

# **Assigning /Revising Receipt Routes to Stock Items (Manual Process)**

## **Overview**

If receipt routing is used, a receipt route must be assigned to a Stock Item to determine the operations through which the system processes the Stock Item upon receipt. The State of Nebraska is using three operations within the Purchasing Inspection (PINS) route: INSP (In Inspection), MRB (Material Review Board), STK (Receipt to Stock).

A Stock Item can be assigned both a standard receipt route and an alternate receipt route to an item. Upon receipt, the system enters the item in its standard receipt route (PINS) unless an alternate receipt route has been specified. An alternate receipt route is one that the system sends the item through intermittently.

A Stock item **MUST** have an assigned receipt route based on the supplier who provides the item. Once the code is setup, it does not have to be setup again for that Supplier / Item combination. Receipt routes must be assigned for each new Supplier / Item combination.

A report runs on a nightly scheduler that automatically updates pre-selected records with routing codes to ensure that they get captured. The Purchase Receiver Report **MUST** be printed prior to receiving the stock goods and is used to validate that route codes have been assigned to the stock goods.

Only use this process if assigning routes prior to creating a Purchase Order or if a Normal Route Code does not exist on the Purchase Receiver Report.

## **NIS Policies**

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

## **Navigation**

Click Roles, Inventory or Procurement. (Citrix users – right click on the menu, choose View by Role, choose Inventory or Procurement.)

Inventory Purchasing – Statewide > Receive Purchases > Receipt Routing Stock Purchases > Supplier Item Information

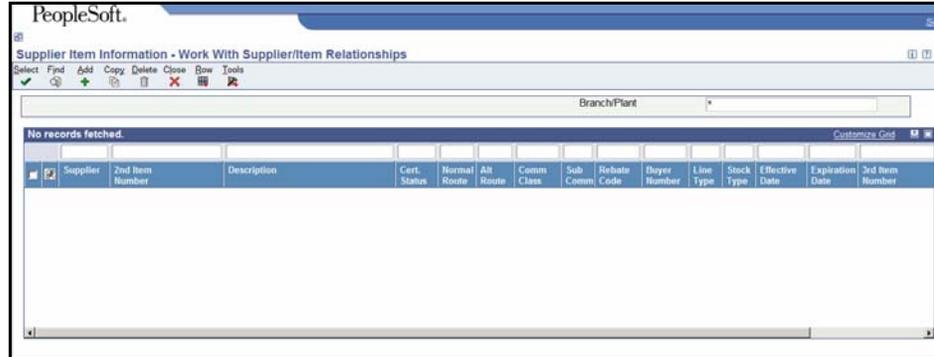
Dist & Mfg – CSI > Inventory - CSI > Receive Purchases > Receipt Routing Stock Purchases > Supplier Item Information

Procurement > Dist & Mfg - CSI > Purchasing - CSI > Receive Purchases > Receipt Routing Stock Purchases > Supplier Item Information

## Steps

### Routing Analysis Revision

Start this instruction from the Supplier Item Information – Work with Supplier/Item Relationships window.



1. Click **Add**. The Supplier Item Information – Supplier/Item Relationships window appears.

2. Complete the following fields:
  - **Branch Plant** – enter the branch/plant accountable for the Stock Item
  - **Supplier Number** - enter the Address Book number of the vendor from whom you will receive the goods
  - **Inventory Number** – enter the 11 digit NIGP Number
  - **Effective Date** - enter today's date
  - **Expiration Date** – will automatically populate with 12/31/2020
  - **Normal Route Code** – enter PINS

The screenshot shows the 'Supplier Item Information - Supplier/Item Relationships' window in PeopleSoft. The window is divided into several sections:

- Supplier Information:** Includes fields for Branch/Plant (46070025), Supplier (500010), Inventory Number (55044-403073), and Certification Status. The supplier name is 'TOOL HOUSE OF HENKEL & JOYCE'. There are also fields for Effective Date (04/25/2007) and Expiration Date (12/31/2020).
- Routing Information:** Includes Normal Route Code (PINS), Alt Route Code, and Route Type Code. The supplier name 'TOOL HOUSE OF HENKEL & JOYCE' is also visible in this section.
- Analysis Information:** Includes Average Unit Cost, Leadtime Quantity % (90.00), Frequency Days, Frequency Number, Average Leadtime, Days Allowed Early, and Days Allowed Late.

3. Click **OK** to return to the Work with Supplier/Item Relationships window.
4. Click **Cancel**.