User Guide for mInventory 2512

Connected Worker Solutions

Copyright © 2012-2026, Innovapptive Inc. and/or its affiliates. All rights reserved

Title and Copyright

Copyright and **Terms of Use** page for mInventory.

User Guide for **mInventory**, a *Mobile Inventory Management Solution* of *Connected Workforce Platform*™.

Release Version: *2512*

Release Date: *09 January 2026*

Published Date: *09 January 2026*

Document Version: *1.0*

Copyright © 2026, Innovapptive Inc. and/or its affiliates. All rights reserved.

Primary Author: Innovapptive Inc.

Copyright Notices: Neither our Application nor any content may be copied without inclusion of all copyright notices and/or disclaimers provided therein. Any third party provider logos or marks provided through the Application shall remain owned by such third party provider as may be indicated in a notice contained in the Application or content and you shall not modify or remove any such notice. Neither we nor our suppliers or any third party providers grant any rights or license to any logos, marks, or copyrighted material other than as expressly set forth herein.

Preface

Understand audience, know related documents and products and conventions followed in this document.

Intended Audience

This user guide is for who are primarily in the general or administrator roles related to Supply Chain Management logistics functions. This document familiarizes logistics personnel with features and functionality of the mInventory solution.

Document Conventions

Table 0-1 Conventions followed in the document

Convention	Meaning
boldface	Indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Indicates book titles, emphasis, or place-holder variables for which you supply values.
`monospace`	Indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter

Related Products

- Work Order Management
- Inventory and Warehouse Management
- Operator Rounds
- Inspections Checklist
- Fixed Asset Management
- Field Procurement
- Analytics and Dashboards

Contact Innovapptive

For information on Innovapptive products, visit the Innovapptive's Support Portal at http://helpdesk.innovapptive.com. The updates to this document are published on this support portal. Check this website periodically for updated documentation.

For additional information about this document, send an email to documentation@innovapptive.com.

Contents

Title and Copyright....ii

Preface....iii

1. About mInventory....11

1.1. Features of mInventory....11

1.2. New Features and Enhancements....13

1.3. Compatible Devices and Applications....84

1.4. Explore mInventory....86

1.5. Frequently Asked Questions....87

2. Configuring mInventory....89

2.1. Connect to Server....89

2.2. Choose Language....90

2.3. Choose Time Format....90

3. Get Started with the mInventory Application....91

3.1. Login to mInventory....91

3.2. Download Data Needed for the Shift....96

3.3. Login with another user....98

3.4. Set Text Size....99

4. Understanding and Working with mInventory....101

4.1. Home Screen of mInventory....101

4.2. Buttons and icons on Home screen....102

4.3. Buttons and icons in the Modules....104

4.4. Configure mInventory for your everyday tasks....105

4.5. Filter records....108

4.6. Sort records....110

4.7. Email material documents....111

4.8. Print material documents and labels....113

4.9. Add modules to the favorite list....113

4.10. Search and Access records by Scanning Barcodes and Process Transactions.....115
4.10.1. Scan barcode and post your transaction without manual clicks (Fast Scan) 115
4.10.2. Scan all fields and automatically navigate to transaction screen (Combo Scan).....119
4.10.3. Scan individual fields and filter records (Combo Bind).....121
4.10.4. Scan individual fields in a predefined order to filter records (Continuous Scan).....123
4.11. Scan Characters or Barcodes using device camera..... 125
4.12. Shelf Life Management for goods movement.....126
4.13. Filter records by scanning barcodes.....126
4.14. Choose field values from suggestions 127
5. How to use mInventory in Offline mode..... 128
5.1. Switch Online/Offline..... 128
5.2. Process failed Offline transactions.....129
5.3. Offline Mode Frequently Asked Questions..... 130
6. Check Inventory and Warehouse Stocks (Stock Overview)..... 132
6.1. Check Plant and Storage Location stock.....133
6.2. Check stock in Warehouse Storage Bin 134
7. Record Movement of Goods into Warehouse (Goods Receiving).....137
7.1. Record Movement of Goods into Warehouse using Purchase Order.....138
7.2. Record Movement of Goods into Warehouse using Stock Transport Order.....144
7.3. Record Movement of Goods into Warehouse without reference document.....147
7.4. Cancel material document for a goods receipt..... 153
7.5. Return items to supplier..... 155
7.6. Release Blocked Stock using Purchase Order.....158
7.7. Record Movement of Goods into Warehouse using an Inbound Delivery.....161
7.8. Record Movement of Goods into Warehouse using an Outbound Delivery.....163
7.9. Record Movement of Goods into Warehouse using Production Order.....165
8. Record Movement of Goods from Warehouse (Goods Issue).....171

8.1. Record movement of goods from Warehouse using Stock Transport Order....172
8.2. Record movement of goods from Warehouse using an Order....175
8.3. Record movement of goods from Warehouse without reference document....177
8.4. Cancel material document for a goods issue....182
8.5. Record movement of goods from Warehouse using Reservation document....183
8.6. Record movement of goods from Warehouse using an Outbound delivery....186
8.7. Update delivery, post goods issue or block delivery....188
8.7.1. Post Goods Issue (PGI) using Delivery Update Module....188
8.7.2. Block the delivery using Delivery Update Module....191
9. Count inventory/warehouse items at regular intervals (Cycle Counting)....194
9.1. Count items on Handling Unit....194
9.1.1. Clear difference in Handling Unit item count....197
9.2. Counting items in inventory....200
9.2.1. Clear difference in Inventory item count....202
9.3. Counting items in Warehouse....203
9.3.1. Clear difference in Warehouse item count....205
9.3.2. Recount Warehouse Stock....206
9.4. Blind Count Inventory at Warehouse Level....207
10. Record stock transfers....210
10.1. Record stock transfer between Plants....210
10.2. Record stock transfer within plant (SLOC to SLOC)....212
10.3. Transfer stock within Warehouse....215
10.3.1. Record stock transfer when you move from one Bin to another (Foreground)....216
10.3.2. Record stock transfer from one Bin to another (Background)....218
10.3.3. Record Handling Unit transfer from Bin to another....220
10.4. Transfer stock using Movement Type....220
11. Execute Consignment Audits....225
11.1. Assess inventory using Set Based Audit....225

11.2. Assess batch managed items using Loose Inventory Audit..... 227
11.3. Assess non-batch managed items using Loose Inventory Audit..... 229
11.4. Blind Inventory Audit.....231
12. Confirm Services Availed from Internal or External Vendors..... 234
12.1. Confirm planned services availed from vendors.....234
12.2. Confirm Unplanned services availed from vendors.....238
12.2.1. Add a service using Contracts tab..... 242
12.2.2. Add a service using Master tab.....245
12.2.3. Add a service using Ad-hoc tab..... 246
12.2.4. Add a service using Templates tab..... 247
13. Kitting and Staging Materials (Kitting)..... 250
13.1. Kit and Stage Stock Materials.....251
13.2. Kit and Stage Non-Stock Materials..... 256
14. Manage Inbound and Outbound Processes..... 260
14.1. Search Handling Unit/Material records.....260
14.2. Pick/UnPick items from warehouse for outbound delivery.....261
14.3. Pack/UnPack items from warehouse for outbound delivery..... 263
14.4. Record Movement of goods from interim storage to Warehouse or Production.....265
14.5. Confirm Transfer Order.....267
14.6. Putaway using Transfer Requirements..... 269
14.6.1. Putaway materials using transfer requirements (Foreground)..... 270
14.6.2. Post Putaway for transfer requirements (Background)..... 274
14.7. Cancel/revert line items picked using an outbound delivery (Reverse Picking).....275
14.8. Pick items from inventory for outbound delivery..... 276
14.9. Putaway handling units to Storage Bin..... 280
14.10. Pick items from warehouse for outbound delivery..... 281
14.11. Create Outbound Delivery without Reference Document.....284
15. Manage goods movement and stock management (Extended Warehouse Management)..... 289

15.1. Record movement of goods into Warehouse using inbound delivery....289
15.2. Putaway received stocks using warehouse orders....292
15.3. Return items to the supplier/vendor using inbound delivery....294
15.4. Pick items for outbound delivery....296
15.5. Record movement of goods from Warehouse using outbound delivery....298
15.6. Record handling units transfer from one Bin to another....300
15.7. Check Warehouse Stock (Stock Overview)....302
15.8. Cancel/reverse goods issue using an outbound delivery....304
15.9. Pack/Unpack items to EWM for inbound delivery....307
15.10. Count EWM items at regular intervals (Cycle Counting)....310
15.11. Generate and Print Barcode Labels for an Inbound Delivery....314
16. Manage offshore logistics (Remote Logistics Management)....317
16.1. Assign Containers to Loading Area (o3o_PACK01)....317
16.1.1. Unpack Containers from Loading Area (o3o_PACK01)....320
16.2. Pack Deliveries to Containers (o3o_PACK03)....322
16.2.1. Unpack Deliveries from Containers (o3o_PACK03)....324
16.3. Move Loading Area containers to shipment (o3o_PACK05)....326
16.4. Transfer Containers to Shipment (o3o_PACK02)....328
16.4.1. Unpack Containers from Shipment (o3o_PACK02)....330
16.5. Pack Deliveries (o3o_PACK04)....331
16.5.1. Unpack Deliveries from Containers (o3o_PACK04)....332
16.6. Record Movement of Shipment in RLM....332
17. Purchase Materials through Mobile Devices....336
17.1. Create Purchase Requisition....336
17.2. Review and Approve Purchase Requisition....340
17.3. Review and Approve Purchase Order....342
17.4. View Purchase Order History....344
18. Assign/update storage bin for materials....346
19. Create storage bins and bin labels....349

20. Generate and Print Barcode Labels.....350

21. Update Loading and Shipment status.....353

22. Reprint material documents and labels on the go.....356

22.1. Print Material documents and labels for transactions.....356

22.2. Print labels for Handling Units and delivery document/labels.....359

23. View material documents 363

24. Create Shipment and Assign Deliveries.....366

25. View analytics for Goods Receiving—Purchase Orders.....367

26. Application UI Across Platforms and Form Factors.....369

1. About mInventory

Work safely, productively, and efficiently, eliminating paperwork using mInventory, a mobile inventory and warehouse management solution from Innovapptive. mInventory leverages SAP's Inventory Management (IM) and Warehouse Management (WM) modules.

Use mInventory for the following:

- Post Goods Receipt, Goods Issue, and Transfer Order.
- Monitor the inventory and warehouse stock levels.
- Manage the inbound and outbound processes such as handling unit, picking, pack/unpack, and putaway.
- Manage physical inventory counting.
- Manage inventory and warehouse transactions through handheld devices and laptops by accessing the transaction and master data of SAP modules.
- Ensure real-time transaction processing, enhanced data accuracy and improved mobility and convenience.

1.1. Features of mInventory

You can do the following with mInventory:

- Do stock availability checks across plants, storage locations, warehouse storage bins, and so on.
- Receive goods using the Purchase Orders, Inbound and Outbound Deliveries, Material Document, and Others.
- Issue goods using the Stock Transfer Orders, Outbound Deliveries, Reservations, and Work Orders.
- Physical inventory cycle counting and adjustments of materials and storage bins.
- Transfer postings across plants, bins, and so on, and transfer order confirmations.
- Manage inbound and outbound transactions, such as picking, packing, and put away.
- Scan GS1 Barcodes and QR codes to execute inventory and warehouse movements.
- Use ruggedized peripherals for scanning.
- Complete Blind Inventory stock audit to verify and post the available stock.
- Print packing slips and Bill of Lading documents from mobile wirelessly.
- Scan the barcode and navigate to the transaction screen automatically (Combo Scan).
- Scan barcodes in an order using Continuous Scan.
- Scan barcode and capture value that is relevant only to that field (Combo Bind)

- Create and post Service entry sheets against planned and unplanned service purchase orders.
- Manage Offshore logistics of the oil and gas industry.
- Capture delivery signatures and integrate with the posting documents.
- Transfer stocks from one type to another or to different physical locations.
- Return stock to the vendor using the Purchase Document.
- Capture proof of delivery with signature during customer deliveries.
- Automatically detect the printer as defined in the app default settings and trigger the print without any user intervention.
- Create storage bins and print labels from the application.
- Configure label fields using **RACE** and print labels from the application.
- Update Loading and Shipment status for the Shipment documents.
- Perform Dynamic Combo Scan for Bin to Bin and Cycle Counting modules.
- Post the documents with defined Alternate Unit of Measures.
- Reprocess Offline failed postings. Delete offline failed postings from Offline Outbox
- Read data using Optical Character Recognition (OCR).
- Search, retrieve, and post records for all the modules in Offline Mode.
- Configure standards fields for all the modules of mInventory through RACE. This enhancement has been extended to UI5.
- Search records using item level fields in offline mode.
- Attach documents and photos to the transactions before posting the record.
- View records for Offline Failed Postings in SAP Log Table Report.
- Configure attachment types in RACE and post it to the Archive server from the mInventory application.
- Unpack deliveries and containers from RLM pack (o3o_PACK03, o3o_PACK01) modules.
- Release GR blocked stock using 105 and 109 movement types.
- Use date and decimal formats that are configured in SAP user parameters.
- Configure application in additional languages including Slovak, Chinese, Thai, and Arabic.
- Use Batch Split feature with Picking module.
- Cancel / revert the items picked for an outbound delivery or internal transfer using Reverse Picking.
- Use Zebra printer (ZQ520) and Zebra Scanner (DS3678-ER) from mInventory 7.0.1 version.
- Use Project stock capability in Goods Receiving, Goods Issue, Cycle Counting and Transfer Posting modules.
- Compatible with SAP S/4HANA business processes.

- Configure Hyper Text Link fields using RACE to access external data.
- Pick line items from inventory managed storage location (IM Picking).
- Configure audio for alert or error messages.
- Create Shipment and assign deliveries.
- Scan RFID tags to capture serial numbers of the incoming goods in Warehouse using RFD8500 Handheld RFID/1D/2D SLED scanner.
- Print RFID tags (GR labels) using ZQ520 RFID printer.
- Generate Posting Change Notice (PCN) for Warehouse-managed stock transfers.
- Confirm Subcontracting purchase orders from Goods Receiving – Purchase Orders module.
- Toggle Online/Offline depending on network availability.
- Post your transactions by scanning barcodes. (Fast Scan)
- Post Goods Receipt, Putaway, and Goods Reversal using EWM.
- Search records by scanning multiple barcodes at a time.
- Fill field values using suggestions from your previous entries.
- Receive goods using Production Orders.
- Process return deliveries for subcontracting purchase orders.
- Save your peripheral settings and continue your work on shared devices.
- Track and monitor user activities using Mixpanel analytics.

1.2. New Features and Enhancements

The following are the new features and enhancements for mInventory.

Check the releases below for the information:

- New Features and Enhancements in Release 2512 *(on page 14)*
- New Features and Enhancements in 2509 *(on page 15)*
- New Features and Enhancements in 2505 *(on page 23)*
- New Features and Enhancements in Release 2504 *(on page 24)*
- New Features and Enhancements in Release 2502 *(on page 25)*
- New Features and Enhancements in Release 2203 *(on page 27)*
- New Features and Enhancements in Release 2112 *(on page 55)*
- New Features and Enhancements in Release 2109 SP01 *(on page 58)*
- New Features and Enhancements in Release 2109 *(on page 60)*
- New Features and Enhancements in Release 2106 *(on page 61)*
- New Features and Enhancements in Release 2103 *(on page 62)*
- New Features and Enhancements in Release 2009 *(on page 63)*

- New Features and Enhancements in Release 2006 *(on page 65)*
- New Features and Enhancements in Release 2003 *(on page 69)*
- New Features and Enhancements in Release 7.4.0 *(on page 73)*
- New Features and Enhancements in Release 7.3.0 *(on page 77)*
- New Features and Enhancements in Release 7.2.0 *(on page 80)*

New Features and Enhancements in Release 2512

Reference No.	Description
SSS-29203	**Enhanced UoM Handling (Android)** In the Goods Issue - Others module, the Unit of Measurement field is now available as a standard field on the Add Line Item screen and auto-populates for the entered material. This speeds up data entry, enhancing efficiency. For more information, see Record movement of goods from Warehouse without reference document *(on page 177)*.
SSS-28963	**Auto-Check Item in CC-Blind Count (iOS, Android)** Enhanced the Cycle Counting - Blind Count module to automatically check an item once the quantity is entered or when a zero count is selected. This behavior now aligns with the CC-Inventory Counting module, improving consistency, reducing manual effort, and streamlining the counting process. For more information, see Blind Count Inventory at Warehouse Level *(on page 207)*.
SSS-28700	**Improved Stock Visibility (iOS)** In the Transfer Posting - Others module, the available stock is now displayed at the Material and Batch combination level, giving better visibility and control. For more information, see Transfer stock using Movement Type *(on page 220)*.
SSS-29229	**Added Faster Picking with Auto-Quantity (iOS, Android)**

In the Kitting and Staging modules, the Picking Quantity for stock items in the Stock tab now automatically defaults to the Outstanding Quantity. This ensures accurate and consistent picking and speeds up the process.

For more information, see Kit and Stage Stock Materials *(on page 251)*.

SSS-28872

Introduced Storage Unit Putaway Enhancement (SAP Functional)

In the Putaway module, users can now move goods with Storage Unit Management functionality by Transfer Requirement. This enhancement improves stock handling efficiency and operational accuracy.

For more information, see Putaway using Transfer Requirements *(on page 269)*.

SSS-27838

Added Storage Unit Putaway Enhancement (SAP Functional)

In the Putaway module, users can move goods from Warehouse Management Storage Location to Inventory Management Storage Location with Storage Unit Management functionality. This improves stock handling and operational accuracy.

For more information, see Putaway using Transfer Requirements *(on page 269)*.

SSS-29156

Streamlined Lost & Found Transfer Order Creation (iOS, ABAP, SAP Functional)

In the Manual Transfer Order module, the Lost & Found Transfer Order creation process is now streamlined by automatically filling in key fields, like source and destination bins, based on the movement type.

This reduces the amount of information users need to enter manually, improving the user experience.

For more information, see Transfer stock using Movement Type *(on page 220)*.

New Features and Enhancements in 2509

Reference No.	Description
SSS-27000	**Controlled Staging for Non-Stock Items (Android)**

In the Kitting module and the Goods Receiving - Purchase Order search screen, users can now enter a Stage bin value only for purchase orders created for non-stock items of the order. This improves efficiency in material handling and keeps staging records accurate for non-stock items.

For more information, see Kitting and Staging Materials (Kitting) *(on page 250)*.

SSS-28399

Enhanced Warehouse Management Stock Search (iOS)

In the Warehouse Management Stock Overview module, a drop-down search feature is now available, allowing users to search materials and their assigned bins by storage type. This speeds up stock lookups and bin identification, improving accuracy in warehouse operations.

For more information, see Check Inventory and Warehouse Stocks (Stock Overview) *(on page 132)*.

SSS-27970

Improved Offline Status Visibility (iOS)

In the User Preferences screen, when the application switches to offline mode, the header turns red and displays "OFFLINE" to indicate the mode change, enhancing clarity.

For more information, see Download Data Needed for the Shift *(on page 96)*.

SSS-27616

Added Local Save Support in TO Confirmation (iOS)

In the Transfer Order Confirmation module, users can now save the scanned pallet quantity locally, enabling them to pause and resume work without data loss, improving efficiency, reducing rework, and supporting longer or interrupted tasks.

For more information, see Scan barcode and post your transaction without manual clicks (Fast Scan) *(on page 115)*.

SSS-27227

Enhanced Stock Overview Functionality (iOS)

In the Stock Overview module, users can now,

- View a list of open Purchase Orders within the detailed screen.
- Execute Goods Receipt directly from that screen.

This streamlines stock management, improves efficiency, and reduces navigation time.

For more information, see Check Inventory and Warehouse Stocks (Stock Overview) *(on page 132)*.

SSS-27406, SSS-27397

Simplified Access to Open Reservation Details (ABAP, iOS)

In the Stock Overview module, a ">" button beside the Reservation Stock category allows users to view open reservation details, including reservation number, item, requirement date, movement type, requirement quantity, and open quantity. This enhances visibility and simplifies access to detailed reservation information, improving inventory management and decision-making.

For more information, see Check Inventory and Warehouse Stocks (Stock Overview) *(on page 132)*.

SSS-27693

Improved Visibility (iOS)

In the Goods Receiving - Purchase Order module,

- The consignment purchase orders are now highlighted.
- In the line items details screen, the stock type with description is visible.
- The Certificate of Analysis (COA) status now displays "Yes" or "No" with descriptions.
- The Item category and account assignment fields now display with full descriptions.
- Available stock is now hidden for sub-line items to prevent confusion.

This enhances clarity and user experience.

For more information, see Record Movement of Goods into Warehouse using Purchase Order *(on page 138)*.

SSS-25699

Enhanced Document Number Visibility (iOS)

In the Goods Receiving module, the Posted Material Document number now appears on the Last Update Success screen. This enables quick verification and easy reference of the posted document, improving efficiency and traceability.

For more information, see Record Movement of Goods into Warehouse using Purchase Order *(on page 138)*.

SSS-27888

Streamlined Bin Label Printing (iOS)

In the Bin Update Success screen, a "Print Bin Label" option is now added, mirroring the existing Print Label functionality on the Goods Receiving - Purchase Order success screen. This improves operational efficiency by enabling quick and convenient bin label printing immediately after a bin update.

For more information, see Record Movement of Goods into Warehouse using Purchase Order *(on page 138)*.

SSS-25775

Optimized Purchase Order View (iOS)

In the Goods Receiving - Purchase Orders, the Staging area field is now removed for Purchase Orders created against Order, reducing user confusion and streamlining the data entry process for faster and more accurate goods receiving.

For more information, see Record Movement of Goods into Warehouse using Purchase Order *(on page 138)*.

SSS-27317

Enhanced Access to Material Document Display (iOS)

In the Goods Receiving - Purchase Order, Outbound Delivery, Return Delivery, Production Orders, Release Blocked Stock, Mat Document Cancellation, Goods Issue - Outbound Delivery, Work Orders, Reservations - Others, Material Document Cancellation, Goods Issue Subcontracting, Kitting, and Transfer Posting - Others modules, a navigation button is now available on the success screen to access the material document display module. This enhances user efficiency and streamlines workflow.

For more information, see Release Blocked Stock using Purchase Order *(on page 158)*.

SSS-22988

Improved Warehouse Alert on Order Issuance (ABAP)

In the Goods Issue module, the Warehouse Supervisor receives a notification when an order is issued, providing accurate and up-to-date data for better inventory and order management.

For more information, see Record Movement of Goods from Warehouse (Goods Issue) *(on page 171)*.

SSS-27822

Streamlined Consignment Stock Processing (iOS)

In the Goods Issue - Orders and Reservation modules,

- Consignment stock now appears only if the material is consignment-based.
- When a vendor is selected from the consignment dropdown, special stock type "K" is auto-filled, reducing manual input.
- If the material is not consignment-based, the Vendor field is hidden.

This simplifies the UI by removing irrelevant fields for non-consignment materials, eliminating confusion, and supports serialization requirements for the upcoming plant rollouts.

For more information, see Record movement of goods from Warehouse using an Order *(on page 175)*.

SSS-27694

Enhanced Stock Visibility (iOS)

In the Goods Issue - Order and Reservation modules, users can now view both unrestricted and consignment stock based on the vendor, streamlining the workflow.

For more information, see Record movement of goods from Warehouse using an Order *(on page 175)*.

SSS-27487

Enhanced Slip Sharing in Goods Issue (Android)

In the Goods Issue - Reservations and Order modules, users can now select and send single or multiple Goods Issue slips generated after posting via installed device applications. This improves flexibility and efficiency.

For more information, see Record movement of goods from Warehouse using an Order *(on page 175)*.

SSS-27609

Added Return Functionality (iOS, ABAP)

In the Goods Issue module, users can now return against reservation documents by using movement type 262, improving inventory management.

For more information, see Record movement of goods from Warehouse using Reservation document *(on page 183)*.

SSS-27488

Improved Data Handling (Android)

In the Goods Issue - Reservation module, users can now download and share filtered reservation lists, improving communication and flexibility in handling filtered reservation data.

For more information, see Record movement of goods from Warehouse using Reservation document *(on page 183)*.

SSS-27317

Enhanced Access to Material Document Display (iOS)

In the Goods Receiving - Purchase Order, Outbound Delivery, Return Delivery, Production Orders, Release Blocked Stock, Mat Document Cancellation, Goods Issue - Outbound Delivery, Work Orders, Reservations - Others, Material Document Cancellation, Goods Issue Subcontracting, Kitting, and Transfer Posting - Others modules, a navigation button is now available on the success screen to access the material document display module. This enhances user efficiency and streamlines workflow.

For more information, see Record movement of goods from Warehouse using Reservation document *(on page 183)*.

SSS-26142

Enhanced Slip Sharing in Goods Issue (iOS)

In the Goods Issue - Reservations and Order modules, users can now select and send single or multiple Goods Issue slips generated after posting via installed device applications. This improves flexibility and efficiency.

For more information, see Record movement of goods from Warehouse using Reservation document *(on page 183)*.

SSS-26990

Enhanced Filtering in Reservation List (Android)

In the Goods Issue - Reservation module, users can now filter reservations on the list screen using values from the item overview section of each reservation. This improves search efficiency and streamlines inventory processing.

For more information, see Record movement of goods from Warehouse using Reservation document *(on page 183)*.

SSS-27617

Enhanced Stock Visibility Tailored to Material Type (iOS, ABAP)

In the Kitting module, the available stock is now displayed based on material characteristics,

- For non-batch-managed materials, stock is shown at the storage location (Sloc) level.
- For batch-managed or split-valued materials, stock is shown based on material, plant, storage location, batch, or valuation type.

This ensures precise stock visibility and improved inventory management.

For more information, see Kitting and Staging Materials (Kitting) *(on page 250)*.

SSS-27821

Improved Kitting for Consignment Stock Handling (iOS)

In the Kitting module,

- Users can now perform kitting using consignment stock.
- The available consignment stock is now visible along with the list of vendors.
- When a vendor is selected from the consignment dropdown, special stock type "K" is auto-filled, reducing manual input.
- The consignment stock field appears only for materials with a special procurement key "10" in the material master.

This streamlines the kitting process for consignment materials, reduces manual effort, and ensures data accuracy by aligning with material master configurations.

For more information, see Kitting and Staging Materials (Kitting) *(on page 250)*.

SSS-22987

Enabled Push Notifications Post Kitting (ABAP)

In the Kitting module, email and push notifications are triggered upon completion. Warehouse supervisors receive an email, while the maintenance technician receives both push and email notifications. This ensures timely communication between the warehouse and maintenance teams, improving coordination, reducing delays, and enabling faster execution of maintenance tasks.

For more information, see Kitting and Staging Materials (Kitting) *(on page 250)*.

SSS-27259

Enhanced Kitting Status Visibility (iOS)

In the Kitting module, users can now view kitting statuses for orders that are partially kitted or waiting for kitting in the list screen, in addition to the fully kitted status. This provides better visibility into the kitting progress of work orders, allowing users to track, prioritize, and manage operations more efficiently.

For more information, see Kit and Stage Stock Materials *(on page 251)*.

SSS-27258

Added Refresh Button (iOS)

In the Kitting module, a refresh button is added to the list screen, allowing users to instantly update the list without navigating back and ensuring quicker access to the latest data.

For more information, see Kit and Stage Stock Materials *(on page 251)*.

SSS-27316

Introduced Feasibility to Add Attachments (iOS, ABAP)

In the Kitting module, users can now upload attachments as proof of evidence, allowing for better documentation and enhancing traceability.

For more information, see Kit and Stage Stock Materials *(on page 251)*.

New Features and Enhancements in 2505

Reference No.	Description

SSS-27288

Improved Stock Visibility (iOS)

In the Kitting module, low stock items are now clearly marked, especially when the available stock is lower than the required quantity. This helps users quickly identify low-stock items, enabling faster decision-making and preventing delays.

For more information, see Kitting and Staging Materials (Kitting) *(on page 250)*.

SSS-27287

Improved Labeling in Kitting Module (iOS)

The field previously labeled "Staging Area" in the Kitting module has been renamed to "Kitting Storage Location" to better reflect its purpose, improving clarity and alignment with business processes.

For more information, see Kit and Stage Stock Materials *(on page 251)*.

SSS-26855

Enhanced Inventory Management (ABAP)

In the Inventory Management and Stock Overview modules,

- Users can search the material stock based on the search parameters and by the old material number, but not with invalid material details.
- The stock situation shown in the app matches the stock situation in SAP.

This improves inventory management by providing accurate data.

New Features and Enhancements in Release 2504

Reference No.	Description
SSS-24376, SSS-26043	**Subcontracting Order (541) Enabled for MRO Processes** The Goods Issue module now supports Subcontracting Order type 541, allowing goods to be issued to subcontractors for maintenance, repair, and overhaul (MRO). This ensures accurate inventory tracking and supports complex maintenance workflows. For more information, see Record Movement of Goods from Warehouse (Goods Issue) *(on page 171)*.
SSS-25597	**Image Uploads Added to Stock Overview** Users can now capture and upload images during stock verification, directly linking them to the material master. This improves material identification, enhances documentation, and supports more reliable inventory management. For more information, see Check Inventory and Warehouse Stocks (Stock Overview) *(on page 132)*.
SSS-25597	**Refresh Option Disabled During Sync for Better Data Integrity** The manual refresh option is now disabled during offline sync, preventing interruptions and ensuring all data is accurately and smoothly synchronized. For more information, see Buttons and icons on Home screen *(on page 102)*.
SSS-26391	**Certificate Field with Attachment Validation for QM Materials**

Reference No.	Description
	A new Certificate dropdown (Yes/No) is now available for Quality Managed (QM) materials during goods receipt. Selecting **Yes** makes attachment upload mandatory before posting, ensuring quality compliance and proper documentation. For more information, see Record Movement of Goods into Warehouse using Purchase Order *(on page 138)*.
SSS-26091	**Direct Navigation to Material Document Display After Posting** After completing a posting in Goods Receiving, users can immediately navigate to the Material Document Display module through a direct in-app link. This reduces navigation time and simplifies document verification. For more information, see Record Movement of Goods into Warehouse using Purchase Order *(on page 138)*.

New Features and Enhancements in Release 2502

Reference No.	Description
SSS-24382	**Enhanced Return Process for Quality Issues (ABAP)** The application now ensures that if customers return goods due to quality issues, a return delivery is created and a goods receipt is posted against the sales order, ensuring tracking quality issues and improving customer satisfaction.

Reference No.	Description
	For more information, see Record Movement of Goods into Warehouse using an Outbound Delivery *(on page 163)*.
SSS-26531	**Editable UoM for Improved Inventory Accuracy (iOS, ABAP)** In the Inventory Management and Warehouse Management Cycle Count, Transfer Posting - Others, Stock Transfer Bin to Bin, Goods Receiving - Outbound Delivery, and Blind Count modules, the users can now edit the Unit of Measure (UoM) field. This allows users to adjust measurements and handle stock in various units, improving inventory accuracy. For more information, see Record movement of goods from Warehouse using an Outbound delivery *(on page 186)*.
SSS-25833	**Storage Location Selection for Accurate Inventory Management (iOS)** Users can now select the storage location in Inventory Management Picking and Goods Issue - Outbound Delivery modules, improving inventory accuracy and enhancing the overall efficiency and user experience. For more information, see Record movement of goods from Warehouse using an Outbound delivery *(on page 186)*.

New Features and Enhancements in Release 2203

Table 1-1 New Features and Enhancements in Release 2203

Reference No.	Description
SSS-24856	**iOS** - When users tap "Return to Bin Creation" in the Bin Creation Success screen, the previously entered data is pre-filled, making the process more efficient and saving users time.
SSS-25602	**Android, ABAP** - Introduced Save Button in IM Picking Module Users can now save the values in the Inventory Management Picking/Packing module before posting, improving the picking and dispatch process and ensuring better control and workflow management.
SSS-24567	**iOS** - In the Internal Process - Reverse Picking module, when users select a Reverse Order from the list screen, the Select All option appears on the Reverse Picking screen.
SSS-23559	**Movement Type Field Selection** **iOS** - The Movement type field appears as a radio button instead of a dropdown, allowing for quicker decision-making and improving the user experience.
SSS-25229	**iOS** - In the Transfer Postings - Others module, the application now displays an alert message, when users try to add line items without specifying the plant and storage lo-

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
	cation. This enhancement ensures data accuracy by prompting users to enter required fields, reducing potential errors in the transfer process.
SSS-26271	**iOS** - In the Goods Issue - Reservation module, a pop-up alerts users if another user is already processing the reservation, preventing the creation of duplicate goods movement documents and maintaining data integrity.
SSS-24547	**iOS** - In the Goods Receiving - Return Delivery module, users can now view and print the generated Goods Receiving slip in the Success screen.
SSS-25373	**Navigate to Putaway by Transfer Request from Goods Receiving Success Screens** **iOS, ABAP, SAP Functional –** Users can now view and access the Putaway by Transfer Request button on the success screens of Goods Receiving - Purchase Order, Goods Receiving - Outbound Delivery, and Goods Receiving - Others, allowing them to easily navigate to the Putaway by TR module from those screens. This ensures that items are stored efficiently and accurately in their designated locations, streamlining workflow and enhancing the user experience.
SSS-26375	**Configurable Search Bar**

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
	Android - In the Inventory Management Picking module, the Search Bar at item level is RACE configurable now, allowing users to enable or disable it based on their needs. This improves workflow efficiency and streamlines the picking process.
SSS-23844	**iOS** - In the Kitting module, you print labels from the Kitting success screen using the 'Go to Print Labels' option.
SSS-23888	**iOS** - In the Goods Issue / Goods Receiving / Cycle Counting modules, you can capture and attach a photo to the Material master.
SSS-22575	**Record Movement of Goods into Warehouse using Purchase Order** **iOS, ABAP** - You can search for the Vendor field using Vendor description in the search screen. For more information, see Record Movement of Goods into Warehouse using Purchase Order *(on page 138)*.
SSS-24104	**Record Movement of Goods into Warehouse using Purchase Order** **iOS** - When you search with PO number, the Material PO text and Item text field values now appear in the Item details screen.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
	For more information, see Record Movement of Goods into Warehouse using Purchase Order *(on page 138)*.
SSS-23823	**Record Movement of Goods from Warehouse (Goods Issue)** **iOS, ABAP**- You can do a Goods Issue for multiple work orders. For more information, see Record Movement of Goods from Warehouse (Goods Issue) *(on page 171)*
SSS-24001	**Transfer stock using Movement Type** **iOS** - The vendor field populates only when the Special Stock Category field is selected. For more information, see Transfer stock using Movement Type *(on page 220)*
SSS-23276	**iOS** - In the Picking module, 'Print Label' is renamed as 'Print Picking List' in the success screen.
SSS-19618	**Blind Count Inventory at Warehouse Level** The Bin number field is changed from text field to scan field. For more information, see Blind Count Inventory at Warehouse Level *(on page 207)*.
SSS-23313	**Record movement of goods from Warehouse using Reservation document (ABAP)**

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
	You can preview the document before printing. For more information, see Record movement of goods from Warehouse using Reservation document *(on page 183)*.
SSS-22927	**Pick items for outbound delivery (Android, ABAP)** You can navigate to EWM Outbound Delivery module, perform goods issue and then navigate back to the Picking module. For more information, see Pick items for outbound delivery *(on page 296)*.
SSS-22081	**iOS** In the Picking module, you can print labels configured in RACE fields in the Picking Success screen.
SSS-22308	**iOS** In the Goods Receiving - Purchase Order, Outbound Delivery, Material Document, Create Shipment, and Loading modules, you can share the PDF document through mail.
SSS-21206	**Count EWM items at regular intervals (Cycle Counting) (Android)** You can sort and filter the line items. For more information, see Count EWM items at regular intervals (Cycle Counting) *(on page 310)*.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-20546	**Count inventory/warehouse items at regular intervals (Cycle Counting) (iOS)** You can add attachments like images, documents to the inventory record. For more information, see Count inventory/warehouse items at regular intervals (Cycle Counting) *(on page 194)*.
SSS-20544	**Count inventory/warehouse items at regular intervals (Cycle Counting) (iOS)** You can add signature before you post the count. For more information, see Count inventory/warehouse items at regular intervals (Cycle Counting) *(on page 194)*.
SSS-20319	**Count EWM items at regular intervals (Cycle Counting) (Android)** When an inventory document contains multiple line items and you select a line item, all items in the same bin number are checked. The remaining bins stay unchecked. For more information, see Count EWM items at regular intervals (Cycle Counting) *(on page 310)*.
MIM-26425 / MIM-26012	**Enhanced Home Screen for better user experience (iOS)**

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
	• Add frequently used modules as favorites in the Home screen. Access these modules quickly with minimum clicks • Scan records using the Central Scanning button and instantly navigate to the record. This feature helps you to minimize clicks and processing time significantly. • Configure to view the sub modules as main modules and directly process the transactions from the Home screen. This helps you minimize clicks and process transactions directly from the Home screen. For example, you can access the Goods Issue Other - 201 submodule from the Home screen instead of navigating into the Goods Issues module. For more information, see Understanding and Working with mInventory *(on page 101)*.
MIM-23421	**EWM - Transfer Handling units from one bin to another bin (iOS)** Transfer handling units of goods from one bin to another when there is an internal need for items or when you receive fresh goods into the warehouse. This feature helps you accommodate space for the incoming goods by transferring existing goods from one storage bin to another.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
	For more information, see Record handling units transfer from one Bin to another *(on page 300)*.
MIM-26092	**EWM - Record movement of goods receiving into the warehouse against Inbound Delivery (Android)** Record internal movement of goods and post the receipt. You can update the details like the product, quantity, and supplier and post the receipt of the goods for the entire or partial quantity. This feature helps you to record the inbound movement of goods from an external vendor into the warehouse. For more information, see Record movement of goods into Warehouse using inbound delivery *(on page 289)*.
MIM-26095	**EWM - Record movement of goods issue from warehouse against Outbound Delivery (Android)** Record external movement of goods and post the receipt. This feature helps you record the outbound movement of goods in the form of material withdrawal or shipment from the warehouse. For more information, see Record movement of goods from Warehouse using outbound delivery *(on page 298)*.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
MIM-26093	**EWM - Putaway of stock into storage bins in the warehouse (Android)** Transfer stock from goods receiving area or source storage bins to destination storage bins using Putaway in the extended warehouse. This feature helps you to track goods movement from source bins to destination bins. For more information, see Putaway received stocks using warehouse orders *(on page 292)*.
MIM-26094	**EWM - Confirm picking items from the warehouse using outbound delivery (Android)** Record movement of goods from a warehouse and perform picking confirmation for outbound delivery documents. When the items are picked and confirmed, they are packed or loaded into the shipment before being issued to customers. For more information, see Pick items for outbound delivery *(on page 296)*.
MIM-23426	**EWM - View warehouse total stock available in the bin (iOS)**

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
	View total stock available in a bin along with the other details such as Products, Quantity, and Handling Units using the Extended Warehouse module. This feature helps you instantly check the stock and transfer it from the bin that has stock. For more information, see Check Warehouse Stock (Stock Overview) *(on page 302)*.
MIM-26427 / MIM-26485	**Enhanced Goods Issue module for better user experience (iOS)** • View Unrestricted stock when you search and select the stock in the reference document details screens. • Add line items to work orders or reservation for issuing by tapping the '+' button in the Line Items section. • Enter material number or description and view the material number along with the description. • Enter Reservation or Work Order field details in the Reservation document details screen and view the relevant data instantly.
MIM-26409	**iOS** - In the Cycle Counting module, the Last Goods Received Date and Unrestricted Quantity field details populate automatically while doing opportunity count in online mode.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-17354	**iOS –** A user can now cancel the search process while retrieving data across the application.
SSS-18445	**iOS –** In RACE, the Material Barcode bitmap size is increased.
SSS-17368	**iOS –** In the Goods Issues – Outbound Delivery module, the Combo scan is now fully functional.
SSS-17945	**iOS –** In the Goods Issues – all modules, the Printer drop-down now displays only the defaulted SAP printers.
SSS-17697	**iOS –** In the Goods Issues – Outbound Delivery module, the Batch field now populates automatically for batch managed material.
SSS-17638	**iOS –** In Dashboard, when a user clicks the Add button in the Favorite section, the Favorite list now displays the Add Module.
SSS-17284	**iOS –** In the Goods Receiving – Purchase Order module, when a user adds an attachment by selecting the 'Choose Photo' option on the QR device, the application now displays an error message if access to the gallery is not available.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-17462	**iOS –** In the Goods Receiving – Stock Transport Order module, the following improvements are made: • When a user enters the Batch number for the Purchase Order, the Batch dropdown field is now grayed out for the Line Items. • When a user did not enter the Batch number for the Purchase Order, the user can select the Batch value from the dropdown or enter it manually for the Line Items.
SSS-17039	**iOS –** The Font Size functionality in the User Profile screen is now working as expected for the GS1 Label Printing module.
SSS-17041	**iOS –** In the Inventory Cycle Counting module, when a user increases the font size, the application now displays the Status of the inventory document.
SSS-17363	**iOS –** In the GS1 Label Printing module, when a user selects the Printer, the application now displays the printer that is selected in the User Profile screen.
SSS-16950	**iOS –** The Done button is now added to the keypad in the application.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-16965	**iOS –** In the Goods Receiving – Purchase Order module, when a user selects the Printer drop-down, the application now displays the printer details selected in the User Profile screen.
SSS-17181	**iOS, ABAP –** In the Goods Issue – Others module, the application now displays the Valuation Type field dynamically.
SSS-16369	**iOS –** QR or Backporting GS1 label is enhanced.
SSS-16469	**ABAP –** In the Goods Receiving – Material Document Cancellation module, the Batch and Valuation Type fields are now displayed only for batch or split valuated material.
SSS-16482	**ABAP –** In the Cycle Counting – Blind Count module, the Valuation Type field is now displayed for split valuated material.
SSS-16506	**iOS –** In the Goods Receiving – Stock Transport Order module, the Valuation Type field is now displayed for split valuated material.
SSS-16373	**iOS –** In the Goods Receiving – Outbound Delivery module, the Handling Unit icon in the Line Items screen is now removed.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-16573	**iOS –** In the Goods Issue – Others module, If a user changes the value in any other module, the Storage Location value now changes.
SSS-16627	**iOS –** In the Bin Update module, when a user updates only a bin location for multiple line items and posts, a "no data changed for material <> Plant <> and SLOC <>" message is displayed to identify the changes easily.
SSS-16705	**iOS –** When a user minimizes the app and launches it again, the app now displays the Passcode screen with a relevant description of what to enter.
SSS-16709	**iOS –** When a user increases the font size in the application, the field names or labels are now concatenated.
SSS-16749	**iOS –** In the Goods Issue – Others module, when a user changed the Movement Type value, the app now displays a warning message.
SSS-16459	**iOS –** In the Display Purchase Requisition module, when a user creates and opens a Purchase Requisition, the extension fields do not disappear.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-16733	**iOS –** In the Transfer Order module, when a user searches with a Transfer Order number, the application now displays Line items in ascending order by item number.
SSS-16383	**ABAP, iOS** – In the Goods Receiving - Mat Doc Cancellation module, the Material Description is now populated in the Short Text field.
SSS-14493	**iOS –** In the Display Purchase Requisition or PO History module, the HIEC and HEIF format type attachments are now displayed in the Attachments tab.
SSS-14954	**iOS –** In the Goods Issue-Reservation module, the Work Order, Plant, and Van fields are now displayed based on the selected Movement Type in the Search screen.
SSS-13966	**iOS –** In the Create Purchase Requisition module, a user can now add, rename, and view the thumbnails for the added attachments in the Attachments tab.
SSS-16124	**iOS –** In the Internal Process – TO Confirmation module, the Line Item Number field is now displayed while doing multiple TO confirmations.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-14278	**iOS –** While creating a Purchase Requisition, the State, Name2, Street Address, Apt/Suite, City, and Telephone Number fields are now displayed in the Delivery Address field to add.
SSS-14440	**iOS –** While creating a Purchase Requisition, a user can now expand the Item text and short text fields in the Adding Items screen.
SSS-14680	**iOS –** In the Cycle Counting module, a user is now able to add a new item to an existing inventory document (LI11N).
SSS-15022	**iOS –** While creating a Purchase Requisition, a user is now able to search for a Vendor by Name and Description.
SSS-15077	**iOS –** In the Warehouse Cycle Counting module, the application now auto populates the quantity after scanning and then navigates to the specific Line Item.
SSS-14879	**iOS –** In the Goods Issue –Reservation module, a user can now add and delete a Line Item.
SSS-15795	**iOS –** The back-end parent transfer order success message is now displayed as, Following TOs confirmed successfully TO: XXXX

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
	Replenishment TO XXX created / confirmed TO: YYYY TO: ZZZZ
SSS-15593	**iOS –** In the Goods Receiving –Purchase Order and Stock Transfer Order modules, some fields are now made mandatory or optional in the quantity split screen based on the selected material.
SSS-15040	**iOS –** In the Purchasing – Create Purchase Requisition module, a user will now be able to add decimal (.) numbers in the Quantity and Price field values while adding items.
SSS-13581	**iOS –** In the Goods Issue-Reservation module, a user is now able to see attachments of material stored in the material master.
SSS-14771	**iOS –** In the Goods Receiving – Purchase Order module and Stock Overview modules, when a user splits the quantity into multiple bins after entering the details, the field on item overview screen now displays as a label field.
SSS-14824	**iOS –** In the Picking – Transfer Order module, a user can now simultaneously open, pick, and confirm multiple Transfer Orders with Line Items.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-15020	**iOS –** In the Goods Receiving – Purchase Order and Stock Overview modules, extension handling is now provided when there is a sub-item in the Qty split screen.
SSS-13038	**iOS –** In the Goods Receiving module, a user can now copy values from the editable field in the Line Items.
SSS-14969	**iOS –** In the Stock Overview module, while performing the Material search, the application now displays the Plant, Storage Location, and Material Number fields in upper case.
SSS-13718	**iOS, ABAP –** In the Goods Receiving – Purchase Order and STO modules, a user will be able to split quantities and receive material in different destination bins of the warehouse.
SSS-13804	**iOS –** In the Transfer Order –Picking module, a user is now able to open, pick, and confirm multiple TOs at the same time.
SSS-14628	**iOS –** In the User Preferences screen, a user can now hide the User Preference filter in the application.
SSS-14622	**iOS –** User Preferences are now available in the mInventory application.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-13588	**iOS –** User Preferred Offline Sync, which enables users to optimize the offline sync time by restricting the data or transactions that need to be synced from/to SAP is now available. A user can select the relevant transaction and Organization elements.
SSS- 13589	**iOS –** Delta Refresh and Complete Refresh features are now available for users to sync deltas immediately after creating/updating the new/existing records and to sync complete data if the back-end RACE filters or user preferences change.
SSS-14032	**iOS –** In the Purchasing - Approve PR module, notes entered from the app while forwarding to others now get updated in SAP.
SSS-13854	**iOS –** In the Goods Issue – Reservation module, a user is now able to see the available stock of material in the Confirm Qty field of Line Items.
SSS-13712	**iOS –** Latest version of Anyline SDK is upgraded in the application to support OCR new license key.
SSS-13575	**iOS –** In the Warehouse Blind Counting module, the Uncounted bins are now included in the Inventory count document.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-13627	**iOS –** In the Goods Receiving module, while posting the Material Document, the STO success message is now displayed as expected.
SSS-13540	**iOS –** In the Default Setting screen, the default printer name is now reflected in the SAP Printer drop-down.
SSS-13101	**iOS –** In the Transfer Posting-Binto Bin module, a user is now able to select or deselect the line items manually.
SSS-13362	**iOS –** Below are improvements made in the Palletization screen: • In a Putaway by TR screen, the Palletization button is now disabled. • At least one pallet is now made mandatory, and the first line item of pallet will never be deleted from the Palletization screen.
SSS-13275	**iOS –** In the Transfer Orders module, the primary bin is now displayed as first bin in the Replen Src Storage Bin drop-down even when the available stock for the primary bin is zero.
SSS-13216	**iOS –** In the Printing – Bin Label Printing module, the Separator field is now removed.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-13218	**ABAP –** New BADI is added in /INVMIM/PR_-MATERIAL_DETAILS function module to auto populate the Purch. Group field while creating a purchase requisition.
SSS-13069	**iOS –** In the Goods Issue – Reservation module, the Batch Determination field is now added to the Line Items.
SSS-13216	**iOS –** The Separator field is now removed from the Bin Label Printing module.
SSS-13069	**iOS –** In the Goods Issue – Reservation module, the Batch Determination field is now added to the Line Items.
SSS-12943	**iOS –** The Combo Scan button is now displayed in the Warehouse Stock Overview module.
SSS-12917	**iOS –** In the Print on Demand module, a user is now able to hide the Material Document tab.
SSS-12968	**iOS –** In the Transfer Requirement module, the Dest.target qty field is now displayed blank.
SSS-12971	**iOS –** In the Transfer Orders module, when a user enters Confirm Qty, the Line Item check box is now selected automatically.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-12982	**iOS –** In the Kitting module, the Picking Quantity field value is now made empty in the Stock tab.
SSS-12956	**iOS –** In the Warehouse Storage Bin Stock module, the Warehouse Number field is now made blank.
SSS-12848	**iOS –** The passcode verification is now removed from the application while switching between different applications.
SSS-12838	**iOS –** In the Warehouse Cycle Counting module, a user is now able to enter the quantity in decimals.
SSS-12940	**iOS –** The 'Approver' tab is now removed from the Purchase Requisitions module.
SSS-12594	**iOS –** A user is now able to enter long text in the stock overview search screen.
SSS-12529	**iOS –** In the Goods Receiving – Purchase Order module, when a user enters "Storage Bin", the application now displays the success message and labels.
SSS-12594	**iOS –** In the Stock Overview module, a user is now allowed to enter long text in the stock overview search screen.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-12288	**iOS –**The Approvers tab is now removed from the Purchase Requisitions module, and it is RACE configurable.
SSS-11755	**iOS –** In the Transfer Order module, the application unlocks automatically in the following scenarios: • When the application crashes while on the TO confirmation or Inventory Cycle Count screen, the Inventory document is now unlocked automatically. • If a user is inactive for a defined period of time, then the application auto-logs out the user and also unlocks the TO or Inventory document.
SSS-12108	**iOS –** In the Cycle Counting module, the application now clears the lock entries when a user is inactive for a defined period of time or the application crashes.
SSS-12202	**iOS –** In the Cycle Counting module, when a user enters the count, and material number for each line item, and activates the inactive document, the application now remains on the same screen instead of going back to the list screen.
SSS-12233	**iOS –** In the Create Replen TO module, the Home button is now added.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-12394	**iOS –** The Scan button on the dashboard is now RACE configurable.
SSS-12494	**iOS –** In the WH Blind Counting module, the Enter Bin Number field is now made case-insensitive. Hence, a user can now search the bin number easily.
SSS-11861	**iOS –** The Transfer Posting Bin-Bin functionality now displays the success message after posting and triggering the label printing.
SSS-11817	**iOS –** When a user creates a purchase requisition, the fields maintained in the material are now populated automatically from the master data.
SSS-11775	**iOS –** In the Transfer Order module, the application unlocks automatically in the following scenarios: • When the application crashes while on the TO confirmation or Inventory Cycle Count screen, the Inventory document is now unlocked automatically. • If a user is inactive for a defined period of time, then the application auto-logs out the user and also unlocks the TO or Inventory document.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-11996	**iOS –** In the Warehouse Blind Counting module, the Name of Counter field is now automatically populated with the logged in user ID.
SSS-11772	**iOS –** When a user clicks on the Purchase Order approval link from an Email, the application is now redirected to the Purchase Order approval screen.
SSS-11755	**iOS –** In the Transfer Order module, the application now clears the lock entries automatically if the user is inactive for a defined period of time or the application crashes.
SSS-12108	**iOS –** In the Cycle Count module, the application now clears the lock entries automatically if the user is inactive for a defined period of time or the application crashes.
SSS-12241	**iOS, ABAP –** When a user enters notes while creating a Purchase Order/Purchase Requisition from the application or SAP, the text is now updated in Approve PO/PR module.
SSS-11755	**iOS –** Below are the improvements made in the Transfer Order Confirmation module:

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
	• In the Transfer Order module, the application unlocks automatically when the same user logs into it if the application crashes. • The data entered by the user will now be saved, even though the application crashed.
SSS-11996	**iOS –** Below are the improvements made in the mInventory application: • A user can now perform blind counting at the WH level. Blind counting now results in Physical Inventory document creation along with counting as a single step. • The application shall now provide error messages for documents that cannot be created and/or activated. • A user can add multiple storage bins to count documents. • For the selected bin, the application displays all the materials from <LX02>, the Material description and Unit of measure appear automatically. • A user is allowed to enter inventory quantity/zero count for each material in the bin.
SSS-12108	**iOS –** In the Warehouse Cycle Counting module, below are the improvements made:

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
	• When a user navigates the Cycle Counting document to the CC activation or Confirmation screen, and Navigation to the same CC by any other user displays a clear message by the application that CC is locked. • In the Cycle Counting module, the application unlocks automatically when the same user logs into it if the application crashes
SSS-12140	**iOS –** In the Goods Issue – Others module, the Material Slip field is now hidden for movement type except 201.
SSS-11919	**iOS –** A user is now able to add six characters in the counted quantity field
SSS-11772	**iOS –** When a user clicks on the Purchase Order approval link from an Email, the application now redirects to the Purchase Order approval screen.
SSS-11882	**ABAP –** In the Putaway TR module, after successful posting, the success message is now handled from backed.
SSS-11884	**iOS –** Palletization screen (Item detail screen) is now visible for only Putaway TR.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-11604	**iOS –** In the Cycle Counting module, the Activate check box is grayed out for Active records, and the Line Item screen is grayed out for Inactive records.
SSS-11650	**iOS –** A user is able to deactivate 3D-Touch, Select/Change SAP Printer, and select Favorite Modules from the Default Settings screen.
SSS-11736	**iOS –** A user can now approve Purchase Requisition/Purchase Order through email link with ease.
SSS-11594	**iOS –** In the Stock Overview module, Storage Bin drop-down values are now sorted as per SAP (Primary –Secondary –Empty).
SSS-11646	**iOS –** In the palletization screen below, values are now passed from the UI: • MATNR (Material Number) • Screen Name • Module Name
SSS-11395	**iOS –** In the Transfer Requirement and Transfer Order (Items Screen), the application is now passing the Module name and Screen name to the back-end for dropdown collection.

Table 1-1 New Features and Enhancements in Release 2203 (continued)

Reference No.	Description
SSS-26375	**Android –** Configurable 'Add Favorites' Option In the Home Screen (Dashboard), 'Add Favorites' option is RACE configurable now, allowing users to enable or disable it based on their needs, enhancing the user experience and efficiency.

New Features and Enhancements in Release 2112

Table 1-2 New Features and Enhancements in Release 2112

Reference No.	Description
MIM-25469	**View total stock available in the bin (iOS)** View total available stock in a bin using the Material Master module. This feature gives you instant visibility of the stock in the bin. When you receive a stock transfer request, you can instantly check the stock and transfer from the bin that has stock. For example, when you need to Putaway materials, you can check the stock in different bins and transfer it from the bin that has enough stock. If there is not enough stock, you can or place an order for the stock immediately. For more information, see Assign/update storage bin for materials *(on page 346)*
MIM-23746	**Next button to navigate between count fields (iOS)**

Table 1-2 New Features and Enhancements in Release 2112 (continued)

Reference No.	Description
	When you are adding counts of the stocks, the next button appears that helps you navigate between item (quantity) to another item (quantity). The keypad does not disappear when you move between fields using the next button. This productivity enhancement reduces your scrolling and data entry time and helps you to navigate seamlessly. The Next button is standardized across all modules.
MIM-18906	**Add favorites printer (iOS)** Add printers that you use regularly to your favorites list. When printing labels you can quickly select the printer from the list. This helps you to reduce processing time significantly. For more information, see Configure mInventory for your everyday tasks *(on page 105)*
MIM-24218	**Remote logistics management cross docking for Goods Receiving (iOS, Android)** Issue materials directly to the vendor without assigning them to the storage bin. This helps you to reduce labor, time and cost of handling materials. For more information, see Record Movement of Goods into Warehouse using Purchase Order *(on page 138)*

Table 1-2 New Features and Enhancements in Release 2112 (continued)

Reference No.	Description
MIM-17312	**Direct link between Remote logistics management and Goods Receiving module (iOS, Android)** Do RLM transactions and update delivery details directly from the Goods Receiving module without navigating to the Remote Logistics management and Delivery Update modules. This minimizes manual clicks and helps you to post the transactions from the same module. For example: When you receive goods, you can do RLM transactions such as posting delivery to the O3O_PACK03 and updating delivery details directly from the Goods receiving module without navigating to the RLM and Delivery Update modules. For more information, see Record Movement of Goods into Warehouse using Purchase Order *(on page 138)*
MIM-25657	**Highlight Fields Names (iOS, Android)** Highlight labels of key fields in different colors. For example, you can highlight field names such as PO Number, Vendor, Storage Location and so on using different colors. This gives you better visibility of key fields. You can configure color coding for field names using RACE.
MIM-25468	**Numeric Keypad for Numeric Fields (iOS)**

Table 1-2 New Features and Enhancements in Release 2112 (continued)

Reference No.	Description
	The numeric keypad is set as default for the numeric fields in all the modules. This helps you to input numbers efficiently and easily.

New Features and Enhancements in Release 2109 SP01

Table 1-3 New Features and Enhancements in Release 2109 SP01

Reference No.	Description
MIM-25470	**Receive Rental Goods Using Purchase Orders (ABAP)** Receive rental goods and record the movement into the storage location using the Purchase Order option. For information, see Record Movement of Goods into Warehouse using Purchase Order *(on page 138)*
MIM-25540	**View source and destination bins, get better visibility of material locations, and speed up material movement (Android)** View source and destination bin details while confirming the Inventory Managed Delivery record. This helps you to have better visibility of material locations and speed up material movement. The Bin number maintained in the master material Bin field is the Source bin and the container created for shipment is the Destination bin.

Table 1-3 New Features and Enhancements in Release 2109 SP01 (continued)

Reference No.	Description
	For information, see Pick items from inventory for outbound delivery *(on page 276)*
MIM-25519	**Update delivery details (Android)** Update the delivery document with details like External Delivery Note (comments), Delivery Type, before packing and issuing goods. If you are blocking the delivery due to faulty goods or any other reason, mention the reason in the External Delivery Note, choose the delivery block indicator, and update the record. For information, see Update delivery, post goods issue or block delivery *(on page 188)*
MIM-25512	**Record movement of Shipment in Remote Logistics Management (Android)** • Receive multiple deliveries and containers at a time in a single shipment or receive selective deliveries and containers in a shipment. • Record shipment details in the RLM module at the onshore or offshore platform and post the document. For information, see Manage offshore logistics (Remote Logistics Management) *(on page 317)*
MIM-25518	**Create Outbound Delivery without Reference Document (Android)**

Table 1-3 New Features and Enhancements in Release 2109 SP01 (continued)

Reference No.	Description
	Create ad-hoc Outbound Deliveries for urgent orders without a Reference Document. For information, see Create Outbound Delivery without Reference Document *(on page 284)*

New Features and Enhancements in Release 2109

Table 1-4 New Features and Enhancements in Release 2109

Reference No.	Description
MIM-24253	**Kitting and Staging Solutions (iOS, Android)** • Kit and stage work order items, issue them to technicians, and help them complete maintenance work in time. • Get visibility into non-stock items that are not available for the work order completion. • Place purchase order for non-stock items and source them in time. • Prevent creation of multiple pick requests for a work by using work order as a single source to track goods movement. • Stop copy paste of items from SAP to Excel spreadsheets and other rework. • Help business partners in better accountability and planning of inventory. For information, see Kitting and Staging Materials (Kitting) *(on page 250)*
MIM-19369	**Integrate new login changes (iOS, Android)**

Table 1-4 New Features and Enhancements in Release 2109 (continued)

Reference No.	Description
	Enhanced user login and onboarding process for improved access to the application. For information, see Get Started with the mInventory Application *(on page 91)*

New Features and Enhancements in Release 2106

Table 1-5 New Features and Enhancements in Release 2106

Reference No.	Description
MIM-16555	**Record movement of Shipment in Remote Logistics Management (iOS)** • Ability to receive multiple deliveries and containers at a time in a single Shipment or receive individual deliveries and containers selectively. • Ability to record the shipment details in RLM module at onshore or offshore platform and post the document. For information, see Record Movement of Shipment in RLM *(on page 332)*
MIM-24447	**Scan existing barcode label to generate new label (iOS)** Option to scan the existing barcode label to generate the new label for any configurable fields. When the existing barcode label is scanned, the data in the fields are automatically populated in the app to generate another barcode label.

Table 1-5 New Features and Enhancements in Release 2106 (continued)

Reference No.	Description
	For information, see Generate and Print Bar-code Labels *(on page 350)*
MIM-17070	**Create Outbound Delivery without Reference Document (iOS)** Ability to create ad-hoc Outbound Deliveries without a Reference Document. For information, see Create Outbound Delivery without Reference Document *(on page 284)*
MIM-24573	**Standardized the Combo Scan button (iOS)** The Combo Scan button is now standardized to keep the consistency across the modules.

New Features and Enhancements in Release 2103

Table 1-6 New Features and Enhancements in Release 2103

Reference No.	Description
MIM-23408	**Print from Loading and Create Shipment modules (iOS)** Print and email the shipment document from Loading and Create Shipment modules once the shipment is created. For information, see Update Loading and Shipment status *(on page 353)*
MIM-23422	**Printing of pick list from the Picking module (iOS)**

Table 1-6 New Features and Enhancements in Release 2103 (continued)

Reference No.	Description
	Generate and print or email the picklist document using the Picking module once the picking is confirmed. For information, see Pick items from warehouse for outbound delivery *(on page 281)*
MIM-23431 / MIM-24263	**Generate GS1 barcode labels (iOS)** Generate and print GS1 barcode labels using Label Printing module and scan GS1 barcode labels using Goods Receiving module for all the reference documents. For information, see Generate and Print Barcode Labels *(on page 350)*

New Features and Enhancements in Release 2009

Table 1-7 New Features and Enhancements in Release 2009

Reference No.	Description
MIM-18986 / MIM-18997 / MIM-21061 / MIM-21817 / MIM-21821 / MIM-22873	**Process EWM outbound transactions, Cycle counting, Pack/Unpack from mobile (iOS)** Using the Extended Warehouse Management (EWM) module, you can:

Table 1-7 New Features and Enhancements in Release 2009 (continued)

Reference No.	Description
	• Pick items for outbound delivery *(on page 296)* • Record movement of goods from Warehouse using outbound delivery *(on page 298)* • Cancel/reverse goods issue using an outbound delivery *(on page 304)* • Pack/Unpack items to EWM for inbound delivery *(on page 307)* • Count EWM items at regular intervals (Cycle Counting) *(on page 310)* • Generate and Print Barcode Labels for an Inbound Delivery *(on page 314)*
MIM-21835	**Inspection Lot numbers for QM activated materials (iOS)** You can now generate Lot numbers for QM activated materials for Goods Receiving against purchase orders. Record Movement of Goods into Warehouse using Purchase Order *(on page 138)*
MIM-21838	**Delivery update and PGI (iOS)** Update delivery, post goods issue or block delivery *(on page 188)* You can update the delivery and issue and block goods using the Delivery Update module.
MIM-23104	**Label printing on landscape mode (iOS)** Generate and Print Barcode Labels *(on page 350)* You can print barcode labels in land-scape mode.

