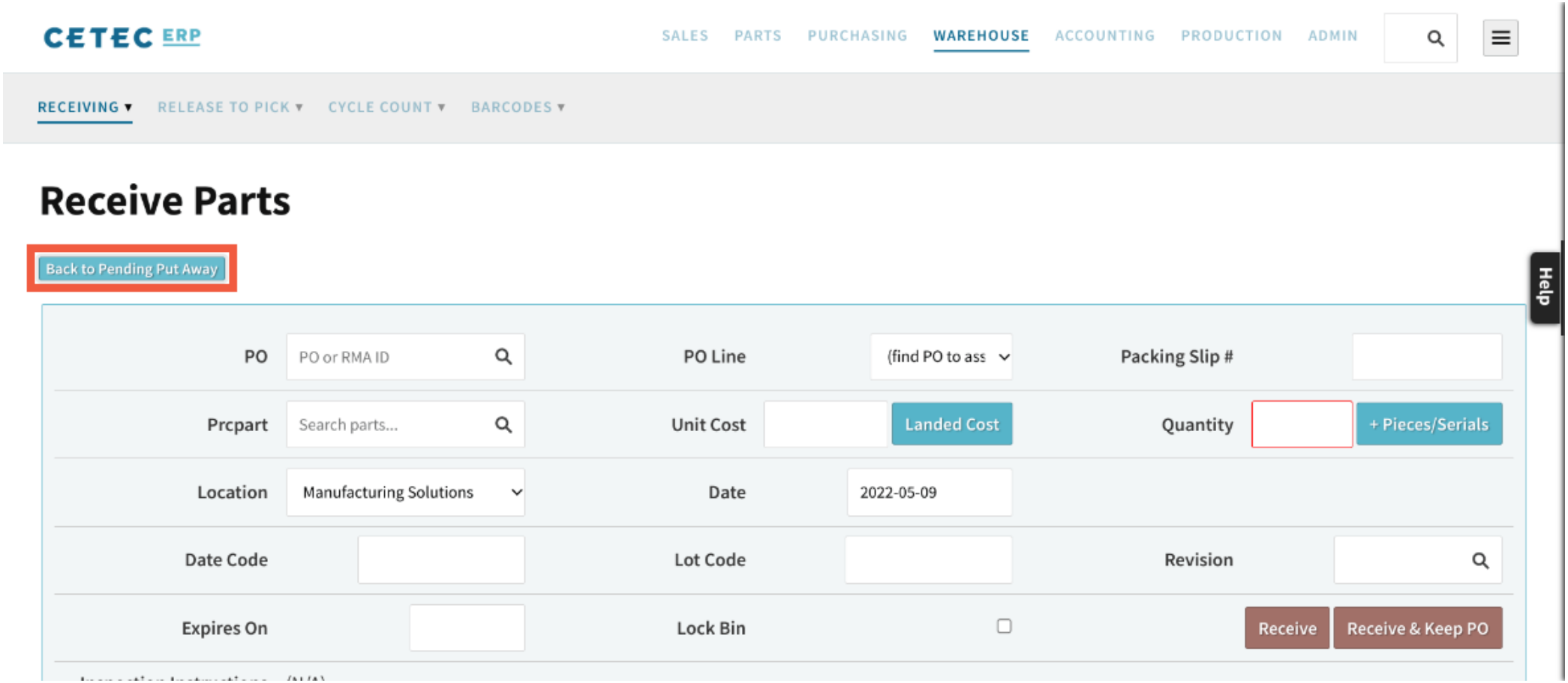
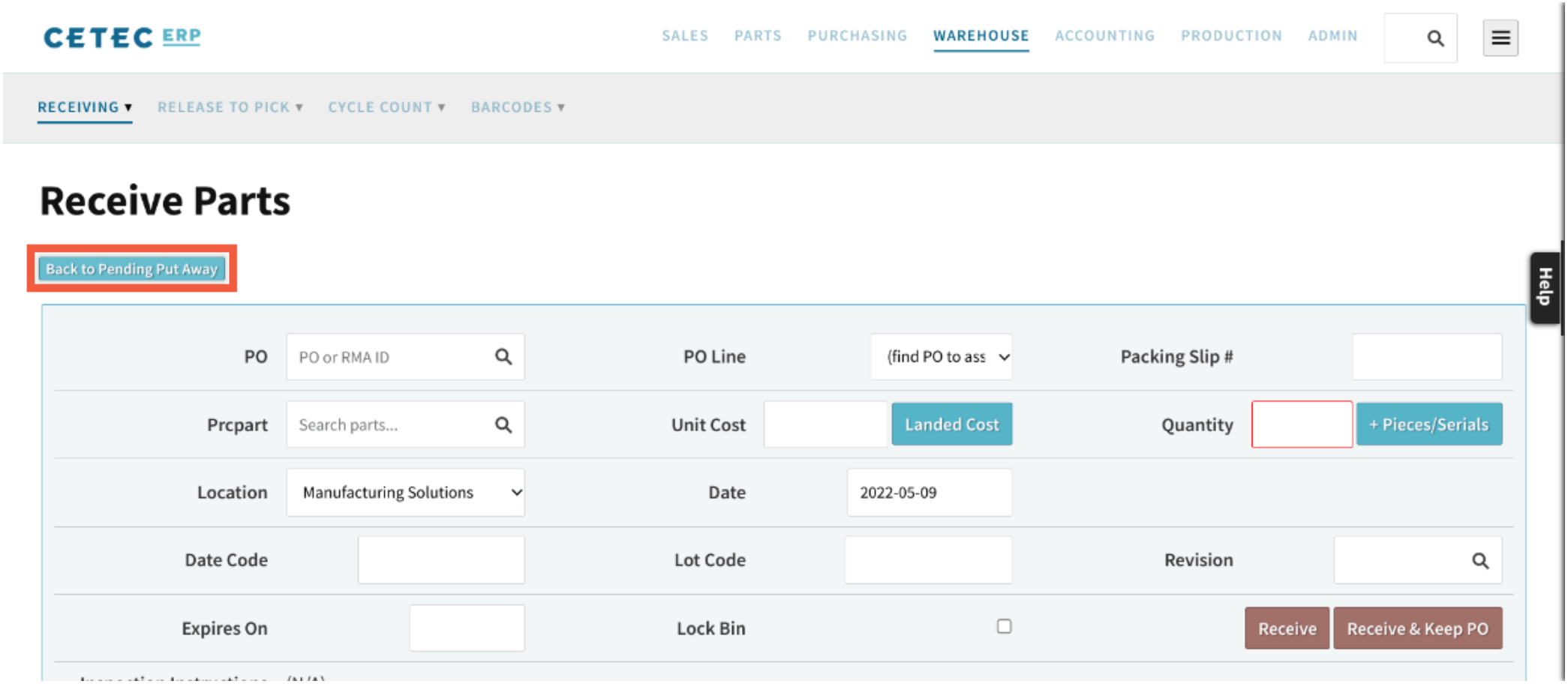
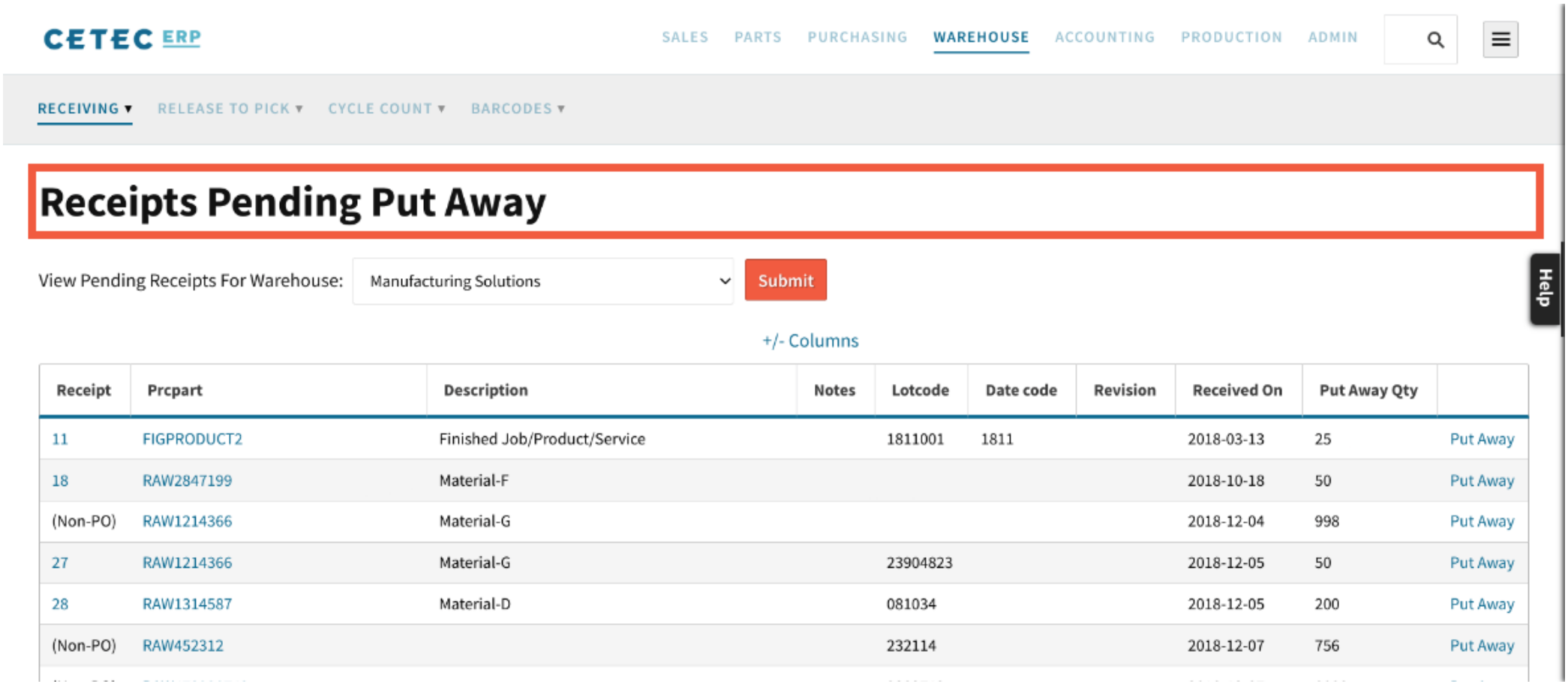
The formal "put away" process is not required; all parts will automatically be “put away” into bin locations NEW, NEW1, NEW2, etc. However, this process is useful if you want to specify the bins into which your parts are put away.

