

# Warehouse fulfillment flow

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Warehouse list surfaces help you review goods received, inspection work, and stock held in a warehouse. The purchase flow places a Goods Receipt Note before Warehouse and Delivery Note work; this page connects the list views without treating list membership as a confirmed lifecycle change.

| If you need to...                 | Go to                                                         |
|-----------------------------------|---------------------------------------------------------------|
| Review received goods             | <a href="#">Goods receipt notes</a>                           |
| Review inspection work            | <a href="#">Incoming inspection notes</a>                     |
| Review stock by shipment          | <a href="#">Stock by shipment</a>                             |
| Find the list routes and headings | <a href="#">Find the receiving, inspection, or stock list</a> |
| Read the columns and toolbar      | <a href="#">Read the list columns</a>                         |
| Change the list view              | <a href="#">Adjust the list view</a>                          |

### Before you start

The list you see depends on subscription access, the selected list layout, the available warehouse responsibility entries, and the settings enabled for your account.

#### Prerequisites

- Know which list you need: receiving, inspection, or stock.
- Have access to the warehouse area.

- Use a list with a selected layout. A list layout is the saved arrangement that supplies the grid headers.
- If the warehouse tab menu is available, its entries depend on warehouse responsibility.

The list can show a subscription-upgrade surface instead of the grid when the feature is not included.

The tab menu can also be hidden when the page opens without breadcrumbs. Layout, row-filter, group-filter, import, and export choices can depend on the current setup.

## Find the receiving, inspection, or stock list

Use the route that matches the work you need to review.

| If you need to...                 | Open                                         |
|-----------------------------------|----------------------------------------------|
| Review goods receipt rows         | <code>/warehouse/list/received/view</code>   |
| Review inspection rows            | <code>/warehouse/list/inspection/view</code> |
| Review warehouse stock            | <code>/warehouse/list/stock/view</code>      |
| Identify the receiving list       | <b>Receiving and Goods Receipt Notes</b>     |
| Identify the stock list           | <b>Stock By Shipment</b>                     |
| Identify the related product view | <b>Stock By Products</b>                     |

The receiving list opens under **Inventory** and displays the receiving list heading. The stock list

shows **Stock By Shipment** and **Stock By Products**. The inspection route is

`/warehouse/list/inspection/view` .

The warehouse list tree also includes **Inspection**, **Unallocated products**, **On hold products**,

and **Packages**. The product-specific views are feature-gated; they appear only where the relevant

subscription condition is met.

## Open a warehouse list

### Prerequisites

- Know whether you need the receiving, inspection, or stock route.

- Have access to the warehouse area.

