



#### PENTAGON 2000 SOFTWARE

# **Outside Service: Teardown**

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TITLE:	Outside Service: Teardown		
Part:	Material Management		
MODULE:	Outside Teardown	Build	8.5.54.113.9
<b>RESPONSIBILITY:</b>	Procedures Specialist, Pentagon 2000	<b>REVISION:</b>	00
APPROVED BY:	Vice President, Operations, Pentagon 2000	EFFECTIVE DATE:	07/26/2013

#### Purpose

The Outside Teardown feature allows your organization to send an item out to a vendor for teardown and return of the separate components. The purchase order will identify both the assembly to be shipped and the components to be received. The receiver will identify the location into which each returned component will be stocked. The invoice will allow you to allocate the assembly cost to its components as required.

### Overview

This procedure outlines the steps for handling an outside teardown.

## **Required Modules/Features**

- Pentagon 2000 Core
- Outside Teardown



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## Procedure

#### 1. Parts Master File Setup

Any assembly shipped to a vendor for teardown must have a bill of materials (BOM) identified in the parts master file.

a. From the Main Menu screen, left-click the Inventory button.



Stock Polose

NOTE: The user may also left-click **Inventory** from the **Main Menu** toolbar, then left-click **Parts List**.

b. The Partnumber search window will appear.

1	Partnumber								X	<u> </u>
	Search On : P/N Start With :	Loc X-Ref	Ser# BOM Cap Ex		MFG Category P/N Type Eligibility	: All : All : All : All Max Sear	rch R	esult Lines :	AI AI AI	
	Partnumber	Rev	Description	NSN	MIL	MFG	Bų	Qty in Stock	UМ	Coi
	#1 KLX-135 GPS/COM		INTERFACED INTO KCS	120719			Bu	1,142	ΕA	FN
	#2 KLX-135 GPS/COM		STAND ALONE, INCLUE				Bu	2	ΕA	FN
	0-132-002700000		TOGGLE	5294-98-098-0980	MS21443	08903	Bų	22,585	ΕA	NE
	0-132-002700000		Fastener				Bu	1	ΕA	NE
	0-737×1-01241B8		SEAL			F6137	Bu	1,497	ΕA	NE
	00-12695-01		CORE			0040	Bu	5	ΕA	NE
	00-12700-01		CORE	8010122-1212	11-22-33	13636	Bu	3	ΕA	NE
	00-200-1462		WASHER			7158	Bu	27,732	ΕA	NE
	00-200-1462P		WASHER-PLATED				Bų	110	ΕA	NE
	00-200-1472		FILTER			F6137	Bu	1,172	ΕA	NE
	00-200-415		TAPE	8010-21-331-1313	DJ1004	F6137	Bu	136	ΕA	NE
	00-6759		CAPSULE	8080-80-808-0800		F5341	Bu	2,174	ΕA	NE
	000102002 •		24				n	2	C &	FNI ▶
	Add					× 🗸	0 <u>K</u>	<b>X</b> <u>C</u> a	ince	1

c. Select the appropriate part number (left-click the line within the search window and left-click OK; or double-click the line within the search window).



d. The **Partnumber** window will appear.

🕑 Partnumber : [851-5648] ROD ASSE	MBLY, PITCH CONTR	ROL		
Add Edit Del Prev Next	Ⅲ 🛣 🟠 Hist XRef W/H	Ordr BOM Opt	rch <u>C</u> ncl O <u>K</u> C <u>l</u> ose	
P/N : 851-5648	Rev :	NSN :		
Desc : ROD ASSEMBLY, PITCH CONTR	OL	MIL :		
Stock General Sell Prices Costs E	xchanges Measures	Extended Info Eligibility	Image	
Ph. D.M. Mat Commented			Stock Levels	
E P/N : Not Superseded	9		Min Qty : 0	
🕒 MFG :	Cert :		Max Qty : 0	
Stock LIM : EA Cond : NE	Class :	Ubsolete : Note Q	Ont Dtv : 0	
Out Bound Stock	al Stock	Otu Available	In Bound Stock	
Open SD/WD 0 In Sto		Stock: 2		
Reserved I Internal		ToSell: 3	Upen P.U. J	
Booked U Consign		Uncommitted P.U.		
Claims QA/Ins	.pc 0	Consumption Analysis	Open RMA U	
Cores Due 0 Transp	ort 0	Memo1 ©	Cores Due 0	
Quaran	tine 0	Merno 2 💡		

- e. Left-click the **BOM** button in the **Partnumber** window toolbar.
- f. The **BOM for P/N** window will appear.

1	вом	For P/N: 851-5648 [R	OD ASSEMBLY, PITCH CO	ONTROL]						
manne	Add	♦ <u>E</u> dit <u>D</u> el	Sub List Higher PN S	iort Sg Sor	1 t <u>G</u> o	P/N	Tree Lo	ock Op <u>t</u> Se <u>t</u> tin	gs E <u>x</u> cel	C <u>l</u> ose
	Seq	Part Number	Description	Qty	UM	Cond	Sub Level	Rev	Module	
►	1	851-5600	BARREL, ROD	1	EA	NE				
	2	485-0012	NUT, JAM	2	EA	NE				
	3	395-8821	ROD END, LOWER	1	EA	NE				
	4	395-8822	ROD END, UPPER	1	EA	NE				
	•									
L										

g. Ensure that (at minimum) all components you expect your vendor to return to you after teardown, along with their applicable quantities, are listed on the BOM for the assembly.