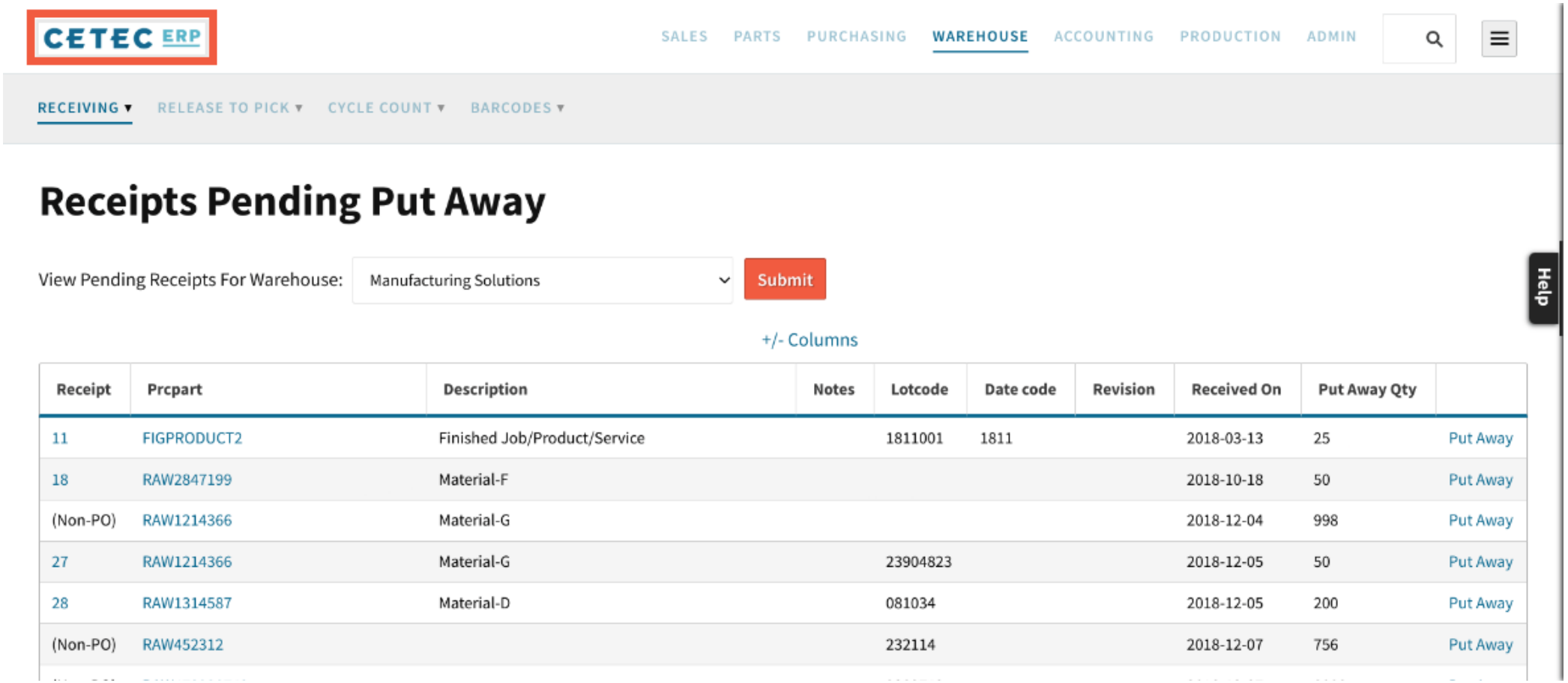


To put away parts if you're starting from the receiving screen, the quickest option is to click the button at the top, "Back to Pending Put Away."