## Steps

1. Open the route that matches your work from the table above.
2. Check the page heading and list tabs.

**Result:** The selected warehouse list is open at its route, ready for column review.

| GRN         | Warehouse      | Shipment no. | Supplier                   | Received on | Received by    | P. O. no.  |
|-------------|----------------|--------------|----------------------------|-------------|----------------|------------|
| RN25.1001   | Test           |              | Shotec S.A.E               | 20 Feb 2025 | Said Hamza     | PO23.1004  |
| RN25.1002   | Test           |              | Shotec S.A.E               | 20 Feb 2025 | Said Hamza     | PO23.1004  |
| RN25.1003   | Test           |              | Shotec S.A.E               | 20 Feb 2025 | Said Hamza     | PO23.1004  |
| RN24.1162   | 6Th Of October |              | RPE                        | 02 Jul 2024 | Mosallam Samy  | PO24.1074  |
| RN26.1029   | 6Th Of October |              | NETZSCH Pumpen Systeme ... | 30 Jul 2026 | Fatma2 Mohamed | PO25.1003  |
| RN24.1231   | 6Th Of October |              | NETZSCH Pumpen Systeme ... | 30 Sep 2024 | Sahar Mahmoud  | sPO24.1005 |
| sGRN24.1035 | 6Th Of October |              | NETZSCH Pumpen Systeme ... | 28 Feb 2024 | Sahar Muhamoud | sPO23.1005 |
| sGRN24.1100 | 6Th Of October | kjlkj        | NETZSCH Pumpen Systeme ... | 23 May 2024 | Sahar Muhamoud | sPO24.1001 |
| RN24.1208   | 6Th Of October |              | NETZSCH Pumpen Systeme ... | 19 Aug 2024 | Sahar Mahmoud  | sPO24.1009 |
| sGRN24.1046 | 6Th Of October |              | NETZSCH Pumpen Systeme ... | 10 Mar 2024 | Sahar Muhamoud | sPO24.1000 |
| sGRN24.1003 | 6Th Of October |              | NETZSCH Pumpen Systeme ... | 16 Jan 2024 | Sahar Muhamoud | sPO23.1013 |
| RN24.1029   | 6Th Of October |              | NETZSCH Pumpen Systeme ... | 19 Feb 2024 | Sahar Mahmoud  | PO22.1002  |
| sGRN23.1000 | 6Th Of October |              | LEWA GmbH                  | 06 Dec 2023 | Sahar Muhamoud | sPO23.1004 |
| RN26.1020   | 6Th Of October |              | LEWA GmbH                  | 29 Jul 2026 | Fatma2 Mohamed | PO24.1000  |
| sGRN24.1014 | 6Th Of October |              | LEWA GmbH                  | 29 Jan 2024 | Sahar Muhamoud | sPO23.1010 |
| sGRN24.1067 | 6Th Of October |              | LEWA GmbH                  | 17 Mar 2024 | Sahar Muhamoud | sPO23.1006 |
| sGRN23.1000 | 6Th Of October |              | LEWA GmbH                  | 27 Nov 2023 | Sahar Muhamoud | sPO23.1000 |
| RN23.1004   | 6Th Of October |              | LEWA GmbH                  | 15 Nov 2023 | Sahar Mahmoud  | sPO23.1001 |
| sGRN24.1165 | 6Th Of October |              | LEWA GmbH                  | 03 Jul 2024 | Sahar Muhamoud | sPO24.1003 |
| RN24.1228   | 6Th Of October |              | LEWA GmbH                  | 21 Sep 2024 | Sahar Mahmoud  | sPO24.1004 |

## Create a warehouse record

Use the list toolbar to start a permitted warehouse record.

## Prerequisites

- Have warehouse responsibility for the record type.
- Have permission to create the record.

## Steps

1. Select the plus icon in the warehouse list toolbar.
2. Select the record type you need.

| If you need to... | Select             |
|-------------------|--------------------|
| Start a receipt   | Goods Receipt Note |

| If you need to...   | Select                          |
|---------------------|---------------------------------|
| Start a goods issue | <b>Goods Issue Note</b>         |
| Start a delivery    | <b>Delivery Note</b>            |
| Start an inspection | <b>Incoming Inspection Note</b> |

**Result:** The selected warehouse record form opens.

## Review products awaiting inspection or storage

The **Awaiting Inspection** list contains products received but not yet inspected. The **Awaiting**

**Storage** list contains products released by Quality Control for storage.

### Prerequisites

- Open **Inventory**.
- Have a product in one of the upcoming-stock lists.

### Steps

1. Select the list or action that matches your work.

| If you need to...                                   | Select                     |
|-----------------------------------------------------|----------------------------|
| Review received products that still need inspection | <b>Awaiting Inspection</b> |
| Review products released for storage                | <b>Awaiting Storage</b>    |
| Start stocking a stockable product                  | <b>Stock product</b>       |

2. In the **Product assignment certificate**, enter the storage **Position**.

3. Optional: Enter a **Note**.

4. Select **OK**.

If PAMS displays Please enter the storage area and position for each product, enter a **Position**

before selecting **OK** again.