New Features and Enhancements in Release 2006

Table 1-8 New Features and Enhancements in Release 2006

Reference No.	Description
MIM-11241 / MIM-16866 / MIM-18029	**Process EWM inbound transactions from mobile (iOS)** mInventory application now supports the inbound warehouse transactions and putaway using the Extended Warehouse Management (EWM) module. From this module, you can: • Post goods receipt for Inbound deliveries *(on page 289)* • Putaway stock to storage bin (warehouse task confirmation) *(on page 292)* • Reverse Goods Receipt using Inbound Delivery *(on page 294)*
MIM-18995	**Scan barcode and post transactions without manual clicks** *(on page 115)* **(iOS, Android)** You can now post transactions like Goods Receipt or TO Confirmation with a single barcode scan (Fast Scan). This helps you reduce transaction processing time significantly. For example, when you scan a Transfer Order Number, the app navigates to the line item screen, confirms the order, and takes you to the search screen to scan the next barcode. Filter records by scanning multiple barcodes (Multi Scan). This simplifies your search for records with a single trigger on the scanner. For example, you would want to filter pur-

Table 1-8 New Features and Enhancements in Release 2006 (continued)

Reference No.	Description
	chase orders related to the Plant *1000* and *3000*. Scan the barcodes in the Plant field and tap Search. List of purchase orders for the Plants are displayed. **Note:** • To use the Fast Scan feature, configure and enable the Screen Flow string in RACE. • To use Multi Scan feature, configure the search field as Multi Scan Field (MSF) in RACE.
MIM-15583	**Choose field values from your previous entries** *(on page 127)* **(iOS)** App now stores the recent values that you entered for the field and shows you suggestions the next time you start entering a value. This eliminates the need to enter the complete value like ID/number.
MIM-12192	**Configure Font size as per your convenience** *(on page 99)* **(iOS, Android)** Configure the font size of the text in the application. This allows you to select a predefined font size for text (within user profile) that improves the readability.
MIM-13931	**Receive goods using Production Orders** *(on page 165)* **(iOS, Android)**

Table 1-8 New Features and Enhancements in Release 2006 (continued)

Reference No.	Description
	When you receive goods from the production area into warehouse, you can update the order and post the Goods Receipt from the Goods Receiving – Production Orders module.
MIM-14011	**Design and print custom labels using Label Printing module** *(on page 350)* **(iOS, Android)** You can now configure extensions for the Label Printing screens using RACE and print barcode labels for fields of your choice. For example, you can configure the Material Label screen, barcode layout for the labels and extension fields like Plant and Material Number.
MIM-15833	**User-specific peripheral settings** *(on page 105)* **(iOS, Android)** Configure the default peripheral devices like scanner and printer that you use every day at work. App now retains the settings though you unregister from the device. Your settings are stored in a custom SAP table. This helps to continue your work on the shared devices.
MIM-19879	**Batch split deliveries and pick items** *(on page 276)* **(iOS, Android)** You can now pick items for outbound delivery from multiple batches and post the line items in the IM Picking sub-module of the Inbound & Outbound Processes module.

Table 1-8 New Features and Enhancements in Release 2006 (continued)

Reference No.	Description
MIM-19861/ MIM-20228	**iOS**—You can now confirm/post transactions with more than 20 line items. This is applicable for the following modules: • Goods Receiving – Purchase Order • New Cycle Counting (Inventory and Warehouse) • TO Confirmation • Picking
MIM-20096	**Return Delivery for subcontracting PO** *(on page 155)* **(iOS)** You can now post return delivery for subcontracting purchase order (PO) line items using the Goods Receiving – Return Delivery module.
MIM-21045/ MIM-18229	**iOS, Android—**You can now select the Transport Planning Point and the Shipment Type from the drop-down values in the Create Shipment module. Drop down values are shown as configured in SAP. Also, search screen for the Forwarding Agent field is revamped.
MIM-17060	**iOS**—You can now enable or disable the Quantity field in the Handling Unit Cycle Counting module using RACE.
MIM-19816	**Optional EULA and Unregister (iOS, Android)** You can now enable or disable the EULA screen and Unregister option using SMP. This improves onboard user experience with reduced steps.

Table 1-8 New Features and Enhancements in Release 2006 (continued)

Reference No.	Description
MIM-19815	**Combo Scan in custom module (iOS)** You can now scan the barcode and automatically go to the record or screen you want to work in the custom module configured using RACE.

New Features and Enhancements in Release 2003

Table 1-9 New Features and Enhancements in Release 2003

Reference No.	Description
MIM-10404	**Use RFID tags to track Inbound Warehouse transactions (iOS)** Scan and print Radio-frequency identification (RFID) barcode labels using the mobile application to track your Warehouse inbound transactions. mInventory now supports Zebra RFD8500 Handheld RFID/1D/2D SLED scanner and ZQ520 RFID printer which enables you to: • Scan serial numbers of the incoming goods in the Warehouse. • Print labels with RFID tags. **Note:** This feature is applicable only for the Goods Receiving module.
MIM-17474	**Scan characters or barcodes at one go (iOS, Android)**

Table 1-9 New Features and Enhancements in Release 2003 (continued)

Reference No.	Description
	Scan barcodes or read characters with a single tap on the Scan field configured using RACE. On the OCR or scan screen, you must tap the Capture icon to initiate the scan.
MIM-11235	**Recount stock and post updated count to SAP (iOS, Android, UI5)** When there is a variation in count for the line item that is already posted like incorrect count or mismatch with system quantity, you can Recount the line item and post the updated count to SAP.
MIM-15111	**Capture and attach images or add documents when counting items (iOS, Android)** Now, you can capture and attach images or add documents to the inventory record when counting items in Warehouse. This helps you to retrieve the attachments for future reference.
MIM-13278	**Print labels and documents without mobile printers (iOS, Android)** You can now choose desktop printers like SATO configured in SAP to print labels and documents for all your mobile transactions. This eliminates the need to carry mobile printer with you when moving around the warehouse.

Table 1-9 New Features and Enhancements in Release 2003 (continued)

Reference No.	Description
	Note: This feature is not applicable for Goods Receiving – Others and Material Document sub-modules.
MIM-8632	**Scan handling units and Putaway to Storage Bin (iOS, Android)** Eliminate manual transfer of HUs to Storage Bins in SAP when you receive goods at Warehouse. Use the Handling Unit Putaway feature which enables you to scan and Putaway multiple HUs with a single tap.
MIM-13000	**Search for uncounted items made easier (iOS, Android, UI5)** Search for line items that are yet to be counted is now easy with the revamped Inventory Cycle Counting module where the Counted and Uncounted items are shown on separate tabs. This helps you start off with item counting as soon as you login.
MIM-12235 / MIM-17380	**Print labels and documents on the go for delivery handling units (iOS, Android)** When you receive goods at Warehouse for cross dock deliveries, you print the documents and labels for handling units (HUs) using manual transactions. From now, you can print the HU documents and labels using the Print on Demand module on mobile.
MIM-11216	**Post change notice for Warehouse-managed stock transfers (iOS, Android)**

Table 1-9 New Features and Enhancements in Release 2003 (continued)

Reference No.	Description
	Now, the app creates Posting Change Notice (PCN) along with a material document when you move stock quantities in Warehouse-managed storage locations using movement types in the Transfer Posting – Others module. PCN is used to create Transfer Order. Following are few movement types used for transfer postings: • 321 – Change stock status from Quality Inspection to Unrestricted • 322 – Change stock status from Unrestricted to Quality Inspection • 343 – Change stock status from Blocked to Unrestricted • 344 – Change stock status from Unrestricted to Blocked • 349 – Change stock status from Blocked to Quality Inspection • 350 – Change stock status from Quality Inspection to Blocked
MIM-13548	**Connect / disconnect to the network from app and continue with your transactions (iOS, Android)** Switch the app to Offline when the network connection is not stable and proceed with your transactions without any hassle. A grey-colored bar is shown on the top of all screens until you switch Online. When the network connection is restored, tap the Online button on User Profile screen to connect to the network and post your transactions to SAP.

Table 1-9 New Features and Enhancements in Release 2003 (continued)

Reference No.	Description
MIM-15325	**Receive and confirm subcontracted PO items from mobile (iOS, Android, UI5)** You can now post goods receipt for subcontracting purchase order (PO) line items using Goods Receiving – Purchase Order module. For example, if you issue goods to a contractor to fabricate and deliver product X, you create a subcontracting PO. When the vendor delivers the finished product, you can post the goods receipt for the components (sub-line items). **Note:** This feature is applicable for Purchase Order and Release Blocked Stock sub-modules of Goods Receiving module.
MIM-17475	**iOS**—On the OCR screen, app now scans the characters only if you tap on the Capture icon.

New Features and Enhancements in Release 7.4.0

Table 1-10 New Features and Enhancements in Release 7.4.0

Reference No.	Description
MIM-11404	**Cognex MX-100 compatibility (iOS)** Now, you can use Cognex MX-100 with the mInventory app to scan the barcodes and capture data.
MIM-11324	**Putaway line item to multiple bins (iOS, Android)**

Table 1-10 New Features and Enhancements in Release 7.4.0 (continued)

Reference No.	Description
	Putaway for the line item can be done to multiple bins, when the device is not connected to the network.
MIM-11107	**Scan multiple Handling Units for line item (Android)** You can scan multiple handling units per delivery, item/subitem in Transfer Postings - Bin to Bin, Putaway, and Cycle Counting modules.
MIM-14475	**Confirm Transfer Order using Handling Unit** You can scan the handling unit of an inbound/outbound delivery and confirm the corresponding transfer order or a transfer order item using TO Confirmation module.
MIM-10346	**Handling Unit transfer from Bin to Bin** You can transfer goods in a handling unit from one Bin to another within the Warehouse, using Transfer Postings – Handling Unit module.
MIM-11994	**Scan characters or barcodes at one go (Android)** You can scan the barcode or characters and capture data with just a click on the OCR icon next to the field.
MIM-15554 / MIM-15555	**Cognex MX-1000 and MX-1502 compatibility (Android)**

Table 1-10 New Features and Enhancements in Release 7.4.0 (continued)

Reference No.	Description
	You can use Cognex MX-1000 and MX-1502 mobile terminals with mInventory app, to scan the barcodes and capture data.
MIM-13220	**Create shipment (waybill) and assign deliveries** You can create a shipment and assign or unassign deliveries to the shipment using the new **Create Shipment** module.
MIM-11130	You can now check material (stock) in plant and storage locations using Storage Bin. For this, you must configure and enable the Storage Bin search field in RACE.
MIM-11200	You can enter search criteria values in lower-case letters for fields like Unit of Measure, Plant and Batch in all the modules.
MIM-15970	Secured HTTPs communication is enabled, and compatible with iOS and Android devices.
MIM-14916	**iOS—**App selects the container when you scan the container number to unpack in the RLM PACK03 module.
MIM-15836	**iOS**, **Android—**App shows the count of line items that are selected when you scan a barcode or manually select the line item in Picking and TO Confirmation screen of Inbound/Outbound Processes module.
MIM-15837	**Audio for alert messages** Users can configure audio for alert messages in the Picking module.

Table 1-10 New Features and Enhancements in Release 7.4.0 (continued)

Reference No.	Description
MIM-15839	Users can view complete text in Warehouse Instructions field by tapping the expand icon next to the field, in the Picking screen of Inbound & Outbound Processes module.
MIM-15840	**iOS—**After confirmation of a Transfer Order, the app navigates to a search screen where you can scan the barcode of another TO number.
MIM-15841	App does not prompt you to confirm the posting after you tap Confirm on the TO Confirmation screen.
MIM-15245 / MIM-17112	**Pick items from Inventory** You can now pick items from the inventory to fulfill an outbound delivery order using the new IM Picking sub-module in Inbound & Outbound Processes module. For a batch managed material, you can select the batches that you want to pick.
MIM-17112	**Batch split for IM Picking (iOS, Android)** When picking batch-managed material from the inventory, you can now select the batches that you want to pick and post partial quantities as well for the line item.

New Features and Enhancements in Release 7.3.0

Table 1-11 New Features and Enhancements in Release 7.3.0

Reference No.	Description
MIM-9327	**Enhanced Warehouse Cycle Counting and Adjustments module iOS, Android**—Warehouse Cycle Counting and Adjustments module is enhanced with new user experience. You now record the item count with simple and easy navigation.
MIM-10527	**iOS**—You can configure Active Input dropdown (AID) fields in Label printing module using RACE. For example, if you configure Release Order as AID field, the dependent fields such as Consignee details are auto populated once you enter the RO number.
MIM-11198 / MIM-12241	**Material Document Display (All Platforms)** You can view the material documents with the Posting Date using Material Document Display module.
MIM-11994	**Scan characters or barcodes at one go (iOS, Android)** You can scan the barcode or characters and capture the data with just a click on the icon next to the field.
MIM-12343 / MIM-13933	**Serialization in Transfer Posting module (iOS)** In the **Transfer Posting** Plant to Plant and SLOC to SLOC modules, for the **Serial Number** field, you can:

Table 1-11 New Features and Enhancements in Release 7.3.0 (continued)

Reference No.	Description
	• Scan or enter multiple serial numbers for the Material in the delivery document. • Continuously scan the serial numbers without manually placing the cursor in the next field. The **Enter Serial No.** field is displayed only for serialized materials. If you select **Automatically assign serial no.** checkbox, the application assigns serial number for the material.
MIM-12744	**Simplified Batch Split interface (All Platforms)** You can split the item quantity into multiple batches in the Goods Receiving – Purchase Order and Outbound Delivery modules.
MIM-13124	**iOS, Android**—App shows the name of the system you are connected to. Tap the User Profile icon on the home screen to view the details.
MIM-13125 / MIM-13936	**User profile (iOS, Android)** You can view the user details such as profile photo and name using the User Profile icon on the home screen.
MIM-14081	**UI Field Type for Hyperlinks (All Platforms)** You can configure fields to display web address in the field. When tapped on the URL, the web page opens in a browser and you can toggle between the app and webpage.
MIM-15322	**Print labels after TO Confirmation (iOS, Android)**

Table 1-11 New Features and Enhancements in Release 7.3.0 (continued)

Reference No.	Description
	You can print delivery/handling unit labels after the Transfer Order is successfully posted.
MIM-15323	**Shelf Life Management (All Platforms)** Shelf Life Expiration Date (SLED) is calculated for batch managed materials based on Date of Manufacture, if the shelf life is maintained in SAP Material Master. This feature is applicable for the Goods Receiving – Purchase Order, Release GR Blocked Stock, Goods Receiving - Material Document Cancellation and Return Delivery and Goods Issue modules. (**Movement types:** 101, 102, 105, 109, 122 and 222)
MIM-15408	**Unpack containers in o3o_PACK02 (iOS, Android)** You can remove containers from the Shipment in Transfer Containers (PACK02) sub-module of the RLM module.
MIM-15409	**Unpack deliveries in o3o_PACK04 iOS, Android** You can remove deliveries from the Shipment in Pack Deliveries (PACK04) sub-module of the RLM module.

New Features and Enhancements in Release 7.2.0

Table 1-12 New Features and Enhancements in Release 7.2.0

Reference No.	Description
MIM-8635	**Serialization in Picking module (iOS)** In the **Pick/UnPick** sub-module of **Inbound & Outbound Processes** module, for the **Serial Number** field, you can: • Scan or enter multiple serial numbers for the Material in the delivery document. • Continuously scan the serial numbers without manually placing the cursor in the next field. The **Enter Serial No.** field is displayed only for serialized materials. If you select **Automatically assign serial no.** checkbox, the application assigns serial number for the material.
MIM-8817	**SAP S/4 HANA Compatibility** mInventory is compatible with S/4 HANA 1610 business processes and corresponding user interface configurations.
MIM-9326	**Enhanced Inventory Cycle Counting and Adjustments module (iOS, Android)** Inventory Cycle Counting and Adjustments module has been enhanced with new user experience. You can record the inventory count with simple and easy navigation.
MIM-10408	**Special Stock—Valuated Project Stock (VPS) (UI5)**

Table 1-12 New Features and Enhancements in Release 7.2.0 (continued)

Reference No.	Description
	You can view **Project Stock** (PS) for batch and non-batch materials in the **Stock Overview** module.
MIM-10908	**Combo Scan—Scan barcode and automatically navigate to transaction screen (iOS, Android)** You can scan the barcode to navigate to the transaction screen and select the corresponding record for processing. For example, if you scan a barcode with a combination of **Plant**, **Material**, **PO Number** and **Line Number**, the app takes you to the PO details screen and selects the line item.
MIM-11022	**iPhoneX Compatibility** mInventory is compatible with iPhoneX.
MIM-11325	**Label Printing Layout enhancement (iOS, Android)** In the **Label Printing** module, you can: • View the barcode layout data in tabular format. • Double tap on the barcode preview to view the label in full screen. You can also zoom-in and zoom-out.
MIM-11944	**iOS, Android**—Login screen of mInventory has been enhanced with new user experience. You can now:

Table 1-12 New Features and Enhancements in Release 7.2.0 (continued)

Reference No.	Description
	• Reset your username/password. • Check the network speed using the **More** options icon. • View build number, framework and release version by tapping on the mInventory logo on **Login Screen**.
MIM-12149	**iOS, Android**—In the **Cycle Counting** module, when you tap Count for a line item, the cursor is placed in the Quantity field by default.
MIM-12236	**iOS, Android**—In the **Transfer Order Confirmation** sub-module of **Inbound & Outbound Processes** module, you can do a combo scan the same barcode multiple times to update the **Confirm Quantity** value. For example, if you scan the barcode with a quantity value as *100* and then scan the same barcode, the **Confirm Quantity** value is updated as *200*. This is a RACE configurable feature.
MIM-12242 / MIM-11927	**Continuous Scan—Scan fields in an order without tapping on field (iOS, Android)** Scan the barcode using a peripheral device without tapping on the field. If there are a combination of scan and text fields on the screen, the application gives priority to Scan fields.
MIM-12412	In the **Cycle Counting** module, if you enter the count that does not match with the stock quantity in SAP, the "Counts do not match" pop-up message appears.

Table 1-12 New Features and Enhancements in Release 7.2.0 (continued)

Reference No.	Description
MIM-12431	Batch management indicator is populated for batch managed items in **Goods Receiving** and **Goods Issue** modules.
MIM-12600	**Reverse Picking** Cancel/revert the Picking operation for an Outbound Delivery or internal transfer. For example, if you picked incorrect items using an Outbound Delivery, you can either return the line item to the bin from where it is picked or route it to another location.
MIM-12736	**Branding update** The mInventory application icon is redesigned with a vibrant look and feel. Also, the Innovapptive logo is transformed with a new design. The new app icon can be viewed on your device and the Innovapptive logo can be viewed on the splash screen.
MIM-13246	**Combo Bind—Scan individual fields and filter records (iOS, Android)** Scan a barcode with data for multiple fields and populate only the value applicable to the field from which the scan is initiated. For example, if you scan the barcode from the Material field then the app populates the Material value from the barcode string.

Table 1-12 New Features and Enhancements in Release 7.2.0 (continued)

Reference No.	Description
MIM-13004	**iOS, Android**—In the **Cycle Counting** module, record the physical inventory count at multiple locations and add the Quantity multiple times. The application appends the new quantity to the existing quantity.

1.3. Compatible Devices and Applications

To run mInventory, you need the following compatible devices and applications.

Table 1-13 System Requirements for mInventory

System	Minimum Requirement
Compatible OS Platform and Version(s)	• iOS 16 • Android 6.0, 7.0, 8.0, 9.0 and 10.0 • UI5 1.42 and above
Compatible Form Factors	• iOS—Tablets and Phones • Android—Tablets and Phones • UI5—Desktops

Table 1-13 System Requirements for mInventory (continued)

System	Minimum Requirement
Compatible Device(s)	• iPad—5th Gen. and above, iPad Air, iPad Air 2, iPad Air (3rd generation), iPad (5th generation), iPad (6th generation), iPad (7th generation), iPad Mini2, iPad Mini3, iPad Mini 4, iPad Mini (5th generation) and iPad Pro all models • iPhone 6S, 6S Plus, SE (1st generation), iPhone 7, 7 Plus, iPhone 8, 8 Plus, iPhone X, XS, XS Max, iPhone XR, iPhone 11, 11 Pro, iPhone Pro Max, iPhone SE (2nd generation) • Samsung S6 and above, Samsung Duos, Samsung Galaxy tab, Nexus Tablet 9, LG G4, Moto G2 and above, Moto X • Honeywell CT 60 for Android
Compatible Browser(s)	• Chrome 53 and above • Internet Explorer (IE) 10 and above
Device Storage & Memory Requirements	All devices must have a minimum of 32GB storage and 4GB RAM. Performance varies based on the amount of data and installed RAM.
Peripheral Device(s)	**Scanner**: • Zebra Scanner DS3678-ER • SocketScan S800 • Honeywell Captuvo Sled • Honeywell CT50 • Infinite Linea Pro 6/7i

Table 1-13 System Requirements for mInventory (continued)

System	Minimum Requirement
	• Nexus (Infinite Peripheral) Scanner • Saveo BOLT 2D Long Range (H12D • Zebra Scanner RFD8500 (RFID) • Socket XG940 • Pro Glove **Printer**: • Zebra Printer ZQ521

1.4. Explore mInventory

Explore all modules/screens of mInventory with predefined data to understand how the application caters to your workflows.

Note:
Install and open the application. Tap the **Try App Demo! > Let's Go!** to fill in your details and explore the application.

To explore the application with predefined data:

1. In the Login screen, tap the **More Options** icon on the top-right corner.
2. Tap **App Demo**.

   You can explore the app for around 30 seconds. After 30 seconds, the **Tell us about Yourself** form appears.
3. Enter the required details such as **First Name**, **Last Name**, **Designation**, **Business email**, and **Phone Number**.
4. Tap **Continue**.
   A verification code is sent to the email address.
5. Enter the verification code and tap **That's Me!**.
   You can continue to explore the application with predefined data.

1.5. Frequently Asked Questions

Check the frequently asked questions by users and the answers (solutions).

1. **I am searching by a sort field in Purchase order search. Why can't I find my Purchase Order?**

   There are two other reasons why you cannot find records:

   - Innovapptive mInventory application is a mirror of your back-end system (for example, SAP). If the necessary data is not maintained in your back-end system, the app will not find the required data.
   - Use of ***** to search for specific objects gives better results. For example, when you search for a Purchase Order,
     - XXX - Searches for Purchase Order, that start with
     - *XXX" - Searches for Purchase Order, that contain
     - XXX* - Searches for Purchase Order, that end with
2. **My app crashed unexpectedly. Did I lose all my data? What do I do now?**

   Just like any other software like Microsoft Excel and PowerPoint, we too sometimes can experience app crashes. This happens when there is intermittent loss in internet connectivity, or when the app cannot process something unexpectedly. However, your data is not lost even when you are working in offline mode. When you re-login to the app in **Offline** mode and you find that the data you entered when you last experienced the crash is saved. Moreover, the Innovapptive team is proactively notified of any crash you face, and our support teams proactively fix such exceptions.
3. **I want to report a bug in the software. How do I do it?**

   Insta-Bug software, a third-party add-on is embedded into the Innovapptive mInventory app which makes it easy for you to capture the bug. When you face an issue while using the app, shake the device and it mInventory automatically captures the screen and a video, and creates an email for you to email the issue to helpdesk@innovapptive.com. You can also email your issues to the email ID.
4. **The scanner is not reading symbols on barcodes well. What needs to be done?**

   Check that the symbols:

   - Are not smeared, rough, scratched, or exhibiting voids.
   - Are not coated with frost or water droplets on the surface.
   - Are enabled in the scanner or in the decoder to which the scanner connects.

5. **My scanner is not working with my device. What should be done?**

   Check and ensure that your scanner is connected to your device through Bluetooth.

6. **My keyboard does not work after making a transaction. What should be done?**

   When Bluetooth scanner is used with an iOS device, the Apple products recognize the scanner as a wireless keyboard and thus disable the built-in virtual keyboard causing the keyboard not to work. This can be fixed by double tapping the power button to allow simultaneous scanning and keystrokes.

7. **How to connect a zebra ZQ520 printer to an iOS device?**

   To pair zebra printer to an iOS device:

   a. Activate the **Bluetooth** option on the iOS device.
   b. On the iOS device, under the Settings menu, navigate to the **Bluetooth** screen. A list of nearby Bluetooth devices appears.
   c. Select the device that has the name “model_name>_<model_no>”.
   d. Tap the name to connect the printer to the iOS device.
   e. Select Zebra Printer in **Default Settings**.
   f. Select Printer name in **Printer** filed.

   Users can now pair **Zebra ZQ500** to iOS devices and print barcodes.

2. Configuring mInventory

Establish connection with the server before you use mInventory.

Once you open the app, do the following configurations:

- Connect to Server *(on page 89)*
- Choose Language *(on page 90)*
- Choose Time Format *(on page 90)*

2.1. Connect to Server

When you open the application for the first time, you are directed to a connection settings screen. Enter the connection parameters and connect to the server.

Contact your server administrator for **Host, Port,** and **Resources App Id** information.

To connect to the server:

1. Open the mInventory application.
2. Tap **Set-up App**.
3. Enter **Host**, **Port** and **App Id**. in the **Configurations** screen.

   Note:
   Contact your mobile application administrator for the values.

4. Tap **Enable HTTPS** if you want to enable the HTTPS connection.
5. Tap **Save**.

   Read and accept the End-User License Agreement (EULA) of Service.

Remove Server Configurations

To remove/modify the server configurations when not required or when device is not in use:

1. Logout of the application and tap Settings icon.
2. In the **Configurations** screen, tap **Edit**.
3. Tap **Remove** in the confirmation pop up.

> **Note:**
> You can remove configuration only when they are pre-defined by your administrator.

2.2. Choose Language

Configure the mInventory to display the menu items (labels and messages) in the language of your choice.

To choose the language of your choice:

1. Open the Application.
2. In the Login screen, tap the Language icon on the top-right corner.
3. Select the language of your choice.
4. Tap **Save**.
   The labels and messages appear in the language that you have chosen.

2.3. Choose Time Format

The application supports both 12 and 24-hour time formats.

Configure the time format your organization uses in the SAP system and mInventory application shows the chosen time format.

3. Get Started with the mInventory Application

Once you connect to the server, you can login to the mInventory application either using your credentials or by using App Passcode or Fingerprints or Face ID.

This chapter contains the following topics:

- Login to mInventory *(on page 91)*
- Download Data Needed for the Shift *(on page 96)*
- Login with another user *(on page 98)*
- Set Text Size *(on page 99)*

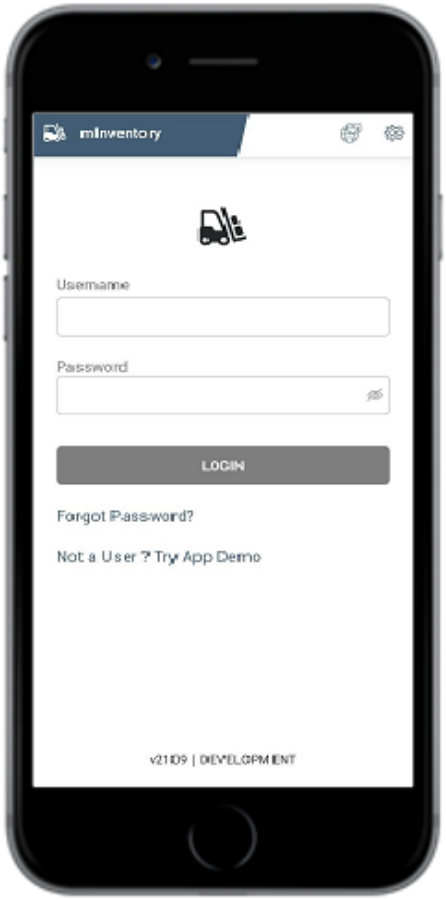
3.1. Login to mInventory

Login with username & password and configure passcode, touch ID & face ID

To login to mInventory application:

1. Open the application.

Figure 3-1 Login Screen



2. Enter your **Username** and **Password** in the **Login** screen.
3. Tap **Login**.
4. Create and confirm App Passcode in the **Create Passcode** and **Confirm Passcode** screens.

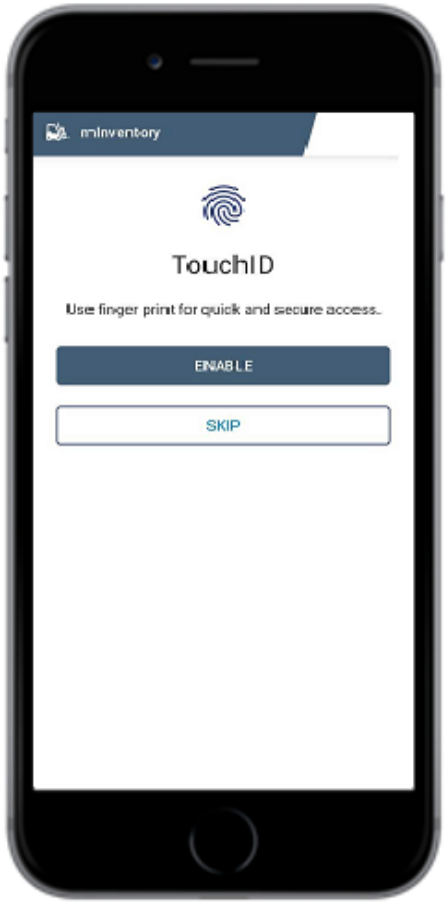
Figure 3-2 Configure Passcode

Note:

- You can use only numeric characters (numbers) for Passcode.
- Passcode is device specific, you can use it only in the device that you have set.
- If you forget the passcode, uninstall and reinstall the application, and create the passcode again.
- You must create the passcode every time you log out of the application. If you close the application without logging out, you can use the same passcode.

5. Enable login access by your fingerprint that is enabled on the device tapping **Enable** in the **Touch ID** screen.

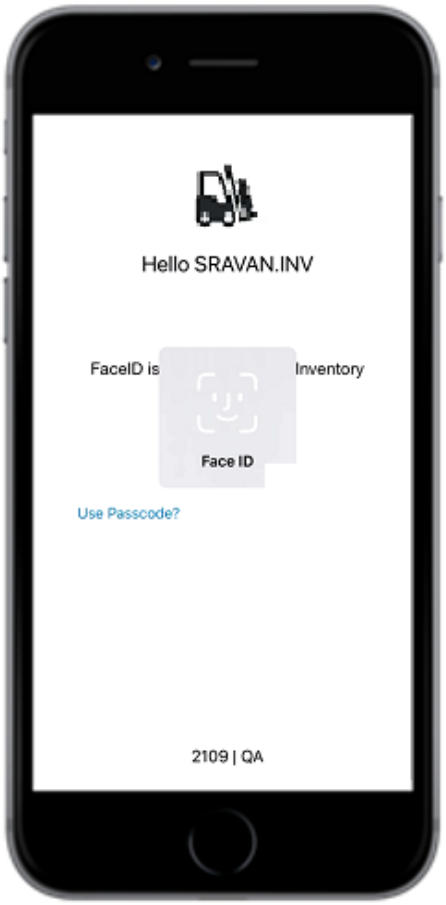
Figure 3-3 Configure Touch ID



6. Enable login access by your face id that is enabled on the device tapping **Enable** in the Face ID screen.

When you open the application next time you can use either username & password or touch ID or face ID to access the application.

Figure 3-4 Configure Face ID



Note:

Application Session Timeout: If you keep the mInventory application in an idle state (without using it) for some time, it logs you out of the application. The session timeout feature helps you secure your data in the application from accidental misuse when you keep your device away for any reason. The timeout duration after which mInventory can log you out can be configured in the RACE configuration application. Ask your RACE configurator to modify the session timeout time depending on your needs. This session timeout feature is applicable in both online and offline modes.

3.2. Download Data Needed for the Shift

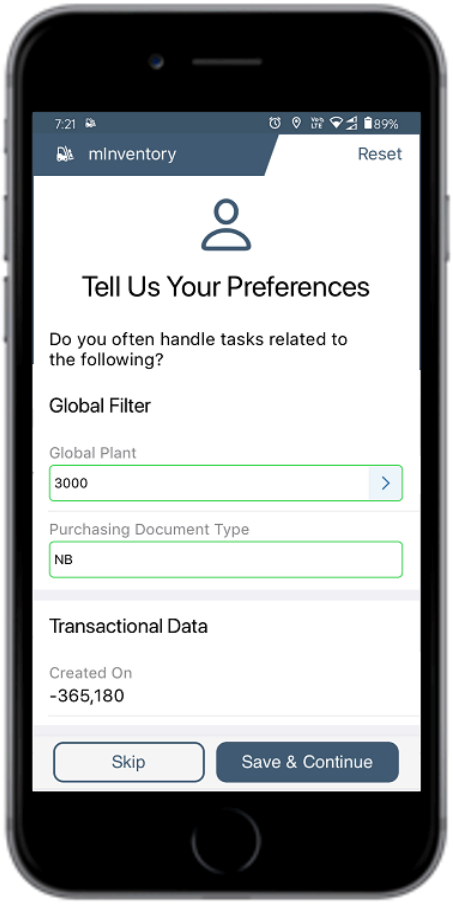
You can set the data filters from the app to fetch a specific set of records. Only the required data is fetched for both online and offline use. This feature also helps improve the app performance and reduce the offline sync time.

Synchronize and retrieve the delta records from the backend that is required to complete tasks either in online or offline mode. This feature drastically reduces the data synchronization time.

To download the data that is needed for your shift:

1. In the **Home** screen, tap the **User Profile** icon.
2. Tap **User Preferences**.

Figure 3-5 User Preferences Screen



3. In the **Tell Us Your Preferences** screen, select the **Master Data** and **Transactional Data** that you want to download.
4. Tap **Save** when done.
5. The Progress Bar screen displays the sync status with the success or failure indication.

Note:

- Reset user preferences and re-enter them to fetch relevant data.
- If you select the Online option, **Sync in the Background** button appears and you can tap that and continue with your work. The data downloads onto your device in the background while you perform your tasks.
- If you have chosen the **Offline** option, **Sync in the Background** option will not be available, and you must wait till the entire data is downloaded onto your device.
- When the application switches to offline mode, the header turns red and displays "OFFLINE" to indicate the mode change.

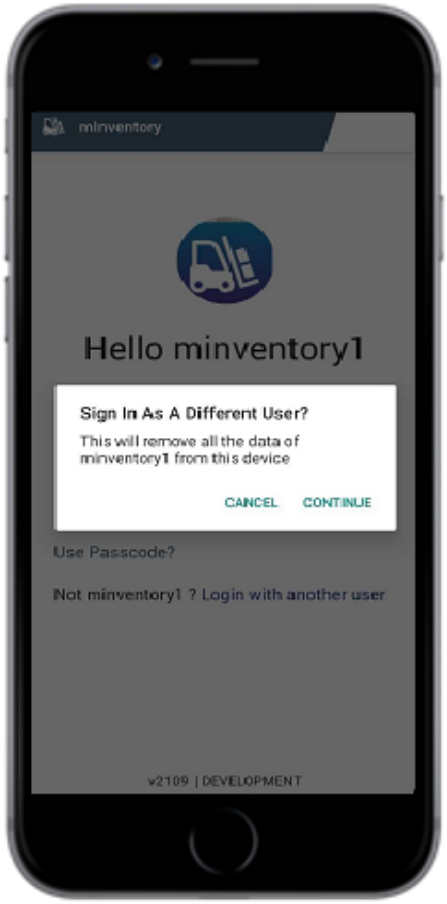
3.3. Login with another user

If the user who used the device before you, forgets to log out, you can log out the user and login with your credentials.

To login with a different user:

1. In the Login screen, tap **Login with another user**.

Figure 3-6 Login with Different User



2. Tap **Continue** in the confirmation screen.
3. The previous user is logged out and you can login with your credentials.

3.4. Set Text Size

Use the **Text Size** slider to modify the font size of the mInventory application text for readability.

This feature is device-specific and not user-specific. When you log out of the application and a new user logs in, the application displays the font size selected by you to the new user.

To change the text size:

1. In the **Home** screen, tap the **User Profile** icon.
2. Move the **Font Size** slider.
3. Tap **Close**.

This text size applies for all the screens in most of the major modules.

4. Understanding and Working with mInventory

This chapter familiarizes you with the basic functionality of the mInventory application.

- Home Screen of mInventory *(on page 101)*
- Buttons and icons on Home screen *(on page 102)*
- Buttons and icons in the Modules *(on page 104)*
- Configure mInventory for your everyday tasks *(on page 105)*
- Filter records *(on page 108)*
- Sort records *(on page 110)*
- Email material documents *(on page 111)*
- Print material documents and labels *(on page 113)*
- Switch Online/Offline *(on page 128)*
- Process failed Offline transactions *(on page 129)*
- Search and Access records by Scanning Barcodes and Process Transactions *(on page 115)*

4.1. Home Screen of mInventory

The Home screen of mInventory is organized into modules. You can view only those modules that you have access to. Tap the module to work on tasks in that module.

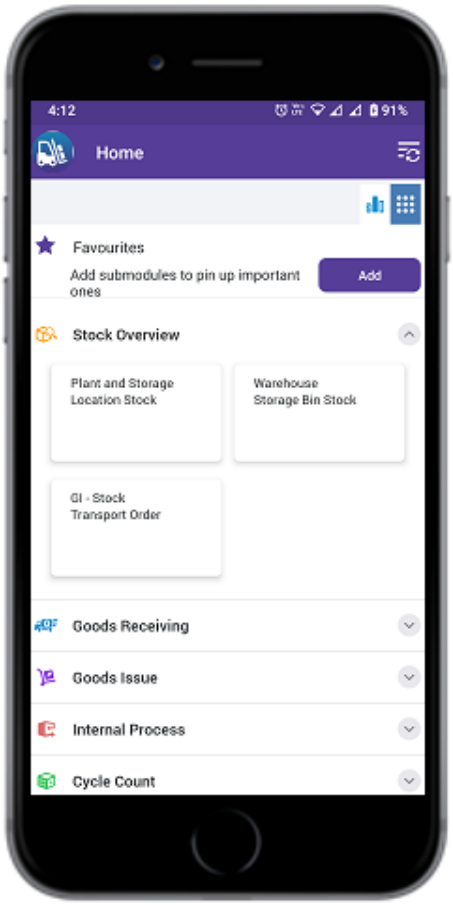
You can also configure to view the sub modules as main modules and directly process the transactions from the Home screen.

The primary modules in mInventory are:

1. Stock Overview
2. Goods Receiving
3. Goods Issue
4. Inbound & Outbound Processes
5. Cycle Counting
6. Transfer Posting
7. Consignment Audit
8. Services Confirmation
9. Extended Warehouse Management
10. Remote Logistics Management
11. Bin Creation

12. Label Printing
13. Loading
14. Picking
15. Material Document Reprint
16. Material Document Display

Figure 4-1 mInventory Home Screen



4.2. Buttons and icons on Home screen

The following table lists the buttons/options that let you process a series of operations.

Table 4-1 Home Screen Buttons

Icon	Name	Description
	Logout	Displayed on the top-left corner of the screen. Tap it to log out of the application.

Table 4-1 Home Screen Buttons (continued)

Icon	Name	Description
		Note: If there is any item in the Offline Outbox, the mInventory application displays an alert message when the user taps the **Logout** button.
	Data Sync Menu	Displayed on the top-right side of the screen, adjacent to the **Settings** button. You can refresh and check the last updates for the application. You can also access the **Offline Outbox** from this menu to view all the Offline transactions. **Note:** This option is disabled while offline sync is in progress.
	Default Settings	This button, available adjacent to the **Data Sync Menu** button, directs you to the **Default Settings** screen.
	Dashboard Analytics	Provides graphical illustration of key metrics indicators for **Goods Receiving** module.

Table 4-1 Home Screen Buttons (continued)

Icon	Name	Description
	Tiles	Modules in the application are displayed as a list.
	Profile	Tap to view the profile with details like photo and name. Also, access the **Default Settings** screen.

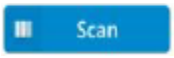
4.3. Buttons and icons in the Modules

The following table lists the buttons/options that let you process a series of operations.

Table 4-2 Home Screen Buttons

Icon	Name	Description
	Scan	When you tap this, you can scan barcodes using camera or peripheral device to: • Capture the value for the field. • Scan the line items and capture the details. • Do header level scan, where you can scan a batch, consisting of line items to verify the availability of the items in that batch.
	Reset	Erases or resets the values entered in the fields.
	Back	Navigate to the previous screen.

Table 4-2 Home Screen Buttons (continued)

Icon	Name	Description
	Multi- select	Selects all the items on the screen.
	Apply All	Applies the modified value to all the fields on the screen.
	Combo Scan	Scans the barcode that has values for multiple fields and automatically go to the record or screen on which you want to work.
	Add	Adds a new line item to the record or adds a new serial number.
	Attachments	Adds attachments such as photos or documents to the record.
	Signature	Adds a digital signature.

4.4. Configure mInventory for your everyday tasks

You can configure mInventory to fill in default values when creating records or to capture data using a default peripheral device.

Considering this scenario: Your job requires you to scan the barcodes using a default peripheral device. So, every time you scan, you must select the peripheral device as an option and scan. You can set the peripheral device as the default device in the Default Settings screen so that you don't have to select and set it every time you scan.

Similarly, you can also configure the values for **Plant**, **Material**, **Shipment Number**, **Purchasing Org**, and **Store Location** fields that you use regularly and avoid entering those details every time you capture data. For example, if you regularly manage inventory or warehouse activities for *Plant 001* and you want to post a goods receipt, the **Plant** value is prepopulated with *001* on the search screen, if you configure this as default value.

Note:
The default settings are user specific. Which means, if you logout and unregister from a device and login to a new device, your default settings become applicable in the new device.

To configure mInventory for your everyday tasks:

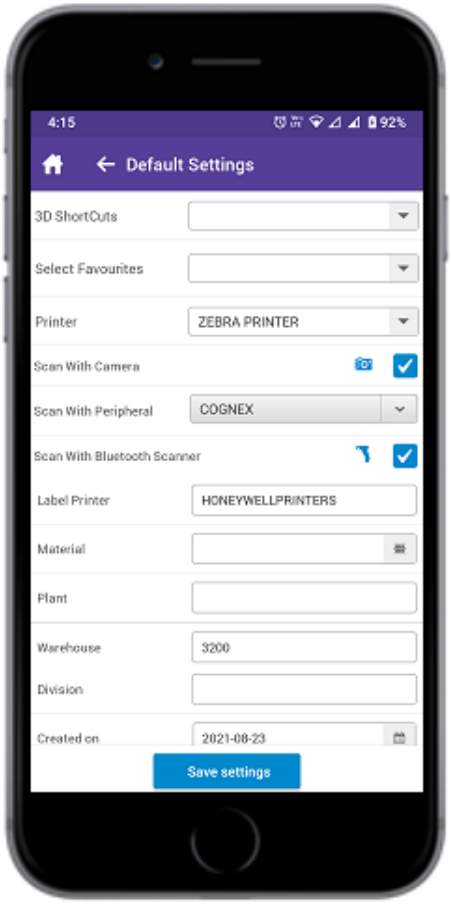
1. In the **Home** screen, tap the **Profile** icon.
2. In the **User Profile** screen, tap **Default Settings**.
3. In the **Default Settings** screen, tap to enter or select the values in following fields:
4. **Scan with Camera:** If you scan with device camera, select this option.
    - **Scan with Bluetooth Scanner:** If you scan with Bluetooth scanner, select this option.
    - **Scan with Peripheral**: Select the peripheral device from the options.
    - **Default Combo Scan**: Select the default combo scan option.
    - **Select/Change Printer**: Choose the printer you use.
    - **Select/Change SAP Printer**: Select printer to add it to the favorite list.

> **Note:**
> You can add single or multiple printers as favorites so that when you print labels you can quickly select the printer from the list. The printer which is added to the favorite list defaulted across the application wherever the printing feature is available.

- **3D-Touch**: Tap to select the menu items for which you want to enable shortcuts. This feature is based on **3D-Touch** in iOS and **Shortcuts** in Android.

> **Note:**
> You can select a maximum of four menu items. These items are displayed when you long press the mInventory icon on your mobile. Tap the menu icon to access the respective module/screen.
>
> The 3D touch functionality is supported in iPhone 7 and above.

Figure 4-2 Default Settings Screen



5. Tap **Save Settings**.
   For information on configuring the default printer and scanner through RACE, see *RACE Configurations Guide for mInventory*.

4.5. Filter records

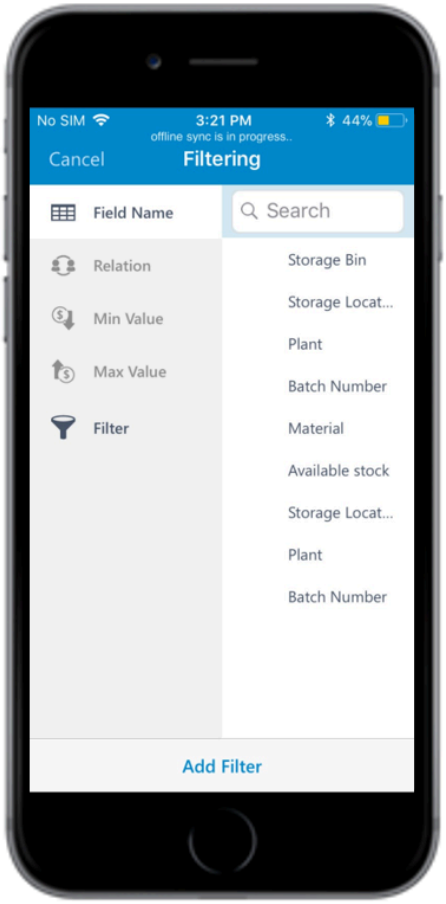
You can filter the records that appear on the search results screen.

To filter the records:

1. Tap the Filter icon.
2. Tap the name of the field on the right side of the filter screen. For example, in the Goods Receiving—Purchase Order filter screen, you see fields such as **Vendor**, **PO** and **Document Date**.
3. Tap **Relation** and then tap the appropriate mathematical relation (equal to, less than, and so on) to specify the appropriate condition for retrieval of records.
4. Tap **Min Value** and then tap the appropriate code that specifies the lower limit within which the specified records should be retrieved.
5. Tap **Max Value** and then tap the appropriate code as the upper limit that specifies the defined range within which you need to retrieve the records (applicable for only certain conditions).

6. Tap **Add Filter**, enter the **Filter Name** and then tap **Save**.

Figure 4-3 Filter Records



7. Tap the **Filter** icon and then tap **Apply**.

You can also tap the **Filter** to view and apply the existing (previously saved) filters.

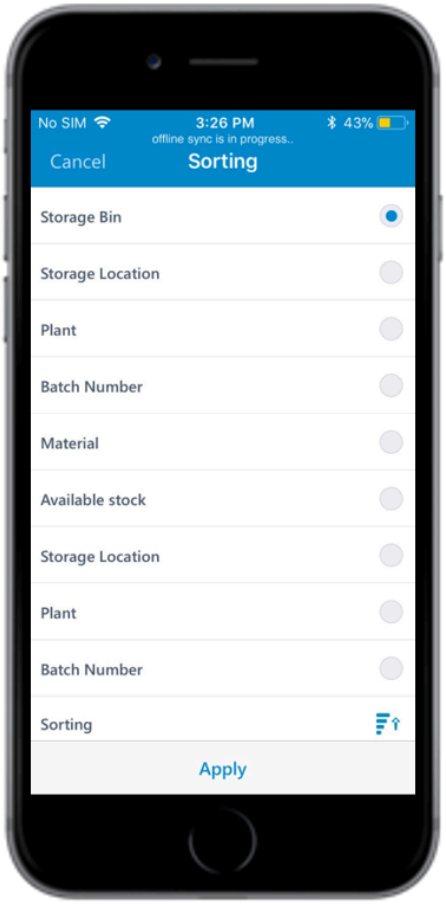
4.6. Sort records

You can sort the list/records in ascending or descending order or by a specific criterion**.** For example, in the Goods Receiving—Purchase Order search results screen, you can sort by **Vendor**, **PO** or **Document Date**.

To sort the records:

1. Tap the **Sort** icon.
2. Under **Sorting**, tap any of the search criteria.
3. Tap **Apply**.

Figure 4-4 Sort Records



4.7. Email material documents

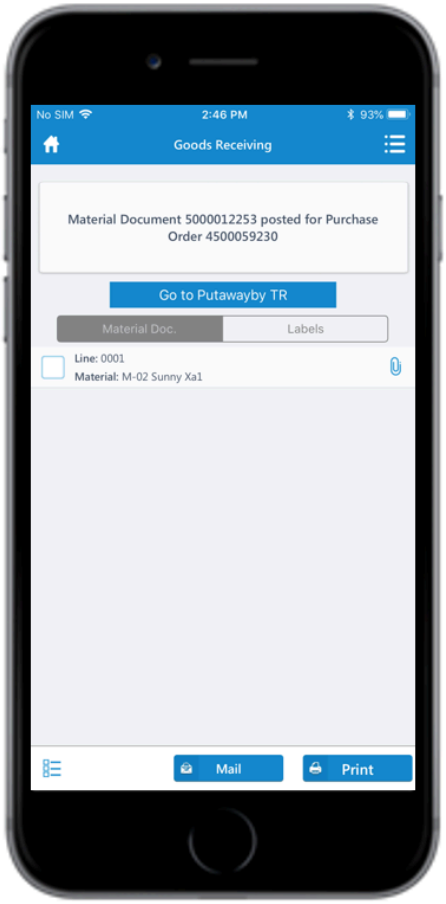
Once you finish posting the material documents, you can email them to selected recipients.

To send the material documents through email:

1. In the material document successful posting screen, select the line items on the **Material Doc** tab.

   Tap the **Multi-Select** icon to select all the line items.

   Figure 4-5 Success Screen of Posting



2. Tap the **Mail** button.
3. Enter the email address of recipients.
4. Tap **Send**.

> **Note:**
> Labels cannot be sent through email.

4.8. Print material documents and labels

Once you finish posting the material documents, you can print the material documents and the barcode labels.

To print material documents and the barcode labels:

1. In the material document successful posting screen, select the line items on the **Labels** tab.
   Select the line items on the **Material Doc.** tab to print the material documents.

   > **Note:**
   >
   > Tap the **Multi-Select** icon to select all the line items.

2. Tap the **Print** button.

   > **Note:**
   > If **Auto Print** is enabled in settings and Bluetooth printers are connected to the device, the Barcodes and material documents are printed automatically.

3. Select the printer. Printer set as default/favorite in the **Default Settings** screen is populated. For more information on how to select the printer and add the printer as favorite, see Configure mInventory for your everyday tasks *(on page 105)*.
4. Tap **Print**.

4.9. Add modules to the favorite list

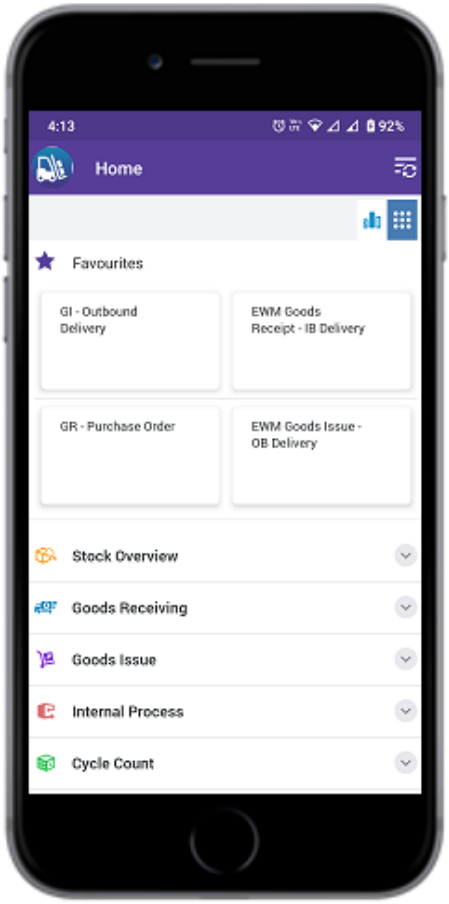
You can add modules to your favorite list that you use regularly. When the modules are added to the favorite list, they are displayed in the Home screen under the Favorite section.

> **Note:**
> The Add Favorites feature is RACE configurable.

To add a module as favorite from the Home screen:

1. In the **Home** screen, tap the **Add** button in the **Favorite** section.
2. In the **Select Favorites** window, select the modules that you want to add.
3. Tap **Done**.
   Selected modules are added to the Favorite list.

Figure 4-6 Add Modules to Favorite List



Note:
You can add modules as favorites only once from the Home screen. If you want to add more use Default Settings.

Add favorite modules from default settings

To add modules as favorites from the Default Settings screen:

1. In the **Home** screen, tap the **User Profile** icon.
2. Tap **Default Settings**.
3. In the **Default Settings** screen, select the modules from the **Select Favorites** drop down that you want to add.
4. Tap **Save Settings**.
   Selected modules are added to the Favorite list.

4.10. Search and Access records by Scanning Barcodes and Process Transactions

Search and access records by scanning barcodes quickly and process transactions like Goods Receiving or Goods Issue.

You can do the following:

- You can scan a barcode for individual fields and tap search. This eliminates the need for manually entering the search data.
- You can use the Combo Scan option to scan information and navigate to the transaction screen at one go.
- You can use the **Central Scanning** button in the Home screen to scan the record and instantly navigate to the particular record. This helps you to minimize clicks and processing time significantly.

You must configure the scans using RACE. For information, see RACE Configuration Guide for mInventory.

4.10.1. Scan barcode and post your transaction without manual clicks (Fast Scan)

Scan a barcode and post your transaction like Goods Receipt or Transfer Order Confirmation without manual taps on the screen.

For example, if you have 50 Transfer Order items to confirm, you can post the transaction with a single trigger of your scanner. In the TO Confirmation search screen, scan the barcode from the Transfer Order Number and Warehouse Number field, the application confirms the Transfer Order items and navigates you to the search screen to scan the next barcode.

If there are multiple line items for the record, you can scan the barcode from the fuzzy search bar on the Line Items screen to select the line items and post the transaction. App navigates you to the list or search screen depending on the configurations.

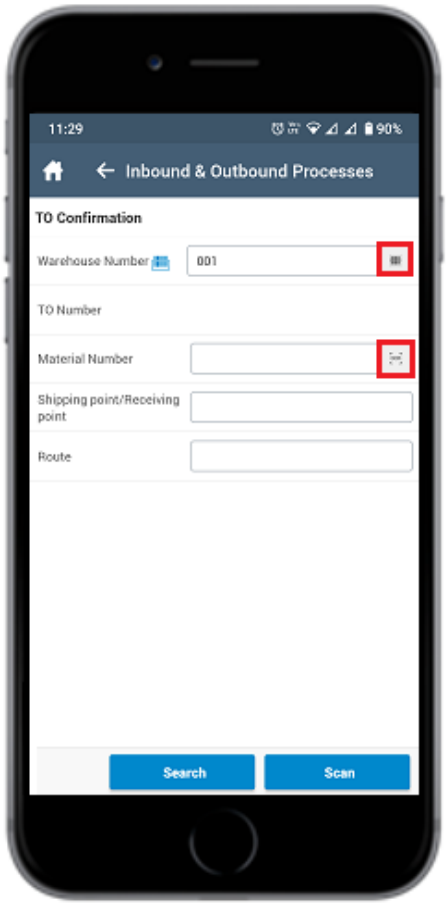
Note:

- To use this feature, configure and enable the Screen Flow in RACE Searches. For information, see *RACE Configuration Guide for mInventory*.
- This feature is applicable for all modules:

To perform fast scan:

1. In the **Home** screen, tap **Inbound & Outbound Processes**.
2. Tap **TO Confirmation**.

Figure 4-7 Fast Scan

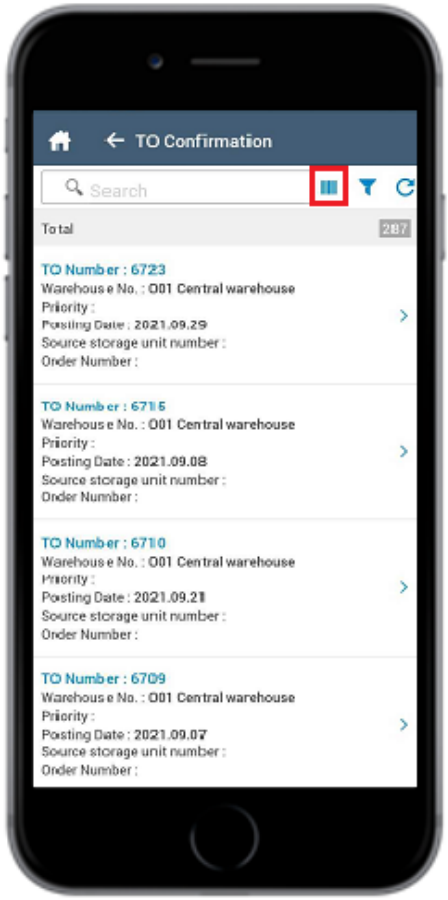


3. In the Search screen, scan the barcode from the **Warehouse Number** field.
4. Enter the material number in the **Material Number** field or scan reading characters using **OCR** icon.

> **Note:**
> The Shipping point/Receiving point, and Route fields are dependent on Material Number.

5. Tap **Search**.

Figure 4-8 Scanning TO Number

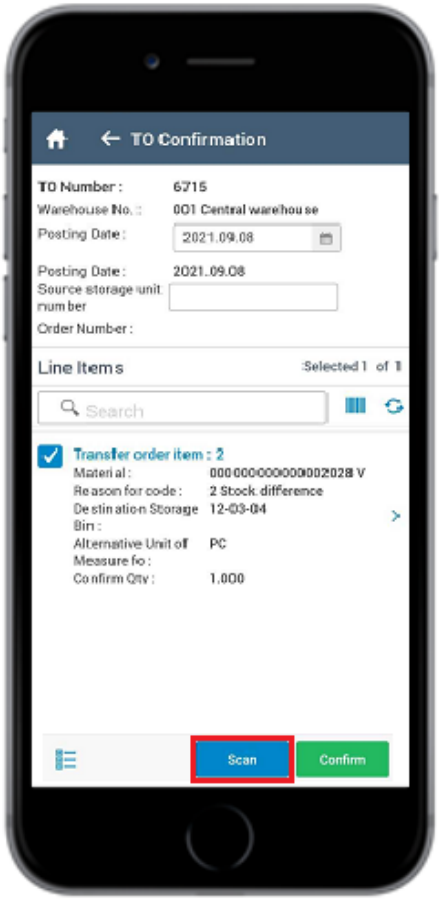


6. Scan or select the **TO number** from the list.
   You are navigated to the Line Items screen.

7. Select the **Transfer Order item** and tap **Confirm** to post the record.

> **Note:**
> If there are multiple **Transfer Order items** for the record, you can scan the barcode beside the fuzzy **Search** bar in the **Line Items** screen to select the items and post the transaction.
>
> You can save the scanned pallet quantity locally, enabling you to pause and resume work without data loss.

Figure 4-9 Scan Line Items



4.10.2. Scan all fields and automatically navigate to transaction screen (Combo Scan)

Use the **Scan** (Combo Scan) option on the screen to scan the barcode that has values for multiple fields and automatically go to the record or screen on which you want to work.

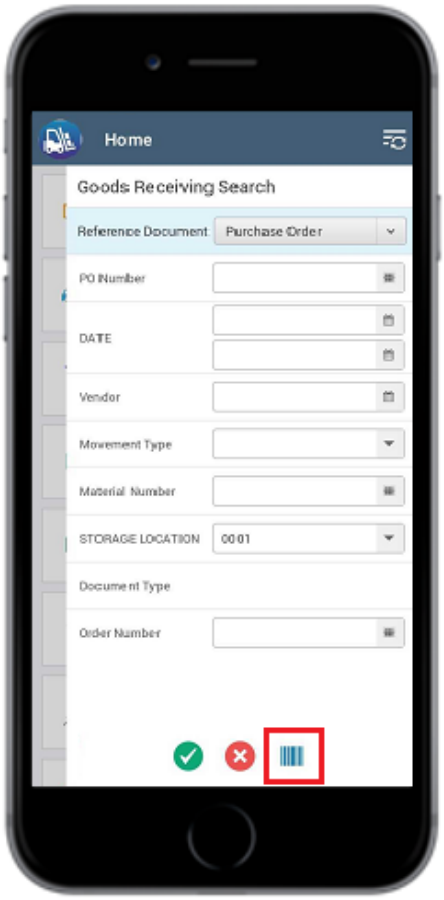
For example, if you scan a barcode with a combination of *Plant, PO Number and Material Number and Line Item* using the Combo Scan option, the application takes you to the PO details screen and selects the line item. You can either confirm or deselect the line item.

This is a RACE configurable feature. Enable **Combo Scan** for the screen and configure the fields in the **Default Value** in **Searches** module of RACE. For information, see *RACE Configuration Guide for mInventory*.

To perform combo scan:

1. In the **Home** screen, tap **Goods Receiving**.
2. Tap the **Reference Document** drop-down and select **Purchase Order**.

Figure 4-10 Combo Scan



3. Tap the **Combo Scan** icon at the bottom of the screen.
   The field values are populated automatically and you are navigated to the PO details screen.

4.10.3. Scan individual fields and filter records (Combo Bind)

Use the **Scan** option next to the field to scan the barcode that has values for multiple fields. The application captures only the value relevant to the field from which you scan.

For example, when you configure the default value for **Material Number** in RACE and scan a barcode that has multiple values like **Plant**, **Material Number** and so on from the **Material Number** scan field, the application captures and displays only the **Material Number**. However, if you scan the same barcode from the **Plant** field, the complete string is captured as you have not configured the default value for the Plant field.

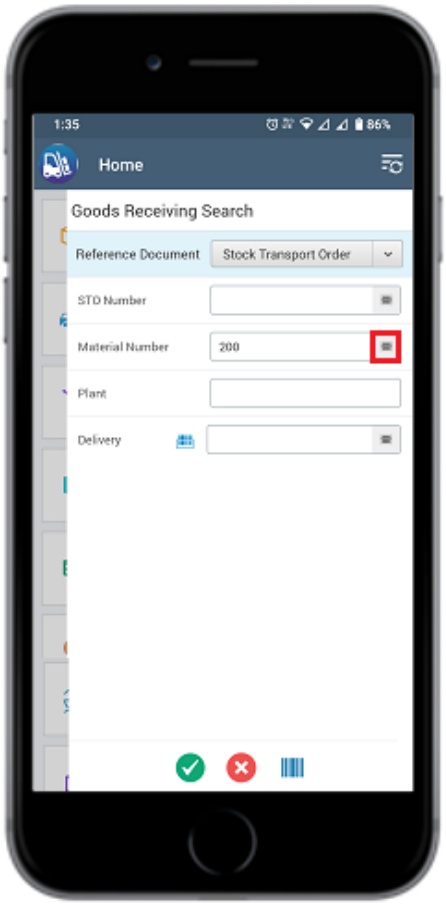
Note:

- This feature is applicable for all the search screens.
- This is a RACE configurable feature. Enable **Combo Bind** for the screen and configure the fields in the Default Value in Searches module of RACE. For information, see *RACE Configuration Guide for mInventory*.

To perform combo bind scan:

1. In the **Home** screen, Tap **Goods Receiving** module.
2. Tap the **Reference Document** drop-down and select **Stock Transport Order**.

