

Goods Return Inbox

Module Guide: Goods Return Inbox

Module Location

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Module Objective

The **Goods Return Inbox** module serves as an **approval and confirmation center** for all **Goods Return** documents from the production floor. After the production team submits a return of leftover material, the document must be reviewed and its receipt confirmed here by warehouse personnel before the stock is officially added back to the inventory.

1. Main View (Return List)

The main page of this module is an "inbox" that displays all goods return documents awaiting confirmation of receipt by the warehouse.

View Explanation

This page provides a summary of all returns that are waiting to be processed.

- **Filters:** You can search for a specific document by **Goods Return Code** or a **Date** range.
- **Document List:** The table below will display all documents awaiting action, with columns such as **Goods Return Code**,

Goods Return Date, and Approval status.

- **Action Buttons:**

- **[Received]:** The primary button to confirm that the returned goods have been physically received by the warehouse.

2. Steps for the Receipt Confirmation Process

The following is the standard workflow for a warehouse staff.

Step 1: Access the Inbox

Open the **Goods Return Inbox** module to see the list of materials that are in the process of being returned.

Step 2: Review and Physically Verify

Click on one of the rows in the table to open the detail view of the return document. While viewing these details, perform a **physical verification** of the returned goods to ensure the type and quantity are correct.

Step 3: Confirm Receipt

After you have verified that the physical goods match the document, return to the main list page, check the box on the left of the relevant row, and then click the **[Received]** button.

Workflow & Integrated Business Process

1. A **Goods Return** document is created and submitted by the production team.

2. The document automatically enters the queue in this **Inbox**.
3. Warehouse Staff receives the physical goods and performs verification.
4. Warehouse Staff confirms the receipt by clicking the **[Received]** button.
5. After confirmation, the system will finally **add the stock quantity back** to the warehouse.

Tips & Important Notes

- The confirmation here is a crucial **handover step** to ensure stock accuracy.
- This action is proof that the warehouse has officially received the leftover material back from production.
- This module is typically accessed by **Warehouse Staff or a Warehouse Head**.

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