END OF SECTION



## 2. Create a Teardown Purchase Order

a. From the Main Menu Screen, left-click the PO button.



b. The **P.O.** search window will appear. Left-click the **Add** button.

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ate (
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l

c. The Vendor's List search window will appear.

Search On : Vendor Conta	ict Misc	Cap	Α	ccount Typ	e: Al	1				All
Start With			Acc	count Ratin	g: Al	l i				All
Start With .			Acc	ount Priorit	y: Al	l i				All
				Regio	n: Al	1				AI
				Categor	v · 🔥					AI
			Cana	hility for D/						
			Capa		N. MI					A
						м	lax Sean	ch Hesult	Lines : [500	90
Drag a column header here to group b	by that column	Dur Code	Sub	Cust/Vend	Tune	Begion	Bating	Prioritu	Approved	
Drag a column header here to group b	by that column	Our Code	Sub	Cust/Vend	Туре	Region	Rating	Priority	Approved	1
Drag a column header here to group b Name 3 - R SALES	Account #.	Our Code P2000XL	Sub	Cust/Vend Vendor	Type A-MOI	Region WST	Rating 005	Priority HI	Approved Yes	1
Drag a column header here to group b Name 3 • R SALES 3 RIVERS DISTRIBUTING, INC.	Account #. 7158 AIK0	Our Code P2000XL	Sub 1	Cust/Vend Vendor Vendor	Type A-MOI SB	Region WST	Rating 005	Priority HI	Approved Yes Yes	
Drag a column header here to group b Name 3 - R SALES 3 RIVERS DISTRIBUTING, INC. A & E AIRCRAFT, INC.	Account #. 7158 AIK0 3097	Our Code P2000XL	Sub 1 1 1	Cust/Vend Vendor Vendor Vendor	Type A-MOI SB SB	Region WST	Rating 005	Priority HI	Approved Yes Yes Yes	
Drag a column header here to group b Name 3 - R SALES 3 RIVERS DISTRIBUTING, INC. A & E AIRCRAFT, INC. A & E LABS	Account #. 7158 AIKO 3097 AK4P	Our Code P2000XL	Sub 1 1 1 1	Cust/Vendor Vendor Vendor Vendor Vendor	Type A-MOI SB SB SB	Region WST	Rating 005	Priority HI	Approved Yes Yes Yes Yes	
Drag a column header here to group b Name 3 - R SALES 3 RIVERS DISTRIBUTING, INC. A & E AIRCRAFT, INC. A & L LABS A & P BEARINGS, INC.	Account #.           7158           AIKO           3097           AK4P           6967	Our Code P2000XL	Sub 1 1 1 1 1 1	Cust/Vendor Vendor Vendor Vendor Vendor Vendor	Type A-MOI SB SB SB SB	Region WST	Rating 005	Priority HI	Approved Yes Yes Yes Yes Yes	
Drag a column header here to group b Name 3 - R SALES 3 RIVERS DISTRIBUTING, INC. A & E AIRCRAFT, INC. A & E LABS A & P BEARINGS, INC. A & SINTL SUPPLY, INC.	Account #. 7158 AIKO 3097 AK4P 6967 AJ2T	Our Code P2000XL	Sub 1 1 1 1 1 1 1 1	Cust/Vendor Vendor Vendor Vendor Vendor Vendor	Type A-MOI SB SB SB SB SB	Region WST	Rating 005	Priority HI	Approved Yes Yes Yes Yes Yes	
Drag a column header here to group b Name 3 - R SALES 3 RIVERS DISTRIBUTING, INC. A & E AIRCRAFT, INC. A & L LABS A & L P BEARINGS, INC. A & S INT'L SUPPLY, INC. A J WALTER (AVIATION) LTD	y that column Account #. 7158 AIK0 3097 AK4P 6967 AJ2T 1927 995	Our Code P2000×L	Sub 1 1 1 1 1 1 1 1 1	Cust/Vend Vendor Vendor Vendor Vendor Vendor Vendor	Type A-MOI SB SB SB SB SB SB SB	Region WST	Rating 005	Priority HI	Approved Yes Yes Yes Yes Yes Yes	
Vrag a column header here to group b Name 3 - R SALES 3 RIVERS DISTRIBUTING, INC. A & E AIRCRAFT, INC. A & L LABS A & P BEARINGS, INC. A & S INT'L SUPPLY, INC. A J WALTER (AVIATION) LTD A'S AIRCRAFT SERVICES, INC.	y that column Account #. 7158 AIK0 3097 AK4P 6967 AJ2T 1927 5334	Our Code P2000XL	Sub 1 1 1 1 1 1 1 1 1 1 1	Cust/Vendor Vendor Vendor Vendor Vendor Vendor Vendor Vendor	Type A-MOI SB SB SB SB SB SB SB	Region WST	Rating 005	Priority HI	Approved Yes Yes Yes Yes Yes Yes Yes Yes	
Arag a column header here to group b Name 3 · R SALES 3 RIVERS DISTRIBUTING, INC. A & E AIRCRAFT, INC. A & L LABS A & P BEARINGS, INC. A & S INT'L SUPPLY, INC. A J WALTER (AVIATION) LTD A'S AIRCRAFT SERVICES, INC. A, B, PERS CORP.	y that column Account #. 7158 AIK0 3097 AK4P 6967 AJ2T 1927 5334 AJWS	Our Code P2000XL	Sub 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Cust/Vendor Vendor Vendor Vendor Vendor Vendor Vendor Vendor Vendor	Type A-MOI SB SB SB SB SB SB	Region WST	Rating 005	Priority HI	Approved Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	



- d. Select the appropriate vendor (left-click the line within the search window and left-click OK; or double-click the line within the search window).
- e. The **P.O.** window will appear. Select "Repair/Outside Service Order" from the drop down menu in the **P.O. Type** field.