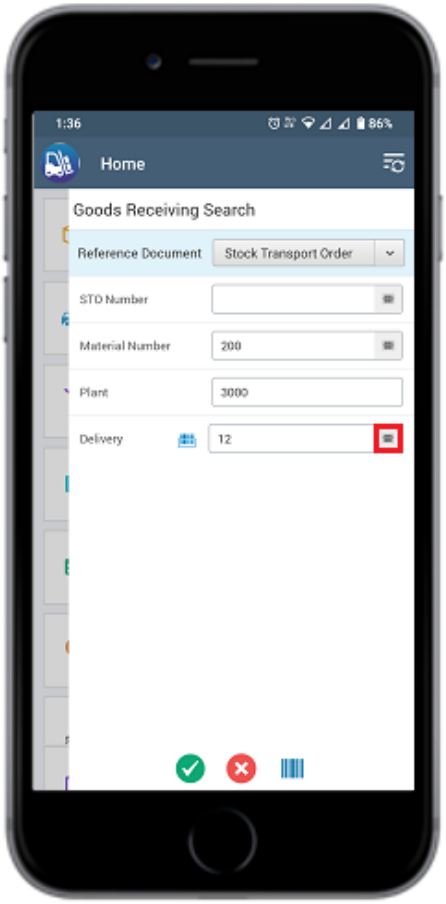
Figure 4-11 Combo Bind Scan with Default Value



3. Scan the barcode from the **Material Number** field.

The application displays the default Material Number.

Figure 4-12 Combo Bind Scan with no Default Value



4. Scan the barcode from the **Plant** or **Delivery** field.
   The application displays all other values as the default values are not configured for the Plant or Delivery field.

4.10.4. Scan individual fields in a predefined order to filter records (Continuous Scan)

Scan individual barcodes using barcode scanner without tapping on the field, to populate the fields.

The data is populated in the following ways:

- If there are only editable fields such as text fields or only scan fields on the screen, then each field is populated with the scanned (barcode) data as you scan the barcodes.
- If there are a combination of scan and text fields on the screen, the data is populated only in the scan fields as you scan the barcodes.

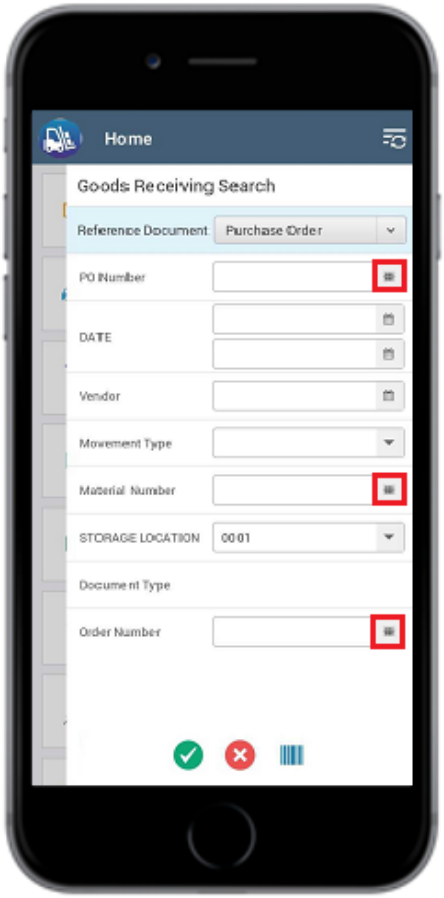
Note:

- To use Continuous Scan, integrate the scanner with the application and disable Combo Scan.
- This feature is available for modules and screens.

To perform continuous scan:

1. In the **Home** screen, tap the **Goods Issue** module.
2. Tap the **Reference Document** drop-down and select **Purchase Order**.
3. Scan the individual barcodes from the **PO Number**, **Material Numbe**r, and **Order Number**.

Figure 4-13 Continuous Scan



4.11. Scan Characters or Barcodes using device camera

Scan text, numbers, and barcode or QR codes using your device camera and fill the fields automatically.

You can configure the feature using RACE for all the data fields. Tap the **OCR** or **Scan** icon on the field and then tap the **Capture** icon on the scan screen to capture data using the Quick Identification (cut out) box.

Note:
App does not recognize special characters that are in printed or written format. However, the barcode data with special characters is captured.

4.12. Shelf Life Management for goods movement

When doing goods movement for batch managed materials that can be used or sold until a specific period, you can assign a Shelf Life Expiration Date (SLED).

If the total shelf life for the material is configured in SAP Material Master, the app calculates the SLED based on date of manufacture entered during goods movement like Goods Receipt or Goods Issue.

This feature is applicable for these modules and only for Movement types 101, 102, 105, 109, 122 and 222:

1. Goods Receiving
2. Release GR Blocked Stock
3. Goods Issue - Orders, Reservations, Material Document, Stock Transport Order
4. Goods Receiving - Material Document Cancellation
5. Goods Receiving - Return Delivery

4.13. Filter records by scanning barcodes

Filter records by scanning multiple barcodes. This simplifies your search for records with a single trigger on the scanner.

For example, you would want to filter purchase orders related to the Plant 1000 and 3000. Scan the barcodes in the Plant field and tap Search. A list of purchase orders for the Plant are displayed.

Note:
To use this feature, configure the search field as Multi Scan Field (MSF) in RACE Searches. For information, see *RACE Configuration Guide for mInventory*.

This feature is available in the following modules:

- Remote Logistics Management
- Reverse Picking
- IM Picking
- Cycle Counting (Inventory and Warehouse)
- Goods Receiving - Production Order
- Print on demand (Delivery and Material Documents)
- Storage Bin Update
- Create Shipment
- Loading

4.14. Choose field values from suggestions

When you tap on a field like Purchase Order Number on the search or transaction screen, the application shows you suggestions from your previous entries for the field. You can also copy the values from the input fields.

This eliminates the need to enter the complete ID/text value, and helps you fill in the details in less time.

Note:
To use this feature, enable the Auto Suggestion configuration in RACE Defaults.

5. How to use mInventory in Offline mode

When the network connection is low or unstable, you can switch to offline mode and continue working. The transactions that you do in offline mode are stored in Offline Outbox. The records in the Offline Outbox are automatically posted to backend systems when you switch from offline to online mode.

- Switch Online/Offline *(on page 128)*
- Process failed Offline transactions *(on page 129)*
- Offline Mode Frequently Asked Questions *(on page 130)*

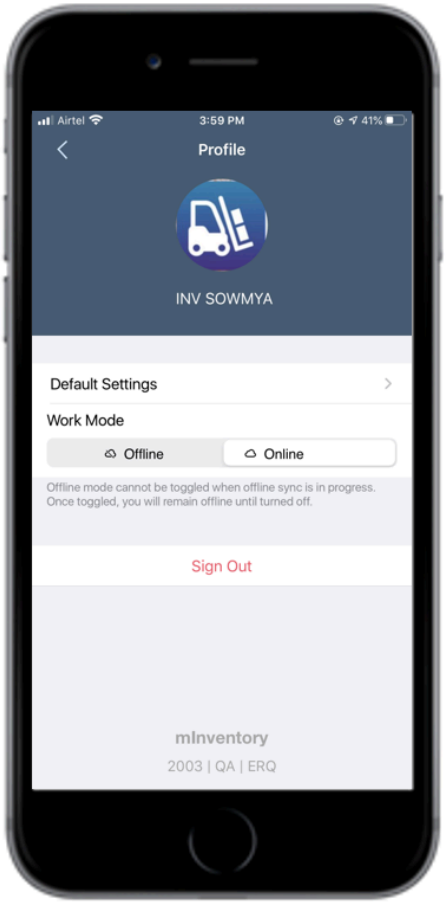
5.1. Switch Online/Offline

When you switch the application to Offline mode from the User Profile screen, a blue-colored bar is displayed on the top of all screens. When the network connection is restored, tap the **Online** button in the **User Profile** screen to post your transactions to the backend SAP systems.

For example, when you post a goods receipt for a purchase order and the network connectivity is weak (Offline mode), the document is stored in the Offline Outbox. When you are back in the network or switch Online, the data is synchronized with the server and the transactions are posted.

Note:
Toggle buttons are displayed only if the Offline data sync is successful.

Figure 5-1 Online / Offline Buttons

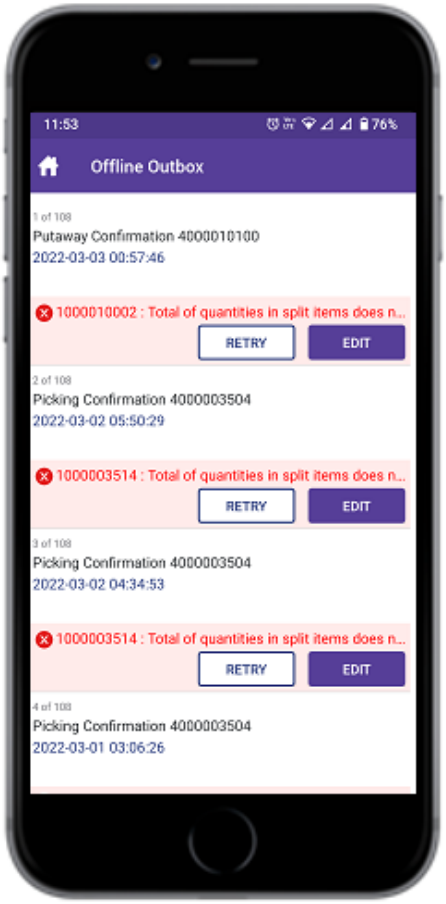


5.2. Process failed Offline transactions

When you process transactions in offline mode, these transactions are stored in **Offline Outbox**. When you switch to Online mode, failed transactions remain in Offline Outbox. You can either edit the details of the failed transactions and repost them or you can swipe left to delete them.

Note:
Application shows an alert message if you try to log out without processing the failed offline transactions.

Figure 5-2 Offline Outbox



5.3. Offline Mode Frequently Asked Questions

Check the offline sync and offline use questions frequently asked by users and the answers (solutions)

1. **My offline sync is taking longer than 30 minutes. Is this normal?**

   Yes, Offline sync time depends on your internet bandwidth speed. Depending on your internet bandwidth speed, offline sync time can take anything between 10 minutes and 2 hours. The following table lists the average sync times for various internet bandwidth speeds.

Table 5-1 Bandwidth Speeds and Offline Sync Time

Bandwidth Speed	Offline Sync Time
1 MBPS	> 2 Hours
10 MBPS	> 60 Minutes

Bandwidth Speed	Offline Sync Time
20 MBPS	> 30 Minutes
50 MBPS or >	> 15 Minutes

2. **I have a very high internet speed, still my offline search takes longer than 30 minutes. Why?**

   You are downloading large data onto your device. The time to complete your initial data synchronization depends on both your internet speed and size of data you are downloading onto your device. For quick download and optimal performance of your device, we recommend you set the following preferences. The more data filters you set, the better speeds you experience in your initial offline sync.

   Table 5-2 Offline Preferences

Preferences	Data
Work Orders	Assigned to me
Notifications	Last 30 Days
Plant	Limit it to your plant
Work Center	Limit it to your work center

3. **I switched from Offline to Online, and then my Offline Outbox has several errors. Is this normal?**

   Yes, this is normal. When you switch from **Offline** to **Online**, mInventory posts the data that you added when you were offline to back-end systems like SAP. The back-end systems validate the data that you captured when offline and reject your posting if validations fail. Repost after correcting the issues identified by the back-end system.

4. **I switched from Offline to Online, and then my application stopped responding.**

   This happens sometimes when there is an intermittent network connection drop or if for some reason your server rejected the application's re-authentication. Under these situations, the app can go into a **limbo** state. If you run into such an unusual situation, kill the app and re-login to establish the connectivity. You does not lose data when you kill the application. After you re-login, mInventory continues to process your outbox.

6. Check Inventory and Warehouse Stocks (Stock Overview)

As a logistics personnel, you can check the inventory and warehouse stock levels using the **Stock Overview** module.

You can also,

- View a list of open Purchase Orders within the detailed screen.
- Execute Goods Receipt directly from that screen.
- A ">" button beside the Reservation Stock category allows you to view open reservation details, including reservation number, item, requirement date, movement type, requirement quantity, and open quantity.
- Search materials and their assigned bins by storage type via the drop-down feature.

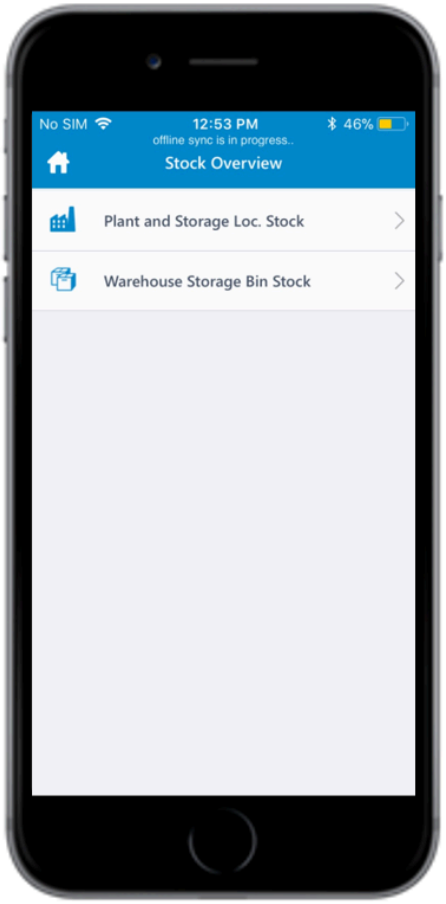
Process and manage all the goods movements across the:

- Plant and Storage location *(on page 133)*
- Warehouse *(on page 134)*

Stock can be of various types:

- **Unrestricted**: Stock ready for dispatch.
- **Quality Inspection**: Stock for quality inspection before dispatch.
- **Blocked:** Defective stock that is unfit for dispatch.

Figure 6-1 Stock Overview



6.1. Check Plant and Storage Location stock

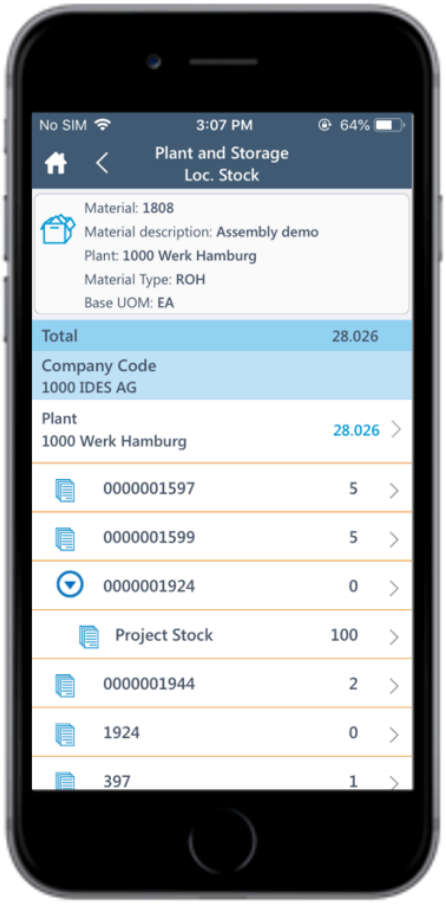
To check the stock in plant and storage location, do the following tasks:

1. In the **Home** screen, tap **Stock Overview**.
2. Tap **Plant and Storage Loc. Stock**.
3. Enter the search criterion like **Storage Bin**, **Plant**, **Material**, **Old Material Number** and **Storage Location**.
   For you to view details of stock (materials) stored in storage bin, your RACE configurator must have configured and enabled Storage Bin search field in RACE.
4. Tap **Search**.

   Tap the Scan icon to scan the barcode and navigate to the list screen. For more information, see Scan all fields and automatically navigate to transaction screen (Combo Scan) *(on page 119)*

5. Tap **Plant**.

Figure 6-2 Plant and Storage Location Stock



The stock at the storage location(s) and the Project Stock for batch and non-batch materials are displayed.

Tap the **Storage Location** to view the **Valuated Unrestricted-Use Stock**, **Stock in Quantity Inspection**, **Storage Bin**, **Reservations**, and **On-Order** stock.

Note:
The application now displays and allows posting of images to the material master during stock verification.

6.2. Check stock in Warehouse Storage Bin

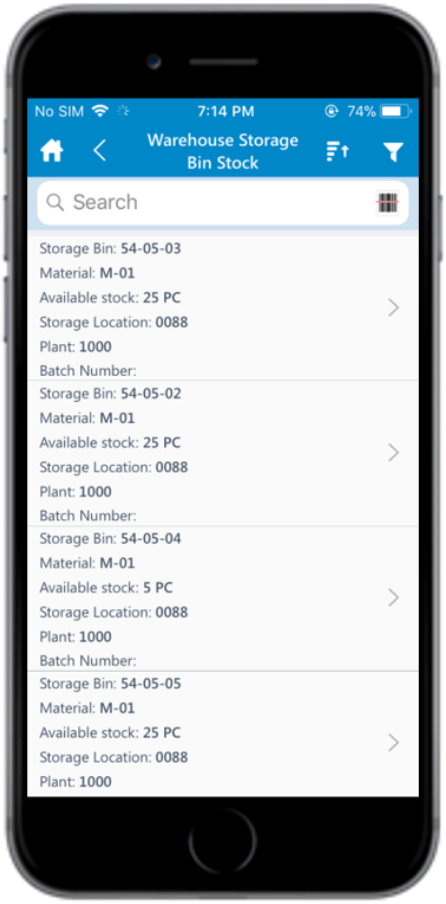
To check stock in the warehouse storage bin:

1. In the **Home** screen, tap **Stock Overview**.
2. Tap **Warehouse Storage Bin Stock**.
3. Enter or select the:
    - **Warehouse Number**: This is a mandatory field.
    - **Storage Type**
    - **Storage Bin**
    - **Material**
4. Tap **Search**.

Note:

- Tap the **Filter** icon to selectively view the records. For more information, see Filter records *(on page 108)*.
- Tap the **Sort** icon to specify the search criteria. For more information, see Sort records *(on page 110)*.

Figure 6-3 Warehouse Storage Bin Stock



5. Tap a line item to view the **Storage Bin**, **Material Description**, **Available stock**, **Storage Location**, **Plant**, and **Batch Number**.

Note:
The application now displays and allows posting of images to the material master during stock verification.

7. Record Movement of Goods into Warehouse (Goods Receiving)

A goods receipt is the physical inbound movement of goods or materials from an external vendor or from production into a storage location/warehouse.

Use the **Goods Receiving** (GR) module to record the physical inward movement of goods. You can use reference documents like Purchase Order (PO), Stock Transport Order (STO), Inbound Delivery (ID) to update and post a material document. If you do not have a reference document, you can manually update and post the material documents.

You can scan an item to read the product data (**material number** and **description**) and update details like the quantity received against the quantity ordered and post the goods receipt. You can also manually enter the details of materials in the goods receipt and update and post this goods receipt using the referenced document. Once done, you can email the receipt or print the receipt for the records.

You can also capture and attach photos to the Material Master, ensuring the same image is available when you issue the goods for that material.

You can record movement of goods into warehouse using the following:

- Purchase Order *(on page 138)*
- Stock Transport Order *(on page 144)*
- Inbound Delivery *(on page 161)*
- Outbound Delivery *(on page 163)*

Using GR module, you can also do the following:

- Record the movement of good into warehouse without a reference document *(on page 147)*
- Cancel a Material Document *(on page 153)*
- Return goods to the supplier *(on page 155)*
- Release Blocked Stock *(on page 158)*

7.1. Record Movement of Goods into Warehouse using Purchase Order

When you receive goods from an external vendor into the warehouse, you can update the purchase order and post the Goods Receipt. You can also receive rental goods and record the movement into the storage location using the Purchase Order option.

You can issue materials directly to the Onsite plant vendors without assigning them to storage bins when there is Cross Dock delivery (Offshore Delivery). This helps you to reduce labor, time, and cost of handling materials.

A purchase order can have multiple line items which contain a list of components/materials (Subcontracting PO). If your vendor provides sub-components and if these sub-components are added in the SAP system, you can view these items here, validate them and post the goods receipt.

Note:

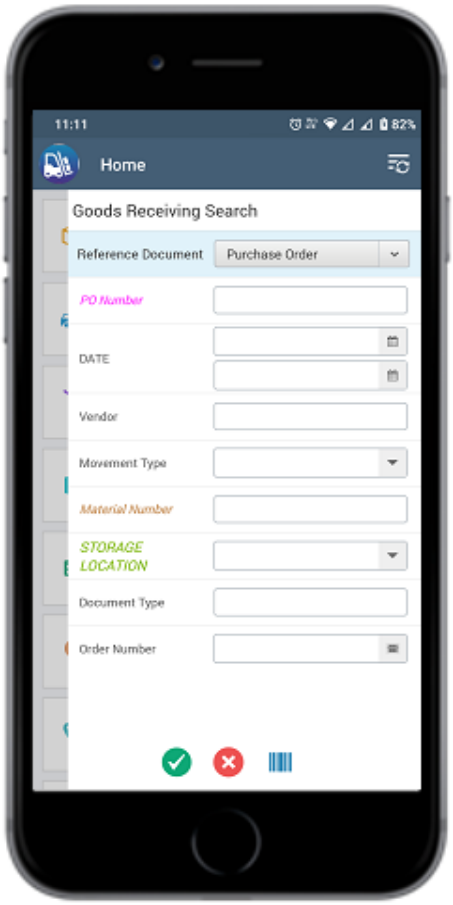
- The consignment purchase orders are now highlighted.
- In the line items details screen, the stock type with description is visible.
- The Certificate of Analysis (COA) status now displays "Yes" or "No" with descriptions.
- The Item category and account assignment fields now display with full descriptions.
- Available stock is now hidden for sub-line items to prevent confusion.
- You can enter a Stage bin value only for purchase orders created for non-stock items of the order.

To record movement of goods into warehouse using a purchase order:

1. In the **Home** screen, tap **Goods Receiving**.
2. Tap the **Reference Document** drop-down and select **Purchase Order**.
3. In the search screen, do a combo scan or manually enter the details like **Purchasing Document Number**, **Plant number**, **Vendor**, **Certificate**, and **Material Number**.

> **Note:**
> - When the **Vendor** field is configured as an SSI field in RACE, you can tap the **Vendor** field and enter the vendor description (any digits) to search for the vendor number.
> - If **Yes** is selected in the **Certificate** field, uploading an attachment is mandatory before posting. If **No** is selected, posting can proceed without requiring an attachment.
> - Tap the **Scan** (OCR) button next to the field to scan the barcode data. The OCR field type is **RACE** configurable.

Figure 7-1 Goods Receiving using Purchase Order Search

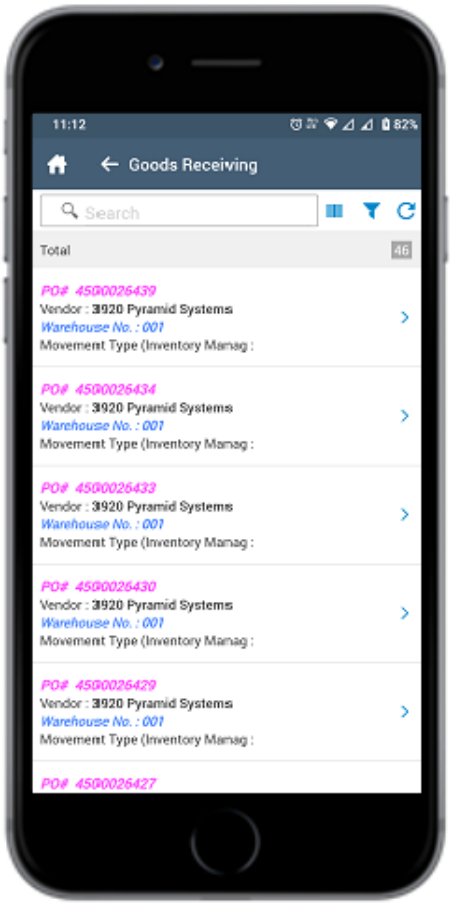


4. Tap **Search**.

   In the search results screen, you can:

   - Tap the **Search** button to search the purchase order.
   - Tap the **Scan** button to scan a batch of line items.
   - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.

   Figure 7-2 Goods Receiving Purchase Order List



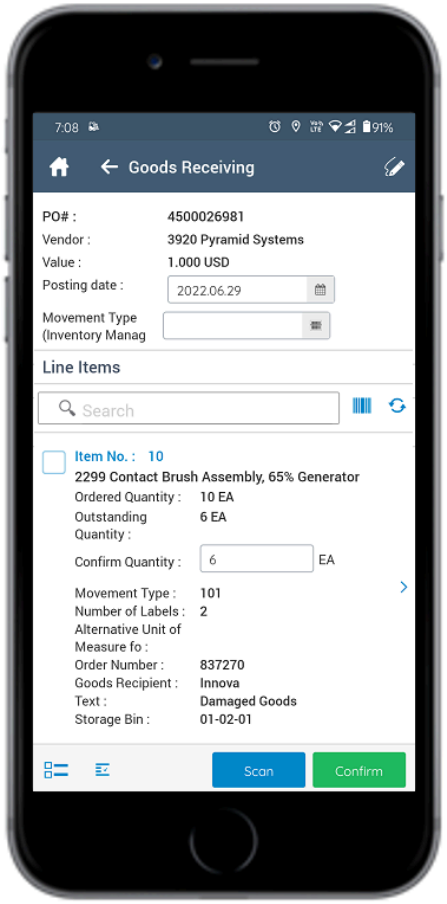
5. Tap the purchase order for which you want to post a goods receipt.

6. Tap the **Calendar** icon to modify the date of posting.

   In the purchase order details screen, the following fields are auto-populated:

   - PO Number
   - Vendor
   - Net Order Value

Figure 7-3 Goods Receiving Purchase Order Details



7. Select and enter this information for the line item(s):
   - **Confirm Quantity**: This value is auto-populated. Tap to modify the value.

> **Note:**
>
> To split the quantity, tap the Split icon. In the Quantity Split window, enter the quantity in the Confirm Quantity fields. The material quantity is divided and assigned to respective bins.

   - **Storage Location**: Tap to select the storage location from the list.
   - **Alternate UOM**: Tap to select the Alternate Unit of Measure.

Note:

Tap the Sub Items icon for the line item to view and select the sub-components.

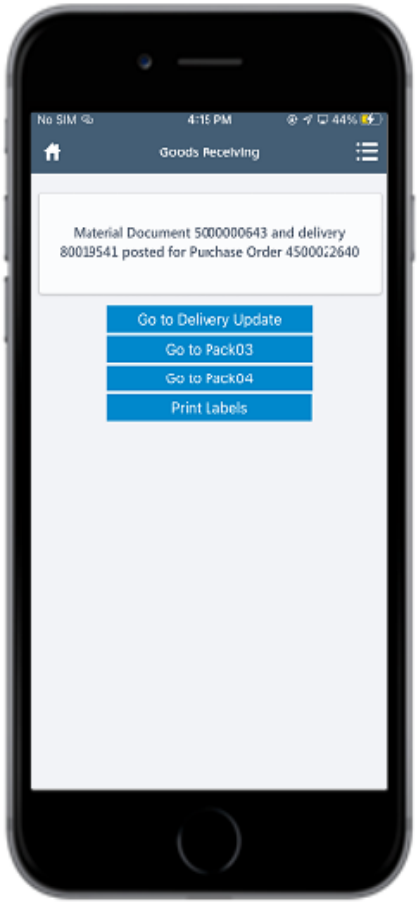
8. Tap the line item to view or modify the details such as **Material Description**, **Delivery Date**, **Plant**, **Batch**, **Material PO text**, **Item text**, and **Attachments**.
   If the Material is batch managed, you can split the received quantity into multiple batches.
9. Tap the **Signature** icon to add your digital signature and enter the following details in the **Signature** box:
   - **Telephone**: Tap to enter the telephone number.
   - **First Name**: Tap to enter the first name.
10. Tap **Confirm**.

    Tap **Reset** to erase and enter a new signature.
11. Tap **Confirm**.
    A message appears asking whether you want to post the goods receipt.
12. Tap **OK**.

    A message appears confirming that the Material Document <number> is posted for Purchase Order <number>. The Posted Material Document number also appears on the Last Update Success screen.

    For every quality material (QM) that is posted, a quality Inspection Lot number is generated. The quality team uses the lot number and does the inspection of the material.

Figure 7-4 Goods Receipt using Purchase Order Posting



Note:

From this screen, you can:

- Access and pack the deliveries for O3O_PACK03 using the **Go to Pack03** button. For more information, see Pack Deliveries to Containers (o3o_PACK03) *(on page 322)*.
- Access and pack the deliveries for O3O_PACK04 using the **Go to Pack04** button. For more information, see Pack Deliveries (o3o_PACK04) *(on page 331)*.
- Access and update the Delivery Document details using the **Go to Delivery Update** button. For more information, see Post Goods Issue (PGI) using Delivery Update Module *(on page 188)*.
- Print the material document and labels. For more information, see Print material documents and labels *(on page 113)*. A Print Bin Label appears on the Bin Update Success screen.

- Send the material documents, such as PDF through email. For more information, see Email material documents *(on page 111)*.
- Access the Putaway by Transfer Request button to view the stored items.
- Navigate to the Material Document Display module through a direct link after successful posting.
- The Staging area field is unavailable for Purchase Orders created against order to reduce confusion.

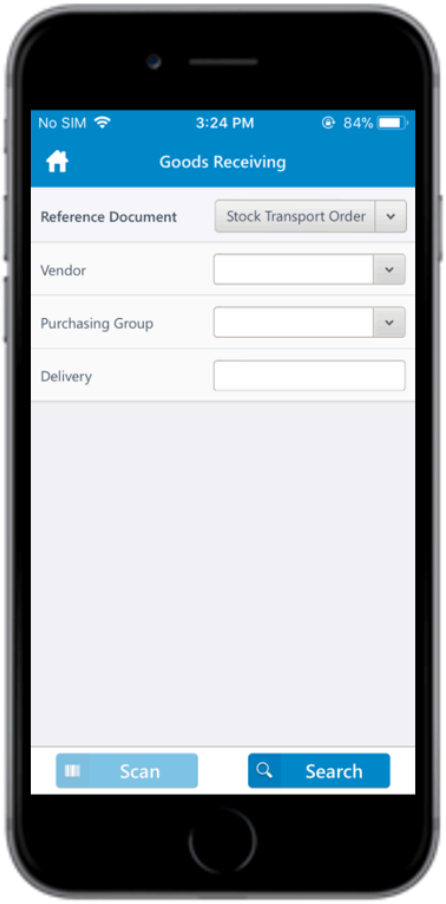
7.2. Record Movement of Goods into Warehouse using Stock Transport Order

When you need to transfer stock from one plant to another or between different storage locations within a plant you use stock transport order. The goods marked for movement are moved into a storage location and this movement into a storage area or a warehouse is recorded using the stock transport order (STO).

To record movement of goods into Warehouse using a Stock Transport Order (STO):

1. In the **Home** screen, tap **Goods Receiving**.
2. Tap the **Reference Document** drop-down and select **Stock Transport Order**.
3. In the search screen, do the combo scan or manually enter details like **Purchasing Group**, **Vendor** and **Delivery**.

Figure 7-5 Goods Receiving using Stock Transport Order Search



4. Tap **Search**.

   In the search results screen, you can:

   - Tap the **Search** field to search the Stock Transport Order.
   - Tap the **Scan** icon to scan a batch of line items.
   - Sort and filter the records. For more information, see Filter records *(on page 108)* and Sort records *(on page 110)*.

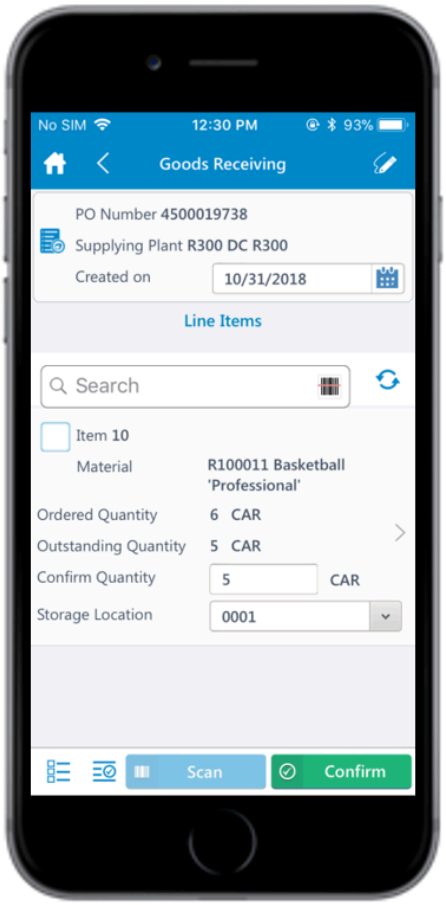
5. Tap on the purchasing document.

   In the purchase order details screen, the below fields are auto-populated:

- PO Number
- Vendor
- Net Order Value

6. Tap the **Calendar** icon to modify the **Created on** date.

Figure 7-6 Goods Receiving Purchasing Document Details



7. Select and enter this information for the line item(s):
   - **Confirm Quantity**: This value is auto-populated. Tap to modify the value.
   - **Storage Location**: Tap to select the storage location from the list.
8. Tap the line item to view or modify the details such as **Material Description**, **Plant**, **Batch Number**, and **Attachments**.

> **Note:**
> If the Batch Number is already added in Purchase Order, the same Batch Number auto-populates here, and you are not allowed to modify it.

9. Tap the **Signature** icon to add your digital signature and enter the following details in the **Signature** box:
    - **Telephone**: Tap to enter the telephone number.
    - **First Name**: Tap to enter the first name.
10. Tap **Submit**.

    Tap **Clear** to erase and enter a new signature.
11. Tap **Confirm**.
    A message appears asking whether you want to post the goods receipt.
12. Tap **OK**.

    A message appears confirming that the Material Document <number> is posted for Purchase Order <number>.

> **Note:**
> From this screen, you can:
> - Print the material document and labels. For more information, see Print material documents and labels *(on page 113)*.
> - Send the material documents through email. For more information, see Email material documents *(on page 111)*.
>
> For more information on how to record stock transfers, see Record stock transfers *(on page 210)*.

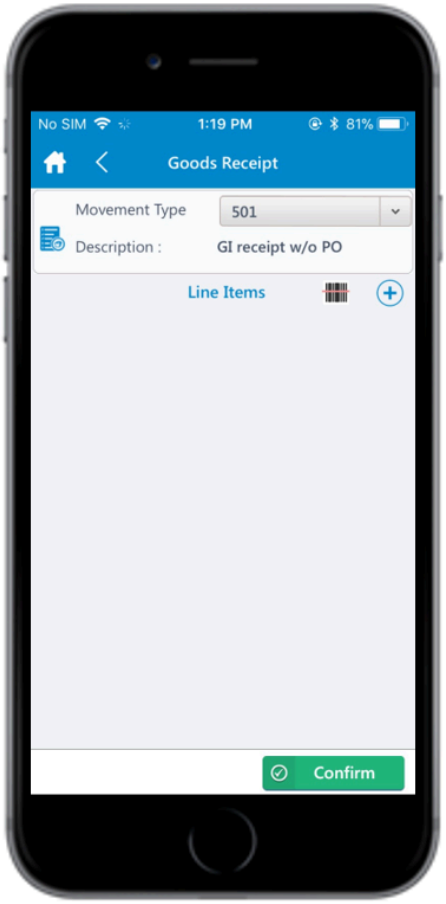
7.3. Record Movement of Goods into Warehouse without reference document

When goods are received in the warehouse without a reference document, you can post the receipt for line items based on the SAP movement types such as 501, 202 and 262.

To record movement of goods into warehouse when you do not have a reference document:

1. In the **Home** screen, tap **Goods Receiving**.
2. Tap **Reference Document** drop-down and select **Other**.
3. Tap to select the **Movement Type** of the transaction.

Figure 7-7 Goods Receiving using Movement Type

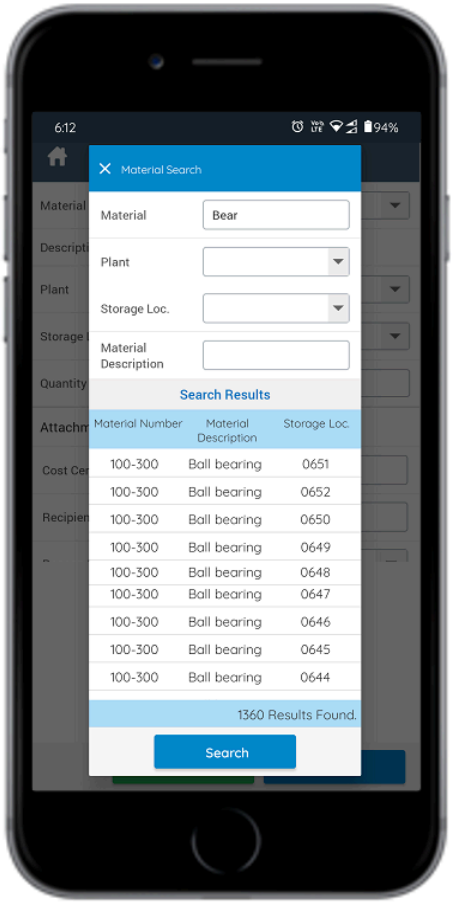


4. Tap the **Add** icon to add the line item(s).
   Tap the **Scan** icon to scan the line item. You can enable Combo Scan for this scan field. Combo Scan helps you scan the barcode, capture data, and navigate automatically to the transaction screen related to the value. For information, see the *Configure mInventory using RACE™* guide.
5. Enter this information:

- **Material**: Tap to enter the material code of the line item. You can also tap the drop-down to search the material code on the **Material Search** screen.
  - **Material**: Tap to enter the material code string (first few digits) and then tap **Search**.

> **Note:**
> You can also filter the results by **Description** and **Plant**. The list of material codes matching the specified string are displayed under **Search Results**.

Figure 7-8 Material Search Screen

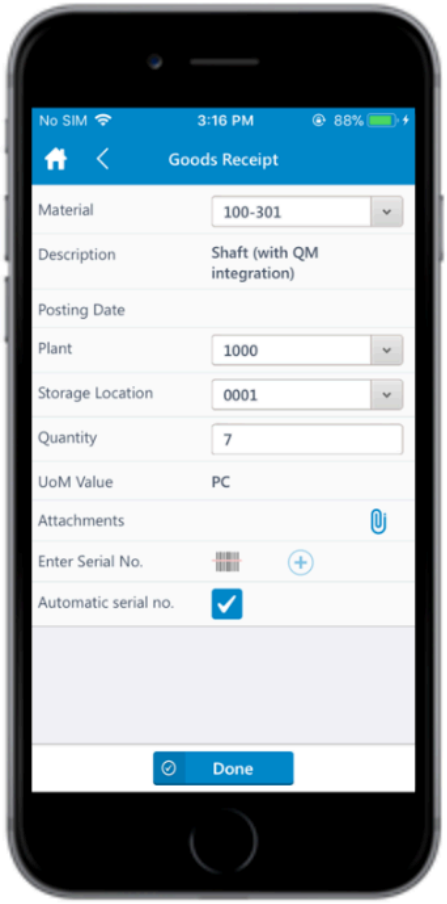


- **Plant**: Tap to select or enter the plant code.
- **Storage Location**: Tap to enter or tap the drop-down to select the storage location.
- **Quantity**: Tap to enter the issuing/receiving quantity.

> **Note:**
> Quantity field cannot be empty or zero.
>
> The **Enter Serial No.**, and **Automatic serial no.** fields are enabled only after posting the quantity.

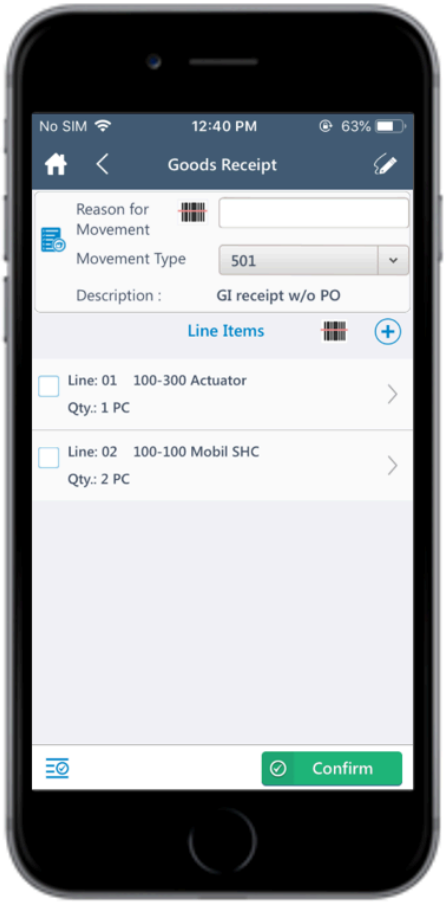
- Tap the **Attachment** icon to add images.
- **Enter Serial No.**: Tap the **Add** icon to enter the serial number manually. The **Serialization** screen appears.
  - Tap the **Scan** icon to scan the barcode of the line item to retrieve the serial number.
  - Tap **Add** icon to enter the serial number in the **Enter Serial Number** field.
  - Tap **Save**.
- **Automatic Serial No.**: Tap to assign a serial number upon scanning the line item or through manual entry.

Figure 7-9 Line Item Details



6. Tap **Done**.

Figure 7-10 Goods Receiving using Movement Type - Line Items



7. Tap the **Apply All** icon to update fields, such as **Network Number for Account** and **Plant** for all the line items.
8. Tap the **Signature** icon to add your digital signature and tap **Confirm**.
9. Tap **Confirm**.

   A message appears asking whether you want to post the Goods Receipt.
10. Tap **Yes**.

    A message appears confirming that the Material Document <number> is posted.

> **Note:**
> From this screen, you can:
> - Print the material document and labels. For more information, see Print material documents and labels *(on page 113)*.
> - Send the material documents through email. For more information, see Email material documents *(on page 111)*.

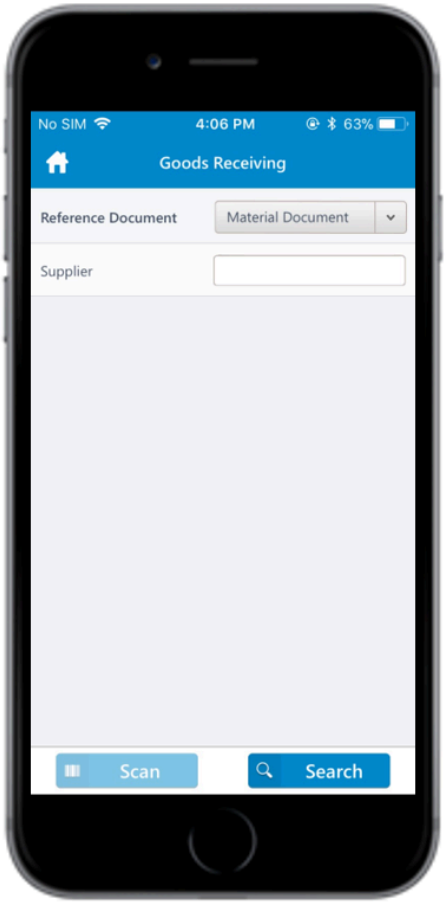
7.4. Cancel material document for a goods receipt

You can cancel a material document for a goods receipt in situations like when wrong quantity is entered, the Goods Receipt is entered against the wrong Purchase Order, the goods are damaged and you are waiting for a supplemental shipment, or the goods are in such poor condition you decide to return the item(s) and cancel the entire line item from the Purchase Order. You can cancel a single line item or an entire Goods Receipt.

To cancel a material document:

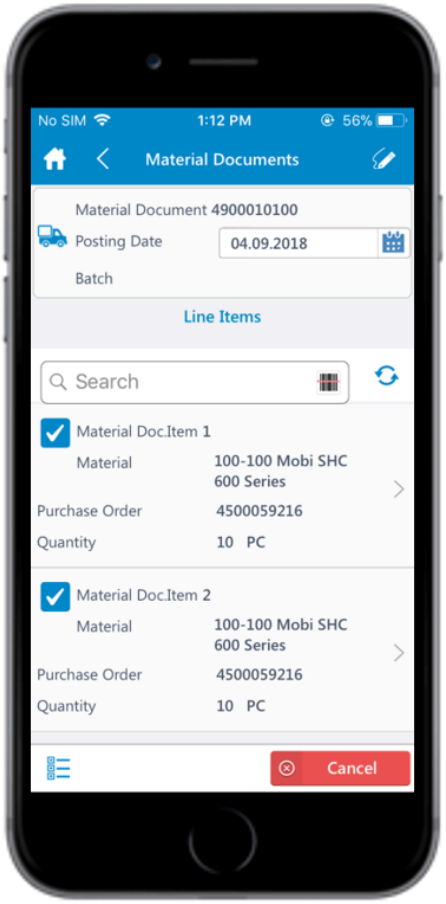
1. In the **Home** screen, tap **Goods Receiving**.
2. Tap the **Reference Document** drop-down and select **Material Document**.
3. In the search screen, do a combo scan or manually enter details like **Material Document Number**, **Vendor** and **Material**.

Figure 7-11 Goods Receiving Material Document Search



4. In the search results screen, tap on the material document that you want to cancel.
5. Tap the **Calendar** icon to modify the **Posting Date**.

Figure 7-12 Goods Receiving Material Document Line Items



6. Select the line item(s).
7. Tap the line item to view the details such as **Material Description**, **Plant**, **Batch**, **Valuation Type**, and **Attachments**. Tap the **Attachment** icon to add images.

> **Note:**
> The **Batch** and **Valuation Type** values are displayed only for the batch and split-valuated material.

8. Tap **Back** icon to navigate to the previous screen.
9. Tap the **Signature** icon to add your digital signature and enter the following details in the **Signature** box:
   - **Telephone**: Tap to enter the telephone number.
   - **First Name**: Tap to enter the first name.
10. Tap **Confirm**.
    Tap **Reset** to erase and enter a new signature.

11. Tap **Cancel**.
    A message appears asking whether you want to cancel the material document.
12. Tap **OK**.
    A message appears confirming that the Material Document <number> is canceled.
    You can send material documents, such as PDF through email. For more information, see Email material documents *(on page 111)*.

7.5. Return items to supplier

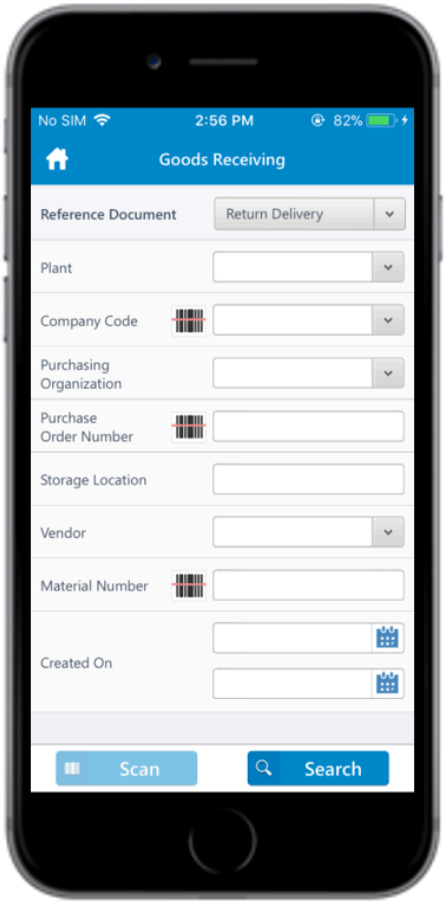
When you receive goods into the warehouse from the vendor, you verify and post the goods receipt. You can return the goods to the vendor if they are of bad quality or damaged.
You can return either all the items in the PO or only a few sub-components that are of substandard quality.

For information on sub-components, Record Movement of Goods into Warehouse using Purchase Order *(on page 138)*.

To return items to supplier:

1. In the **Home** screen, tap **Goods Receiving**.
2. Tap the **Reference Document** drop-down and select **Return Delivery**.
3. In the search screen, do a combo scan or manually enter details like **Purchasing Organization**, **Plant**, and **Purchase Order Number**.

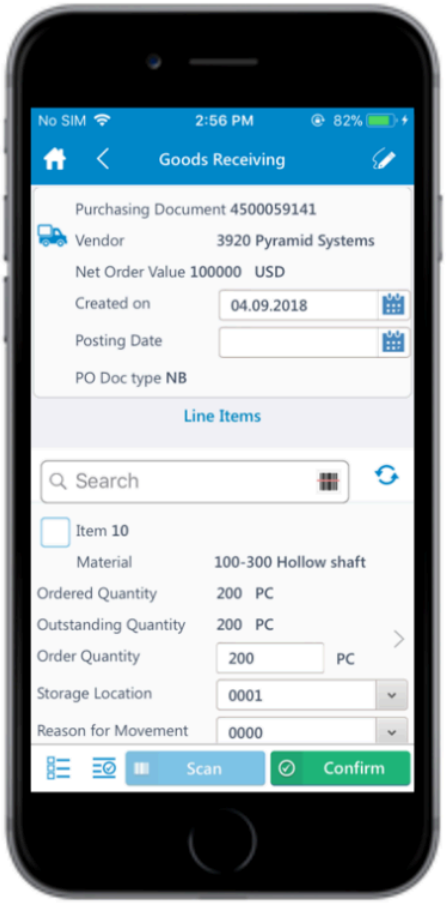
Figure 7-13 Goods Receiving Return Items Search



4. Tap **Search**.
   In the search results screen, you can:
   - Tap the **Search** field to search the purchase order.
   - Tap the **Scan** icon to scan a batch of line items.
   - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.
5. Tap on the purchasing document.
6. Tap the **Calendar** icon to modify the **Created on** or **Posting Date**.
   In the purchasing document details screen, the below fields are auto populated:

- Purchase Document
- Vendor
- Net Order Value

Figure 7-14 Goods Receiving Return Items Purchase Order



7. Select and enter this information for the line item(s):
   - **Order Quantity**: This value is auto populated. Tap to modify the value.
   - **Reason for Movement**: Tap to select the reason for return.

> **Note:**
>
> Tap the Sub Items icon for the line item to view and select the sub-components.

8. Tap the line item to view or modify the details such as **Material Description**, **Plant**, **Batch**, **Attachments**, and **Movement Type**.

9. Tap the **Signature** icon to add your digital signature and enter the following details in the **Signature** box:
    - **Telephone**: Tap to enter the telephone number.
    - **First Name**: Tap to enter the first name.
10. Tap **Confirm**.
    Tap **Reset** to erase and enter a new signature.
11. Tap **Confirm**.
    A message prompts you to confirm the return delivery.
12. Tap **OK**.
    A message appears confirming that the Material Document <number> is posted for Purchase Order <number>.

> **Note:**
> In the Success screen, you can view and print the generated Goods Receiving slips.

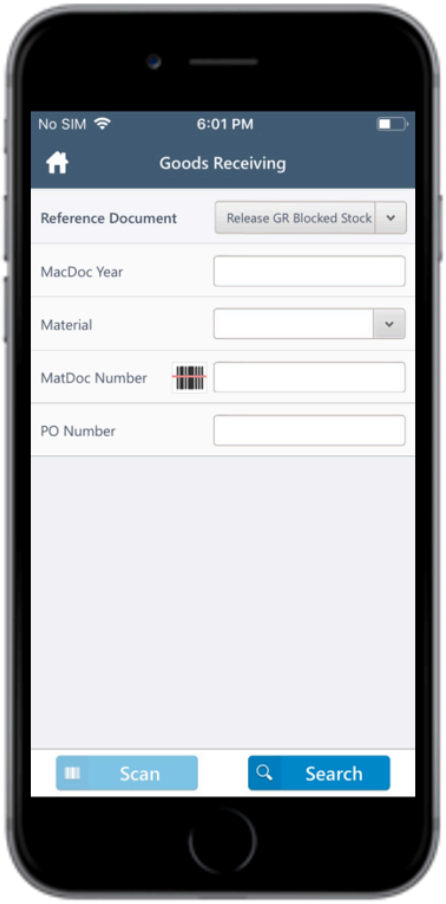
7.6. Release Blocked Stock using Purchase Order

When a material is received, it can either be moved to the production area, warehouse or be placed in a blocked stock area or quality inspection stock area. Use the **Release GR Blocked Stock** module to release the blocked stock using the movement types—105 and 109.

To release blocked stock:

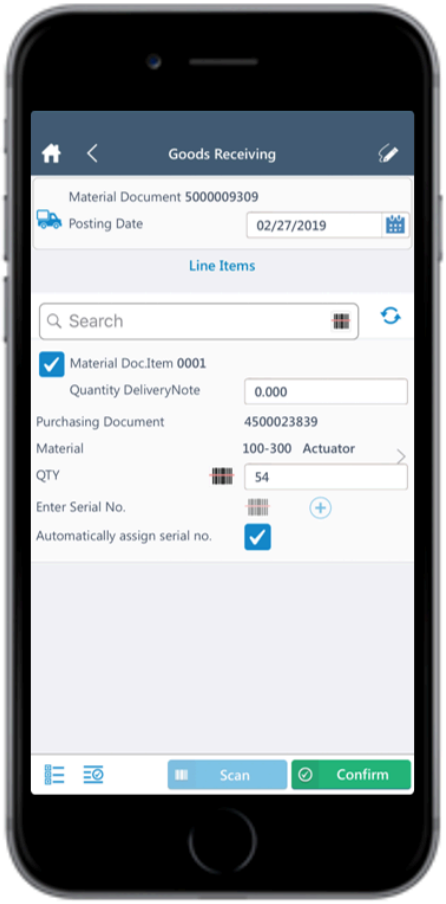
1. In the **Home** screen, tap **Goods Receiving**.
2. Tap the **Reference Document** drop-down and select **Release GR Blocked Stock**.
3. In the search screen, do a combo scan or manually enter details like **Purchase Order number**, **Material**, and **Material Document Number**.

Figure 7-15 Goods Receiving Release Blocked Stock Search



4. Tap **Search**.
   In the search results screen, you can:
   - Tap the **Search** field to search the purchase order.
   - Tap the **Scan** icon to scan a batch of line items.
   - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.
5. Tap on the material document.
6. Tap the **Calendar** icon to modify the **Posting Date**.

Figure 7-16 Release Blocked Stock Material Document



7. Enter this information for the line item(s):
   - **Quantity Delivery Note**: Auto-populated. Tap to modify the value.
   - **QTY**: Auto-populated. Tap to modify the value.

> **Note:**
>
> Tap the Sub Items icon for the line item to view and select the sub-components.

8. Tap the line item to view or modify the details such as **Material Description**, **Plant**, **Batch**, **Attachments**, and **Movement Type**.
9. Tap the **Signature** icon to add your digital signature.
10. In the **Signature** box, enter the **First telephone number** and add your signature.
11. Tap **Confirm**.
    Tap **Reset** to erase and enter a new signature.

12. Tap **Confirm**.
    A message appears asking whether you want to post goods receipt for the blocked stock.
13. Tap **OK**.
    A pop-up window appears asking for Password and Signature.
14. Enter Password and Signature.
15. Tap **Submit**.
    A message appears confirming that the Material Document <number> has been posted for blocked stock. You can navigate to the Material Document Display module through a direct link after successful posting.

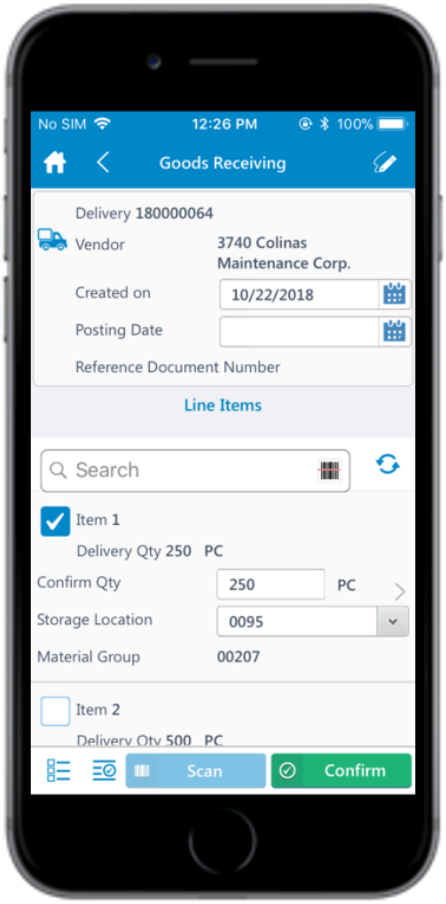
7.7. Record Movement of Goods into Warehouse using an Inbound Delivery

Inbound Delivery refers to all incoming goods into the warehouse. Goods enter a warehouse either when they are delivered by a vendor or when a customer returns or rejects a delivery of an item.

To record movement of goods into warehouse using an inbound delivery:

1. In the **Home** screen, tap **Goods Receiving**.
2. Tap the **Reference Document** drop-down and select **Inbound Delivery**.
3. Tap **Search**.
   In the search results screen, you can:
   - Tap the **Search** field to search the inbound delivery document.
   - Tap the **Scan** icon to scan the material for which an Inbound Delivery is generated.
   - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.
4. Tap on the Inbound Delivery document.
5. In the details screen, tap the **Calendar** icon to modify the **Posting Date**.

Figure 7-17 Goods Receiving using Inbound Delivery



6. Select and enter this information for the line item(s):
    - **Confirm Quantity**: This value is auto-populated. Tap to modify the value.
    - **Storage Location**: Tap to select the storage location from the list.
7. Tap the line item to view or modify the details such as **Material Description**, **Plant**, **Batch**, and **Attachments**.
8. Tap **Confirm**.

   A message appears asking whether you want to post the goods receipt.
9. Tap **OK**.

   A message appears confirming that the Material Document <number> is posted for Inbound Delivery <number>.

7.8. Record Movement of Goods into Warehouse using an Outbound Delivery

Outbound Delivery refers to movement of all outgoing goods that come into the warehouse. Goods that are outbound either to a vendor or a customer are moved into a warehouse for storage.

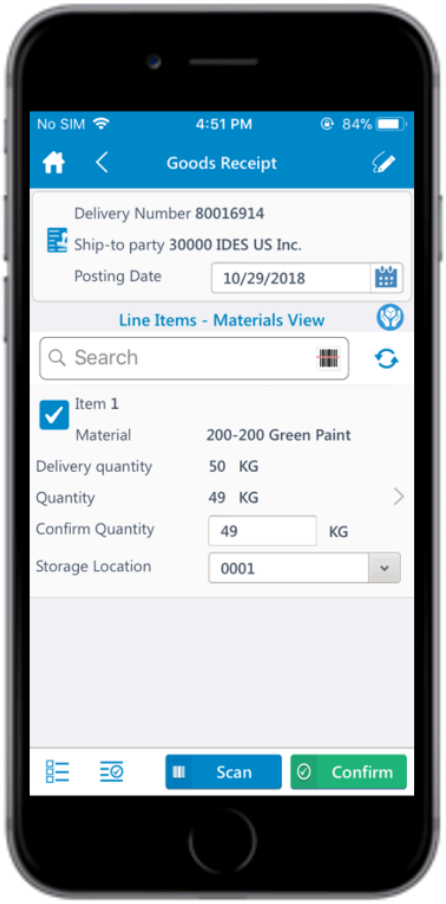
To record movement of goods into warehouse using an outbound delivery:

1. In the **Home** screen, tap **Goods Receiving**.
2. Tap the **Reference Document** drop-down and select **Outbound Delivery**.
3. Tap **Search**.

   > **Note:**
   > When you search using the delivery number, the system retrieves deliveries linked to sales order returns.

   In the search results screen, you can:
   - Tap the **Search** field to search the outbound delivery document.
   - Tap the **Scan** icon to scan the material for which an Outbound Delivery is generated.
   - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.
4. Tap on the Outbound Delivery document.
5. In the details screen, tap the **Calendar** icon to modify the **Posting Date**.

Figure 7-18 Goods Receiving using Outbound Delivery



6. In the **Line Items – Materials View** section, select the line item(s).
   Tap the **Add** icon to enter the serial number for the line item. The **Serialization** screen appears.
   - Tap the **Add** icon to enter the serial number in the **Enter Serial Number** field.
   - Tap **Save**.
7. Tap **Confirm**.
   A message appears asking whether you want to post the goods receipt.
8. Tap **Ok**.
   A message appears confirming that the Material Document <number> is posted for Outbound Delivery <number>. You can navigate to the Material Document Display module through a direct link after successful posting.
   You can send material documents, such as PDF through email. For more information, see Email material documents *(on page 111)*.

7.9. Record Movement of Goods into Warehouse using Production Order

When you receive goods from the production area into the warehouse, update the production order and post the Goods Receipt.

To record movement of goods into Warehouse using a production order:

1. In the Home screen, tap **Goods Receiving**.
2. Tap the **Reference Document** drop-down and select **Production Orders**.
3. In the search screen, do a combo scan or manually enter details like **Order Number**, **Plant** and **Material Number**.

> **Note:**
>
> Tap the **Scan** button next to the field to scan the barcode data. Scan (OCR) field type is **RACE** configurable.

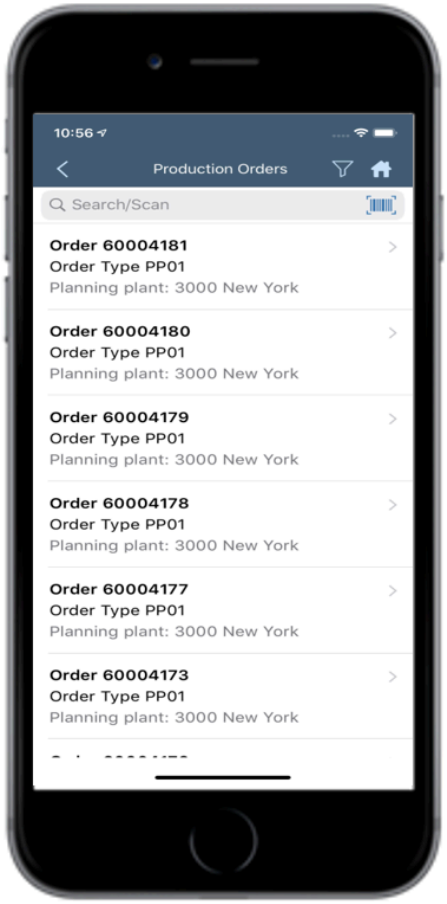
Figure 7-19 Goods Receiving using Production Order Search

4. Tap **Search**.

   In the search results screen, you can:

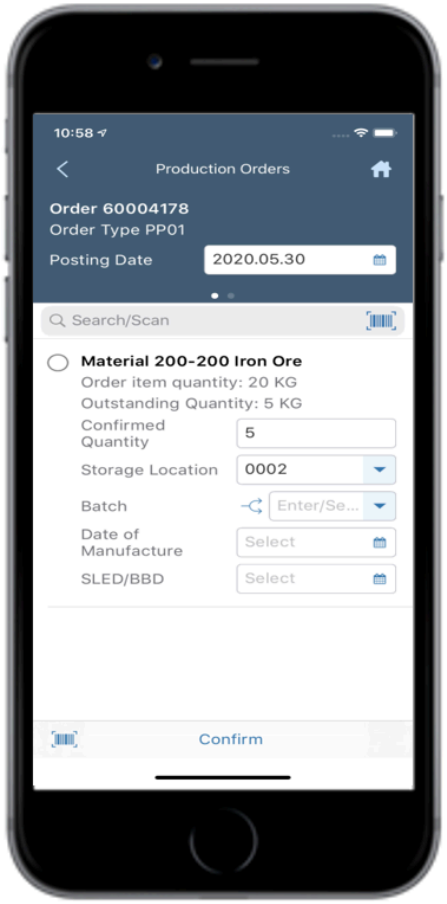
   - Tap the **Search** field to search the production order.
   - Tap the **Scan** icon to scan a batch of line items.
   - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.

Figure 7-20 Goods Receiving Production Order List



5. Tap on the production order for which you want to post a goods receipt.
6. Tap the **Calendar** icon to modify the **Posting Date**.

Figure 7-21 Goods Receiving Production Order Details



7. Select and enter this information for the line item(s):

- **Confirm Quantity**: This value is auto populated. Tap to modify the value.
- **Storage Location**: Tap to select the storage location from the list.
- **Batch**: If the material is batch managed, select the batch number. You can split the delivery quantity to batches using the **Batch Split** icon. You can add or delete the batches. Total quantity of the batches is populated in the **Confirmed Quantity** field.

