



InstantGMP UM Advanced Topics 5: Partial Receipt and Split Lot

V 3.002.001

1. Log in and navigate to Inventory >pending receipt>

Pending Receipt										
Part #	Version	Material Name	Material Id	Vendor	Requisition #	Qty Ord	Unit	Qty Rcv	Unit	
287	1	Dried Cannabis sativa flower	dried flower	1223	203	40,100.000000	kg	0.000000	kg	

Note: the material was partially received with vendor lot # H16 FA P1 B1

This represents a barrel of dried WIP I have arbitrarily assigned a weight of 55 kg to the 55-gallon drum to represent the CBD manufacturers drums. The lot # represents Harvest 2016 field A pallet 1 barrel 1.

Ea barrel = 55 kg

4 barrels to a pallet

Fields ABCD

2. Select a requisition and receive a portion of this purchase order/harvest. You may simply receive a portion of the same vendor lot number or use the methodology above to enter the harvest/field/barrel in the vendor lot number field to represent the start of an entity with its own use and status history.

(After signature) upon confirmation the record will ask for clarification of the receipt type.

3. Select "partial receipt" from the drop down.

Comments	harvest 2016 field A pallet 1 barrel 1	
Received by	<div style="border: 1px solid black; padding: 2px;">Select Receipt ▼ Select Receipt Partial Receipt Complete Receipt</div>	<div style="border: 1px solid gray; padding: 2px; background-color: #6c757d; color: white; text-align: center;">Please select a Receipt Type</div> 01:20 PM EDT
Attachment	(ZMB limit)	
COA Attachment	<input type="text"/>	



- Navigate to Inventory Management and search for that part #. Note that the record is for only that received portion and will have its own history.

Company: InstantGMP User: PMD1

Inventory History

Requisition # 203 Part # 287 Receipt # 283 Split From Receipt # 0 Material Name Dried Cannabis sativa flower Material Id dried flower Vendor 1223

Vendor Lot # H16 FA P1 B4 Unit kg Received Date 10/17/16 Qty Rcv 55.000000 kg Qty Remain 54.999500 Unit kg Status APPROVED Receipt Comment

Usage

Used Date	Used In Production #	Used Qty	Unit	Purpose	Qty Remain	Unit	Approved By	Approved Date	Approved TimeZone	Bin Location	Action
10/20/16		0.000000			54.999500	kg	p m (pm01)	10/20/16 12:33 PM	EDT	Colorado-Veg 1-Vegetative 1-B1-B1	Location Changed
10/20/16		-0.500000	g	return to stock	54.999500	kg	p m (pm01)	10/20/16 12:33 PM	EDT		Material Used
10/20/16		1.000000	g	testing	54.999000	kg	p m (pm01)	10/20/16 12:32 PM	EDT		Material Used
//		0.000000			55.000000	kg	p m (pm01)	10/20/16 12:30 PM	EDT		Status Changed

- Navigate back to the Pending receipts and receive another portion of material/barrel. Note separate records of other partial receipts. Each partial receipt will be assigned a unique receipt #.

Pending Receipt

Part #	Version	Material Name	Material Id	Vendor	Requisition #	Qty Ord	Unit	Qty Rcv	Unit
287	1	Dried Cannabis sativa flower	dried flower	Advanced Botanical Nutrition	203	40,100.000000	kg	0.000000	
287	1	Dried Cannabis sativa flower	dried flower	Advanced Botanical Nutrition	205	40,200.000000	kg	0.000000	kg

- Navigate to Inventory Management and search for the part #. More receipts will be listed.

Inventory Management

	Part #	Version	Receipt #	Split From	Req #	Material Name	Material Id
	287	1	287	286	206	Dried Cannabis sativa flower	dried flower
	287	1	286	279	206	Dried Cannabis sativa flower	dried flower
	287	1	285	280	206	Dried Cannabis sativa flower	dried flower
	287	1	284	0	203	Dried Cannabis sativa flower	dried flower
	287	1	283	0	203	Dried Cannabis sativa flower	dried flower
	287	1	282	0	203	Dried Cannabis sativa flower	dried flower
	287	1	280	278	206	Dried Cannabis sativa flower	dried flower
	287	1	279	0	206	Dried Cannabis sativa flower	dried flower



Split Lots

To split a lot that has already been received in full, use the split lot function.

1. Navigate to Inventory Management and search for the material name “dried”. Select a receipt # to split (original receipt-jot this down).

Inventory History

Requisition # 206 Part # 287 Receipt # 287 Split From Receipt # 286 Material Name Dried Cannabis sativa flower Material Id dried flower Vendo
Vendor Lot # H1666 Unit kg Received Date 10/17/16 Qty Rcv 13.350000 kg Qty Remain 13.350000 Unit kg Status QUARANTINE Receipt

Usage

Used Date	Used in Production #	Used Qty	Unit	Purpose	Qty Remain	Unit	Approved By	Approved Date	Approved Ti
-----------	----------------------	----------	------	---------	------------	------	-------------	---------------	-------------

Page 1 of 0 Go to Page Qty Rows 50

igmp.HtBInventoryUsage01 **CHANGE STATUS** **USE MATERIAL** **CHANGE LOCATION** **SPLIT LOT**

2. Select Split lot button
3. Split off a portion of the lot and give a purpose of testing, R&D, samples, etc.

Inventory Split to New Receipt #

Split from Receipt # 287
Part # 287
Material Name Dried Cannabis sativa flower
Material Id dried flower
Vendor All American Foods, Inc.
Vendor Lot # H1666
Date 10/20/16
Qty Remain 13.350000 Unit kg
Quantity to Split Out * 0.000000 Unit kg
Purpose
Signature Required **SIGN**
Attachments
COA Attachment
Attachment 1
Attachment 2
Attachment 3
Attachment 4

igmp.TInventorySplitReceipt **CONFIRM** **CLOSE**



- Return to inventory management and search via "Split From" for original receipt #. Your new split amount has its own history and traceability.

Search >>

Part #

Receipt #

Split From

Req #

Material Name

Filter by Status
Select ▼

SEARCH **CLEAR**

Inventory Management

	Part #	Version	Receipt #	Split From	Req #	Material Name	Material Id	Vendor
	287	1	274	272	203	Dried Cannabis sativa flower	dried flower	1223
	287	1	273	272	203	Dried Cannabis sativa flower	dried flower	1223