

Goods In

There have been some changes to streamline the goods in process. There is a new option for a **Two Step Goods In** which allows users to preemptively tell NCompass what items are going to be received into stock via the Purchase Orders.

This allows the **Delivery Note**, and the expected **arrival date/date range** to be **pre-populated** which means we can safely **skip the Manifest step** which can save a lot of time booking in stock. It pairs well with the **wireless label printers** too to massively reduce the risk of sticking the **wrong label on a box**. This would be our **recommended solution** but will require consultation with our Implementation department before using for the first time.

Settings

- Navigate to **Administration > Manufacturers & Suppliers**
- Click on a **Supplier**
- Navigate to the **Stock Tab**

Manufacturers & Suppliers - Administration

Manufacturers & Suppliers

Manufacturers Suppliers

Abode
AEG
AUDIO PRO
Avtex
Beko
Bertazzoni
Blomberg
Bosch
Brand Name
BSH
Calculus
Candy
Carrier
CDA
Customer Trade In
DPD
Duracell
Dyson
Epson
Euronics
Fisher and Paykel
Freesat

Edit >
Create Using
Create New
Delete
Merge...

Items can only be delivered from Suppliers. Items can only be manufactured by Manufacturers. DO NOT untick the Manufacturer or Supplier box if there are Products in the system linked to the entry.

Show Expired
 Standardise Case

Close

Manufacturer / Supplier Details

Linked to EPI+ Link... -999

Name: BSH Manufacturer
Address: Supplier
 Core
County: Postcode: Expired
Fax: Web-site:

EDI Identities Import Names Notes Rebates Rebate Levels SAS Reporting **Stock**

Bypass goods in delivery note
 Require Purchase Orders for all stock
 Require Booking for Inward Deliveries

Require photo at goods in:
Auto-receive Direct Deliveries: Yes - receive when items reach their expected delivery Date
Require signature for stock returns:
Require photo for stock return items:

Show Expired

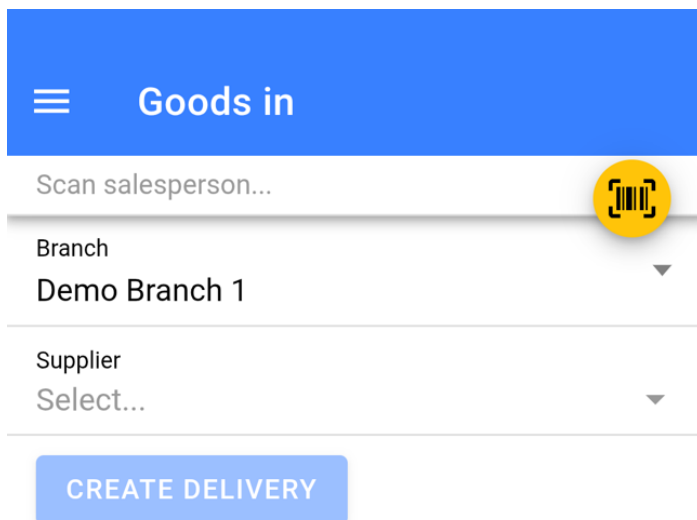
Cancel Save

There are two settings to **change the behavior** in the app at Goods In which need to be done on a Supplier level:

1. **Bypass goods in delivery note** - this refers to the Two Step Goods In, only select this IF you have had consultancy with Calculus as misuse will result in Goods In being blocked for the Suppliers with it set.
2. **Require photo** at Goods In:
 - o **Yes** - Forces the user
 - o **No** - Skips the step
 - o **Remind** - Prompts the step

Goods In

- Navigate to **Goods In** on the burger menu



Goods in

Scan salesperson...


Branch
Demo Branch 1

Supplier
Select...

CREATE DELIVERY

- Select a **Supplier**
- Leave the Date as today
- Enter or Scan the **Delivery Note Number**
- Click **Create Delivery**


Goods in

Scan salesperson... 