**Result:** The stocking entry is saved, the certificate closes, and the upcoming-stock list refreshes.

## Read the list columns

The receiving and stock lists show the headers for the current list layout. Use the headers visible on your screen rather than assuming that every list uses the same columns.

| List      | Columns                                                                                      |
|-----------|----------------------------------------------------------------------------------------------|
| Receiving | GRN, Warehouse, Supplier, Received on, Received by                                           |
| Stock     | Product, Description, Qty, Qty (available), Unit, Area, Inspection no., GRN, Location, Stage |

The receiving list contains rows under its five listed headers. The stock list contains rows under its ten headers.

## Steps

1. Read **Shipment no.** and **P. O. no.** on the receiving row.
2. Continue reviewing the row under the receiving list headers.

**Result:** The receiving row is reviewed under the listed headers.

The receiving list also provides the icon controls **Refresh**, **Table Layout**, and **Settings**.

The columns come from the selected list layout.

## Adjust the list view

Use the toolbar to inspect the available layout and settings choices. The choices shown below are the ones available on the receiving and stock lists.

## Choose a list layout

### Prerequisites

- Have a receiving or stock list open.
- The list must show **Table Layout**.

### Steps

1. Select **Table Layout**.
2. Select one option from the table.

### If you need to...

Use the standard arrangement — **Standard Layout**

Create a named arrangement — **Save New Layout**

Change the current arrangement — **Update Current**

Remove the current arrangement — **Delete Current**

Choose visible columns — **Columns Chooser**

Widen columns automatically — **Expand column width**

**Result:** The receiving or stock list displays the layout option you selected.

The screenshot shows the PAMS Inventory Goods Receipt Notes interface. The table displays receiving data with columns: GRN, Warehouse, Shipment no., Supplier, Received on, and Received by. The settings menu is open, showing options: Standard Layout, Save New Layout, Update Current, Delete Current, Columns Chooser, and Expand column width.

| GRN         | Warehouse      | Shipment no. | Supplier                 | Received on | Received by    |
|-------------|----------------|--------------|--------------------------|-------------|----------------|
| Q           | Q              | Q            | Q                        | Q           | Q              |
| RN25.1001   | Test           |              | Shotec S.A.E             | 20 Feb 2025 | Said Hamza     |
| RN25.1002   | Test           |              | Shotec S.A.E             | 20 Feb 2025 | Said Hamza     |
| RN25.1003   | Test           |              | Shotec S.A.E             | 20 Feb 2025 | Said Hamza     |
| RN24.1162   | 6Th Of October |              | RPE                      | 02 Jul 2024 | Mosallam Samy  |
| RN26.1029   | 6Th Of October |              | NETZSCH Pumpen System... | 30 Jul 2026 | Fatma2 Mohamed |
| RN24.1231   | 6Th Of October |              | NETZSCH Pumpen System... | 30 Sep 2024 | Sahar Mahmoud  |
| sGRN24.1035 | 6Th Of October |              | NETZSCH Pumpen System... | 28 Feb 2024 | Sahar Muhamoud |
| sGRN24.1100 | 6Th Of October | kjlkjk       | NETZSCH Pumpen System... | 23 May 2024 | Sahar Muhamoud |
| RN24.1208   | 6Th Of October |              | NETZSCH Pumpen System... | 19 Aug 2024 | Sahar Mahmoud  |
| sGRN24.1046 | 6Th Of October |              | NETZSCH Pumpen System... | 10 Mar 2024 | Sahar Muhamoud |
| sGRN24.1003 | 6Th Of October |              | NETZSCH Pumpen System... | 16 Jan 2024 | Sahar Muhamoud |
| RN24.1029   | 6Th Of October |              | NETZSCH Pumpen System... | 19 Feb 2024 | Sahar Mahmoud  |
| sGRN23.1000 | 6Th Of October |              | LEWA GmbH                | 06 Dec 2023 | Sahar Muhamoud |
| RN26.1020   | 6Th Of October |              | LEWA GmbH                | 29 Jul 2026 | Fatma2 Mohamed |
| sGRN24.1014 | 6Th Of October |              | LEWA GmbH                | 29 Jan 2024 | Sahar Muhamoud |
| sGRN24.1067 | 6Th Of October |              | LEWA GmbH                | 17 Mar 2024 | Sahar Muhamoud |
| sGRN23.1000 | 6Th Of October |              | LEWA GmbH                | 27 Nov 2023 | Sahar Muhamoud |

## Choose a list setting

### Prerequisites

- Have a receiving or stock list open.
- The list must show **Settings**.

