

## Add Lot

This screen provides a manual way of adding a pallet to inventory.

How do I add a new pallet to inventory?

1. Go to Manufacturing Inventory View Click on Add Lot tab
2. Select the Category and Item No
3. Enter Pallet ID, Lot Alias and Parent Lot No
4. Select Storage Location, Storage unit and enter the Qty and Weight
5. Select Status, Create date, Cost per Unit and Reason
6. Click on Save

Add Pallet

SaveClose

Details

Category

Item No

Description

Pallet ID

Lot Alias

Parent Lot No

Storage Location

Storage Unit

Quantity

Weight

Weight Per Unit

Lot Status

Active

Create Date

11/8/2019

Cost Per Unit

Reason

Notes

Add Pallet
^
X

Save
Close

Details

Category	PM		
Item No	BG0750-CALGARY-AMIGO		
Description	Calgary Bottle 750mL		
Pallet ID	New Pallet ID		
Lot Alias	New Pallet Alias		
Parent Lot No	New Pallet Parent Lot No		
Storage Location	Gulf Coast Distillers		
Storage Unit	38936		
Quantity	200	Each	
Weight	10,000	LB	
Weight Per Unit	50		
Lot Status	Active		
Create Date	11/8/2019		
Cost Per Unit	2.5		
Reason			
Notes			

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The below confirmation message will be displayed upon saving.



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Lot / Pallet 'New Pallet ID' has been created successfully.

OK

7. Now this pallet will be available in Inventory view search grid