Branch
Demo Branch 1

Supplier
AEG

Date
04 Dec 2025

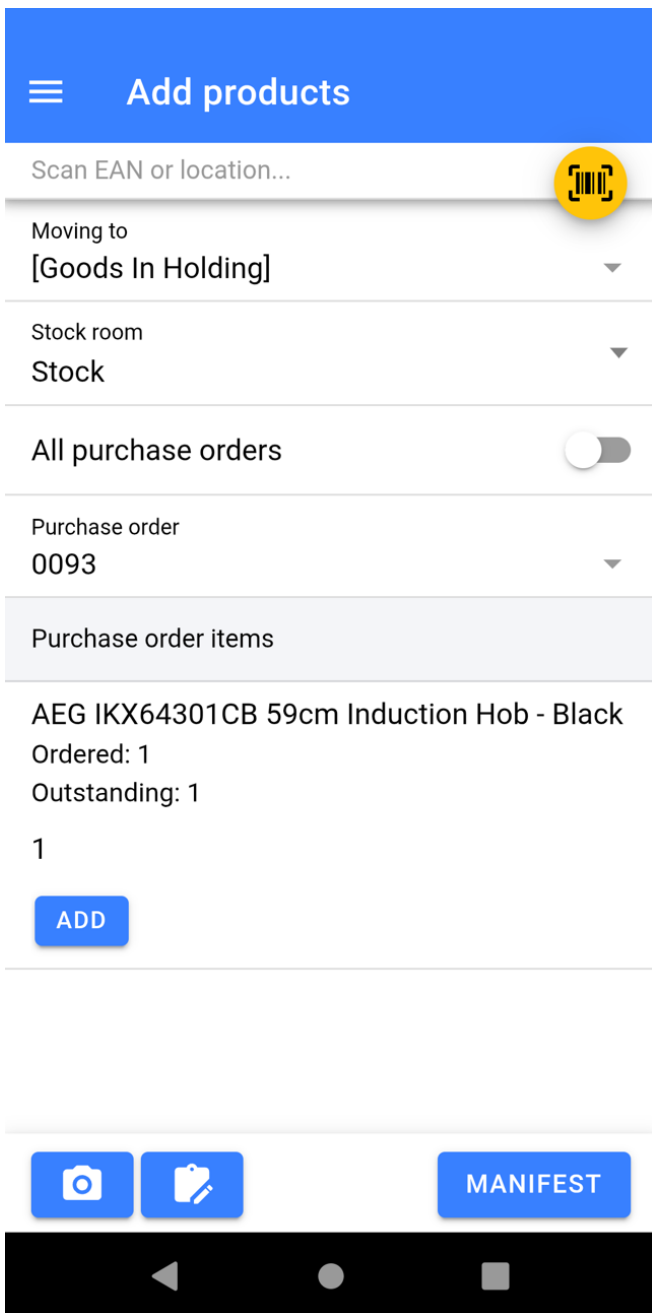
Reference
13344522 

CREATE DELIVERY

If the Supplier is enabled for **Two Step Goods In** (mentioned in the **Settings** Section) you will not be required to input a date or Delivery Note Number.

Add Products

If you are using **Two Step Goods In** as you scan the items EAN's the labels will print and stock booked in immediately at Step two bypassing the remainder of this guide.
If items are not in the list that you expected you will need to speak to the member(s) of staff who input the delivery note details before the stock arrives to resolve.



- If your process requires you to, scan a location barcode to store all the stock from the delivery into. All stock will default to be stored in **[Goods In Holding]** otherwise (**recommended method**)
- Change **Stock Room** If required
- Select **All Purchase Orders**, if you wish to book in stock regardless of what PO the item links to.
- Select the **Purchase Order numbers** that you are receiving into stock on this **Delivery Note**. You can select multiple.