🗩 [New] P.O.			
Add Edit Del Void Prev Next Pr	int Pkgs Crncy Optn Srch	Cncl OK Close	
Header Ship/Bill Set Up Charges Taxes Com	mission Acct Expedite		
P.O. No. : 001327	Our Ref# :	Doc Status Open	
P.O. Type : Repair/Outside Service 0 🗸 🌹	Vend Ref # :	Hold by/on	
	Project :		
<b>₽</b>	Contract :		
7158         3 - R SALES           Attn :         001         Anna White           F.0.8         0RG         Origin           Ship Via :         UPS1         UPS GROUND	Entered: 7/26/2013 6:34:25 Pr Ordered: 7/26/2013 6:34:21 Ship On: 7/26/2013 Due By: 7/26/2013 Actuale:	Sub Total :         0.00           Discount :         0.00           Misc Ttl :         0.00           Tax Ttl :         0.00	
Terms: UU1 NET 30	Amended:	Doc Total :	
Prepared by : 005 Laurie Childs	Printed:		
Priority : .		Crncy Base : USD	
Message     Q Memo	Revision :	>>Crncy Conv : USD	

- f. Left-click the **OK** button on the **P.O.** window toolbar.
- g. The Lines tab will appear.

Fediting] P.O. No. 001327 For: 3 - R SALES     Add Edit Del Void Prev Next Print	Pkgs Crncy	Op <u>t</u> n	Sirch Cncl C	D <u>K</u> C <u>I</u> ose	-000	2.	-57	
Header Lines [USD] Ship/Bill   Set Up   Charges   T	axes   Commission	Acct	Expedite					
🖉 Line Print Type Sts P/N	Description	Cond	Ordered UM	l Q. Open	Unit Price	UM	Total	Import
			1		0.0	0		0.00
Ref Charges Comm Measures Expedite Sch	eduled Delivery   Lii	ne Change	es Vendor Contra	ct Export / Imp	ort License			
	a Data :		Ship to	10001	<u>-</u>			
	g Dale .		MFG					
Line Deftt	Nata i		Lategory	<u> </u>	<u> </u>			
Line Her#: Hev:	Note :							
Ship On : 772672013 ▼ No Charge : 1								
Due on : 7/26/2013 - Priority :					_			
Ship Date Confirmed : 🗖	RoHS (	Compliance	•: •••					

- i. Type column Select line type 28 (Teardown)
- ii. **P/N** column Select the part number of the assembly that will be shipped to the vendor.
- iii. **Cond** column Select the condition code that applies to the assembly that will be shipped to the vendor.



- h. When all applicable information is completed, left-click the **OK** button in the **P.O.** window toolbar.
- i. The **BOM** search window will appear listing the components that are a part of the assembly's (line type 28) BOM.

1	6	B.O.M	M [Press Shift^Click	For Multi Selection]							- •	X	J
		Start	t With :		•••								]
										Max Search Res	ult Lines : F	i0 🚖	E
	Dr	ag a i	column header here to gr	oup by that column									1
Г	9	beq	Partnumber	Description	Qty Requin	P/N Qty In	UМ	H/A P/N	Н	/A Description	H/A Qty in	UM	(
		1	851-5600	BARREL, ROD	1	2	ΕA	851-5648	R	OD ASSEMBLY, PIT	2	EA	
		2	485-0012	NUT, JAM	2	2	ΕA	851-5648	R	OD ASSEMBLY, PIT	2	EA	
		3	395-8821	ROD END, LOWER	1	2	ΕA	851-5648	R	OD ASSEMBLY, PIT	2	EA	1
	Γ	4	395-8822	ROD END, UPPER	1	2	ΕA	851-5648	R	OD ASSEMBLY, PIT	2	EA	1
L	•											•	1
		<u>M</u> ark	All UnMark All							🔆 🗸 🔨	<b>X</b> 🖸	incel	

i. Select the components that you expect to receive back from the vendor after teardown is complete.

9	B.O.I	M [Press Shift^Click	k For Multi Selection					
	Star	t With :		•••				
							Max Search Re:	sult Lines : 50 ෫
Γ	Seq	Partnumber	Description	Qty Requin	P/N Qty In UM	H/A P/N	H/A Description	H/A Qty in UM (
	1	851-5600	BARREL, ROD		2 EA	851-5648	ROD ASSEMBLY, PIT	2 EA
	2	485-0012	NUT, JAM	2	2 EA	851-5648	ROD ASSEMBLY, PIT	2 EA
	3	395-8821	ROD END, LOWER		2 EA	851-5648	ROD ASSEMBLY, PIT	2 EA
	• 4	395-8822	ROD END, UPPER	1	2 EA	851-5648	ROD ASSEMBLY, PIT	2 EA
	(							Þ
	<u>M</u> arł	All UnMark All					📓 🛠 🗸 OK	X Cancel

ii. Left-click the **OK** button.



j. The selected components will be listed on the purchase order as line type 52 (Teardown Component).