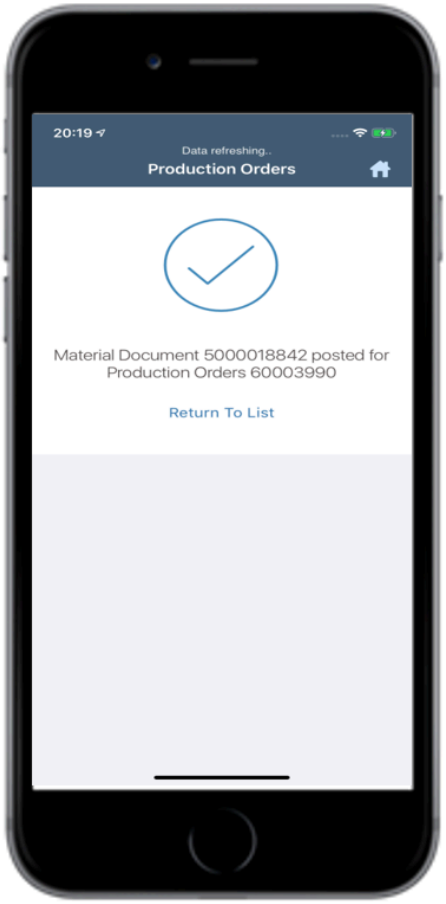
> **Note:**
> If the delivery quantity is split into batches on SAP, you cannot add further batches. You can swipe left to delete the batch if it is not required.

- **Date of Manufacture**: Select the Date of Manufacture.
- **Shelf Life Expiration Date (SLED)**: This value is populated depending on the batch.

8. Tap **Confirm**.
   If prompted, add the images or documents and your signature. You can enable Attachments and Signature features using RACE.

   A message appears confirming that the Material Document <number> is posted for Production Order <number>. Tap **Return To List** to go to the orders list screen. You can navigate to the Material Document Display module through a direct link after successful posting.

Figure 7-22 Goods Receipt using Purchase Order Posting



8. Record Movement of Goods from Warehouse (Goods Issue)

A goods issue is an outbound movement of goods in the form of material withdrawal or shipment from a storage location or warehouse.

Use the **Goods Issue** (GI) module to record the outward movement of goods. You can use reference documents like Stock Transport Order (STO) and Outbound Delivery (ID) to update and post a material document. If you do not have a reference document, you can manually update and post the material documents.

Scan an item to read the product data (**material number** and **description**) and update the quantity being issued against the ordered and outstanding quantity and post the goods issue. You can email or the material documents.

You can also capture and attach photos to the Material Master, ensuring the same image is available when you issue the goods for that material.

You can do a Goods Issue for multiple work orders.

You can record movement of goods from warehouse using the following:

- Stock Transport Order (STO) *(on page 172)*
- Order *(on page 175)*
- Reservation *(on page 183)*
- Outbound Delivery *(on page 186)*

Using GI module, you can also do the following:

- Record movement of goods from warehouse without a reference document *(on page 177)*
- Cancel a Material Document *(on page 182)*
- Issue goods to subcontractors for maintenance, repair, and overhaul (MRO) through the Subcontracting Order (541).
- Warehouse Supervisor receives a notification when an order is issued, providing accurate and up-to-date data.

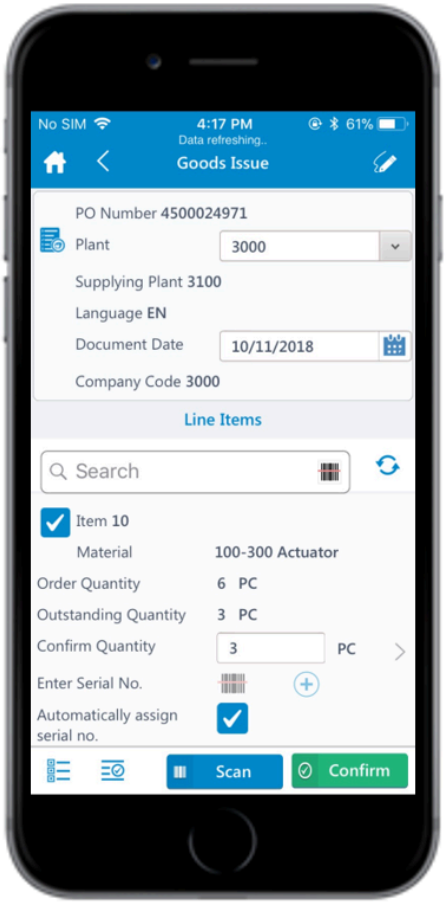
8.1. Record movement of goods from Warehouse using Stock Transport Order

When you need to transfer stock from one plant to another or between different storage locations within a plant you use stock transport order. The goods marked for movement are moved from a storage location and this movement from a storage area or a warehouse is recorded using the stock transport order (STO).

To record movement of goods from Warehouse using Stock Transport Order:

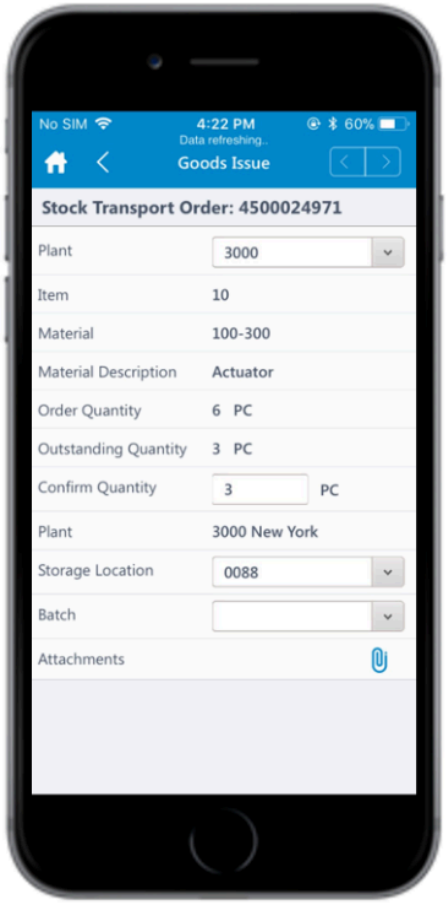
1. In the **Home** screen, tap **Goods Issue**.
2. Tap the **Reference Document** drop-down and select **Stock Transport Order**.
3. In the search screen, do a combo scan or manually enter details like **PO Number** and **Supplying Plant**.
4. Tap **Search**.
   In the search results screen, you can:
   - Tap the Search field to search the Stock Transport Order.
   - Tap the Scan icon to scan a batch of line items.
   - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.
5. Tap on the **Stock Transport Order**.
6. Tap the **Plant** dropdown to select the plant number from the list.
7. Tap the **Calendar** icon to modify the **Document Date**.
   In the purchasing document details screen, the below fields are auto populated:
   - PO Number
   - Supplying Plant
   - Language
   - Company Code

Figure 8-1 Goods Issue Purchase Order Details



8. Select and enter this information for the line item(s):
    - **Confirm Quantity**: This value is auto populated. Tap to modify the value.
    - **Storage Location**: Tap to select the storage location from the list.
9. Tap the line item to view or modify the details such as **Material Description**, **Plant**, **Batch**, and **Attachments**.

Figure 8-2 Stock Transport Order Line Item Details



10. Tap the **Signature** icon to add your digital signature and enter the following details in the **Signature** box:
    - **Phone Number**: Tap to enter the telephone number.
    - **First Name**: Tap to enter the first name.
11. Tap **Confirm**.

    Tap **Reset** to erase and enter a new signature.
12. Tap **Confirm**.

    A message appears asking whether you want to post the goods issue.
13. Tap **Yes**.

A message appears confirming that the Material Document <number> is posted for Stock Transport Order <number>.

Note:
From this screen, you can:
- Print the material document and barcode labels. For more information, see Print material documents and labels *(on page 113)*.
- Send the material documents through email. For more information, see Email material documents *(on page 111)*.

8.2. Record movement of goods from Warehouse using an Order

In this module,

- Consignment stock appears only if the material is consignment-based.
- When a vendor is selected from the consignment dropdown, special stock type "K" is auto-filled, reducing manual input.
- If the material is not consignment-based, the Vendor field is hidden.

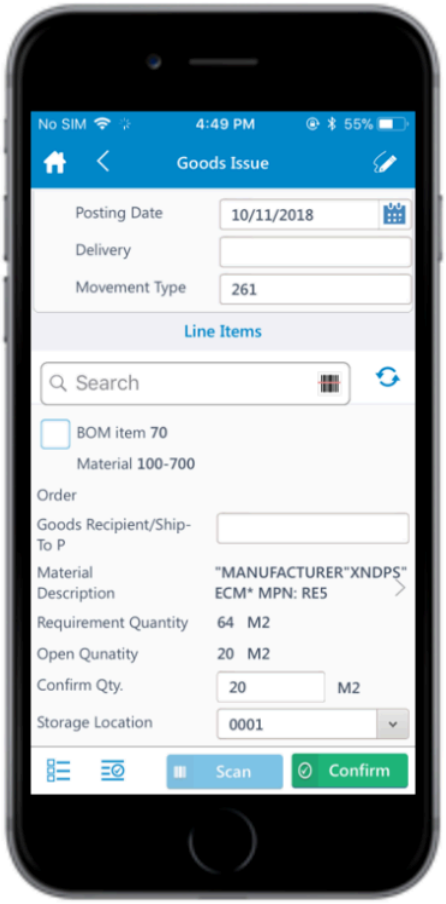
To record movement of goods from Warehouse using an Order:

1. In the **Home** screen, tap **Goods Issue**.
2. Tap the **Reference Document** drop-down and select **Order**.
3. In the search screen, do a combo scan or manually enter details like **Work Order** and **Plant**.
4. Tap **Search**.
   In the search results screen, you can:
   - Tap the **Search** field to search the order.
   - Tap the **Scan** icon to scan a batch of line items.
   - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.
5. Tap on the order for which you want to record the issue of goods.

Note:
You can now view both unrestricted and consignment stock based on the vendor.

6. Tap the **Calendar** icon to modify the **Posting Date**.
   In the order details screen, the below fields are auto populated:
   - Work Order
   - Order Type
   - BOM item
   - Material
   - Material Description
   - Requirement Quantity
   - Open Quantity

   Figure 8-3 Goods Issue using Order



7. Select and enter this information for the line item(s):
   - **Confirm Quantity**: This value is auto populated. Tap to modify the value.
   - **Storage Location**: Tap to select the storage location from the list.
8. Tap the **Signature** icon to add your digital signature and enter the following details in the **Signature** box:

- **Phone Number**: Tap to enter the telephone number.
- **First Name**: Tap to enter the first name.

9. Tap **Confirm**.
   Tap **Reset** to erase and enter a new signature.
10. Tap **Confirm**.
    A message appears asking whether you want to post the goods issue.
11. Tap **Yes**.
    A message appears confirming that the Material Document <number> is posted for the Order <number>.

    You can select and send single or multiple Goods Issue slips generated after posting via installed device applications.

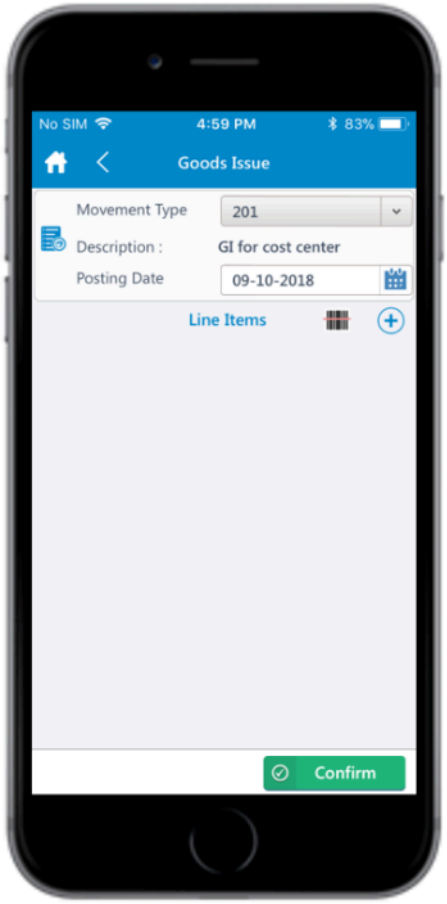
8.3. Record movement of goods from Warehouse without reference document

When you issue goods from the warehouse and you do not have a reference document, record the movement for line items based on the SAP movement types.

To record movement of goods from warehouse when you do not have a reference document:

1. In the **Home** screen, tap **Goods Issue**.
2. Tap **Reference Document** and select **Other** from the list.
3. Enter this information:
   - **Movement Type**: Tap to select the **Movement Type** of the transaction. For example, 201, 202 and 221.
   - **Posting Date**: Tap the **Calendar** icon to select the desired date.

Figure 8-4 Goods Issue using Movement Type



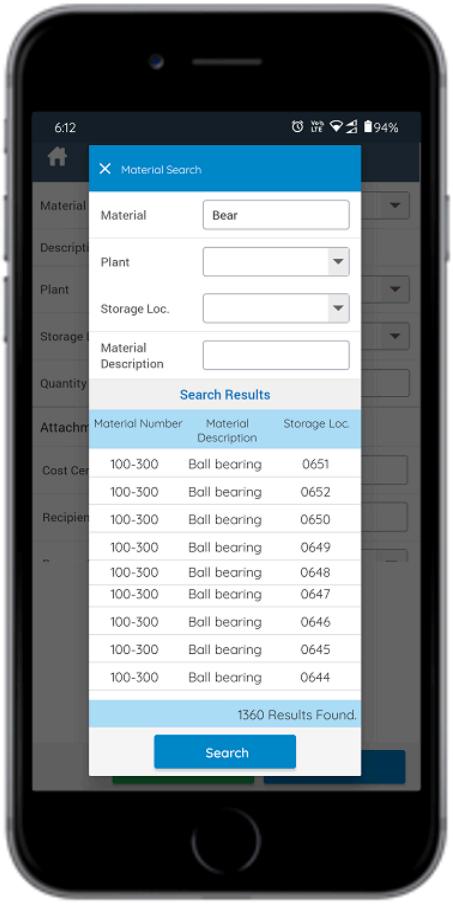
4. Tap the Add icon to add the line item(s).
   Tap the **Scan** icon to scan the line item. You can enable Combo Scan for this Scan field. Combo Scan helps you scan the barcode, capture data, and navigate automatically to the transaction screen related to the value. For information, see the *Configure mInventory using RACE™* guide.
5. Enter this information:
   - **Material**: Tap to enter the material code of the line item. You can also tap the drop-down to search the material code on the **Material Search** screen.

> **Note:**
> When you entered either a material number or description while selecting the material, the application displays the **Material Number** along with the **Material Description** in the Search Results.

- **Material**: Tap to enter the material code string (first few digits) and then tap **Search**.

> **Note:**
> You can also filter the results by **Description** and **Plant**. The list of material codes matching the specified string are displayed under **Search Results**.

Figure 8-5 Material Search



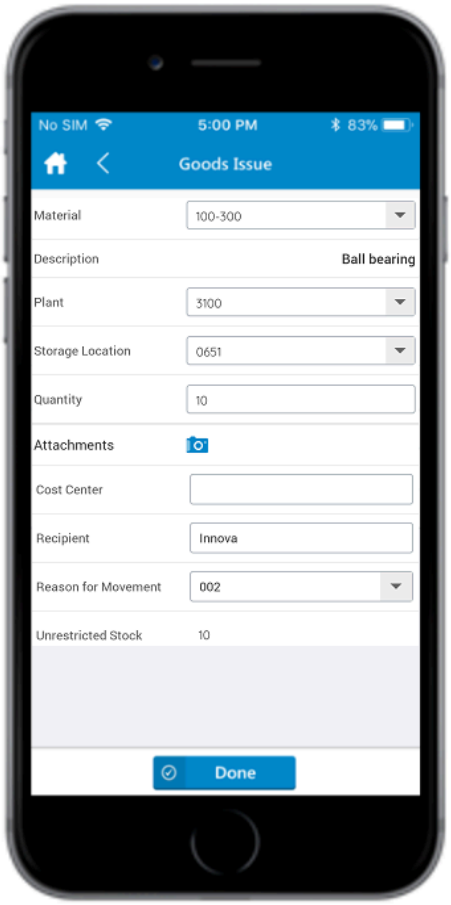
- **Plant**: Tap to enter or tap the drop-down to select the plant code.
- **Storage Location**: Tap to enter or tap the drop-down to select the storage location.
- **Unit of Measurement**: Populates automatically based on the selected material.o Unit of Measurement: Populates automatically based on the selected material.

◦ **Quantity**: Tap to enter the issuing/receiving quantity.

> **Note:**
> **Quantity** field cannot be empty or zero.
>
> The **Enter Serial No.**, and **Automatic serial no.** fields are enabled only after posting the quantity.

◦ Tap the **Attachment** icon to add images.

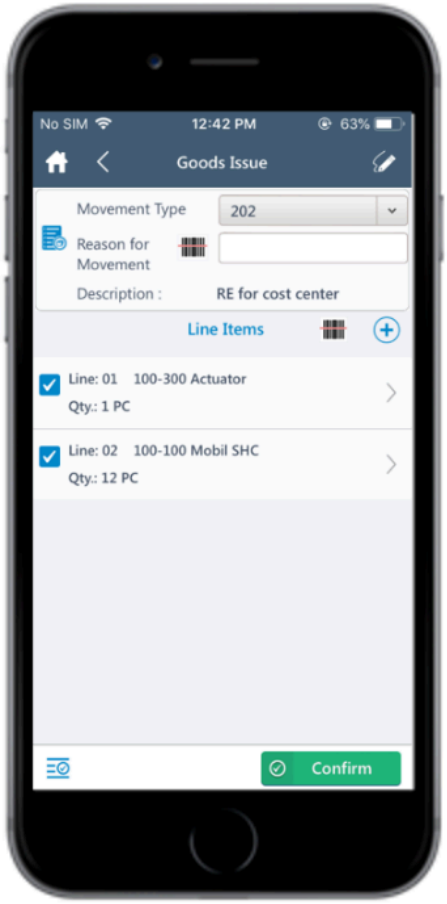
Figure 8-6 Line Item Details



6. Tap **Done**.

> **Note:**
> The **Unrestricted Stock** value is automatically displayed when you filled the other details while adding the line items.

Figure 8-7 Goods Issue using Movement Type - Line Items



7. Tap the **Signature** icon to add your digital signature and tap **Confirm**.
8. Tap **Confirm**.

   A message appears asking whether you want to post the Goods Issue.
9. Tap **Yes**.

   A message appears confirming that the Material Document <number> is posted.

Note:

From this screen, you can:

- Print the material document and labels. For more information, see Print material documents and labels *(on page 113)*.
- Send the material documents through email. For more information, see Email material documents *(on page 111)*.

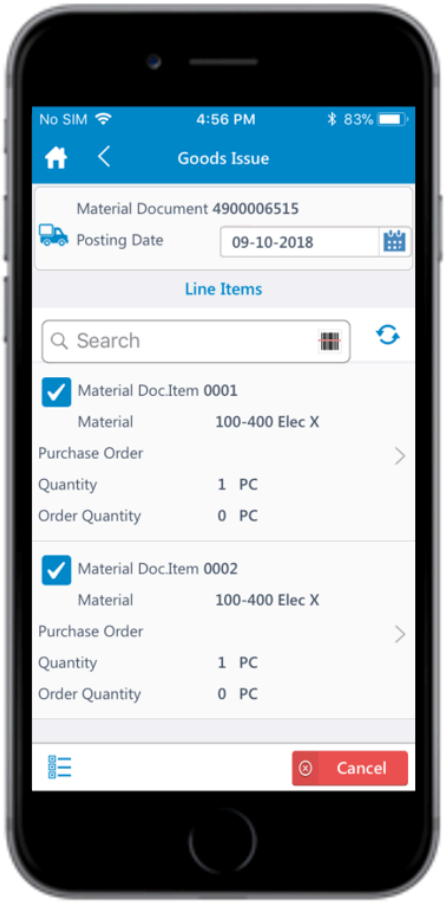
8.4. Cancel material document for a goods issue

You can cancel a material document for a goods issue in situations of a wrong quantity or wrong Purchase Order. You can either cancel a single line item or an entire Goods Issue.

To cancel a material document:

1. In the **Home** screen, tap **Goods Issue**.
2. Tap **Reference Document** drop-down and select **Material Document**.
3. In the search screen, do a combo scan or manually enter details like **Material Document number**, **Vendor** and **Material**.
4. Tap **Search**.
5. Tap on the material document.
6. Tap the **Calendar** icon to modify the **Posting Date**.

Figure 8-8 Material Document Line Items



7. Select the line item(s).

Tap the line item to view the details such as **Material Description**, **Plant**, **Batch**, and **Attachments**.

- Tap the **Attachment** icon to add images.
- Tap **Back** icon to navigate to the previous screen.

8. Tap the **Signature** icon to add your digital signature and enter the following details in the **Signature** box:
    - **Telephone**: Tap to enter the telephone number.
    - **First Name**: Tap to enter the first name.
9. Tap **Confirm**.

    Tap **Reset** to erase and enter a new signature.
10. Tap **Cancel**.

    A message appears asking whether you want to cancel the material document.
11. Tap **OK**.

    A message appears confirming that the Material Document <number> is canceled.

8.5. Record movement of goods from Warehouse using Reservation document

A Reservation document refers to the requirements such as the quantity of goods for production and cost center. You can issue goods for an open reservation. When processing the goods issue transactions, which are stored in the SAP Archive Console, you can add attachments and signature for the line items. Also, the application displays a pop-up alert to you, if another user is processing the same goods issue you are working on. The application supports returns against reservation documents by using movement type 262.

In this module,

- Consignment stock appears only if the material is consignment-based.
- When a vendor is selected from the consignment dropdown, special stock type "K" is auto-filled, reducing manual input.
- If the material is not consignment-based, the Vendor field is hidden.
- You can download and share filtered reservation lists.

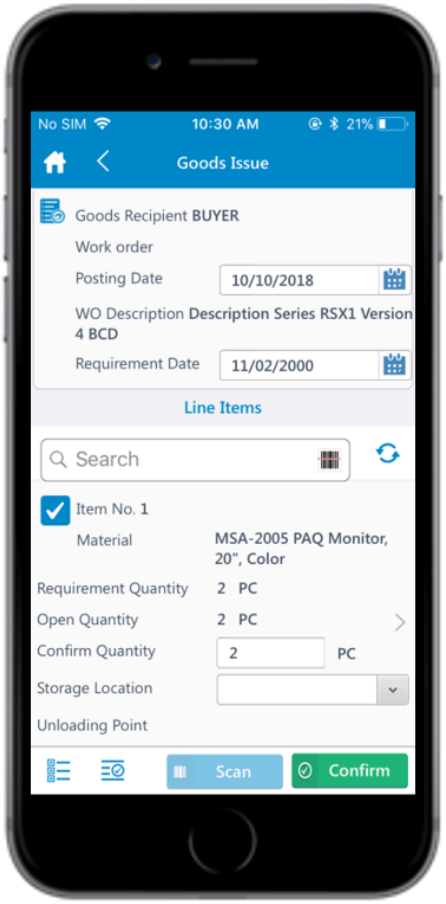
To record outbound movement of goods from Warehouse using Reservation document:

1. In the **Home** screen, tap **Goods Issue**.
2. Tap the **Reference Document** drop-down and select **Reservation** from the list.
3. Enter the **Reservation Number**.
4. Tap **Search**.

> **Note:**
> You can now view both unrestricted and consignment stock based on the vendor.

5. Tap on the reservation document.
6. Tap the **Calendar** icon to modify the **Posting Date**.
   In the reservation document details screen, the below fields are auto populated:
   - Reservation
   - Goods Recipient
   - WO Description
   - Material

   Figure 8-9 Reservation Document Details

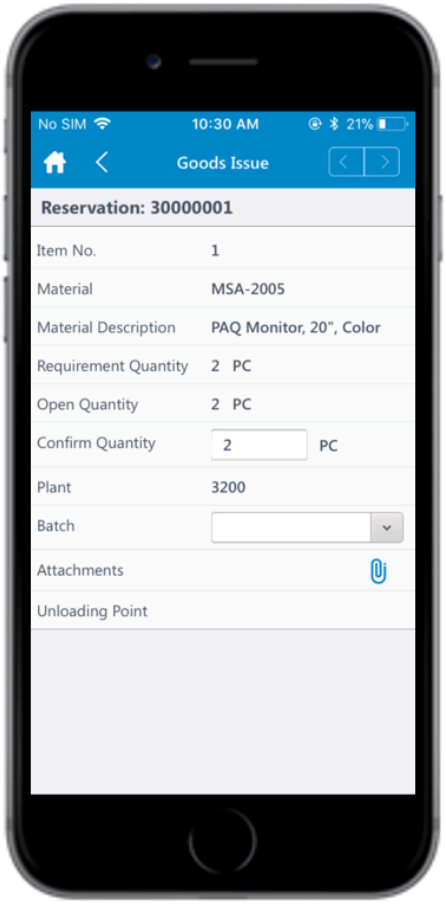


7. Select and enter this information for the line item(s):

- **Confirm Quantity**: This value is auto populated with the available stock. Tap to modify the value.
- **Storage Location**: Tap to select the storage location from the list.

8. Tap the line item to view or modify the details such as **Plant**, **Batch**, and **Attachments**.

Figure 8-10 Reservation Document Line Item Details



Note:
You can add a line item by tapping the Add icon and delete a line item by tapping the Arrow icon or swiping left > Delete icon.

9. Tap **Confirm**.
   A message appears asking whether you want to post the goods issue.
10. Tap **Yes**.
    A message appears confirming that the goods issue is posted.

Note:

From this screen, you can:

- Preview and print the material document and labels. For more information, see Print material documents and labels *(on page 113)*.
- Send the material documents through email. For more information, see Email material documents *(on page 111)*.
- Navigate to the Material Document Display module through a direct link after successful posting.
- Select and send single or multiple Goods Issue slips generated after posting via installed device applications.
- o Users can filter reservations on the list screen using values from the item overview section of each reservation.

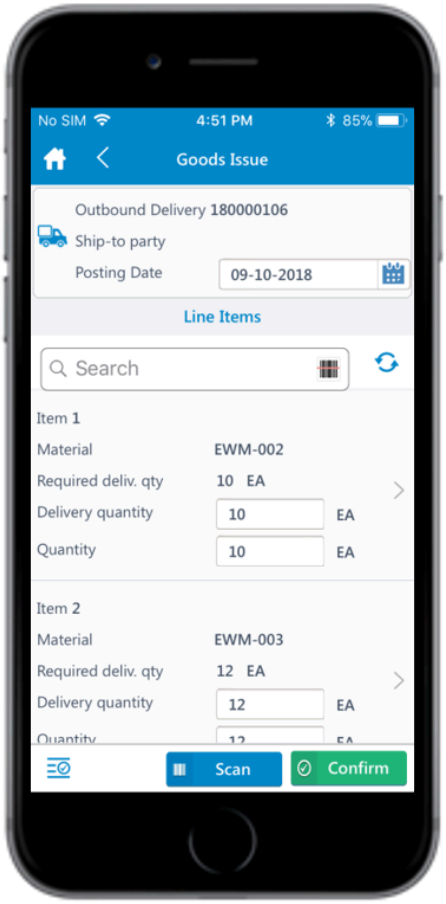
8.6. Record movement of goods from Warehouse using an Outbound delivery

Outbound Delivery refers to movement of all outgoing goods from the warehouse. Goods that are outbound either to a vendor or a customer are moved into a warehouse for storage and then moved to the shipment for delivery.

To record movement of goods from Warehouse for an outbound delivery:

1. In the **Home** screen, tap **Goods Issue**.
2. Tap the **Reference Document** drop-down and select **Outbound Delivery** from the list.
3. Enter the **Delivery Number**.
4. Tap on the outbound delivery order.
5. Tap the **Calendar** icon to modify the **Posting Date**.
   In the outbound delivery order details screen, the below fields are auto populated:
   - Outbound Delivery
   - Ship-to-party
   - Material
   - Batch

Figure 8-11 Outbound Delivery Line Items



6. Enter this information for the line item(s):
    - **Delivery Quantity**: This value is auto populated. Tap to modify the value.
    - **Quantity**: Tap to enter the quantity.
    - **UoM**: Tap to add the UoM (Unit of Measurement).
7. Tap the line item to view or modify the details such as **Description**, **Required Delivery Quantity**, **Picking status**, **Plant**, **Storage Location**, **Gross Weight**, and **Attachments**.
8. Tap **Confirm**.

   A message appears asking whether you want to post the goods issue.
9. Tap **Yes**.

   A message appears confirming that the Material Document <number> is posted. You can navigate to the Material Document Display module through a direct link after successful posting.

8.7. Update delivery, post goods issue or block delivery

When you pick the items for a delivery, you can add a delivery note and do the goods issue or block the delivery if the material is defective or if the wrong material is picked using the Delivery Update module.

You can do the following using this module:

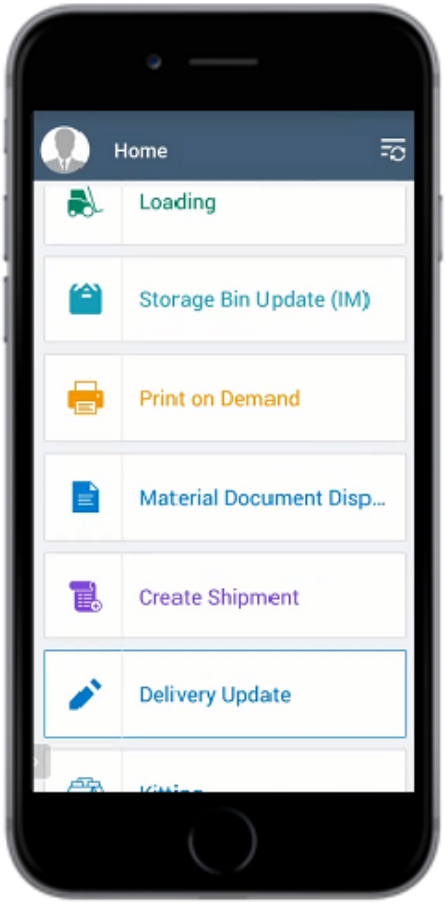
- Post Goods Issue (PGI) using Delivery Update Module *(on page 188)*
- Block the delivery using Delivery Update Module *(on page 191)*

8.7.1. Post Goods Issue (PGI) using Delivery Update Module

To Post Goods Issue (PGI) using the Delivery Update module:

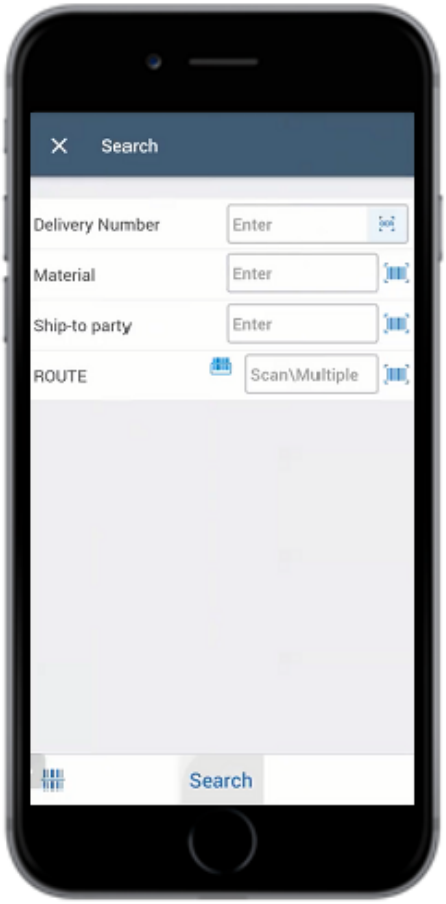
1. In the **Home** screen, tap **Delivery Update**.

Figure 8-12 Delivery Update Module



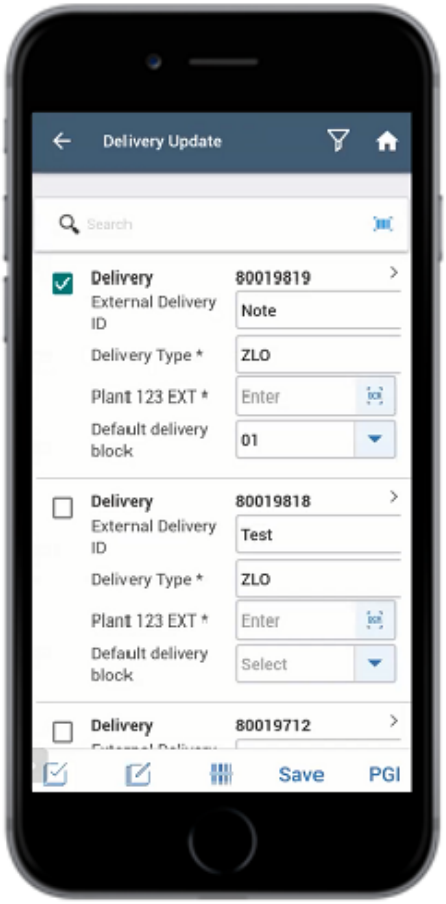
2. Enter the search criterion like **Delivery Number** and **Material**.

Figure 8-13 Search Deliveries



3. Tap **Search**.
   In the search results screen, you can:
   - Tap the **Search** field to search the delivery document.
   - Tap the **Scan** icon to scan the multiple delivery documents.
   - Sort and filter the records. For more information, see Sort records and Filter records.
4. In the **Delivery Update** screen, select the delivery document.

Figure 8-14 Delivery Update Module



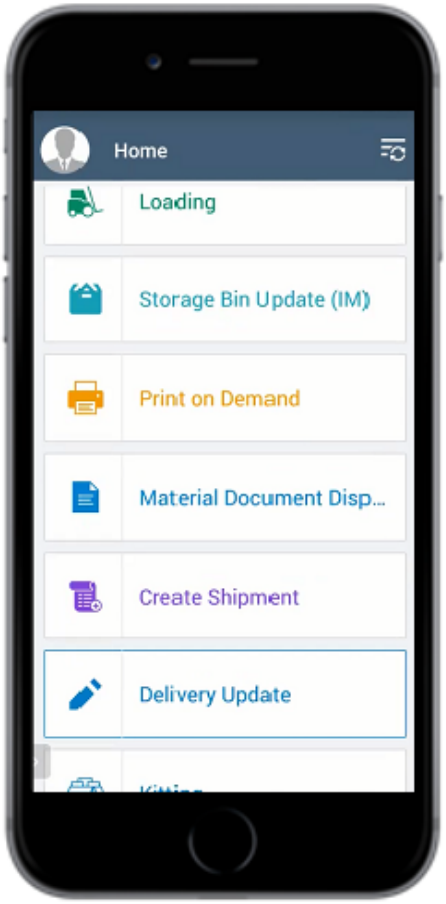
5. Update the delivery document details like **External Delivery Note** (field to add comments), **Delivery Type, Plant 123 EXT**.
6. Tap **PGI**.
7. Tap **Confirm**.
   A message appears confirming that the material document is created.
   The material is issued or loaded into the truck.
8. Tap **OK**.

8.7.2. Block the delivery using Delivery Update Module

To block delivery using the Delivery Update module:

1. In the **Home** screen, tap **Delivery Update**.

   Figure 8-15 Delivery Update Module

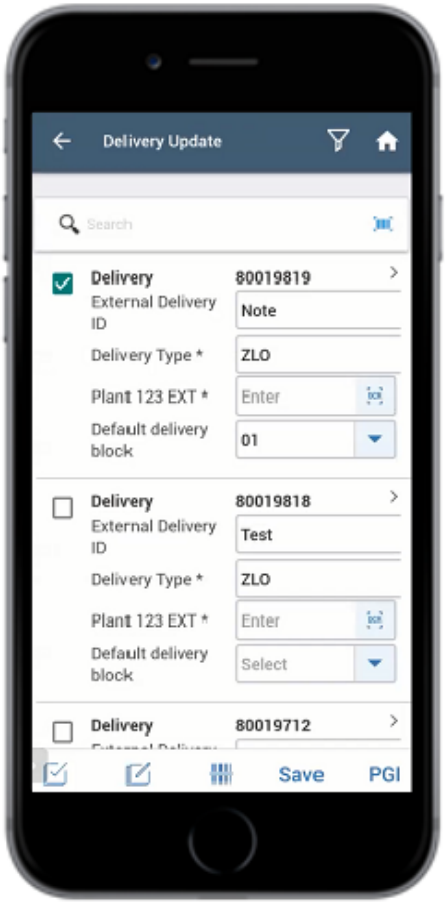


2. Enter the search criterion like **Delivery Number** and **Material**.
3. Tap **Search**.

   In the search results screen, you can:

   - Tap the **Search** field to search the delivery document.
   - Tap the **Scan** icon to scan the multiple delivery documents.
   - Sort and filter the records. For more information, see Sort records and Filter records.
4. In the **Delivery Update** screen, select the delivery document.
5. Update the delivery document details like **External Delivery Note** (Field to add comments), **Delivery Type, Plant 123 EXT**.
6. Enter or select the **Default delivery block** value from the drop-down list.

Figure 8-16 Delivery Block Screen



7. Tap **Save**.
8. Tap **Confirm**.

   A message appears confirming that the delivery is updated.
9. Tap **OK**.

9. Count inventory/warehouse items at regular intervals (Cycle Counting)

Use the **Cycle Counting** module to count the items in Handling Unit, Inventory, and Warehouse on a cyclic schedule, to ensure accuracy of inventory.

As an inventory manager/personnel, you can count items, in a location, at specific intervals like weekly or monthly and so on. For example, if *item A* is a fast-moving item or critical to your operation then you can do a cycle count for *item A* every week and ensure the stock on shelves matches with the inventory documents.

You can also capture and attach photos to the Material Master, ensuring the same image is available when you issue the goods for that material.

You can do three levels of scan with reference to a physical inventory document and items that are being counted, to post the item count:

- **Fuzzy search scan**: Scan a physical inventory document consisting of plant, storage location and created date.
- **Header Level scan**: Scan a batch consisting of line items to verify the availability of the items in the batch.
- **Line Item scan**: Scan individual product/item.

At header level, you can,

- Add attachments like images or documents to the inventory record.
- Add Signature before you post the count.

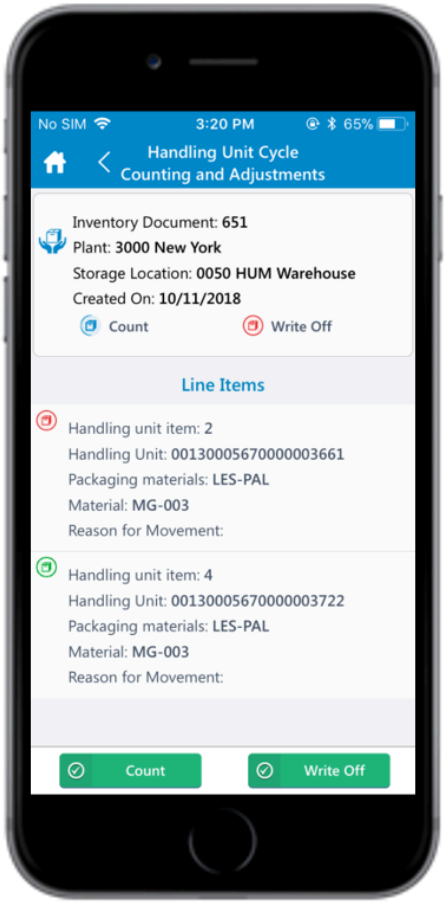
Note:
Configure the above features using RACE

9.1. Count items on Handling Unit

To count items on Handling Unit:

1. In the **Home** screen, tap **Cycle Counting**.
2. Tap **Handling Unit Cycle Counting and Adjustments**.
3. Enter the search criterion like **Plant**, **Inventory Document Number**, and **Storage Location**.
4. Tap **Search**.
   In the search results screen, you can:
   - Tap the **Search** field to search the inventory document.
   - Tap the **Scan** icon to scan a batch of line items.
   - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.
5. Tap on the inventory document.

   Figure 9-1 Handling Unit Inventory Document



6. Tap **Count**.
7. In the **Line Items** section, enter this information:

- **Reason for Movement**: Tap to select the reason (for example Missing, Count Difference, and so on.)
- **Packed quantity**: Tap to enter packed quantity.
- **Zero count**: Select the checkbox to zero the quantity.

  If selected, the **Packed quantity** field is set to zero and grayed out.
- **UoM**: Tap to add the UoM (Unit of Measurement).

Figure 9-2 Handling Unit Line Items

Note:
You can add a new item or material to add the existing inventory document while counting if the material is mistakenly added into a different bin.

8. Tap **Save**.

A pop-up appears asking whether you want to post the count.

> **Note:**
> *Counts do not match* pop-up message appears if the **Quantity** entered exceeds the stock quantity in SAP. However, you can post the count or do a recount.

9. Tap **Yes**.
   A message appears confirming that the count is posted for the handling unit.

9.1.1. Clear difference in Handling Unit item count

When the counting process is completed and you identify a discrepancy in the actual quantity physically counted and the stock level in the computer system at the time of the count, analyze and investigate the reason and clear the difference based on the cycle count tolerance.

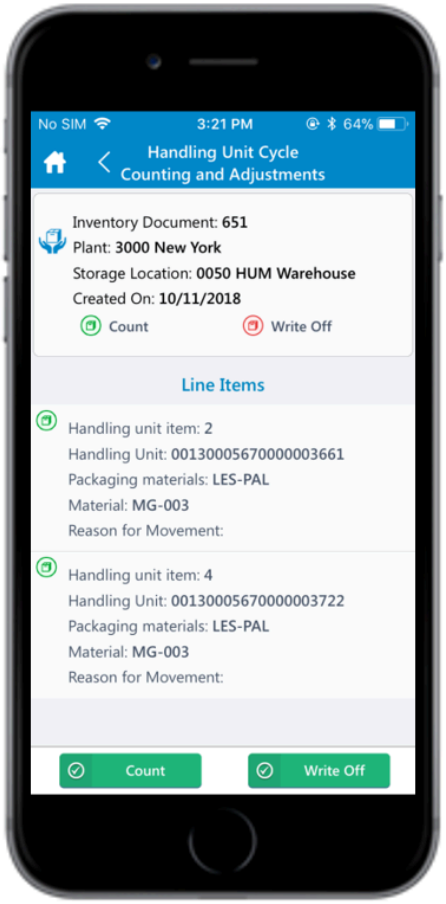
Discrepancy could occur in the following scenarios:

- Incorrect quantity / product taken for an order
- Incorrect stocking location of the product counted
- Put away in incorrect bin location
- Misrepresented Units of measure
- Data entry errors
- Combined damaged and good materials
- Incorrect material movement recorded

To clear differences in count of items on handling unit:

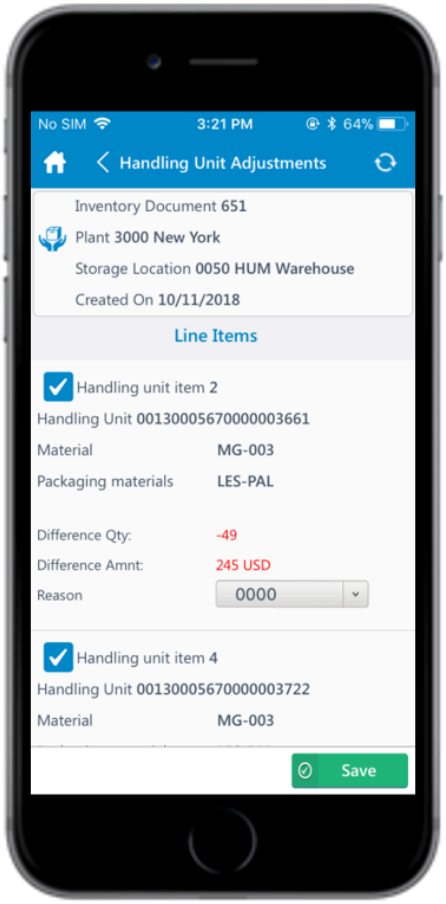
1. In the **Home** screen, tap **Cycle Counting**.
2. Tap **Handling Unit Cycle Counting and Adjustments**.
3. Enter the search criterion like **Plant**, **Inventory Document Number**, and **Storage Location**.
4. Tap **Search**.
5. Tap on the inventory document for which the line item count is completed.

Figure 9-3 Handling Unit Inventory Document



6. Tap **Write Off**.

Figure 9-4 Handling Unit Line Items



7. Select the checkbox corresponding to the line item.
8. Tap to select the **Reason** (for example, Missing, Count Difference, and so on.)
9. Tap **Save**.

   A message appears asking whether you want to post the adjustment.

> **Note:**
> The variance is posted in Ledger Accounts in SAP backend.

10. Tap **Yes**.

    A message appears confirming that the clear difference is successful.

9.2. Counting items in inventory

When the counting process is completed and you identify a discrepancy in the actual quantity physically counted and the stock level in the computer system at the time of the count, analyze and investigate the reason and clear the difference based on the cycle count tolerance.

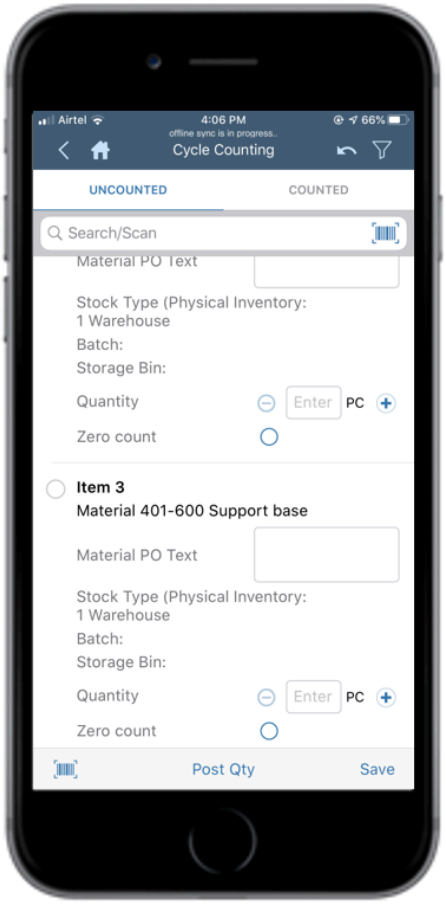
Discrepancy could occur in the following scenarios:

- Incorrect quantity / product taken for an order
- Incorrect stocking location of the product counted
- Put away in incorrect bin location
- Misrepresented Units of measure
- Data entry errors
- Combined damaged and good materials
- Incorrect material movement recorded

To record count of items in Inventory:

1. In the **Home** screen, tap **Cycle Counting**.
2. Tap **New Inventory Cycle Counting and Adjustments**.
3. Enter the search criterion like **Plant**, **Storage Location**, and **Physical Inventory Number**.
4. Tap **Search**.
   In the search results screen, you can:
   - Tap the **Search** field to search the inventory document.
   - Tap the **Scan** icon to scan a batch of line items.
   - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.
5. Tap on the physical inventory document.
   Line items are displayed on the **Uncounted** and **Counted** tabs.

Figure 9-5 Inventory Cycle Counting



6. In the **Uncounted** tab, select the line item.
7. Enter the count quantity for the line item.

   Tap the or icon to modify the quantity.
8. Tap **Post Qty**.

   A pop-up appears asking whether you want to post the count.

> **Note:**
> You can do the following:

- Add attachments like images or documents to the inventory record. To use this feature, enable the app ID: **CCMAAT** in RACE Scoping.
- Tap **Save** to store the Count on the device if you are not connected to the network. This value is posted once you are connected to the network.
- Add Signature before you post the count. To use this feature, enable the app ID: **INVCCS** in RACE Scoping.

Counts do not match pop-up message appears if the **Packed quantity** entered exceeds the stock quantity in SAP. However, you can post the count or do a recount.

9. Tap **Yes**.
   A message appears confirming that the count is successfully posted.

Once the count is posted, the record is moved to the **Counted** tab from where you can recount and post the updated count for the line item.

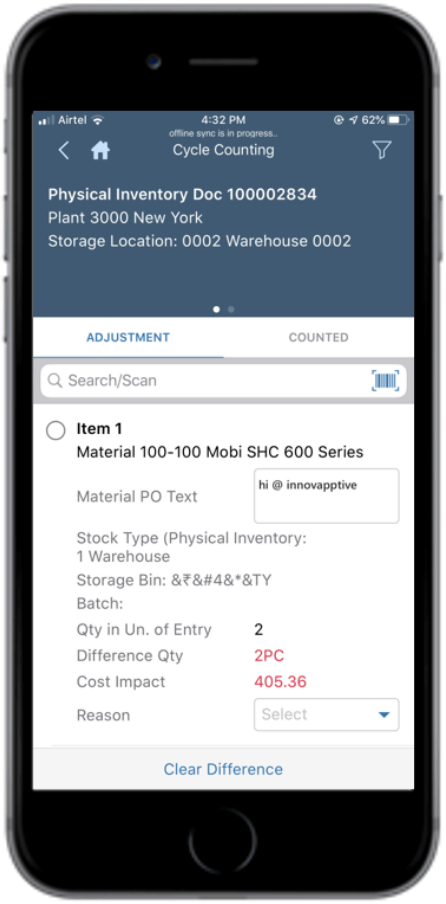
9.2.1. Clear difference in Inventory item count

This section explains the process to clear differences in Inventory item count.

To clear differences in count of items using Physical Inventory document:

1. In the **Home** screen, tap **Cycle Counting**.
2. Tap **Inventory Cycle Counting and Adjustments**.
3. Enter the search criterion like **Plant**, **Storage Location**, and **Physical Inventory Number**.
4. Tap **Search**.
5. Tap on the physical inventory document.
6. In the **Adjustment** tab, select the line items and **Reason** for each line item.
   The **Adjustment** tab is shown only if you complete counting for all the line items.

Figure 9-6 Physical Inventory Document



7. Tap **Clear Difference**.
   A message appears asking whether you want to post the adjustment.
8. Tap **Confirm**.
   A message appears confirming that Count adjustment is posted successfully.

9.3. Counting items in Warehouse

This section explains the process to count items in Warehouse.

To record count of items in Warehouse:

1. In the **Home** screen, tap **Cycle Counting**.
2. Tap **New Warehouse Cycle Counting and Adjustments**.
3. Enter the search criterion like **Warehouse Number**, and **Inventory Record Number**.
4. Tap **Search**.

Inventory records with status In Progress and Completed are displayed. If the count is not started for an inventory record, no status is displayed.

In the search results screen, you can:

- Tap the **Search** field to search the inventory document.
- Tap the **Scan** icon to scan a batch of line items.

> **Note:**
> When you scan the barcode, the app navigates to the specific line item and the Quantity value populates automatically.

- Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.

5. Tap on the inventory record.
6. Select the line item.
7. Enter this information for the line item:
   - **Alternate Unit of Measure**: Tap to select the Unit of Measure (UoM).
   - **Quantity**: Tap to enter the quantity.

     Tap the or icon to modify the quantity.
   - **Zero Count**: Select to post zero quantity.
   - **Correct Count**: Select to view the actual count of the item. The counted quantity field is populated with item count from SAP. This field is configured using the Scoping module of RACE.
8. Tap **Post Qty**.

   A pop-up appears asking whether you want to post the count.

> **Note:**
> You can do the following:

- Add attachments like images or documents to the inventory record. To use this feature, enable the app ID: **CCWHAT** in RACE Scoping.
- Tap **Save** to store the Count on the device if you are not connected to the network. This value is posted once you are connected to the network.
- Add Signature before you post the count. To use this feature, enable the app ID: **INVCCS** in RACE Scoping.
- If the count is already posted for the line item, you can do **Clear Difference** for item quantity.

9. Tap **Yes**.
   A message appears confirming that the count is posted for the inventory document.

9.3.1. Clear difference in Warehouse item count

When the counting process is completed and you identify a discrepancy in the actual quantity physically counted and the stock level in the computer system at the time of the count, analyze and investigate the reason and clear the difference based on the cycle count tolerance.

Discrepancy could occur in the following scenarios:

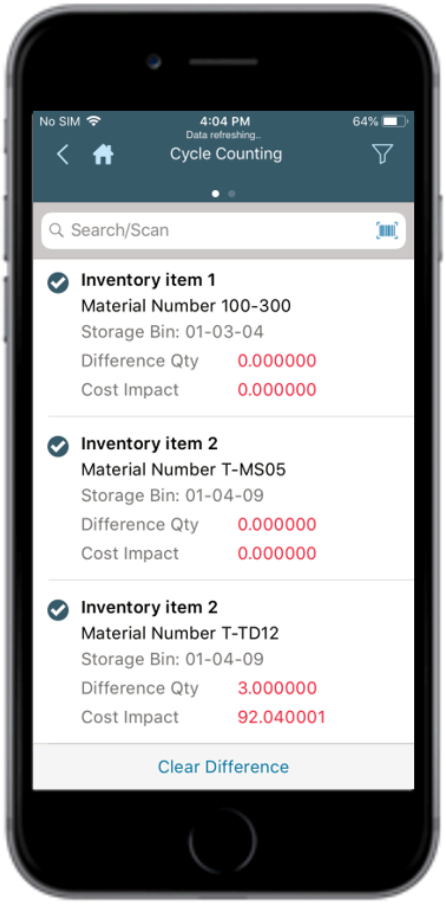
- Incorrect quantity / product taken for an order
- Incorrect stocking location of the product counted
- Put away in incorrect bin location
- Misrepresented Units of measure
- Data entry errors
- Combined damaged and good materials
- Incorrect material movement recorded

To clear differences in count of items in Warehouse:

1. In the Home screen, tap **Cycle Counting**.
2. Tap **Warehouse Cycle Counting and Adjustments**.
3. Enter the search criterion like **Warehouse Number** and **Inventory Record Number**.
4. Tap **Search**.
5. Tap on the inventory record.

   You can do **Clear Difference** only after you complete counting for all the line items.

Figure 9-7 Warehouse inventory record



6. Select the line item(s).
7. Tap **Clear Difference**.
   A message appears confirming that Count adjustment is posted successfully.

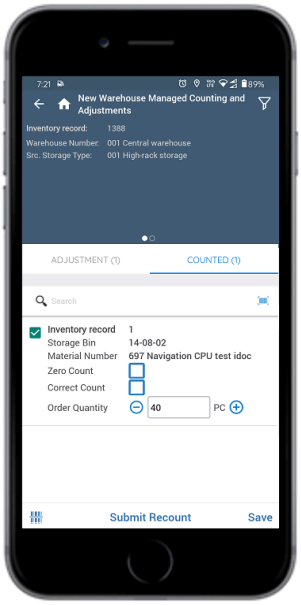
9.3.2. Recount Warehouse Stock

You can recount the warehouse stock at storage bin level when there is a variation in count for the line item that is already posted and save the updated count. This feature helps to maintain the accurate stock and avoid loss or difference of the stock.

To recount the stock:

1. In the **Home** screen, tap **Cycle Counting**.
2. Tap **New Warehouse Managed Counting and Adjustments**.
3. Enter the search criterion like **Warehouse Number**, **Inventory Record Number**, **Storage Type**, **Storage Location**, or **Material**.
4. Tap **Search**.
5. Tap an inventory record which is in Completed state.
6. Tap the **Counted** tab and select the line item.
7. Enter the quantity in the **Order Qty** field.

Figure 9-8 Recount Warehouse Stock



8. Tap **Submit Recount**.
9. Add signature and tap **Confirm**.
   A message appears confirming that Recount has been initiated for inventory <number>.

9.4. Blind Count Inventory at Warehouse Level

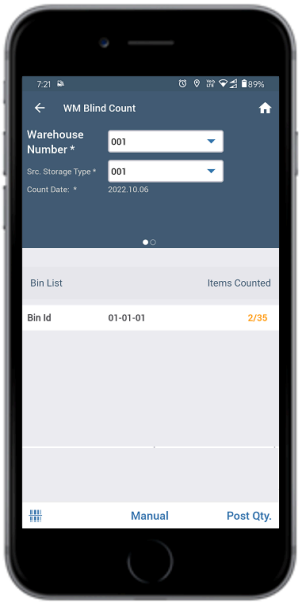
You can create physical inventory documents and execute blind count at warehouse storage bin level to maintain accuracy of the warehouse stock. Take the count and cross check with the system quantity for a given storage bin material later.

Note:
The system will automatically check an item once the quantity is entered or when a zero count is selected.

To execute blind count:

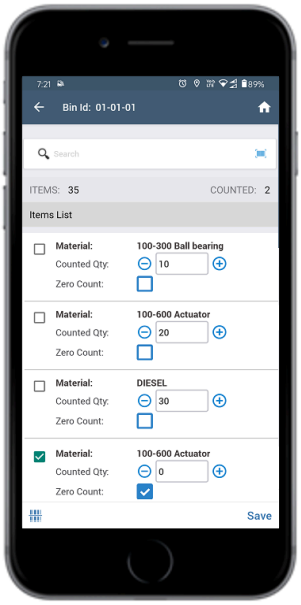
1. In the **Home** screen, tap **Cycle Counting**.
2. Tap **WM Blind Count**.
3. Enter the search criterion like **Warehouse Number** and **Src. Storage Type**.
4. Tap **Manual** to enter the bin number manually.
   Or tap the Scan icon to scan the bins.

Figure 9-9 Blind Counting Inventory



5. Enter / scan the bin number in the **Enter Bin Number** pop-up.
6. Tap **OK**.
   You can see the material that is available in the selected bin.
7. Enter the required quantity in the **Count Qty** field.
   Or select the **Zero Count** checkbox if the quantity is zero.

Figure 9-10 Enter Quantity



8. 8. Tap to add the Unit of Measurement (UoM).
9. Tap **Save**.
10. Tap **Post Qty** next to the **Manual** button.

    A message appears confirming that the Inventory Document is created successfully and you can see the bin with counted items.

> **Note:**
> To delete the bin, swipe left on the bin and tap the Delete icon.

10. Record stock transfers

When you receive a request for stock transfer within the organization, you can use the **Transfer Posting** module to manage stock transfers.

Unlike goods receipts and goods issue, Stock Transfer refers to internal movement of goods and can occur in following ways:

- Plant to Plant *(on page 210)*
- Storage Location to Storage Location *(on page 212)*
- Bin to Bin *(on page 215)*
- Transfer Posting Others *(on page 220)*

10.1. Record stock transfer between Plants

To transfer stock from plant to plant:

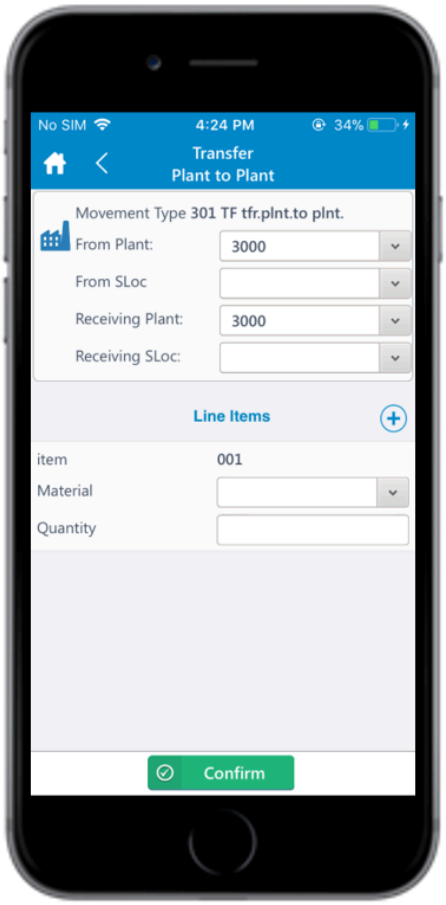
1. In the **Home** screen, tap **Transfer Postings**.
2. Tap **Plant to Plant**.
3. Enter the following information:
    - **From Plant**: Tap to select the plant from where the stock must be transferred.
    - **From Storage Location**: Tap to select the storage location linked to the selected plant.
    - **Receiving Plant**: Tap to select the plant that receives the stock.
    - **Receiving Storage Location**: Tap to select the storage location linked to the selected receiving plant.

    Note:
    You must specify the Plant and Storage Location before adding line items, as the application shows an error if they are not provided.

4. In the **Line Items** section, enter this information:

- **Material**: Tap the drop-down to select the material.
- **Quantity**: Tap to enter the quantity.

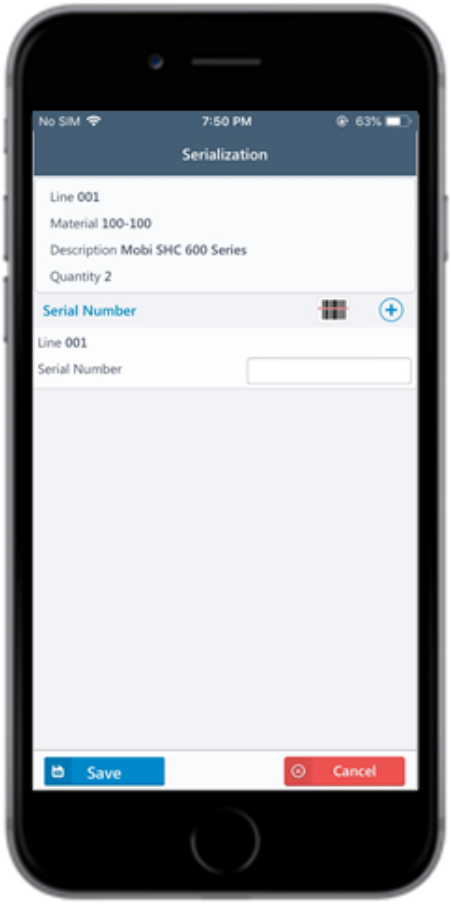
Figure 10-1 Transfer Posting Plant to Plant Line Items



- Tap the **Scan** button in the **Enter Serial No.** field to scan the serial numbers or tap the **Add** icon to add the serial numbers manually.

  Select the **Automatic serial no.** checkbox to generate the serial numbers automatically.

Figure 10-2 Transfer Posting Plant to Plant Serialization



Tap the **Add** icon to add a new line item.

5. Tap **Confirm**.

   A message appears asking whether you want to post the transfer.

6. Tap **OK**.

   A message appears confirming that the transfer is successfully posted.

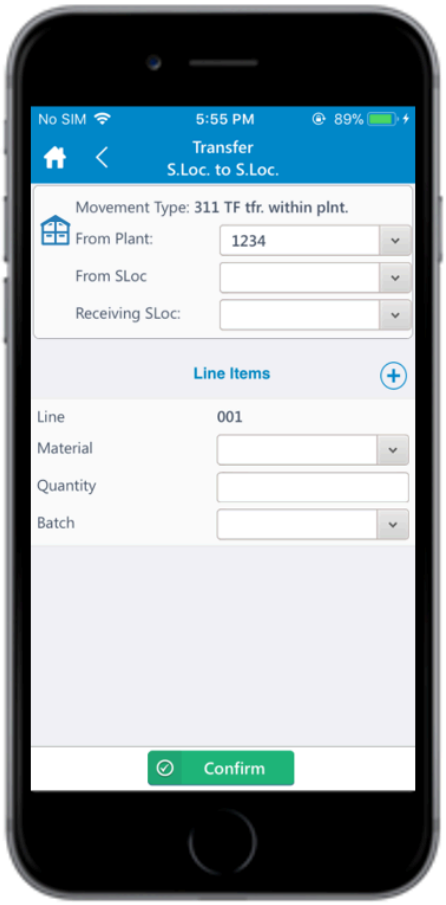
10.2. Record stock transfer within plant (SLOC to SLOC)

To transfer stock from storage location to storage location within the plant:

1. In the **Home** screen, tap **Transfer Postings**.
2. Tap **Storage Location to Storage Location**.
3. Enter the following information:
    - **From Plant**: Tap to select the plant from where the stock must be transferred.
    - **From Storage Location**: Tap to select the storage location linked to the selected plant.
    - **Receiving Storage Location**: Tap to select the storage location to which the stock must be transferred.
4. In the **Line Items** section, enter this information:

- **Material**: Tap the drop-down to select the material.
- **Quantity**: Tap to enter the quantity.

