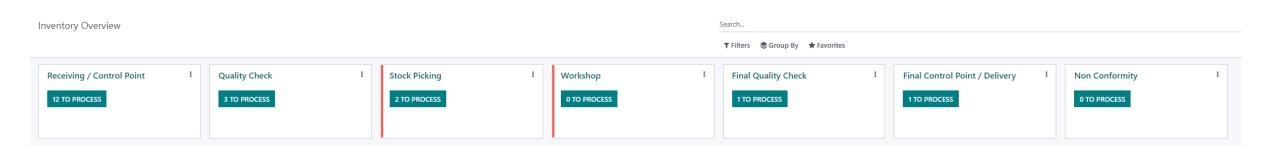


Inventory

Overview

Odoo Inventory application is used to manage the following:

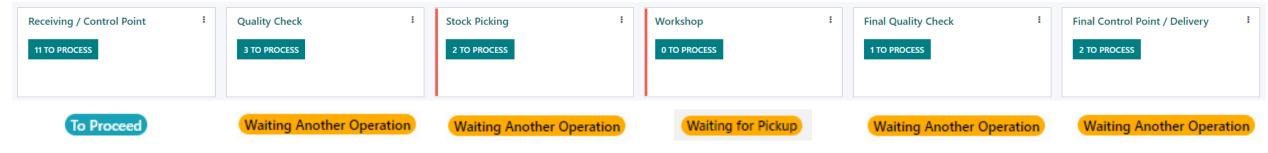
- Receipts/Control Point receiving of goods from supplier
- Quality Check quality checklist depending on category
- Stock Picking transfer of goods from stock to workshop
- Workshop performing work instructions (Note that there is a separate module for Workshop that will be accessed by Apprentice, but there's also a quick view here from the Inventory module)
- Final Quality Check—final quality checklist
- Final Control Point / Delivery— delivery of goods to customer
- Non Conformity- manual transfer of items to Nonconformity cage



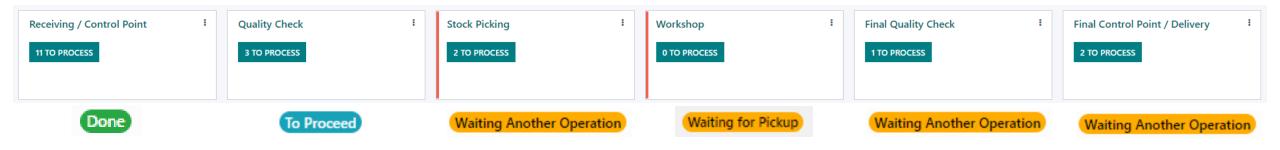
Overview – Inventory Flow

With a new confirmed job (Sale Order) and confirmed Purchase Order, Odoo automatically creates the flow of operations in Odoo:

Receiving/Control Point -> Quality Check -> Stock Picking -> Workshop -> Final Quality Check -> Final Control Point / Delivery

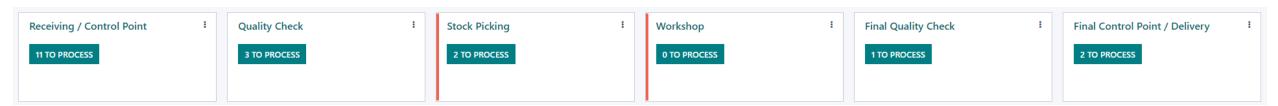


When one operation/step is done, i.e. done with Receiving / Control Point, the status changes in this way:



Overview – Inventory Flow

The responsible for each operation are the following:



Workshop Apprentice or Workshop Manager or QHSE Manager

QHSE Manager

Workshop Manager

Workshop Apprentice / Workshop Manager

QHSE Manager

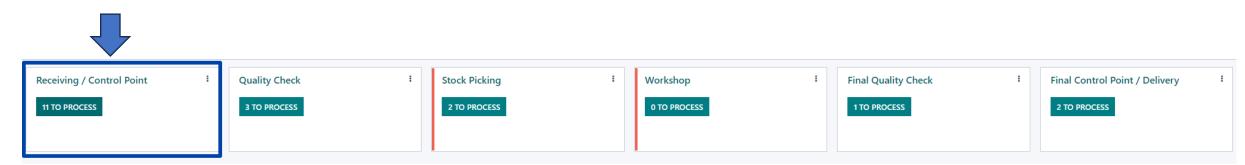
Workshop Apprentice or QHSE Manager

Please note that each operation has their own internal reference number:

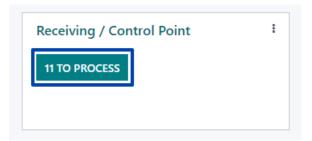
Receiving / Control Point	WH/IN/xxxxx	WH/IN/00001
Quality Check	WH/QC/xxxxx	WH/QC/00001
Stock Picking	WH/SP/xxxxx	WH/SP/00001
Workshop	WH/MO/xxxxx	WH/MO/00001
Final Quality Check	WH/FQC/xxxxx	WH/FQC/00001
Final Control Point / Deliver	WH/OUT/xxxxx	WH/OUT/00001
Non Conformity	WH/NC/xxxxx	WH/NC/00001

Receiving / Control Point

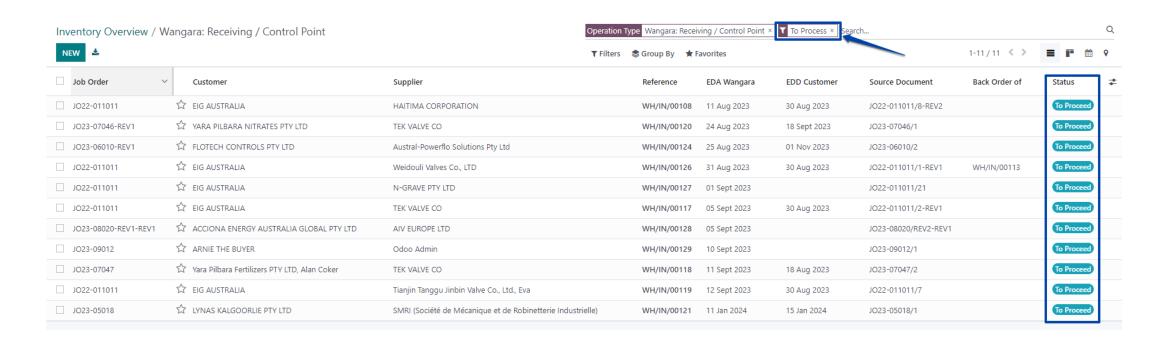
In opening Inventory module, see operation 'Receiving / Control Point'.



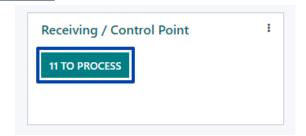
In the 'TO PROCESS' button, it show the jobs to be received



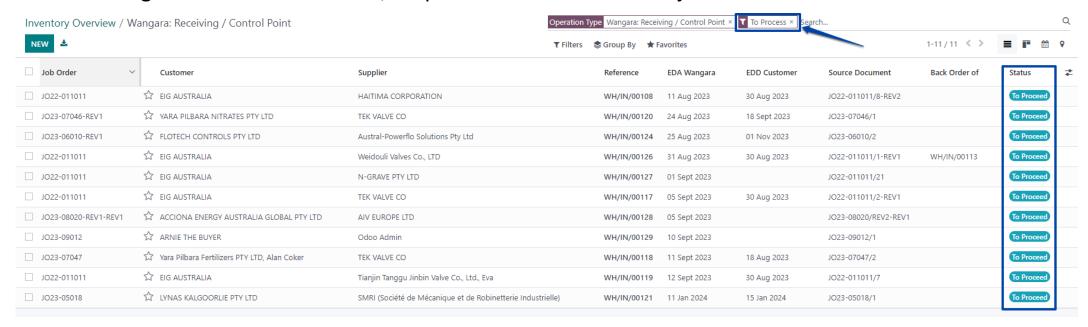
When clicking the 'To Process' button, it opens to a view with list of jobs to be received in 'TO PROCEED' status



In the 'TO PROCESS' button, it show the jobs to be received



When clicking the 'To Process' button, it opens to a view with list of jobs to be received in 'TO PROCEED' status



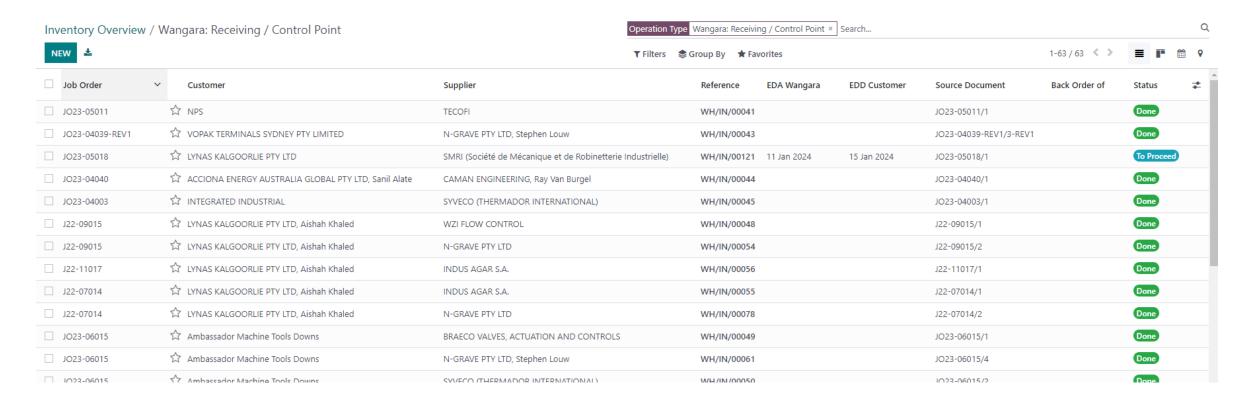
Note: If you remove this 'To Process' filter, it will show all the list with all the status

If you remove the 'To Process' filter, it will show all the list with all the status

Inventory Overview / V	Wangara: Receiving / Control Point	Operation Typ	e Wangara: Receiving / Control Po	oint × Search				Q
NEW 🕹		▼ Filters	Group By 🛊 Favorites			1-63 / 63 🔇 🔪		₩ Q
☐ Job Order ✓	Customer	Supplier	Reference EDA Wanga	ra EDD Customer	Source Document	Back Order of	Status	
☐ JO23-05011	☆ NPS	TECOFI	WH/IN/00041		JO23-05011/1		Done	
☐ JO23-04039-REV1	☆ VOPAK TERMINALS SYDNEY PTY LIMITED	N-GRAVE PTY LTD, Stephen Louw	WH/IN/00043		JO23-04039-REV1/3-REV1		Done	
☐ JO23-05018	☆ LYNAS KALGOORLIE PTY LTD	SMRI (Société de Mécanique et de Robinetterie Industrielle)	WH/IN/00121 11 Jan 2024	15 Jan 2024	JO23-05018/1		To Proceed)
JO23-04040	🖒 ACCIONA ENERGY AUSTRALIA GLOBAL PTY LTD, Sanil Alate	CAMAN ENGINEERING, Ray Van Burgel	WH/IN/00044		JO23-04040/1		Done	
JO23-04003	↑ INTEGRATED INDUSTRIAL	SYVECO (THERMADOR INTERNATIONAL)	WH/IN/00045		JO23-04003/1		Done	
J22-09015	🖒 LYNAS KALGOORLIE PTY LTD, Aishah Khaled	WZI FLOW CONTROL	WH/IN/00048		J22-09015/1		Done	
J22-09015	🖒 LYNAS KALGOORLIE PTY LTD, Aishah Khaled	N-GRAVE PTY LTD	WH/IN/00054		J22-09015/2		Done	
☐ J22-11017	🖒 LYNAS KALGOORLIE PTY LTD, Aishah Khaled	INDUS AGAR S.A.	WH/IN/00056		J22-11017/1		Done	
☐ J22-07014	🖒 LYNAS KALGOORLIE PTY LTD, Aishah Khaled	INDUS AGAR S.A.	WH/IN/00055		J22-07014/1		Done	
J22-07014	☆ LYNAS KALGOORLIE PTY LTD, Aishah Khaled	N-GRAVE PTY LTD	WH/IN/00078		J22-07014/2		Done	
JO23-06015	Ambassador Machine Tools Downs	BRAECO VALVES, ACTUATION AND CONTROLS	WH/IN/00049		JO23-06015/1		Done	
JO23-06015	Ambassador Machine Tools Downs	N-GRAVE PTY LTD, Stephen Louw	WH/IN/00061		JO23-06015/4		Done	
JO23-06015	Ambassador Machine Tools Downs	SYVECO (THERMADOR INTERNATIONAL)	WH/IN/00050		JO23-06015/2		Done	
1022 05024	√> OLTDA	NI CRAVE DTV LTD	14/11/141/00062		1022 06024/2		Dono	