🗩 P.O. No.	001327	For :	3 - R SAL	.ES			_			-				•	• ×
Add Ec	it <u>D</u>	ן דע ופו <u>ע</u>	oid Pre	ev <u>N</u> ext	Print	₽ <u>kg</u> s Crnc <u>y</u>	Op <u>t</u> n <u>S</u>	rch <u>C</u> ncl	0 <u>K</u>	C <u>l</u> ose					
Header Lin	es (USC	)] Ship	o/Bill   Set	Up Charg	es   Taxe	es Commission	Acct	Expedite							
🕢 Line	Print	Туре	Sts	P/N		Description	Cond	Ordered	UM	Q. Open	Unit Price	UM	Total		Import
1		28	0	851-5648		ROD ASSEMBL	AR	1	EA	1	0.00	EA		0.00	
▶ 2	~	52	0	851-5600		BARREL, ROD	NE	1	EA	1	0.00	EA (		0.00	
3	<ul> <li>Image: A state</li> <li>Image: A state<td>52</td><td>0</td><td>395-8821</td><td></td><td>ROD END, LOW</td><td>NE</td><td>1</td><td>EA</td><td>1</td><td>0.00</td><td>EA  </td><td></td><td>0.00</td><td></td></li></ul>	52	0	395-8821		ROD END, LOW	NE	1	EA	1	0.00	EA		0.00	
4	<ul><li>✓</li></ul>	52	0	395-8822		ROD END, UPPI	NE	1	EA	1	0.00	EA		0.00	
Ref Cha	arges   I	Comm	Measures	Expedite	Schedu	led Delivery Lir	e Change:	s Vendor Co	ontract 🗌	Export / Impo	rt License				
NSN :					Trace,	/DC :		Sh	ip to : 00	01	T				
MIL :					Tag D	ate :			/IFG :						
Vend P/N :	<u> </u>				Tag	Info :		Cate	qory :		-				
Line Ref# :			Re	v:	N	ote :			)		-				
Ship On :	7/26/2	2013 6:3	4:2 No C	harge :		,									
Due on :	7/20/2	0126-2	A Prioritu												
Due Un.	11/20/2	.013.013	4.2 monty	1							-				
		Ship	Date Conf	irmed : 🗖		RoHS C	ompliance	:							

- k. If there is a need to add additional line type 52 components after the initial selection, you may add other components listed on the BOM.
  - i. While in "Edit" mode, left-click the **Optn** button from the **P.O.** window toolbar and left-click **O. Add BOM Component**.





- ii. The **BOM** search window will appear listing the components that are a part of the assembly's (line type 28) BOM.
- iii. Select the components that you expect to receive back from the vendor after teardown is complete.
- iv. Left-click the **OK** button.
- I. When all remaining applicable tabs have been completed, left click the Close button on the **P.O.** window toolbar to close the window.

END OF SECTION



- 3. Ship Assembly to Vendor
  - a. From the Main Menu screen, left-click the Pick & Ship button.



b. The **Purchase Shipper** search window will appear. Left-click the **Add** button.

				Vondor: All		0.11
Search On :	Headers	Lines Ser#		venuor: All		All
Start With :				P.O.: All		All
				M	/lax Search Result Lines : 5	0 📑
Drag a column heac	ler here to <u>c</u>	roup by that column			1	
Purchase Shipper	P.O. No.	Account Name	Our Ref#	Vend Ref #	Project	
000195	001326	3 - R SALES				
000194	001325	Sogerma Services Tunisie				
000193	001322	A J WALTER (AVIATION) LTE				
000192	001314	BANYAN AIR SERVICE				
000191	001311	A. B. PERS CORP.				
000190	001310	A J WALTER (AVIATION) LTE				
000189	001309	3 - R SALES				
000188	001308	3 - R SALES				
000187	001304	3 RIVERS DISTRIBUTING, IN				
000186	001303	3 - R SALES				
000185	001277	3 - R SALES				
000184	001276	3 - R SALES				
000183	001275	3 RIVERS DISTRIBUTING, IN				
000182	001269	A & E AIRCRAFT, INC.				
٠́ [				1		j

c. The **P.O.** search window will appear.

