, every time a container of spare parts is received all the backorders should be searched to ensure there are no orders that can be filled.

**Daily Function:** Search the Inventory records for the Factory Model Number of every backorder. If the item has a matching inventory record, note the BIN NUMBER and transfer that data to the order, changing the LOCATION and the ORDER STATUS of the backorder making it eligible to be picked, packed and shipped.

**Container Manifest Preview Function:** Search the Factory Model Number of every item in a newly received container manifest. Ensure the records of the manifest match MICS records for the same items and correct if necessary. If the item has a matching record in the backorder system, check that too. This ensures the records match and the parts ship when the container is received, excepting orders placed in the meantime between running the container reports and finalizing the container receiving process. There are usually going to be misses that will be caught in the container receiving process.

**Container Receiving Function:** Search the Factory Model Number of every item in a newly arriving container that is scheduled to be racked and stored as inventory. If the item has a matching record in the backorder system, change the CONTAINER ASSIGNMENT and the ORDER STATUS of the backorder making it eligible to be shipped. Remember to check if PARTS on a container and PARTS already in stock can be combined to fulfill backorders for WHOLES. In both cases, the searcher should alert the warehouse to print and ship the order.

It is important to search backorders in reverse chronological order because Customers that have been waiting the longest should receive service first. Container items that are designated for cross-dock shipment to fulfill an order are exempt from this search.

In all the above cases, it is the function of the Inventory Manager to determine the reason that human intervention was required to fulfill the backorder. Ordinarily, the ICS will find and assign inventory to orders. If a backorder is manually fulfilled by Inventory or the receipt of a spare parts container, the manager should investigate item detail discrepancies that would have caused the order to “miss.”

## CLOSING NOTES

Good documentation is the key to a successful application deployment. Obviously, this document is a work in progress and needs a lot of additions. Please share your thoughts on the documentation via our new Slack channel: ICS\_Documentation.