



SOP 标准流程

INBOUND OPERATION

入库系统操作

INBOUND PROCESS

Client

Supplier

BoxC

PENDING

Create
Inbound

Download
Inbound
Label

Pack
Product

Label
Cartons
Pallets

RECEIVED

Exception
Noted

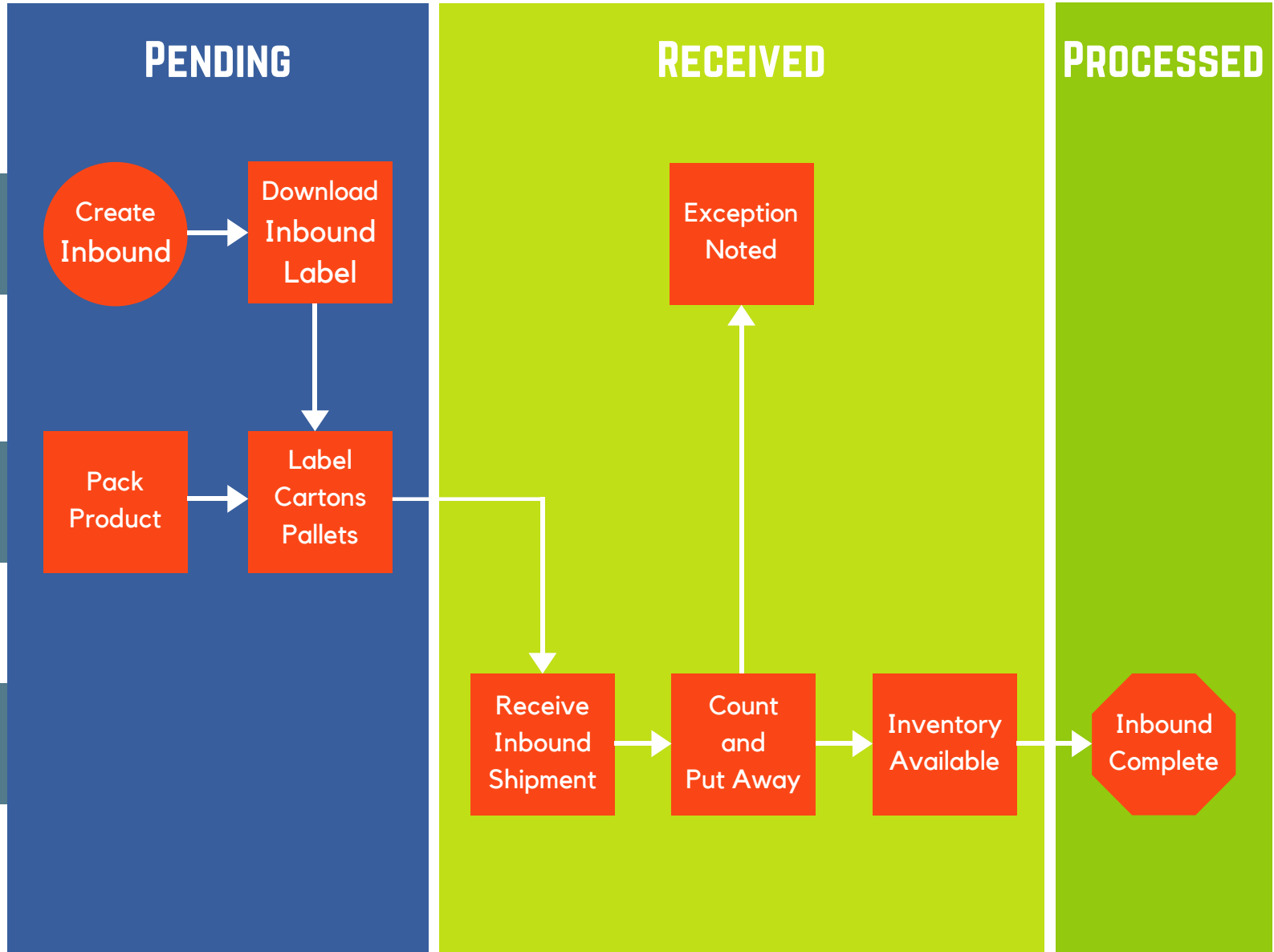
Receive
Inbound
Shipment

Count
and
Put Away

Inventory
Available

PROCESSED

Inbound
Complete



LABEL GENERATION

Inbound # 100001

Print Label

Edit

Delete

Inbound Shipment

Warehouse:

