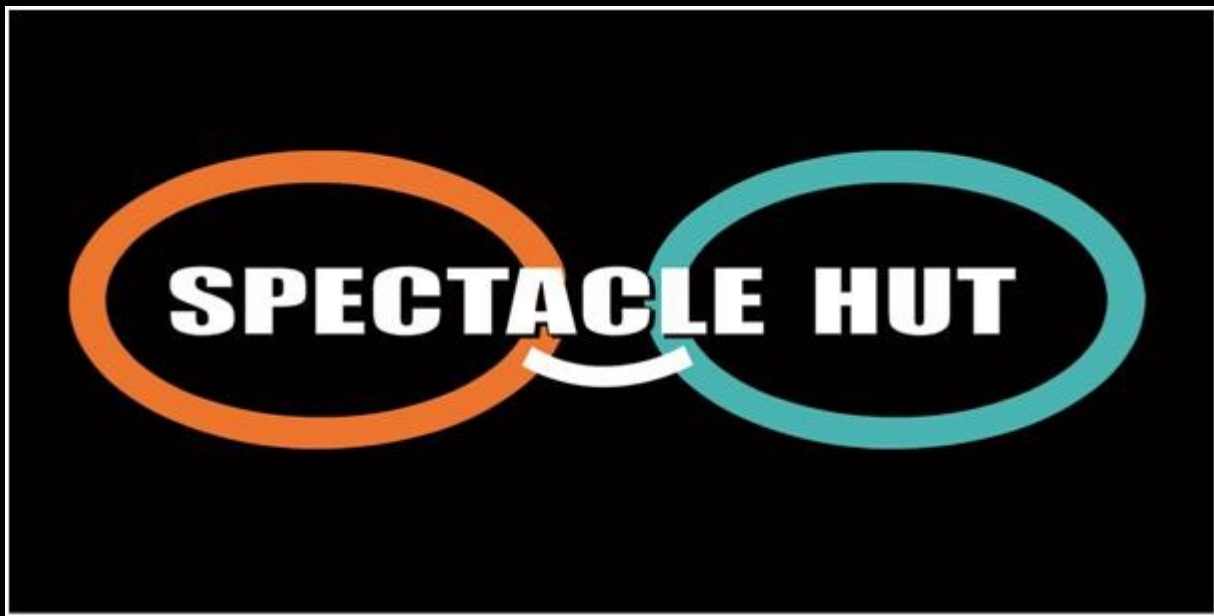




User Guide

**Receiving (Inbound Order Receipt
and Transfer Order) Solution**

Spectacle Hut

Content Page

Solution on VPN and MuRho System Access

1. Accessing of IP address for VPN	Page 3
2. Allowing access for security warning	Page 3
3. Allowing access for Certificate Error	Page 4
4. Allowing access for security warning 2	Page 4
5. Accessing VPN	Page 5
6. Accessing “Inventory-Web” Log-in section	Page 6
7. Accessing the MuRho System	Page 7

Solution for performing Inbound Order Receipt

8. Accessing “Inbound Order Receipt” section	Page 8 - 9
9. Viewing of Inbound Order Details	Page 10
10. Selecting products in Inbound Order	Page 11
11. Filling up Inbound Order Receiving details	Page 12
12. Click on “Receive” button	Page 12
13. Access “Create Transfer Order Details” section	Page 13
14. Filling up “Create Transfer Order” Mandatory Fields	Page 13
15. Technical Support	Page 14