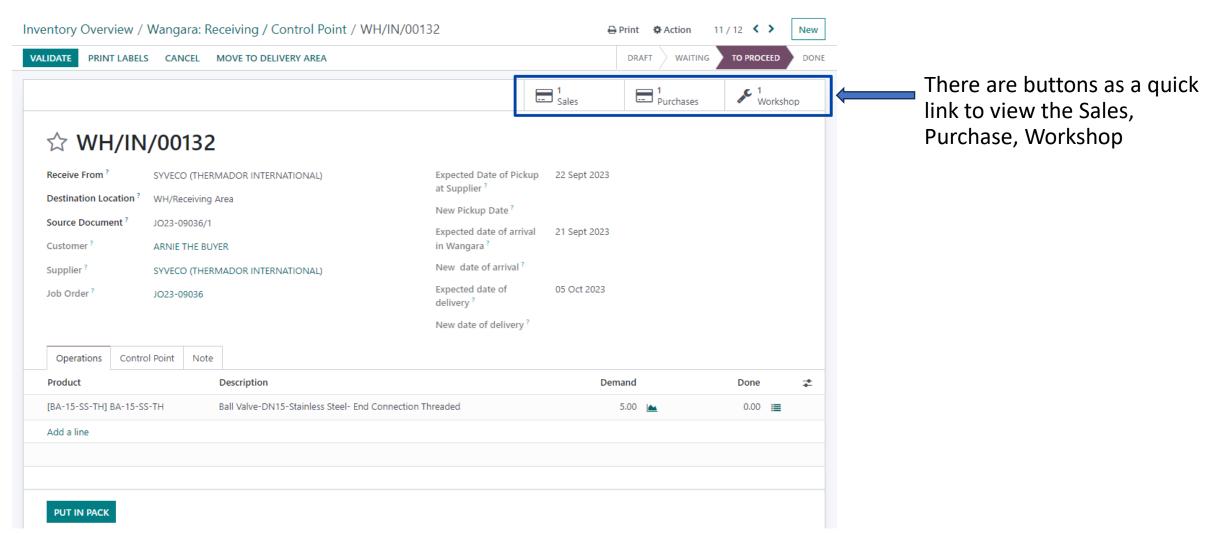
In the Overview, if you click on 'Receiving / Control Point' instead of clicking on the 'To Process' button, it opens to a view with the entire list in all status





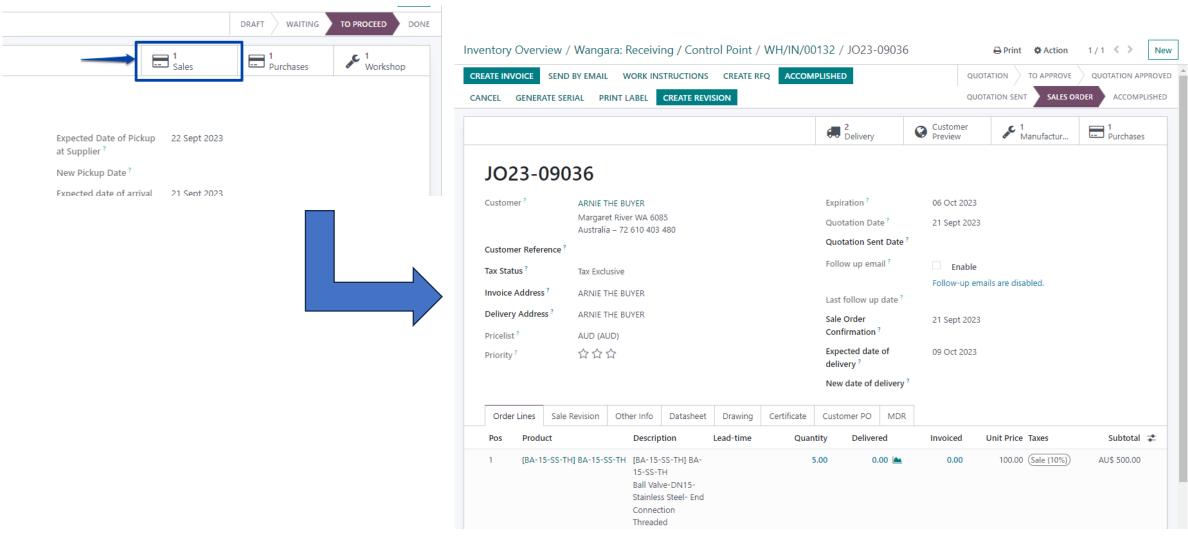
Receive goods in Wangara

From the list, click on the job whose goods are to be received in Wangara, it will open in this view:



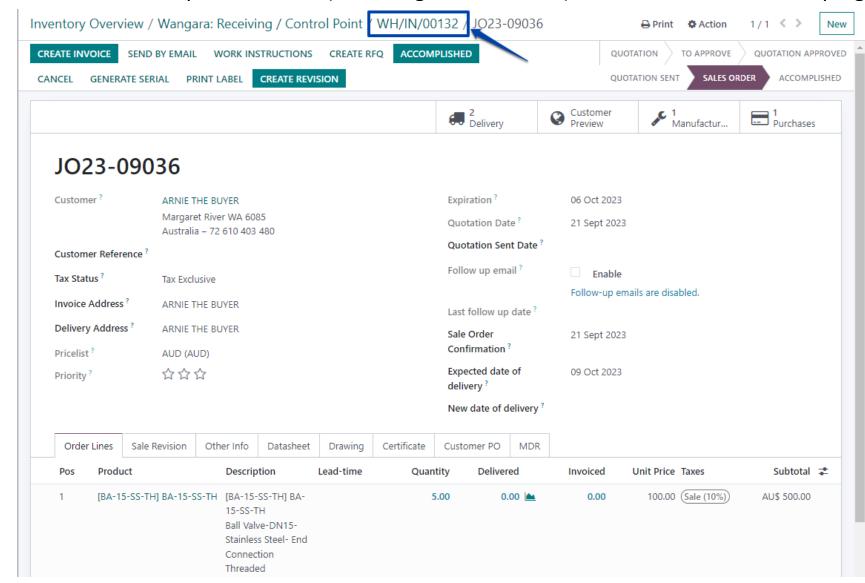
Receive goods in Wangara

If you click on 'Sales', it will open the sales/job order



Receive goods in Wangara

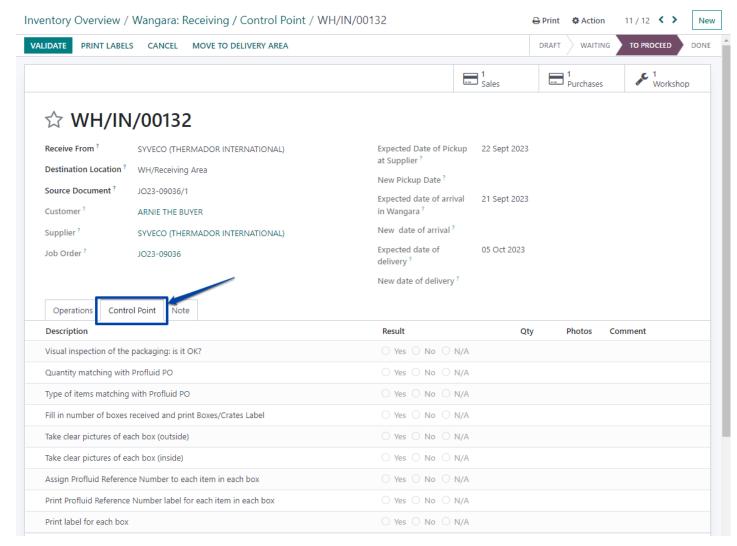
To return to the previous view (Receiving/Control Point), click on the link at the top right (i.e. 'WH/IN/00132')



Control Point

In the view, it will show the details, i.e. Customer, Supplier, Job, Expected Date of Delivery to customer, etc.

When items are received in Wangara, do the Control Point checklist that can be found in the Control Point tab



Control Point

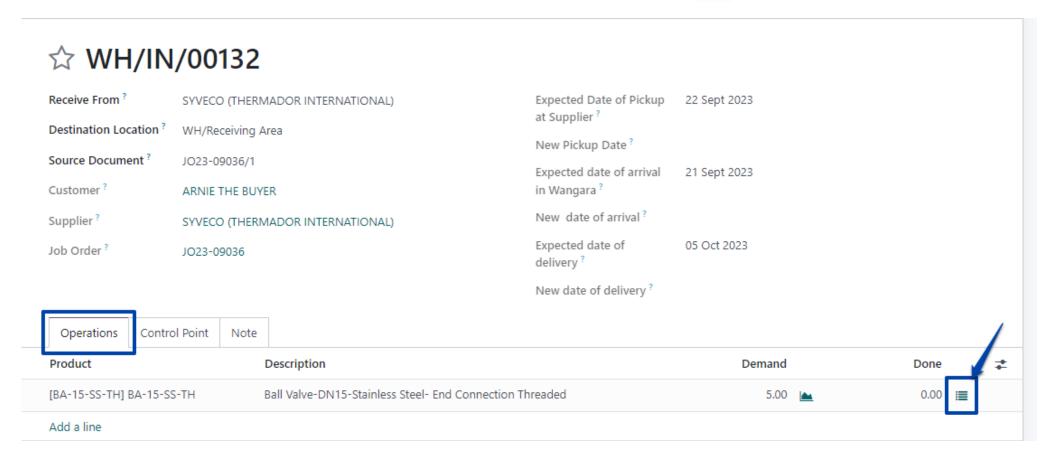
In the checklist, select the result if 'Yes', 'No', or 'N/A'.