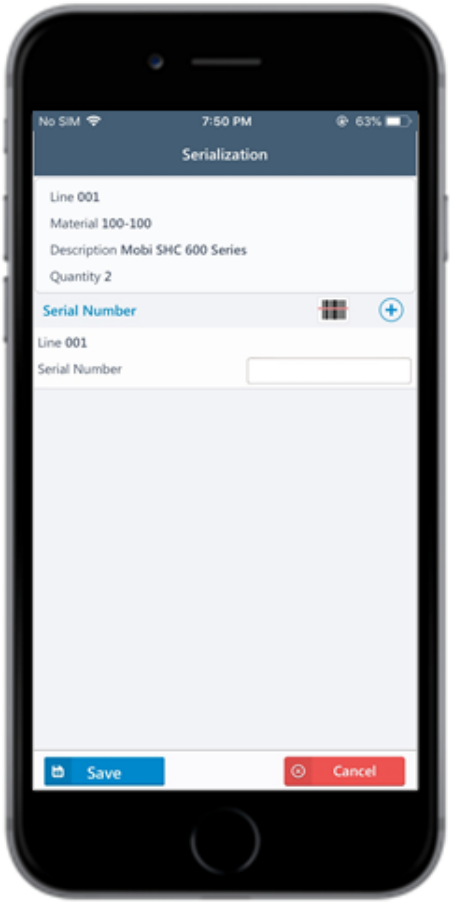
Figure 10-3 Transfer Posting SLOC to SLOC Line Items



- Tap the **Scan** button in the **Enter Serial No.** field to scan the serial numbers or tap the **Add** icon to add the serial numbers manually.

  Select the **Automatic serial no.** checkbox to generate the serial numbers automatically.

Figure 10-4 Transfer Posting Plant to Plant Serialization



Tap the **Add** icon to add a new line item.

5. Tap **Confirm**.
   A message appears asking whether you want to post the transfer.
6. Tap **OK**.
   A message appears confirming that the transfer is successfully posted.

10.3. Transfer stock within Warehouse

You can transfer stock from one bin to another in a Warehouse using the following ways:

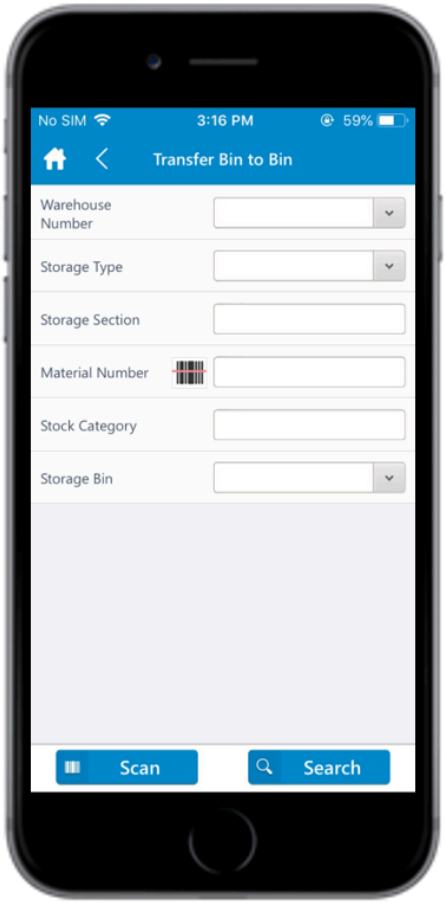
- **Foreground** *(on page 216)*: Record stock transfer when you do an actual transfer of the material from one bin to another within a storage location.
- **Background** *(on page 218)*: When you want to move the stock, specify the material quantity that needs to be moved. The system then checks the bin that can accommodate the material quantity and allocates it to a specific bin.

10.3.1. Record stock transfer when you move from one Bin to another (Foreground)

To record stock transfer from one Bin to another (Foreground Transfer):

1. In the **Home** screen, tap **Transfer Posting/Stock Transfer**.
2. Tap **Bin to Bin**.
3. Enter the search criterion such as the **Warehouse Number**, **Storage Bin**, and **Material Number**.

Figure 10-5 Bin to Bin Search Screen



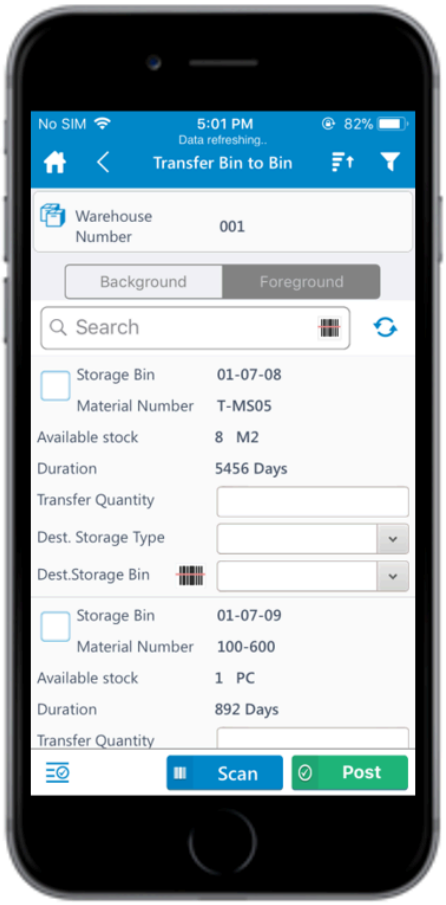
4. Tap **Search**.
   Tap **Scan** to scan the barcode based on the dynamic combo string. On scanning, you are navigated to the posting screen wherein you can edit or post the data. This feature can be configured using **RACE**.
5. In the **Bin to Bin** screen, tap on the **Foreground** tab.

You can sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.

6. Select the line item checkboxes corresponding to the storage bins.

   You can deselect the checkboxes which are not required.

   Figure 10-6 Storage Bins in Warehouse (Foreground)



> **Note:**
> The checkbox corresponding to the storage bins is selected/checked automatically, if the SINGLERECORDSELECTION is set to true in RACE.

7. Enter this information:

- **Transfer Quantity**: Tap to enter the amount of material that must be transferred.
- **Dest. Storage Type**: Tap to select the destination storage type.
- **Dest. Storage Bin**: Tap to select the storage bin to which the stock is transferred. When you scan the **Destination Storage Bin**, the corresponding **Destination Storage Type** is auto-populated (only if one storage type is defined for that bin).
- **UoM**: Tap to add the UoM (Unit of Measurement).

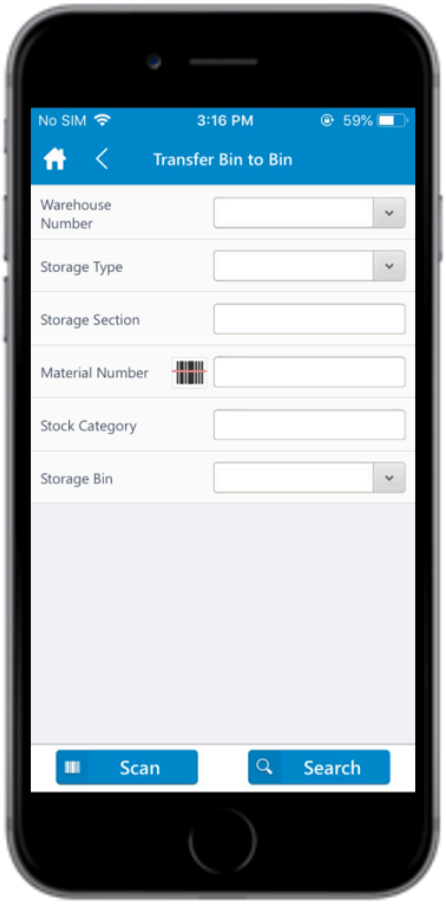
8. Tap **Confirm**.
   A message appears asking whether you want to post the transfer order.
9. Tap **OK**.
   A message appears confirming that the transfer order is successfully posted.

10.3.2. Record stock transfer from one Bin to another (Background)

To record transfer order for moving from one Bin to another (Background Transfer):

1. In the **Home** screen, tap **Transfer Postings**.
2. Tap **Bin to Bin**.
3. Enter the search criterion such as the **Warehouse Number**, **Storage Bin** and **Material Number**.

Figure 10-7 Bin to Bin Search Screen



4. Tap **Search**.
   Tap **Scan** to scan the barcode based on the dynamic combo string. On scanning, you are navigated to the posting screen wherein you can edit or post the data. This feature can be configured using **RACE**.
5. In the **Bin to Bin** screen, tap on the **Background** tab.
   You can sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.
6. Tap the checkbox corresponding to the storage bins.

> **Note:**
> The checkbox corresponding to the storage bins is selected/checked automatically if the SINGLERECORDSELECTION is set to true in RACE.

7. Enter this information:
   - **Batch**: Tap to enter the batch.
   - **Alternate UoM**: Tap to edit or tap the drop-down to select the Alternate Unit of Measure from the list.
   - **Transfer Quantity**: Tap to enter the quantity to be transferred.
   - **Src. Storage Type**: Tap to select the storage type of the source.
   - **Storage Section**: Tap to select the storage section.
8. Tap **Post**.
   A message appears asking whether you want to post the transfer order.
9. Tap **OK**.
   A message appears confirming that the transfer order is successfully posted.

10.3.3. Record Handling Unit transfer from Bin to another

When you receive fresh goods into Warehouse, you initiate a transfer order to move the existing goods to another storage space or slot (Storage Bin) to accommodate the incoming goods.

To transfer handling unit from one bin to another:

1. In the Home screen, tap **Transfer Postings**.
2. Tap **Handling Unit**.
3. Enter **Warehouse Number**, **Handling Unit**, or **Storage Type**.
4. Search the handling unit (Storage Unit).
5. Select / enter the **Destination Storage Bin**.

   Storage Type value is auto populated, and the **Storage Unit** is selected.
6. Tap **Confirm**.
   A message appears confirming that the Transfer Order is created. Once the TO Confirmation is done, the handling unit is successfully transferred.

10.4. Transfer stock using Movement Type

When you change stock status like Quality Inspection to Unrestricted or Unrestricted to Blocked in Warehouse managed storage location, the Posting Change Notice (PCN) is generated. This transfer is recorded using SAP movement types (Transfer Posting-Others).

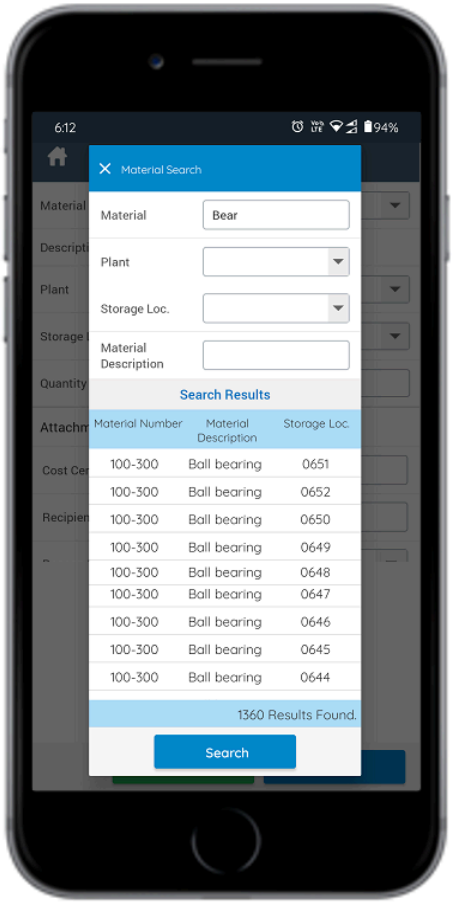
To transfer stock using other Movement Type:

1. In the **Home** screen, tap **Transfer Postings**.
2. Tap **Transfer Postings Others**.
3. Enter the **Plant** and **Storage Location** and select the **Movement Type**.
4. Tap the **Add** icon in the **Line Items** section.
   Tap the Scan icon to scan the barcode and navigate to the Line Item detail screen.
5. Enter this information:

- **Material**: Tap to enter the material code of the line item. You can also tap the drop-down to search the material code on the **Material Search** screen.
  - **Material**: Tap to enter the material code string (first few digits) and then tap **Search**.

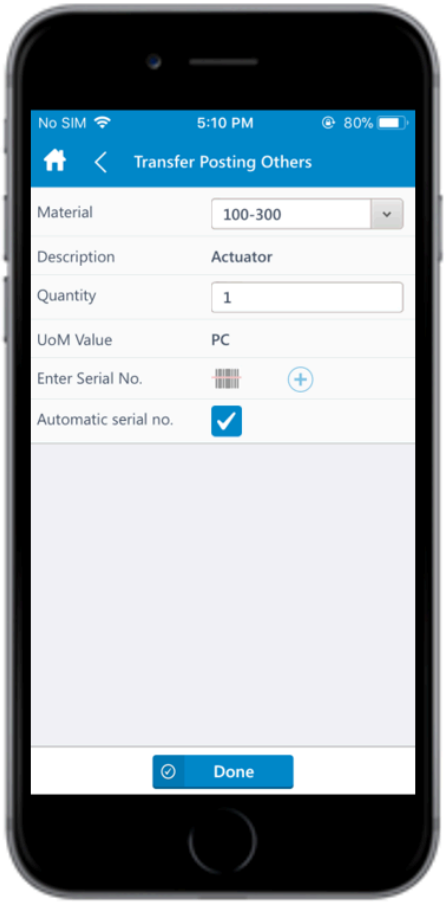
> **Note:**
> You can also filter the results by **Description** and **Plant**. The list of material codes matching the specified string are displayed under **Search Results**.

Figure 10-8 Material Search Screen



- **Quantity**: Tap to enter the quantity to be transferred.
- **UoM**: Tap to add the UoM (Unit of Measurement).

Figure 10-9 Transfer Posting Others - Line Items



6. Tap **Done**.
7. Tap the line item to view or modify the details such as **Vendor**, **Material description**, **Quantity**, and so on.

Note:

- The **source** and **destination** bins are automatically filled based on the movement type.
- The **Vendor** field populates only when you select the **Special Stock Category** field.
- The **Available Stock** is displayed at the Material and Batch combination level.

8. Tap **Confirm**.
   A message appears asking whether you want to post the transfer.
9. Tap **Yes**.
   A message appears confirming that the posting is successful. You can navigate to the Material Document Display module through a direct link after successful posting.

11. Execute Consignment Audits

Consignment Audit is the process of cycle counting against the physical inventory documents for Bill of Materials, Batch Managed Items, and Materials.

Using mInventory, you can do the following audits:

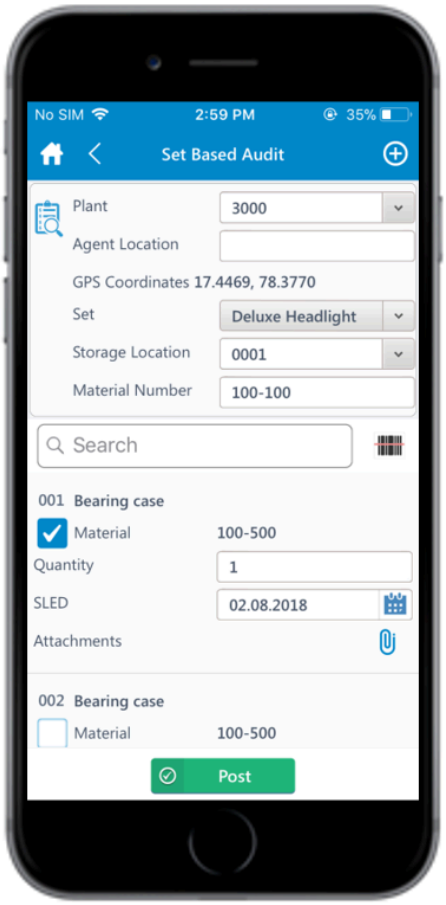
- Set Based Audit *(on page 225)*
- Loose Inventory Audit - Sterile *(on page 227)*
- Loose Inventory Audit - Non-Sterile *(on page 229)*
- Blind Inventory Audit *(on page 231)*

11.1. Assess inventory using Set Based Audit

To create Set Based Audit record:

1. In the **Home** screen, tap **Consignment Audit**.
2. Tap **Set Based Audit**.

Figure 11-1 Set Based Audit Details



3. Enter this information:

- **Plant**: The corresponding plant number is displayed, based on the Set type. Tap to edit the Plant Number.
- **Agent Location**: Tap to enter the agent location.
- **Set**: Tap to select the Set type from the list. If this value is set:
  - The corresponding **Plant Number** is auto-populated in the **Plant** field.
  - Two corresponding line items are generated.

> **Note:**
>
> Tap the **Add** icon to add line items.

- **Storage Location**: Tap the drop-down to select storage location from the list.
- **Material Number**: Tap to edit the material number.

4. In the line items section:
   - Select the **Material** checkbox.
   - Enter the **Quantity** of physical inventory.
   - Select the **Self Life Expiration Date** (SLED).
   - Tap the **Attachment** icon to add attachments.
5. Tap **Post**.

   A message appears asking whether you want to post the audit.
6. Tap **Yes**.

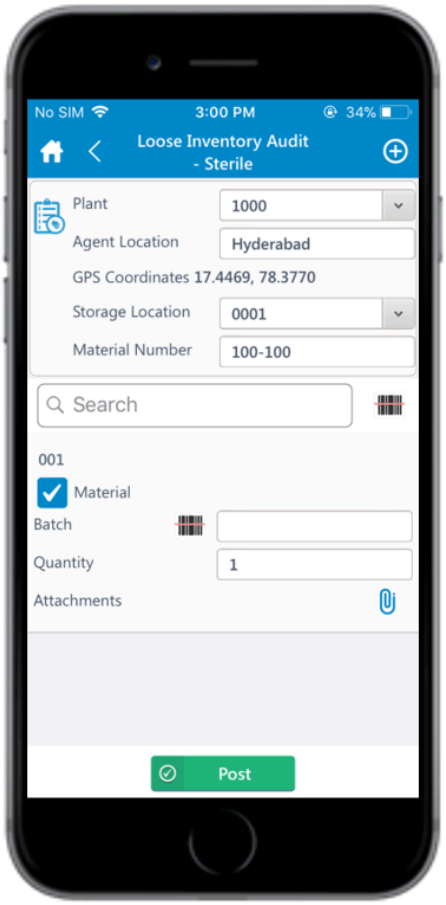
   A message appears confirming that the record is successfully created.

11.2. Assess batch managed items using Loose Inventory Audit

To create Loose Inventory Audit for batch managed items:

1. In the **Home** screen, tap **Consignment Audit**.
2. Tap **Loose Inventory Audit - Sterile**.

Figure 11-2 Loose Inventory Audit for batch managed items



3. Enter this information:
    - **Plant**: This value is auto-populated. Tap to edit the plant number.
    - **Agent Location**: Tap to enter the agent location.
    - **Storage Location**: This value is auto-populated. Tap the drop-down to select storage location from the list.
    - **Material Number**: This value is auto-populated. Tap to edit the material number.
4. In the line items section:

- Select the **Material** checkbox.
- Enter the **Quantity** of physical inventory.
- Tap the **Scan** icon to scan the **Batch** number or tap to enter the **Batch** number. This is a mandatory field.
- Tap the **Attachment** icon to add attachments.
- Tap the **Add** icon to add line items.

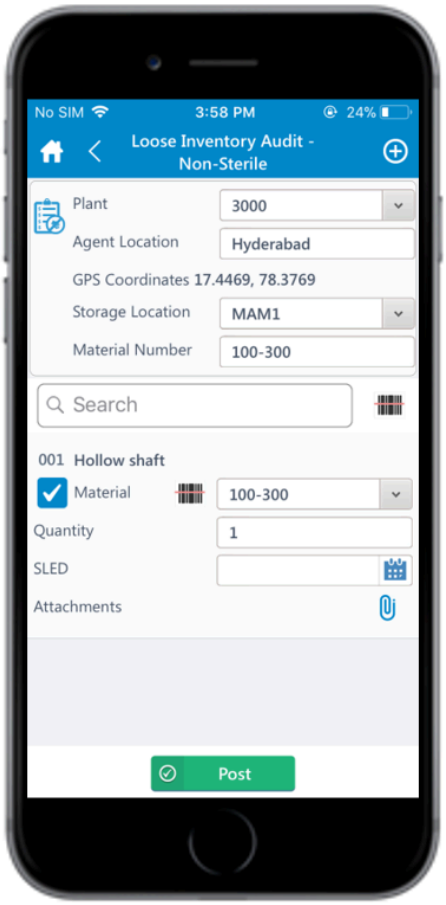
5. Tap **Post**.
   A message appears asking whether you want to post the audit.
6. Tap **Yes**.
   A message appears confirming that the record is successfully created.

11.3. Assess non-batch managed items using Loose Inventory Audit

To create Loose Inventory Audit for non-batch managed materials:

1. In the **Home** screen, tap **Consignment Audit**.
2. Tap **Loose Inventory Audit - Non-Sterile**.

Figure 11-3 Loose Inventory Audit for non-batch managed items



3. Enter this information:
   - **Plant**: This value is auto-populated. Tap to edit the plant number.
   - **Agent Location**: Tap to enter the agent location.
   - **Storage Location**: This value is auto-populated. Tap the drop-down to select storage location from the list.
   - **Material Number**: This value is auto-populated. Tap to edit the material number.
4. In the line items section:

- Select the **Material** checkbox.
- Enter the **Quantity** of physical inventory.
- Tap the **Scan** icon to scan the **Material** number or tap to enter the **Material** number. This is a mandatory field.
- Tap the **Attachment** icon to add attachments.
- Tap the **Add** icon to add line items. By default, a line item is displayed.

5. Tap **Post**.
   A message appears asking whether you want to post the audit.
6. Tap **Yes**.
   A message appears confirming that the record is successfully created.

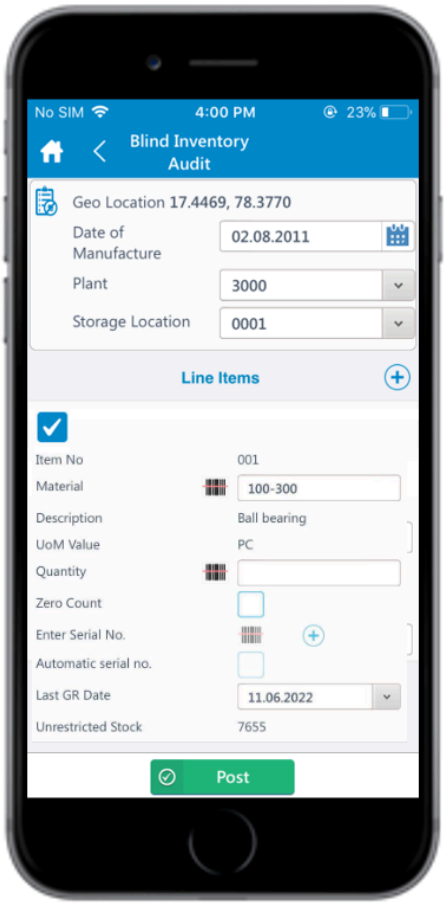
11.4. Blind Inventory Audit

In the existing scenario, the inventory audit is performed against the inventory records. The application supports the generation of the physical inventory documents for blind count postings to speed up the cycle counting process. Once you enter the respective material and/or batch codes and quantities against each of the line items and post, a physical inventory document gets generated in the SAP system. This feature is similar to the MI09 transaction in SAP.

To create a Blind Inventory Audit:

1. In the **Home** screen, tap **Consignment Audit**.
2. Tap **Blind Inventory Audit**.

Figure 11-4 Blind Inventory Audit Details



3. Enter the required information in the following fields:
   - **Geo Location**: The current GPS location is auto generated.
   - **Date of Manufacture**: Tap the field to select the date of manufacture.
   - **Plant**: This is auto-populated. Tap the field to edit the Plant number.
   - **Storage Location**: This is auto-populated. Tap the drop-down to select Storage location from the displayed list.
   - **Date of Last count**: Tap the field to select the date of last count.
   - **Line Items**: A default line item is displayed on the **Blind Inventory Audit** screen. Tap the **Add** icon in the **Line Items** section to add more line items.

- Tap the checkbox to select the line item.
- **Item No**: The line item number is auto-populated and grayed out.
- **Material**: Tap the **Scan** icon to scan the Material or tap the field to enter the Material Number.

> **Note:**
> You can enable Combo Scan for this scan field. Combo Scan helps you scan the barcode, capture data, and navigate automatically to the transaction screen related to the value. For information, see the *Configure mInventory using RACE™* guide.

- **Description**: Corresponding description is auto-populated and grayed out.
- **UoM Value**: Corresponding unit of measurement is auto-populated and grayed out.
- **Quantity**: Enter the item quantity.
- **Zero Count**: Select this checkbox to zero the quantity. If selected, the **Quantity** field is set to zero.

4. Tap **Post**.
   A pop-up window appears asking you to confirm the posting of the record.
5. Tap **Yes** to post the record.
   A message appears confirming that the record is successfully created.

12. Confirm Services Availed from Internal or External Vendors

Use the Services Confirmation module to confirm the services that are availed from an internal or external vendor.

When a service is requested, specifications such as the price and quantity are captured using a service master record. Services are of two types:

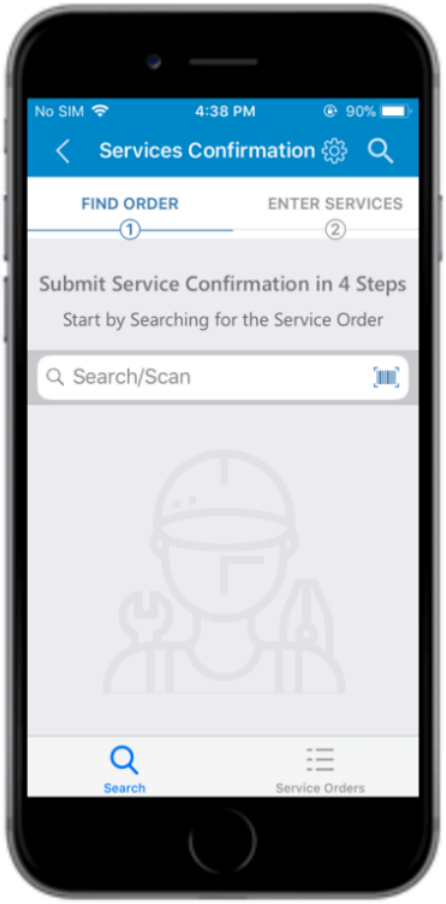
- **Planned Service** *(on page 234)*: The nature and scope of the service are known to the user from the beginning of a procurement project or transaction.
- **Unplanned Service** *(on page 238)*: A service that cannot be specified in detail as their precise nature and scope are not known. Unplanned services therefore have no descriptions and their tenure can be extended later.

12.1. Confirm planned services availed from vendors

To confirm the planned service availed from vendors:

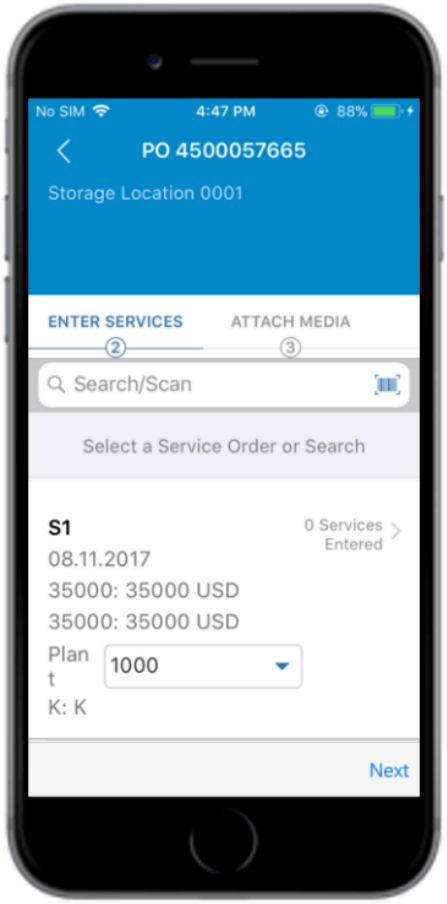
1. In the **Home** screen, tap **Services Confirmation**.

Figure 12-1 Search Service Purchase Order



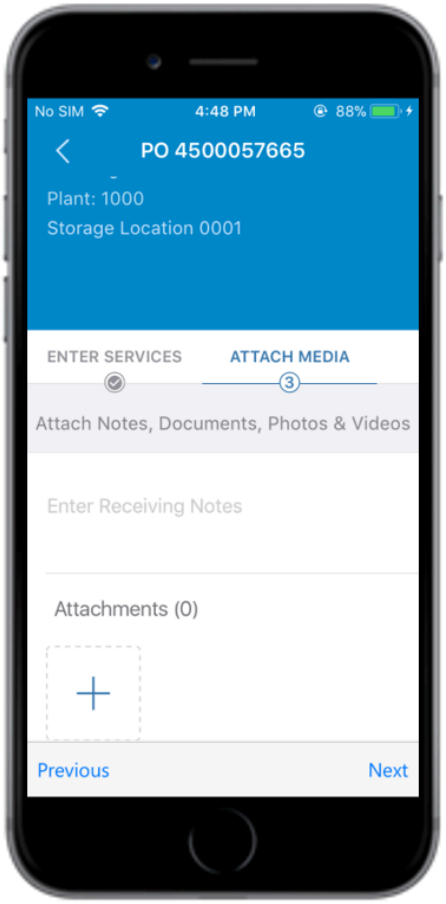
2. In the **Find Order** tab, retrieve the Service Purchase Order using any of the following methods:
    - Enter the **Service Purchase Order** number in the **Search/Scan** field and tap **Search**. Tap the retrieved Service Purchase Order.
    - Tap the **Scan** icon to scan the barcode.
    - Select the **Service Order** button at the bottom of the screen to view the list of Service Purchase Orders. In this screen,
        - The **Outstanding PO** value is displayed on the header.
        - Open records are listed at the bottom half of the screen. Tap the Service Purchase Order to view the details.

Figure 12-2 Enter Services tab



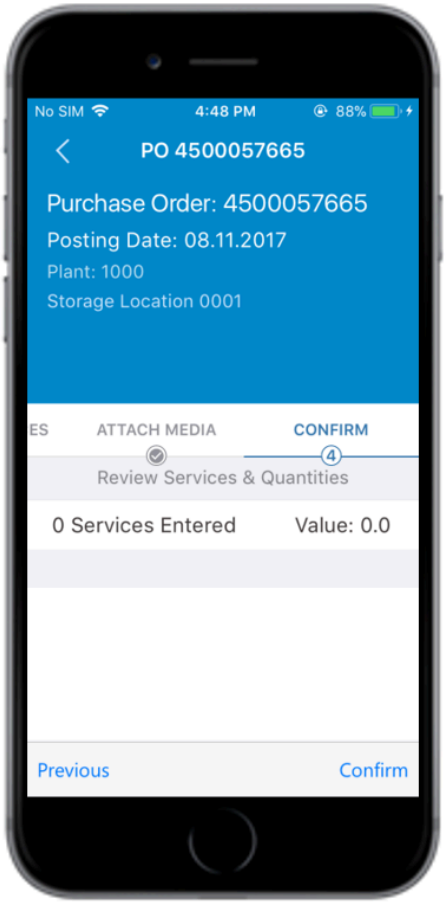
3. In the **Enter Services** tab, tap the service order to view the items.
4. In the items list screen, do the following:
    - Tap the required items and update the quantity of the item in the **PO Quantity** field.
    - Tap the **Back** icon.
5. Tap **Next**.

Figure 12-3 Attach Media tab



6. In the **Attach Media** tab, tap the **Add** icon under **Attachments** and upload the image of the support document.
7. Tap **Next**.

Figure 12-4 Confirm tab



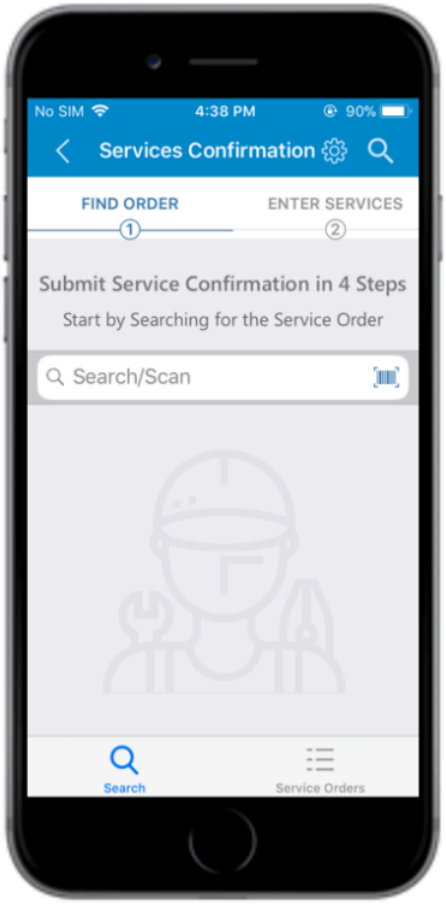
8. In the **Confirm** tab:
    - Review the item details for service order.
    - Tap **Confirm**.
9. In the **Signature** screen, add your digital signature.
10. Tap **Confirm**.

12.2. Confirm Unplanned services availed from vendors

To confirm an unplanned service availed from a vendor:

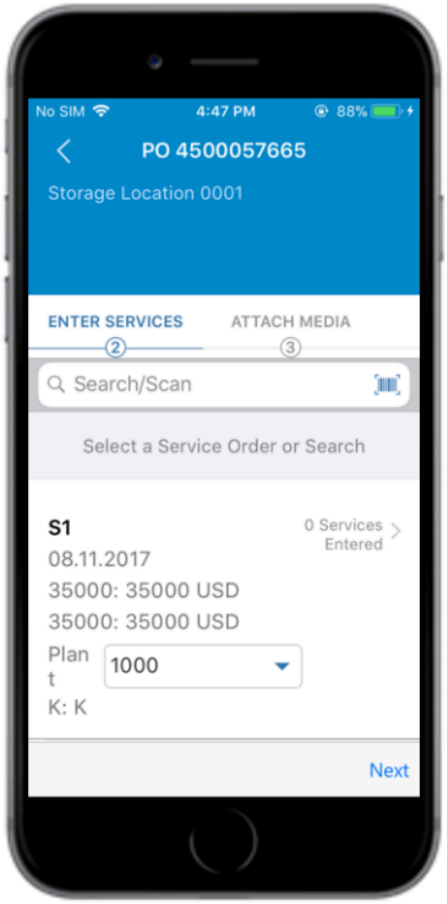
1. In the **Home** screen, tap **Services Confirmation**.

Figure 12-5 Search Service Purchase Order



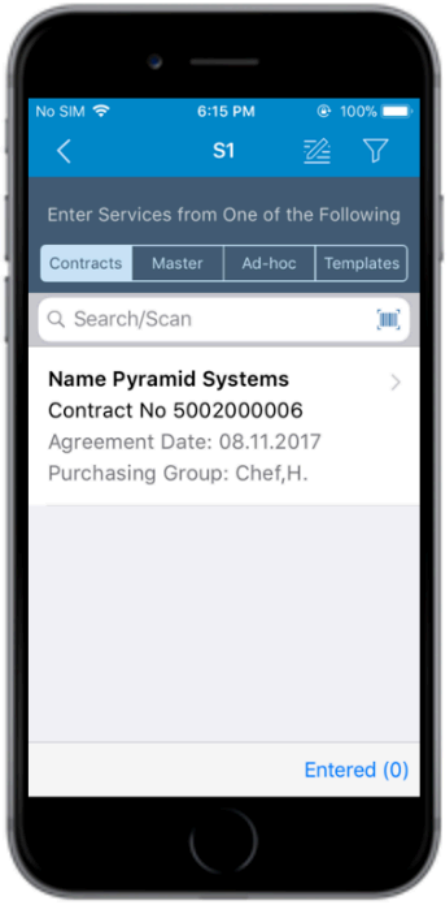
2. In the **Find Order** tab, retrieve the Service Purchase Order using any of the following methods:
    - Enter the **Service Purchase Order** number in the **Search/Scan** field and tap **Search**. Tap the retrieved Service Purchase Order.
    - Tap the **Scan** icon to scan the barcode.
    - Tap the **Service Order** button at the bottom of the screen to view the list of Service Purchase Orders. In this screen,
        - The **Outstanding PO** value is displayed on the header.
        - Open records are listed at the bottom half of the screen. Tap the Service Purchase Order to view the details.

Figure 12-6 Enter Services tab



3. In the **Enter Services** tab, tap the service order.

Figure 12-7 Unplanned Service - Contract tab



4. Add a service by updating the details in any of the tabs:
    - Contracts *(on page 242)*
    - Master *(on page 245)*
    - Ad-hoc *(on page 246)*
    - Templates *(on page 247)*
5. In the **Enter Services** tab, tap **Next**.
6. In the **Attach Media** tab, tap the **Attachment** button and insert the image of the support document.
   Enter Receiving Notes, if any.
7. Tap **Next**.
8. In the **Confirm** tab, review the items for the service order.
9. Tap **Confirm**.
10. In the **Signature** screen, add your digital signature.
11. Tap **Confirm**.

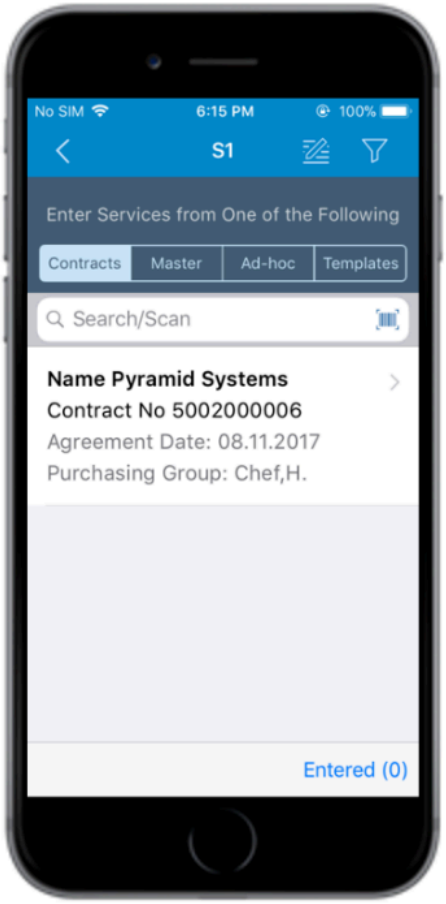
12.2.1. Add a service using Contracts tab

Read to understand how to add a service using the **Contracts** tab for an unplanned service order.

To add a service using **Contract** tab:

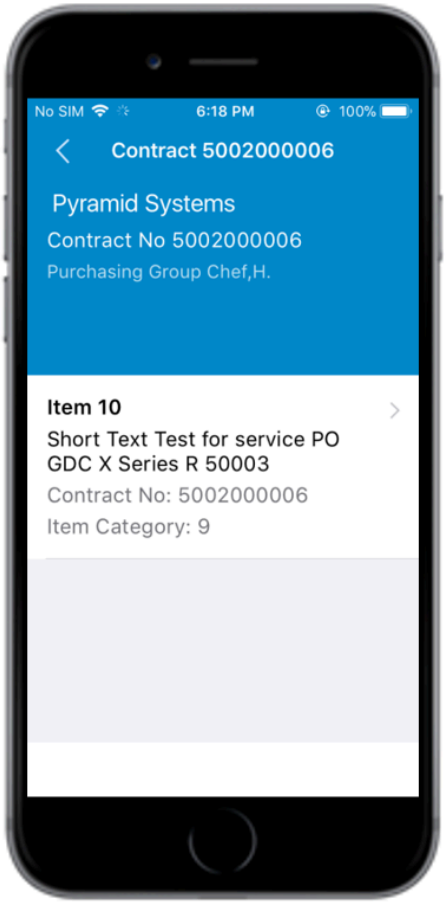
1. In the **Contracts** tab, tap on the contract applicable to the service order.

Figure 12-8 Unplanned Service - Contract tab



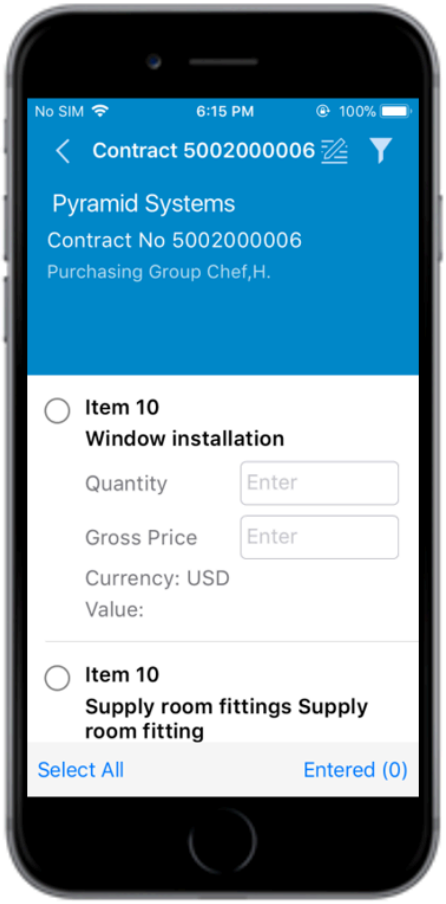
2. Tap the item.

Figure 12-9 Contract List Item



3. Enter details such as **Gross Price** and **Quantity**.
   Swipe the line item to the right and tap **Add to Template** to add the item to the **Templates** tab.

Figure 12-10 Contract Service Line Items



4. Tap the **Back** icon.
    - Tap **Entered (x)** to review and edit the line items. **X** represents the number of line items selected.
    - Tap **Return To PO**.

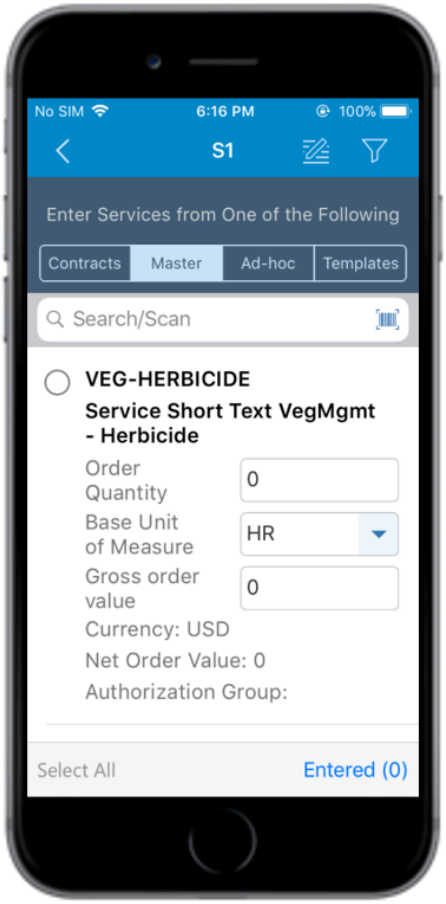
12.2.2. Add a service using Master tab

Read to understand how to add a service using the **Master** tab for an unplanned service order.

To add a service using **Master** tab:

1. In the **Master** tab, select the service line item.
   Swipe the line item to the right and tap **Add to Template** to add the service to the **Templates** tab.

   Figure 12-11 Unplanned Service - Master tab



2. Enter details such as **Order Quantity**, **Base Unit of Measure** and **Gross Order Value**.
3. Tap the **Back** icon.
   - Tap **Entered (X)** to review and edit the line items. **X** represents the number of line items selected.
   - Tap **Return To PO**.

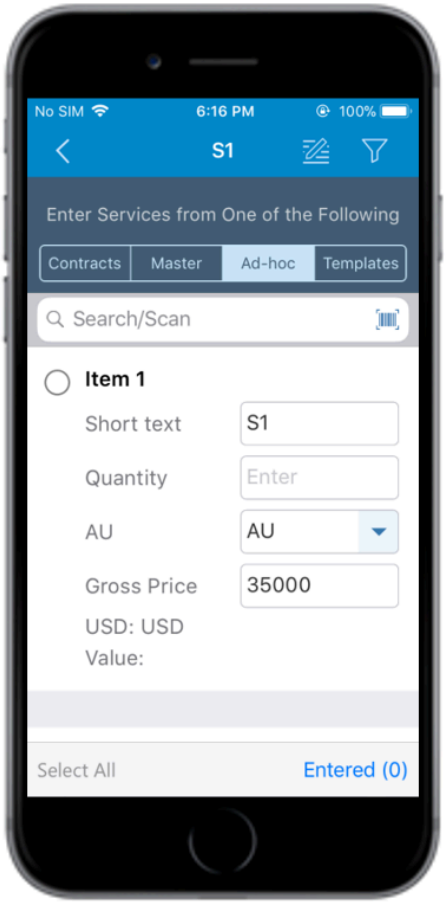
12.2.3. Add a service using Ad-hoc tab

Read to understand how to add a service using the **Ad-hoc** tab for an unplanned service order.

To add a service using **Ad-hoc** tab:

1. In the **Ad-hoc** tab, select the service line item(s).

Figure 12-12 Unplanned Service - Adhoc tab



2. Enter details such as **Quantity** and **Gross Price**.
   Tap **Add Another Ad-hoc Service** to add an item.
3. Tap the **Back** icon.
   - Tap **Entered (X)** to review and edit the line items. **X** represents the number of line items selected.
   - Tap **Return To PO**.

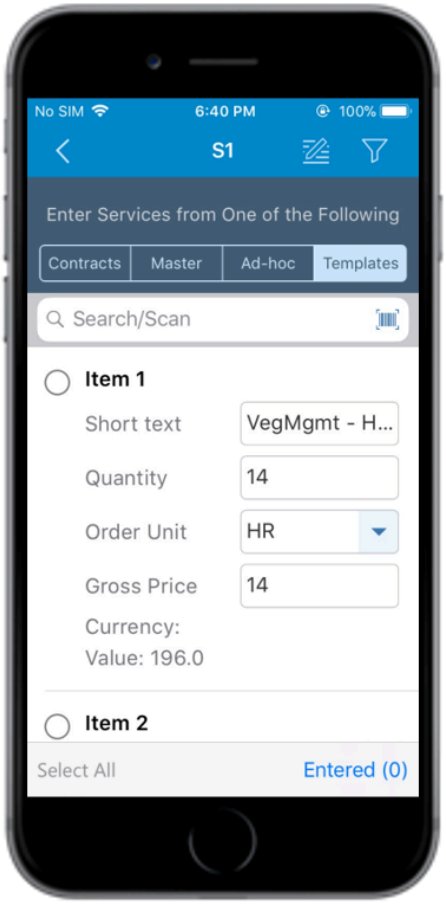
12.2.4. Add a service using Templates tab

Read to understand how to add a service using the **Templates** tab for an unplanned service order.

To add a service using **Templates** tab:

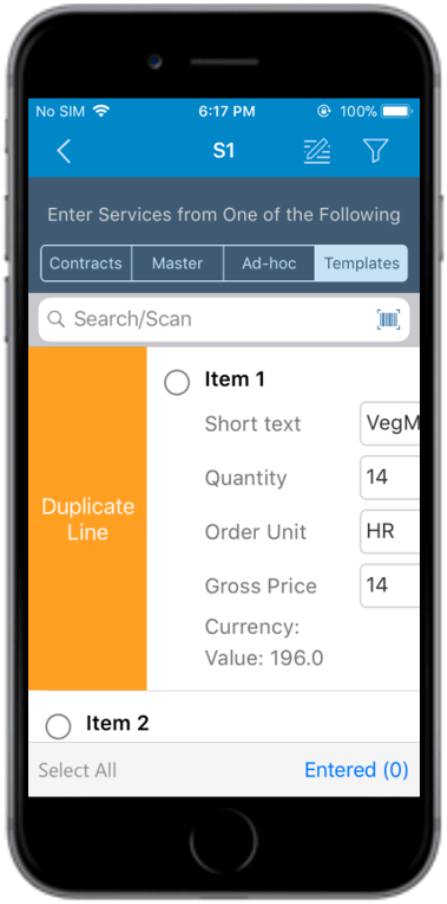
1. In the **Templates** tab, select the service line item(s).

Figure 12-13 Unplanned Service - Templates tab



2. Enter details such as **Quantity**, **Order Unit** and **Gross Price**.
   - Swipe the item to the right and tap the **Duplicate Line**. The template is posted.
   - Swipe the item to the left and tap the **Delete Template** to delete the template.

Figure 12-14 Unplanned Service - Template - Duplicate Item



3. Tap the **Back** icon.
    - Tap **Entered (X)** to review and edit the line items. **X** represents the number of line items selected.
    - Tap **Return To PO**.

13. Kitting and Staging Materials (Kitting)

Kitting and Staging helps warehouse operators to KIT (collect) the stock items of an order and place order for non stock items. Once all items in the order are kitted and staged using **Kitting** module, warehouse operators issue them to the maintenance technicians at one go and help complete the work with ease.

You get push notifications on mobile device when the kit or picklist is assigned to a technician from the Connected Back Office (CBO) application to pick material for a work order. You can quickly tap the notification and pick up the required material or spare parts using the mInventory application.

Kitting and staging are an important business process in most MRO warehouses. There is no standard SAP solution for kitting and staging. Many SAP customers have built custom desktop solutions which have not yet yielded the desired outcomes. This Kitting module from Innovapptive is designed for mobile devices which also works in offline mode in case of network and connectivity issues.

In warehouse management, material staging is the process of picking, grouping the components and delivering them together as a KIT to the requester based on the work order document. The maintenance technician submits the work order request to the warehouse department by adding the stock and non-stock items under the Components tab. A reservation document is generated for stock items and material is picked and moved to the staging area on the requirement date.

For the non-stock items, a purchase requisition is created and converted to purchase order and issued to the vendor to supply the goods. For more information, see Purchase Materials through Mobile Devices *(on page 336)*. When materials arrive at the warehouse from the supplier, goods are unloaded to the goods receiving area and directly moved to the staging area and placed in the correct bin. Both stock and non-stock items are combined as a KIT and work order status is updated to user status KITTED before goods are issued to the requester.

The kitting and staging have following status:

- **Stock**: Number of Materials that are in stock.
- **Non-Stock**: Number of Materials that are not in stock.
- **Staged**: Number of materials staged.

Note:
Low stock items are clearly marked, especially when the available stock is lower than the required quantity.

The available stock is displayed based on material characteristics,

- For non-batch-managed materials, stock is shown at the storage location (SLOC) level.
- For batch-managed or split-valued materials, stock is shown based on material, plant, storage location, batch, or valuation type.

In this module,

- Users can now perform kitting using consignment stock.
- The available consignment stock is now visible along with the list of vendors.
- When a vendor is selected from the consignment dropdown, special stock type "K" is auto filled, reducing manual input.
- The consignment stock field appears only for materials with a special procurement key "10" in the material master.
- Email and push notifications are triggered upon completion. Warehouse supervisors receive an email, while the maintenance technician receives both push and email notifications.
- You can enter a Stage bin value only for purchase orders created for non-stock items of the order.

13.1. Kit and Stage Stock Materials

Kitting and Staging helps warehouse operators to KIT (collect) the stock items of an order and place order for non-stock items. When non-stock items arrive, both stock and non-stock items are combined as a KIT and work order status is updated to user status KITTED and goods are issued to the requester. In addition to the fully kitted status, you can view the kitting statuses for orders that are partially kitted or waiting for kitting in the list screen.

The kitting and staging have following status:

Stock: Number of Materials that are in stock.

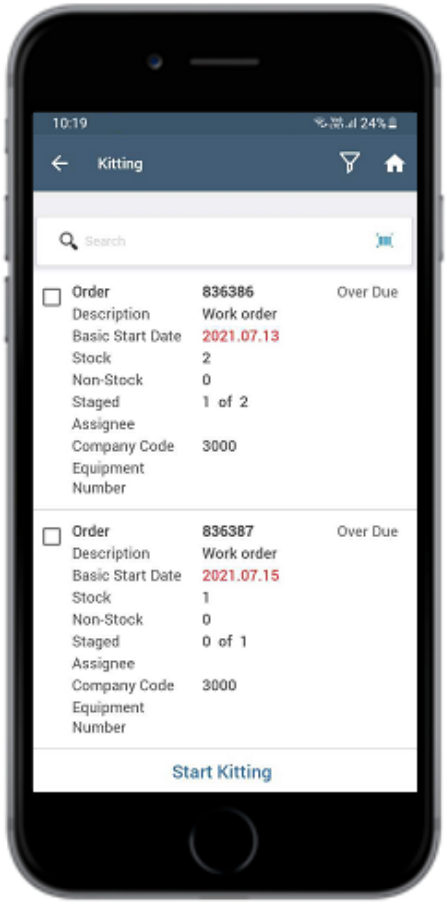
Non-Stock: Number of Materials that are not in stock.

Staged: Number of materials staged.

To **Stage** the materials:

1. In the Home screen tap the **Kitting** module.

Figure 13-1 Select Work Order



2. In the Work Orders List screen, search and select the **Order** from the list.

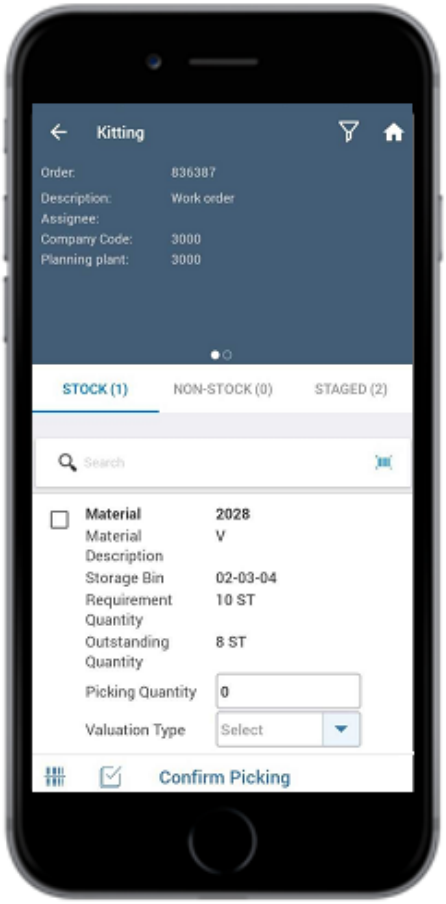
> **Note:**
> : Refresh button is present on the list screen, allowing you to instantly update the list without navigating back.

3. Tap **Start Kitting**.

> **Note:**
> You can select multiple Orders and tap the **Start Kitting** button, then you are directly navigated to the Material List screen. Select the required materials and tap **Confirm Picking**.

4. In the Material List screen, select the **Material** under the **Stock** tab.

Figure 13-2 Select Material

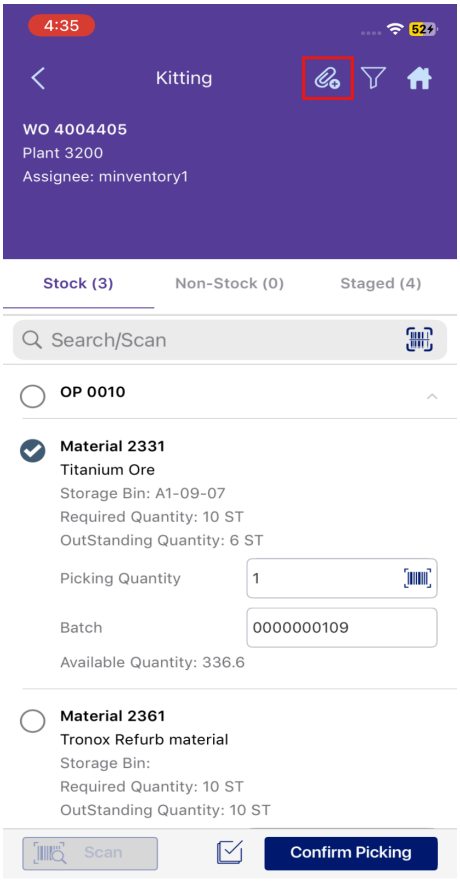


5. Enter the material quantity in the **Picking Quantity** field.

> **Note:**
> If you want to move the batch managed material, enter the batch number in the **Batch** field.

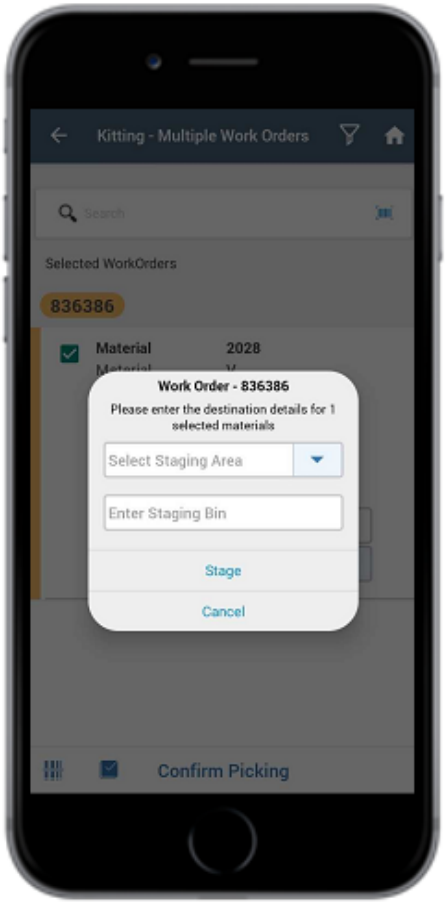
The Picking Quantity is automatically set to the Outstanding Quantity for stock items.

6. Click the **Attachments** icon to upload attachments as proof of evidence.



7. Tap **Confirm Picking**.

Figure 13-3 Select Staging Area and Storage Bin

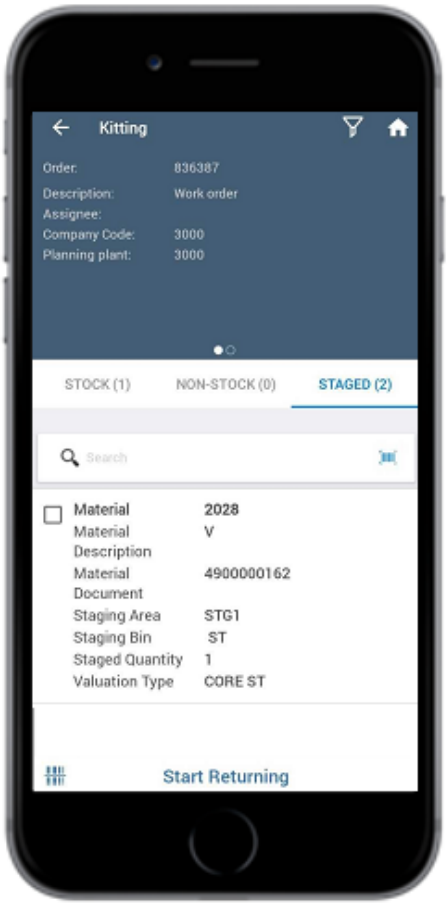


8. Select **Kitting Storage Location**, enter **Stage bin**, and tap **Stage**.
   A message appears confirming that the material is staged for Work Order.

9. In the Success screen, tap **Go To Print Labels** to print labels and tap **Go To Kitting** to stage more materials.
   When the kitting is done, the materials are moved from the **Stock** tab and displayed in the **Staged** tab.

   You can navigate to the Material Document Display module through a direct link after successful posting.

Figure 13-4 Staged Materials



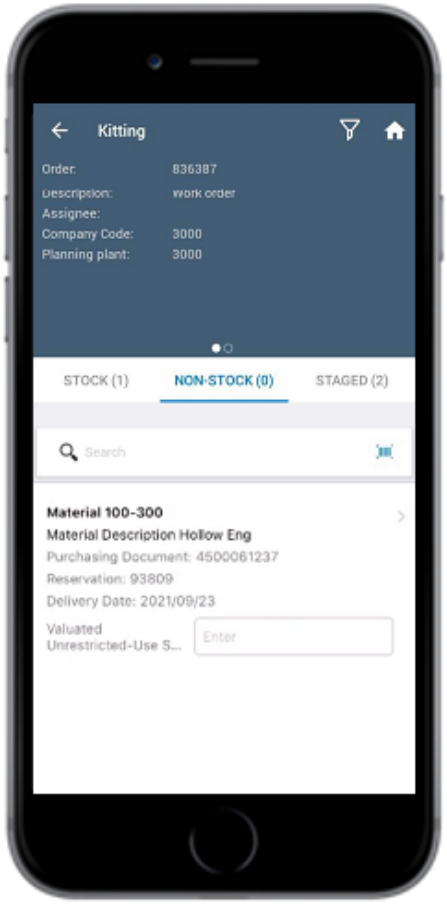
13.2. Kit and Stage Non-Stock Materials

If the material is not available at the Storage Location to stage and you are receiving from your supplier, you can directly stage the material from the Goods Receiving module.

To **Stage** the non-stock materials:

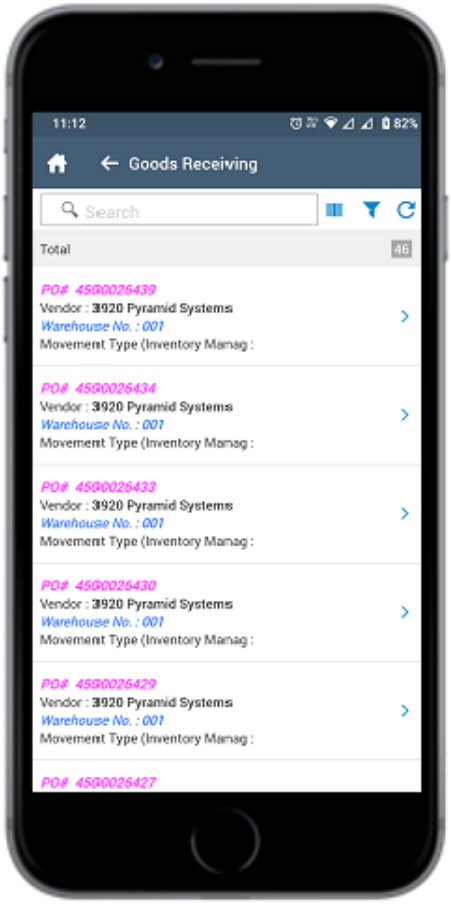
1. In the Material List screen, tap the **Purchasing Document** under the **Non-Stock** tab.

Figure 13-5 Non-Stocked Material



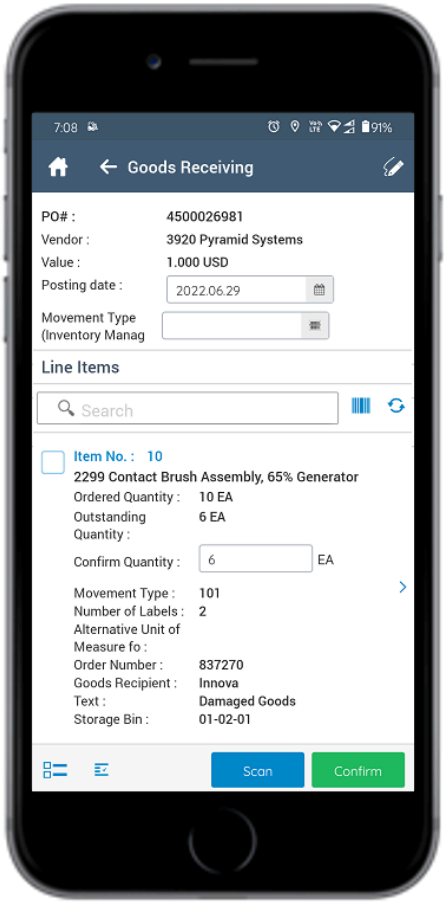
2. You are navigated to the **Goods Receiving** module.
3. In the **Purchase Order** screen, select the Purchasing Document.

