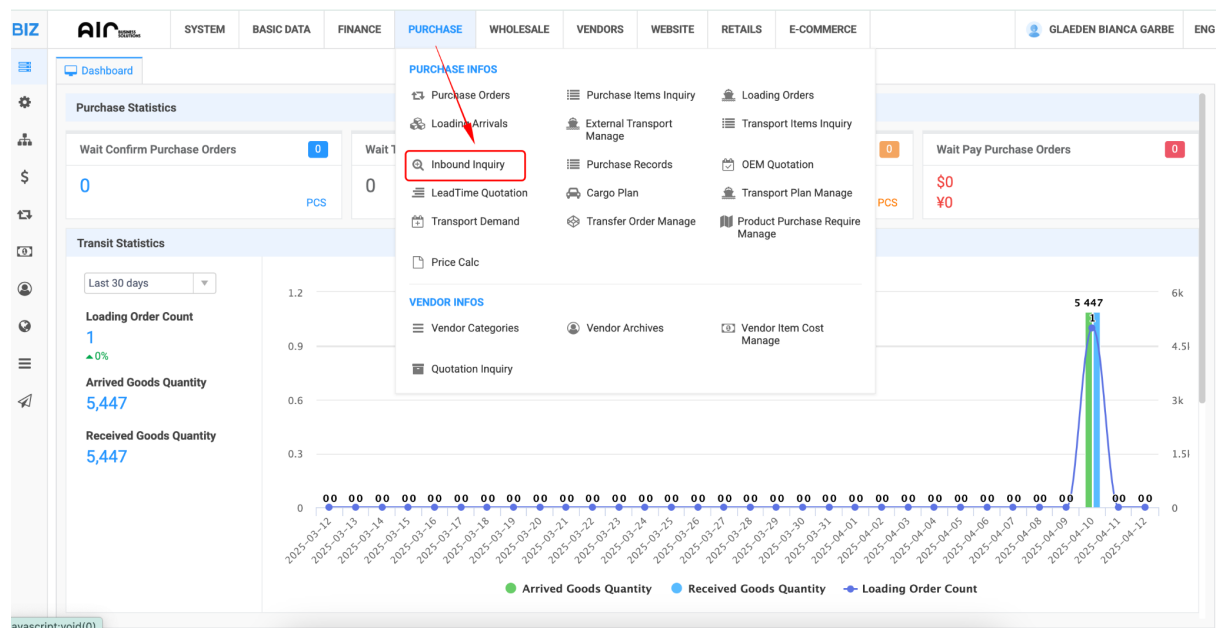


Purchase - Inbound Inquiry

The **Inbound Inquiry** tab provides detailed visibility into the inbound shipment process. It allows warehouse and logistics teams to monitor incoming goods, review shipment statuses, and ensure timely receipt. This module is essential for maintaining accurate inventory and optimizing warehouse operations.

Navigation

To access the **Inbound Inquiry** tab:



1. **Log in** to your ERP System.
2. Navigate to the **Purchase** module from the main dashboard or sidebar.
3. Click on the **Inbound Inquiry** tab to open the itemized list of inbound records.

Key Fields in the Inbound Inquiry Tab

Each row in this tab displays an inbound transaction with relevant details for tracking and auditing purposes.

BIZ	AIC	SYSTEM	BASIC DATA	FINANCE	PURCHASE	WHOLESALE	VENDORS	WEBSITE	RETAILS	E-COMMERCE	GLAEDEN BIANCA GARBE	ENG
Dashboard	Inbound Inquiry											
Search by Warehouse	Search by Inbound No.	Search by Product No.	Search by External Order No.	Search by Shipped No.								
Default												
Search by Inbound Status	Search by Inbound Type											
Inbound Type	Status	Total Qty	Expected Arrival Date	Start Time	Completion Time	Shipped No.	Created by	Create Time	Remarks			
Purchase	Received	5447	03/30/2025	04/10/2025	04/10/2025		Developer	04/10/2025				
Purchase	Received	22	03/26/2025	03/26/2025	03/26/2025		蔣焱超	03/26/2025				
Purchase	Received	4913	03/26/2025	03/26/2025	03/26/2025		蔣焱超	03/26/2025				
Purchase	Received	12	03/26/2025	03/26/2025	03/26/2025		蔣焱超	03/26/2025				
Purchase	Received	500	03/26/2025	03/26/2025	03/26/2025		蔣焱超	03/26/2025				

