the **Magaya***Insider*

How to Identify Items in the Warehouse

Introduction

Items in the warehouse can be identified in different ways: by their part number, serial number, Magaya receiving label with a Magaya tracking number, the pallet ID label, or by the Magaya shipping label. This article will explain how to identify items in each of these ways.

ID by Part Number

The part number is usually the manufacturer's identification number that is on the box when the items arrive at your warehouse. It is not necessary to print labels for these boxes because they have a part number label on them already.

When the items arrive, scan the part number and store the item in a location. Scan the location to record it in your Magaya database.
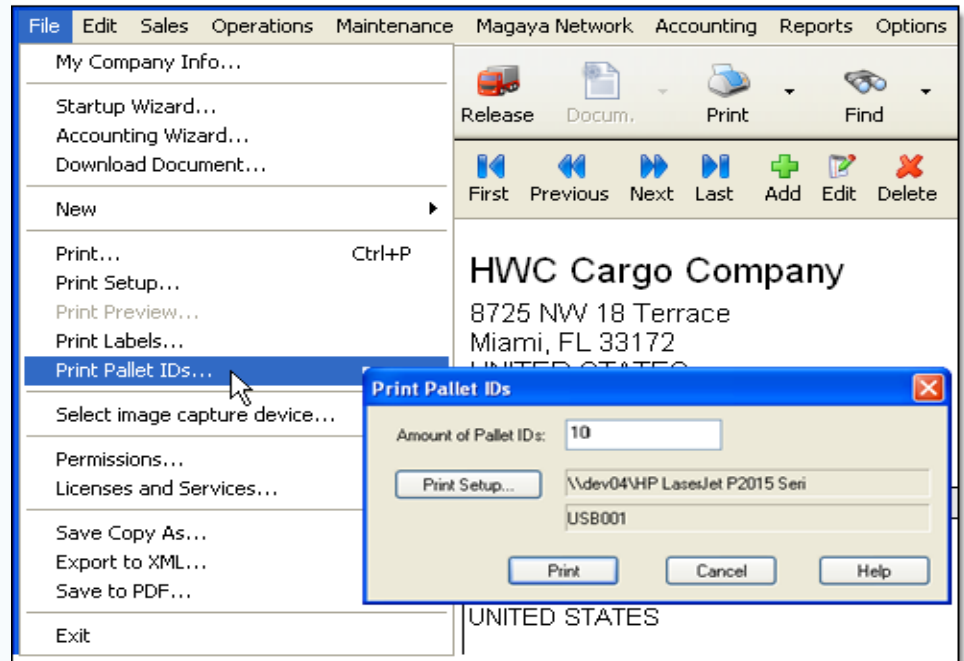
This method is often used when it

is necessary to keep items by part number in order to know how many of a certain part number are in stock.

To create part numbers, go to the Warehousing folder in Magaya Explorer and click on Inventory Item Definitions.

ID by Serial Number

The serial number is assigned by the manufacturer. The serial number identifies each individual item of a type that comes into the warehouse. For example, you may receive 50 items such as laptop computers. The 50 laptops are all the same model number, but each laptop has its own serial number to identify it.

When you receive the item, scan the serial number barcode. This is useful if a manufacturer recalls items. Then you can find the exact set of serial numbers

affected by the recall and send those items back to the manufacturer.

This will also keep track of which customers buy which serial numbers. You can configure your Magaya system to keep a record of the serial numbers. This is also useful when exporting items to certain countries that require serial numbers be reported on documentation. Go to Maintenance > Configuration > WMS.

When you receive or release items by serial numbers, you will see a dialog box that will populate with the serial numbers as you scan them. The numbers can also be entered manually.

ID by Magaya Receiving Label

Items can be identified by printing a Magaya receiving label with a Magaya identification number on it. This number contains your Magaya Network ID number, the Warehouse Receipt (WR) number, and the line item in the WR for that item (whether it is the first item listed, the second, etc.).

Print this label from the WR document view by clicking on the arrow on the side of the Print button and selecting "Print Labels".

The image below is a WR label. The Magaya tracking number appears under the bar code, which consists of the system ID (3678) in hexadecimal format, the WR number (2075), and the line

number for this item (2).

Using Magaya labels is useful for regular cargo items that do not have a part number.

If a customer prints the labels themselves using the Magaya Online Shipping Orders feature at their location before items are sent to your warehouse, the labels will have a Pickup Order number instead of a WR number.

ID by Pallet ID Label

By placing a pallet ID label on a pallet of items, the items inside the pallet are identified. You can print pallet IDs in advance and use them as needed when creating pallets in the warehouse for storage, moving, or shipping items out.

To print pallet IDs, go to File > Print Pallet IDs:

ID by Magaya Shipping Label

The Magaya shipping label contains the Magaya tracking number, Cargo Release number, air waybill or Bill of Lading number (for shipments using the Magaya Supply Chain Solution or Magaya Cargo System). This identifies not only the item but which shipment the item belongs to. This label will usually also have the shipper and consignee on it. This label can be scanned to verify the packing list if needed.

To print a Magaya shipping label, go to the document view of the Cargo Release or shipment for the Magaya Supply Chain Solution or the Magaya Cargo System and click on the arrow on the side of the Print button and select "Print Labels". These labels are used to identify pallets after repacking items. When you include the pallet in a ship-

ment, you can still use the pallet ID to locate the pallet. But when you print a shipping label and place it on the pallet, you must scan the barcode on the shipping label (not the pallet ID label) in order to identify it.