CN - Shenzhen 1 (WH0SZ001)

广东省深圳市宝安区福海街道永福路116号

金港科技园A栋1楼

周一到周五: 09:30 - 18:00

电话: 0755-2722 5853

Jingang Technology Park, Floor 1, Building A

116 Yongfu Rd, Baoan District, Shenzhen

China

Phone: 0755-2722 5853

Pending

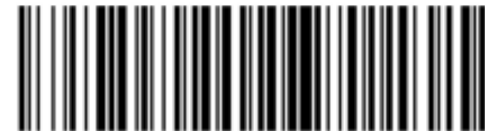
Created 2020-06-28 22:49:02

Create
Inbound

Download
Inbound
Label

BOXC INBOUND SHIPMENT
CLIENT 12345

INBOUND #

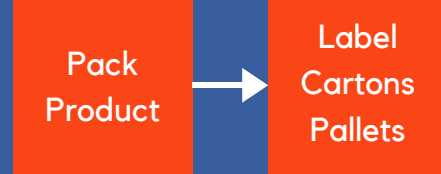


BOXC-N-100001

TOTAL SKUS: 6

TOTAL PIECES: 10300

PRODUCT PREPARATION



Best Practice

Single SKU per carton



SKU's separated in carton by divider, poly bag, layers, etc.



Prohibited

Loose, mixed SKUs per carton.

SHIPMENT LABELLING

Only 1 inbound label should be used for one delivery even if there are multiple cartons or SKUs.

BOXC INBOUND SHIPMENT
CLIENT 12345

INBOUND #



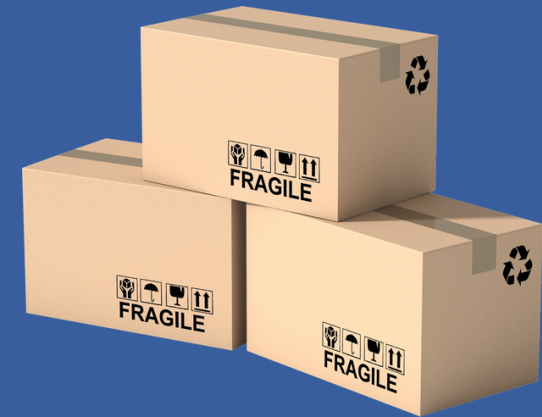
BOXC-N-100001

TOTAL SKUS: 6
TOTAL PIECES: 10300

Label
Cartons
Pallets

Loose Cartons

One label per carton.



Pallets

One label per pallet.



CARTON MARKINGS

Master/outer cartons should include:

- Client
- SKU/barcode
- Product description
- Quantity of pieces
- Net/gross weight
- Carton dimensions
- Country of origin
- Number in shipment and total number of cartons (e.g. 1 of 100, 2 of 100)