You can attach the photos and add comments in this view

Operations Control Point Additional Info Note			
Description	Result	Qty	Photos Comment
Visual inspection of the packaging: is it OK?	○ Yes ○ No ○ N/A		
Quantity matching with Profluid PO	○ Yes ○ No ○ N/A		
Type of items matching with Profluid PO	○ Yes ○ No ○ N/A		
Fill in number of boxes received and print Boxes/Crates Label	○ Yes ○ No ○ N/A	1	
Take clear pictures of each box (outside)	• Yes • No • N/A		X IN XI
Take clear pictures of each box (inside)	• Yes O No O N/A		
Assign Profluid Reference Number to each item in each box	• Yes • No • N/A		
Print Profluid Reference Number label for each item in each box	○ Yes ○ No ○ N/A		
Print label for each box	○ Yes ○ No ○ N/A		

Serial Number

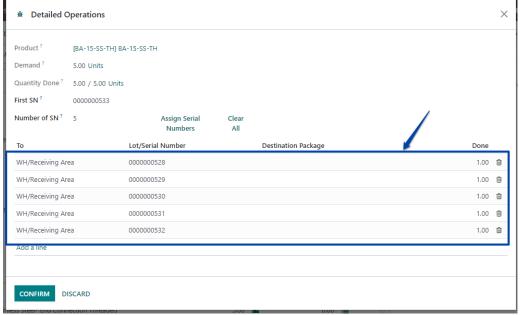
As part of the control point checklist, check if the serial number for the goods has already been assigned. You can check this by going to 'Operations' tab, click on the 'list' icon in the product lines



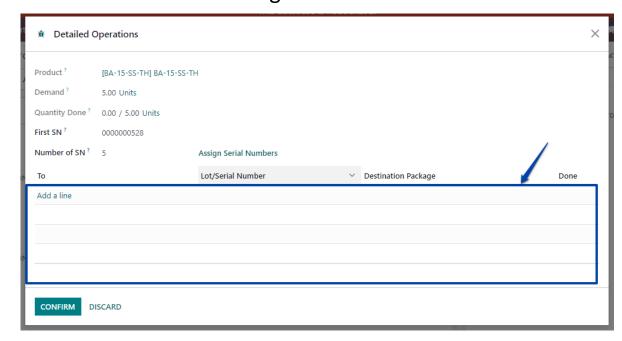
Serial Number

In the pop-up window, you would see if there's already assigned serial numbers or not yet assigned serial number

WITH assigned serial number

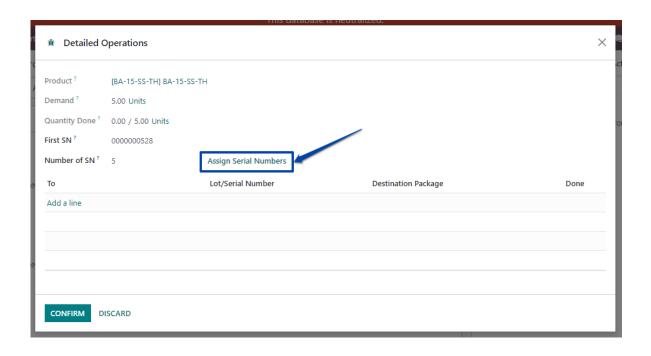


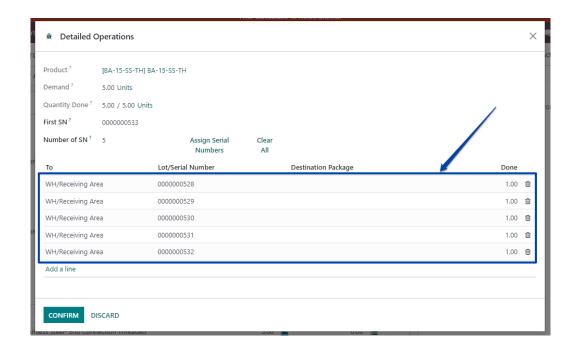
NOT YET assigned serial number



Serial Number

If serial number is not yet assigned, click on the 'Assign Serial Numbers' button, the serial number will be generated.





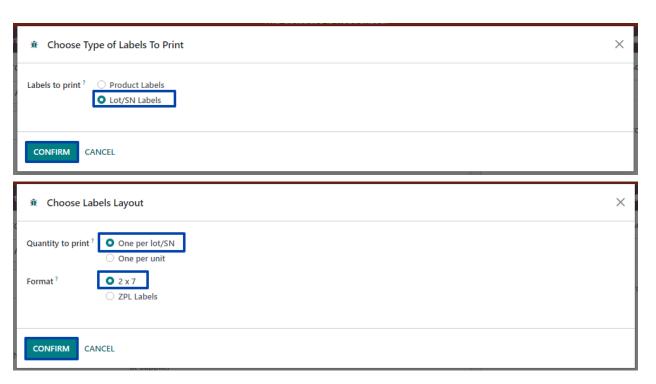
Note: If serial number is already assigned, ignore this process to assign the serial number

Print Label (Internal serial number)

If needed, you can print the label for each item, click **Print Labels** button



It will show a pop-up window, select Lot/SN Labels then One per lot/SN and 2x7.



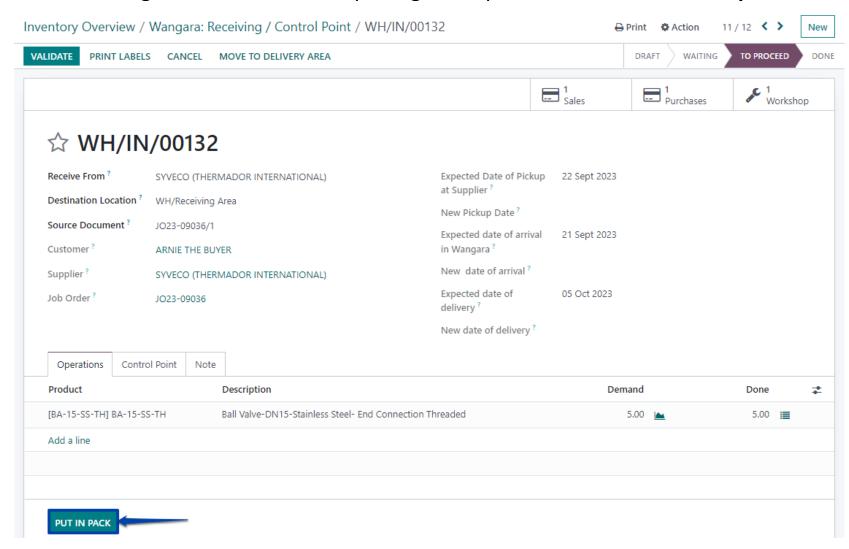
Print Label (Internal serial number)

Sample Label



Box / Package

In Odoo, assign the items to a box/package, In Operations tab, click **Put in pack** button

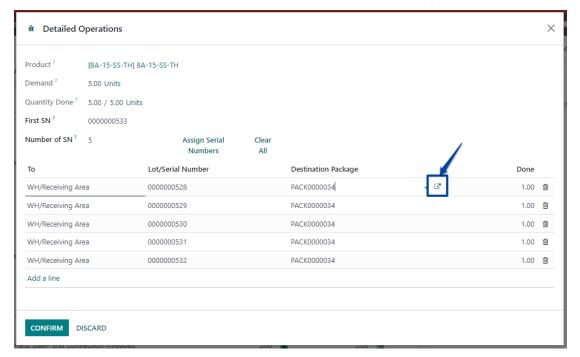


Box / Package

The box name is automatically generated by Odoo as PACK000xxxx. To change this box name, click the 'list' icon.



Click on the icon beside the box name

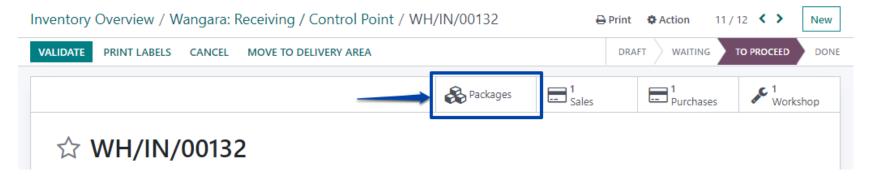


In the pop-up edit the box name then save

JNPACK		
	1 Pa	ckage
PACK0000034		
Package Type ?	Pack Date [?] 21 Sept 2023	
Location?	Pack Date? 21 Sept 2023	
ECCATION .		

Box / Package

After 'put in pack', the Packages button at the top will show

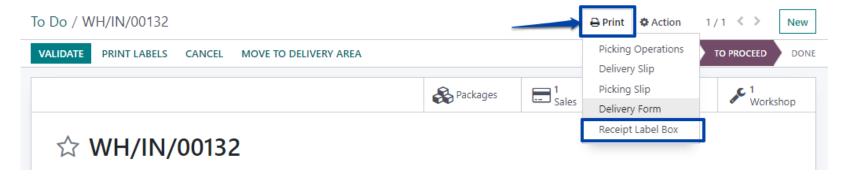


When you click the Packages, you will see the box name

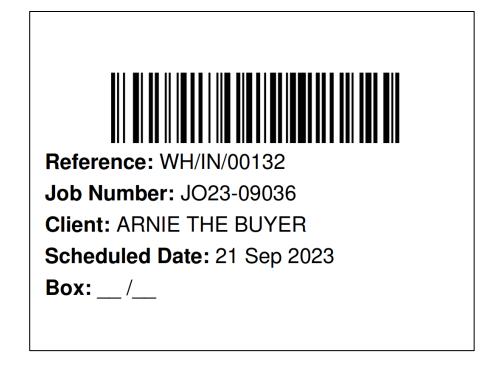


Print Package

To print the package labels, click Print > Receipt Label Box.



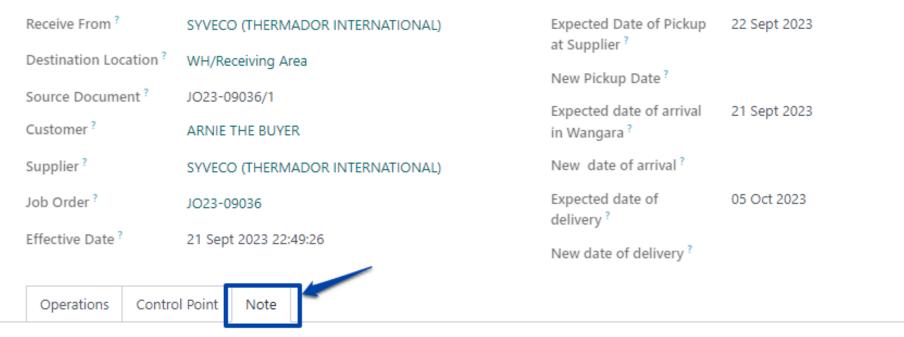
Sample Receipt Label Box



Notes

In the Notes tab, you can add additional information about the received goods

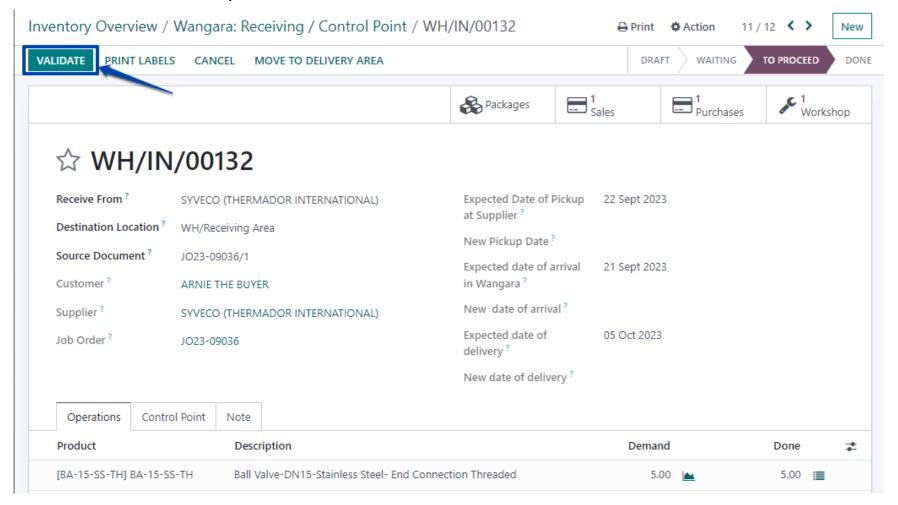




⁻⁻ You can add here additional information about the received goods --

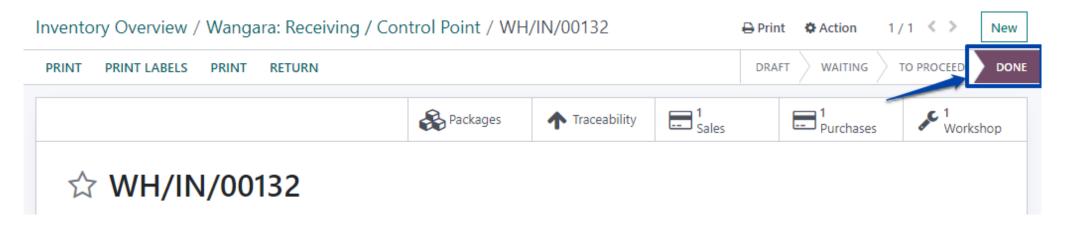
Validate Receiving/Control Point

When all the control point checklist is done, click on **Validate** button.