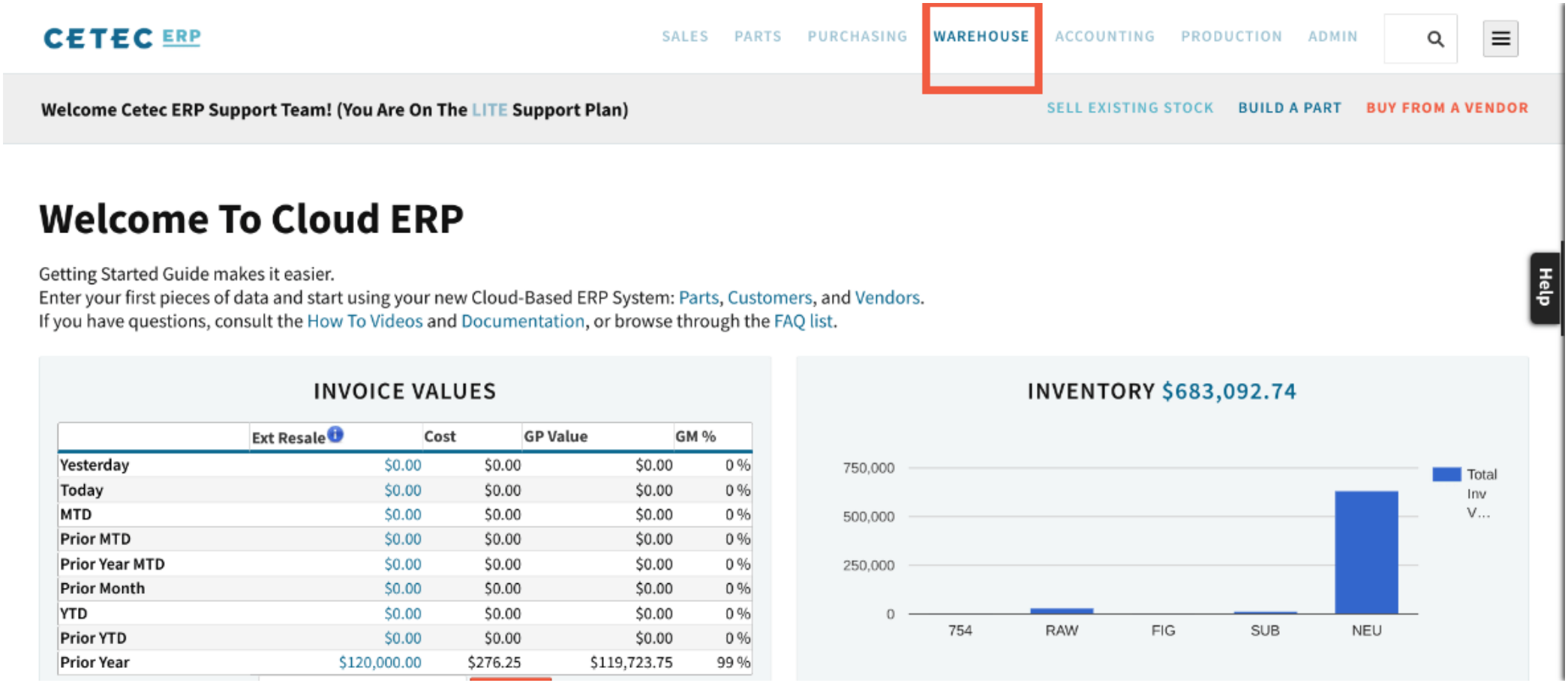

CETEC ERP
SALES
PARTS
PURCHASING
WAREHOUSE
ACCOUNTING
PRODUCTION
ADMIN
RECEIVING
RELEASE TO PICK
CYCLE COUNT
BARCODES
Receipts Pending Put Away
View Pending Receipts For Warehouse:
Manufacturing Solutions
Submit
Help
+/- Columns
Receipt
Prcpart
Description
Notes
Lotcode
Date code
Revision
Received On
Put Away Qty
11
FIGPRODUCT2
Finished Job/Product/Service
1811001
1811
2018-03-13
25
Put Away
18
RAW2847199
Material-F
2018-10-18
50
Put Away
(Non-PO)
RAW1214366
Material-G
2018-12-04
998
Put Away
27
RAW1214366
Material-G
23904823
2018-12-05
50
Put Away
28
RAW1314587
Material-D
081034
2018-12-05
200
Put Away
(Non-PO)
RAW452312
232114
2018-12-07
756
Put Away

Or, if when navigating from the home screen,

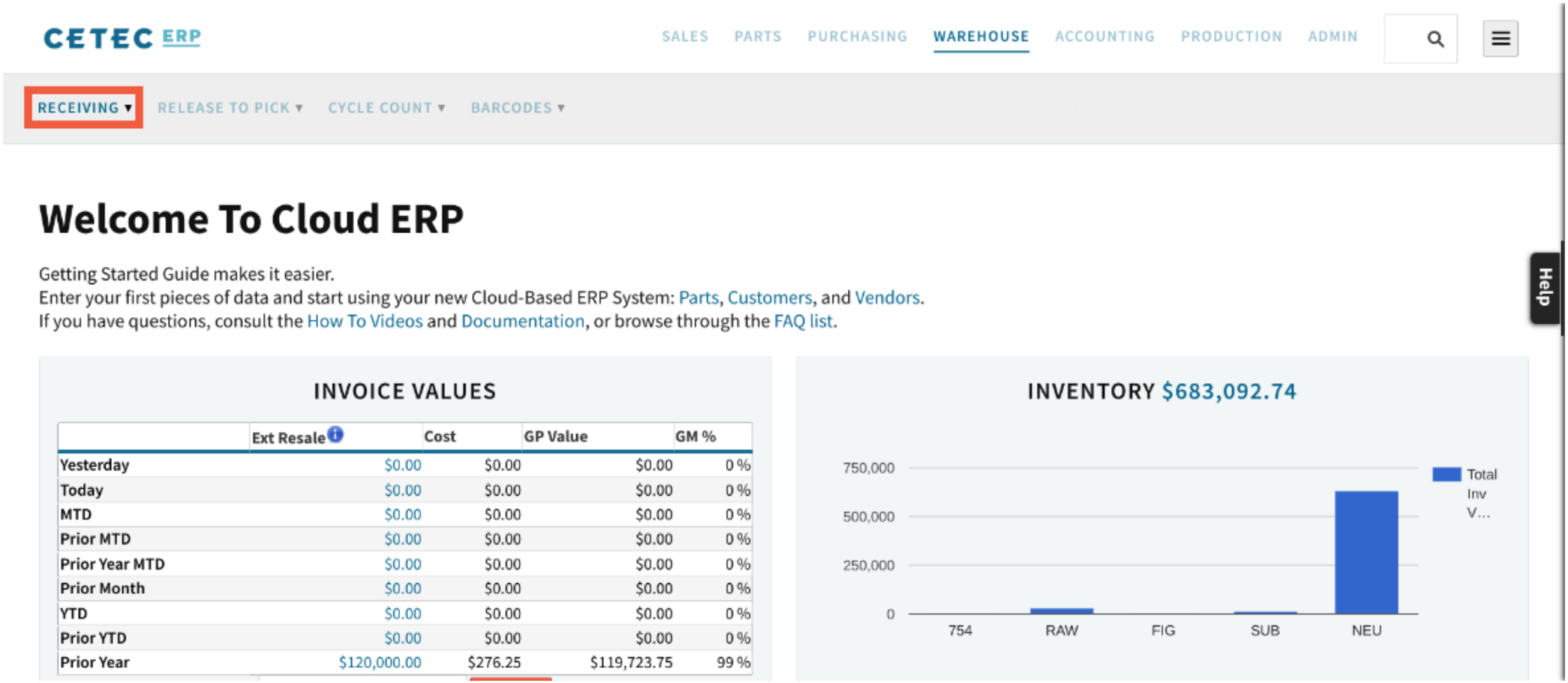


Receipt	Prcpart	Description	Notes	Lotcode	Date code	Revision	Received On	Put Away Qty	
11	FIGPRODUCT2	Finished Job/Product/Service		1811001	1811		2018-03-13	25	Put Away
18	RAW2847199	Material-F					2018-10-18	50	Put Away
(Non-PO)	RAW1214366	Material-G					2018-12-04	998	Put Away
27	RAW1214366	Material-G		23904823			2018-12-05	50	Put Away
28	RAW1314587	Material-D		081034			2018-12-05	200	Put Away
(Non-PO)	RAW452312			232114			2018-12-07	756	Put Away