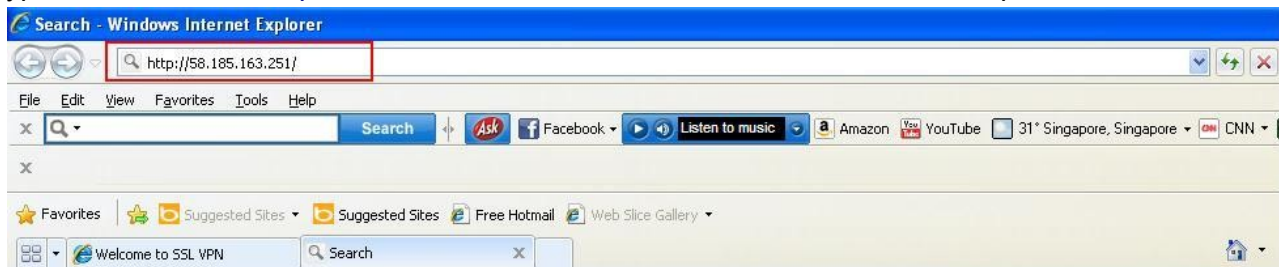
Solution on VPN and MuRho System Access

This section would teach you on how to access the VPN and MuRho System.

When Accessing the VPN and MuRho System:

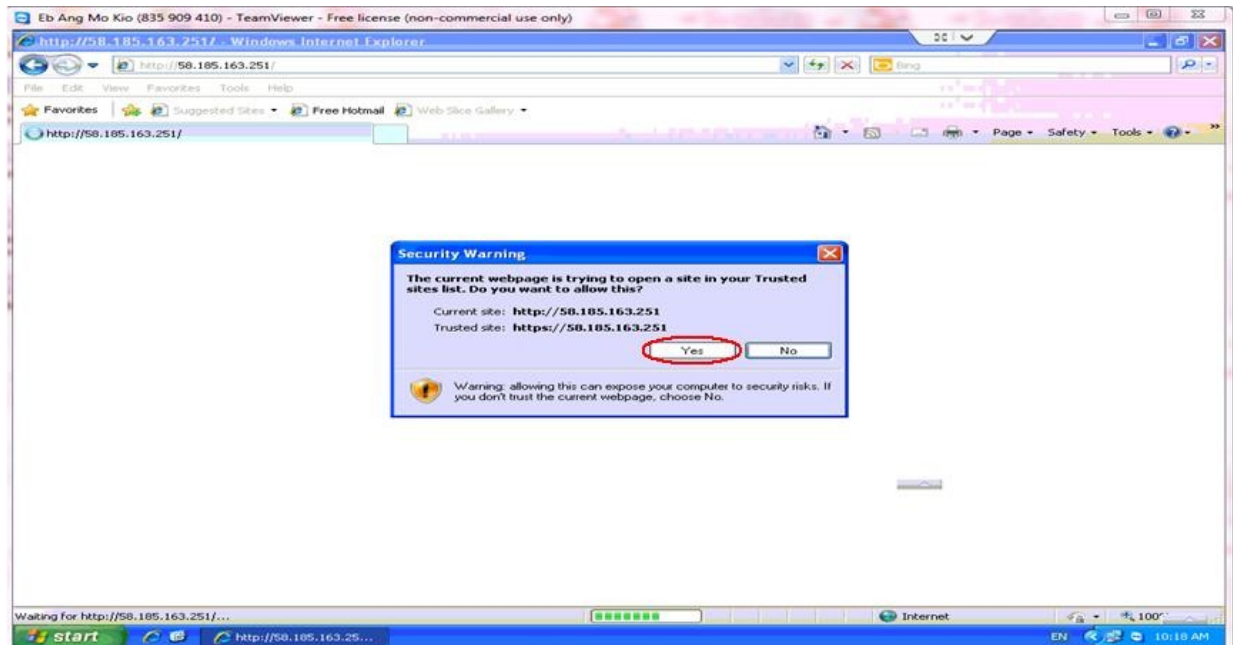
1. Type in the IP address, <http://58.185.163.251/>, that accesses to the VPN on the Internet Explorer and press the “Enter” button on your keyboard.

Type the IP address, <http://58.185.163.251/>, in the URL field of the Internet Explorer as shown below.



