

IMWM - WM Receiver

Purpose/Definition

Within Inventory Management/Warehouse Management (IMWM), the Warehouse Management (WM) - Receiver role is responsible for processing and verifying the receipt of goods from a vendor or internal source and processing the return of goods to a vendor or internal source.

Mapping Guidance

This role must be mapped to a position within the WM-R3 Receiver's plant/ storage location functioning in the Supply Chain Shared Services.

Mapping Rules

Positions that receive this role CANNOT be mapped with following role(s):

- None

Positions that receive this role MUST be mapped with following role(s):

- IMWM - IM Inventory Display
- IMWM - WM Inventory Display
- IMWM - WM Inventory Issuer
- SRM - Purchasing Display

Responsibilities

- Communicate stock outs to inventory personnel.
- Confirm Goods are placed in the correct bin.
- Confirm Transfer orders once stock has been place in the assigned bin.
- Create a Transfer Order (TO) for stock put away to a bin location.
- Distribute requisitions to designated pickers.
- Ensure that all requisitions that are being staged for picking are released in accordance with department schedules.
- Make adjustments to partially filled requisitions.
- Process all requisitions from departments and storage locations.
- Process credits from departments and other storage locations.
- Process goods with an Advanced Shipping Notice from vendors.
- View stock levels to respond to customer inquiries.

Tools

- Intranet/Internet
- SAP Business Suite

Knowledge and Skills

The following knowledge and skills are required prior to SAP End User Training:

- Read and write English sufficiently to complete the SAP Transactions.

- Use a PC or MAC and its operating system and browser to access a website on the Hopkins intranet.

Knowledge of:

- Inventory/warehouse management concepts and processes

Required knowledge and skills can be obtained from established training programs in JHU and JHHS.

NOTE: The HopkinsOne Project will provide SAP End User Training that includes training on:

- How to perform SAP transactions.
- How SAP transactions relate to the business process.
- How SAP transactions relate to the system as a whole.