🍠 P.O.	Transmission (Constraint)						x
Search Or Start With	n : Headers	Lines		Vendor : Line Category :	All All		All
					Max Sear	ch Result Lines : 5(	) ÷
Drag a colum	nn header here to group by tha	at column					
P.O. No	Doc Type	Account Name	Entered	Ship On	Due by	Printed Date	Cur
▶ 001327	Repair/Outside Service Orde	3 - R SALES	Jul-26-2013	Jul-26-2013	Jul-26-2013		USI
001326	Repair/Outside Service Orde	3 - R SALES	Jul-26-2013	Jul-26-2013	Jul-26-2013		USI
001321	Exchange Order [P.O.]	BANYAN AIR SERV	Apr-10-2013	Apr-10-2013	Apr-10-2013		USI
001311	Repair/Outside Service Orde	A. B. PERS CORP.	Apr-03-2013	Apr-03-2013	Apr-03-2013		USI
001309	Repair/Outside Service Orde	3 - R SALES	Mar-01-2013	Mar-01-2013	Mar-01-2013		USI
001308	Repair/Outside Service Orde	3 - R SALES	Feb-28-2013	Feb-28-2013	Feb-28-2013		USI
001307	Purchase Order	3 - R SALES	Feb-25-2013	Mar-07-2013	Feb-25-2013		USI
001303	Repair/Outside Service Orde	3 - R SALES	Feb-25-2013	Feb-25-2013	Feb-25-2013		USI
001298	Purchase Order	3 - R SALES	Feb-11-2013	Feb-11-2013	Feb-11-2013		USI
001297	Purchase Order	A & L LABS	Feb-11-2013	Feb-11-2013	Feb-11-2013		USI
001289	Purchase Order	A & E AIRCRAFT, IN	Oct-26-2012	Oct-26-2012	Nov-05-2012		USI
001286	Purchase Order	A & E AIRCRAFT, IN	Oct-24-2012	Oct-31-2012	Oct-31-2012		USI
001282	Purchase Order	3 - R SALES	Sep-12-2012	Oct-12-2012	Oct-12-2012		USI
001274	Repair/Outside Service Orde	3 - R SALES	Aug-08-2012	Aug-08-2012	Aug-08-2012		USI
•			1	1	1	1	
Acct [	inancials	_			* 🗸	0 <u>K</u> <b>X</b> Car	ncel



- d. Select the appropriate purchase order (left-click the line within the search window and left-click OK; or double-click the line within the search window).
- e. The **P.O.** window will appear.

🍠 P.O	. No. 001327		25					×
<u>G</u> ot	到 <mark>》</mark> o Line <u>M</u> ark All	<b>∐</b> nMark All	<u>§</u> rch P/N	X Cancel	о <u>к</u>	C <u>l</u> ose		
Line	Partnumber	Description	Cond	Qty Order	UM	Qty Shipped	Qty In Stock	
1	851-5648	ROD ASSEMBLY	r, f ar		1 EA		0	
Line T	ype: [28] 28 -	TearDown						

- f. Select the assembly being shipped and left-click the **OK** button from the **P.O.** window toolbar.
- g. The **Purchase Shipper** window will appear. Left-click the **Lines** tab.

🖉 Purchase Shipper No. 000196 For : 3 - R SALES 📃 📼 💌
Add <u>Edit Del</u> Yoid P <sub>rev</sub> <u>N</u> ext <u>P</u> rint P <u>kgs</u> <u>Upd</u> Crncy Op <u>t</u> n <u>S</u> rch <u>C</u> ncl O <u>K</u> Close
Header Lines [USD] Ship/Bill Set Up Charges Taxes Commission Acct Expedite
Image: Weight of the second
Ref         Charges         Cost         Comm         Measures         Expedite         Export / Import License
NSN : Trace/DC :
MIL : Tag Date : MFG :
Vend P/N : Tag Info : Category :
Line Ref# : Rev : Note :
Ship on: 7/26/2013 6:34:2 No Charge:  Modify To: /
Due on: 7/26/2013 6:34:2 Priority S/N:
RoHS Compliance :

- h. Left-click the **Edit** button to place the document in "Edit" mode.
- i. Double-click the line that will be shipped.



j. The Locations window will appear.

🍠 Loca	tions For P/N: 851-	-5648 D	esc: ROD	ASSEMBLY, PITC	H CONTROI					X
Searc	h For : UID 💌									
W/H N	lo. Bin Location	Qty	UM	Serial No.	Reserved	E	Booked	In house/Q/	<u>ر</u>	Transport
▶ 0001	H-456-78	1	EA	13-0428		0	0		0	
0001	H-456-78	1	EA	11-0127		0	0		0	
Qty E Qty E Maximur W/H Physica W/H Vi MFG Co MFG Da	ackorder : h allowed : Ref First Cost IW/H : 0001 Name : Parts and M rtual W/H : de : ate :	2.00 1 1 Cost 1 Bin : H-45 Aaintenanc	Qty se Qty lef Trace   C 56-78 se Corporations V.	lected : open : Quality Componen ation Stock //H :	0.0 0 1 In Sto Availat Receiv Vendo S/N :	0 [ Qty 1 ck : ed : r W	0.00 To Ship: [E 7/26/2013 arranty Exp 1428	A] = 1[EA]	0.00	VE

- k. Select the particular assembly that you would like to ship to the vendor and left-click the **OK** button.
- I. The **Cost** tab will be updated.

🕑 [Editing] Purchase Shipper No. 0001	6 For: 3 - R SALES				
Add Edit Del Void Prev	→ ﷺ ℤ ♀ Next Print Pkgs Upd Crr	₿  ≥ × mcy Op <u>tn</u> Srch <u>C</u> n	cl O <u>K</u> C <u>l</u> ose		
Header Lines [USD] Ship/Bill Set Up	Charges   Taxes   Commission   4	Acct Expedite			
Image: Constraint of the second sec	Description Cor ROD ASSEMBLY, PIT AR	nd Ordered UM	Shipped Unit Price UM 1 0.00 EA	Total Export L 500.00	
Ref Charges Cost Comm Mea	ures Expedite Export / Import Lice	cense			
	Base Cost : 4,525.48	8 /EA Currency	:		
	Parts : 0.00	0 EA … Date	:		
	Labor : 0.00	0 EA			
	Lot Charge : 0.00	0 EA MrkUp(\$	4,525.48		
	Extended Cost :	4,525.48 MrkUp(%)	-100.00		

m. Update the remaining applicable tabs, then left-click **OK** on the **Purchase Shipper** window toolbar.



n. Left-click the **Upd** button on the **Purchase Shipper** window toolbar, then left-click **3. Close Purchase Shipper**.

s <u>U</u> pd	1. Picked
Commission	2. Update Stock (-)
	3. Close Purchase Shipper d
MBLY PIT AB	1 FA

o. Left-click the **Close** button on the **Purchase Shipper** window toolbar to close the window.