Validate Receiving/Control Point

Status change to **Done**, next step will be done in **Quality Check** operation

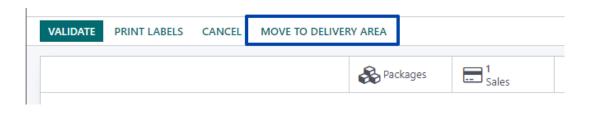


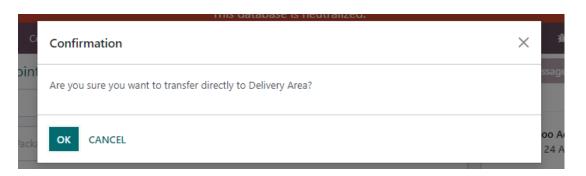
Move to Delivery Area

Another option to process the receiving is to skip all the other operations and move the goods directly to delivery area

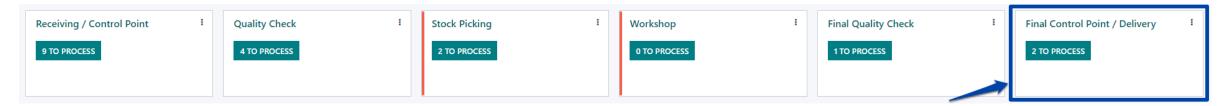
Click on the Move to Delivery Area button

There will be a confirmation message to validate this process

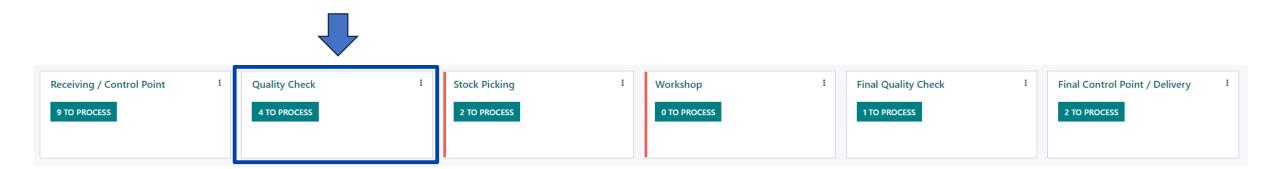




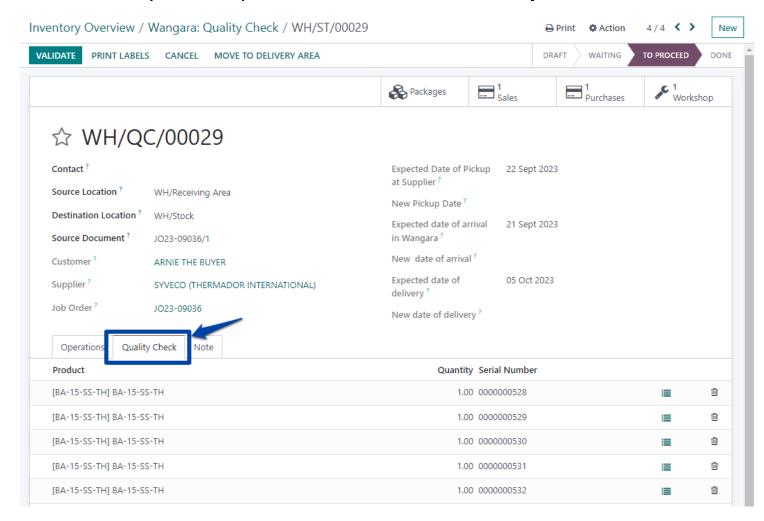
It will directly move the items to Delivery Area and can be processed in Final Control Point / Delivery



Next step, would be to do the Quality Check. Note that this step is done by the QHSE Manager only. In the Inventory Overview, you can see this in the 'Quality Check' box



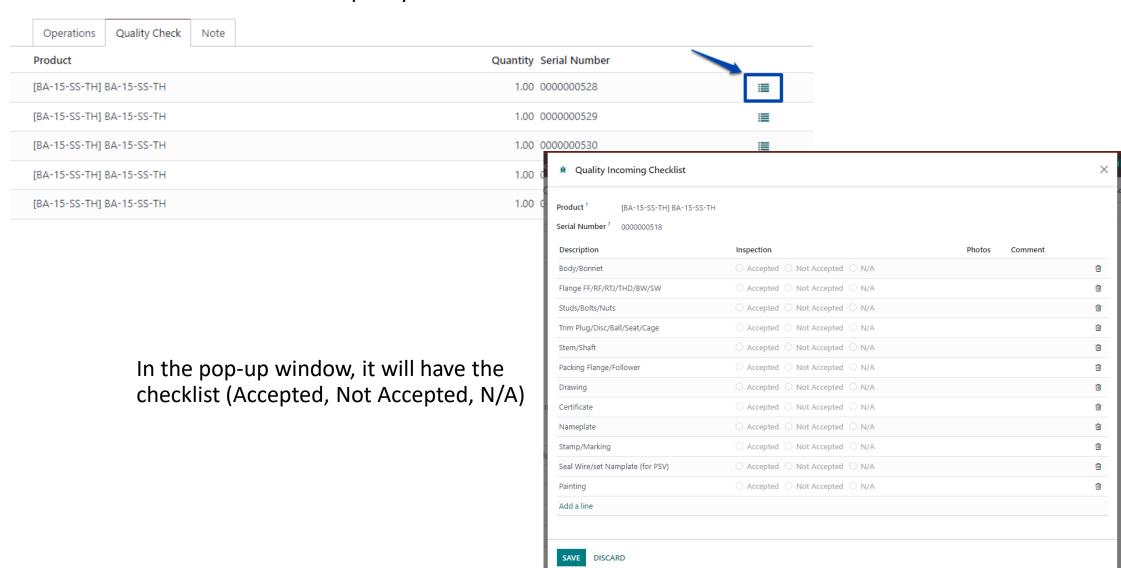
In the Quality Check operation, it will show a Quality Check tab



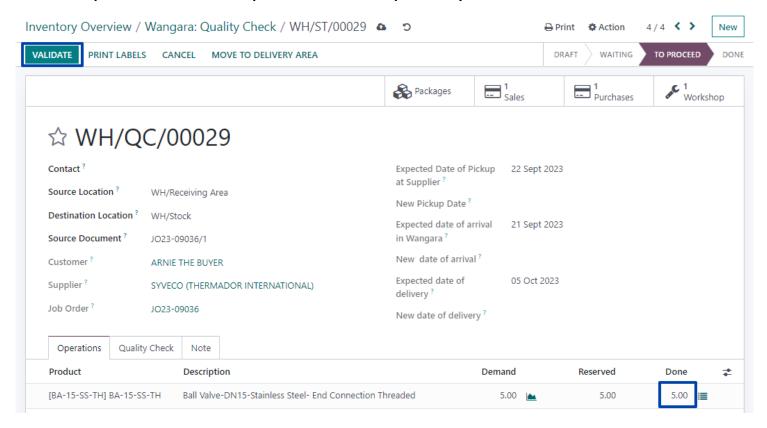
It shows the list of items.

Quality Check will be done for each item, the checklist will depend on the category of the product

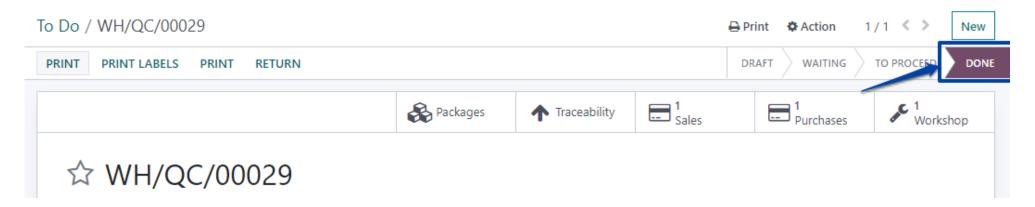
Click the 'list' icon to show the quality checklist



In the Operations tab, input the Done quantity, then click Validate



Status change to **Done**, goods will be in Stock location. Next step is to do Stock Picking



Stock Picking

Next step would be to transfer the goods from stock to workshop.

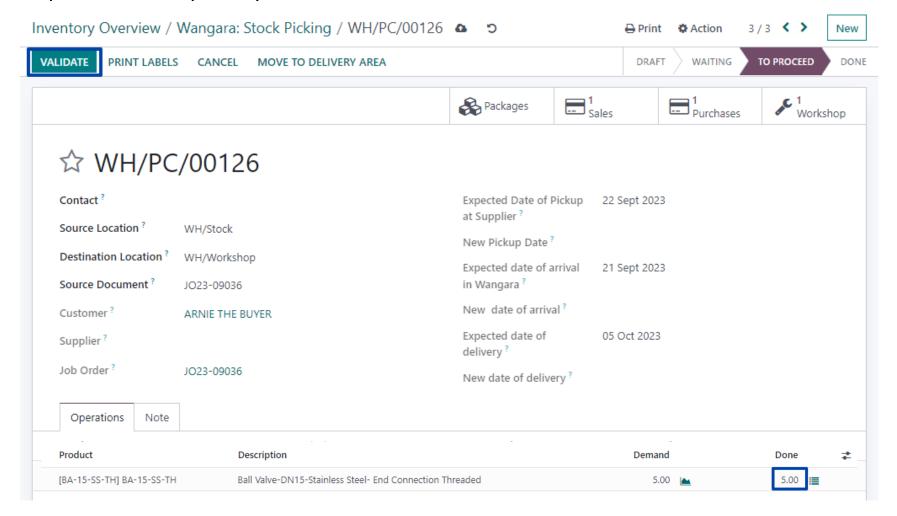
In the Inventory Overview, you can see this in the 'Stock Picking' box

Receiving / Control Point !	Quality Check	Stock Picking	Workshop !	Final Quality Check	Final Control Point / Delivery
9 TO PROCESS	3 TO PROCESS	3 TO PROCESS	0 TO PROCESS	1 TO PROCESS	2 TO PROCESS

Note: This operation is done by Workshop Manager

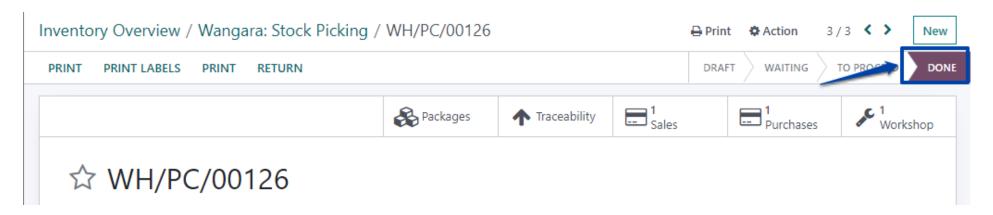
Stock Picking

Input the Done quantity and click **Validate** button



Stock Picking

This will change status to **Done**, goods will be in Workshop

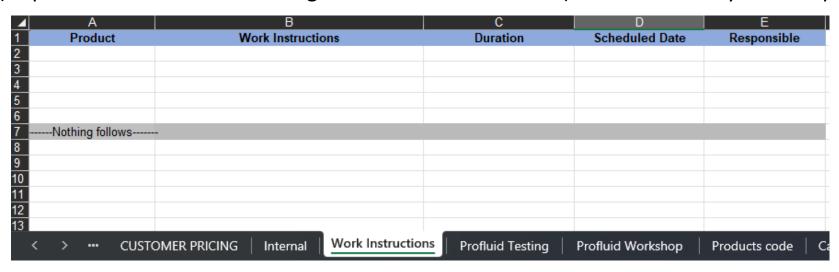


Work Instructions

Work instructions could be basic but is mandatory to be added. The work instructions will be used by the apprentice in workshop

