



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.



Receive Parts

[Back to Pending Put Away](#)

PO	<input type="text" value="PO or RMA ID"/>	PO Line	<input type="text" value="(find PO to ass"/>	Packing Slip #	<input type="text"/>
Prupart	<input type="text" value="Search parts..."/>	Unit Cost	<input type="text"/>	Landed Cost	Quantity <input type="text"/>
Location	<input type="text" value="Manufacturing Solutions"/>	Date	<input type="text" value="2022-05-09"/>		
Date Code	<input type="text"/>	Lot Code	<input type="text"/>	Revision	<input type="text"/>
Expires On	<input type="text"/>	Lock Bin	<input type="checkbox"/>	Receive	Receive & Keep PO

Help



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

Receive Parts

Back to Pending Put Away

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Date Code	<input type="text"/>	Lot Code	<input type="text"/>	Revision	<input type="text"/>
Expires On	<input type="text"/>	Lock Bin	<input type="checkbox"/>	Receive	Receive & Keep PO



Receipts Pending Put Away

View Pending Receipts For Warehouse: Manufacturing Solutions Submit

+/- 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,

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SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

RECEIVING RELEASE TO PICK CYCLE COUNT BARCODES

View Pending Receipts For Warehouse: Manufacturing Solutions

Submit

+/- Columns

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28	RAW1314587	Material-D		081034			2018-12-05	200	Put Away
(Non-PO)	RAW452312			232114			2018-12-07	756	Put Away

click Warehouse,

[SALES](#)
[PARTS](#)
[PURCHASING](#)

WAREHOUSE

[ACCOUNTING](#)
[PRODUCTION](#)
[ADMIN](#)

Welcome Cetec ERP Support Team! (You Are On The [LITE](#) Support Plan)

[SELL EXISTING STOCK](#)
[BUILD A PART](#)
[BUY FROM A VENDOR](#)

Welcome To Cloud ERP

Getting Started Guide makes it easier.
Enter your first pieces of data and start using your new Cloud-Based ERP System: [Parts](#), [Customers](#), and [Vendors](#).
If you have questions, consult the [How To Videos](#) and [Documentation](#), or browse through the [FAQ list](#).

INVOICE VALUES

	Ext Resale	Cost	GP Value	GM %
Yesterday	\$0.00	\$0.00	\$0.00	0 %
Today	\$0.00	\$0.00	\$0.00	0 %
MTD	\$0.00	\$0.00	\$0.00	0 %
Prior MTD	\$0.00	\$0.00	\$0.00	0 %
Prior Year MTD	\$0.00	\$0.00	\$0.00	0 %
Prior Month	\$0.00	\$0.00	\$0.00	0 %
YTD	\$0.00	\$0.00	\$0.00	0 %
Prior YTD	\$0.00	\$0.00	\$0.00	0 %
Prior Year	\$120,000.00	\$276.25	\$119,723.75	99 %

INVENTORY \$683,092.74

Category	Value (Approx.)
754	0
RAW	~50,000
FIG	0
SUB	~10,000
NEU	~600,000

click Receiving,

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

RECEIVING RELEASE TO PICK CYCLE COUNT BARCODES

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INVENTORY \$683,092.74

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FIG	0
SUB	0
NEU	600,000

 and then click **Put Away**.

RECEIVING

RELEASE TO PICK

CYCLE COUNT

BARCODES

RECEIVE PARTS

PUT AWAY

INCOMING INSPECTIONS

SALES

PARTS

PURCHASING

WAREHOUSE

ACCOUNTING

PRODUCTION

ADMIN

Q

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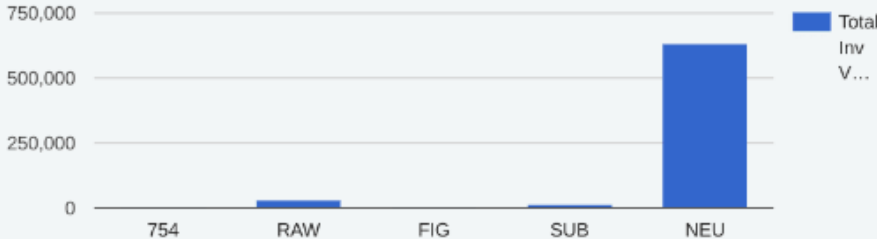
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Prior Year MTD	\$0.00	\$0.00	\$0.00	0 %
Prior Month	\$0.00	\$0.00	\$0.00	0 %
YTD	\$0.00	\$0.00	\$0.00	0 %
Prior YTD	\$0.00	\$0.00	\$0.00	0 %
Prior Year	\$120,000.00	\$276.25	\$119,723.75	99 %

INVENTORY \$683,092.74



Category	Value
754	~10,000
RAW	~10,000
FIG	~10,000
SUB	~10,000
NEU	~600,000

May 9, 2022

7 of 17

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

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

+/- Columns

Receipt	Prcpart	Description	Notes	Lotcode	Date code	Revision	Received On	Put Away Qty	
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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

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

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SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN


RECEIVING RELEASE TO PICK CYCLE COUNT BARCODES

View Pending Receipts For Warehouse: Manufacturing Solutions

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+/- Columns

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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**.