END OF SECTION



- 4. Receive Components from Vendor
  - a. From the Main Menu screen, left-click the Receiving button.



b. The **Receiver** search window will appear. Left-click the **Add** button.

💣 Receiver							
Search On :	Не	eaders	Lines	1	Vendor: All		All
Start With :	,			•	P.O.: All		All
				_		Max Search Result I	Lines : 50 🌲
Drag a column	header here	e to group by t	hat column				
Receiver No.	P.O. No.	Account Na	me	Our Ref#	Vend Ref #	Project	Cont
001128	001326	3 - R SALES	;				
001127	001325	Sogerma Se	rvices Tunisie				
001126	001324	Sogerma Se	rvices Tunisie				
001125	001322	A J WALTE	R (AVIATION) LTD				
001124	001319	A & L LABS					
001123	001319	A & L LABS					
001122	001318	A'S AIRCRA	FT SERVICES, INC				
001121	001317	A & S INT'L	SUPPLY, INC.				
001120	001316	A & P BEAR	INGS, INC.				
001119	001314	BANYAN AI	R SERVICE				
001118	001310	A J WALTE	R (AVIATION) LTD				
001117	001297	A & L LABS					
001116	001296	A & E AIRCH	RAFT, INC.				
001115	001296	A & E AIRCH	RAFT, INC.				
4							•
Add	🖌 🎸	cet <u>F</u> inancials			*	• <b>•</b> • • • • • • • • • • • • • • • • •	X Cancel

c. The **P.O.** search window will appear.

Search C	On : Headers	Lines		Vendor :	All		All
Start Wit	th :	···		Line Category.	750		AI
					Max Se	earch Result Lines : 🖪	50
P.O. No	Doc Type	Account Name	Entered	Ship On	Due by	Printed Date	(
001327	Repair/Outside Service Orde	3 - R SALES	Jul-26-2013	Jul-26-2013	Jul-26-2013		
001326	Repair/Outside Service Orde	3 - R SALES	Jul-26-2013	Jul-26-2013	Jul-26-2013		
001321	Exchange Order [P.O.]	BANYAN AIR SERV	Apr-10-2013	Apr-10-2013	Apr-10-2013		
001311	Repair/Outside Service Orde	A. B. PERS CORP.	Apr-03-2013	Apr-03-2013	Apr-03-2013		
001309	Repair/Outside Service Orde	3 - R SALES	Mar-01-2013	Mar-01-2013	Mar-01-2013		
001308	Repair/Outside Service Orde	3 - R SALES	Feb-28-2013	Feb-28-2013	Feb-28-2013		
001307	Purchase Order	3 - R SALES	Feb-25-2013	Mar-07-2013	Feb-25-2013		
001303	Repair/Outside Service Orde	3 - R SALES	Feb-25-2013	Feb-25-2013	Feb-25-2013		
001298	Purchase Order	3 - R SALES	Feb-11-2013	Feb-11-2013	Feb-11-2013		
001297	Purchase Order	A & L LABS	Feb-11-2013	Feb-11-2013	Feb-11-2013		
001289	Purchase Order	A & E AIRCRAFT, IN	Oct-26-2012	Oct-26-2012	Nov-05-2012		
001286	Purchase Order	A & E AIRCRAFT, IN	Oct-24-2012	Oct-31-2012	Oct-31-2012		
001282	Purchase Order	3 - R SALES	Sep-12-2012	Oct-12-2012	Oct-12-2012		
001274	Repair/Outside Service Orde	3 - R SALES	Aug-08-2012	Aug-08-2012	Aug-08-2012		
1		1	1	1 -	1	-	



- d. Select the appropriate purchase order (left-click the line within the search window and left-click OK; or double-click the line within the search window).
- e. The **Open Line** window will appear. Each of the components that you expected to receive from the vendor should appear in this window.

<u>R</u> CV Images	」 GoTo <u>L</u>	ine	Line Info S	erch P/N	Cance	el	<u>ok</u>	S <u>a</u> ve Rec/L	ine						
Drag a column he	ader here	to gro	up by that column												
Ship On Pri	riority L	ine	P/N	Descri	ption		Cond	Ordered	UM	1 No Cos	Serial No.	Received To Date	Qty Received	Vend P/N	
Jul-26-2013	2		851-5600	BARR	EL, ROD		NE		I EA			0	0		
lul-26-2013	3		395-8821	RODE	END, LOWER		NE		I EA			0	0		
Jul-26-2013	4		395-8822	RODE	END, UPPER		NE		I EA	<ul> <li>Image: A start of the start of</li></ul>		0	0		
•															[
Allocated For :															
stock															
Buyer :	[003] F	rankli	n Paul		Req. No :		R	equested By :							
.ine Type :	52 - Te	earDov	wn Component		Vend P/N:										
P/N Indicators :	_														
	J		ତୁ PO Header Mess	sage	စ္ PO He	ader Memo		ୁତ F	'O Lir	ne Message		PO Line Memo			

- f. For each component received from the vendor:
  - i. Double-click the line that corresponds to the component received.



ii. The Purchase Receiver Information window will appear.