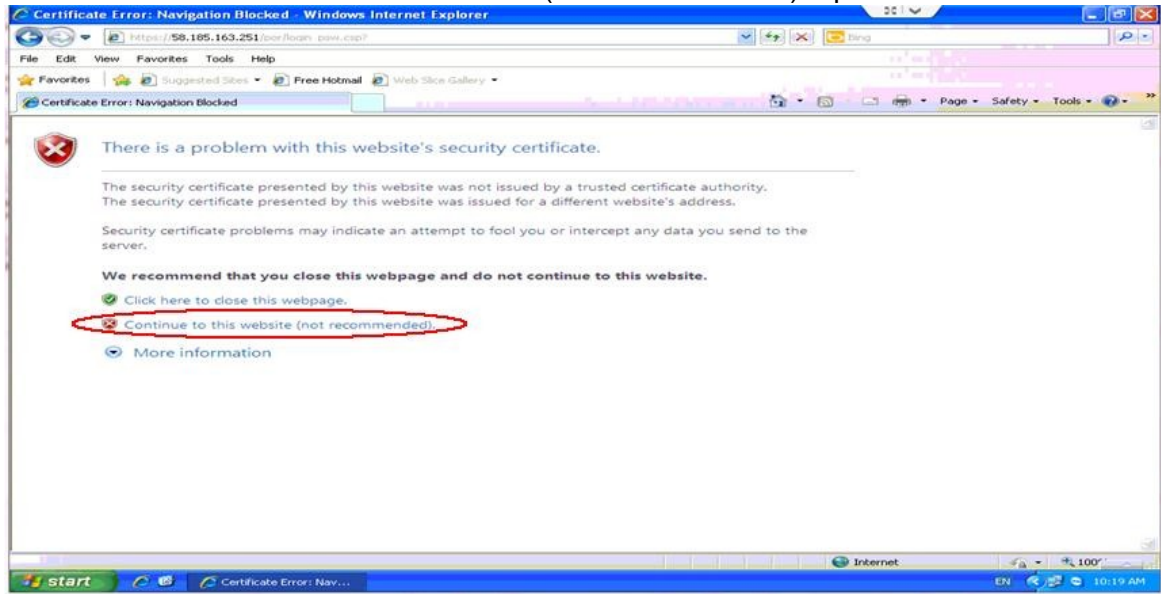
2. After you have press the “Enter” button on the keyboard, a Security Warning pop-up window will be displayed, click on the “Yes” button to proceed.

Click on the “Yes” button as shown below.



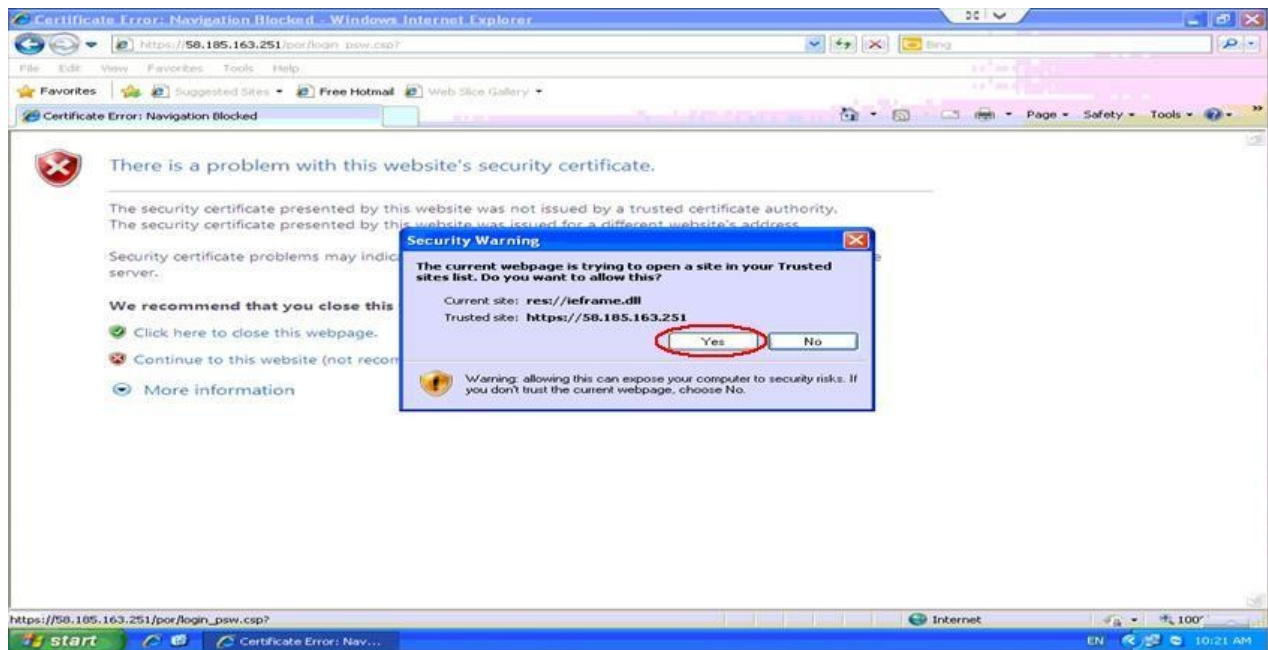
3. After you have clicked on the “Yes” button, you will be directed to the “Certificate Error: Navigation Blocked” web page. Click on the “Continue to this website (not recommended).” option to proceed.

