



## InstantGMP UM Advanced Topics 5: Partial Receipt and Split Lot

### V 3.002.001

1. Log in and navigate to Inventory >pending receipt>

| Pending Receipt   |         |                              |              |        |               |               |      |          |      |  |
|---|---------|------------------------------|--------------|--------|---------------|---------------|------|----------|------|--|
| Part #  | Version | Material Name                | Material Id  | Vendor | Requisition # | Qty Ord       | Unit | Qty Rcv  | Unit |  |
|  287 | 1       | Dried Cannabis sativa flower | dried flower | 1223   | 203           | 40,100.000000 | kg   | 0.000000 | kg   |  |

**Note:** the material was partially received with vendor lot # H16 FA P1 B1

This represents a barrel of dried WIP I have arbitrarily assigned a weight of 55 kg to the 55-gallon drum to represent the CBD manufacturers drums. The lot # represents Harvest 2016 field A pallet 1 barrel 1.

Ea barrel = 55 kg

4 barrels to a pallet

Fields ABCD

2. Select a requisition and receive a portion of this purchase order/harvest. You may simply receive a portion of the same vendor lot number or use the methodology above to enter the harvest/field/barrel in the vendor lot number field to represent the start of an entity with its own use and status history.

(After signature) upon confirmation the record will ask for clarification of the receipt type.

3. Select "partial receipt" from the drop down.

|                |   |   |
|----------------|---|---|
| Comments       | harvest 2016 field A pallet 1 barrel 1  |   |
| Received by    | <div style="border: 1px solid black; padding: 2px;"><span>Select Receipt ▼</span><br/><span>Select Receipt</span><br/><span style="background-color: #007bff; color: white;">Partial Receipt</span><br/><span>Complete Receipt</span></div> | <div style="border: 1px solid black; padding: 2px; background-color: #6c757d; color: white; text-align: center;">Please select a Receipt Type</div> |
| Attachment     | (ZMB limit)   | 01:20 PM EDT  |
| COA Attachment | <input type="text"/>  |   |



- Navigate to Inventory Management and search for that part #. Note that the record is for only that received portion and will have its own history.

Company: InstantGMP User: PMD1

### Inventory History

Requisition # 203 Part # 287 Receipt # 283 Split From Receipt # 0 Material Name Dried Cannabis sativa flower Material Id dried flower Vendor 1223  
 Vendor Lot # H16 FA P1 B4 Unit kg Received Date 10/17/16 Qty Rcv 55.000000 kg Qty Remain 54.999500 Unit kg Status APPROVED Receipt Comment

| Used Date | Used In Production # | Used Qty  | Unit | Purpose         | Qty Remain | Unit | Approved By | Approved Date     | Approved TimeZone | Bin Location                      | Action           |
|-----------|----------------------|-----------|------|-----------------|------------|------|-------------|-------------------|-------------------|-----------------------------------|------------------|
| 10/20/16  |                      | 0.000000  |      |                 | 54.999500  | kg   | p m (pm01)  | 10/20/16 12:33 PM | EDT               | Colorado-Veg 1-Vegetative 1-B1-B1 | Location Changed |
| 10/20/16  |                      | -0.500000 | g    | return to stock | 54.999500  | kg   | p m (pm01)  | 10/20/16 12:33 PM | EDT               |                                   | Material Used    |
| 10/20/16  |                      | 1.000000  | g    | testing         | 54.999000  | kg   | p m (pm01)  | 10/20/16 12:32 PM | EDT               |                                   | Material Used    |
| //        |                      | 0.000000  |      |                 | 55.000000  | kg   | p m (pm01)  | 10/20/16 12:30 PM | EDT               |                                   | Status Changed   |

- Navigate back to the Pending receipts and receive another portion of material/barrel. Note separate records of other partial receipts. Each partial receipt will be assigned a unique receipt #.