Figure 13-6 Goods Receiving Purchase Order List



4. In the Line Items screen, select the item and enter **Kitting Storage Location** and **Staging Bin**.

Figure 13-7 Goods Receiving Purchase Order Details



5. Tap **Confirm** to post the material.
   A message appears confirming that the material is staged for Work Order.

   In the Success screen, tap **Go To Print Labels** to print labels. You can navigate to the Material Document Display module through a direct link after successful posting.

14. Manage Inbound and Outbound Processes

Use the **Inbound & Outbound Processes** module to manage the inbound and outbound tasks including picking and packing the material, shipping from warehouse to the destination and sending the material to the put away.

Manage your warehouse tasks using these sub-modules:

- Pick/UnPick items from warehouse for outbound delivery *(on page 261)*
- Pack/UnPack items from warehouse for outbound delivery *(on page 263)*
- Record Movement of goods from interim storage to Warehouse or Production *(on page 265)*
- Confirm Transfer Order *(on page 267)*
- Putaway using Transfer Requirements *(on page 269)*
- Cancel/revert line items picked using an outbound delivery (Reverse Picking) *(on page 275)*
- Pick items from inventory for outbound delivery *(on page 276)*
- Putaway handling units to Storage Bin *(on page 280)*
- Pick items from warehouse for outbound delivery *(on page 281)*
- Create Outbound Delivery without Reference Document *(on page 284)*

14.1. Search Handling Unit/Material records

A handling unit (HU) is a physical unit that consists of the packaging materials (load carrier/ packaging material) and its goods. Use the **Handling Unit / Material Lookup** module to retrieve information such as batches and serial numbers and the quantity of material packed with the handling unit.

To search handling unit/material records:

1. In the **Home** screen, tap **Inbound & Outbound Processes**.
2. Tap **Handling Unit/Material Lookup**.
3. Enter the search criterion such as the **Handling Unit number** and/or **Material Number**.
4. Tap **Search**.
    - In the search results screen, you can:
        - Tap the **Search** field to search the handling unit/material.
        - Tap the **Scan** icon to scan the barcode of the handling unit/material.
        - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.

14.2. Pick/UnPick items from warehouse for outbound delivery

Use the **Pick/UnPick** sub-module to record movement of goods from the warehouse to fulfill an outbound delivery order. Select the line items to be picked from Warehouse using the delivery document based on plant code, shipping point, and date range. You can also scan the line items to automatically select the items for delivery. However, you can revert the Pick status of an item using the **Unpick** feature.

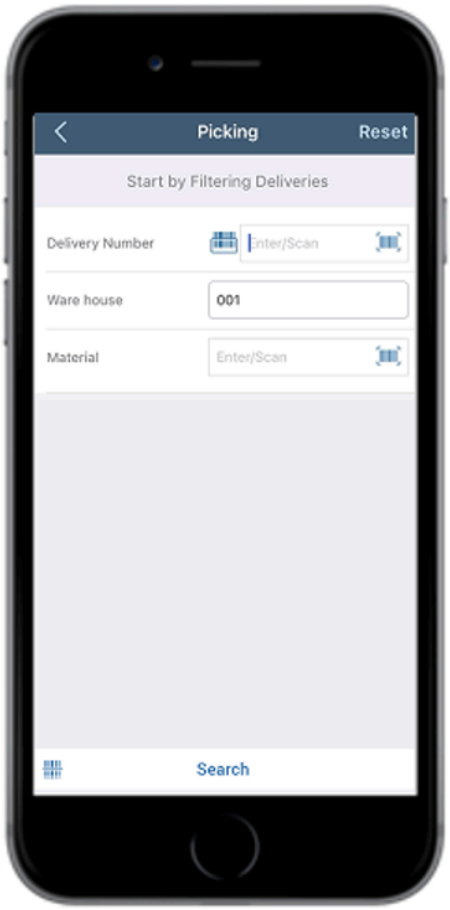
Note:
In this sub-module, you can:

- Pick items only from the documents that are in 'Not yet processed' status.
- Revert the picked item only for the 'Partially processed' documents.
- Configure audio for alert messages like success or failure using RACE Scoping.

To pick/unpick materials:

1. In the **Home** screen, tap **Inbound & Outbound Processes**.
2. Tap **Pick/UnPick**.
3. Enter the search criterion such as **Delivery Number**, **Warehouse**, and **Material**.

Figure 14-1 Picking Search Screen



4. Tap **Search**.
   Tap Scan to combo scan multiple fields. This automatically selects the corresponding line item in a single trigger. Also, eliminates the manual entry of quantity by using Quantity Aggregation feature.

   In the search results screen, you can:
   - Tap the **Search** field to search the delivery document.
   - Tap the **Scan** icon to scan the barcode of the delivery document.
   - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.
5. Tap on the **Delivery** document.
6. Select the line items.

In the Line Items section, do the following:

- **Enter Serial No.**: Tap the **Scan** icon to scan the serial numbers for the material or tap the **Add** icon to add serial numbers manually.
- **Automatically assign serial no.**: Select this checkbox so that the application assigns serial number for the material.

7. Tap **Pick**.
   A message appears asking whether you want to pick the items.
8. Tap **Yes**.
   A message appears confirming that the picking list is posted successfully for the delivery document.

14.3. Pack/UnPack items from warehouse for outbound delivery

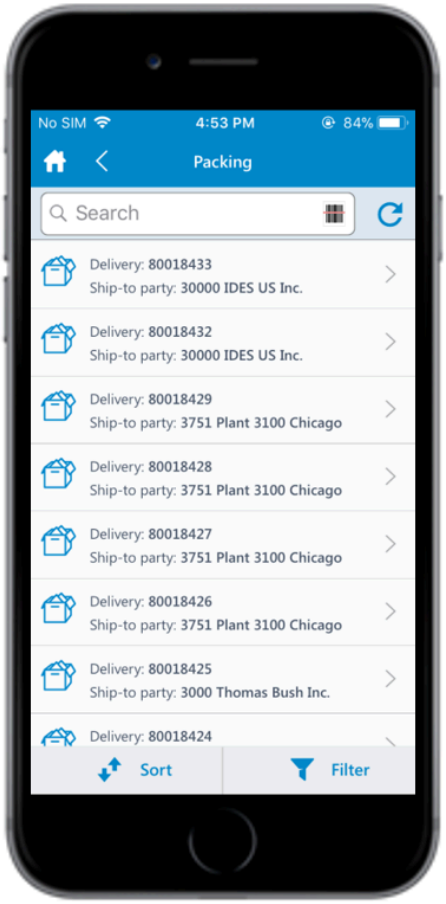
Use the **Pack/Unpack** sub-module to select the items (materials or packing materials) for an outbound delivery. Select the items to pack using the outbound delivery documents. You can also scan the line items to automatically select the items for delivery. With the **Auto-Pack** feature, you can pack all the line items of an outbound delivery.

To Pack/Unpack the material:

1. In the **Home** screen, tap **Inbound & Outbound Processes**.
2. Tap **Pack/Unpack**.
3. Enter the search criterion such as **Delivery** and **Plant**.
4. Tap **Search**.
   Tap Search without any search criteria to view the complete list of delivery documents.

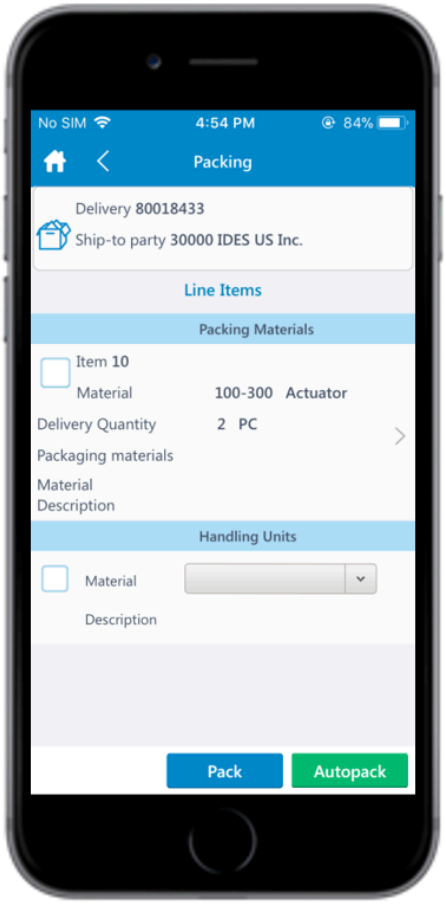
   In the search results screen, you can:
   - Tap the **Search** field to search the delivery document.
   - Tap the **Scan** icon to scan the barcode of the delivery document.
   - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.

Figure 14-2 Picking Delivery Document List



5. Tap on the outbound delivery document.
6. Select the line items to pack/unpack.

Figure 14-3 Picking Delivery Document Details



7. In the **Handling Units** section, tap **Material** to select the packing material (For example, Container) to pack or unpack the line item(s).
8. Tap **Pack** to pack the line items.
   Tap **Auto-pack** to auto pack the line items.
9. Tap **Yes**.
   A message appears confirming that the packing list is successfully posted for the delivery document.

14.4. Record Movement of goods from interim storage to Warehouse or Production

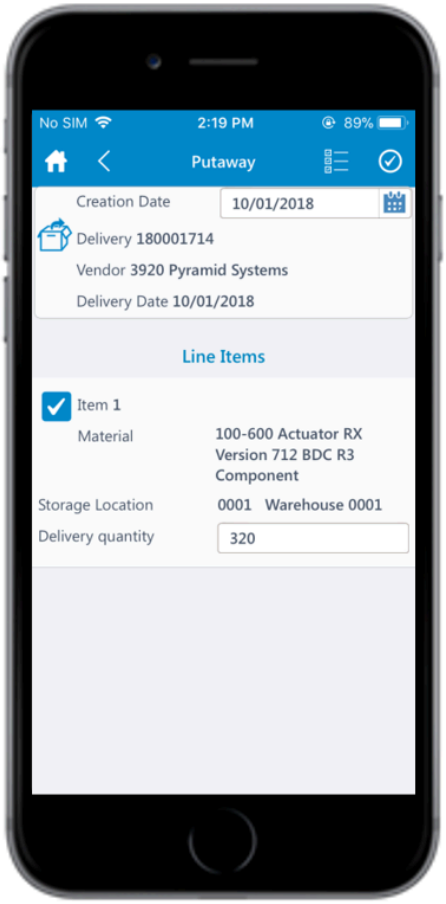
Use the **Putaway** sub-module to record the movement of goods from the receiving interim storage area to the warehouse storage location Production area using an Inbound delivery. You can select the inbound delivery based on vendor, purchase order, and date range and select the items you want to move.

To putaway the material:

1. In the **Home** screen, tap **Inbound & Outbound Processes**.
2. Tap **Putaway**.
3. Enter this information:
    - **Vendor**: Tap to scan or tap to enter the vendor number.
    - **Delivery**: Tap to scan or tap to enter the delivery number.
4. Tap **Search**.
   Tap **Search** without any search criteria to view the complete list of Putaway delivery records.

   In the search results screen, you can:
    - Tap the **Search** field to search the Putaway delivery document.
    - Tap the **Scan** icon to scan the barcode of the Putaway document.
    - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.
5. Tap on the Putaway record.

Figure 14-4 Putaway Line Items



6. Tap the **Calendar** icon to select the Creation Date.
7. Select the line item that you want to post.
8. Tap the **Delivery Quantity** field to enter the quantity received.
9. Tap the **Confirm** icon. A message appears asking whether you want to post the transfer order.
10. Tap **Yes**. A message appears confirming that the transfer order is posted successfully for the delivery document.

14.5. Confirm Transfer Order

A transfer order is a document, used in Warehouse Management, to capture the inward/ outward movement of the material into/from the warehouse or from one storage bin to another. Use the **Transfer Order Confirmation** sub-module to confirm a transfer order or a transfer order item. As a prerequisite, ensure that the required quantity of the material is transferred from source location to destination.

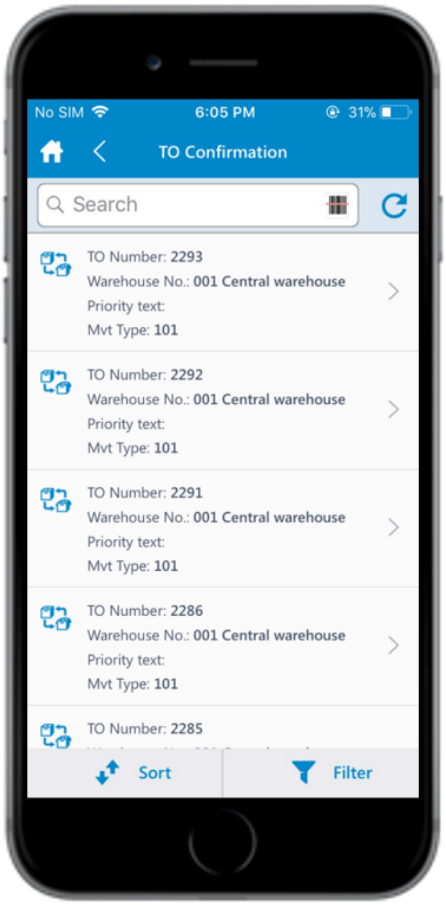
To confirm a Transfer Order:

1. In the **Home** screen, tap **Inbound & Outbound Processes**.
2. Tap **Transfer Order Confirmation**.
3. Enter the search criterion such as the **Warehouse Number** and **Transfer Order Number**.
4. Tap **Search**.

   Tap **Search** without any search criteria, the complete list of transfer orders is displayed.

   In the search results screen, you can:
   - Tap the **Search** field to search the Putaway delivery document.
   - Tap the **Scan** icon to scan the barcode of the Putaway document.
   - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*

   Figure 14-5 Transfer Orders List



5. Tap on the transfer order.

> **Note:**
> - Only one user can access/edit the transfer order at a time.
> - You can select and confirm multiple transfer orders at the same time using the line item numbers.

6. Enter this information:
   - **Mvt Type**: This field is auto-populated. Tap to modify the value.
   - **Posting Date**: This field is auto-populated. Tap the **Calendar** icon to modify the date.
7. In the **Line Items** section, select the items to be posted.
8. Enter this information:
   - **Alternate UoM**: This field is auto-populated. Tap to modify the value.
   - **Destination Storage Bin**: This field is auto-populated. Tap to modify.
   - **Confirm Quantity**: Tap to enter the quantity of material.

> **Note:**
> - Tap on the **Scan** button to scan the barcode and updated the **Confirm Quantity** field. You can scan the same barcode any number of times to update the quantity. For example, if you scan the barcode with a quantity value as *100* and then scan the same barcode, the **Confirm Quantity** value is updated as *200*.
> - The **Scan** field must be enabled, and the **Combo Scan** string must be defined in RACE.

9. Tap **Confirm**. A message appears asking for confirmation.

   You can configure whether to show the confirmation pop-up using RACE.
10. Tap **Ok**. A message appears confirming the transfer order is successfully posted.

14.6. Putaway using Transfer Requirements

Use the **Putaway by TR** sub-module to carry out Putaway using Transfer Requirements (TR).

A TR is a request to initiate goods movement from source storage bin to destination storage bin in the warehouse. You can perform the Putaway using TR for the inbound/outbound deliveries in **Foreground** *(on page 270)* and **Background** *(on page 274)* modes.

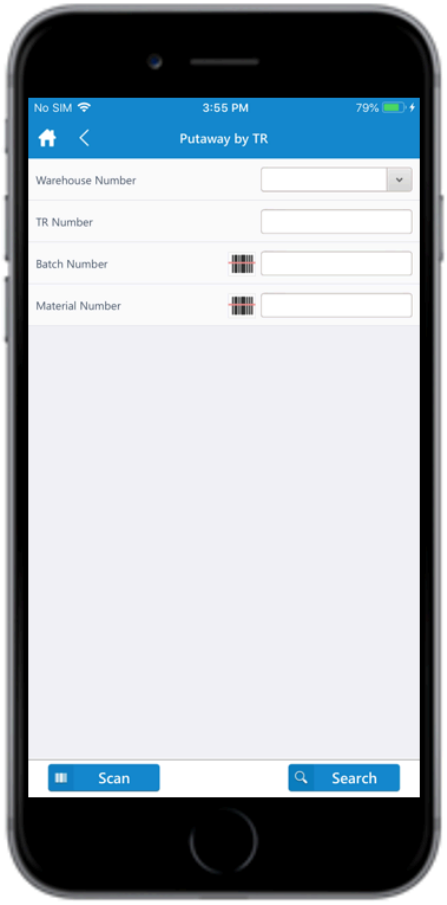
You can move goods from a Warehouse Management storage location to an Inventory Management storage location using Transfer Requirements with Storage Unit Management.

14.6.1. Putaway materials using transfer requirements (Foreground)

To Putaway material using transfer requirements by palletization:

1. In the **Home** screen, tap **Inbound & Outbound Processes**.
2. Tap **Putaway by TR**.

Figure 14-6 Putaway by TR Search

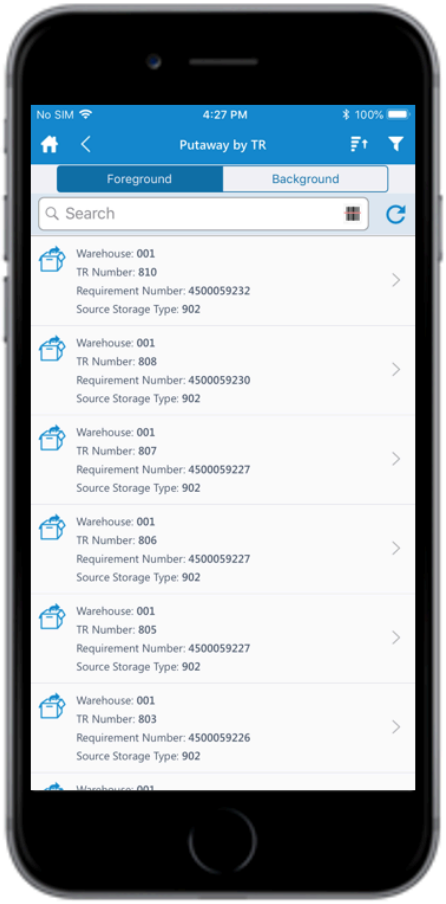


3. Enter the search criterion such as the **Warehouse Number**, **TR Number**, **Batch Number** and **Material Number**.
   Tap **Scan** to dynamically scan the barcode, based on the dynamic combo string. Once the scanning is done, you are navigated to the posting screen to edit or post the data. This feature is RACE configurable.
4. Tap **Search**.

If you tap Search without any search criteria, the complete list of transfer requirements is displayed. On the search results screen, you can:

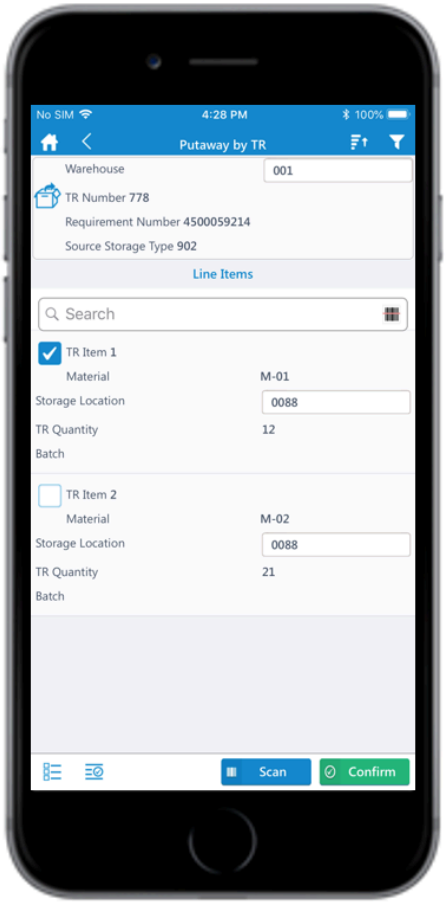
- Tap the **Search** field to search the TR document.
- Tap the **Scan** icon to scan the barcode of the TR document.
- Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.

Figure 14-7 Putaway TR Foreground tab



5. In the **Foreground** tab, tap on the TR document:

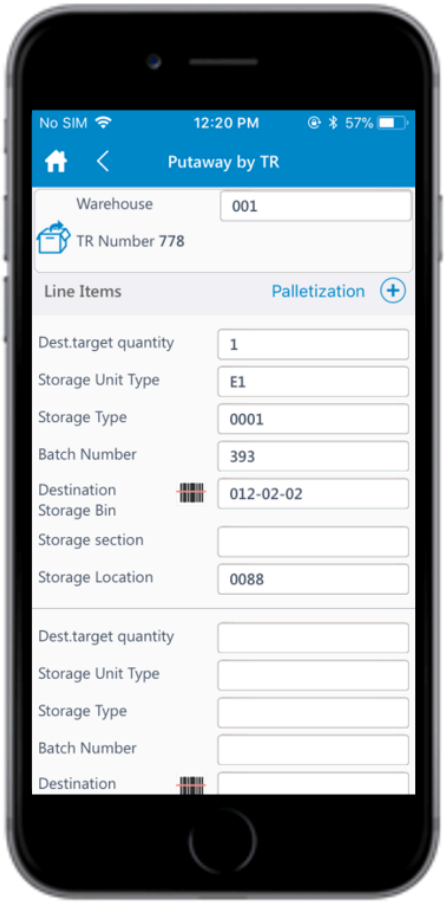
Figure 14-8 Transfer Requirements details



6. Tap the **Warehouse** field to enter the warehouse number.
7. In the Line Items section, select the line item(s).

   Tap the **Add** icon to add the line item(s).
8. Tap the **TR line item** to view or modify the details.

Figure 14-9 TR line item



9. Enter this information:
   - **Destination Storage Bin**: Tap the **Scan** icon to scan or tap to enter the destination storage bin or tap the drop-down to select from the list.

     Note:
     If this value is entered, the corresponding Storage Type is auto-populated.

   - **Storage Type**: Auto--populated based on the **Destination Storage Bin**.
   - **Batch Number**: Tap to enter the batch number.
   - **Storage Location**: Tap to enter the storage location.
   - **Dest. target quantity**: Tap to enter the destination target quantity.

- **Storage Unit Type**: Auto-populated based on the **Storage Type**.
- Tap the **Palletization** button to edit a line item.
  - Edit the fields such as **Placement Qty per SU**, **SU to be Plcd Stock**, and **Stock Unit Type**.
  - Tap **Done**.

10. Tap **Confirm**.
    A message appears asking whether you want to post the transfer order.

> **Note:**
> When the device is not connected to the network, you can do Putaway for the same line item(s) to multiple bins.

11. Tap **Yes**.
    A message appears confirming that the Transfer Order <number> is created.

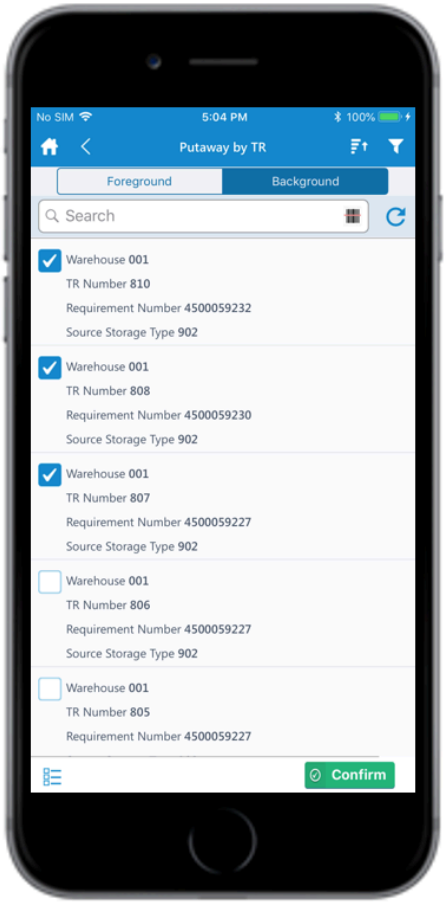
14.6.2. Post Putaway for transfer requirements (Background)

To Putaway material using transfer requirements:

1. In the **Home** screen, tap **Inbound & Outbound Processes**.
2. Tap **Putaway by TR**.
3. Enter the search criterion such as the **Warehouse Number**, **TR Number**, **Batch Number** and **Material Number**.
   Tap **Scan** to dynamically scan the barcode, based on the dynamic combo string. Once the scanning is done, you are navigated to the posting screen to edit or post the data. This feature is **RACE** configurable.
4. Tap **Search**.
   If you tap Search without any search criteria, the complete list of transfer requirements is displayed.

   In the search results screen, you can:
   - Tap the **Search** field to search the TR document.
   - Tap the **Scan** icon to scan the barcode of the TR document.
   - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.

Figure 14-10 Putaway TR Background tab



5. In the **Background** tab, select the TR documents.
6. Tap **Confirm**.

   A message appears asking whether you want to post the transfer order.
7. Tap **Yes**.

   A message appears confirming that the Transfer Order <number> is created.

14.7. Cancel/revert line items picked using an outbound delivery (Reverse Picking)

Use the **Reverse Picking** sub-module to cancel items picked for an outbound delivery. You can do this only if the transfer order for the items is confirmed.

For example, if you realize that wrong items are picked after the transfer order is Confirmed for an Outbound Delivery, you can undo the operation by canceling the line item. A new Transfer Order is created with the selected line items. You can either return the line item to the bin from where it is picked or route it to another location.

To cancel/withdraw line items using an outbound delivery:

1. In the **Home** screen, tap **Inbound & Outbound Processes**.
2. Tap **Reverse Picking**.
3. Enter the search criterion such as **Delivery**, **Warehouse** and **Plant**.
4. Tap **Search**.
5. Tap on the delivery document.
6. Select the line item(s).
7. Enter information such as **Dest. Storage Bin**, **Dest. Storage Type** and the quantity to withdraw in the **Pick Quantity** field.
8. Tap **Confirm**.
   A message appears confirming that the Transfer order is created successfully for Delivery Note.

14.8. Pick items from inventory for outbound delivery

Use the IM Picking sub-module to record movement of goods from the inventory to fulfil an outbound delivery order. Select the line items to be picked using the delivery document based on Delivery Date and Material.

Using this module, you can do the following:

- Pick items only from the documents that are in **Not yet processed** status.
- Scan the line items to automatically select the items for delivery.
- Split the delivery quantity to multiple batches using the **Batch Split** icon. You can add or delete the batches.

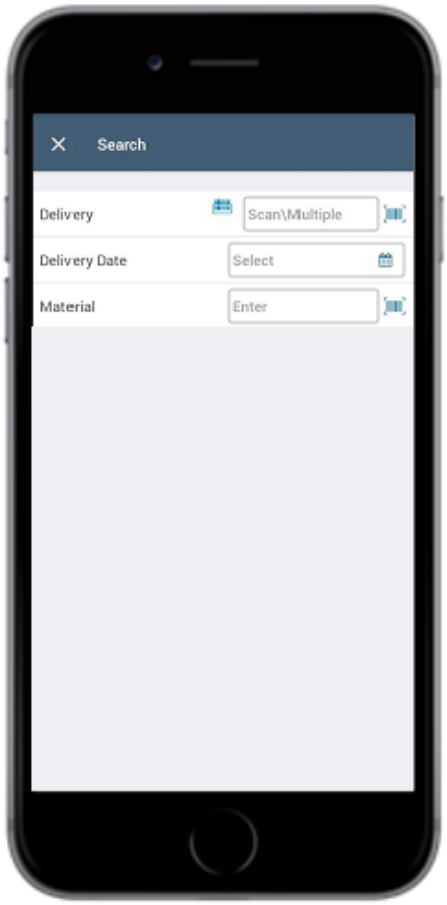
> **Note:**
> Ensure the total batch split quantity is less than or equal to the Outstanding Quantity for the line item.

- Revert the picked item only for the **Partially processed** documents. Unpick the quantity that was picked. For example, if you realize that the wrong quantity was picked, you can undo the operation by picking the required quantity from the line item. The picked quantity is updated for the line item.
- View source and destination bin details while confirming the Inventory Managed Delivery record. This helps you to have better visibility of material locations and speed up material movement. The Bin number maintained in the master material Bin field is the Source bin and the container created for shipment is the Destination bin.

To pick materials:

1. In the Home screen, tap **Inbound & Outbound Processes**.
2. Tap **IM Picking**.

Figure 14-11 Search Delivery Document



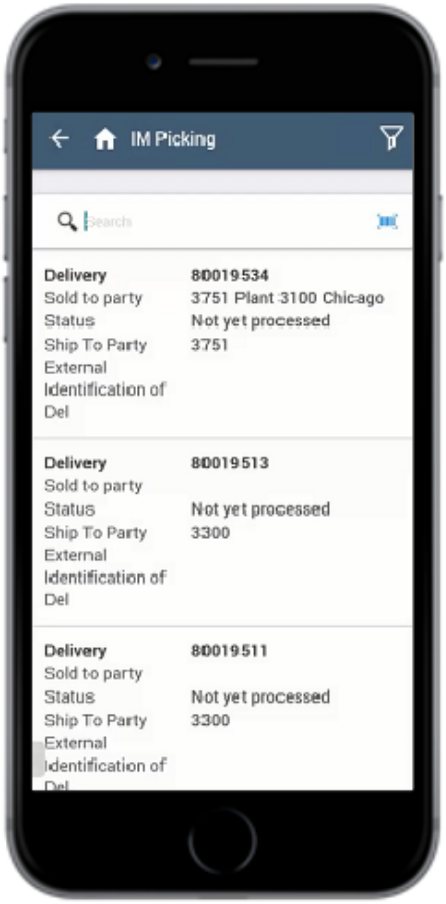
3. Enter the search criterion such as **Delivery**, **Delivery Date** and **Material**.
4. Tap **Search**.

In the search results screen, you can:

- Tap the **Search** field to search the delivery document.
- Tap the **Scan** icon to scan the barcode of the delivery document.
- Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.

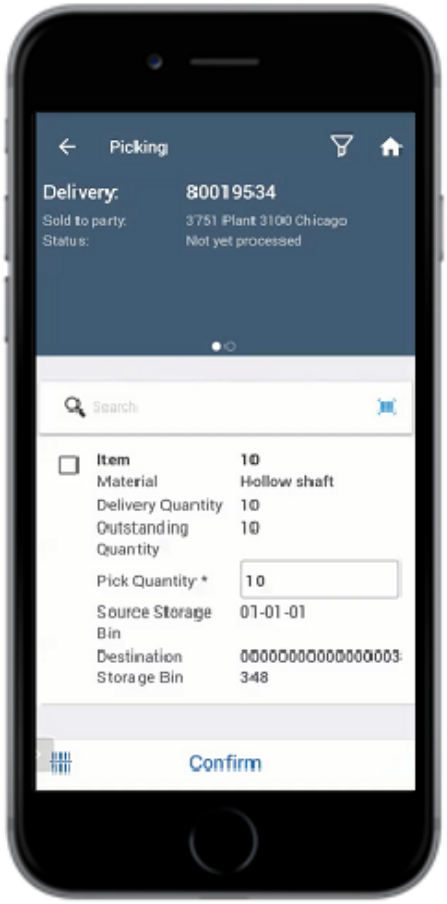
5. Tap on the Delivery document.

Figure 14-12 Select Delivery Document



6. Select the line items and enter the **Actual** quantity.
    - For batch managed material, tap the line item to select the batches that you want to pick. If the line item has only one batch, Batch field is shown with the batch number.
    - You must pick the complete Delivery Quantity to post the Goods Issue.

Figure 14-13 Delivery Document Details



7. Select the **Storage Location**.
8. Tap **Save** and then **Confirm**.
   A message appears confirming that the picking is posted successfully for the delivery document.

   In the success, tap **Print Picking List** to print the labels.

14.9. Putaway handling units to Storage Bin

Use the Handling Unit Putaway sub-module to scan/manually enter the handling units and transfer them to a storage bin within the warehouse.

When you receive goods into a warehouse, you add them to the handling unit based on the material type and other parameters and move the handling unit to a Storage Bin.

To putaway handling units to storage bin:

1. In the Home screen, tap **Inbound & Outbound Processes**.
2. Tap **Handling Unit Putaway**.
3. In the Scanned/Entered Handling Units screen, tap **Camera** to scan the handling unit.
   You can also use:
   - **Scan** option next to the search field.
   - **Search** bar to enter handling unit code.
   - **Manual** option to enter Handling Unit Number in the popup that appears and tap **Add**.
4. Tap**Putaway**.
5. In the **Scan/Enter Destination Bin** screen, scan or manually enter the **Destination Bin**.
6. Tap **Confirm**.
   Handling Unit(s) Putaway is completed.

14.10. Pick items from warehouse for outbound delivery

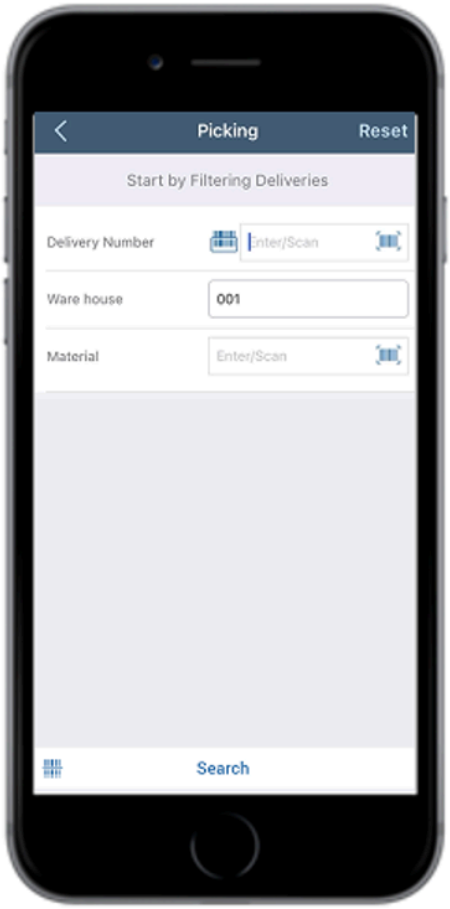
Use the **Picking** sub-module to record movement of goods from the warehouse to fulfill an outbound delivery order.

Select the line items to be picked from Warehouse using the delivery document based on delivery number, warehouse, and material. You can also print and email the pick list.

To pick items from warehouse for outbound delivery:

1. In the Home screen, tap **Inbound & Outbound Processes**.
2. Tap **Picking**.

Figure 14-14 Picking Search Screen

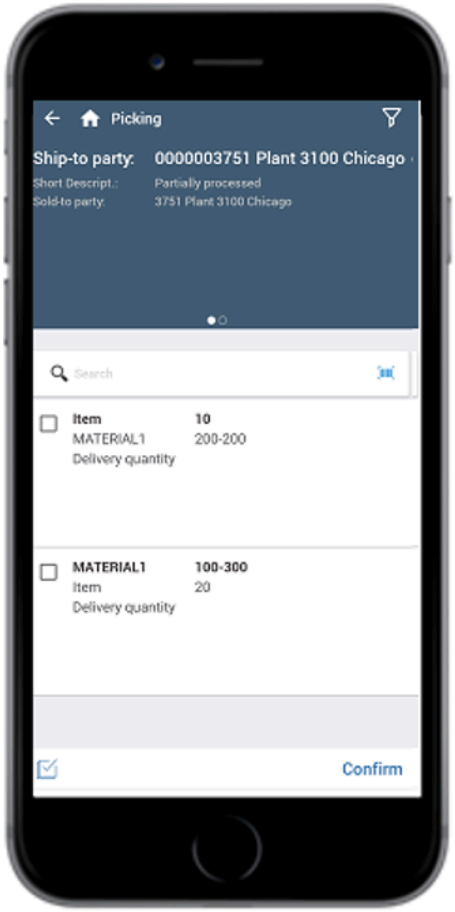


3. Enter the search criterion such as **Delivery Number**, **Warehouse**, and **Material**.
4. Tap **Search**.

   Tap **Scan** to combo scan multiple fields. This automatically selects the corresponding line item in a single trigger and eliminates the need for the manual entry of quantity by using Quantity Aggregation feature.

   In the search results screen, you can:
   - Tap the **Search** field to search the delivery document.
   - Tap the **Scan** icon to scan the barcode of the delivery document.
   - Sort and filter the records. For more information, see Sort records *(on page 110)* and Filter records *(on page 108)*.
5. Tap the delivery document.
6. Select the line item(s).

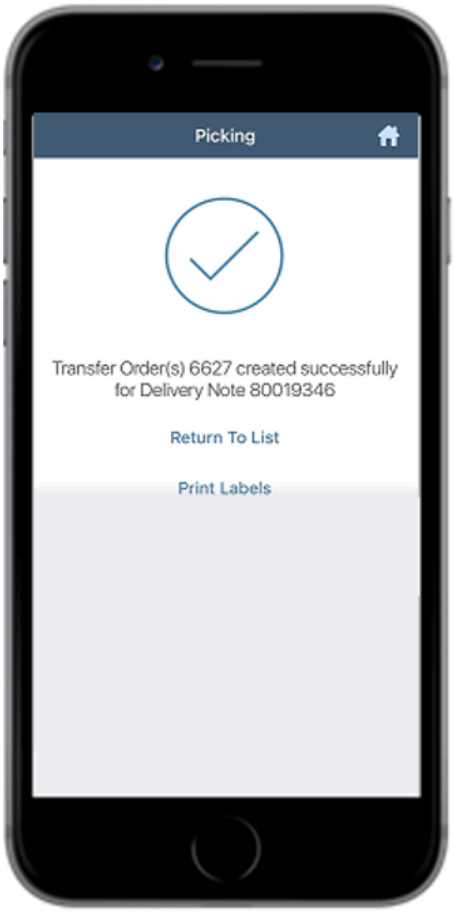
Figure 14-15 Picking List Screen



7. Tap **Confirm**.
   A message appears confirming that the transfer order is created successfully for the delivery document.

8. Tap **Print Picking List** to print the pick list.

Figure 14-16 Picking List Screen



9. Tap **Print** in the **Print Labels** screen.

A message appears stating that the delivery document is submitted for printing.

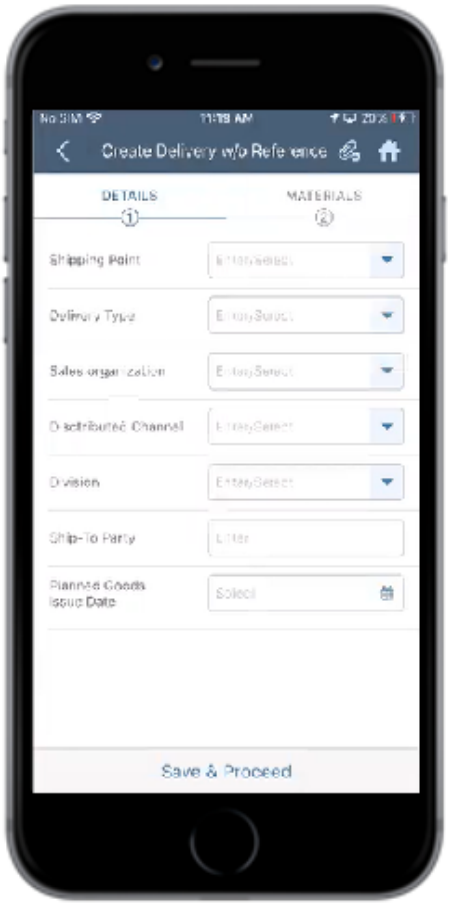
14.11. Create Outbound Delivery without Reference Document

When you issue goods from the warehouse and you do not have a reference document, use the Create Delivery w/o Reference sub-module to record the outbound delivery details.

To create Outbound Delivery without reference document:

1. In the **Home** screen, tap **Inbound & Outbound Processes**.
2. Tap **Create Delivery w/o Reference**.

Figure 14-17 Enter Delivery Details

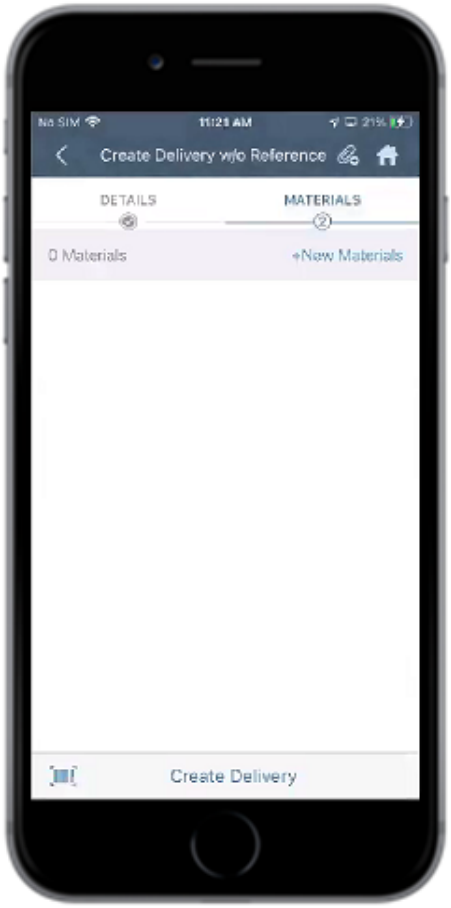


3. Enter the mandatory details such as **Shipping point**, **Delivery Type**, and **Sales Organization**.

> **Note:**
> **Distributed Channel** and **Division** fields are dependent on the **Sales Organization** field and if the entered field details are not related to the **Sales Organization** an error message is displayed. For example, if you enter **20** in the **Distributed Channel** field and if the given values are not related to **Sales Organization 3000** then the application displays an error message as "**Shipping Point 3000** cannot be used in the sales area entered".

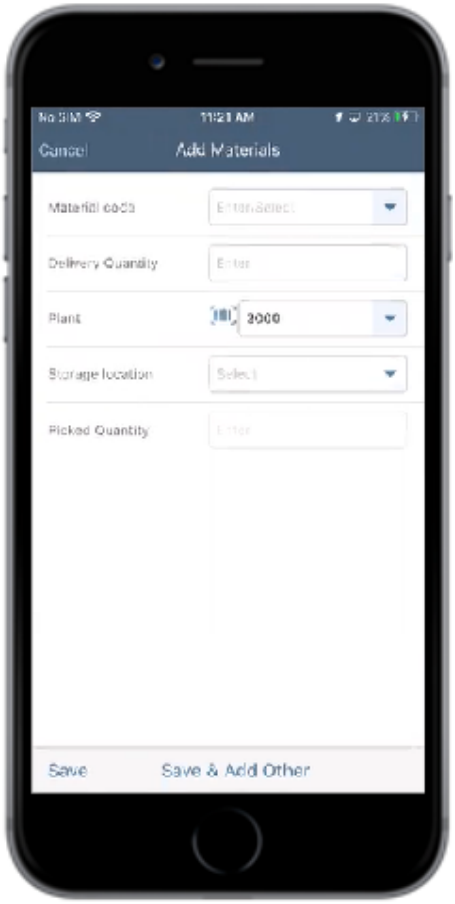
4. Tap the **Save & Proceed** button.

Figure 14-18 Materials Tab



5. In the **Materials** tab, tap the **+New Materials** button to add the material information.

Figure 14-19 Add Material Details



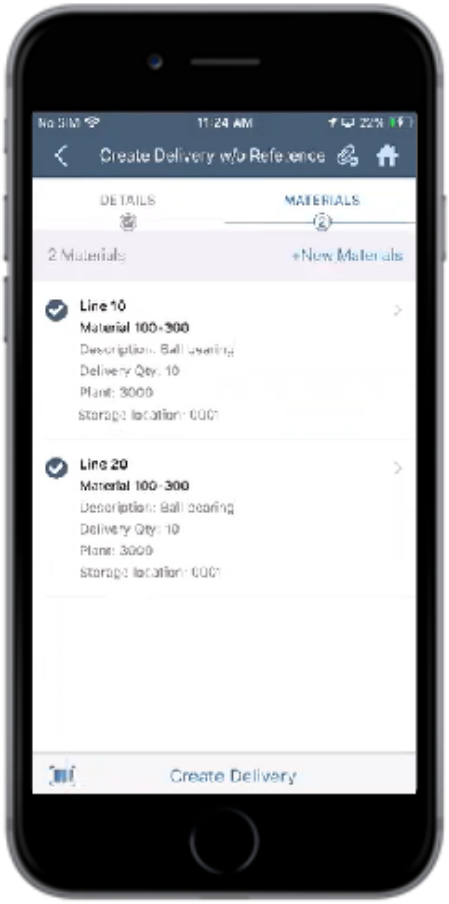
6. In the **Add Materials** screen, enter details like **Material Code**, **Delivery Quantity**, and **Storage Location**.

> **Note:**
> There are two types of storage locations available such as Warehouse storage location and Inventory storage location. If you select Warehouse storage location (e.g., 0001), the **Picked Quantity** field is disabled. If you select Non-Warehouse/Inventory storage location (e.g., 0002), the **Picked Quantity** field is enabled and allows you to enter the value, which means you can create picking in the Add Materials screen for the current delivery.

7. Enter the **Serial No.** by scanning the barcode or select **Automatically assign serial no.** to assign serial number automatically.
8. Tap **Save** to save the material details or tap **Save and Add Other** to save and add another material.

You can view the saved materials in the Materials tab.

Figure 14-20 Material List



9. Tap **Create Delivery** in the **Materials** tab.
   A message appears asking whether you want to post the delivery document.
10. Tap **Confirm**.
    A message appears confirming that the delivery document <document number> was created successfully.

15. Manage goods movement and stock management (Extended Warehouse Management)

Use the Extended Warehouse Management (EWM) module to effectively manage material flow and high volume processing requirements in warehouses/distribution centers.

EWM supports warehouse management processes like goods movement and stock management. You can do the following:

- Goods Receipt for Inbound Deliveries *(on page 289)*
- Putaway received stocks using warehouse orders *(on page 292)*
- Return items to the supplier/vendor using inbound delivery *(on page 294)*
- Pick items for outbound delivery *(on page 296)*
- Record movement of goods from Warehouse using outbound delivery *(on page 298)*
- Record handling units transfer from one Bin to another *(on page 300)*
- Check Warehouse Stock (Stock Overview) *(on page 302)*
- Cancel/reverse goods issue using an outbound delivery *(on page 304)*
- Pack/Unpack items to EWM for inbound delivery *(on page 307)*
- Count EWM items at regular intervals (Cycle Counting) *(on page 310)*
- Generate and Print Barcode Labels for an Inbound Delivery *(on page 314)*

15.1. Record movement of goods into Warehouse using inbound delivery

When you receive goods into the warehouse from a vendor or supplier, you must post a goods receipt using the inbound delivery.

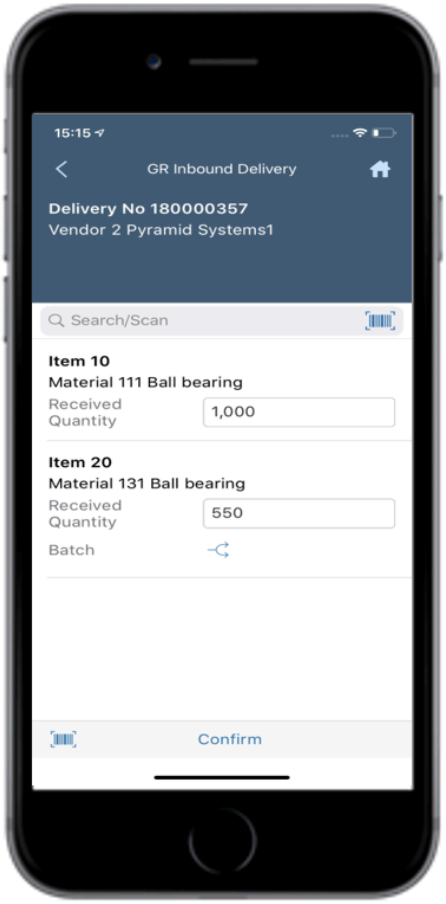
As a warehouse supervisor, you verify the details like product, quantity, and supplier. Once you get the details, you can post the receipt for the full or partial delivery quantity. Use the GR Inbound Delivery sub-module of the Extended Warehouse Management (EWM) module to post receipt using the inbound delivery.

To record movement of goods into Warehouse:

1. In the **Home** screen, tap **EWM**.
2. Tap on **GR Inbound Delivery**.
3. In the **Search** screen, retrieve the Inbound Delivery using any of the following methods:
   - Enter the **Delivery** or **Warehouse Number** in the Search/Scan field and tap **Search**.
   - Tap the **Scan** icon to scan the document.

> **Note:**
> You can enable Combo Scan for this scan field. Combo Scan helps you scan the barcode, capture data, and navigate automatically to the transaction screen related to the value. For information, see the *Configure mInventory using RACE™* guide.

Figure 15-1 Inbound Delivery Line Items

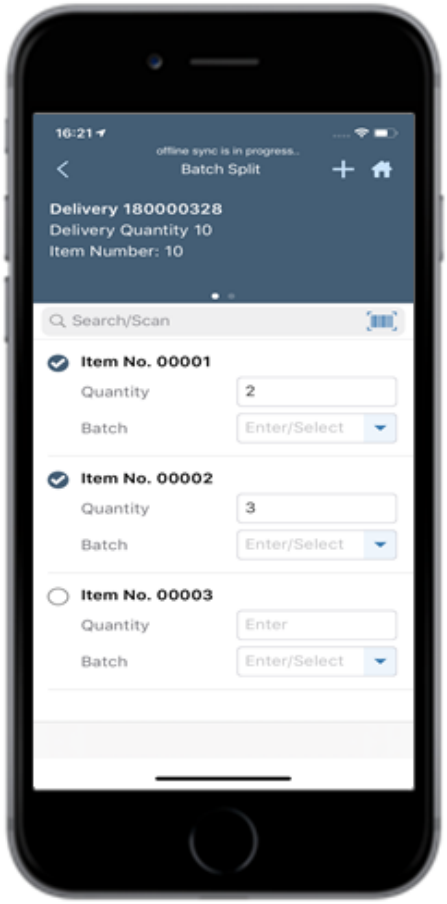


4. Tap on the Inbound Delivery document.
5. Tap on the line item to view the details.

If the material is batch managed, you can split the delivery quantity to batches using the **Batch Split** icon. You can add or delete the batches. Total quantity of the batches is populated in the Received Quantity field.

Note:
If the delivery quantity is split into batches on SAP, you cannot add further batches. You can swipe left to delete the batch if it is not required.

Figure 15-2 Inbound Delivery Line Items Batch Split



6. Tap **Confirm**.
   If prompted, add the images or documents and your signature. You can enable Attachments and Signature using RACE.

   A message appears to acknowledge the Goods receipt. Tap **Return to List** to go to the delivery list screen.

15.2. Putaway received stocks using warehouse orders

Once the goods receipt is posted for the inbound delivery, putaway the stock using the warehouse tasks (or warehouse orders) for loose materials or handling units.

Use the Putaway Confirmation sub-module of the Extended Warehouse Management (EWM) module to putaway the inbound delivery goods. SAP EWM creates warehouse tasks to determine the destination storage types, sections, and bins for Putaway.

To pack a handling unit:

1. In the **Home** screen, tap **EWM**.
2. Tap on **Putaway Confirmation**.
3. In the **Search** screen, retrieve the Warehouse Order using any of the following methods:
    - Enter the Warehouse Order number in the **Search/Scan** field and tap **Search**.
    - Tap the **Scan** icon to scan the document.
4. Tap on the Warehouse Order.

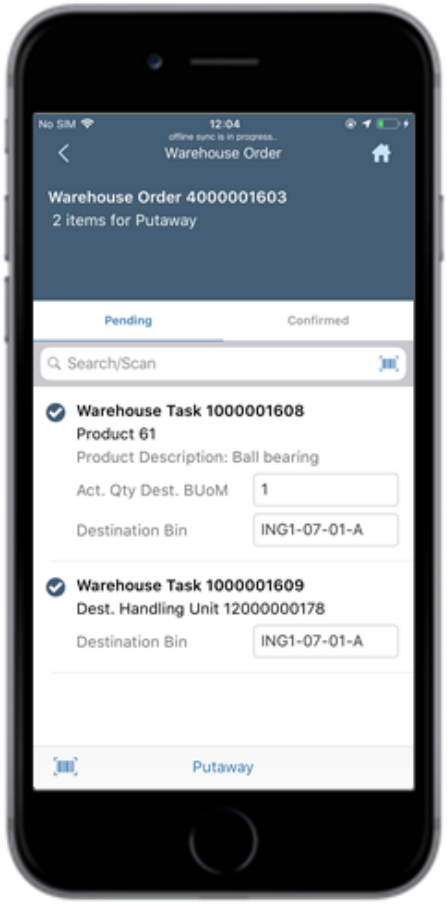
   If the Order has partially putaway done Warehouse Tasks, status is shown **In progress**.

   Else, the status is shown as Pending.
5. In the Order details screen, select the Warehouse Task on the **Pending** tab.

Note:

If the putaway is completed for the Warehouse Task, it is shown on the **Confirmed** tab.

Figure 15-3 Warehouse Order Line Items



6. Enter the quantity in the **Act. Qty Dest. BUoM** field and the **Destination Bin**.
7. Tap **Putaway**.

   A message appears to acknowledge the Warehouse Order is confirmed successfully.

15.3. Return items to the supplier/vendor using inbound delivery

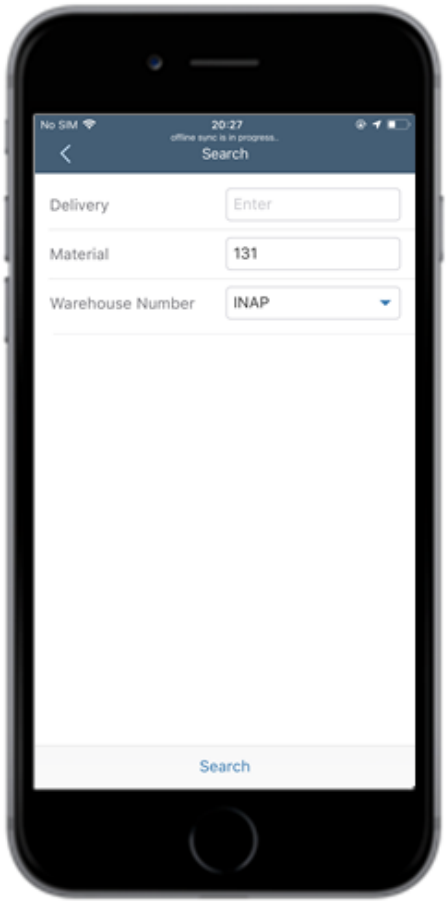
When you receive goods into the warehouse from the vendor, you verify and post the goods receipt. You can return the delivered goods to the vendor for various reasons like quality or damage.

Use the GR Reversal sub-module of the Extended Warehouse Management (EWM) module to post the reversal of goods receipt using the inbound delivery.

To revert a goods receipt:

1. In the **Home** screen, tap **EWM**.
2. Tap **GR Reversal**.

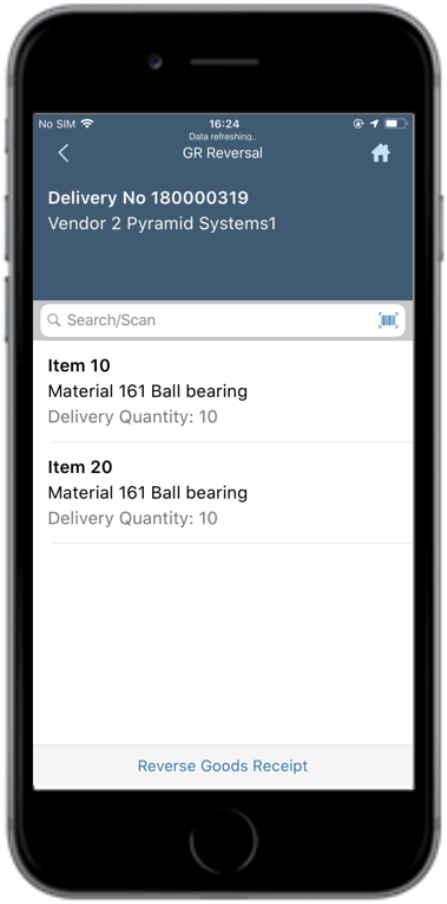
Figure 15-4 GR Reversal Search



3. In the Search screen, retrieve the Inbound Delivery using any of the following methods:
   - Enter the **Delivery**, **Warehouse Number** or **Material** in the Search/Scan field and tap **Search**.
   - Tap the **Scan** icon to scan the Inbound Delivery document.

4. Tap on the Inbound Delivery document.

Figure 15-5 Inbound Delivery Line Items



5. Tap **Reverse Goods Receipt**.
   A message appears to acknowledge the reversal of goods receipt.

15.4. Pick items for outbound delivery

Use the Picking module to confirm the warehouse orders and change the destination bins for outbound deliveries. Select the warehouse orders to be confirmed using the delivery document based on Quantity and Destination Storage Type and Bins.

To confirm picking items for outbound delivery:

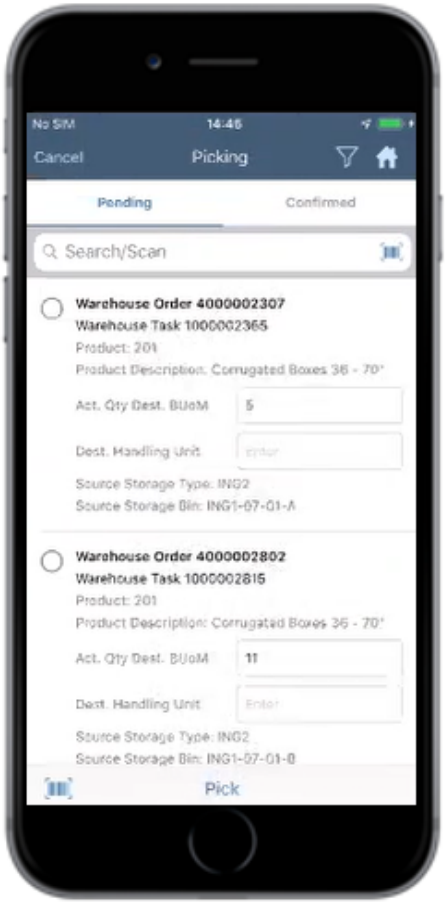
1. In the **Home** screen, tap **EWM**.
2. Tap **Picking**.
   All the Warehouse tasks assigned to you are displayed. If the picking is completed for the Warehouse Task, it is shown on the **Confirmed** tab.
   In the **Confirmed** tab, you can navigate to EWM Outbound Delivery module, perform goods issue and then navigate back to the Picking module.
3. In the Picking screen, enter the search criterion such as **Warehouse Order** or **Warehouse Task** or **Product**.
4. Tap **Search** or tap the **Scan** icon to scan the barcode of the order.
   You can enable Combo Scan for this scan field. Combo Scan helps you scan the barcode, capture data, and navigate automatically to the transaction screen related to the value. For information, see the *Configure mInventory using RACE™* guide.
5. Tap the **Warehouse Order**.

   If the Order is partially picked, status is shown **In progress**. Else, the status is shown as Pending

   The warehouse tasks of the warehouse order along with the product number, description, quantity, destination handling unit, source storage type and bins are displayed.

   Note:
   You cannot edit the Act Qty Dest. BUoM field for handling unit warehouse tasks as the product is already packed in the Handling Unit.

Figure 15-6 Warehouse Orders List



6. Change the destination storage bin.
7. Select the **Warehouse Task**.
8. Tap **Pick**.
9. Tap **Confirm**.

   A message appears confirming that warehouse order is confirmed successfully.
10. Tap **OK**.

    In the success screen, tap **Print Picking List** to print the labels.

15.5. Record movement of goods from Warehouse using outbound delivery

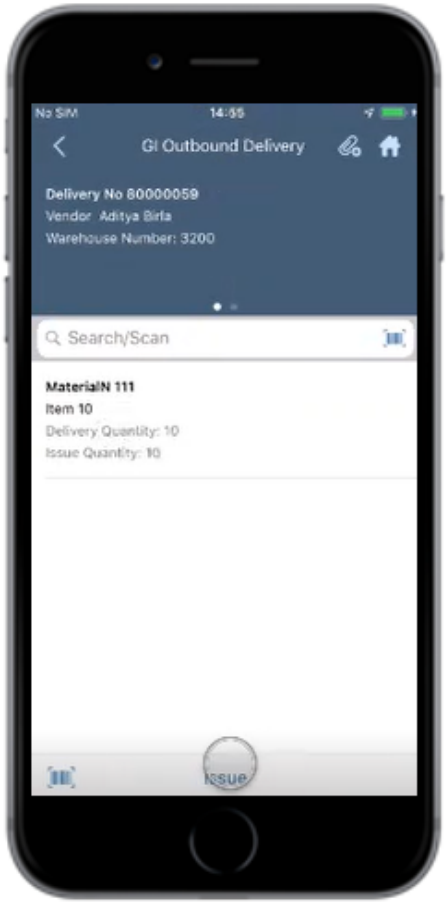
When you issue goods from the warehouse to a customer, you must record the movement of goods using the outbound delivery.

As a warehouse supervisor, you verify the details like product, quantity, and vendor. Once you get the details, you can record the details for the full or partial delivery quantity. Use the GI Outbound Delivery sub-module of the Extended Warehouse Management (EWM) module to record the movement of goods using the outbound delivery.

To record movement of goods from Warehouse:

1. In the **Home** screen, tap **EWM**.
2. Tap on **GI Outbound Delivery**.
3. In the **Search** screen, retrieve the Outbound Delivery using any of the following methods:
    - Enter the **Delivery** or **Warehouse Number** in the Search/Scan field and tap **Search**.
    - Tap the **Scan** icon to scan the document.
4. In the **GI Outbound Delivery** screen, tap on the Outbound Delivery document.

    Figure 15-7 Outbound Delivery Line Items



5. Select the line item to view the details such as material and quantity.

6. Tap **Issue**.
7. Tap **Confirm**.
   If prompted, add the images or documents and your signature. You can enable Attachments and Signature using RACE.
   A message appears to acknowledge the Goods Issue. Tap **Return To List** to go to the delivery list screen.

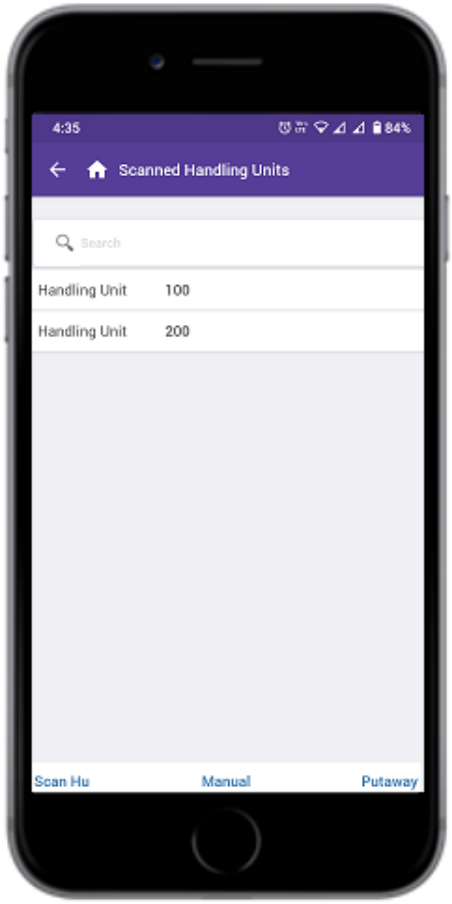
15.6. Record handling units transfer from one Bin to another

You can transfer handling units or goods from one bin to another when there is an internal need for items or when you receive new goods into the warehouse. This feature helps you to accommodate space for the incoming goods by transferring the existing goods to another.