入库流程

客户

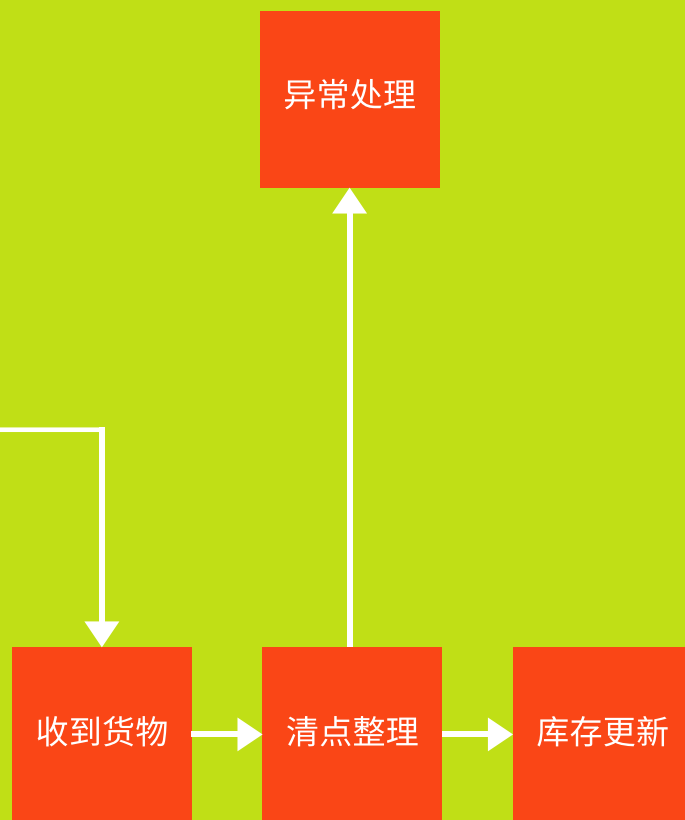
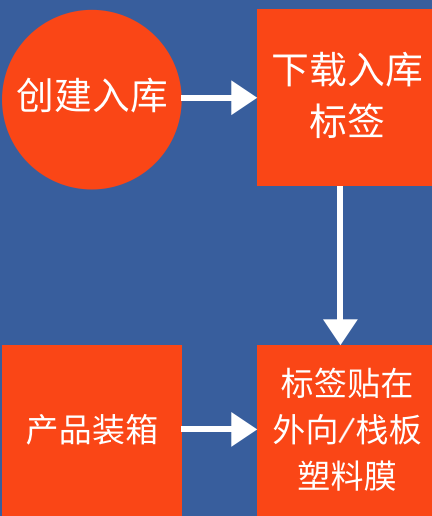
供应商

保珂斯仓库

待定

接收

处理



创建标签

Inbound # 100001

Print Label

Edit

Delete

Inbound Shipment

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Pending

Created 2020-06-28 22:49:02

创建入库

下载入库
标签

BOXC INBOUND SHIPMENT
CLIENT 12345

INBOUND #



BOXC-N-100001

TOTAL SKUS: 6

TOTAL PIECES: 10300

产品准备

产品装箱



标签贴在外向/栈板塑料膜



最佳例子：
一个外箱只有一个SKU



或者，用纸板，塑料袋把
不同SKU 分开



不当操作：
一箱里面不同SKU混乱
摆放

标签位置

一个入库订单单独发一个快递，一个入库订单不限SKU，不限箱数，不建议多个入库订单发一个快递。

BOXC INBOUND SHIPMENT
CLIENT 12345

INBOUND #

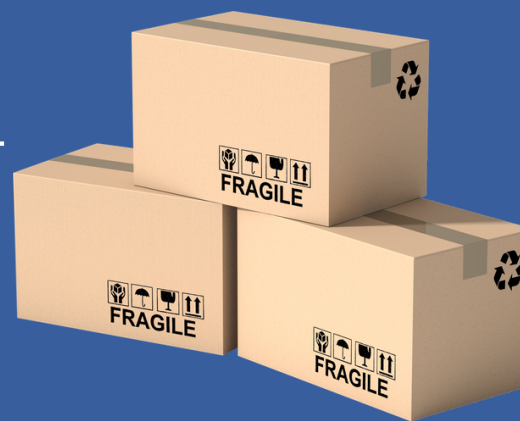


BOXC-N-100001

TOTAL SKUS: 6
TOTAL PIECES: 10300

标签贴在外向/栈板塑料膜

无捆带保护的零散箱子
每个箱子都要贴上入库标签
(相同的。)



栈板包装的外向
有捆带把所有箱子捆起来，在捆带外面贴入库标签。



箱唛

外箱箱唛一般包含下面信息（建议）：

- Client（采购方）
- SKU/barcode（料号）
- Product description（品名）
- Quantity of pieces（数量）
- Net/gross weight（净重、毛重）
- Carton dimensions（外箱尺寸）
- Country of origin（原产地）
- Number in shipment and total number of cartons (e.g. 1 of 100, 2 of 100)（箱子的总数量和该箱是第几箱）

