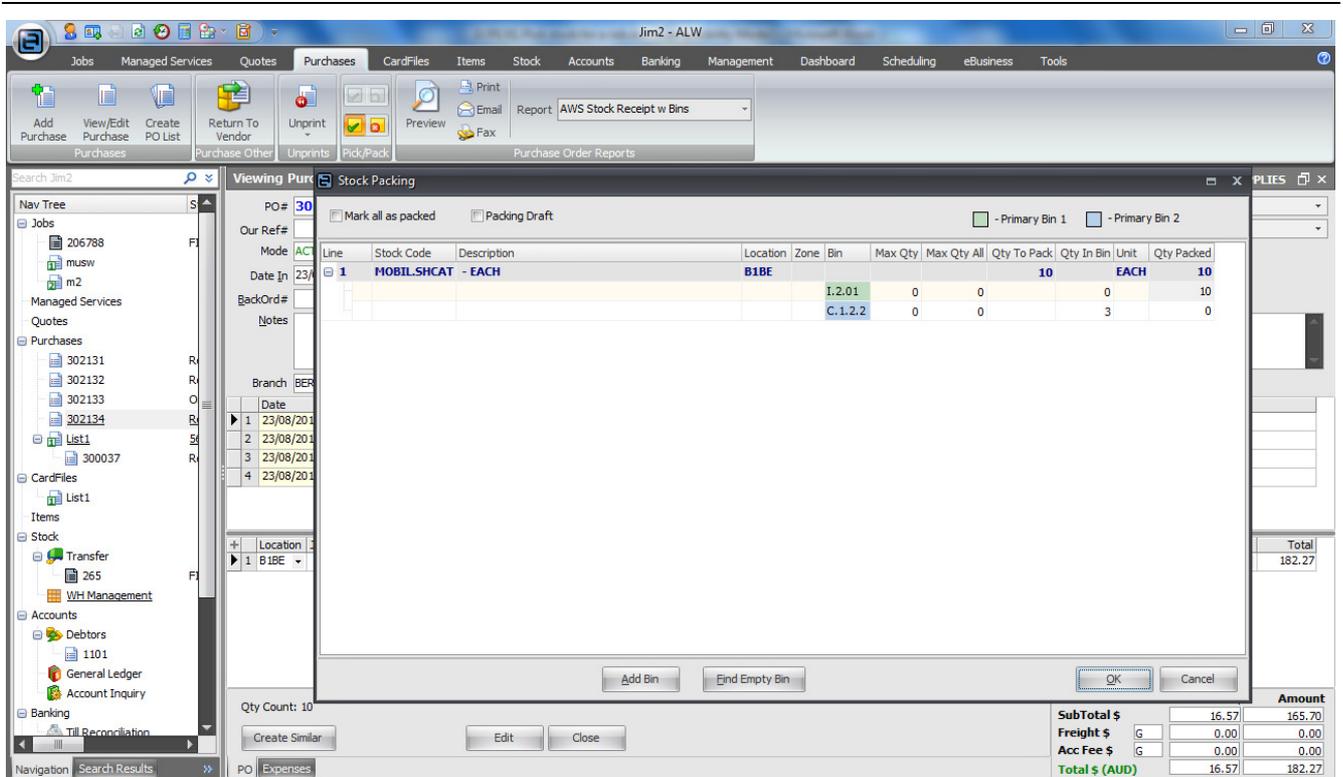


Skill: **Pack Stock from a PO**

Who: **Restricted users, Adv WH Mgt sites.**

Describe: Pack stock into a bin from a Purchase Order.

Context: Once a PO has been placed on Received status, Jim2 can then pack the stock into stock bins. Failure to pack stock into a bin will leave the stock codes on the “floor”.



Skill Steps:

1. After entering all other information into the Purchase Order, click Pack from the Purchases ribbon. The Stock Packing window will be displayed.
2. In the Stock Packing window, note the Bins and Qty Packed fields. Enter a Qty in the Qty Pack field(s).
3. Click OK button. Stock has now been packed, and a Packing slip will print.