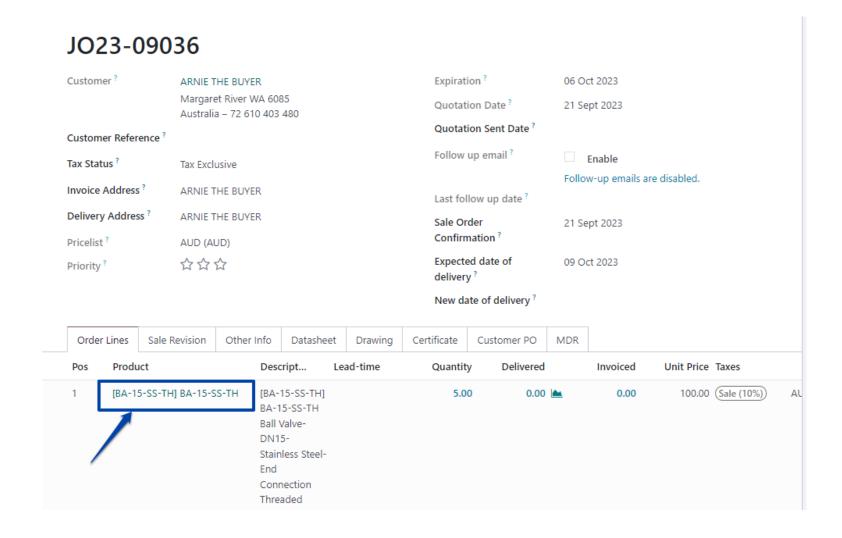
Work instructions can be added in 2 ways:

(1) Upload work instructions using the Profluid internal file (same file used by Sales department)

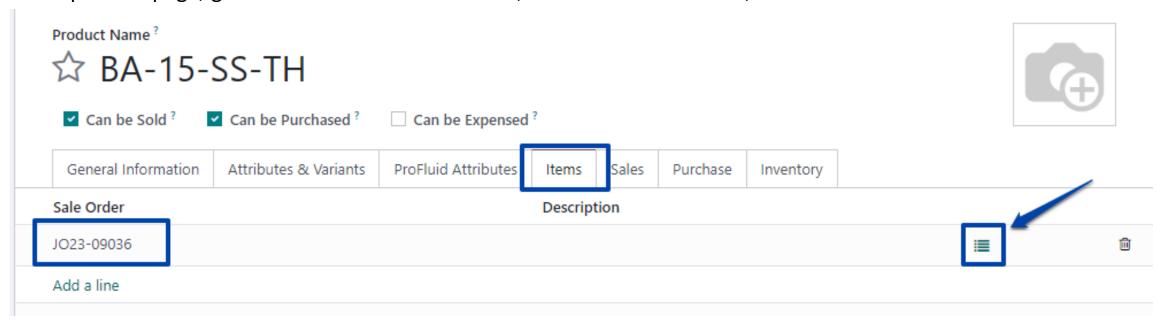


(2) Manually add them in the product

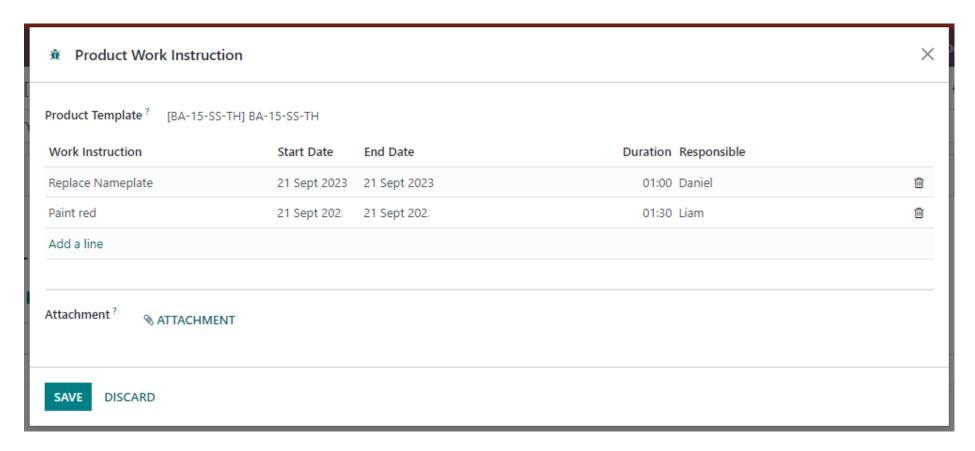
To manually add them in the product, click on the product to go to the product page



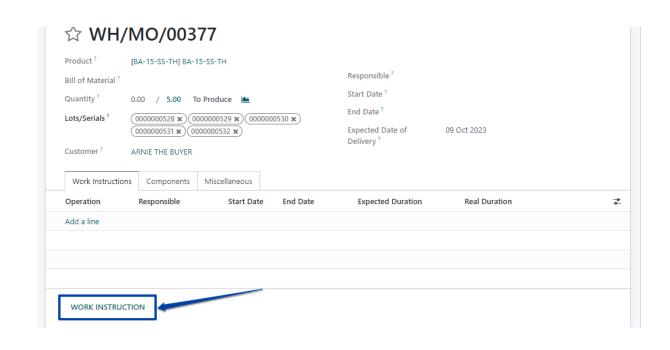
In the product page, go to Items tab. Click Add a line, select the Job Number, click 'list' icon.



In the pop-up window, add the work instructions. You can add the Start Date, End Date, Duration, and Responsible for each instruction. You can also add attachments in this view.



In the Workshop view, click the Work Instructions button to show the instructions list.

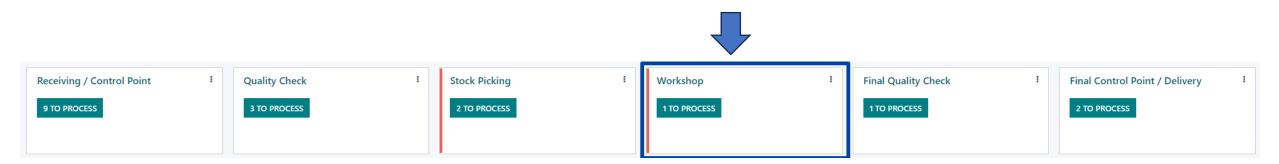


It will show in the list the work instructions.

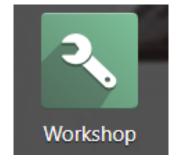
Operation	Responsible	Start Date	End Date	Expected Duration	Real Duration	
Replace Nameplate	Daniel	21 Sept 2023	21 Sept 2023	01:00	00:00 Start	8
Paint red	Liam	21 Sept 2023	21 Sept 2023	01:30	00:00 Start	8

Next step after stock picking is the Workshop operation.

In the Inventory Overview, you can see this in the 'Stock Picking' box



The workshop apprentice will access this using a separate module - Workshop



Workshop flow

Below are the stages of the workshop flow in Odoo

WAITING FOR PICKUP READY IN PROGRESS CONTROL CHECK WORKSHOP DONE

Waiting for Pickup goods are not yet available in the workshop

Ready goods are in workshop, ready to do the work instructions

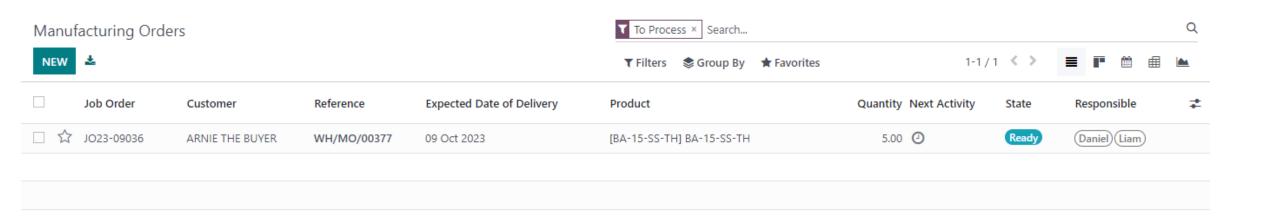
In Progress started with doing the work instructions

Control Check done with work instructions

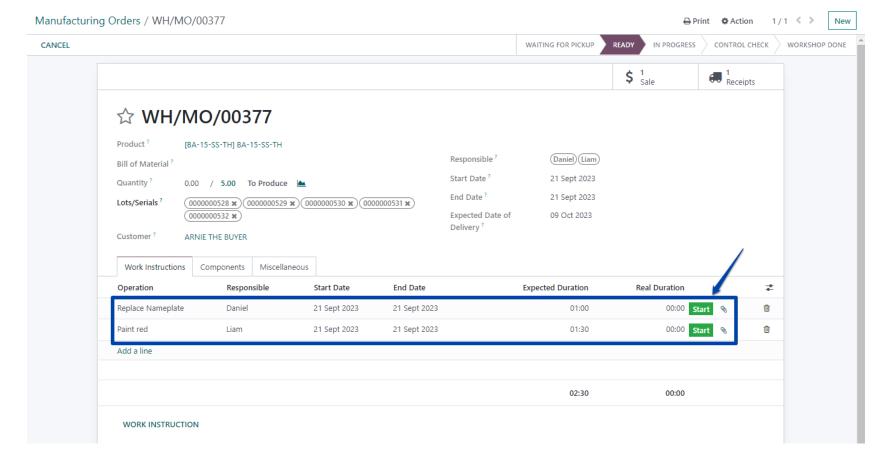
Workshop Done

Workshop Manager
Workshop Apprentice
Workshop Apprentice
Workshop Manager

In opening Workshop module, it will show the jobs that are ready for processing in the workshop. You will see the necessary information in this list view

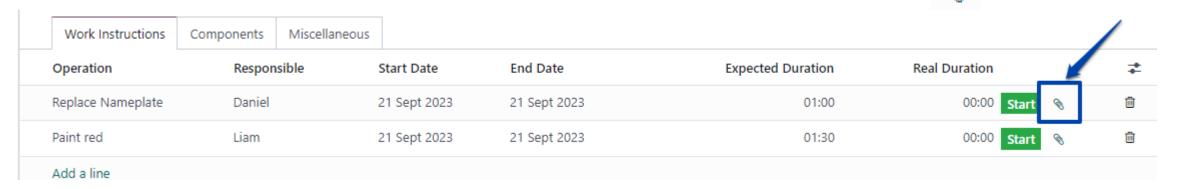


Click on one job from the list to view the detailed information or start with the process. It will show the list of work instructions to do.

