

THE PRACTICAL OPERATIONS GUIDE

Know what you have. Trust where it goes.

Inventory & Traceability



From goods-in to dispatch: practical controls,
connected evidence and a trial you can evaluate.

22 pages / 5 working tools / September 2026

USE THIS GUIDE

Start with your stock problem.

For warehouse, quality and operations teams evaluating a connected inventory system.

01 / Establish	Identity, receiving and locations	03
02 / Control	Status, movements and counting	06
03 / Connect	Picking, traceability and quality	09
04 / Improve	Planning, automation and rollout	12
05 / Evaluate	Five tools for your own operation	17

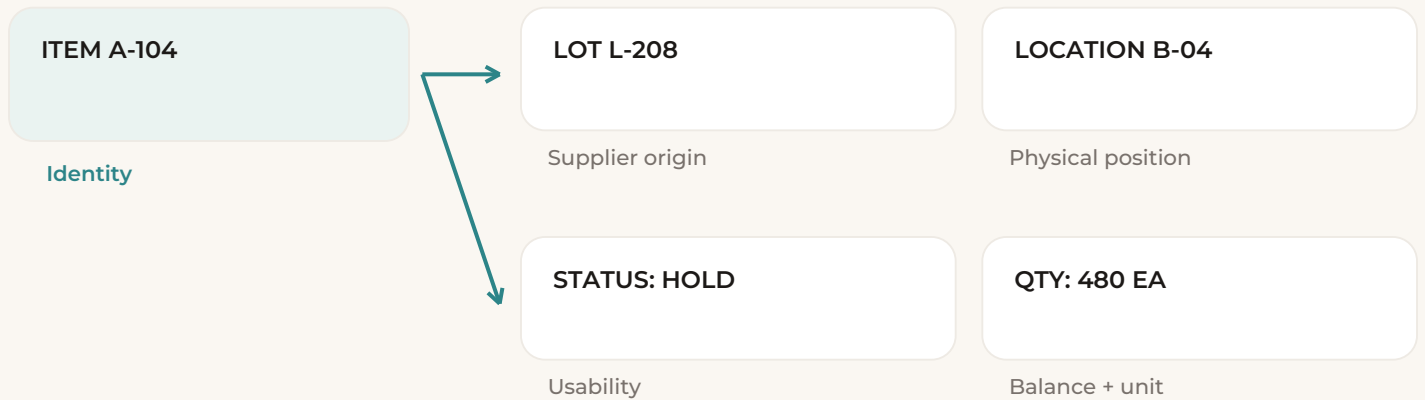
HOW TO READ IT

Pages 3-16 explain useful controls and where V5 fits. Pages 17-21 are working tools, not completed records. Examples use neutral materials and components so you can apply the questions to your operation.

THE STOCK RECORD

Identity before quantity.

A useful stock balance explains what the material is, where it is and whether it can be used.



Choose the right identifiers

Separate item code, supplier lot, internal lot and container identity. A single item can arrive in several lots and occupy many locations. Decide where serial-level tracking is required instead of assuming every operation works in batches.

Make units explicit

Define receipt, storage and issue units and their conversions. A pallet, carton and individual unit are different quantities. Agree rounding and partial-container rules before importing balances.

Agree the minimum record

Capture only what supports an operational decision: identity, quantity, unit, location, status and relevant dates. Give each field an owner so corrections have a clear route.

WHERE V5 FITS

V5 supports stock, lots and warehouse movements. Confirm the required identity model, labels and any serial-level workflow in your trial; this guide does not promise every configuration by default.

GOODS-IN

Capture the delivery once.

Connect the physical arrival, the supplier and the record that the rest of the operation will trust.

01**Delivery**

Order + supplier

02**Capture**

Identity + quantity

03**Review**

Condition + evidence

Match the arrival

Start with the expected purchase order or an agreed unplanned-receipt process. Check supplier, material, quantity and condition. Record differences where they happen rather than silently correcting the order.

Keep origin intact

Retain the supplier lot alongside your own identifier. Associate relevant delivery documents and certificates. If OCR proposes values from a photo, verify them before acceptance; a clear image is not proof that the extracted value is correct.