Click on the “Continue to this website (not recommended)” option as shown below.



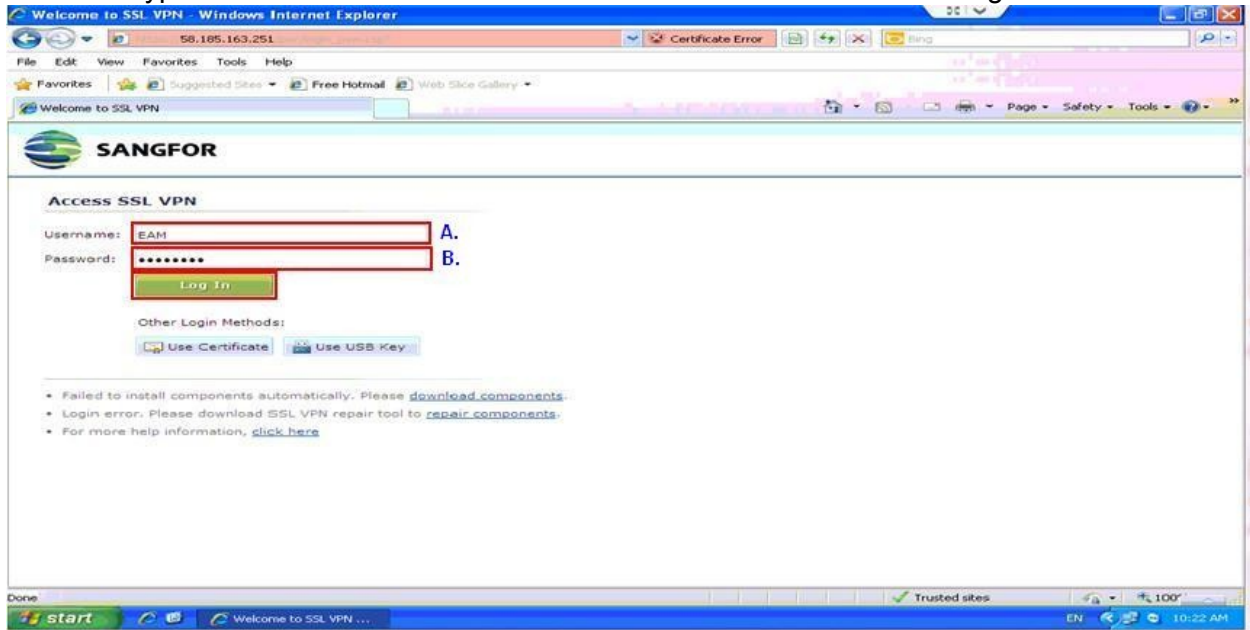
4. After you have clicked on the “Continue to this website (not recommended)” option, another security window will be displayed. Click on the “Yes” button to proceed.