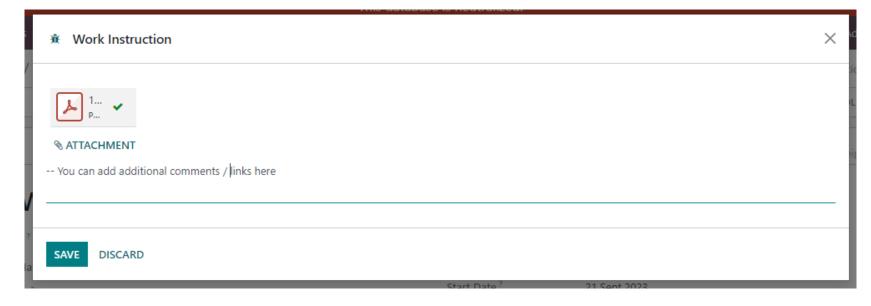


Note: Work Instructions are step by step instructions that are created by Sales department and/or Workshop Manager

Attachments and additional comments can be added/viewed in the 'paper clip' icon



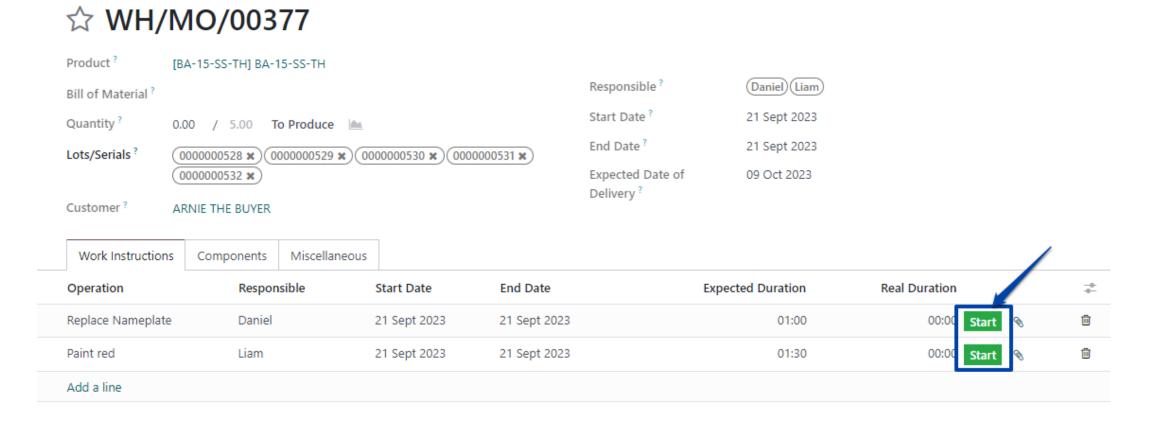
It will open a pop-up window to view comments and attachments



Start Work Instructions

Click **Start** when an instruction is started in workshop.





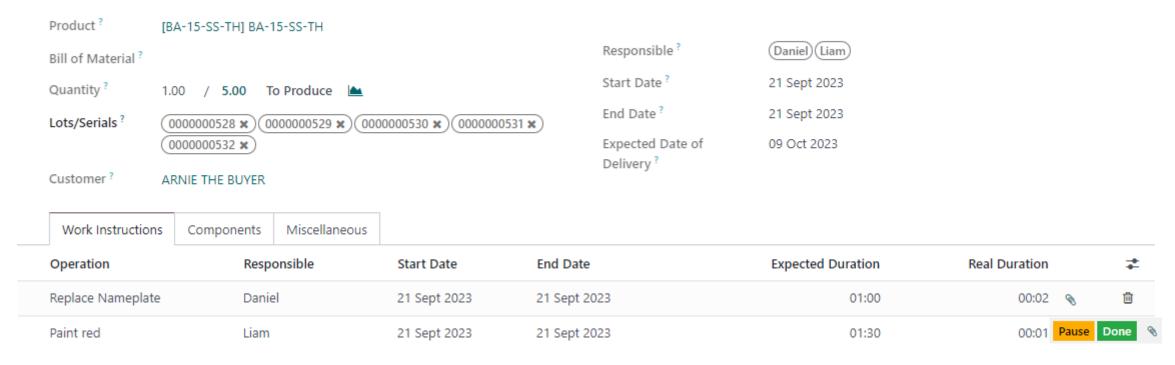
Status of the Workshop / Manufacturing order automatically changes to **In Progress**

Workshop in Progress

Click **Done** when an instruction is done

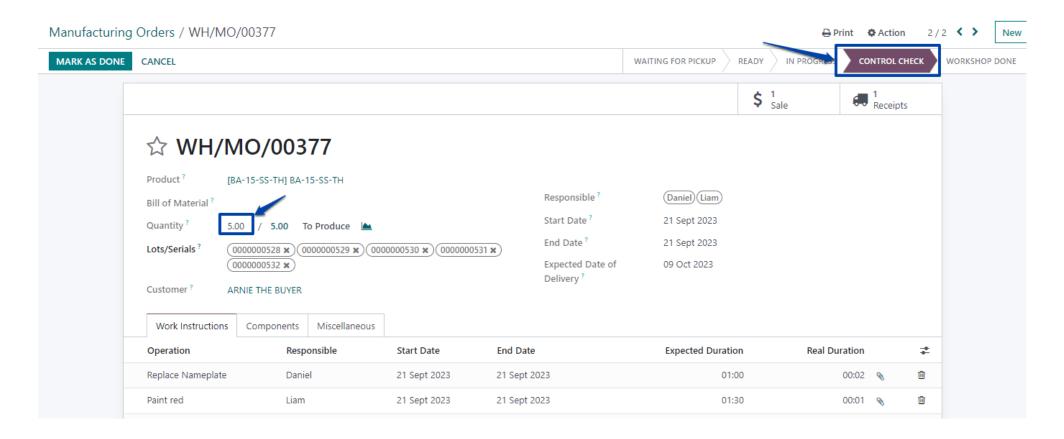






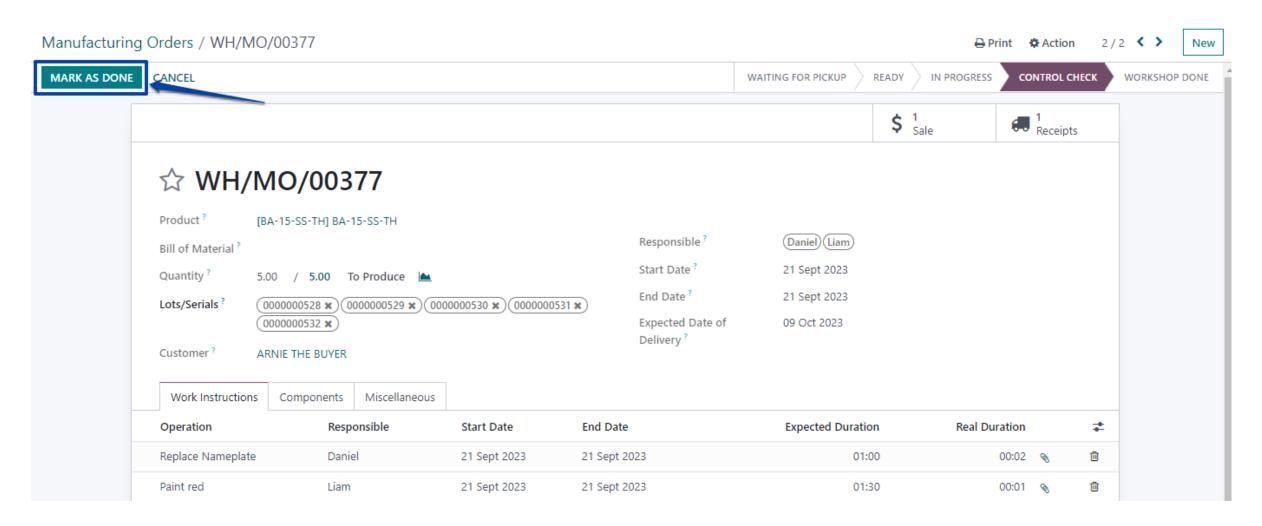
Control Check

When all instructions are done, status changes to **Control Check**. Edit the quantity.



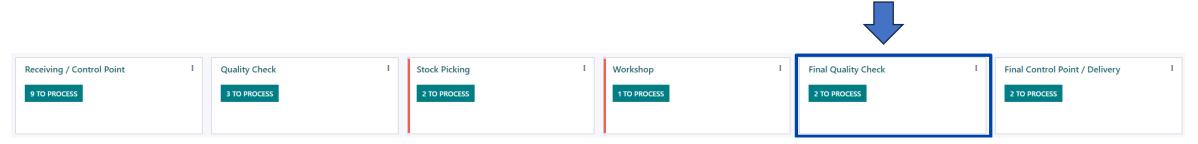
Workshop – Mark as Done

Click the Mark as Done. Note: This is done by Workshop Manager



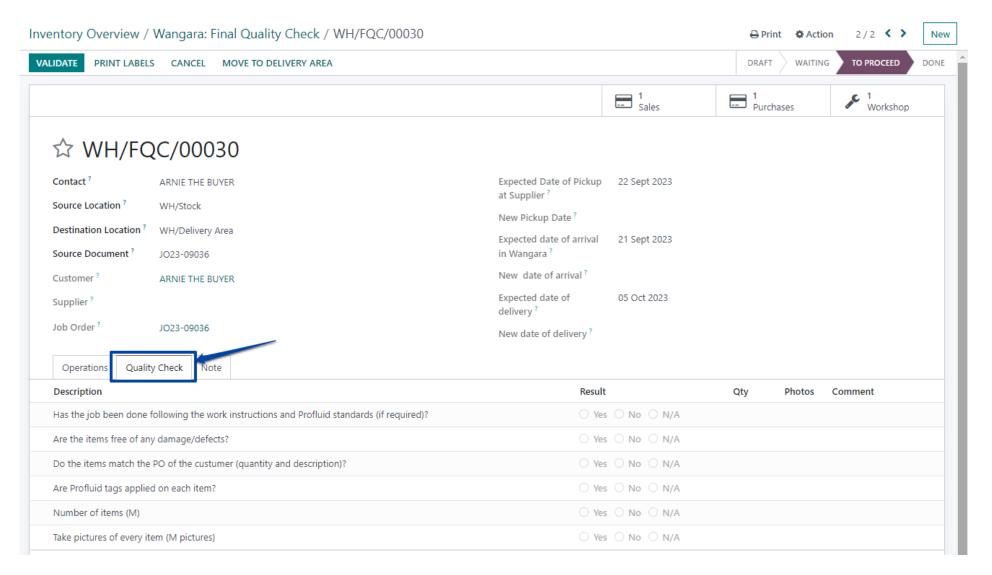
The next step is to do the Final Quality Check.

Go to Inventory Dashboard and see the Final Quality Box



Note: This operation is done by QHSE Manager

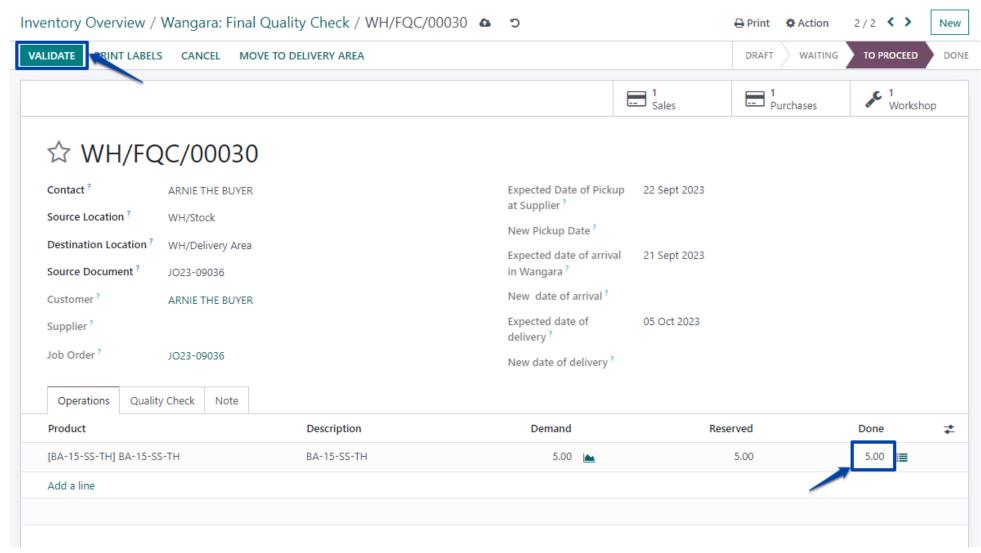
In the Quality Check tab, you will find the checklist for final quality check



Input the Result (Yes, No, or N/A). You can also add photos and comments in this view

Operations Quality Check Note			
Description	Result	Qty	Photos Comment
Has the job been done following the work instructions and Profluid standards (if required)?	O Yes ○ No ○ N/A		
Are the items free of any damage/defects?	O Yes ○ No ○ N/A		
Do the items match the PO of the custumer (quantity and description)?	O Yes ○ No ○ N/A		
Are Profluid tags applied on each item?	O Yes ○ No ○ N/A		
Number of items (M)	O Yes ○ No ○ N/A	5	
Take pictures of every item (M pictures)	● Yes ○ No ○ N/A		Pin PD

In the Operations tab, input the Done quantity before click of Validate button.