× Purchase order

🔍 Search

0093

0094

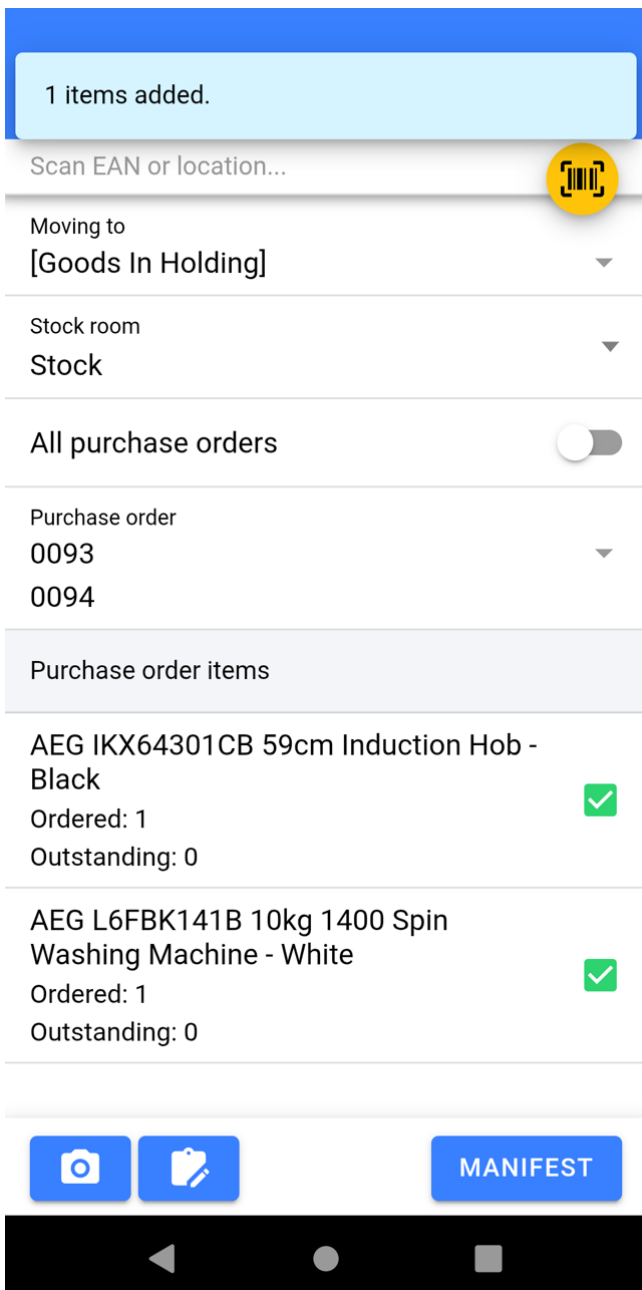
Booking in from all PO's does come with a risk as if the same item is outstanding on multiple PO's you are losing the ability to select which PO the item has been received in from.

You will now be presented with a list of the item(s) you are expected to receive into stock:

- **Scan the EAN** of the product which will book 1 into stock. It will also prompt for a Quantity to receive in.

Alternatively:

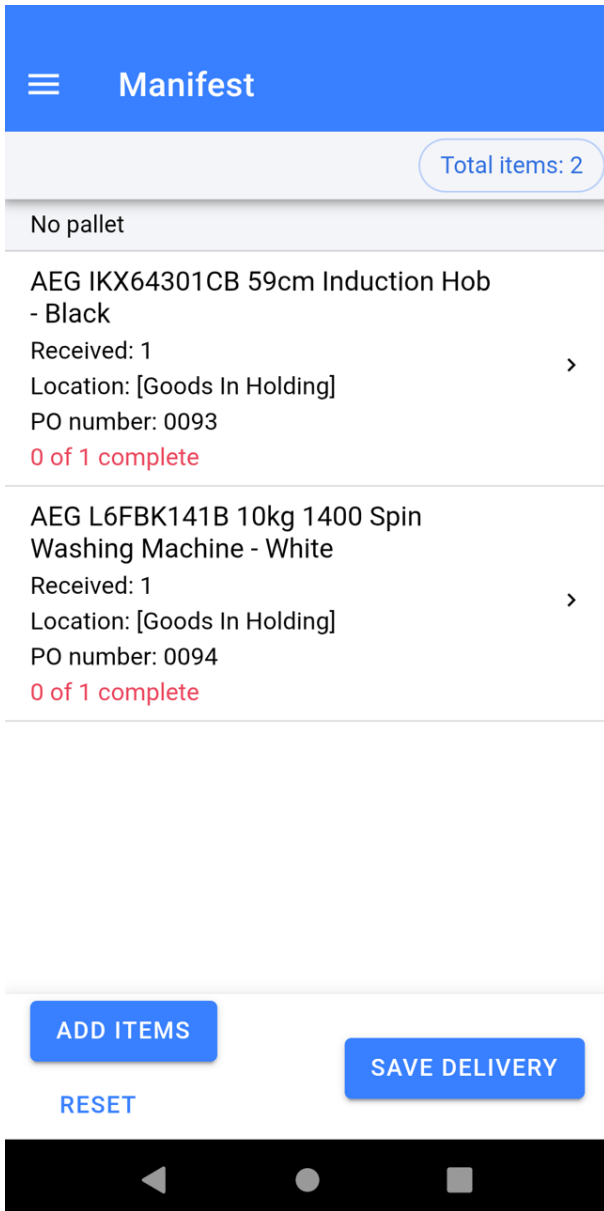
- Against each item in the list specify a quantity for those you have received and click **Add**