Click on the “Yes” button as shown below.



5. After you have clicked on the “Yes” button, you will be directed to the VPN web page. Type in the “Username” and “Password” fields and click on the “Log In” button to access the VPN.

Type in the “Username” and “Password” fields and click on the “Log In” button



Access SSL VPN

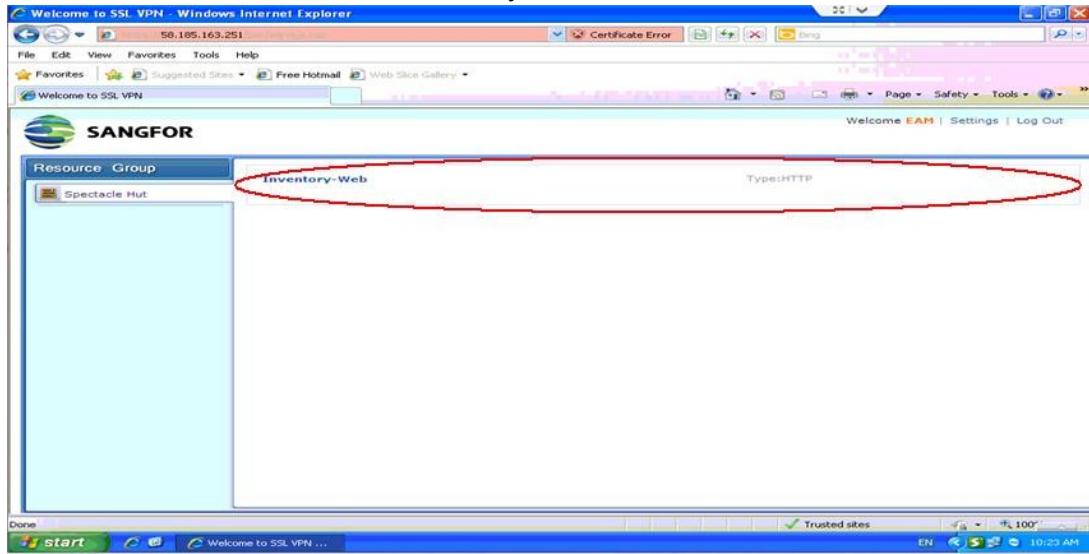
A) Username - Type in the Username as provided.

B) Password - Type in the password as provided

After you have filled in all the necessary fields, proceed to click on the “Log In” button.

