

Inbound

CREATE RECEIVE

Search...

Filters Group By Favorites

Click 'Received' shipment cards to enter Inspection Wizard.

Pending Tracking

+

0

In Transit

+

2

Delivered

+

6

Received

+

40

Processed

+

22

1Z29AE740395196323 Track and Trace



1Z29AE740390290935 Track and Trace



1Z837W6WP248084695 Track and Trace

From:
Lab Alley

PO: PO01288

Vendor: Lab Alley



05/12/2021

1Z837W6WP247256706 Track and Trace

From:
Lab Alley

PO: PO01288

Vendor: Lab Alley



05/12/2021

015658554 Track and Trace

From:
CoreTech International

PO: PO00962 (CT860 1020)



953172523483 Track and Trace

From:
Targray Technologies

PO: PO01164

Vendor: Targray Technologies



04/09/2021

TBA158817776601 Track and Trace

From:
Amazon

PO: PO01261

Vendor: Amazon



05/03/2021

TBA158780206601 Track and Trace

From:
Amazon

PO: PO01170 (Bis)



TBA154843751801 Track and Trace



1Z80AY260304173780 Track and Trace



04/08/2021

9361289684091153162185 Track and Trace



Lost (0)

Abandoned (0)



Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

18 / 70

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note

Schedule activity

Raise friction

0

Follow

2



05/07/2021



Click
INSPECTION

This shipment is Inbound

Tracking Number 504734836937

Purchase Order

Owner William Brandt

Project

Created By Candis Machia

Created on 05/07/2021 16:43:54

Delivered On 05/07/2021

Received On 05/07/2021

Processed On

Note

May 7, 2021



Note by Candis Machia - 21 days ago

State: Delivered → Received



Note by Candis Machia - 21 days ago

State: In Transit → Delivered



Note by Candis Machia - 21 days ago

State: Pending Tracking → In Transit



Note by Candis Machia - 21 days ago

State: Draft → Pending Tracking



Note by Candis Machia - 21 days ago

Shipment created



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound

Tracking Number 50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select

Upload

Next

DISCARD

Note

Items

Customs

Inform



Note by Candis I

• State: Del



Note by Candis I

• State: In T



Note by Candis I

• State: Per



Note by Candis I

• State: Dra



Note by Candis I

• Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound

Tracking Number 50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select

Packing List

Commercial Invoice

Certificate of Origin

Upload

Compliance Certificate



10.pdf



Airway Bill



10.pdf



Next

DISCARD

Note

Items

Customs

Inform



Note by Candis I

• State: Del



Note by Candis I

• State: In



Note by Candis I

• State: Per



Note by Candis I

• State: Dra



Note by Candis I

• Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound

Tracking Number 50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select

Upload

Compliance Certificate



10.pdf



Airway Bill



10.pdf



Packing List



10.pdf



Commercial Invoice



10.pdf



Click 'Next'

Next

DISCARD

Note

Items

Customs

Inform



Note by Candis I

• State: Del



Note by Candis I

• State: In



Note by Candis I

• State: Per



Note by Candis I

• State: Dra



Note by Candis I

• Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound

Tracking Number 50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select

Upload

Compliance Certificate



10.pdf



Airway Bill



10.pdf



Packing List



10.pdf



Commercial Invoice



10.pdf



Inspection:

Item	Qty	Inspection tasks	Result
Dell Laptop, Model 1111	3 pcs		

This item is found in this Shipment:



Yes



No

Next

DISCARD

Note

Items

Customs

Inform

ERED



Note by Candis I

• State: Del



Note by Candis I

• State: In



Note by Candis I

• State: Pe



Note by Candis I

• State: Dra



Note by Candis I

• Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is

Inbound

Tracking Number

50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select

Upload

Compliance Certificate



10.pdf



Airway Bill



10.pdf



Compliance Certificate



10.pdf



Airway Bill



10.pdf



Inspection:

Item	Qty	Inspection tasks	Result
Dell Laptop, Model 1111	3 pcs		

This item is found in this Shipment:

☐ Yes

☐ No

Next

DISCARD

Note

Items

Customs

Inform



Note by Candis I

• State: Del



Note by Candis I

• State: In



Note by Candis I

• State: Pe



Note by Candis I

• State: Dra



Note by Candis I

• Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound

Tracking Number 50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select

Upload

Compliance Certificate



10.pdf



Airway Bill



10.pdf



Packing List



10.pdf



Commercial Invoice



10.pdf



Inspection:

Item	Qty	Inspection tasks	Result
Dell Laptop, Model 1111	3 pcs		

This item is found in this Shipment:

☐ Yes

☒ No

Next

DISCARD

Note

Items

Customs

Inform



Note by Candis I

• State: Del



Note by Candis I

• State: In



Note by Candis I

• State: Pe



Note by Candis I

• State: Dra



Note by Candis I

• Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action ▾

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound

Tracking Number 50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select ▾

Upload

Compliance Certificate



10.pdf



Airway Bill



10.pdf



Compliance Certificate



10.pdf



Inspection:

If

Dell Laptop, Mc

This item is fo

This item 'DELL Laptop Model 1111' is added to the Missing Items list of this Purchase Order, and it will be notified to the supplier after the inspection.