Purchase Receiver Information			
art Number : 395-8821	Qty Ordered :	1 Serials	
Vend P/N :	Qty Open :	1	
Description : ROD END, LOWER	Max Allowed :	1 🐓 Images	
ty Received : UM : Cond : Re	v : Received As Part Num	iber (If Different) :	
1 🛨 EA NE 🛄	Receive Different	Part Number	
Allocate to			
W/H No. : 0001 Parts and M	faintenanc Default Locations	MFG Code:	
Sin Location : B-65-98 ···· Type : Stoo			
.ot/Consignment W/H :		MFG Date:	
Ref Trace Quality Quality Inspection List	Scheduled Delivery		
Trace/DC : Test Y/M	l :	Marking :	
Tag Date : COC Y/M	l: L	ube Life :	
Tag Info : 8130 Y/h	L: Ne	ext Lube :	
Mfg Lot# : ATA106 Y/M	l:	nsp Due :	
Heat No : EASA Y/M	I: Ne	xt Count :	
,	,	,	
/ork Requested :	Work Performed :		
BoHS Compliance :	,		
ତୃ PO Header Message ତୃ PO Header	viemo 🛛 💡 PO Line Messag	je 🛛 💡 PO Line Memo	
Warehouse Memo 💡 🛛 Warehouse C.O.	C. Q	V OK X Cancel	

- 1. **W/H No** field Identify the warehouse into which the component should be placed.
- 2. Bin Location field Identify the bin location into which the component should be placed
- 3. Serials button Identify the serial number received (if applicable)
- iii. Left-click the **OK** button.



g. When all lines corresponding to the received components have been completed, left click-the **OK** button on the **Open Line** window toolbar.

🍠 Open Line	For : Rep	air/Out:	side Service Orde	r [P.O.] No.	:001327									×
<u>R</u> CV Image	s GoT	强 o <u>L</u> ine	Line Info	<u>S</u> rch P/N	X Cance	el	<u>ок</u>	(D) S <u>a</u> ve Rec/	Line		7.			7-5
Drag a colum	n header h	iere to gri	oup by that column											
Ship On	Priority	Line	P/N	Descri	iption		Cond	Ordered	UM	No Cost	Serial No	Received To Date	Qty Received	Vend P/N
Jul-26-2013		2	851-5600	BARR	EL, ROD		NE		1 EA			(	) 1	
Jul-26-2013		3	395-8821	RODE	END, LOWER		NE		1 EA	<b></b>			1	
Jul-26-2013		4	395-8822	RODE	END, UPPER		NE		1 EA					
•														ł
Allocated For	:													
Stock														
Buyer :	[00]	3] Frank	lin Paul		Req. No :		R	equested By :						
Line Type :	52 -	TearDo	wn Component		Vend P/N:									
P/N Indicato	rs :													
			ତୁ PO Header M	essage	စ္ PO He	ader Mer	no	Ŷ	PO Line	Message		PO Line Memo		

**NOTE:** All components do not have to be received on the same purchase receiver. The purchase order will remain open until all lines have been received.

h. The **Receiver** window will appear.

🗭 Receiver No. 001129 For : 3 - R SALES			
	🖆 🎵 🟹 💲 🗐 rint P <u>kg</u> s <u>U</u> pd Crncy Optr	Srch ⊆ncl OK Close	
Header Lines [USD] Ship/Bill Set Up Charges	Taxes Commission Acct Exp	edite Customs	
Receiver No. : 001129	Our Ref# :	Doc Status	
Receiver Type : Receiver	Vend Ref # :	Hold by/on	
P.O. : 001327	Project : Contract :		
7158 3 - R SALES			
Attn : 001 Anna White	Shipped:	Sub Total : 0.00	
F.O.B: ORG Origin	Expected:	Misc Ttl : 0.00	
Ship Via : UPS1 UPS GROUND	Received: 7/26/2013 8:01:53 Pt	Tax Ttl : 0.00	
Terms: 001 NET 30	Into Stock:	Doc Total : 0.00	
Prepared by : 005 Laurie Childs	Approved:	Crncy Base : USD	
Priority :	Invoiced:	>>Crncy Conv : USD	
	Last Print:		
S Message S Memo			



i. Left-click the **Upd** button on the **Receiver** window toolbar, then left-click **2. Close Receiver**.



END OF SECTION



- 5. Create Vendor Invoice
  - a. From the **Receiver** window, left-click **Upd** on the **Receiver** window toolbar, then left-click **5. Create A/P Invoice**.

1 👿	\$ 🗐 🔬 🗙 🗸 👖 👝 🔤
gs <u>U</u> pd	1. Update Stock (+)
Commissic	<u>2</u> , Close Receiver
)ur Ref# :	<u>3</u> . Ship To Customer
nd Ref #:	4. Ship to Customer Automation(Create/Print Sales Invoice)
Project :	5. Create A/P Invoice

b. The Update Vendor Invoice window will appear.