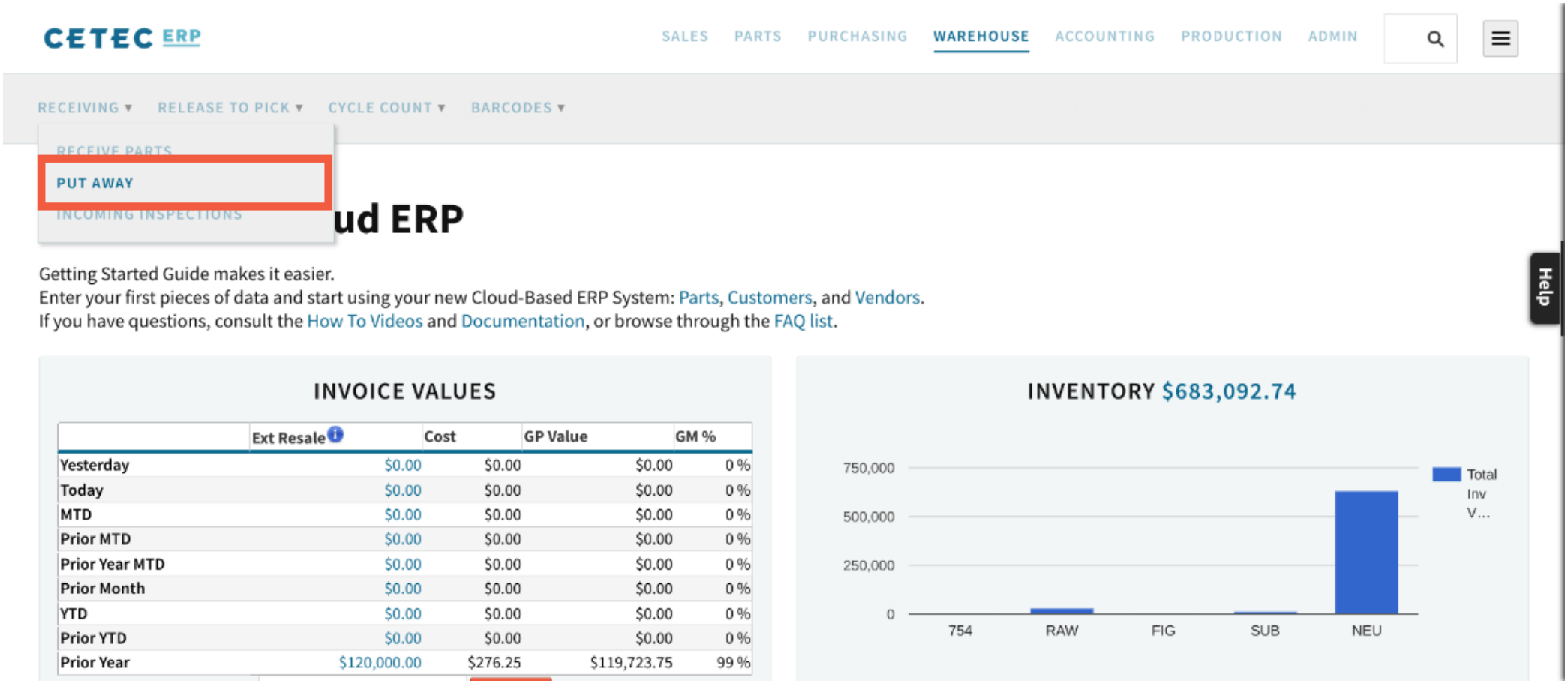
click Warehouse,



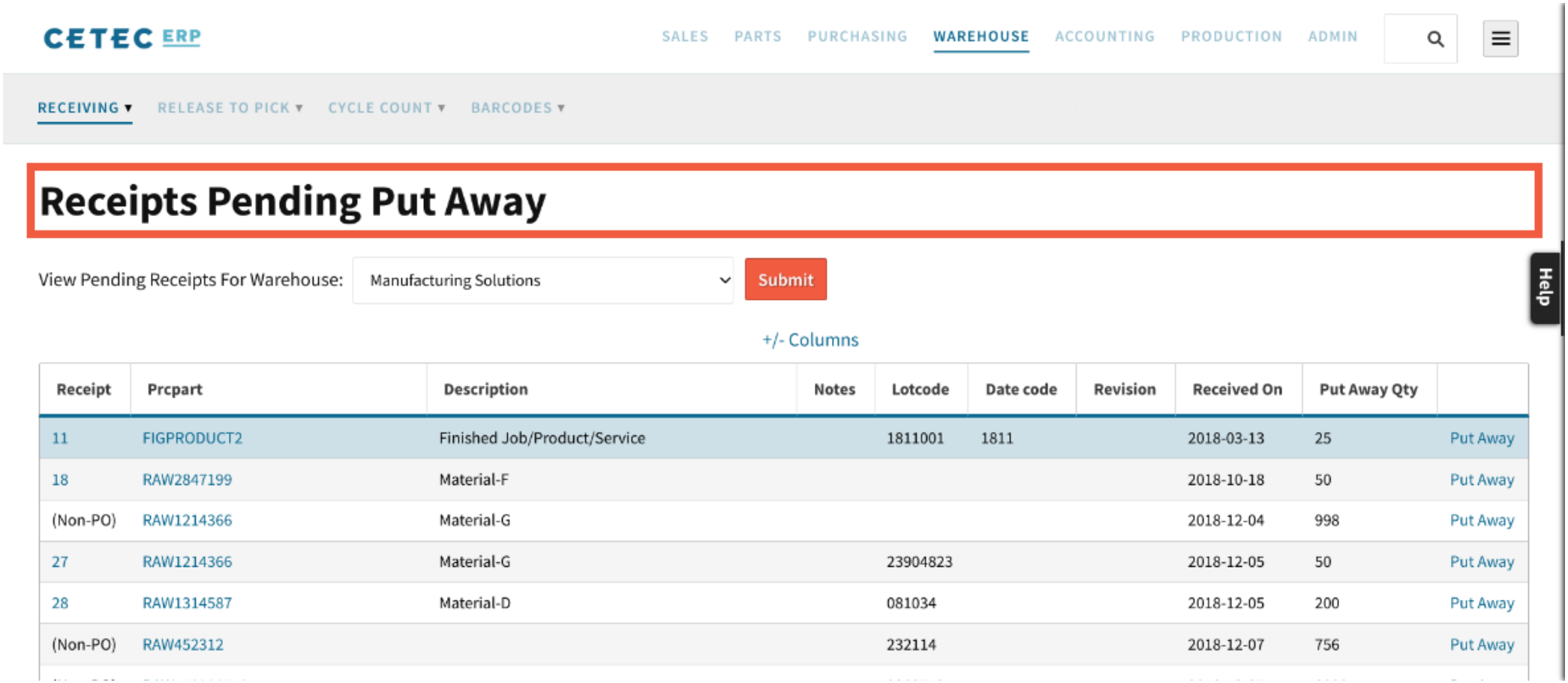
click Receiving,



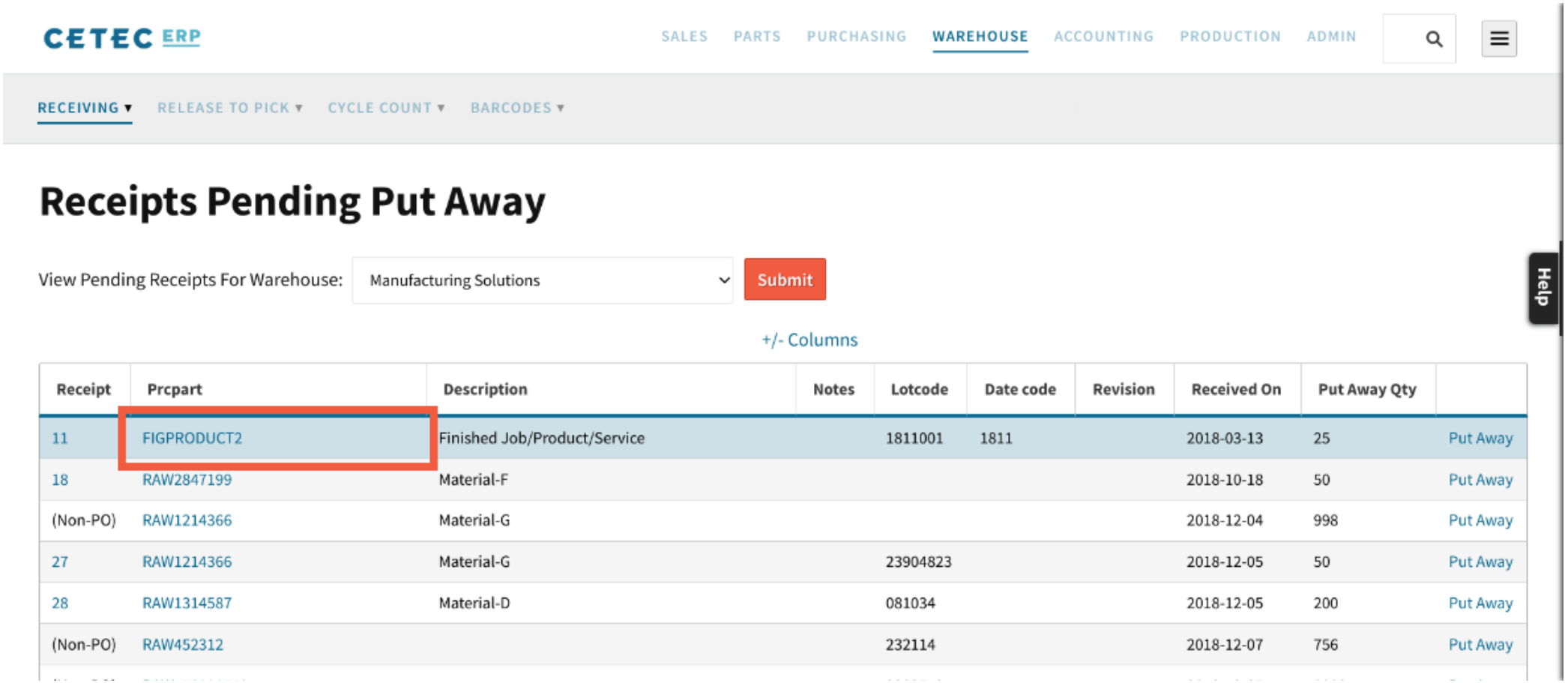