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SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

RECEIVING

RELEASE TO PICKCYCLE COUNTBARCODES

SEARCH

MENU


View Pending Receipts For Warehouse:

Manufacturing Solutions

Submit

+/- Columns

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

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

RECEIVING RELEASE TO PICK CYCLE COUNT BARCODES

Receipt Put Away: 44-031318

[Back To All Receipts](#)

Prcpart	FIGPRODUCT2	Receipt	44-031318	PO - Line	3.1 - 1
Put Away Qty	<input type="text" value="25"/>	Datecode / Lotcode	1811 / 1811001	Revision	
From Bin	NEW	To Bin	<div><div>Use A-Z, 0-9, hyphen</div><div>Submit</div></div>		

(No other Bins for this Part have Qty in Location MN)

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

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SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

RECEIVING RELEASE TO PICK CYCLE COUNT BARCODES

Receipt Put Away: 44-031318

[Back To All Receipts](#)

Prcpart	FIGPRODUCT2	Receipt	44-031318	PO - Line	3.1 - 1
Put Away Qty	<input type="text" value="25"/>	Datecode / Lotcode	1811 / 1811001	Revision	
From Bin	NEW	To Bin	<div><div><div></div></div></div>	<input type="text" value="Use A-Z, 0-9, hyphen"/>	<input type="button" value="Submit"/>

(No other Bins for this Part have Qty in Location MN)

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We recommend that you follow the naming convention of xxx (three or more digits to indicate aisle #) - xxx (three digits or more indicating section #) - xxx (three or more digits indicating bin #) e.g. 004-012-089. Only use A-Z, 0-9, hyphen, and space.

T

Enter your bin number

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

SEARCH

Menu

RECEIVING RELEASE TO PICK CYCLE COUNT BARCODES

Receipt Put Away: 44-031318

[Back To All Receipts](#)

Prcpart	FIGPRODUCT2	Receipt	44-031318	PO - Line	3.1 - 1
Put Away Qty	<input type="text" value="25"/>	Datecode / Lotcode	1811 / 1811001	Revision	
From Bin	NEW	To Bin	<div><input type="text" value="d"/></div>	Submit	

(No other Bins for this Part have Qty in Location MN)

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 and click **Submit**.

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SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

RECEIVING ▾

RELEASE TO PICK ▾

CYCLE COUNT ▾

BARCODES ▾

Receipt Put Away: 44-031318

[Back To All Receipts](#)

Prcpart	FIGPRODUCT2	Receipt	44-031318	PO - Line	3.1 - 1
Put Away Qty	<input type="text" value="25"/>	Datecode / Lotcode	1811 / 1811001	Revision	
From Bin	NEW	To Bin	<input type="text" value="001-001-001"/>	<div>Submit</div>	

(No other Bins for this Part have Qty in Location MN)

CETEC ERP VERSION

4.040 ON APP3

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

SALES
PARTS
PURCHASING
WAREHOUSE
ACCOUNTING
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ADMIN

RECEIVING ▾
RELEASE TO PICK ▾
CYCLE COUNT ▾
BARCODES ▾

Receipts Pending Put Away

View Pending Receipts For Warehouse:

Manufacturing Solutions ▾

Submit


+/- Columns

Receipt	Prcpart	Description	Notes	Lotcode	Date code	Revision	Received On	Put Away Qty	
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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



Information: Receipt 44 Put Away Into Bin 001-001-001

Help


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



SALES
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WAREHOUSE
ACCOUNTING
PRODUCTION
ADMIN

RECEIVING ▾
RELEASE TO PICK ▾
CYCLE COUNT ▾
BARCODES ▾


Information: Receipt 44 Put Away Into Bin 001-001-001

×

Receipts Pending Put Away

View Pending Receipts For Warehouse:

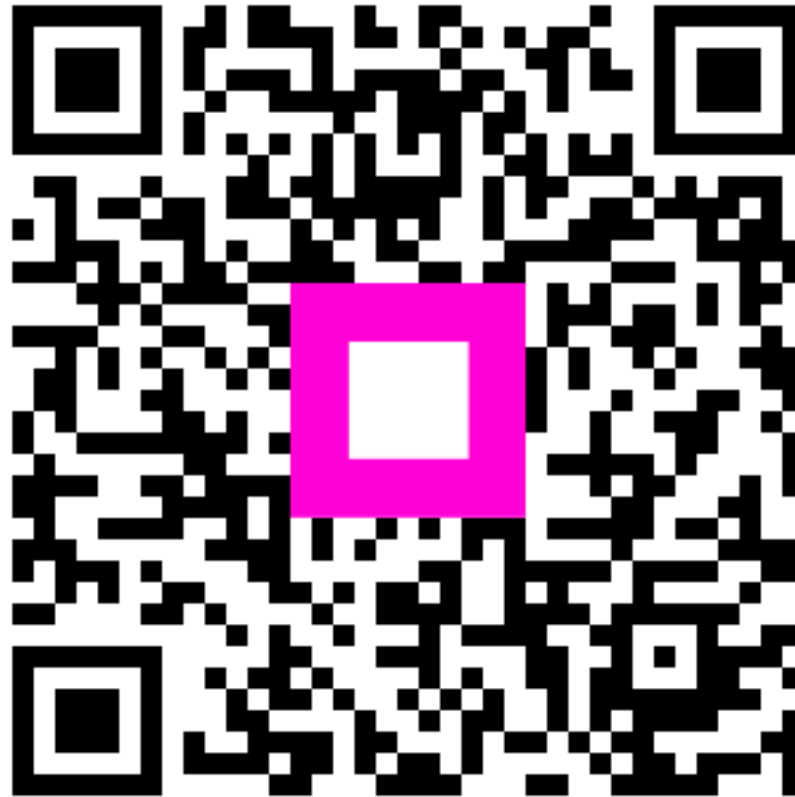
Manufacturing Solutions

Submit

+/- Columns

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(Non-PO)	RAW472938742			9283712			2018-12-07	8088	Put Away

Help



Scan to go to the interactive player