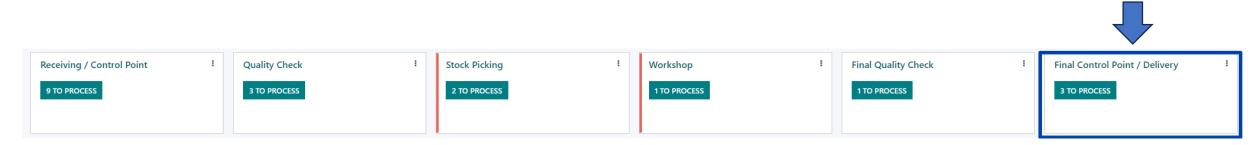


This will change status to **Done**, items are transferred to Delivery Area



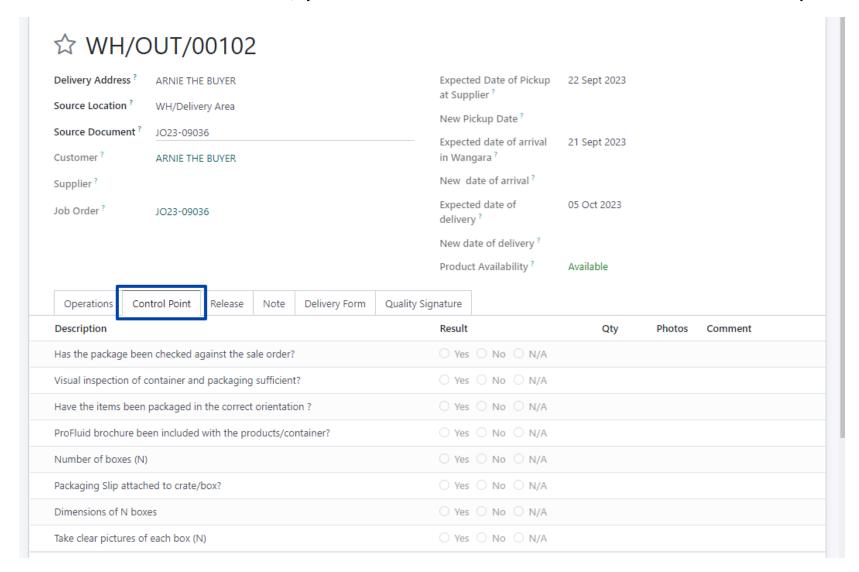
Final Control Point / Delivery

The next step is to do the Final Control Point/ Delivery



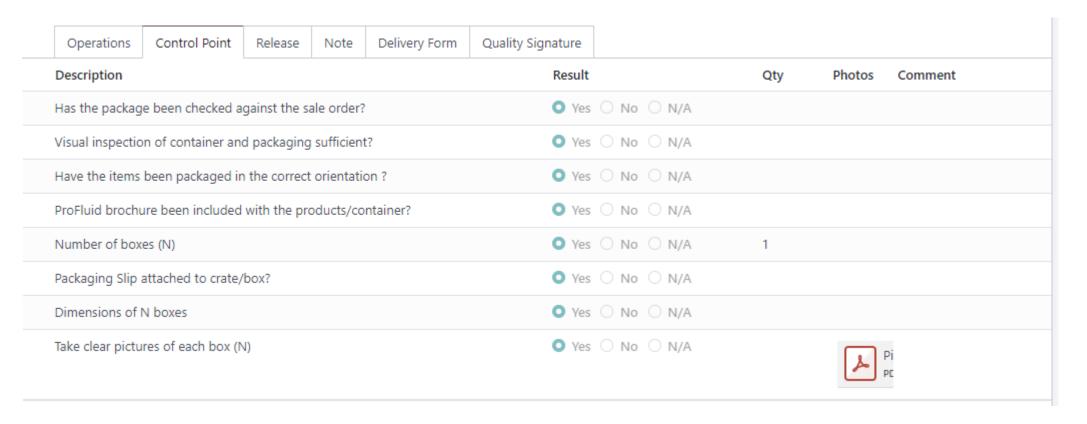
Final Control Point

In the 'Control Point' tab, you will find the checklist for the final control point



Final Control Point

Input the Result (Yes, No, or N/A). You can also add photos and comments in this view



Quality Check Signature

Quality manager will add name and signature after control point before delivery of items to customer.

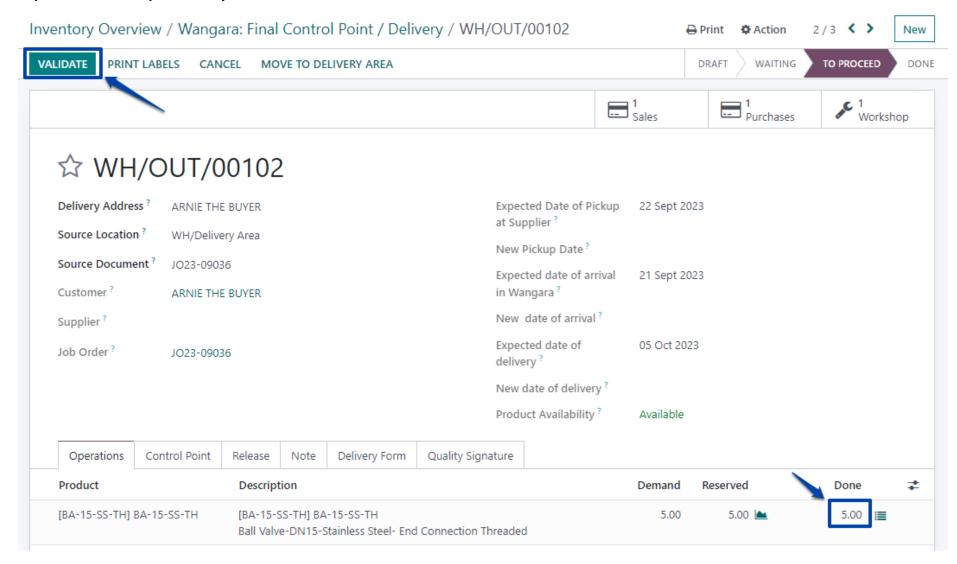
Go to Quality Signature tab.

Operations	Control Point	Release	Additional Info	Note	Delivery Form	Quality Signature
Name ?						
Signature ?						
		SIGN	ATURE			

This is mandatory, the goods can't move without the signature of the QHSE Manager

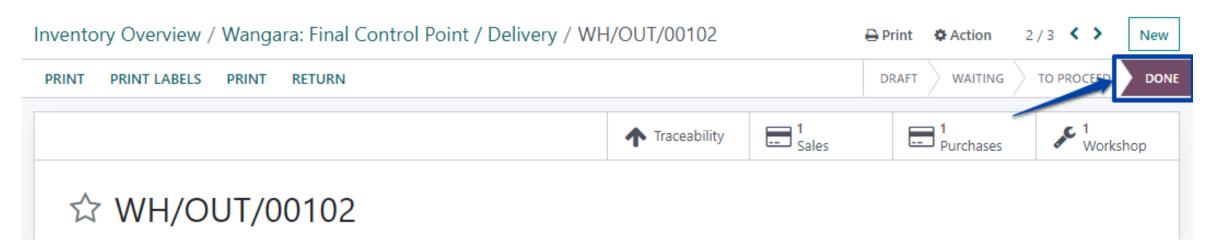
Delivery

Input Done quantity before click of Validate button.



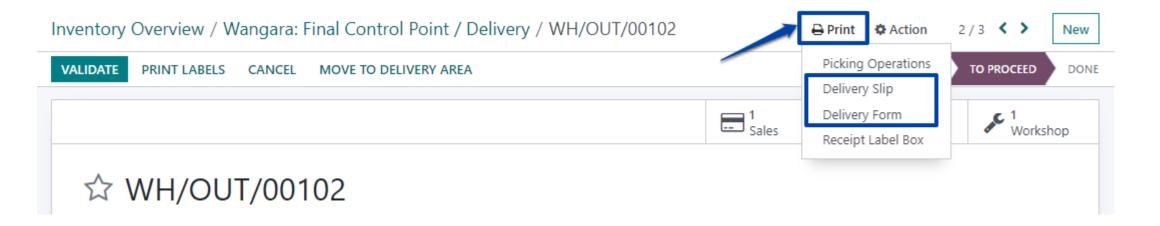
Delivery

This changes status to **Done**, removing the items out of the warehouse



Print Delivery Slip / Delivery Form

Delivery Slip / Delivery Form can be printed from this view, click Print.



Delivery Slip is used when goods are picked up by logistics

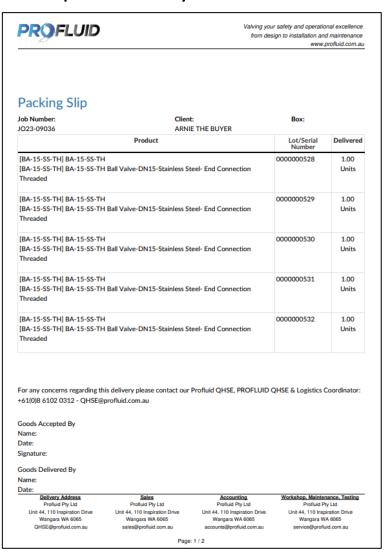
Delivery Form is used when goods are delivered personally to client

Print Delivery Slip / Delivery Form

Sample Delivery Slip

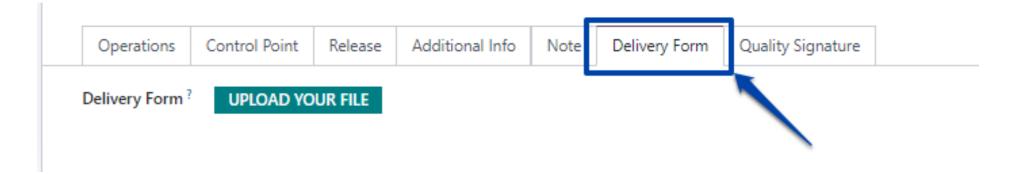


Sample Delivery Form



Delivery Form Upload

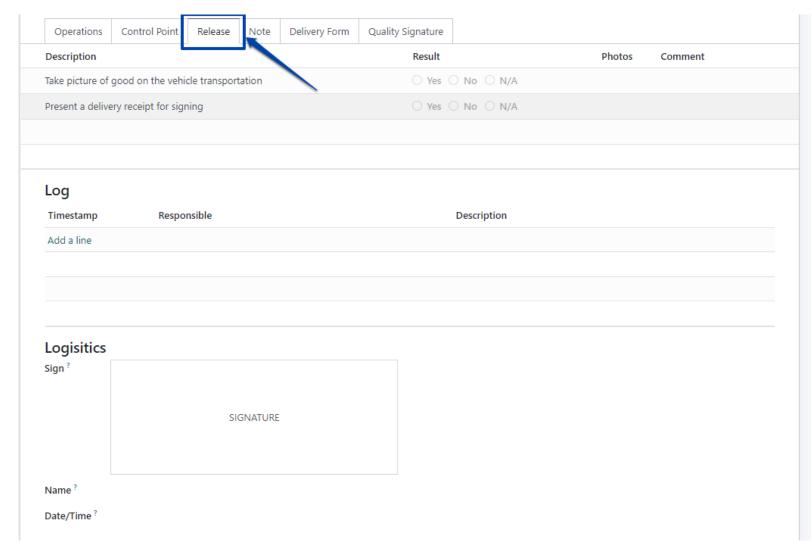
When goods are delivered personally to client, upload the signed Delivery Form in the **Delivery Form** tab.