and then click Put Away.



Now you're on the Receipts Pending Put Away screen.

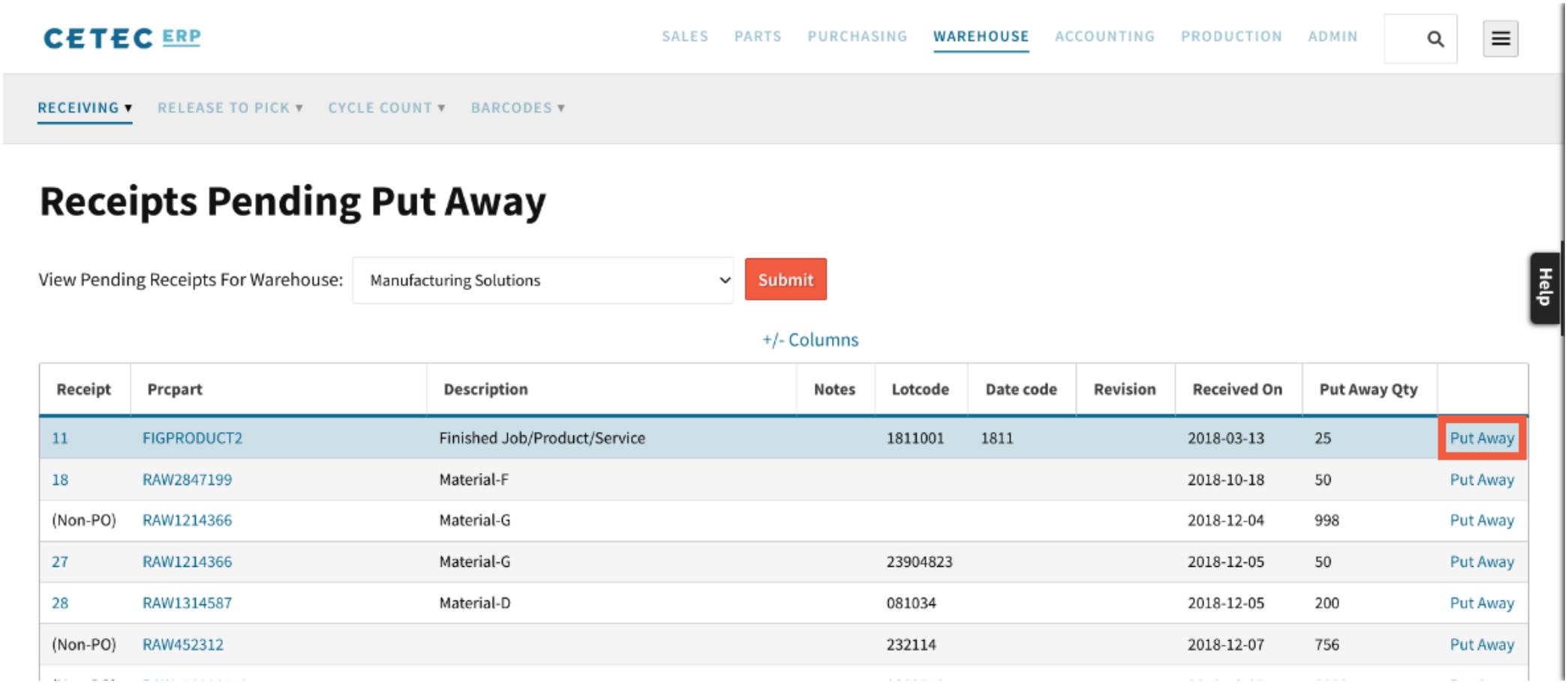


Let's say you want to put away this Prcpart from Receipt 11.