Please click 'Next' to proceed to the next item of this PO.

OK

Next

DISCARD

Note

Items

Customs

Inform



Note by Candis I

State: Del



Note by Candis I

State: In



Note by Candis I

State: Per



Note by Candis I

State: Dra



Note by Candis I

Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound

Tracking Number 50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select

Upload

Compliance Certificate



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Airway Bill



10.pdf



Packing List



10.pdf



Commercial Invoice



10.pdf



Inspection:

Item	Qty	Inspection tasks	Result
Dell Laptop, Model 1111	3 pcs		

This item is found in this Shipment:

☐ Yes

☒ No

Click 'Next'

Next

DISCARD

Note

Items

Customs

Inform



Note by Candis I

• State: Del



Note by Candis I

• State: In



Note by Candis I

• State: Pe



Note by Candis I

• State: Dra



Note by Candis I

• Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound

Tracking Number 50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select

Upload

Compliance Certificate



10.pdf



Airway Bill



10.pdf



Packing List



10.pdf



Commercial Invoice



10.pdf



Inspection:

Item	Qty	Inspection tasks	Result
HP Laser Cartidge, Model: AB509876	10 pcs		

This item is found in this Shipment:



Yes



No

Next

DISCARD

Note

Items

Customs

Inform

ERED



Note by Candis I

• State: Del



Note by Candis I

• State: In



Note by Candis I

• State: Pe



Note by Candis I

• State: Dra



Note by Candis I

• Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound

Tracking Number 50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select

Upload

Compliance Certificate



10.pdf



Airway Bill



10.pdf



Packing List



10.pdf



Commercial Invoice



10.pdf



Inspection:

Item	Qty	Inspection tasks	Result
HP Laser Cartidge, Model: AB509876	10 pcs		

This item is found in this Shipment:



Yes



No

Next

DISCARD

Note

Items

Customs

Inform

ERED



Note by Candis I

• State: Del



Note by Candis I

• State: In



Note by Candis I

• State: Pe



Note by Candis I

• State: Dra



Note by Candis I

• Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound

Tracking Number 50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select

Upload

Compliance Certificate



10.pdf



Airway Bill



10.pdf



Packing List



10.pdf



Commercial Invoice



10.pdf



Inspection:

Item	Qty	Inspection tasks	Result
HP Laser Cartidge, Model: AB509876	10 pcs	Items on the packing list match as requested	☐ Yes ☐ No
		Received items match the items in PO	☐ Yes ☐ No
		Packing list quantities match PO quantities	☐ Yes ☐ No
		Received quantities match PO quantities	☐ Yes ☐ No
		Items are not damaged, broken, or leaking	☐ Yes ☐ No
		Transported at correct shipping temperature	☐ Yes ☐ No

This item is found in this Shipment:

☒ Yes

☐ No

Next

DISCARD

Note

Items

Customs

Inform



Note by Candis I

• State: Del



Note by Candis I

• State: In



Note by Candis I

• State: Pe



Note by Candis I

• State: Dra



Note by Candis I

• Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound

Tracking Number 50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select

Upload

Compliance Certificate



10.pdf



Airway Bill



10.pdf



Packing List



10.pdf



Commercial Invoice



10.pdf



Inspection:

Item	Qty	Inspection tasks	Result
HP Laser Cartidge, Model: AB509876	10 pcs	Items on the packing list match as requested	☒ Yes ☐ No
		Received items match the items in PO	☒ Yes ☐ No
		Packing list quantities match PO quantities	☒ Yes ☐ No
		Received quantities match PO quantities	☒ Yes ☐ No
		Items are not damaged, broken, or leaking	☐ Yes ☒ No
		Transported at correct shipping temperature	☐ Yes ☐ No

This item is found in this Shipment:

☒ Yes

☐ No

Next

DISCARD

Note

Items

Customs

Inform



Note by Candis I

• State: Del



Note by Candis I

• State: In



Note by Candis I

• State: Pe



Note by Candis I

• State: Dra



Note by Candis I

• Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action ▾

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound.