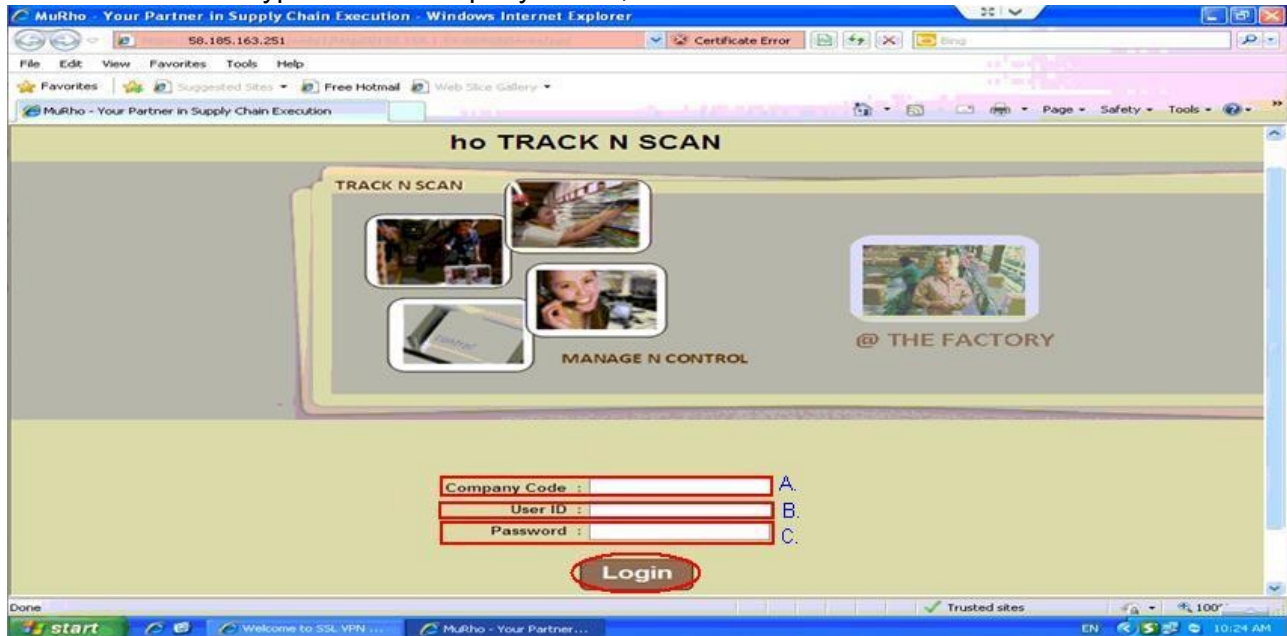
6. After you have gained access to the VPN, Click on the “Inventory-Web” link as displayed on the VPN web page.

Click on the “Inventory-Web” link as shown below.



7. After you have clicked on the “Inventory-Web” link, you will be directed to the MuRho System Log in web page where you will need to type in the “Company Code”, “User ID” and “Password” fields.

Type in the “Company Code”, “User ID” and “Password” fields.



MuRho System

- A) Company Code - Type in “spechut” into the input field
- B) User ID – Type in the User ID that is being provided to you.
- C) Password – Type in “password” into the input field **ONLY** if you have not logged in before. However, type in your own password if you have logged in and reset the password before.

After you have filled up all the necessary fields, click on the “Login” button. When logged in, you will be prompted to change the password which will require you to change to your own password.

Solution for performing Inbound Order Receipt

This section would teach you on how to perform Inbound Order Receipt using the MuRho system.

8. When you have received an outbound order document which provides Outbound Order that you might need which will be the "Ref No." as shown below.

MIRAR Lab

Outbound Order



BS2-C13062700030

To

Spectacle Hut Pte Ltd 1 Clementi Loop #05-01 S129808 Attention :		
Date	Order No	Ref No
27/06/2013	BS2-C13062700030	BS2-I13062700031

From

Mirar Lab Unit 1 Kinetic Building Clementi Loop Singapore Singapore 243233 Tel : 66439890 Fax : 66643717 Contact : Sara Mobile : Email :	
---	--

Product ID	Description	Qty	UOM
370425	MAXI 3T 2P CHOCOLATE -4.25	1.000	Box
370460	MAXI 3T 2P CHOCOLATE -4.50	1.000	Box
293150	MAXI MAGIC BROWN RING 2P-1.50	2.000	Box
293175	MAXI MAGIC BROWN RING 2P-1.75	1.000	Box
293350	MAXI MAGIC BROWN RING 2P-3.50	1.000	Box
293475	MAXI MAGIC BROWN RING 2P-4.75	1.000	Box
292550	MAXI MAGIC GREY RING 2P-5.50	1.000	Box

Approved By

Name

Date

Access the Inbound Order Receipt by clicking on the “INBOUND TRN” tab and then click on the “Inbound Order Receipt” option from the Drop-down List.

Click on “INBOUND TRN” tab and then click on the “Inbound Order Receipt (Outlet)” option as shown below.



9. Fill in the "InBound Order" field by clicking on the pop-up button that is on the right to open up the "Order in item list" and then click on your Order Number that has your branch code or written on the Outbound Order Document as mentioned above and then click on the "View" button which will then display the "Inbound Order" details.