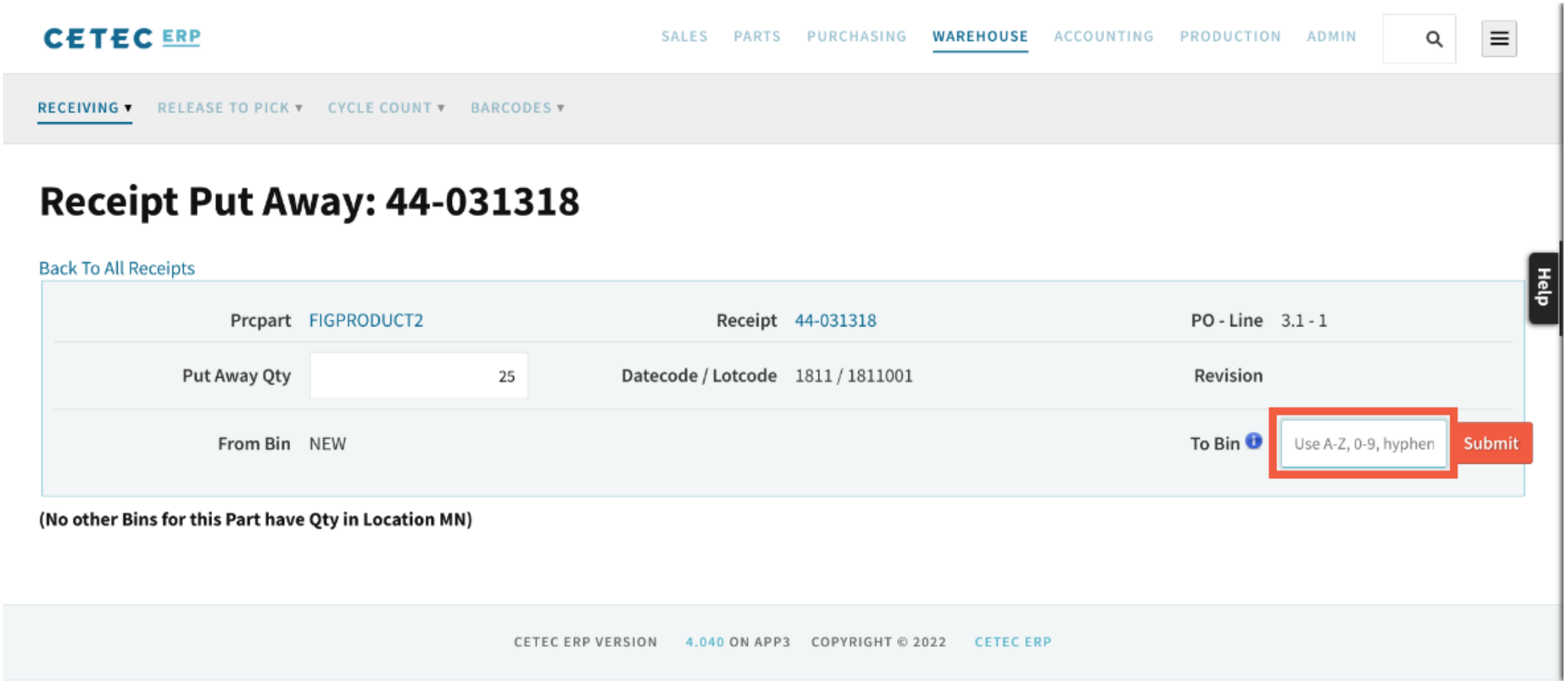


Receipt	Prcpart	Description	Notes	Lotcode	Date code	Revision	Received On	Put Away Qty	
11	FIGPRODUCT2	Finished Job/Product/Service		1811001	1811		2018-03-13	25	Put Away
18	RAW2847199	Material-F					2018-10-18	50	Put Away
(Non-PO)	RAW1214366	Material-G					2018-12-04	998	Put Away
27	RAW1214366	Material-G		23904823			2018-12-05	50	Put Away
28	RAW1314587	Material-D		081034			2018-12-05	200	Put Away
(Non-PO)	RAW452312			232114			2018-12-07	756	Put Away

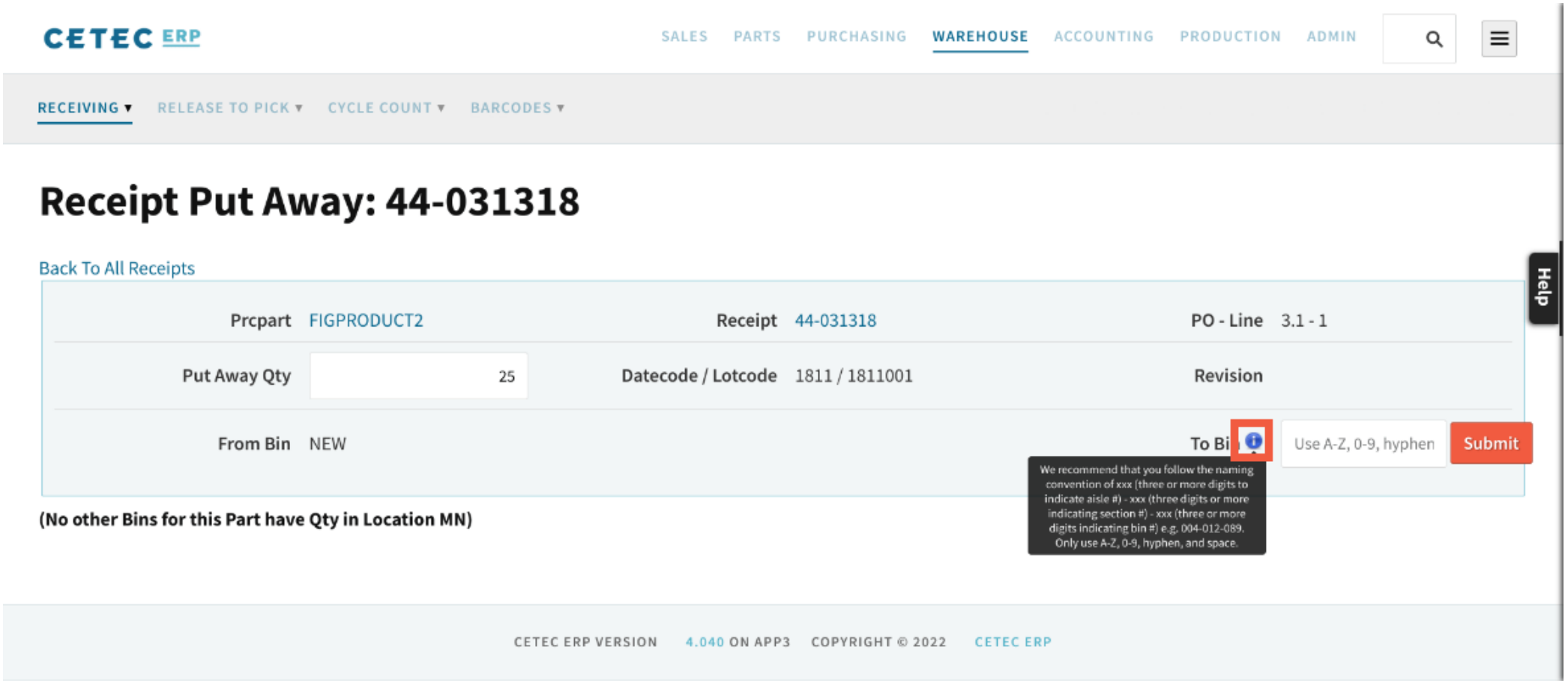
On the right side of this line, click Put Away.