Route exceptions

Agree what happens to damage, missing evidence, excess quantity or an unknown material. Define who can accept, hold or reject it and what the receiver should do while awaiting that decision.

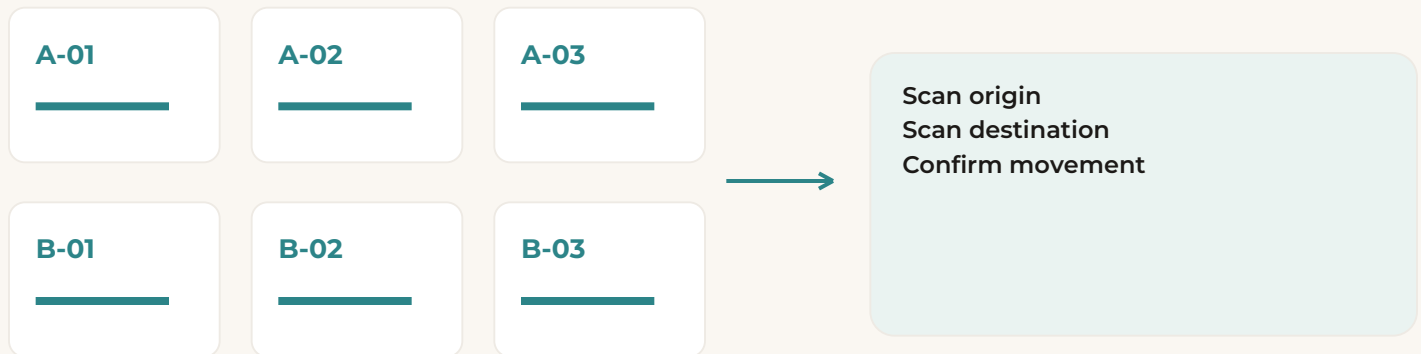
WHERE V5 FITS

Try a clean receipt and an exception. V5 connects purchasing and receiving; devices, document intake and provider-dependent AI need the appropriate configuration.

LOCATIONS

Put stock where people can find it.

A location scheme should match the physical operation and be simple enough to use on a busy shift.



Design usable locations

Distinguish site, warehouse, zone and bin only where the distinction helps. Use short, unique labels that remain readable on shelves and handheld screens. Define temporary and inspection areas explicitly.

Record both ends

A transfer needs an origin, destination, quantity and identity. Test partial moves and the case where the destination scan is wrong. Avoid naming conventions that operators have to remember from experience.

Verify the handover

Decide when an in-transit movement becomes complete. Assign responsibility for discrepancies and abandoned tasks. Confirm that counts and available balances reflect the intended movement state.

WHERE V5 FITS

V5 warehouse operations include putaway, transfers and bin/zone management in the product reference. Confirm your location hierarchy and transfer controls against the configured workflow.

ELIGIBILITY

On hand is not always usable.

Make the difference between physical stock, eligible stock and committed stock visible.

On hand

Physical quantity



Eligible

Meets use conditions



Available

After commitments



Define status meanings

Write down what approved, hold, rejected and other local states mean. Specify who may change each state and what evidence the decision needs. Keep expiry and retest dates distinct where your operation uses both.

Test the consequence

A status label only helps if the affected actions behave correctly. Test picking, transfer, use and dispatch separately for each restricted state. Include material that changes status after work has already been planned.

Clarify availability

Agree how allocations, pending receipts, inspections and incomplete transfers affect available stock. Make planning assumptions explicit so teams do not rely on the same units twice.

WHERE V5 FITS

Use your approval procedures and role configuration as the acceptance criteria. Demonstrate required restrictions in the trial rather than assuming that every status blocks every action.

MOVEMENTS

A balance needs a history.

The most useful answer to a stock question is often the sequence of events behind the number.



Receive +480

Transfer 120

Pick 60

Return 12

Capture meaningful events

Receiving, movement, picking, return and adjustment should preserve item identity and relevant origin links. Record quantity, unit, time, actor and reason where required so a reviewer can understand the change.

Handle partial quantities

Challenge the workflow with one container used across several tasks, a partial return and a split location. Check that remaining quantities and linked records stay consistent.