Tracking Number 50473483

Purchase Order

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select ▾

Upload

Compliance Certificate



10.pdf



Discrepancy

Discrepancy in Item	Description (mandatory if checked)	Item Barcode(s)
☐ Wrong Item		
☐ Wrong Quantity		
☒ Damaged Item	1 pc of the item was found broken & damaged in the packing. Photo and video attached.	ABCD12345678
☒ Defective Item	Another pc of the item was found defective and malfunctioning. Picture and video attached.	XY298765432OM
☐ Missing Item		

- ☒ Attach Picture(s)
- ☒ Attach Video(s)
- ☐ Attach scanned Invoice
- ☐ Attach Purchase Order
- ☒ Add this Discrepancy Report to the Email to Supplier.

SAVE

DISCARD

Result



Inspection:

HP Laser Carti

This item is

Note

Note

Items

Customs

Inform



Note by Candis I

State: Del



Note by Candis I

State: In



Note by Candis I

State: Pa



Note by Candis I

State: Dra



Note by Candis I

Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound

Tracking Number 50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select

Upload

Compliance Certificate



10.pdf



Airway Bill



10.pdf



Packing List



10.pdf



Commercial Invoice



10.pdf



Inspection:

Item	Qty	Inspection tasks	Result
HP Laser Cartidge, Model: AB509876	10 pcs	Items on the packing list match as requested	☒ Yes ☐ No
		Received items match the items in PO	☒ Yes ☐ No
		Packing list quantities match PO quantities	☒ Yes ☐ No
		Received quantities match PO quantities	☒ Yes ☐ No
		Items are not damaged, broken, or leaking	☐ Yes ☒ No
		Transported at correct shipping temperature	☒ Yes ☐ No

This item is found in this Shipment:

☒ Yes

☐ No

Next

DISCARD

Note

Items

Customs

Inform



Note by Candis I

• State: Del



Note by Candis I

• State: In



Note by Candis I

• State: Pe



Note by Candis I

• State: Dra



Note by Candis I

• Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound

Tracking Number 50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select

Upload

Compliance Certificate



10.pdf



Airway Bill



10.pdf



Packing List



10.pdf



Commercial Invoice



10.pdf



Inspection:

Item	Qty	Inspection tasks	Result
HP Laser Cartidge, Model: AB509876	10 pcs	Items on the packing list match as requested ☒ Yes ☐ No	
		Received items match the items in PO ☒ Yes ☐ No	
		Packing list quantities match PO quantities ☒ Yes ☐ No	
		Received quantities match PO quantities ☒ Yes ☐ No	
		Items are not damaged, broken, or leaking ☐ Yes ☒ No	
		Transported at correct shipping temperature ☒ Yes ☐ No	

This item is found in this Shipment:

☒ Yes

☐ No

Next

DISCARD

Note

Items

Customs

Inform

Click 'Next'



Note by Candis I

• State: Del



Note by Candis I

• State: In



Note by Candis I

• State: Pe



Note by Candis I

• State: Dra



Note by Candis I

• Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound

Tracking Number 50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select

Upload

Compliance Certificate



10.pdf



Airway Bill



10.pdf



Packing List



10.pdf



Commercial Invoice



10.pdf



Inspection:

Item	Qty	Inspection tasks	Result
Dell Laptop, Model 1111	3 pcs		

This item is found in this Shipment:



Yes



No

Next

DISCARD

Note

Items

Customs

Inform



Note by Candis I

• State: Del



Note by Candis I

• State: In



Note by Candis I

• State: Pe



Note by Candis I

• State: Dra



Note by Candis I

• Shipment create



Shipping

Outbound Inbound Configuration

Inbound / Shipment from False to False (FedEx)

EDIT

CREATE

Action

PROCESS

INSPECTION

DRAFT

PENDING TRACKING

IN TRANSIT

DELIVERED

RECEIVED

PROCESSED

Send email

Log note



This shipment is Inbound

Tracking Number 50473483

Purchase Order

Note

INSPECTION

Purchase Order: 123456789

Tracking Number: ABCD987654321XY

Documents:

Select

Upload

Compliance Certificate



10.pdf



Airway Bill



10.pdf



Packing List



10.pdf



Commercial Invoice



10.pdf



Inspection:

Item	Qty	Inspection tasks	Result
G.Skill Trident Z Neo 16GB, DDR4	20 pcs		

This item is found in this Shipment:

☐ Yes

☐ No

Next

DISCARD

Note

Items

Customs

Inform



Note by Candis I

• State: Del



Note by Candis I

• State: In



Note by Candis I

• State: Pe



Note by Candis I

• State: Dra



Note by Candis I

• Shipment create

Use Case: Inspection of Inbound Shipments