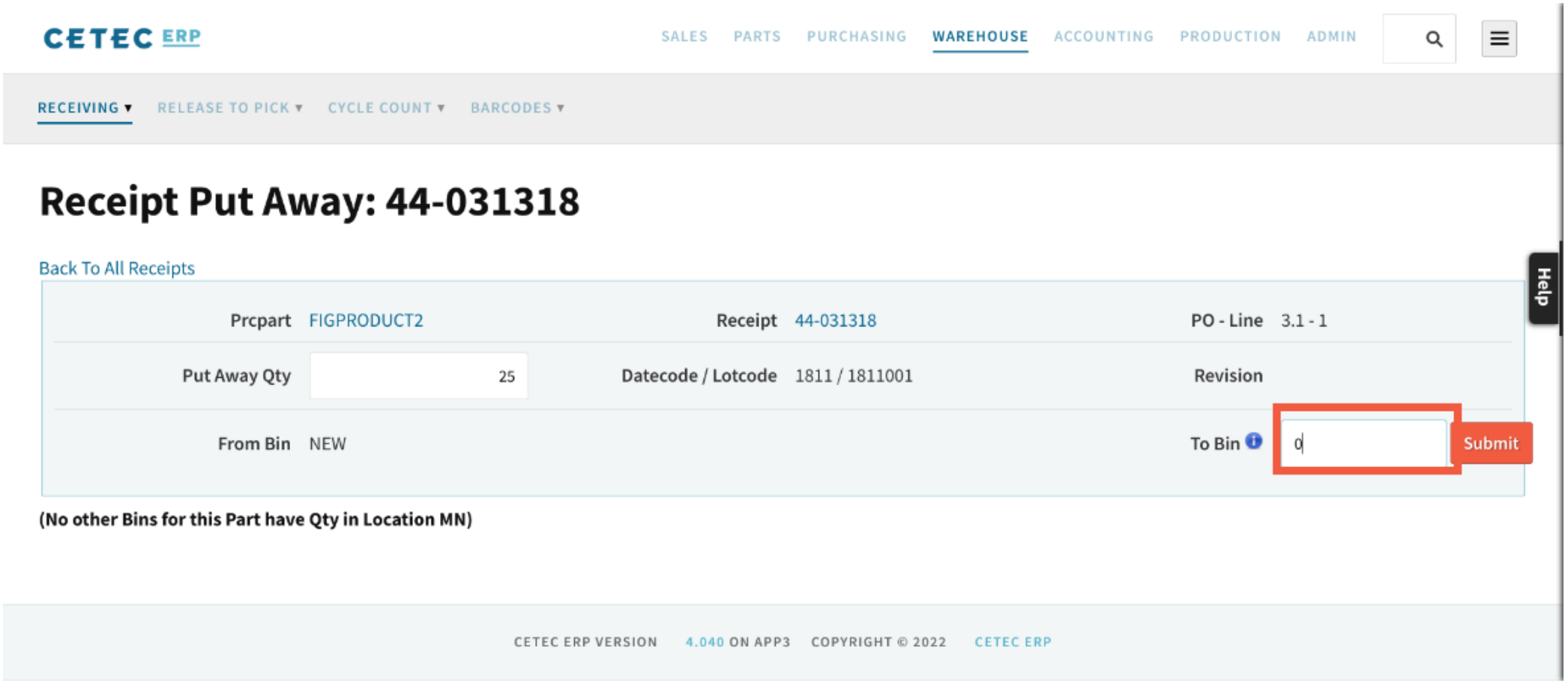
On the put away screen, you can enter a bin number.



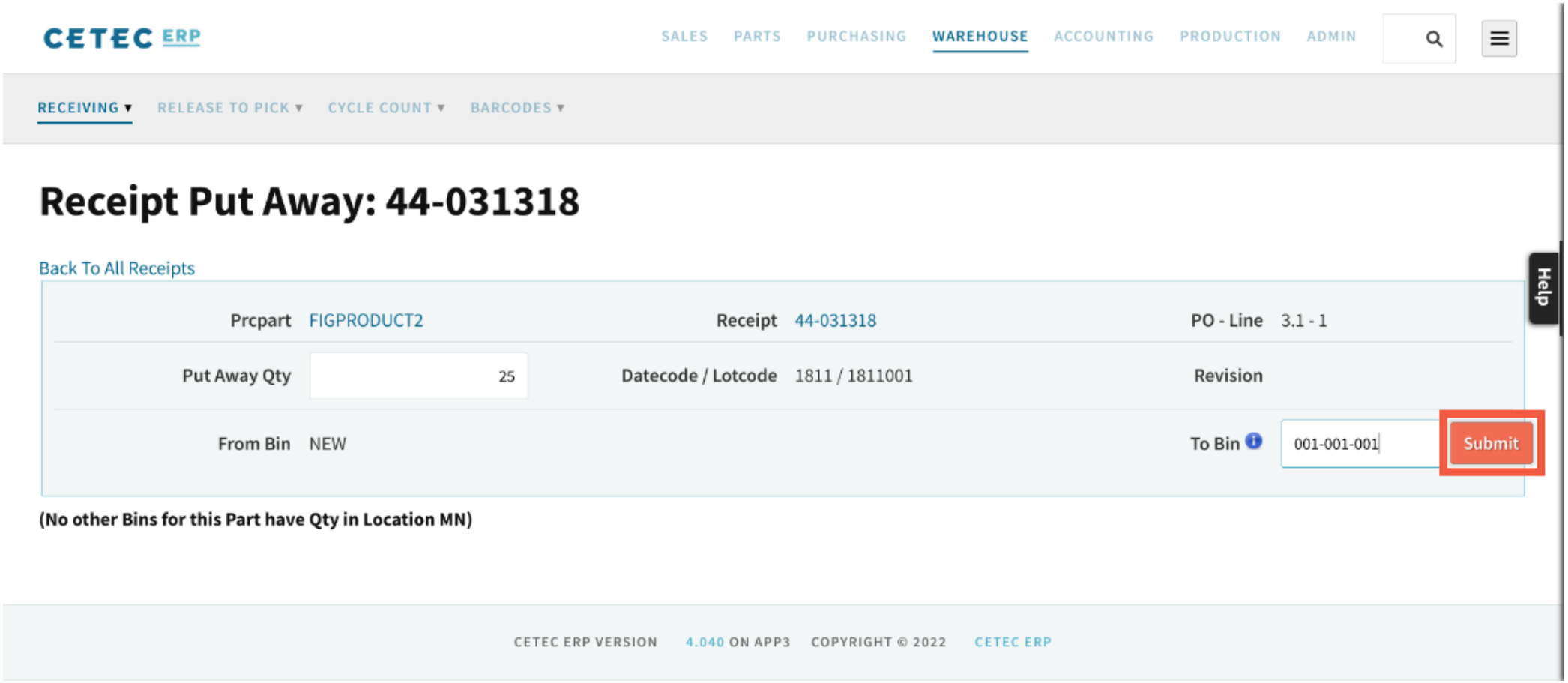
Cetec gives you some guidance on bin numbering when you hover over this information icon.



