

How Do I Merge a lot with another lot?

Please follow the below steps to merge a lot with another lot:

1. Find your 'Lot No' whose quantity needs to be merged with another Lot. You can use the below link to find a lot:
[How Do I find my lot using Inventory View?](#)
2. Select the 'Lot No' using the check box available at the beginning
3. Click on 'Lot Merge' button
4. The below screen will appear

The screenshot shows the 'Lot Merge' application window. It has a title bar with 'Lot Merge' and standard window controls. Below the title bar is a toolbar with 'Save', 'Undo', and 'Close' buttons. The main area is a form with two columns of fields. The left column contains: Lot No (20150904_03), Item No (10064), Description (Menadione Dimethylpyrimidinol Bisulfite 96%), Sub Location (Raw Ingredients Station), Storage Location (Bin 1), Weight Per Unit (1.00), Weight Per Unit UOM (pound), Quantity (2,980.00), UOM (pound), Number of Packs (2,980.00), and Packs UOM (pound). The right column contains: Destination Sub Location (Raw Ingredients Station), Destination Storage Location (Bin 1), Lot Status (Active), Destination Lot No (20150904_04), Weight Per Unit (1.00), Weight Per Unit UOM (pound), Merge Quantity (empty), Merge Quantity UOM (pound), Number of Packs (empty), and Packs UOM (pound). The 'Merge Quantity' field is highlighted with a red box. At the bottom of the window is a status bar with a question mark icon, a lightbulb icon, and the text 'Ready'.

5. Select 'Destination Sub location', 'Destination Storage Location', 'Lot Status' and enter the merge quantity.
 6. Click on 'Save' button
 7. Application will merge the entered quantity
- Note: Application will allow only the available quantity, after reservation, to merge.