To record stock transfer from one bin to another:

1. In the **Home** screen, tap **EWM**.
2. Tap **HU Bin to Bin Transfer**.
   You can also expand the **EWM** module in the Home screen and tap the **HU Bin to Bin Transfer**.
3. Search or scan the handling units which you want to transfer.

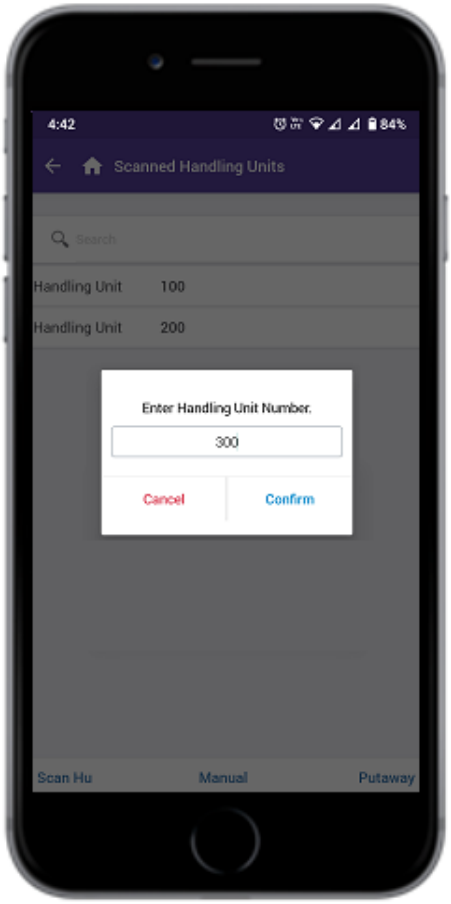
Figure 15-8 Select Handling Units



Note:
You can search or scan multiple handling units at a time.

You can tap the **Manual** button and enter the handling unit number manually.

Figure 15-9 Enter HU Number Manually



4. Tap **Putaway**.
5. Select the destination bin or tap **Manual** to enter the destination bin manually in **Enter Destination Bin Number**.
6. Tap **Confirm**.
7. Tap **Putaway** to putaway handling units to the selected bin.
   A message appears confirming that bin transfer is successful.

15.7. Check Warehouse Stock (Stock Overview)

You can view the total stock available in a bin along with the other details such as Products, Quantity, and Handling Units. This feature helps you instantly check the stock and transfer it from the bin that has stock.

Note:
The stock is displayed following details:

- **Product:** Displays number of materials available in the bin.
- **Total Quantity:** Displays total stock available in the warehouse.
- **Handling Units:** Displays total number handling units available in a bin.

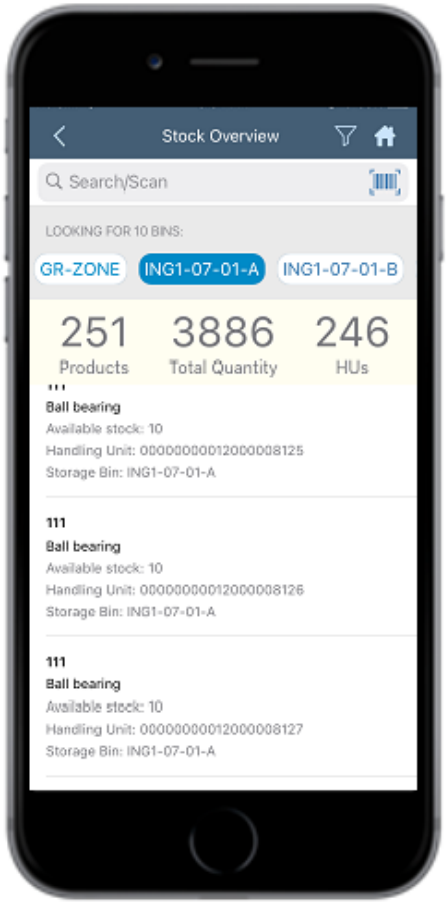
To view stock details:

1. In the **Home** screen, tap **EWM**.
2. Tap **Stock Overview**.
3. Enter **Warehouse Number**, **Plant**, **Material Number**, and **Storage Bin** details and tap **Search**.

   Note:
   To view particular material details, enter or scan the **Material Number** field and tap **Search**.

   The overview of stock is displayed in the selected warehouse.

Figure 15-10 Stock Overview



4. Search the storage bin number in the **Search** bar if you want to view the complete overview of the stock in a particular bin.
   The application highlights the searched bin number and displays the additional details such as **Products**, **Total Quantity**, and **HUs** available in the selected bin.

> **Note:**
> The application now displays and allows posting of images to the material master during stock verification.

15.8. Cancel/reverse goods issue using an outbound delivery

Use the GI Reversal sub-module of the Extended Warehouse Management (EWM) to cancel the items issued for an outbound delivery.

For example, if you realize that the wrong items are issued to the customer for an outbound delivery, you can undo the operation by canceling the line items.

To cancel/reverse goods issue using an outbound delivery:

1. In the **Home** screen, tap **EWM**.
2. Tap **GI Reversal**.

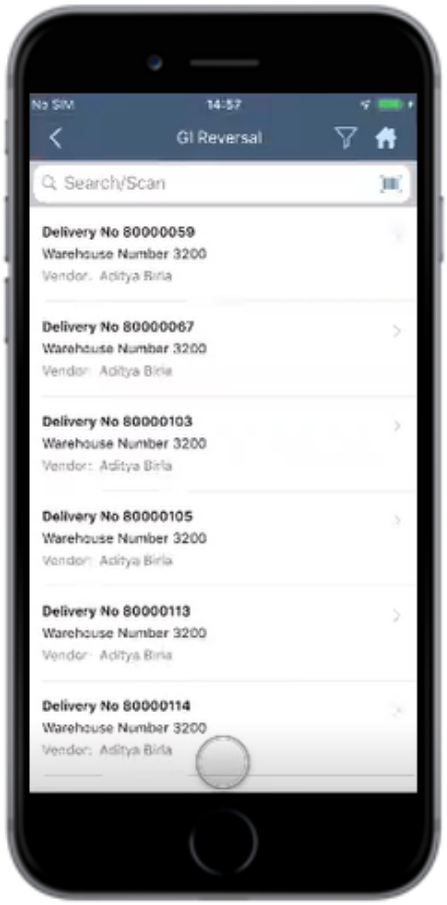
Figure 15-11 Search Outbound Delivery Documents

3. In the **Search** screen, retrieve the Outbound Delivery using any of the following methods:

- Enter the **Delivery Number** or **Warehouse Number** in the Search/Scan field and tap **Search**.
- Tap the **Scan** icon to scan the document.

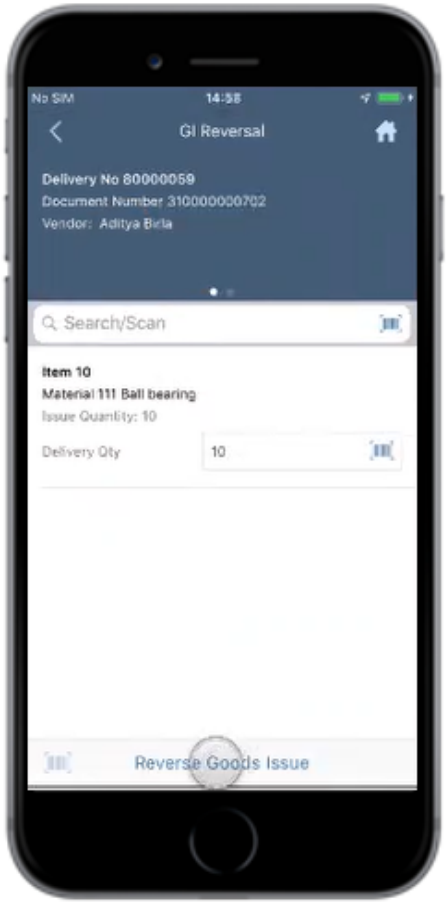
> **Note:**
> You can enable Combo Scan for this scan field. Combo Scan helps you scan the barcode, capture data, and navigate automatically to the transaction screen related to the value. For information, see the *Configure mInventory using RACE™* guide.

Figure 15-12 Outbound Delivery Documents List



4. In the **GI Reversal** screen, tap on the Outbound Delivery document.

Figure 15-13 Outbound Delivery Line Items



5. Select the line item to view the details such as material and quantity.
6. Tap **Reverse Goods Issue**.
7. Tap **Confirm**.

   A message appears to acknowledge the Goods Issue reversal. Tap **Return to List** to go to the delivery list screen.

15.9. Pack/Unpack items to EWM for inbound delivery

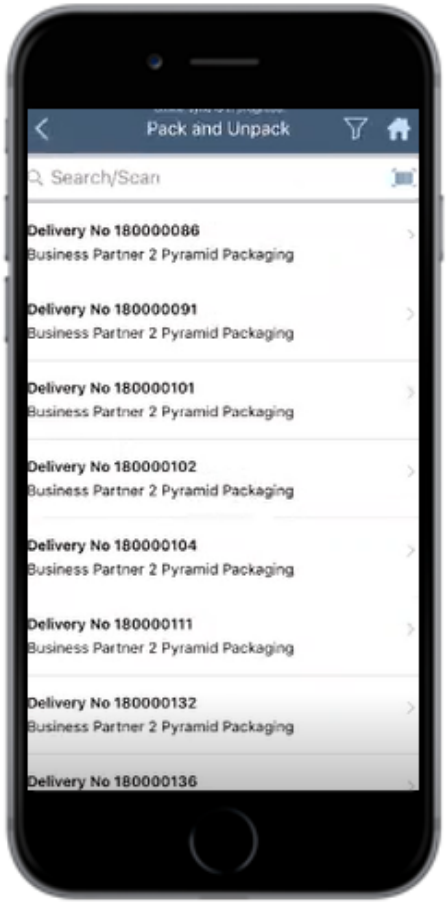
Use the Pack/Unpack sub-module to pack or unpack the items (materials or packing materials) for an inbound delivery. When you receive the packed goods from a vendor, you must repack the goods for putaway purpose, so that each Handling Unit contains a single product.

Select the items to pack using the inbound delivery documents. You can also scan the line items to automatically select the items for delivery. With the Auto-Pack feature, you can pack all the line items of an inbound delivery.

To Pack the items for an inbound delivery:

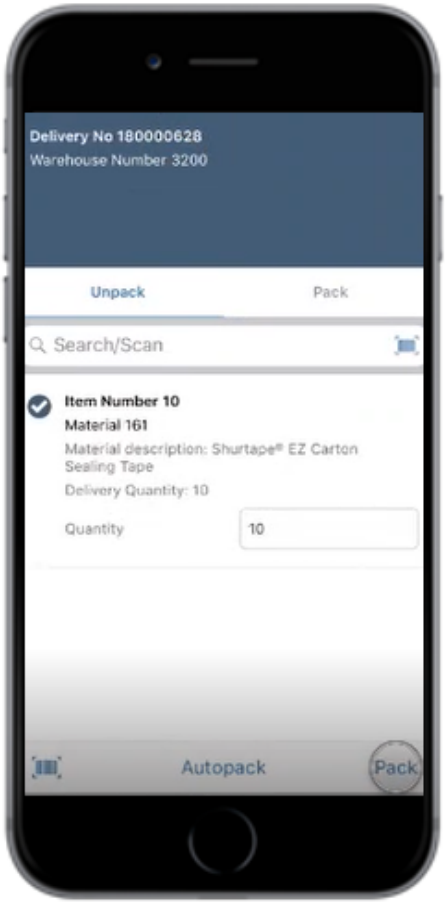
1. In the **Home** screen, tap **EWM**.
2. Tap on **Pack/Unpack**.
3. In the **Search** screen, retrieve the Inbound Delivery using any of the following methods:
    - Enter the **Inbound Delivery**, **Warehouse Number** and **Material** in the Search/ Scan field and tap **Search**.
    - Tap the **Scan** icon to scan the line item. You can enable Combo Scan for this scan field. Combo Scan helps you scan the barcode, capture data, and navigate automatically to the transaction screen related to the value. For information, see the *Configure mInventory using RACE*™ guide.
4. In the **Pack and Unpack** screen, tap on the Inbound Delivery document.

    Figure 15-14 Inbound Delivery Document List



5. Select the line item on the **Unpack** tab.

Figure 15-15 Packing Delivery Document Details



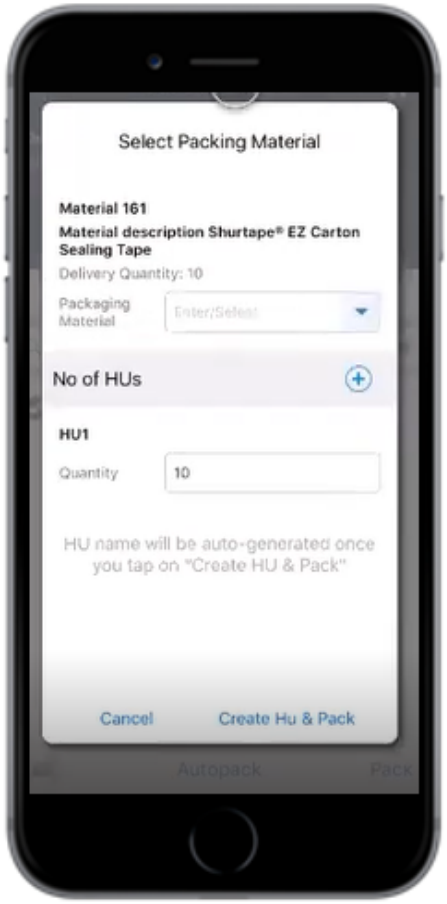
6. Tap **Pack** to pack the line item(s).

   Tap **Autopack** to auto pack the line items.

   To unpack, select the line item on the **Pack** tab and choose **Unpack**.

7. Select the material type in the **Packaging Material** drop-down on the **Select Packing Material** screen.

Figure 15-16 Packing Material Screen



8. Enter the **Quantity**.
9. Tap **Create HU and Pack**.

   A message appears confirming that the HU is created and packed successfully.

15.10. Count EWM items at regular intervals (Cycle Counting)

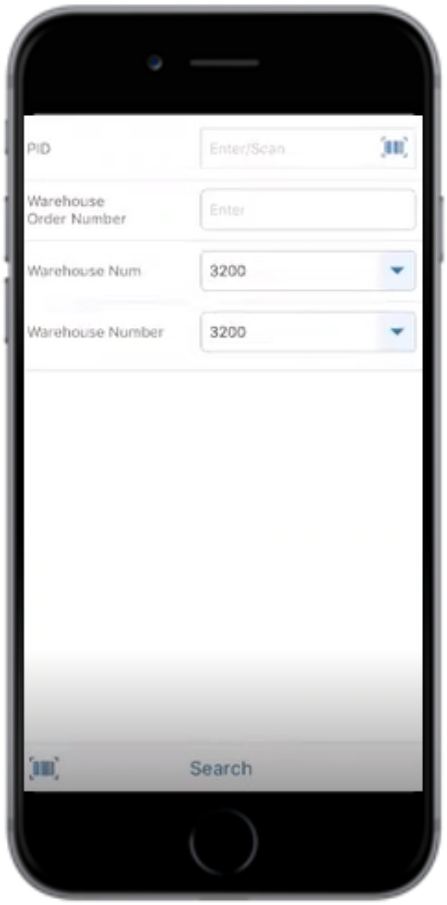
Use the Cycle Counting sub-module to count the items in Warehouse on a cyclic schedule, to ensure accuracy of the items.

As an extended warehouse manager/personnel, you can count items, in a location, at specific intervals like weekly or monthly and so on. For example, if *item A* is a fast-moving item or critical to your operation then you can do cycle count for *item A* every week and ensure the stock on shelves matches with the Physical Inventory Documents (PID).

To count items in warehouse:

1. In the **Home** screen, tap **EWM**.
2. Tap on **Cycle Counting**.

Figure 15-17 Search PID Documents

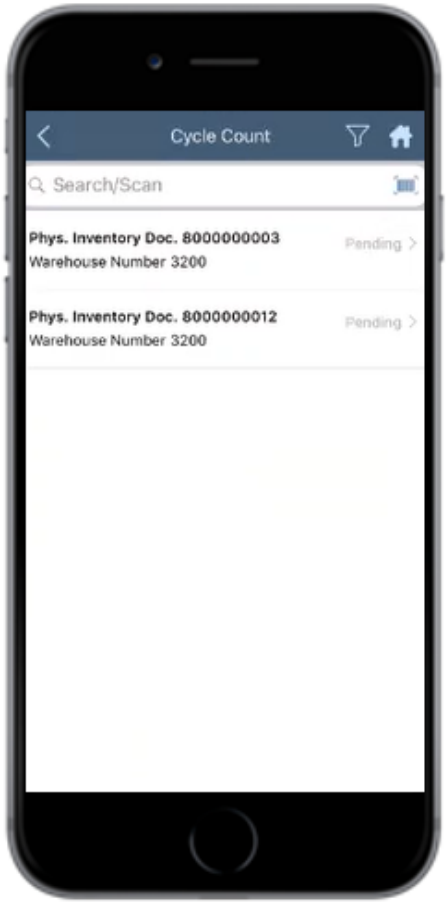


3. Enter the search criterion like **PID**, **Warehouse Order Number**, and **Warehouse Number**.
4. Tap **Search**.

   In the search results screen, you can:

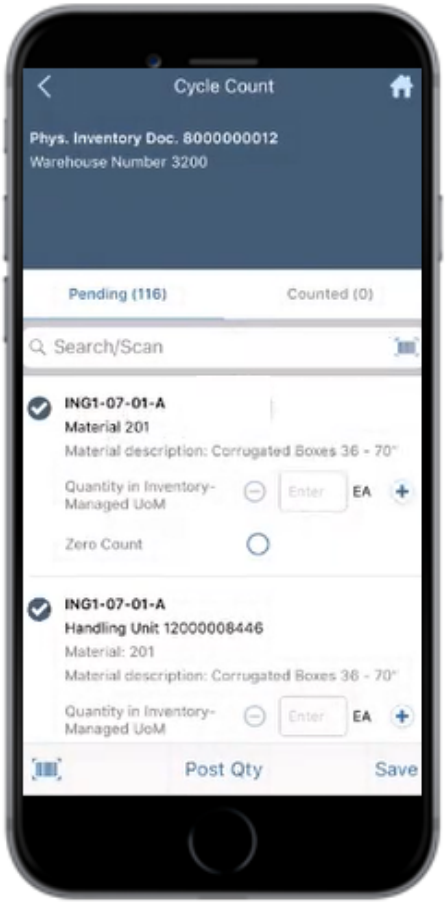
   - Tap the **Search** field to search the warehouse document.
   - Tap the **Scan** icon to scan a batch of line items.
   - Sort and filter the records. For more information, see Sort records and Filter records.

Figure 15-18 PID Documents List



5. In the **Cycle Count** screen, tap on the PID document.

Figure 15-19 PID Documents Line Items



6. Select the items in the **Pending** tab.

   In this screen, you can sort and filter the line items.

   Note:
   If an inventory document contains multiple line items and you select a line item, all items in the same bin number are checked. The remaining bins remain unchecked.

7. Enter the quantity in the **Quantity in Inventory-Managed UoM** field for the selected items.
8. Tap **Post Qty**.

9. Tap **Confirm**.

   A message appears confirming that the documents are counted.

10. Tap **OK**.

    The counted documents are displayed in the Counted tab.

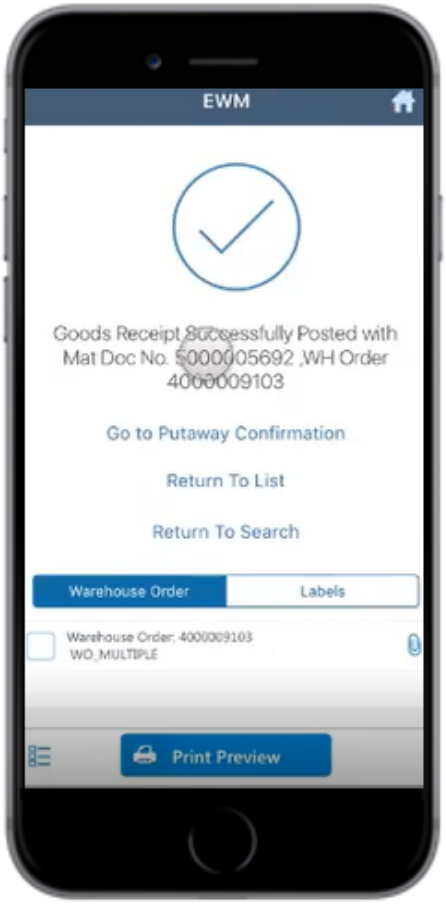
15.11. Generate and Print Barcode Labels for an Inbound Delivery

Once the goods receipt is posted for an inbound delivery, the warehouse order is created for each inbound delivery. You can then print the warehouse order for the resource using the Warehouse Order sub-module to perform the Product Warehouse task. And when the material is packed, you can print the Handling Unit label using the Labels sub-module.

To print the label for product warehouse task:

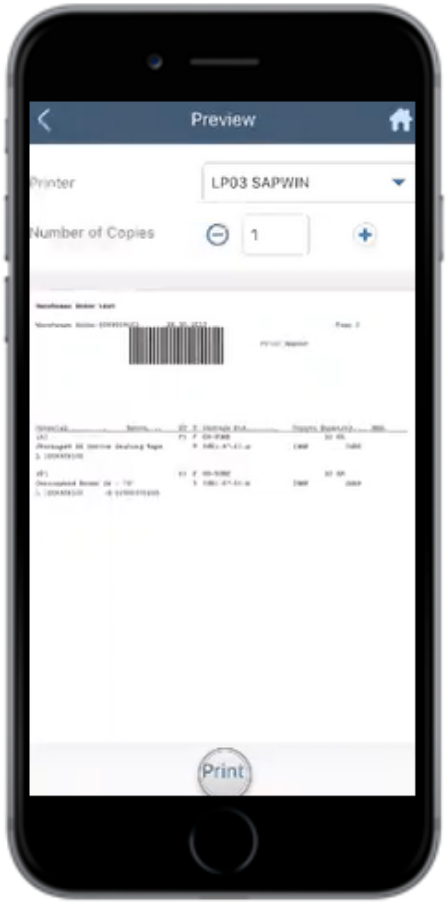
1. In the Success screen of the GR Inbound Delivery, tap the **Warehouse Order** tab.

Figure 15-20 Warehouse Orders List



2. Select the warehouse order for the respective warehouse task.
   To print label for the handling unit, go to the **Labels** tab. The rest of the process remains the same.
3. Tap **Print Preview**.

Figure 15-21 Print Label for Product Warehouse Task



4. In the **Preview** screen, select the **Printer**.
5. Enter the **Number of Copies**.
6. Tap **Print**.

   A message appears confirming that the label is printed.

16. Manage offshore logistics (Remote Logistics Management)

Designed primarily for the oil and gas industry, the **Remote Logistics Management** (RLM) module supports the offshore logistics processes.

You can do the following SAP RLM transactions using the select-and move technique:

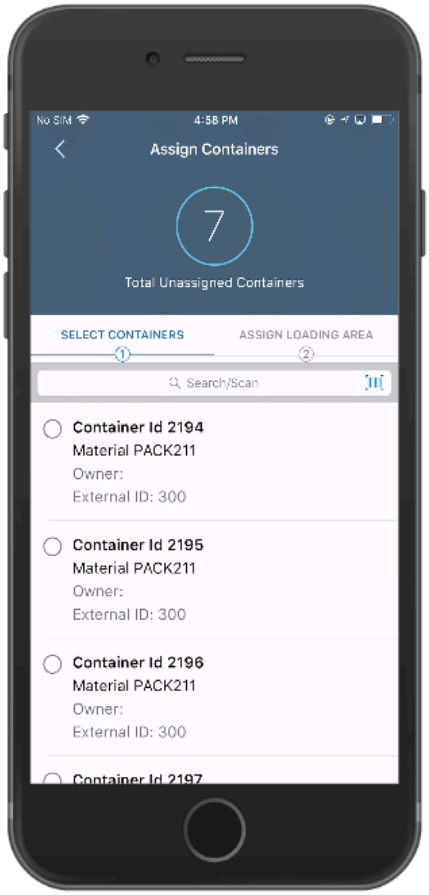
- Assign Containers into Loading Areas (o3o_PACK01) *(on page 317)*
- Pack Deliveries into Loading Area Containers (o3o_PACK03) *(on page 322)*
- Transfer Loading Area Containers to Shipments (o3o_PACK05) *(on page 326)*
- Transfer Containers (o3o_PACK02) *(on page 328)*
- Pack Deliveries (o3o_PACK04) *(on page 331)*
- Record Movement of Shipment in RLM *(on page 332)*

16.1. Assign Containers to Loading Area (o3o_PACK01)

To assign a container (o3o_PACK01):

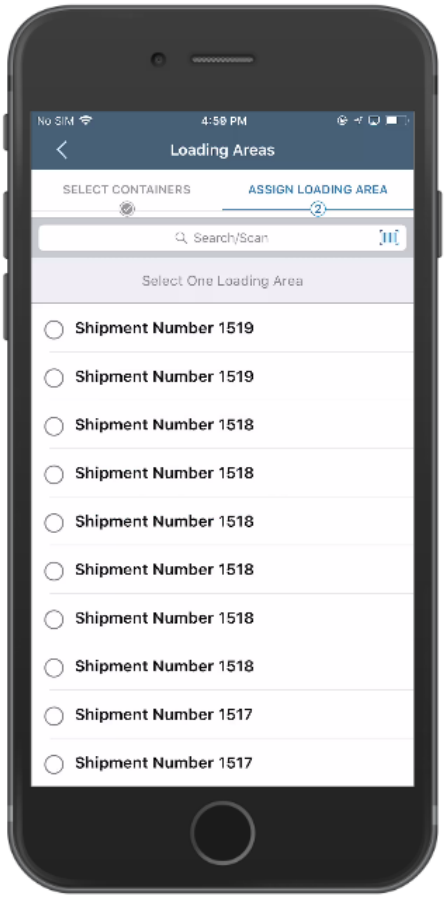
1. In the Home screen, tap **Remote Logistics Management**.
2. Tap **Assign Containers (o3o_PACK01)**.
3. Enter the search criterion.
4. Tap **Search**.

Figure 16-1 Select Containers



5. In the **Select Containers** tab, select a container from the list.
   You can tap the search box or tap the **Scan** icon to search a container.
6. Tap **Continue**.

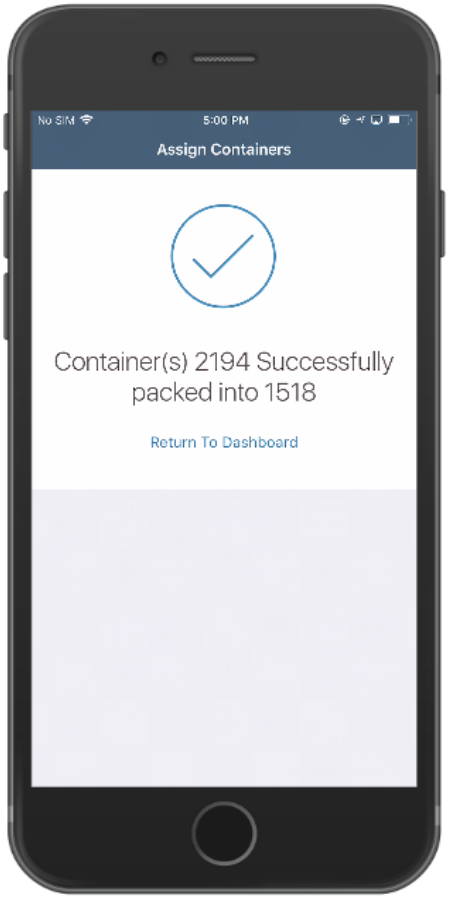
Figure 16-2 Assign Loading Area



7. In the **Assign Loading Area** tab, select a Shipment from the list.

   You can tap the search box or tap the **Scan** icon to search a shipment.
8. Tap **Confirm**. A success screen appears confirming the transfer of the container.

Figure 16-3 Container(S) Transferred Confirmation

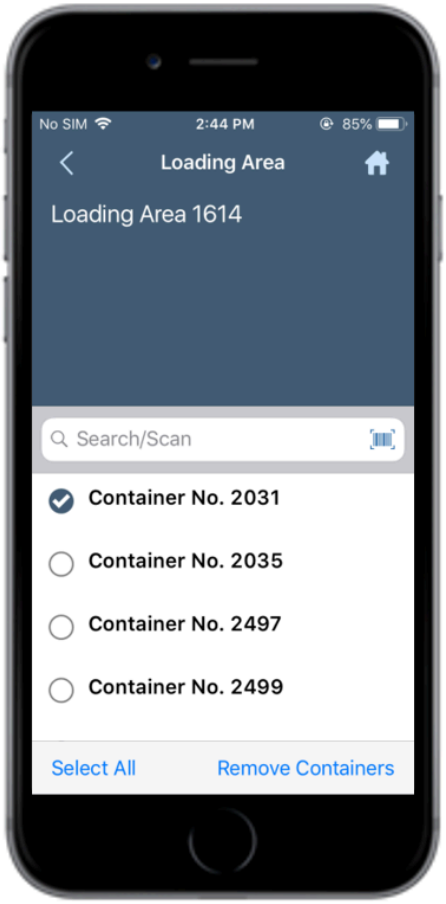


16.1.1. Unpack Containers from Loading Area (o3o_PACK01)

To unpack containers from Loading area:

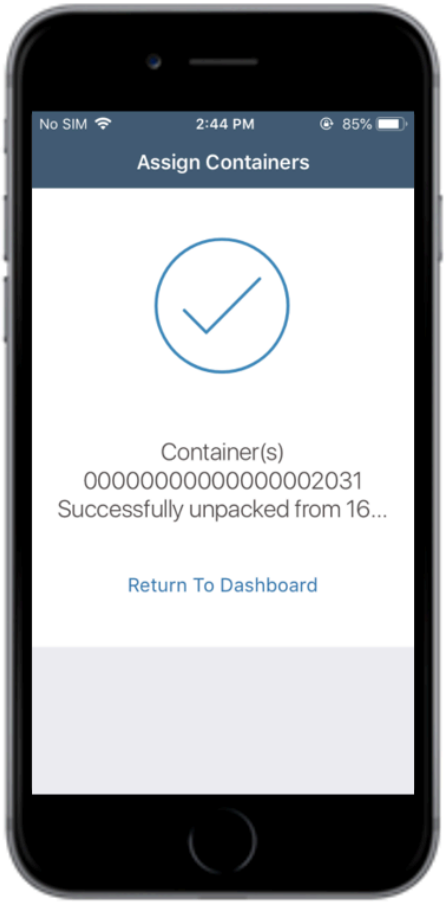
1. In the Home screen, tap **Remote Logistics Management**.
2. Tap **Assign Containers (o3o_PACK01)**.
3. Enter the search criterion.
4. Tap **Search**.
5. In the **Loading Areas** tab, tap on a loading area record.

Figure 16-4 Loading Area Containers



6. Select the checkbox corresponding to the containers.
7. Tap **Remove Containers**.
   A message appears confirming that the selected container is unpacked from the Loading Area.

Figure 16-5 Container(s) Unpacked Confirmation

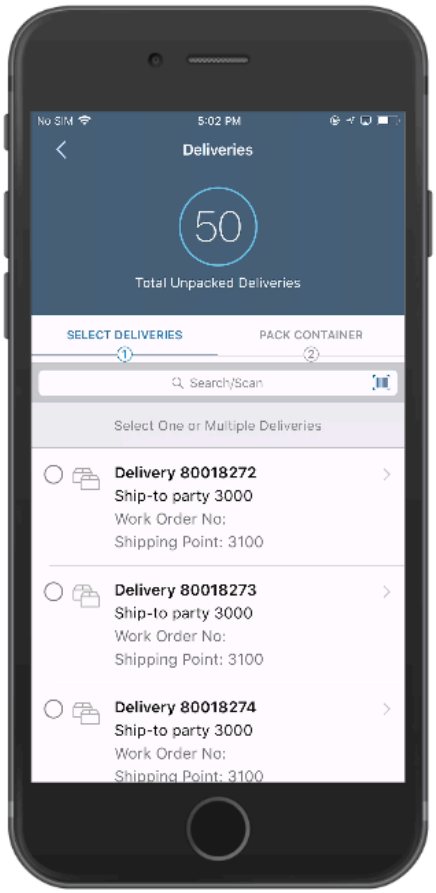


16.2. Pack Deliveries to Containers (o3o_PACK03)

To pack a delivery:

1. In the Home screen, tap **Remote Logistics Management**.
2. Tap **Pack Delivery (o3o_PACK03)**.
3. Enter the search criterion.
4. Tap **Search**.

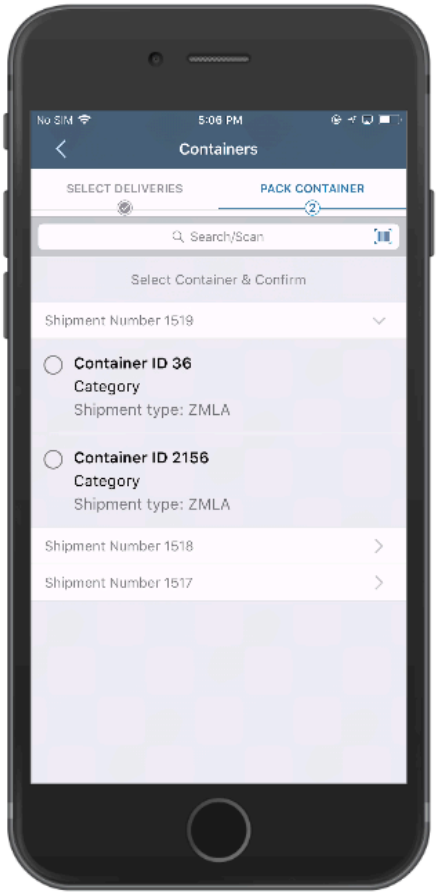
Figure 16-6 Select Deliveries



5. Select a delivery from the list.

   You can tap the search box or tap the **Scan** icon to search a delivery.
6. Tap **Pack**.
7. Select a **Shipment Number**.

Figure 16-7 Select Containers



8. Select a container and tap **Confirm**.
   A message appears asking whether you want to add attachments.
9. Tap **Yes** to insert attachments.

   In the **Add Attachment** screen, tap the **Add** + icon to take or choose a photo or video or document.
10. Tap **Done**.
    A success screen appears confirming the packing of the delivery.

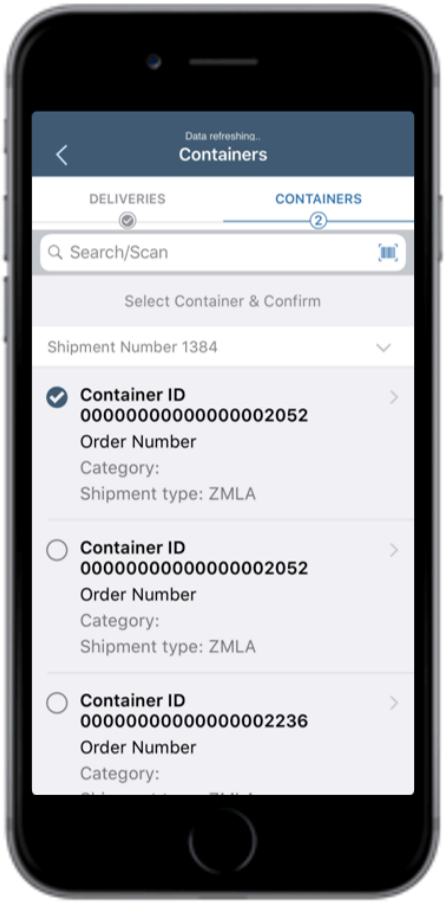
Figure 16-8 Deliveries Packed Confirmation

16.2.1. Unpack Deliveries from Containers (o3o_PACK03)

To unpack delivery from container:

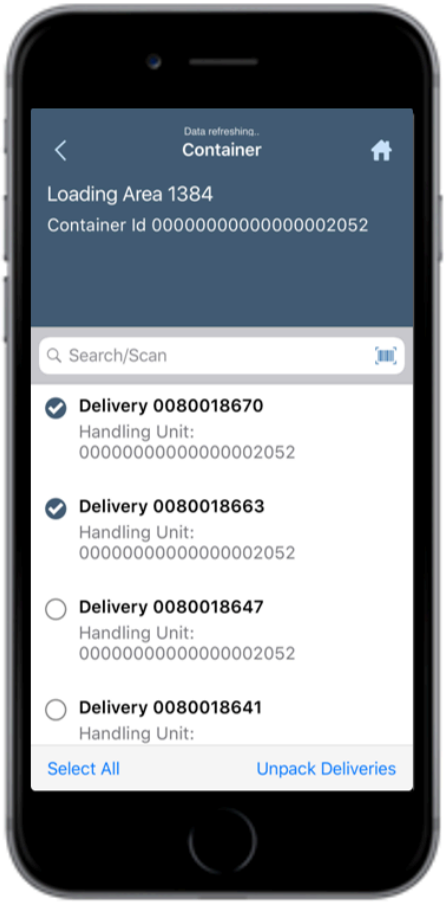
1. In the Home screen, tap **Remote Logistics Management**.
2. Tap **Pack Delivery (o3o_PACK03)**.
3. Enter the search criterion.
4. Tap **Search**.

Figure 16-9 Select Container



5. In the **Containers** tab, tap on the shipment.
6. Select a **Container ID**.

Figure 16-10 Select Deliveries



Note:
Container ID is auto selected when you scan the value by tapping the barcode icon on the fuzzy search bar.

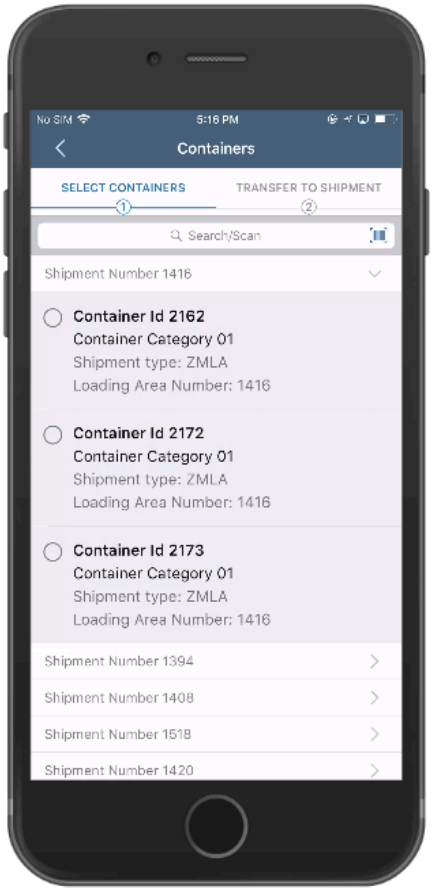
7. Select the checkbox corresponding to the **Delivery Number**.
8. Tap **Unpack Deliveries**.
   A message appears confirming that the selected delivery is removed from the container.

16.3. Move Loading Area containers to shipment (o3o_PACK05)

To transfer containers to shipment:

1. In the Home screen, tap **Remote Logistics Management**.
2. Tap **Transfer Shipment (o3o_PACK05)**.
3. Enter the search criterion.
4. Tap **Search**.

Figure 16-11 Select Containers



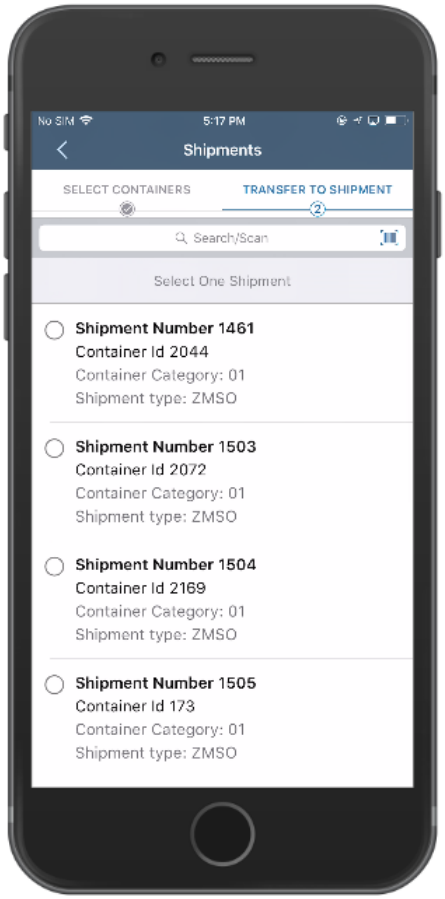
5. In the **Select Containers** tab, select the containers, and then tap **Transfer**.
   Else scan **Loading Area Number** to select all the associated containers.

> **Note:**
> You can tap on the Container to view the Deliveries and the items under each delivery further.

6. In the **Transfer to Shipment** tab, select the shipment.

You can tap on the Shipment to view the Containers added to it and the delivery and item details further.

Figure 16-12 Select Shipment



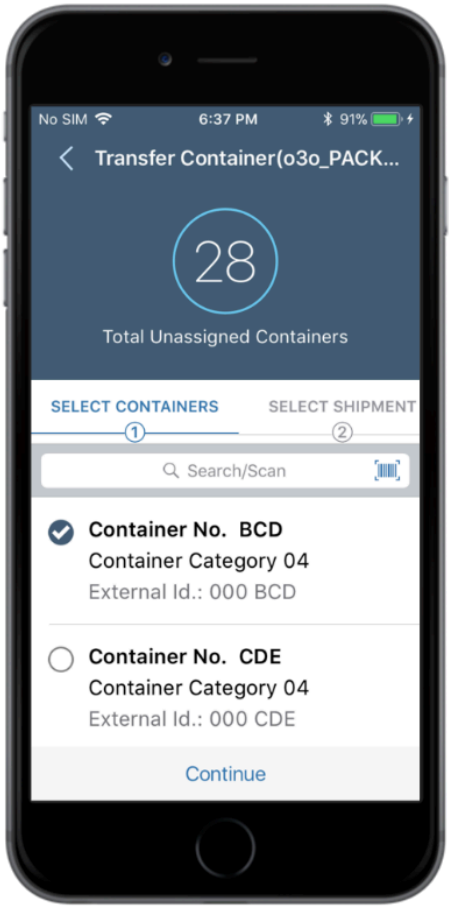
7. Tap **Confirm**.
   A success screen appears confirming the transfer of the shipment.

16.4. Transfer Containers to Shipment (o3o_PACK02)

To transfer a container (o3o_PACK02):

1. In the Home screen, tap **Remote Logistics Management**.
2. Tap **Transfer Containers**.
3. Enter the search criterion.
4. Tap **Search**.

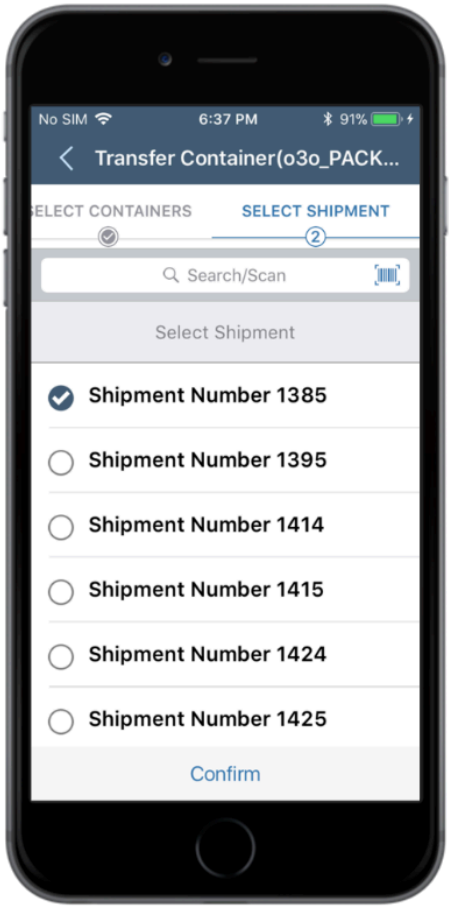
Figure 16-13 Select Container



5. In the **Select Containers** tab, select a container.

   You can tap the search box or tap the **Scan** icon to search for a shipment.
6. Tap **Continue**.

Figure 16-14 Select Shipment



7. In the **Select Shipment** tab, select the Shipments.
   You can search a shipment from the search box or scan a shipment using the **Scan** icon.
8. Tap **Confirm**.
   A success screen appears confirming the transfer of the container.

16.4.1. Unpack Containers from Shipment (o3o_PACK02)

To unpack Container from Shipment (o3o_PACK02):

1. In the Home screen, tap **Remote Logistics Management**.
2. Tap **Transfer Containers (o3o_PACK02)**.
3. Enter the search criterion.
4. Tap **Search**.
5. In the **Select Shipment** tab, tap on a Shipment.

6. Select a Container from the list.

   You can tap the search box or tap the **Scan** icon to search for a delivery.
7. Tap **Remove Containers**.

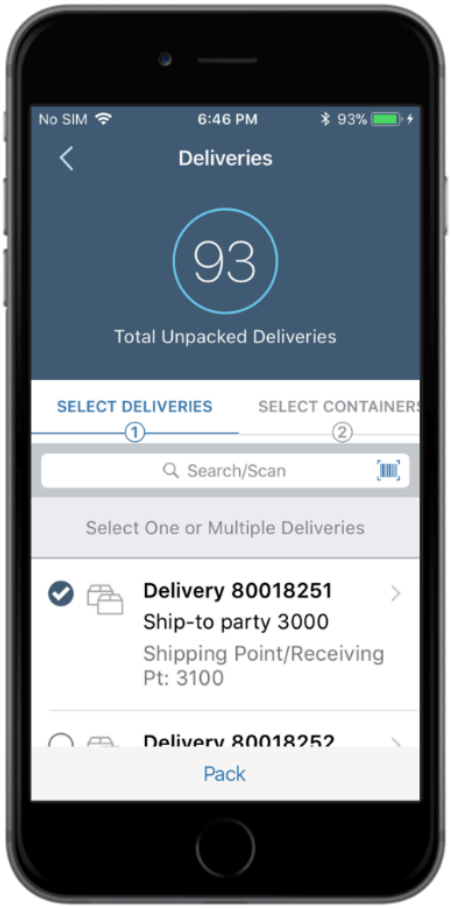
   A message appears confirming that the selected Container is removed from the Shipment.

16.5. Pack Deliveries (o3o_PACK04)

To pack a delivery (o3o_PACK04):

1. In the Home screen, tap **Remote Logistics Management**.
2. Tap **Pack Delivery (o3o_PACK04)**.
3. Enter the search criterion.
4. Tap **Search**.

Figure 16-15 Select Delivery



5. Select a delivery from the list.

   You can tap the search box or tap the **Scan** icon to search for a delivery.
6. Tap **Pack**.
7. Select a **Shipment Number**.
8. Select a container.
9. Tap **Confirm**.

   A message appears asking whether you want to add attachments.
10. Tap **Yes** to add attachments.

    In the **Add Attachment** screen, tap the **Add** icon to take or choose a photo or video or document.
11. Tap **Done**.

    A success screen appears confirming the packing of the delivery.

16.5.1. Unpack Deliveries from Containers (o3o_PACK04)

To pack a delivery (o3o_PACK04):

1. In the Home screen, tap **Remote Logistics Management**.
2. Tap **Pack Deliveries (o3o_PACK04)**.
3. Enter the search criterion.
4. Tap **Search**.
5. In the **Select Containers** tab, tap on the Container / Shipment.
6. Select the checkbox next to the deliveries.
7. Tap**Unpack Deliveries**.

   A success screen appears confirming the unpacking of the deliveries.

16.6. Record Movement of Shipment in RLM

You can record the Shipment details from an onshore warehouse to offshore platform and post the Shipment receipt in the RLM.

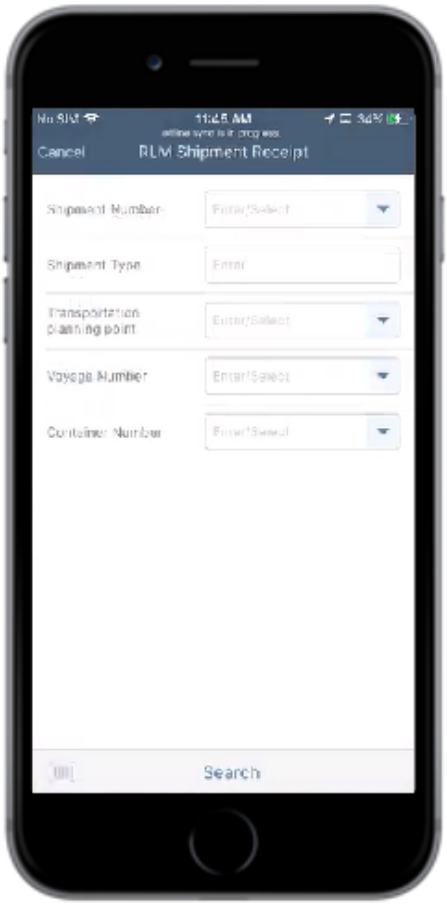
The Shipment has following status:

- **In Progress:** If the RLM does not receive all the deliveries or containers from the shipment then the Shipment status displays as In-Progress.
- **Pending:** If the RLM did not receive any delivery or container from the shipment then the Shipment status displays as Pending.

To post the Shipment receipt:

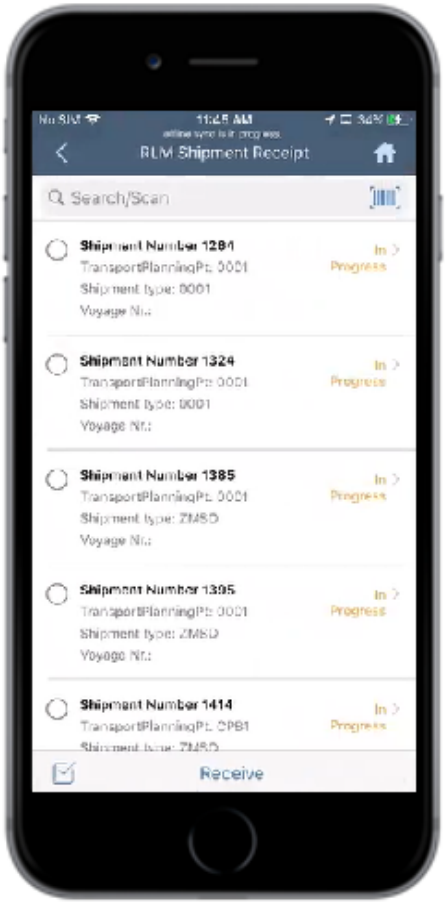
1. In the Home screen, tap **Remote Logistics Management**.
2. Tap **RLM Shipment Receipt**.

Figure 16-16 Shipment Search



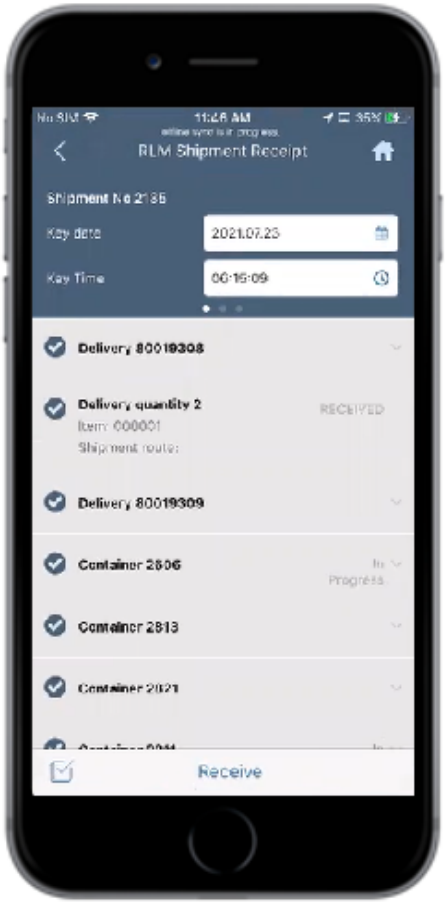
3. Enter search criteria.
4. Tap **Search**.

Figure 16-17 Select Shipment



5. Select individual or multiple shipments.
6. Tap **Receive**.

Figure 16-18 Select Containers or Deliveries



7. In the Shipment Details screen, select the **Containers** or **Deliveries** which are not yet received.

> **Note:**
> When you select a **Container** all the deliveries in the container are automatically selected. If you don't want to receive a particular delivery from the **Container**, deselect it and post the deliveries.

8. Tap **Receive**.
   A message appears asking whether you want to post the shipment receipt.
9. Tap **Confirm**.
   A message appears confirming that the Goods receipt <number> posted for delivery <number>.
10. Tap **OK**.

17. Purchase Materials through Mobile Devices

You can purchase raw material from vendors or transfer material from one plant to another plant quickly using mobile devices. Use the **Purchasing** module to raise purchase requisitions and approve them instantly.

In this module, you can,

- Create Purchase Requisition *(on page 336)*
- Review and Approve Purchase Requisition *(on page 340)*
- Review and Approve Purchase Order *(on page 342)*
- View Purchase Order History *(on page 344)*

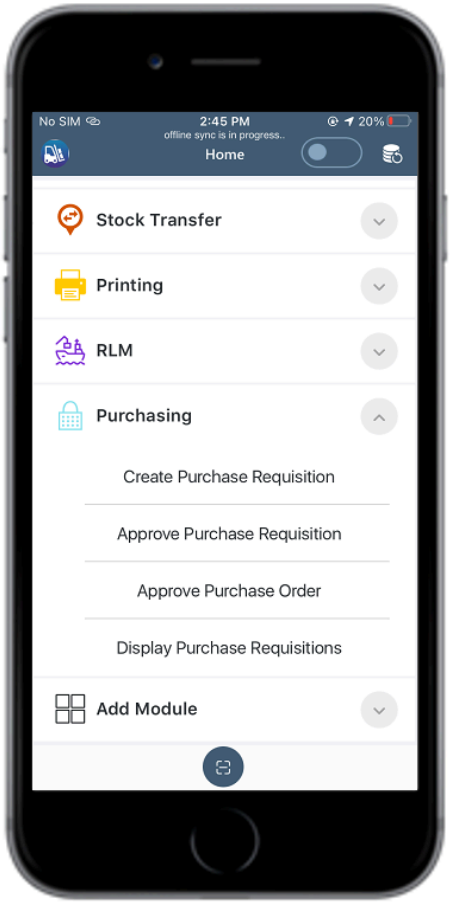
17.1. Create Purchase Requisition

You can create a purchase requisition for materials with the details like material, quantity, plant, delivery date, price, and so on and add supporting images and documents.

To create a purchase requisition:

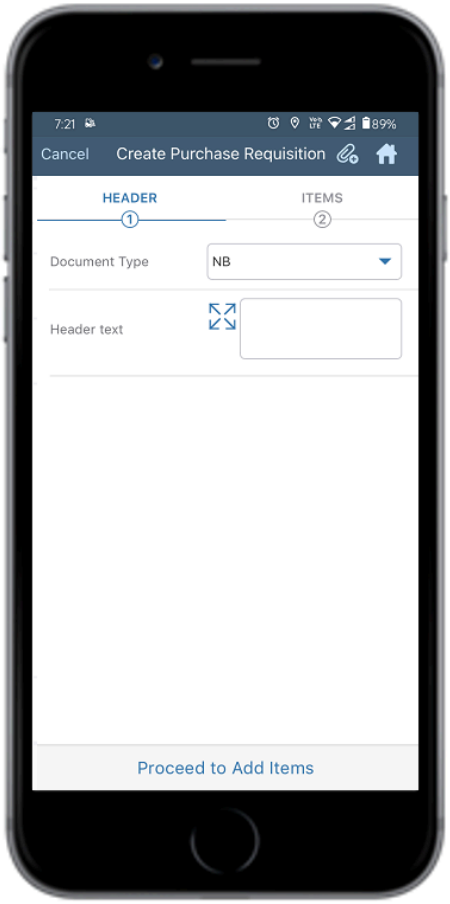
1. In the Home screen, tap the **Purchasing** module.

Figure 17-1 Purchasing Module



2. Tap **Create Purchase Requisition**.
3. Select the document type in the **Document Type** drop down.
4. Enter the description in the **Header Text** field.
5. Tap **Proceed to Add Items**.

Figure 17-2 Select Document Type



6. Tap **+New Items** under the **Items** tab.
7. In the **Adding Items** screen, add the details such as **Material**, **Quantity**, **Plant**, **Price**, **Delivery Date**, **Delivery Address**, and so on.

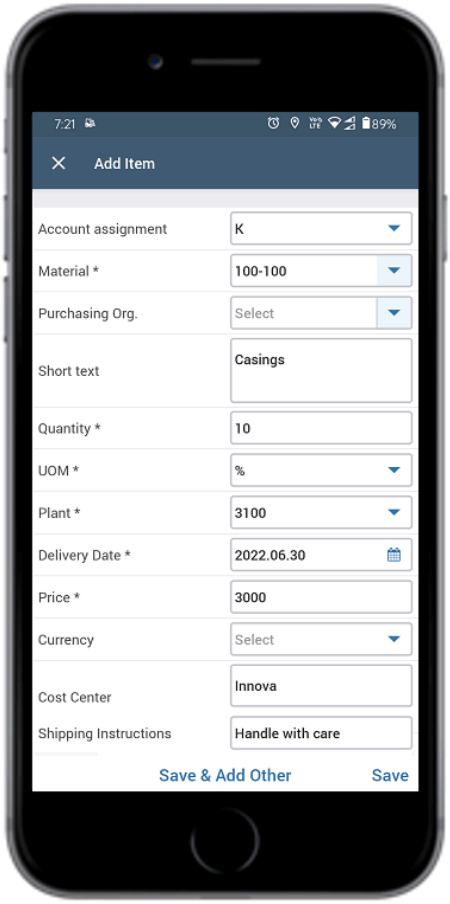
> **Note:**
>
> Based on the selected value in the **Account Assignment** field, the respective fields such as **Cost Center**, **Order**, or **WBS Element** are displayed to add the details.
>
> The value in the **UOM** field is displayed by default, you can change the value as required.
>
> You can enter decimal values in the Quantity and Price fields.

8. Tap the Attachments icon on the top to add attachments like photos.

Note:
You can rename the attachments while adding and view the thumbnails of the photos in the PO History module.

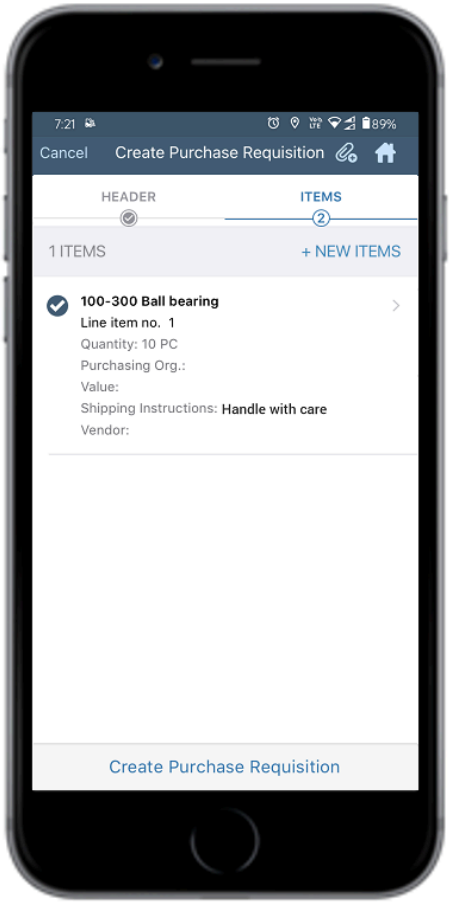
9. Tap **Save** to save the details or tap **Save and Add Other** to save and add more items.

Figure 17-3 Add Items



10. Select the newly created item or material under the **Items** tab.
11. Tap **Create Purchase Requisition**.

Figure 17-4 Create Purchase Requisition



12. Tap **Confirm**.
    A message appears that the Purchase Requisition is created successfully.
    Tap **Display Purchase Requisitions** in the Home screen to view the created purchase requisition details.

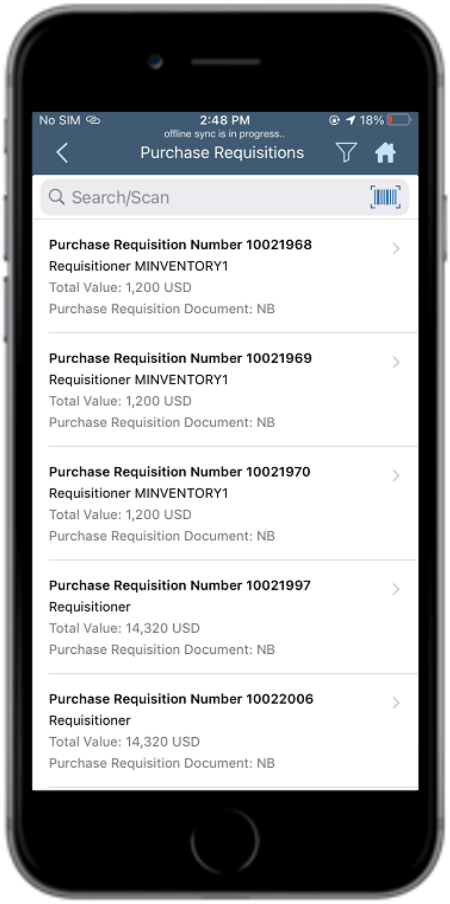
17.2. Review and Approve Purchase Requisition

You receive a notification through an email or push notification for approval when the purchase requisition is created. You can access the purchase requisition through the link in the email or push notification, review the details such as material, quantity, delivery date, delivery address and so on, and either approve or reject it.

To review and approve a purchase requisition:

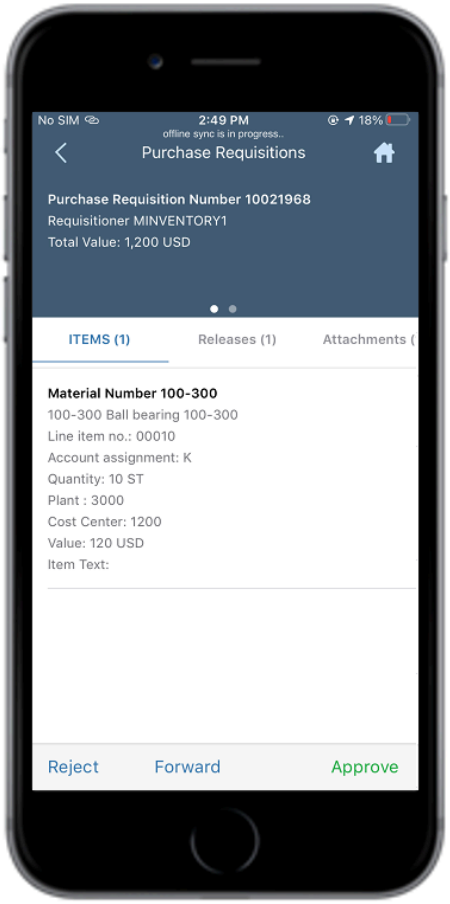
1. In the Home screen, tap the **Purchasing** module.
2. Tap **Approve Purchase Requisition**.
3. In the **Purchase Requisitions** screen, select the purchase requisition from the list.

Figure 17-5 Select Purchase Requisition



4. Select the material in the **Items** tab.
5. Tap **Approve**.

Figure 17-6 Approve Purchase Requisition



In this screen, you also can,

- Tap the **Releases** tab, to see the release strategy details.
- Tap the **Attachments** tab, to see the relevant attachments.
- Tap the **Notes** tab, to see the notes regarding the material.

6. Tap **Approve** in the confirmation window.
   A message appears that the Purchase Requisition is approved successfully.