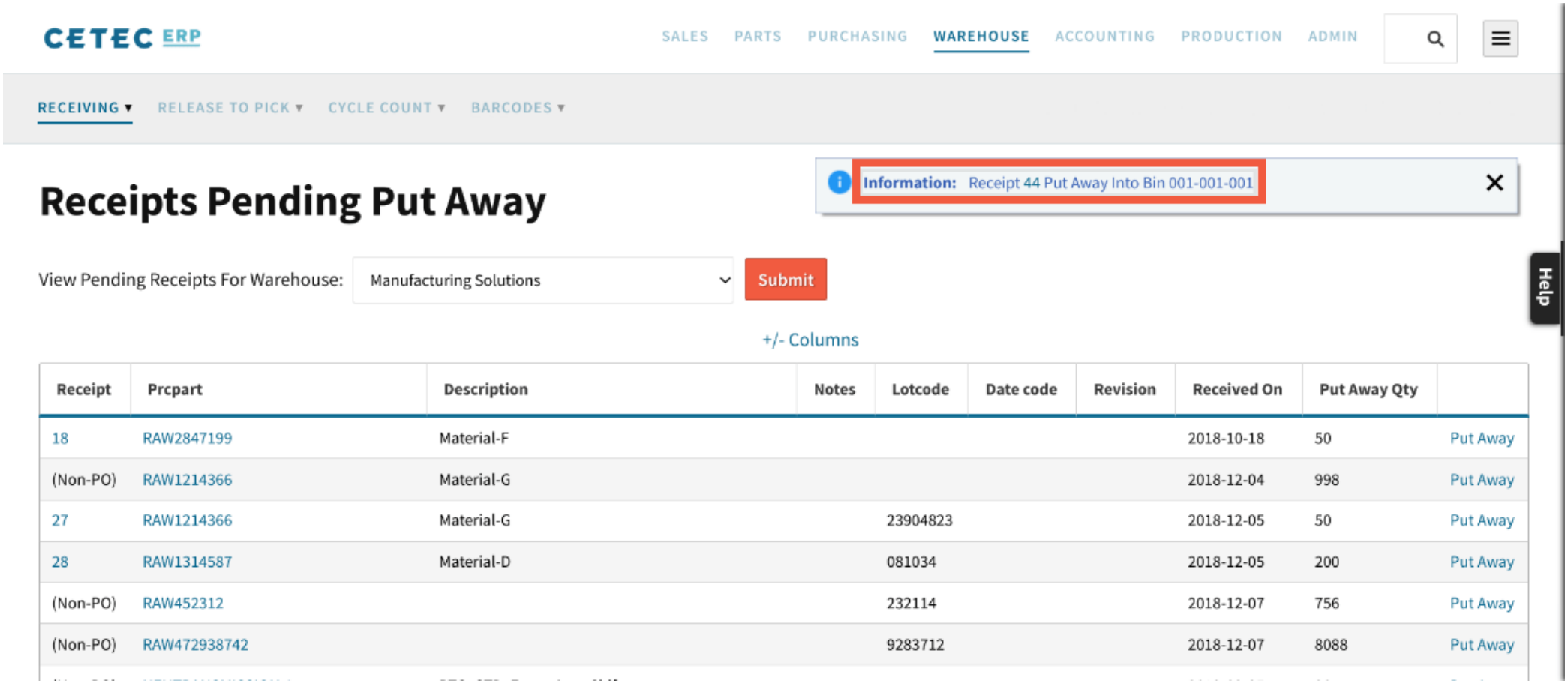
Enter your bin number



and click Submit.

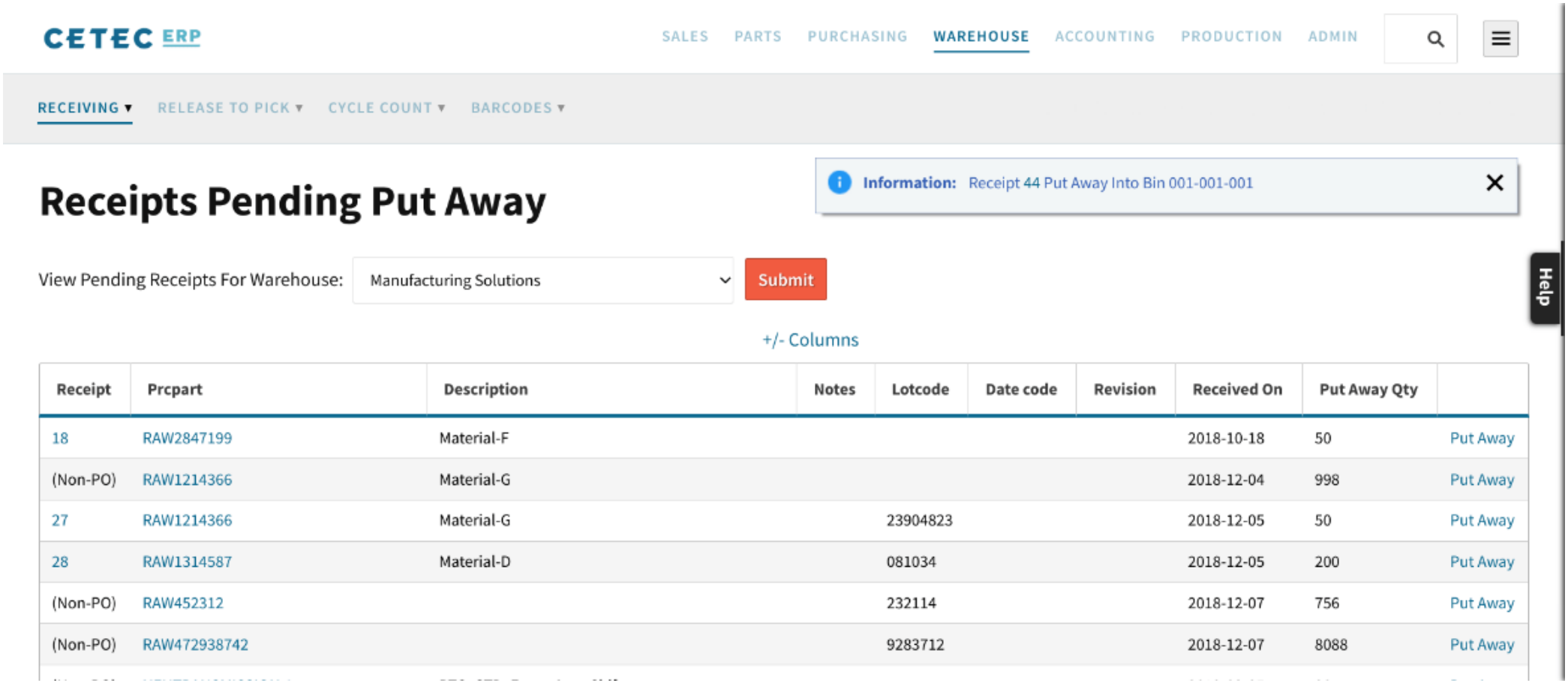


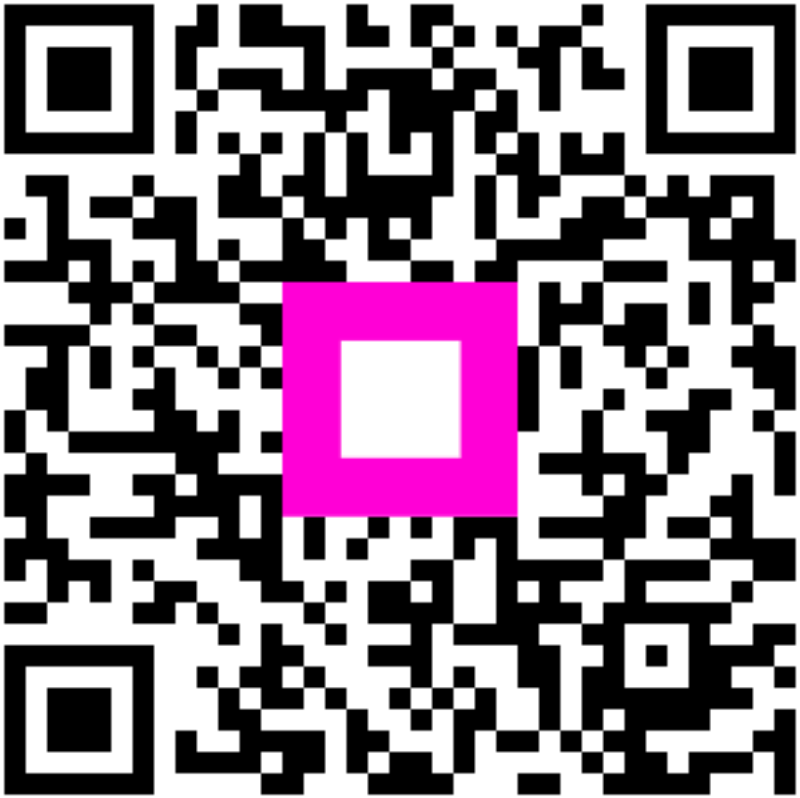
You'll see a confirmation message at the top of the screen.



Receipt	Prcpart	Description	Notes	Lotcode	Date code	Revision	Received On	Put Away Qty	
18	RAW2847199	Material-F					2018-10-18	50	Put Away
(Non-PO)	RAW1214366	Material-G					2018-12-04	998	Put Away
27	RAW1214366	Material-G		23904823			2018-12-05	50	Put Away
28	RAW1314587	Material-D		081034			2018-12-05	200	Put Away
(Non-PO)	RAW452312			232114			2018-12-07	756	Put Away
(Non-PO)	RAW472938742			9283712			2018-12-07	8088	Put Away

That's it. You're done. Now you know Cetec's put away process!





Scan to go to the interactive player