Delivery Release

When goods are picked up by logistics, do the checklist for release and ask for signature from logistics.

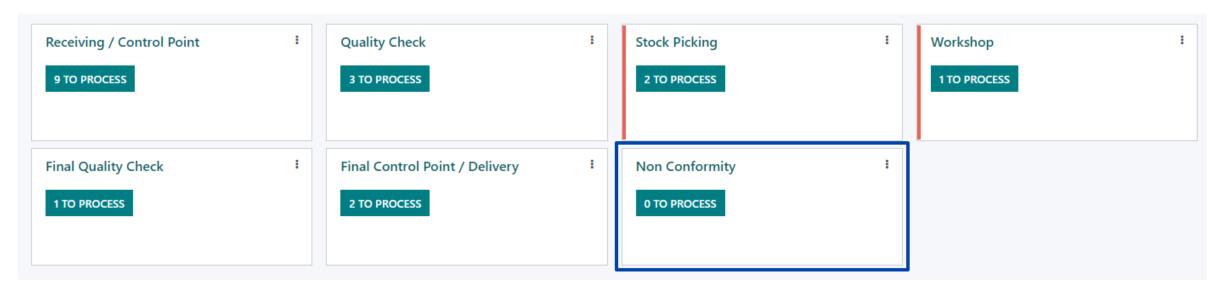
Go to **Release** tab



The Non Conformity operation is a manual process to transfer an item from one location to Non Conformity Cage.

Example, while working in the workshop 1 of the valves is accidentally damaged and will be moved to Non Conformity Cage.

To do this, go to **Non Conformity** operation

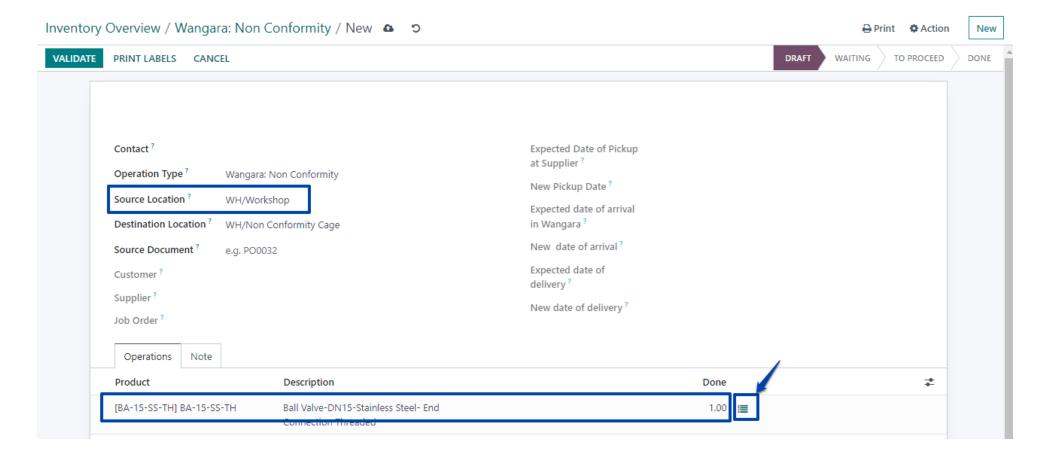


Click **New** button to create the manual transfer

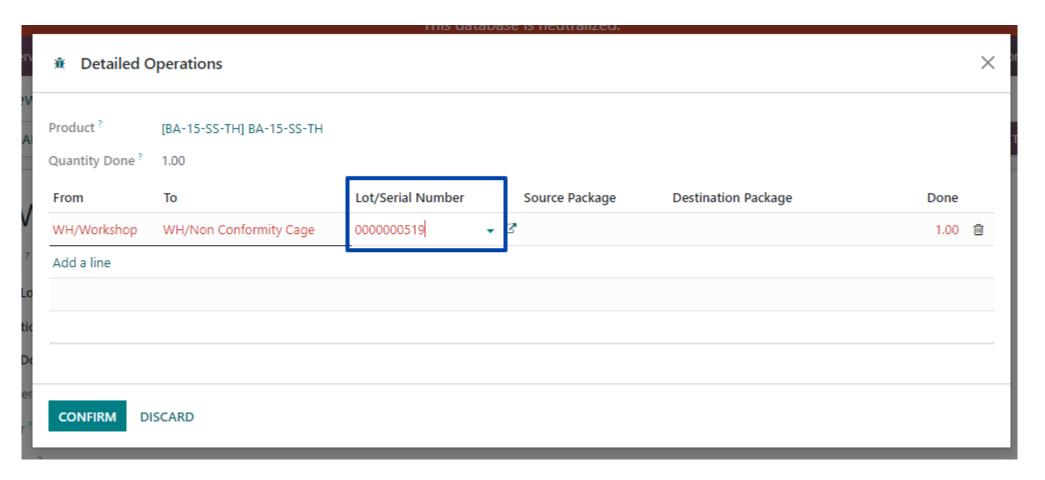


In this view, select in the Source Location where the item is coming from (i.e. Workshop).

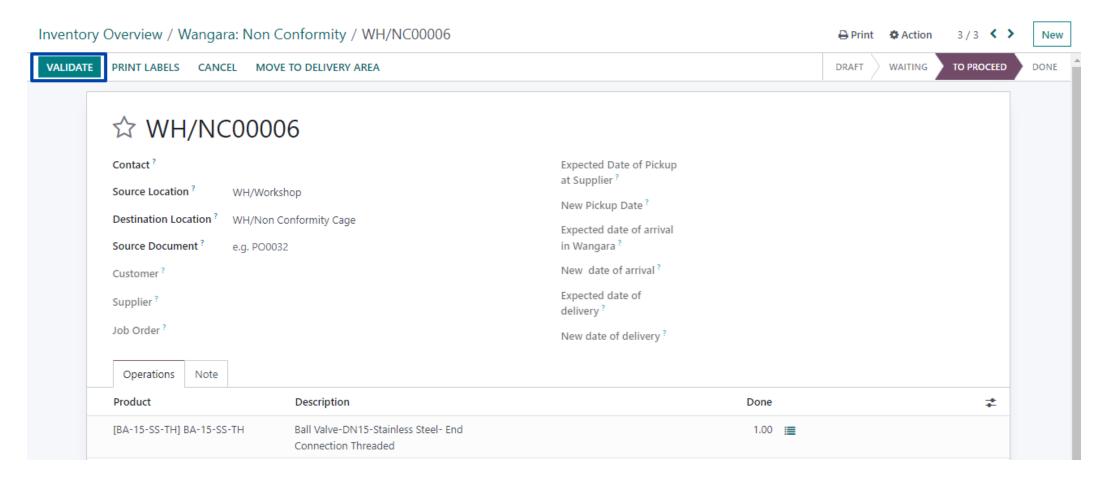
Add the product to transfer and quantity, then click the list button to input the serial number of the item.

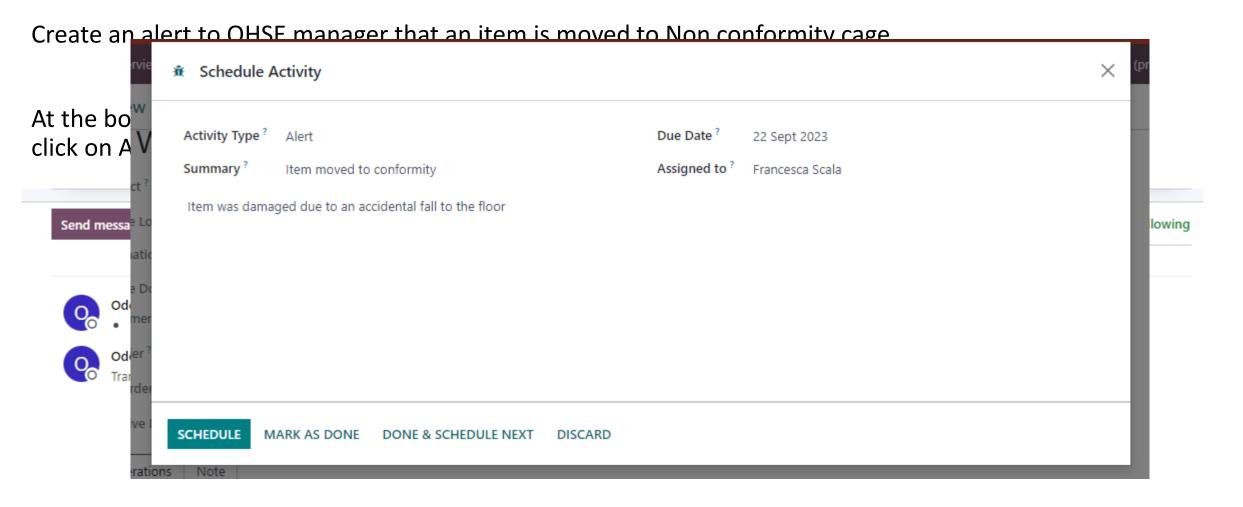


In the pop-up window, input the Serial Number of the item to transfer



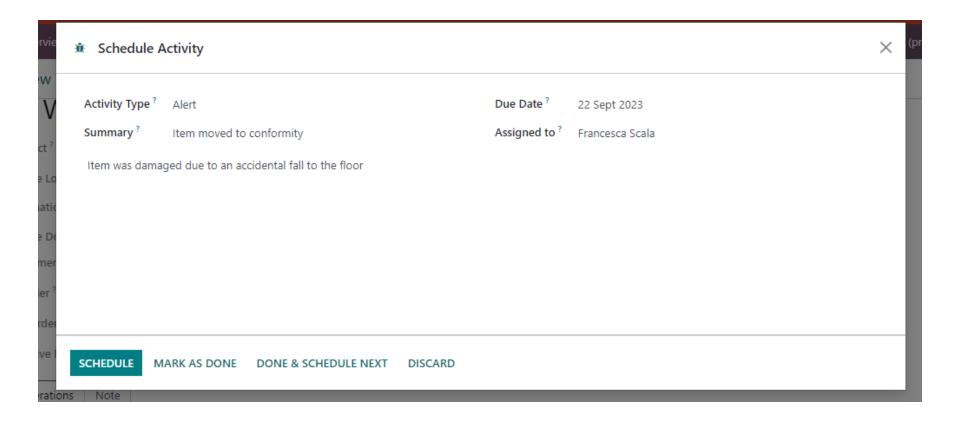
Click Validate button, this will transfer the item from source location (i.e Workshop) to Non Conformity Cage





In the pop-up window, select 'Alert' in the activity type.

Add the summary and description and assign the activity to QHSE Manager Click **Schedule** button.



You can log notes or send message to communicate with other team members. You can do this in **Send Message / Log Note**