Fill in the "InBound Order" field by clicking the pop-up button on the right and clicking on the "View" button after you have clicked on your "Order Number".

Goods Receipt by Inbound Order - Windows Internet Explorer

58.185.163.251

Logout User ID : matthew Company : SPECHUT Expiry Date : 04-12-2021

USER ADMIN SYS MASTER SYS ADMIN ORDER MGT INBOUND TRN INSTORE TRN OUTBOUND TRN REPORTS

Goods Receipt(Bulk) by Inbound Order

Please enter any search criteria

InBound Order : BS2-113071100351 View

Supplier Name : MIRAR

Ref No :

Order Date :

Time :

Remarks :

Select/Unselect All

Select	Product ID	Description	Issued Quantity	Receiving Quantity	Batch No

Loc : Recieve Date : Remarks : Invoice No :

Cancel Receive

Inbound details as shown below.

Goods Receipt(Bulk) by Inbound Order

InBound Order : SAR-113052100045 View

Supplier Name : MIRAR

Ref No :

Order Date : 21/05/2013

Time : 1405

Remarks :

Select/Unselect All

Select	ID	Description	Issued Quantity	Receiving Quantity	Batch No
☐	0524442707651	MEDIFLEX 55UV 8.5 6P -2.50	1.000	1.000	NOBATCH
☐	B-medrbr-375	MAXI EYES 1D BRN RING TL-3.75	1.000	1.000	NOBATCH
☐	B-medrbr-600	MAXI EYES 1D BRN RING TL-6.00	1.000	1.000	NOBATCH

Loc : SAR Recieve Date : Remarks : Invoice No :

Cancel Receive

10. Tick the “Select/Unselect All” check box or tick each of the item lines individually. If there are any items that are not available, do not tick the check box of those particular items.

Tick the “Select/Unselect All” check box or tick each of the item lines individually. **DO NOT** tick the check box of items that are **NOT AVAILABLE**.

140  

License ID : ATTS
Company : SPECTRUT
Expiry Date : 04-01-2022

USER ADMIN SYS MASTER SYS ADMIN ORDER MGT INBOUND TRN INSTORE TRN OUTBOUND TRN REPORTS

Goods Receipt(Shells by Inbound Order)

Inbound Order : SAR-113052100045 View
Ref No :
Order Date : 21/05/2013
Time : 14:05
Remarks :

Supplier Name : MIRAJ
Supplier Remarks :

☒ Select/Unselect All

Select	ID	Description	Issued Quantity	Receiving Quantity	Batch No
☒	0824442707851	MEDIFLEX 55UV 8.5 6P -2.50	1.000	1.000	NOBATCH
☒	B-medtr-375	MAXI EYES 1D BRN RING TL-3.75	1.000	1.000	NOBATCH
☒	B-medtr-600	MAXI EYES 1D BRN RING TL-6.00	1.000	1.000	NOBATCH

Loc : SAR Recieve Date : Remarks : Invoice No :

Cancel Receive

100%

11. After you have finished ticking the check box of the items, fill up the fields of “Loc”, “Receive Date”, “Remarks” and “Invoice No”

Fill up the “Loc”, “Receive Date”, “Remarks” and “Invoice No” fields.

USER ADMIN SYS MASTER SYS ADMIN ORDER MGT INBOUND TRN INSTORE TRN OUTBOUND TRN REPORTS

Goods Receipt(Bulk) by Inbound Order

InBound Order : SAR-113052100045 View Supplier Name: MIRAR
 Ref No: Order Date: 21/05/2013 Supplier Remarks:
 Time: 1405
 Remarks:

Select	ID	Description	Issued Quantity	Receiving Quantity	Batch No
☒	0824442707651	MEDIFLEX 55UV 8.6 6P -2.50	1.000	1.000	NOBATCH
☒	ti-medtrbr-375	MAXI EYES 1D BRN RING TL-3.75	1.000	1.000	NOBATCH
☒	ti-medtrbr-600	MAXI EYES 1D BRN RING TL-6.00	1.000	1.000	NOBATCH