| Part # | Version | Material Name                | Material Id  | Vendor                       | Requisition # | Qty Ord       | Unit | Qty Rcv  | Unit |
|--------|---------|------------------------------|--------------|------------------------------|---------------|---------------|------|----------|------|
| 287    | 1       | Dried Cannabis sativa flower | dried flower | Advanced Botanical Nutrition | 203           | 40,100.000000 | kg   | 0.000000 |      |
| 287    | 1       | Dried Cannabis sativa flower | dried flower | Advanced Botanical Nutrition | 205           | 40.200000     | kg   | 0.000000 | kg   |

- Navigate to Inventory Management and search for the part #. More receipts will be listed.

| Inventory Management |        |         |           |            |       |                              |              |  |
|----------------------|--------|---------|-----------|------------|-------|------------------------------|--------------|--|
|                      | Part # | Version | Receipt # | Split From | Req # | Material Name                | Material Id  |  |
|                      | 287    | 1       | 287       | 286        | 206   | Dried Cannabis sativa flower | dried flower |  |
|                      | 287    | 1       | 286       | 279        | 206   | Dried Cannabis sativa flower | dried flower |  |
|                      | 287    | 1       | 285       | 280        | 206   | Dried Cannabis sativa flower | dried flower |  |
|                      | 287    | 1       | 284       | 0          | 203   | Dried Cannabis sativa flower | dried flower |  |
|                      | 287    | 1       | 283       | 0          | 203   | Dried Cannabis sativa flower | dried flower |  |
|                      | 287    | 1       | 282       | 0          | 203   | Dried Cannabis sativa flower | dried flower |  |
|                      | 287    | 1       | 280       | 278        | 206   | Dried Cannabis sativa flower | dried flower |  |
|                      | 287    | 1       | 279       | 0          | 206   | Dried Cannabis sativa flower | dried flower |  |



## Split Lots

To split a lot that has already been received in full, use the split lot function.

1. Navigate to Inventory Management and search for the material name “dried”. Select a receipt # to split (original receipt-jot this down).

**Inventory History**

Requisition # 206 Part # 287 Receipt # 287 Split From Receipt # 286 Material Name Dried Cannabis sativa flower Material Id dried flower Vendo  
Vendor Lot # H1666 Unit kg Received Date 10/17/16 Qty Rcv 13.350000 kg Qty Remain 13.350000 Unit kg Status QUARANTINE Receipt

**Usage**

| Used Date | Used in Production # | Used Qty | Unit | Purpose | Qty Remain | Unit | Approved By | Approved Date | Approved Ti |
|-----------|----------------------|----------|------|---------|------------|------|-------------|---------------|-------------|
|-----------|----------------------|----------|------|---------|------------|------|-------------|---------------|-------------|

Page 1 of 0 Go to Page Qty Rows 50

iGMP.HTbInventoryUsage01 **CHANGE STATUS** **USE MATERIAL** **CHANGE LOCATION** **SPLIT LOT**

2. Select Split lot button
3. Split off a portion of the lot and give a purpose of testing, R&D, samples, etc.

**Inventory Split to New Receipt #**

Split from Receipt # 287  
Part # 287  
Material Name Dried Cannabis sativa flower  
Material Id dried flower  
Vendor All American Foods, Inc.  
Vendor Lot # H1666  
Date 10/20/16  
Qty Remain 13.350000 Unit kg  
**Quantity to Split Out \*** 0.000000 Unit kg  
Purpose  
Signature Required **SIGN**  
Attachments  
COA Attachment  
Attachment 1  
Attachment 2  
Attachment 3  
Attachment 4

iGMP.TInventorySplitReceipt **CONFIRM** **CLOSE**



- Return to inventory management and search via "Split From" for original receipt #. Your new split amount has its own history and traceability.

**Search** >>

Part #

Receipt #

**Split From**

Req #

Material Name

Filter by Status  
Select ▼

**SEARCH** **CLEAR**

### Inventory Management

|  | Part # | Version | Receipt # | Split From | Req # | Material Name                | Material Id  | Vendor |
|--|--------|---------|-----------|------------|-------|------------------------------|--------------|--------|
|  | 287    | 1       | 274       | 272        | 203   | Dried Cannabis sativa flower | dried flower | 1223   |
|  | 287    | 1       | 273       | 272        | 203   | Dried Cannabis sativa flower | dried flower | 1223   |