Correct transparently

Agree how a mistake is corrected without obscuring what originally happened. Review the resulting movement history and audit evidence with the people who investigate discrepancies.

WHERE V5 FITS

V5 provides inventory movements and audit-history capabilities. Review the exact records, permissions and correction behaviour required for your process.

COUNTING

Turn differences into explanations.

Cycle counting is a control loop: select, count, investigate and make an authorised correction.

Recorded

240

units

Counted

236

units

Difference

-4

units

Count result -> investigate -> authorised adjustment

Select what matters

Prioritise high-value, fast-moving or frequently disputed stock. Agree how movements are controlled during a count and whether counters can see the expected balance.

Investigate before adjusting

Check units, nearby bins, recent receipts, unfinished transfers and pick timing. Set proportionate recount or approval criteria. A balance correction should not become the routine way to hide process defects.

Learn from the pattern

Record reason categories consistently. Review repeated location, item or shift differences and assign an improvement owner. Recount to check whether the change worked.

WHERE V5 FITS

V5 supports inventory counting. Use the worksheet on page 18 to define count ownership, exceptions and the evidence needed before an adjustment.

PICKING AND DISPATCH

Choose eligible stock. Prove the shipment.

The earliest date is only useful after the material meets the conditions for the order.

Lot L-201

Expiry 08 Oct | HOLD | not eligible

Lot L-208

Expiry 12 Oct | APPROVED | pick candidate

Lot L-219

Expiry 20 Oct | APPROVED | later expiry

Agree selection rules

FIFO and FEFO answer different questions. Define the relevant date, customer shelf-life requirement, allowed substitutions and quality status. Include exceptions that require an authorised review.

Confirm the physical pick

Check item, location and lot against the task. Try the wrong identity, insufficient balance and a changed status. Verify how partial picks and shortages are recorded instead of disappearing into a manual workaround.

Close the dispatch link

Keep the picked identity connected to the shipped quantity and delivery record. Define pack/load checks and document requirements. Test split shipments and the handling of returned product.

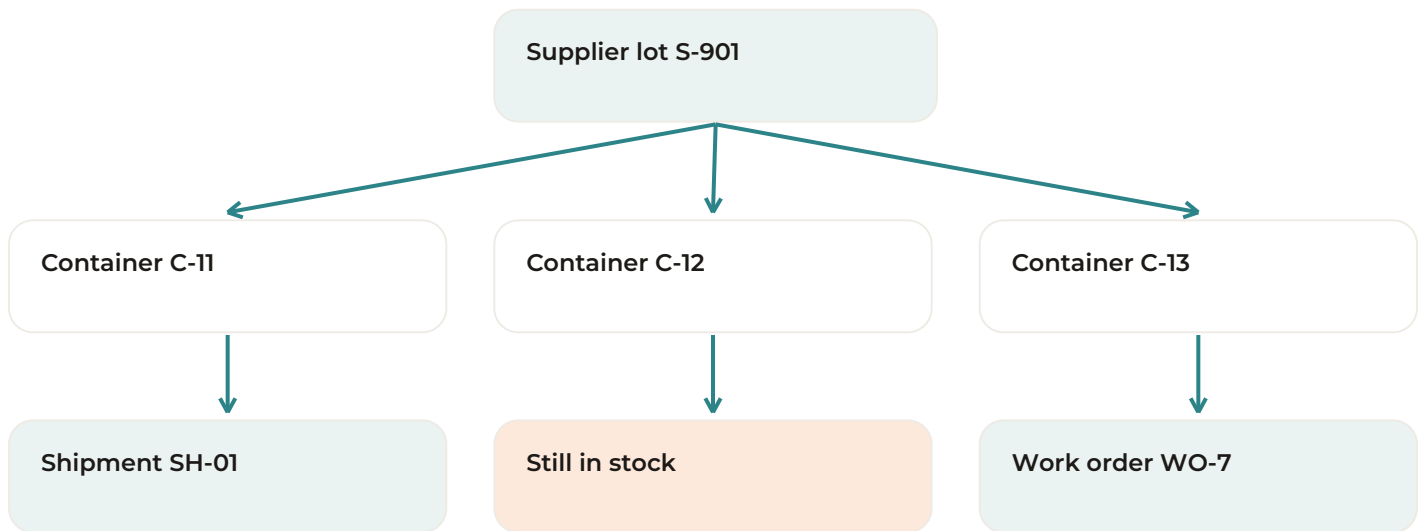
WHERE V5 FITS

The product reference includes FIFO/FEFO warehouse operations and pack/load workflows. Carrier, printer and accounting connections require configuration.