### Steps

1. Select **Settings**.
2. Select one setting from the table.

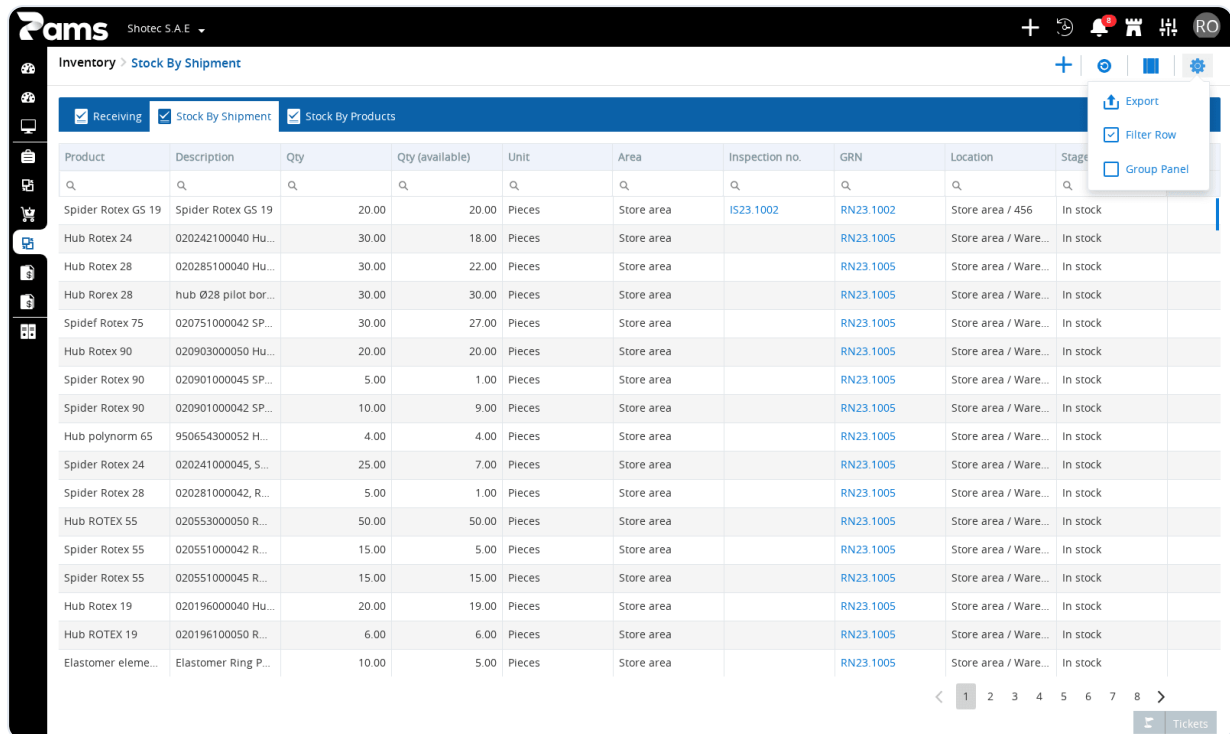
### If you need to...

Prepare an export — **Export**

Show row-filter controls — **Filter Row**

Show the grouping area — **Group Panel**

**Result:** The receiving or stock list displays the setting you selected.



## When export or layout choices are unavailable

Use the exact message text to identify the result of a list action.

| Message                   | Use it when...                                          |
|---------------------------|---------------------------------------------------------|
| NO Data to Export         | An export is requested when there is no data to export. |
| Data Deleted Successfully | A deletion finishes successfully.                       |

The stock export surface displays **Cancel** and **Export**.