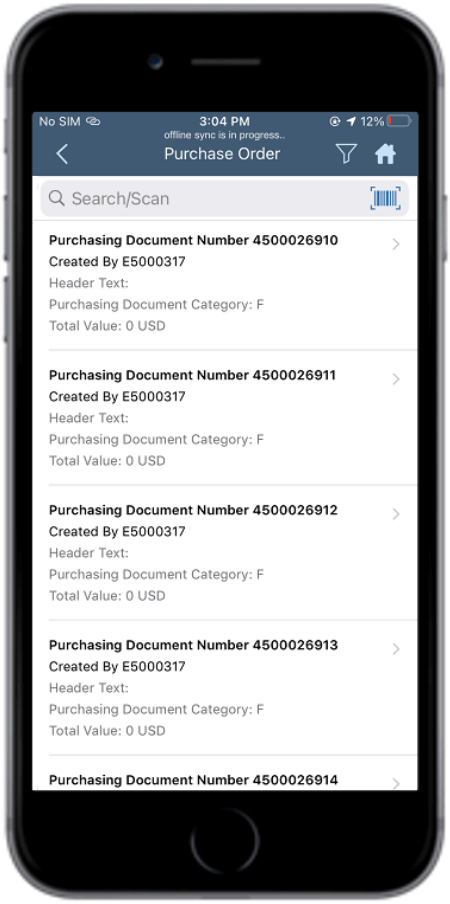
17.3. Review and Approve Purchase Order

You receive a notification through an email or push notification for approval when the purchase requisition is approved. You can access the purchase order through the link in the email or push notification, review the details such as price, quantity, delivery date, delivery address and so on, and either approve or reject it.

To review and approve the purchase order:

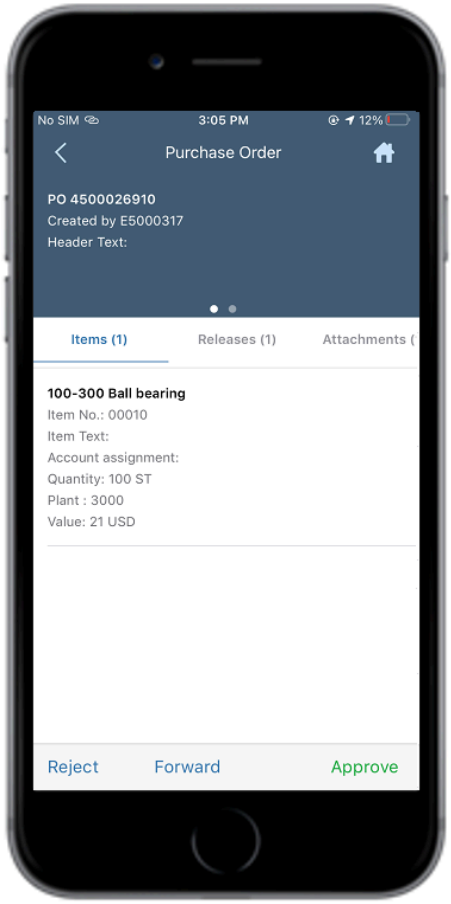
1. In the Home screen, tap the **Purchasing** module.
2. Tap **Approve Purchase Order**.
3. In the **Purchase Order** screen, select the purchase order from the list.

Figure 17-7 Select Purchase Order



4. Select the material in the **Items** tab.
5. Tap **Approve**.

Figure 17-8 Approve Purchase Order



In this screen, you also can,

- Tap the **Releases** tab, to see the release strategy details.
- Tap the **Attachments** tab, to see the relevant attachments.
- Tap the **Notes** tab, to see the notes regarding the material.

6. Tap **Approve** in the confirmation window.
   A message appears that the Purchase Order is approved successfully.

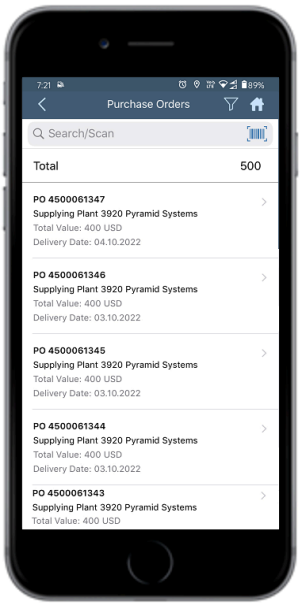
17.4. View Purchase Order History

You can view Purchase Order history along with the material documents and track various goods movements done against the purchase order for the material quantity that is partially or fully delivered or yet to be delivered.

To view purchase order history:

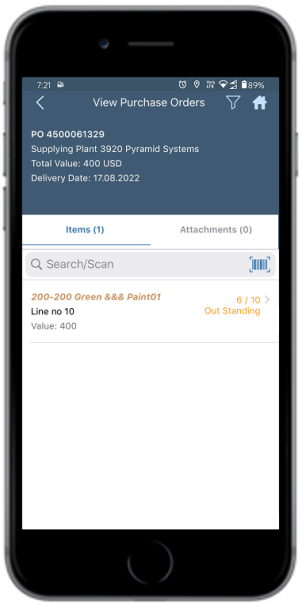
1. In the Home screen, tap the **Purchasing** module.
2. Tap **PO History**.
3. Enter the search criterion such as **PO Number**, **Document Type**, and **Date**.
4. Tap **Search**.
5. Select the purchase order.

Figure 17-9 Search and Select Purchase Order



6. In the **View Purchase Orders** screen, select the line item under the **Items** tab. You can see all the documents that are created against the purchase order.

Figure 17-10 View Purchase Order History



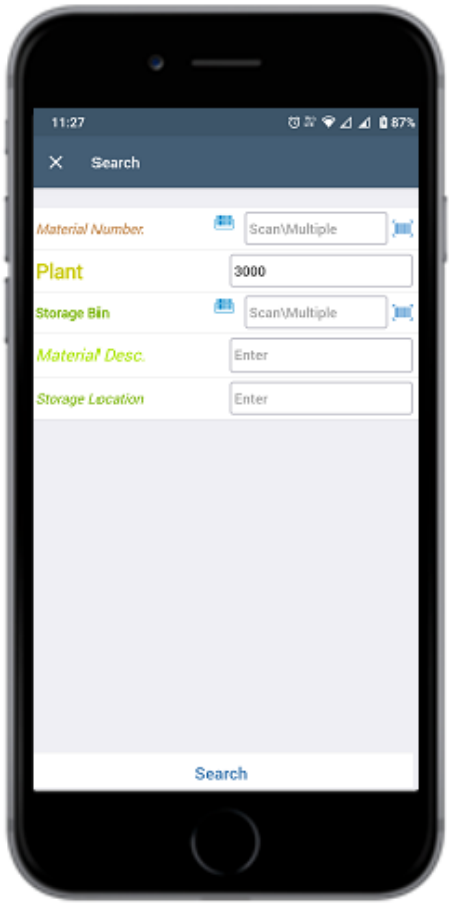
18. Assign/update storage bin for materials

Use the **Storage Bin Update (IM)** module to assign/update storage bin for materials. You can assign multiple materials to a storage bin.

To update storage bin for materials:

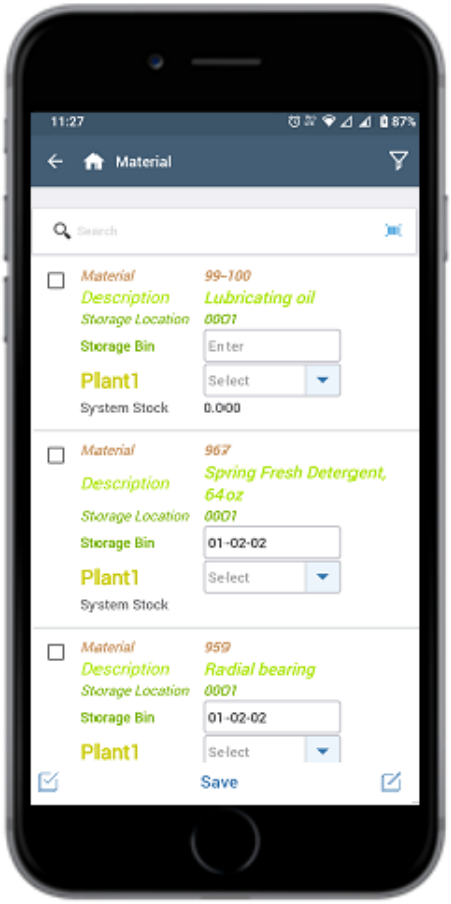
1. In the Home screen, tap **Storage Bin Update (IM)**.
2. Enter the search criterion like **Material No.**, **Storage Location**, **Plant**, and **Storage Bin**.

Figure 18-1 Material Document Search



3. Tap **Search**.
   Alternatively, tap **Search** without any search criteria to view the list of material numbers.
   Tap the Scan icon to scan the barcode and navigate to the Material list screen. For more information, see Scan all fields and automatically navigate to transaction screen (Combo Scan) *(on page 119)*.

Figure 18-2 Material Document List



Note:
You can view the total available stock in a bin using the **System Stock** field. This feature gives you instant visibility of the stock in the bin. When you receive a stock transfer request, you can instantly check the stock and transfer from the bin that has enough stock. For example, when you need to Putaway materials, you can check the stock in different bins and transfer it from the bin that has enough stock. If there is not enough stock, you can place an order for the stock immediately.

4. To change the values, select the checkbox corresponding to the material documents.

Tap the **Apply All** icon to edit values such as **Maintenance Status** and **Storage Bin** for all the material documents.

5. Tap the **Storage Bin** field to modify the value.
6. Tap **Save**.
   A success screen message appears.

19. Create storage bins and bin labels

Use the **Bin Creation** module to create bins and print the bin labels. When you add a Bin Number in Online mode, the application validates if the Storage Bin exists in SAP. Once the bin is created, you can print the labels.

To create storage bin and bin labels:

1. In the Home screen, tap **Bin Creation**.
2. Enter this information:
    - **Storage Bin**: Enter the storage bin number (alpha-numeric).
    - **Warehouse Number**: Tap the drop-down to select the warehouse number.
    - **Storage Type**: Tap the drop-down to select the storage type.
    - **Storage Section**: Tap the drop-down to select the storage section.
3. Tap **Create**.

   The success screen appears confirming that the "Storage Bin XXXX is created".

> **Note:**
> In the Success screen:
> - Tap **Print Labels** to print labels for the Bin. You can also print labels at a later point using the **Label Printing** module. For more information, see Generate and Print Barcode Labels *(on page 350)*.
> - Tap **Return to Bin Creation** to access the pre-filled data from the bin you previously created which you can use to create another bin.

20. Generate and Print Barcode Labels

Use the Label Printing module to generate and print barcode labels for Outbound Delivery-Handling Unit, Purchase Order/Stock Transport Order, Bin and Return Delivery.

You can:

- Enter the values that need to be displayed on the barcode label such as PO#, Material#, Batch#, and so on.
- Select a field for which the barcode label should be generated.
- Configure these parameters for a label using **RACE**:
    - Barcode Type
    - Barcode Position
    - Elements of Barcodes
    - No. of Labels
    - Orientation (landscape)
- Configure screen and fields using RACE to print custom labels like Material Label. See *RACE configurations for mInventory Guide*.

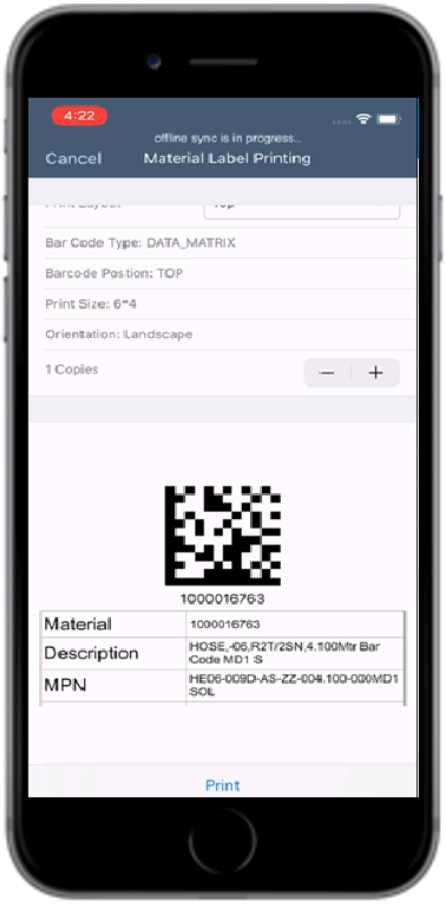
To print barcode labels:

1. In the Home screen, tap **Label Printing**.
2. Select the **Label Type**:

Table 20-1 Label Types

Name	Description
OD-HU Label Printing	Outbound Delivery-Handling Unit
PO/STO Label Printing	Purchase Order/Stock Transport Order
Bin Label Printing	Bin Label Printing
RO Label Printing	Return Delivery
Material Label Printing	Material Label Printing

Figure 20-1 Label Printing Details



3. Enter this information for the label type:
    - **OD-HU Label Printing**
        - **Delivery**: Tap to enter the delivery number.
        - **Material**: Tap to enter or tap the drop-down to select the material.
        - **Material Desc**: This value is auto-populated based on **Material.**
        - **Handling Unit**: This value is auto-populated if the delivery number is linked with the Handling unit.
    - **PO/STO Label Printings**
        - Purchasing Document Number
        - Batch Number
        - Item Number
        - Material Number
    - **Bin Label Printing**: Storage Type.
    - **RO Label Printing**: Delivery.
    - **Material Label Printing**

- Material
- Description
- MPN
- MPN Name

Based on these values, the layout preview details are displayed in tabular format.

> **Note:**
> You can scan existing barcode labels, capture data, and use the data to generate the new barcode labels for any module. This is configured from RACE. Tap the Scan button, scan a barcode label and the above data is automatically captured in the fields.

4. Enter these print parameters:
   - **Print Layout**: Tap the drop-down to select the print layout, such as **Top**, **Right**, **Left**, and **Bottom**.
   - **Barcode Type**: This field is auto-populated and grayed out.

     > **Note:**
     > You can configure Barcodes like **GS1**, **QR Code**, and **Data Matrix** using RACE™. See, *Configure mInventory using RACE™* guide for details

   - **Barcode Position**: This field is auto-populated and grayed out.
   - **Print Size**: A standard print size, as per RACE configuration, is displayed. This field is auto-populated and grayed out.
   - **Orientation**: This field is auto-populated with a value Landscape and grayed out, as per RACE configuration.
   - **Copies**: Tap the icon to modify the number of copies to print.
5. Tap **Print**.
   Double tap on the barcode preview to view the label in full screen. You can also zoom-in and zoom-out.

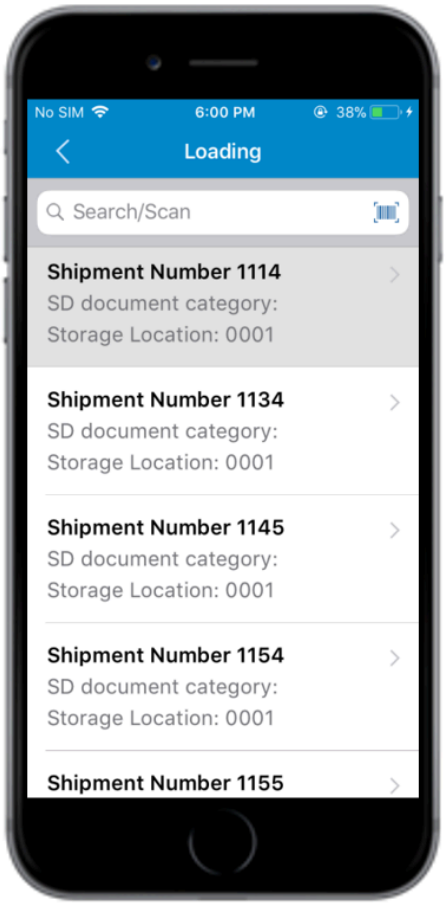
21. Update Loading and Shipment status

Use the Loading module to manage your Shipment loading tasks. You can search the shipment documents, enter the loading start date and time and post the data to the server. Once the shipment is created, you can print and email the shipment document.

To update loading status:

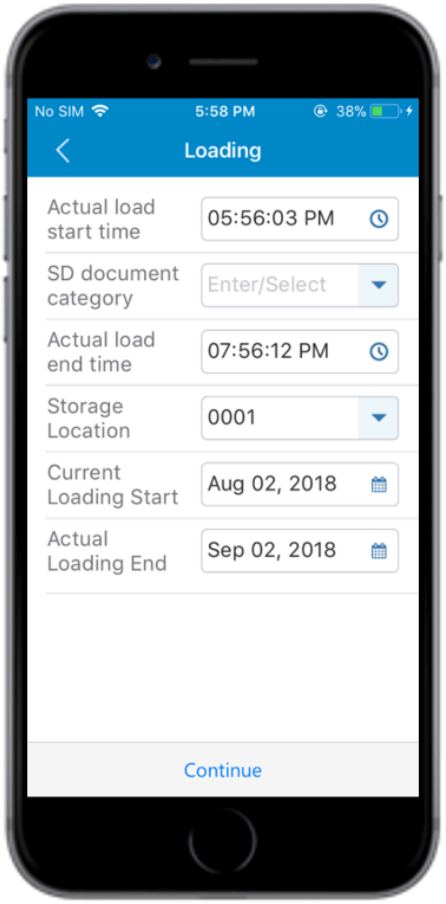
1. In the Home screen, tap **Loading**.
2. Enter the search criterion.
3. Tap **Search**.

Figure 21-1 Shipment List



4. Tap on the **Shipment Number**.

Figure 21-2 Shipment Loading Details



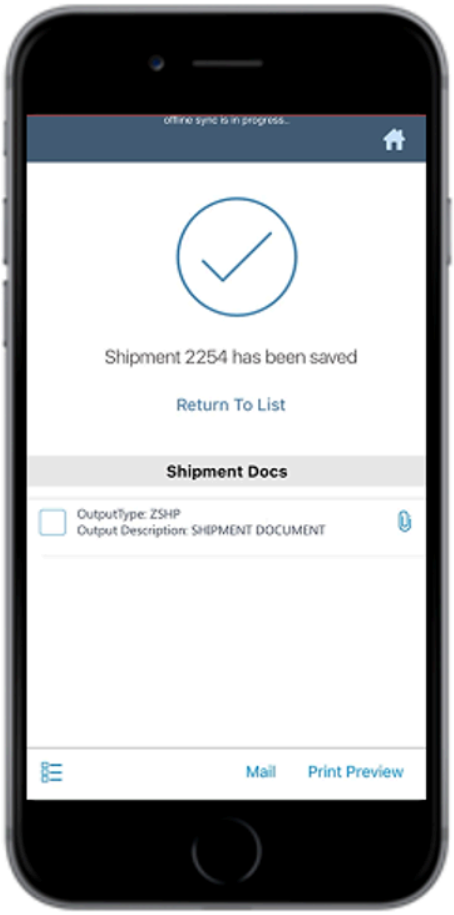
5. Enter this information:
   - **Actual load start time**: This value is auto-populated. Tap to modify the time.
   - **Actual load end time**: This value is auto-populated. Tap to modify the time.
   - **Current Loading Start**: The start date of loading. This value is auto-populated. Tap to modify the date.
   - **Actual Loading End**: The date on which loading is completed. This value is auto-populated. Tap to modify the date.
6. Tap **Continue**.

   A pop-up window appears asking whether you want to add attachments.
7. Tap **Yes**.

   In the **Add Attachment** screen:
   - Tap the **Add** + icon to add a photo or video.
   - Tap **Done**.
8. In the **Signature** screen, enter your digital signature.

9. Tap **Confirm**.
   A message appears confirming that the loading is successful.
   You can send shipment documents, such as PDF through email. For more information, see Email material documents *(on page 111)*.
10. Select the shipping document.

Figure 21-3 Shipping Details Print



11. Tap **Print Preview**.
12. Select the **Printer** and **Number of the copies** in the **Print Preview** screen.
13. Tap **Print**.

22. Reprint material documents and labels on the go

Use the **Print On Demand** module to print the material documents and labels. This functionality is the same as the MB90 transaction in SAP.

When you receive goods in Warehouse or to replace torn or damaged labels, you can use this module to do the following:

- Print material documents and labels for transactions. This is the same as the MB90 transaction in SAP.
- Print labels for handling units and delivery labels/documents. This is the same as the VL74 transaction in SAP.

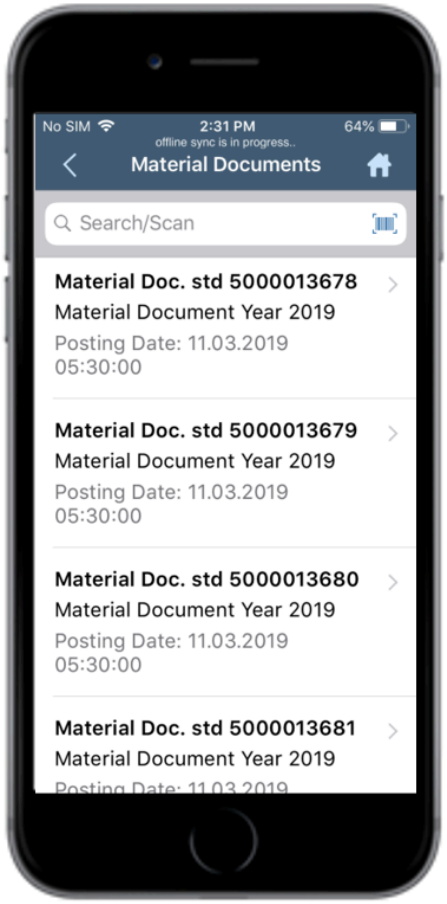
22.1. Print Material documents and labels for transactions

To print material document and label:

1. In the **Home** screen, tap **Print On Demand**.
2. Select **Material Document**.
   Select the **Star**

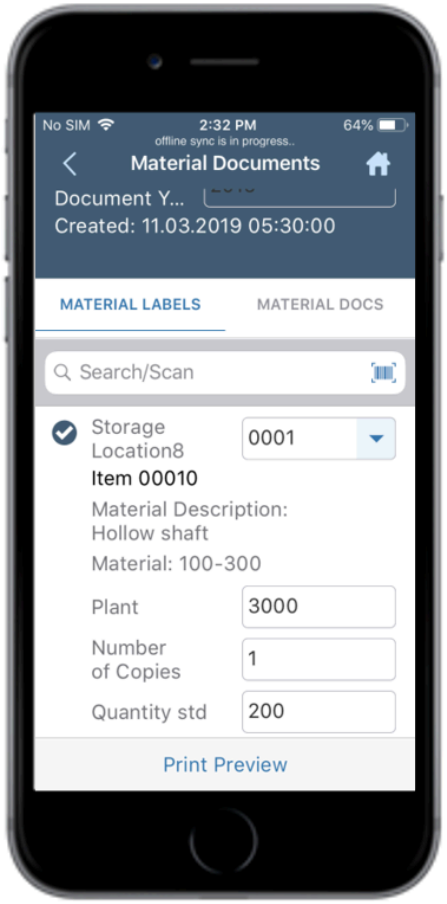
   icon next to the module to set is as default.
3. In the search criteria section, enter this information:
   - **Material Doc. Number**: Tap to enter the material document number (alpha-numeric).
   - **Material Document Year**: Tap to enter the material document year (alpha-numeric).
   - **Output Type**: Tap to enter the printer device.
4. Tap **Search**.
   Alternatively, tap **Search** without any search criteria to display the list of material numbers.
   Tap the Scan icon to scan the barcode and navigate to the list screen -> details screen and select the line item. For more information, see Scan all fields and automatically navigate to transaction screen (Combo Scan) *(on page 119)*
5. Tap on the material document.

Figure 22-1 Material Documents



6. In the **Material Labels** and **Material Docs** tabs, enter or edit this information:
    - **Plant**: Auto-populated. Tap to modify the value.
    - **Number of Copies**: Enter the number of copies to print.
    - **Quantity std**: Auto-populated. Tap to modify the value.

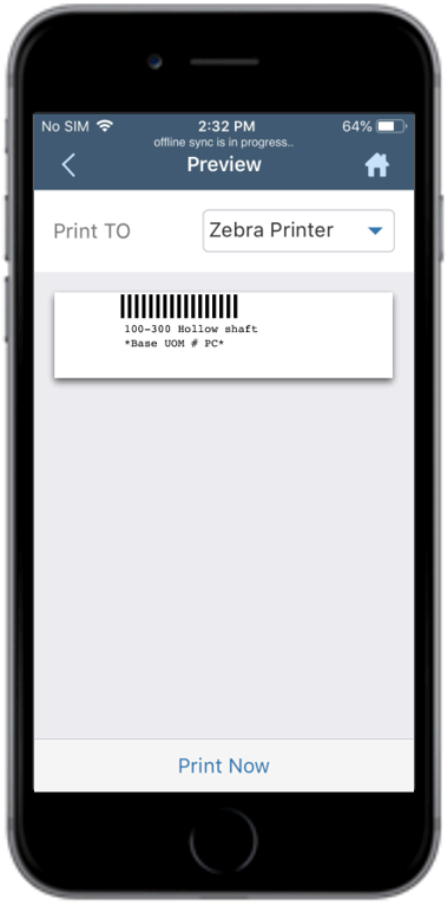
Figure 22-2 Material Document and Labels tabs



7. Select the line item.

8. Tap **Print Preview**.

Figure 22-3 Material Document Print Preview



9. Select the printer from the **Print TO** drop-down.
10. Tap **Print Now**.

22.2. Print labels for Handling Units and delivery document/labels

Print labels for Handling Units and delivery document/labels for your inbound warehouse transactions.

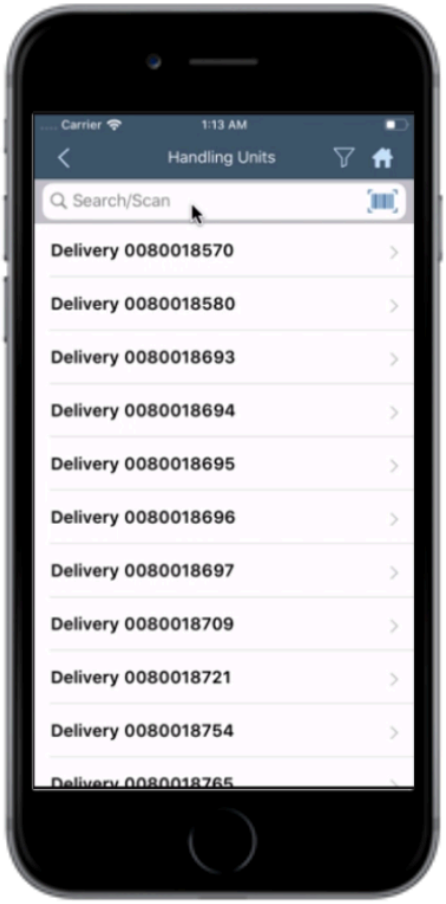
When you receive goods at Warehouse for cross dock deliveries, you print the documents and labels for handling units (HUs) to track them.

To print documents / labels:

1. In the **Home** screen, tap **Print On Demand**.
2. Select **Handling Unit**.
   Select the **Star**

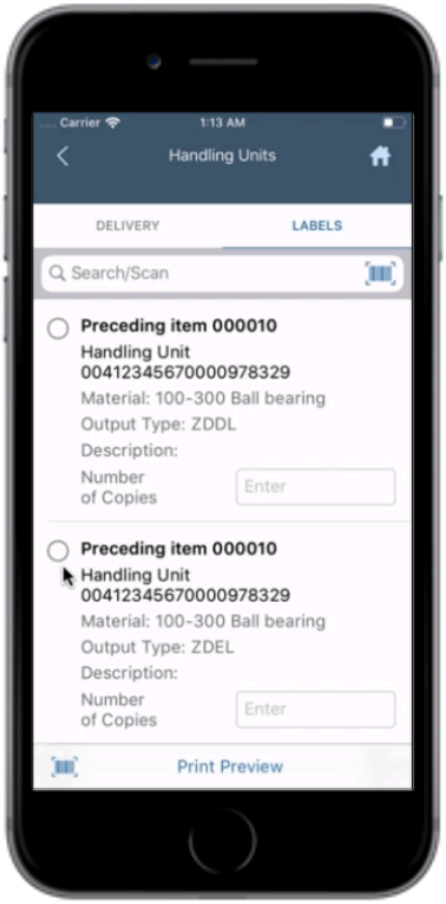
   icon next to the module to set is as default.
3. In the search criteria section, enter this information:
   - **Delivery**: Tap to enter the delivery number (alpha-numeric).
   - **Handling Unit No.**: Tap to enter the handling unit number.
   - **Output Type**: Tap to enter the printer device.
4. Tap **Search**.
   Alternatively, tap **Search** without any search criteria to display the list of deliveries.
   Tap the Scan icon to scan the barcode and navigate to the list screen -> details screen and select the line item. For more information, see Scan all fields and automatically navigate to transaction screen (Combo Scan) *(on page 119)*
5. Tap on the delivery.

Figure 22-4 Handling Unit Deliveries



6. In the **Handling Unit Delivery** and **Labels** tabs, enter or edit this information:
    - **Plant**: Auto-populated. Tap to modify the value.
    - **Number of Copies**: Enter the number of copies to print.

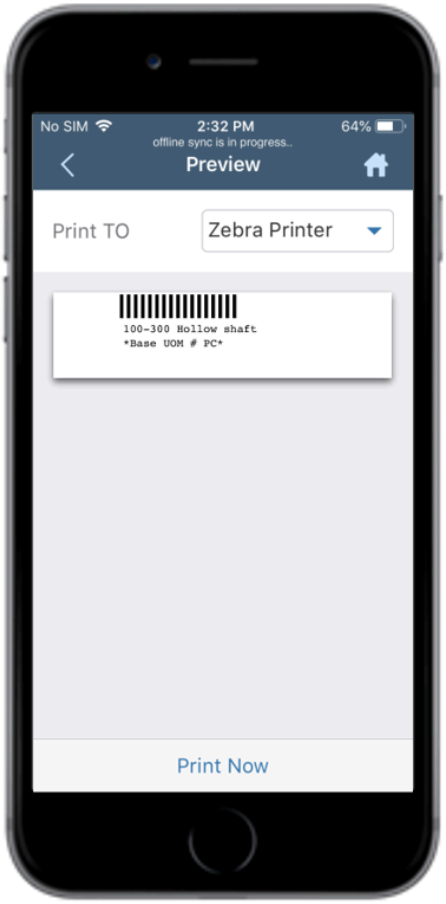
    Figure 22-5 Handling Unit Delivery and Labels tabs



7. Select the line item(s).

8. Tap **Print Preview**.

Figure 22-6 Label Print Preview



9. Select the printer from the **Print TO** drop-down.
10. Tap **Print Now**.

23. View material documents

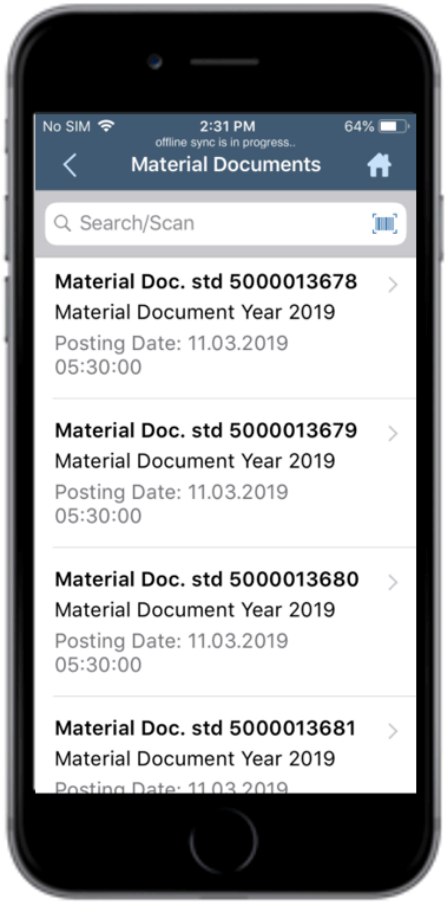
Use the Material Document Display module to view the material documents. This functionality is the same as the MB03 transaction in SAP.

To review material documents:

1. In the Home screen, tap **Material Document Display**.
2. Enter this information in search criteria:
    - **Material Doc. Number**: Tap to enter the material document number (alpha-numeric).
    - **Material Document Year**: Tap to enter the material document year (alpha-numeric).
3. Tap **Search**.
   Alternatively, tap Search without any search criteria to display the list of material documents.

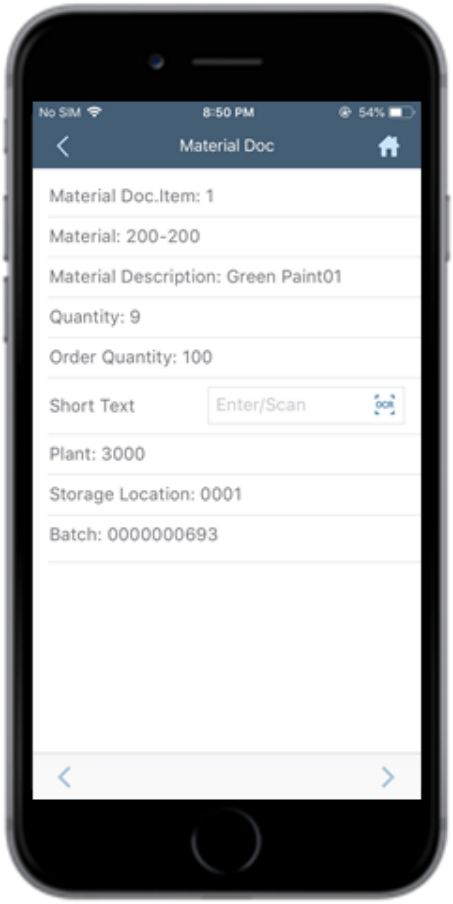
   Tap the Scan icon to scan the barcode and navigate to the list screen -> details screen and select the line item. For more information, see Scan all fields and automatically navigate to transaction screen (Combo Scan) *(on page 119)*.
4. Tap on the material document.

Figure 23-1 Material Documents



5. Tap on the line item to view the details.
   Tap the navigation buttons at the bottom to view the previous and subsequent line item details.

Figure 23-2 Material Document Display Details



24. Create Shipment and Assign Deliveries

When you receive requirements using a purchase, stock transport order or sales order, you verify the availability of stock or material, create deliveries and group them based on factors like transportation planning, picking address, delivery address, and cost. You then create a Shipment and assign these deliveries.

To create a Shipment and assign deliveries to the shipment.

1. In the home screen, Tap **Create Shipment**.
2. Enter the values like **Transport Planning Point**, **Shipping Type** and **Forwarding Agent**.
3. Tap on the **Deliveries** tab and tap the **Add** icon.
4. Enter the search criteria for Deliveries and tap **Search**.
5. Select the deliveries.
    - Tap the **Scan** icon in the fuzzy search bar to scan the delivery number.
    - Tap the **Select All** button to select and add all the deliveries to the Shipment.
6. Tap **Add To Shipment**.
7. Tap **Create**.

   A message prompts whether you want to proceed with adding deliveries to the shipment.

8. Tap **Confirm**.

   Shipment is successfully created with the selected deliveries.

   You can send shipment documents, such as PDF through email. For more information, see Email material documents *(on page 111)*.

25. View analytics for Goods Receiving—Purchase Orders

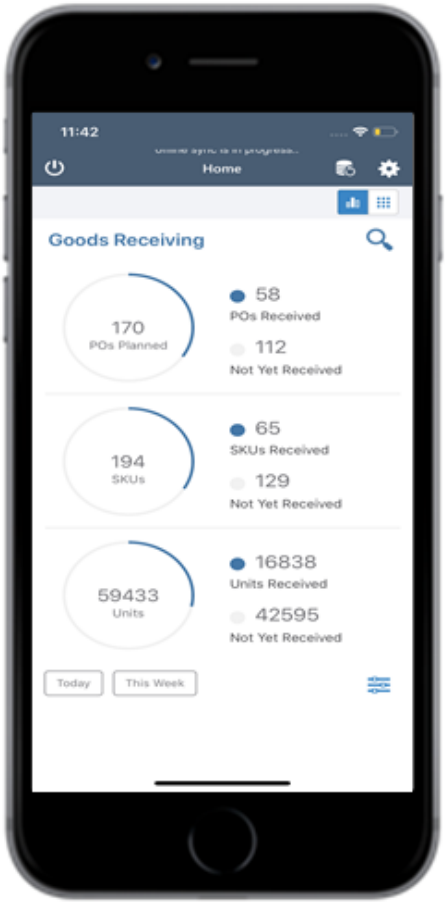
Analytics provide better insight, quick identification, and easy navigation to the recorded data.

mInventory provides a dashboard for **Goods Receiving**—**Purchase Order** (GR—PO) module. The layouts are based on Metrics, Counts, and Graphs. Each layout is **RACE** configurable with a defined query to retrieve and display data based on an attribute of the data set. You can view the preferred metrics while Offline Sync is in progress.

To view analytics for Goods Receiving—Purchase Orders:

1. In the **Home** screen, tap the **Dashboard Analytics** icon.
   A graphical representation of the Purchase Order, Line Items, and Total Units Received and Not Yet Received, is displayed.

   Figure 25-1 Analytics for Goods Receiving—Purchase Order



2. Tap **Today** to view the records for the current day.
   Tap **This Week** to view the records for the present week.
3. Tap the **Filter** icon to filter the report based on **Plant** and **Delivery Date**.

> **Note:**
> The Filter fields are **RACE** configurable.

26. Application UI Across Platforms and Form Factors

This section showcases the UI across different form factors and platforms for this application.

Apple iOS

Figure 26-1 iOS Screen 1

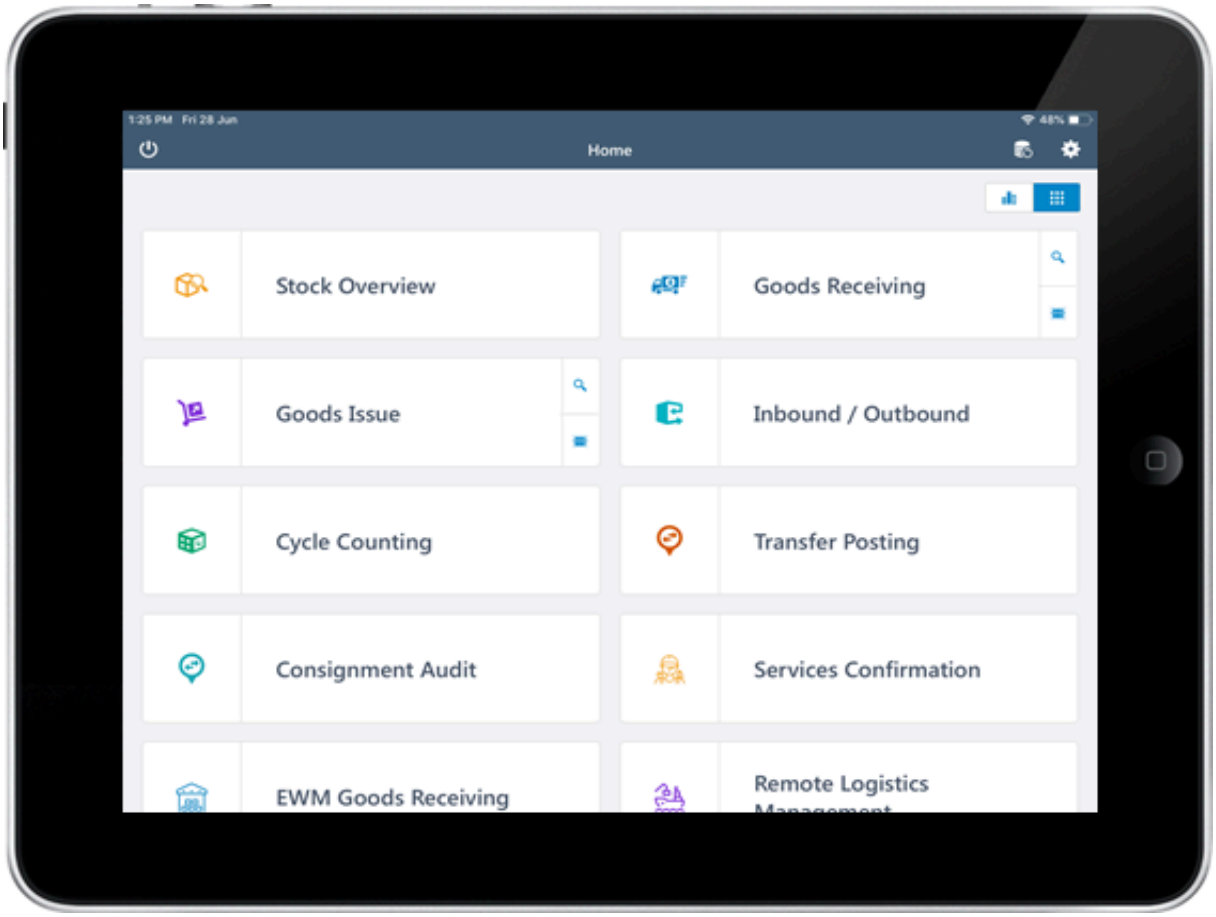


Figure 26-2 iOS Screen 2

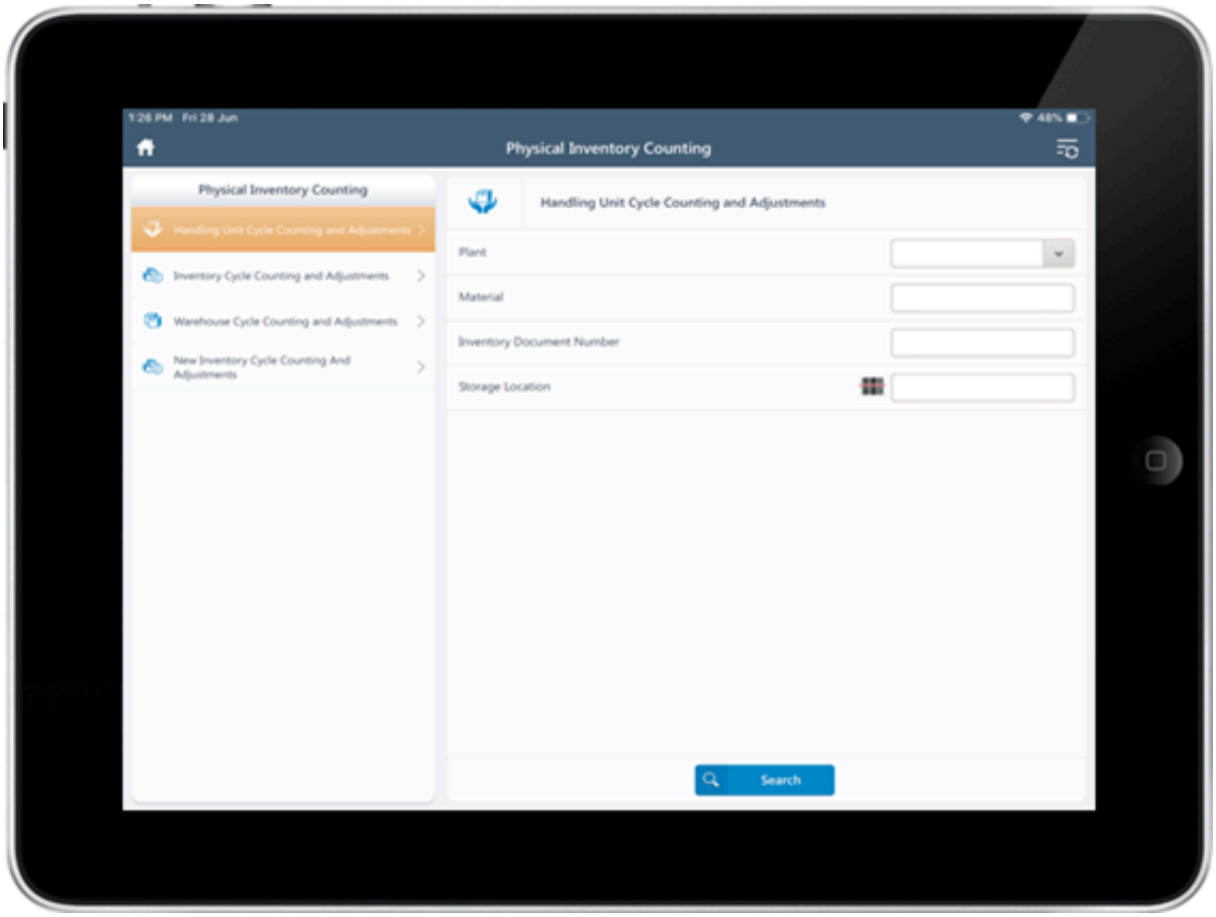
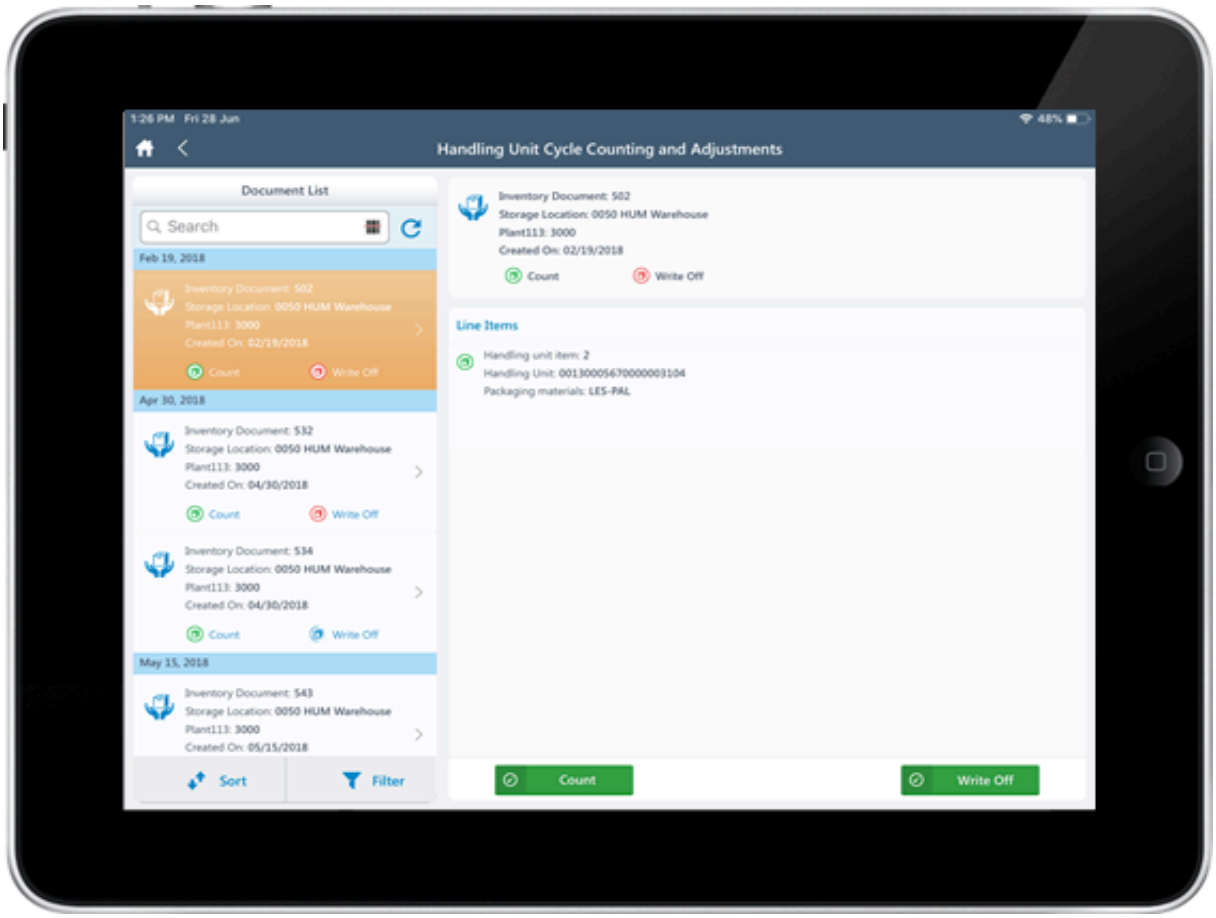
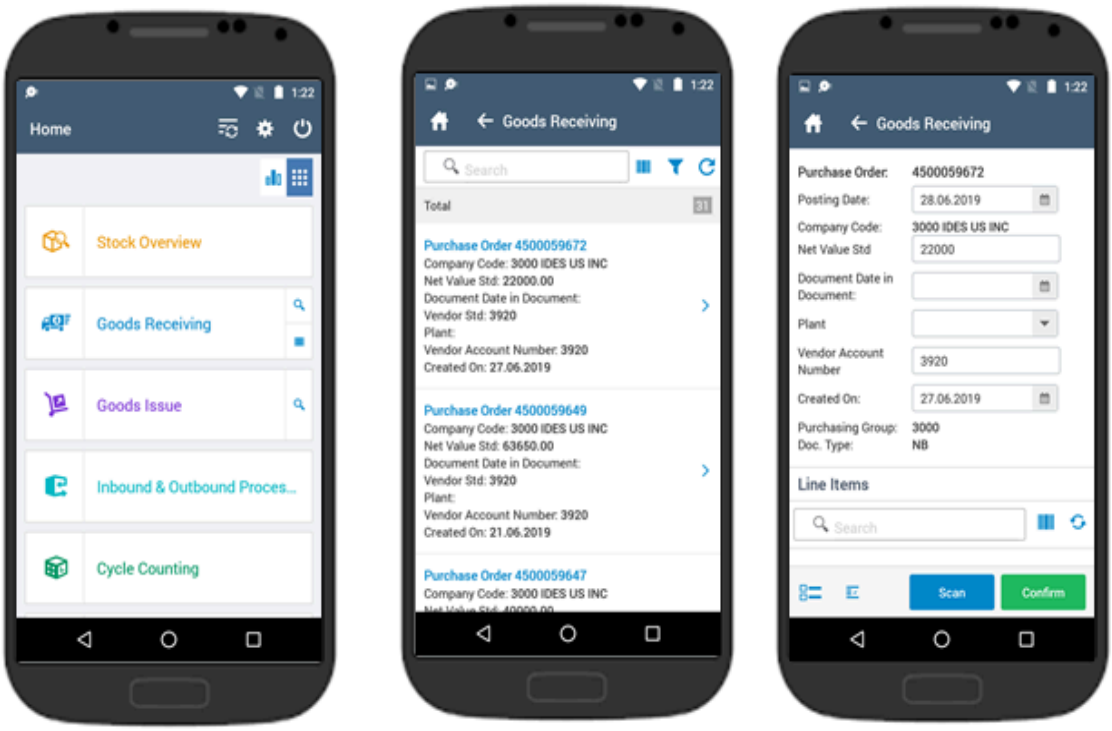


Figure 26-3 iOS Screen 3



Google Android

Figure 26-4 Android Screen



UI5

Figure 26-5 UI5 Screen 1

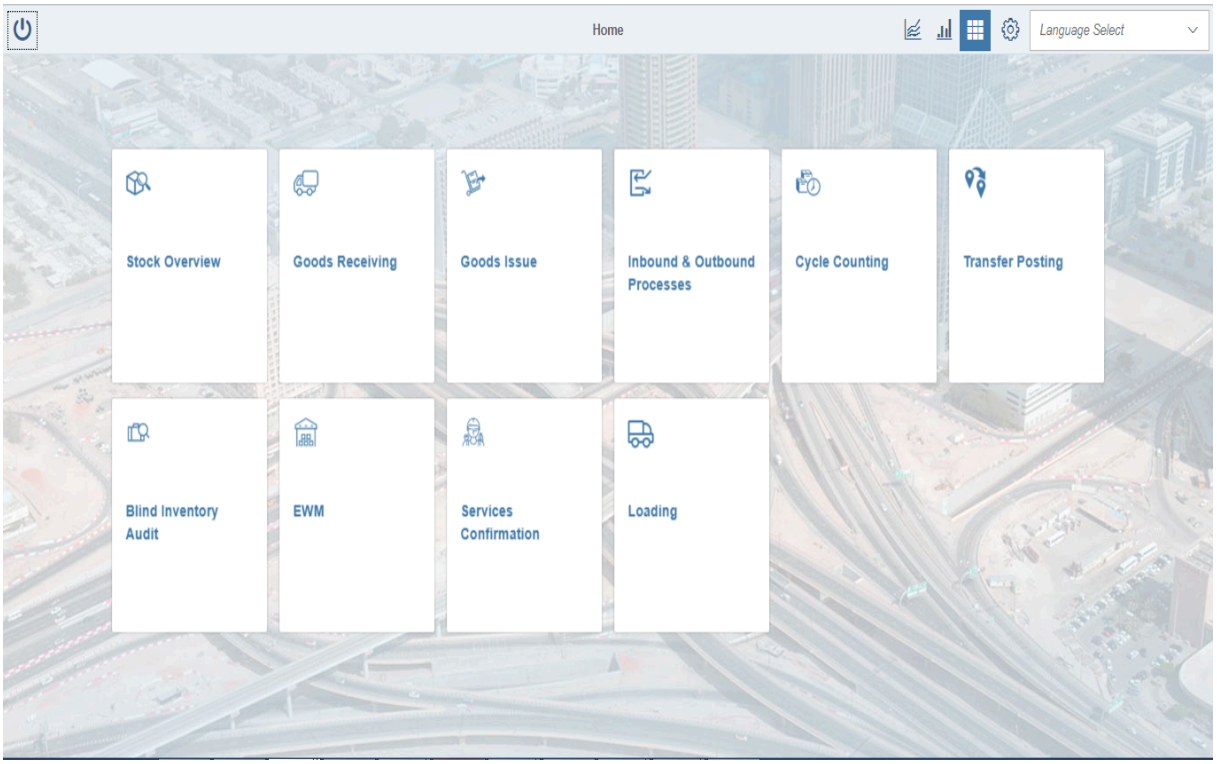
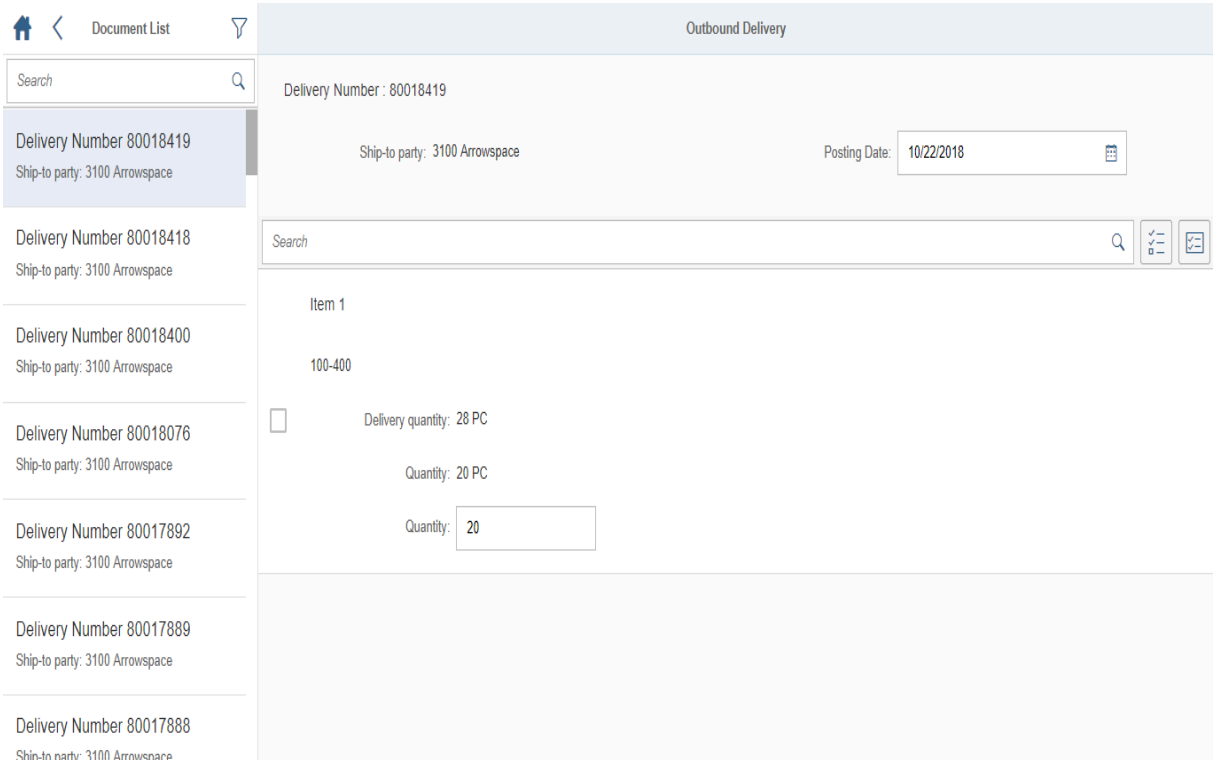


Figure 26-6 UI5 Screen 2



Microsoft Windows

Figure 26-7 Windows Screen 1

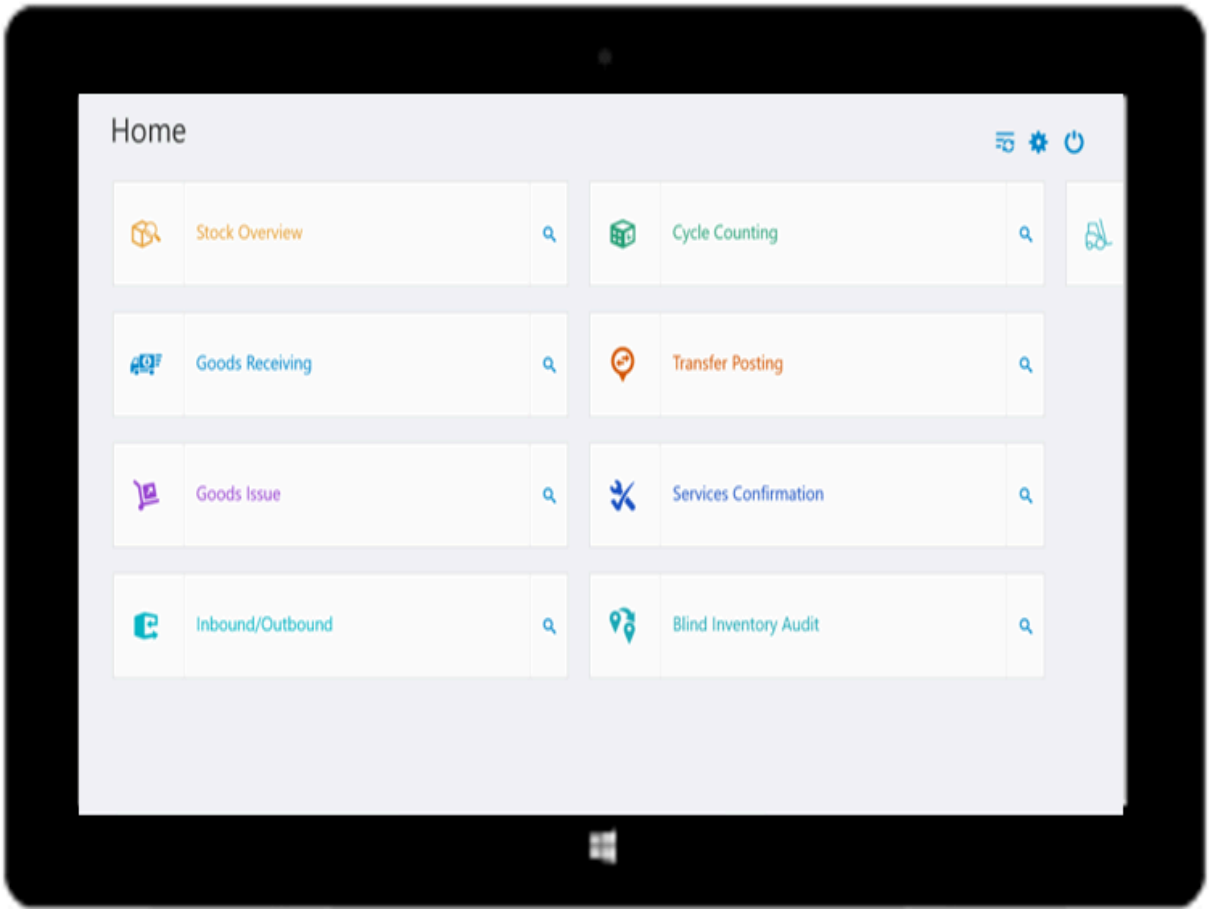
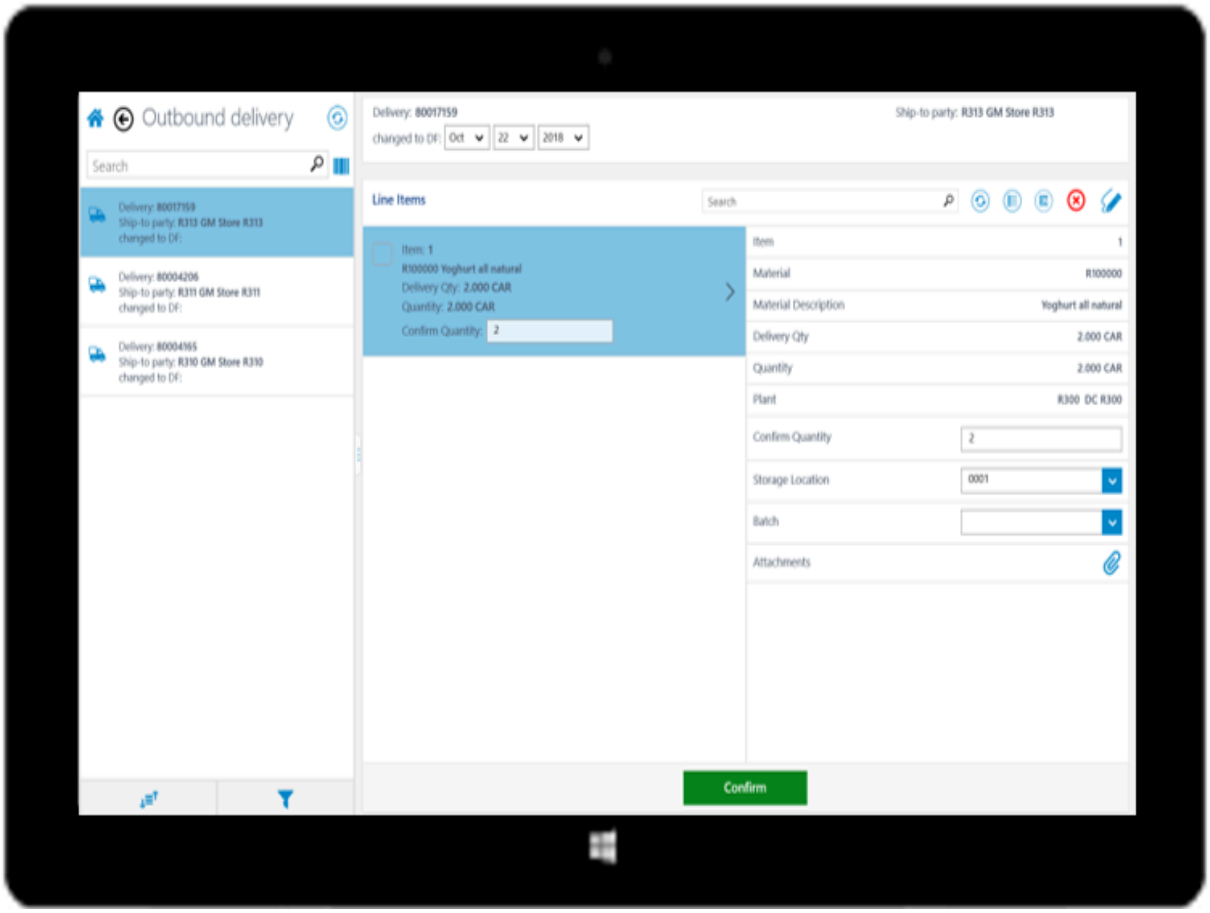



Figure 26-8 Windows Screen 2