



**Goods Receiving is the process whereby items are scanned into stock from a specific Supplier. FenyaSA provides two ways to do this;**

**Control document:** This is a Sage Pastel Purchase\GRV Order that has already been captured and it is used to ensure that the items picked match the Purchase\GR, hence the term 'Control Document'

- Sage Pastel Purchase\GRV's (along with all possible serial numbers per item) are downloaded to the scanner via a docking station (or WIFI).
- FenyaSA prints scan sheets for each Purchase\GRV (optional). These are basically picking slips with barcodes on them.
- To start the process, the supplier is scanned then the purchase\grv number (or alternatively, the PO is selected from the pull down list), the scanner now knows what is allowed to be scanned for this order.
- The stock is picked against the PO, the scanner will not allow more than the PO quantity to be scanned nor will it allow the incorrect items to be scanned.
- When the process is completed, the scanned PO is extracted. Any variances are highlighted.
- The PO can be discarded or posted to Sage Pastel where it will create a GRV or confirm the quantities depending on the Sage Pastel version.

**On-the-fly Sales Picking:** In this instance there are no documents created in Sage Pastel prior to the scanning process.

- The scanner maintains a list of all the suppliers, stores/warehouses and inventory and has the capability to 'refresh' at any time.
- The supplier and store/warehouse is selected on the scanner.
- The scanner is now primed and the items can be scanned for this PO. The scanner will allow any item and/or quantity to be scanned.
- When completed the scanned items are sent to FenyaSA and a document is then posted to Sage Pastel, it is as simple as that.
- The scanned document can be posted as a PO, GRV or Supplier invoice (depending on Sage Pastel version)

Using a control document for sales picking provides accuracy and efficiency for improved stock control and worker productivity

'On-the-fly' scanning provides a quick and easy method to generate purchase documents from items actually scanned.