TRACEABILITY

Follow the connections both ways.

Traceability should explain the origin of a shipment and the destinations of an affected receipt.



Start from either end

Use a supplier lot, internal container, work order or shipment as the starting point. Check that the reviewer can distinguish stock still on site from stock used or already dispatched.

Challenge the branches

Choose an example with partial quantities, several locations and more than one destination. Include transformations, returns or repacking only where they occur in your operation, then verify the links that matter.

Reconcile the scope

Compare the trace with source events and quantities. Identify missing links and units that cannot be reconciled. Record who reviews the result before it becomes the basis for a customer or quality action.

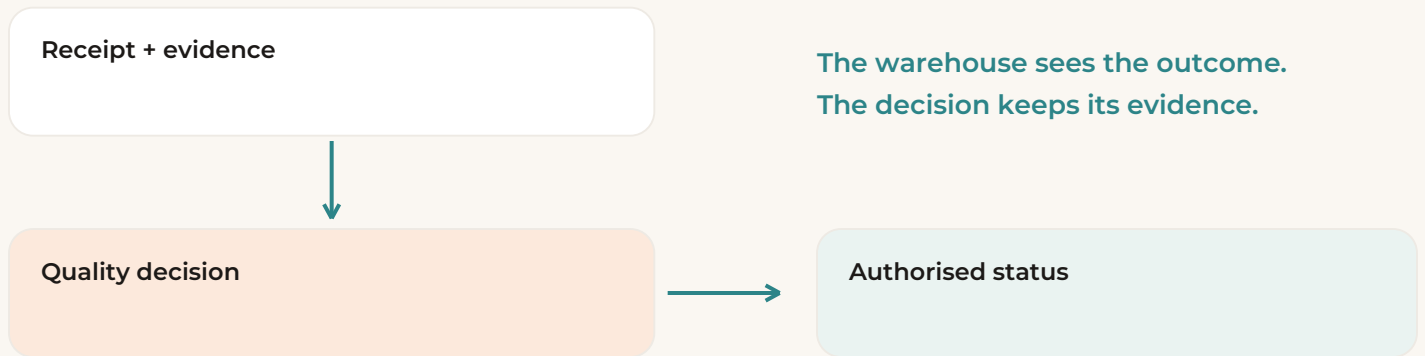
WHERE V5 FITS

V5 connects lots and operational records and includes lot-trace reporting. Page 19 provides a timed trace exercise with evidence and completeness checks.

QUALITY HANDOVER

Give the warehouse a clear decision.

Receiving evidence, inspection results and material status need an agreed handover between teams.



Specify the evidence

For each material group, define which checks and documents are required. Identify the record owner and where missing or failed evidence should be visible.

Keep authority clear

A receiver can capture a document without being authorised to release material. Match roles and approvals to your procedure. Decide what happens when the usual reviewer is unavailable.

Connect investigations

Where a deviation or corrective action is needed, keep the stock identity and relevant events accessible. Review the effect on planned work and dispatched product before changing the operational response.