Inbound Information:

- **Warehouse** – Destination warehouse receiving the goods.
- **Inbound No.** – Unique identifier assigned to the inbound order.
- **External Order No.** – Linked order number from external systems (e.g., purchase or production orders).
- **Inbound Type** – Type of inbound transaction:
 - Allocating
 - LPN
 - Other
 - Package
 - Processing
 - Production
 - Purchase
- **Status** – Current processing status:

- Cancelled
 - Unconfirmed
 - Not Receiving
 - Receiving
 - Received
- **Total Qty** – Total number of items or packages in the inbound order.

Timeline & Processing:

- **Expected Arrival Date** – Anticipated date of arrival at the warehouse.
- **Start Time** – Time when the receiving process began.
- **Completion Time** – Time when the receiving process was completed.

Additional Details:

- **Shipped No.** – Related shipping or transport reference number.
- **Created by** – ERP user who created the inbound record.
- **Create Time** – Timestamp of record creation.
- **Remarks** – Any custom notes or instructions added by the user.

Searching and Filtering Options

The screenshot displays the 'Inbound Inquiry' interface. At the top, there is a navigation bar with tabs for SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESale, VENDORS, WEBSITE, RETAILS, and E-COMMERCE. The 'PURCHASE' tab is active. Below the navigation bar, there is a search bar with the following filters: 'Search by Warehouse' (set to 'Default'), 'Search by Inbound No.', 'Search by Product No.', 'Search by External Order No.', and 'Search by Shipped No.'. Below these, there are two more filters: 'Search by Inbound Status' and 'Search by Inbound Type'. A table of inbound orders is displayed below the filters. The table has columns: Inbound Type, Status, Total Qty, Expected Arrival Date, Start Time, Completion Time, Shipped No., Created by, Create Time, and Remarks. The table contains 5 rows of data. The first row is highlighted in orange. The last row is highlighted in orange. The table is paginated with 1 - 5 of 5 items.

Inbound Type	Status	Total Qty	Expected Arrival Date	Start Time	Completion Time	Shipped No.	Created by	Create Time	Remarks
Purchase	Received	5447	03/30/2025	04/10/2025	04/10/2025		Developer	04/10/2025	
Purchase	Received	22	03/26/2025	03/26/2025	03/26/2025		蒋森超	03/26/2025	
Purchase	Received	4913	03/26/2025	03/26/2025	03/26/2025		蒋森超	03/26/2025	
Purchase	Received	12	03/26/2025	03/26/2025	03/26/2025		蒋森超	03/26/2025	
Purchase	Received	500	03/26/2025	03/26/2025	03/26/2025		蒋森超	03/26/2025	

Use the available filters to find specific records quickly:

- **Search by Warehouse** – Filter inbound orders by warehouse location.
- **Search by Inbound Number** – Enter a full or partial inbound ID.
- **Search by Product Number** – Locate inbounds containing specific SKUs.
- **Search by External Order Number** – Track inbounds linked to external PO or production references.
- **Search by Shipped Number** – Find inbounds associated with a shipment or transport order.
- **Search by Inbound Status** – Filter by:
 - Cancelled
 - Unconfirmed
 - Not Receiving
 - Receiving
 - Received

- **Search by Inbound Type** – Choose from:
 - Allocating
 - LPN
 - Other
 - Package
 - Processing
 - Production
 - Purchase
- **For you to print or export query result details(Excel) you need to right click, it can be english or chinese language**

For a detailed walkthrough, please refer to the video guide.

The **Inbound Inquiry** tab offers a comprehensive view of incoming shipments, enabling proactive warehouse planning, accurate tracking, and seamless coordination between supply chain and warehouse teams. Use this tab regularly to ensure timely receiving and inventory accuracy.

If you have further questions or need support with inbound tracking, please contact your warehouse supervisor or system administrator.