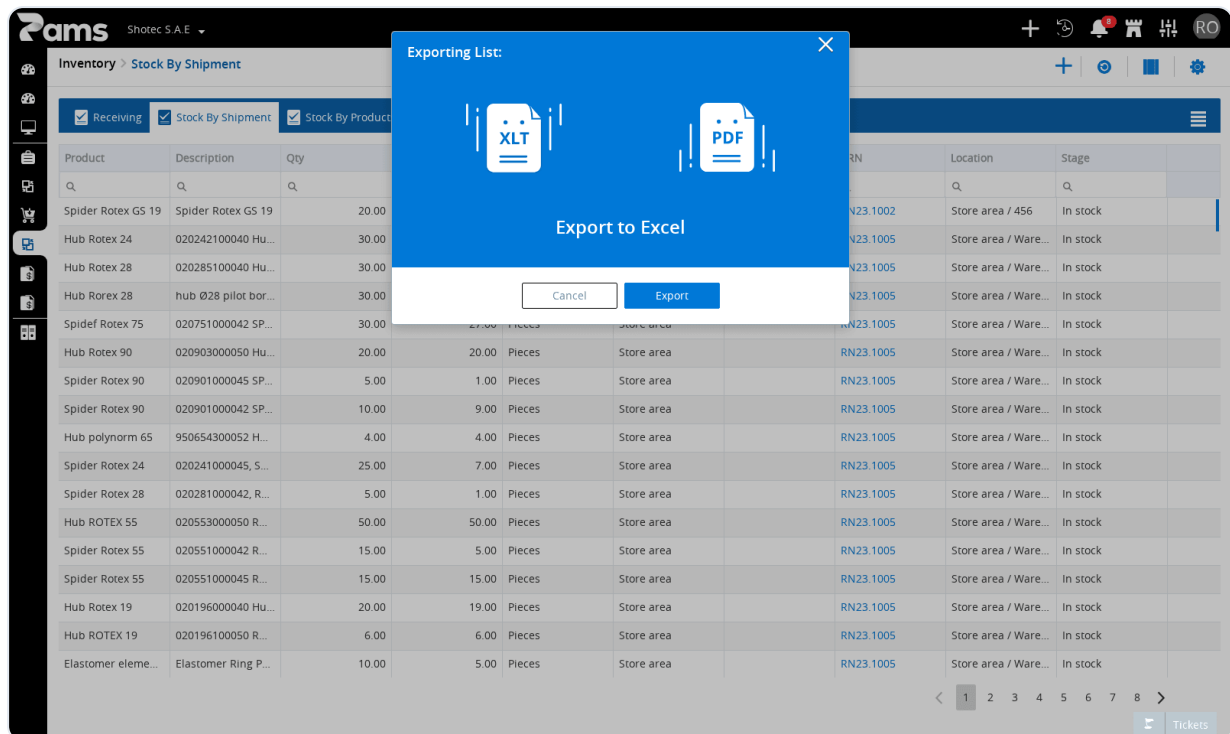
### Steps

1. Choose one action.

| If you need to...       | Choose        |
|-------------------------|---------------|
| Leave without exporting | <b>Cancel</b> |

|                          |               |
|--------------------------|---------------|
| <b>If you need to...</b> | <b>Choose</b> |
| Start the export         | <b>Export</b> |

**Result:** You leave the export surface or start the export according to the action you chose.



## Out of scope

For record-level work, open the dedicated record pages for goods receipt notes, incoming inspection notes, or stock by shipment.

The message `Data Importing completed` belongs to import work, which this list page does not cover.

## Know what to do next

The list views are review points. Use the dedicated record pages when you need record-level work:

[Goods receipt notes](#), [Incoming inspection notes](#), and [Stock by shipment](#).

These list views do not confirm that receiving becomes inspection and then stock; use the dedicated

record pages for the work associated with each list.

**Result:** You know which dedicated page to open next without treating a list row as proof of a receiving-to-inspection-to-stock lifecycle.