💣 Update Vendor Invoice		23
<u>Cancel</u> OK	~~~	2.55
Vendor Invoice		
Invoice No. :	Currency Convert	
Document Total : 0.00	Document Total :	0.00
Invoice Amount : 0.00	Invoice Amount :	0.00
Discrepancy : 0.00	Discrepancy :	0.00
Invoice Date :	Currency Date : 7/26/201	3 8:01:53 PM
Due Date : 8/25/2013 8:08:56 PM 🗨	Currency Rate :	1.00000000
Post to (Period):	Crncy Base : USD	
	>> Crncy Conv : USD	

- i. Invoice No field Enter the vendor's invoice number.
- ii. Invoice Amount field Enter the amount on the vendor's invoice.
- iii. Invoice Date field Select the date the vendor's invoice was issued.
- iv. **Post to (Period)** field Select the date the vendor's invoice was received.
- c. Left-click the **OK** button on the **Update Vendor Invoice** window toolbar.



d. The Purchase Invoice window will appear.



- e. Left-click the Edit button on the Purchase Invoice window toolbar.
- f. Left-click the Lines button.

ا 🙍	Purchas	e Invoice	No. 000300 Fo	or : 3 - R SALES					×
A		dit De	E Void Prev	→ ∰ 万 Next Print Aprv1 C	\$ Dptr	<u>S</u> rch C	ncl O <u>K</u>	C <u>l</u> ose	
He	ader Li	nes [USD]	Ship/Bill   Set I	Jp   Charges   Taxes   Comm	nission   Acc	xt   Expedite			
Ð	Line	Туре	P/N	Description	Cond	Ordered	Received	UM	Unit F
►	1	52	851-5600	BARREL, ROD	NE	1		I EA	
	2	52	395-8821	ROD END, LOWER	NE	1	-	I EA	
	3	52	395-8822	ROD END, UPPER	NE	1		I EA	
₽	lef Cł	harges   (	Cost   Comm   M	easures Expedite Export /	Import Licen:	:e	]		Þ
	NSN	:		Trace/DC :					
	MIL	:		Tag Date :			MFG :		
V	end P/N	:		Tag Info :			Category :		
L	ine Ref#	:	Rev	Note :					
	Ship on	7/26/20	013 6:34:2 No Ch	arge : 🔲 Original P/N :				1	
	Due on	7/26/20	013 6:34:2 Priority :						
		,		F	loHS Compli	ance :			

- i. To change the price of each line:
  - 1. Double click the line.



2. The Update Unit Price window will appear.

0.00
0.00
0.00
100.00
100.00

- 3. Enter the correct unit price of the line.
- 4. Left-click the OK button on the Update Unit Price window toolbar.
- ii. To allocate a portion of the cost of the teardown assembly to each of the components:
  - 1. Left-click the **Cost** tab.

ا 💓	Editing]	Purchas	e Invoice No. 0003	00 For: 3 - R SALES					×
A	dd E	dit De	Void Prev	→ B D Next Print Aprv1 (	\$ Crncy Optr	Srch C	incl O <u>K</u>	C <u>l</u> ose	
Hea	ader Lir	nes (USD)	Ship/Bill   Set Up	Charges   Taxes   Com	mission   Acc	st   Expedite			(
	Line	Туре	P/N	Description	Cond	Ordered	Received	UM	Unit F
	1	52	851-5600	BARREL, ROD	NE	1		1 EA	
	2	52	395-8821	ROD END, LOWER	NE	1	1	1 EA	
	3	52	395-8822	ROD END, UPPER	NE	1		1 EA	
R	ef   Ch	iarges C	Cost Comm Mea	ssures   Expedite   Export / Base Cost :	/ Import Licen: 1,025.47	se   /EA	Currency :		
				Parts :	0.00	EA	Date :		•
				Labor :	0.00	EA	]		
				Lot Charge :	0.00	EA …	MrkUp(\$ ):	-9	25.47
				Extended Cost :		1,025.47	MrkUp(%) :	4	90.25

2. Enter the portion of the cost of the teardown assembly that should be allocated to the component in the **Base Cost** field.

**NOTE:** The total of all received components cannot exceed the cost of the teardown assembly at the time of shipping.

- g. Left-click the **OK** button on the **Purchase Invoice** window toolbar.
- h. Left-click the **Close** button on the **Purchase Invoice** window toolbar to close the window.



## 6. History Views

- a. For teardown assemblies sent out for repair, you may view what teardown components were received.
  - i. From the Locations window toolbar, left-click the **Options** button, then left-click **20. Teardown Components Received**.



ii. The Teardown Components Received from this Line window will appear.

1 0	ECX11 E1E107	50411	001120	Description	art Number
	 56412 147111	56412	001129	BOD END, LOWER	5-8822
1 6	56410	56410	001129	BARREL, ROD	1-5600
	56410	56410	001129	BARREL, ROD	1-5600



- b. For teardown components received, you may view the teardown assembly.
  - i. From the Locations window toolbar, left-click the **Options** button, then left-click **22.Show Parent Teardown Part**.



ii. A **Confirm** dialog box will appear with the following message:



iii. If you left-click the **Yes** button on the **Confirm** dialog box, the **Location** window will appear for the teardown assembly.