Once you have scanned/ Added all the items on the Delivery Note:

- **Attach images** if required, especially if there were any damages to goods.
- Click **Manifest**

Manifest



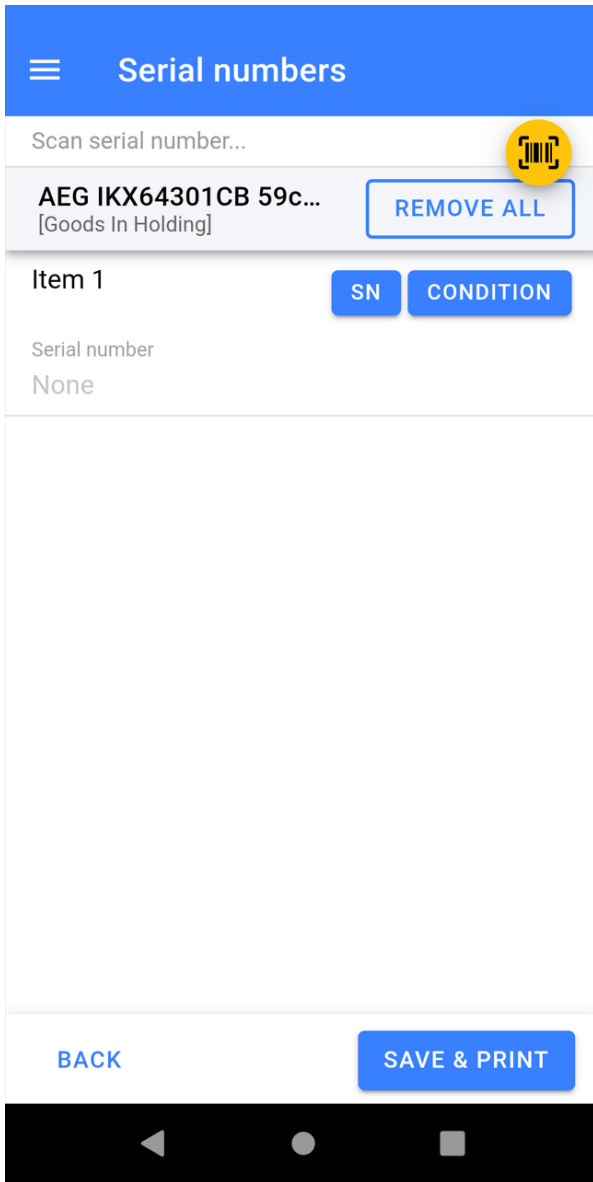
- Ensure the Total Quantity matches what you expected.
- Check the correct items have been booked in against paperwork/items you have physically received

If you have missed item(s):

- Click **Add Items**

If you have booked something in error:

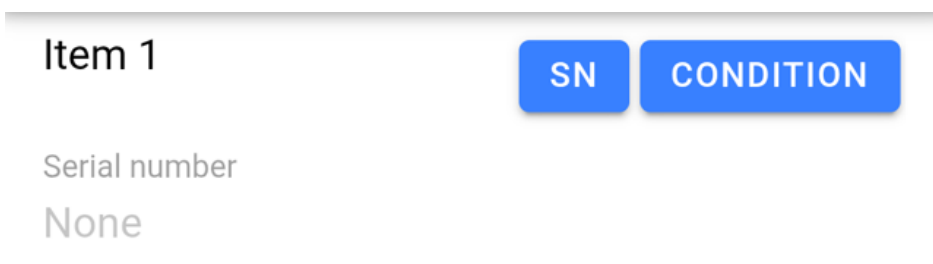
- Click on the item and **Swipe to Remove individual items** or Click **Remove All** to get rid of all of the selected items quantity.



- Once you are happy the items in the Manifest are correct click **Save Delivery**. The items will now book into stock and the labels will print off to be stuck on the boxes.

Capturing Serial Numbers and Condition

- Click on the item(s) you need to capture Serial Number/Condition for
- **Scan the Serial Numbers to Add them** in, you do not need to click into each SN
- Click into the Condition Notes to Add Condition, Pricing, and Stock Number Specific Images.
- Once finished Click **Save & Print**



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