A. Loc : SAR B. Receive Date : C. Remarks : D. Invoice No :
 Cancel Receive

Inbound Order Receipt (Outlet)

- A) Loc - Check that the input data for the field is your outlet branch code. If it is not filled, type in or click on the pop-up window button right beside the field and select your branch code from the displayed pop-up window.
- B) Receive Date - Click on the calendar button right beside the field and click on today's date.
- C) Remarks - Type in “Stock Replenish” or “Stock Shortage for (item)” if there is any item not available as mentioned above in step 10 where unavailable items are unticked.
- D) Invoice No - Copy the “InBound Order” value and paste it into this field.

12. After you have Input into all the necessary fields stated above, click on the “Receive” button.

Click on the “Receive” button as shown below.

USER ADMIN SYS MASTER SYS ADMIN ORDER MGT INBOUND TRN INSTORE TRN OUTBOUND TRN REPORTS

Goods Receipt(Bulk) by Inbound Order

InBound Order : SAR-113052100045 View Supplier Name: MIRAR
 Ref No: Order Date: 21/05/2013 Supplier Remarks:
 Time: 1405
 Remarks:

Select	ID	Description	Issued Quantity	Receiving Quantity	Batch No
☒	0824442707651	MEDIFLEX 55UV 8.6 6P -2.50	1.000	1.000	NOBATCH
☒	ti-medtrbr-375	MAXI EYES 1D BRN RING TL-3.75	1.000	1.000	NOBATCH
☒	ti-medtrbr-600	MAXI EYES 1D BRN RING TL-6.00	1.000	1.000	NOBATCH

Loc : SAR Receive Date : Remarks : Invoice No :
 Cancel Receive

13. After you have clicked on the “Receive” button, click on the pop-up window button right beside the “Inbound Order” field.

Click on the pop-up window button as shown below.

14. When you have clicked on the pop-up window button, “Order In Item List” window will be displayed. In the “Order In Item List”, search for your inbound order number “Under the “Order Number” column and check under the status column that it is “O” instead of “N”.

Search for your Inbound Order Number under the “Order Number” column and check that under the “Status” column that it is “O” instead of “N”

Order Number	Customer Name	Ref Number	Status
SWM-113071900641	MIRAR		O
SWM-113071800596	MIRAR		O
SWM-113071500467	MIRAR		O
SWM-113071200395	MIRAR		N
SWM-113071100340	MIRAR		O
SWM-113071000305	MIRAR		O
SWM-113070900270	MIRAR LABORATORIES PTE LTD		O
SWM-113070800229	MIRAR LABORATORIES PTE LTD		O
SWM-113070500151	MIRAR LABORATORIES PTE LTD		O
SWM-113070400117	MIRAR LABORATORIES PTE LTD		O
SWM-113070300079	MIRAR LABORATORIES PTE LTD		O
SWM-113070200043	MIRAR LABORATORIES PTE LTD		O
SWM-113070100008	MIRAR LABORATORIES PTE LTD		O
SWM-113062900073	MIRAR LABORATORIES PTE LTD		O
SWM-113062700008	MIRAR LABORATORIES PTE LTD		O
SVC-113071900644	MIRAR		N
SVC-113071800586	MIRAR		O
SVC-113071700554	MIRAR		N
SVC-113071300456	MIRAR		O
SVC-113070500176	MIRAR LABORATORIES PTE LTD		O
SVC-113070100029	MIRAR LABORATORIES PTE LTD		O
SVC-113062800065	MIRAR LABORATORIES PTE LTD		O
SVC-113062700030	MIRAR LABORATORIES PTE LTD		O
STP-113071900642	MIRAR		O
STP-113071800607	MIRAR		O

15. If you are unsure of any of the processes of using the MuRho System, please contact the Technical Support with the following details:

Person In charge: Andrew Thum

Contact Number 6643 9687/9723 8762

Email Address: andrew@spectaclehut.com.sg