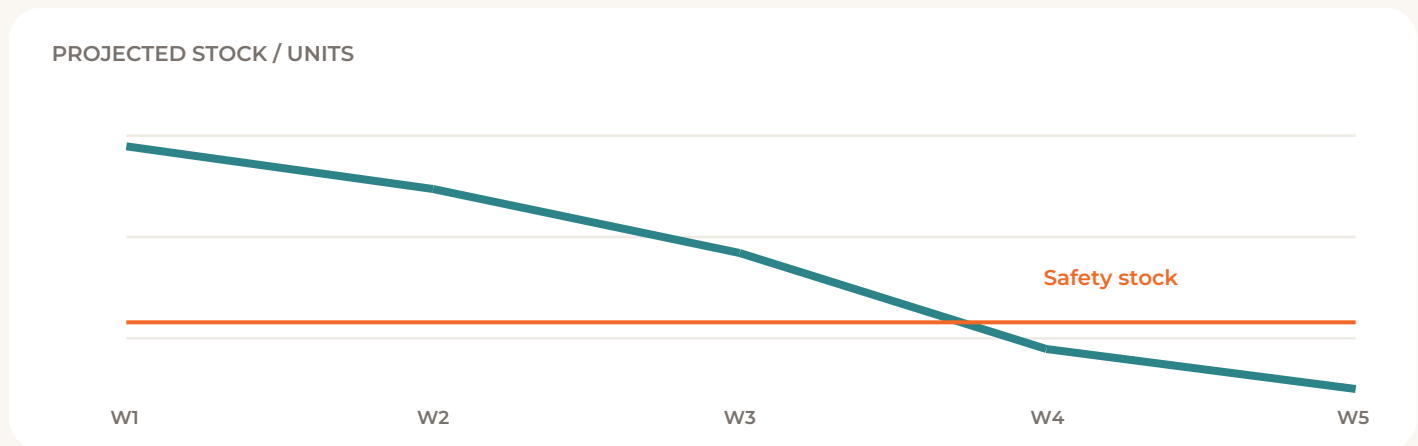
WHERE V5 FITS

V5 includes quality review, deviations, corrective actions, supplier qualification and controlled records. Available approval routes depend on your procedures and permissions.

PLANNING

See the shortfall before the task starts.

Planning becomes useful when demand and expected supply are interpreted against eligible stock.



Use current inputs

Review stock accuracy, purchase-order dates, demand, lead times and unit conversions. Separate an expected receipt from stock that is physically present and ready to use.

Explain the signal

A projected shortage should identify the affected material, time window and work. Show the assumptions behind it. A simple calculation that people can verify is more useful than an unexplained warning.

Review the response

Consider rescheduling, approved substitution or purchasing within your actual constraints. Record the owner and next action. Recheck after the relevant data changes.

WHERE V5 FITS

V5 provides material requirements planning. Recommendations require review against stock, lead times and configured constraints. The chart is a control concept, not a performance claim.

AUTOMATION AND PEOPLE

Capture faster. Keep decisions accountable.

Use electronic capture and assistance to reduce effort while preserving the review that matters.

01**Capture**

Scan or photograph

02**Review**

Check proposed values

03**Apply**

Authorised action

Choose the capture route

Use a barcode, mobile device or document image where it improves the task. Test difficult labels, damaged codes, poor lighting and partial information rather than only pristine examples.

Review proposed values

For OCR or AI-assisted document intake, compare the extracted identity, quantity and dates with the source. Decide how uncertain or missing values are resolved before they enter controlled records.

Keep the action explicit

The assistant can help find records and explain suggested next steps. People still assess the evidence and exercise their permissions. Do not treat an assistant answer as an approval or proof of compliance.

WHERE V5 FITS

V5 Assistant requires configured provider access and human review. Document and vision features are listed in the product reference; confirm availability, permissions and configuration for your scope.

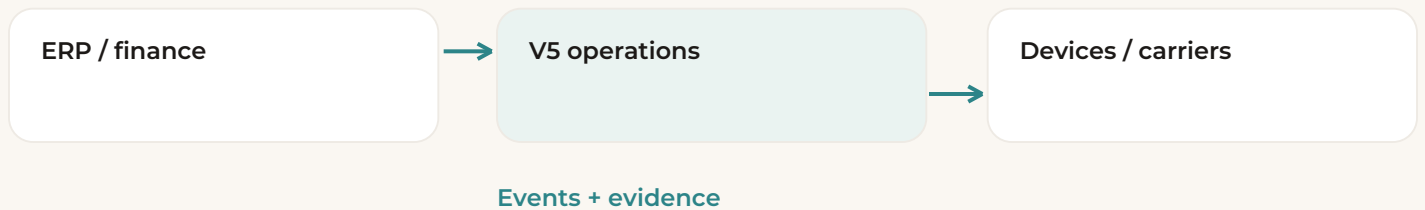
CONNECTIONS

Define which system owns each fact.

An interface is a controlled handover of data, timing and responsibility.

Master data

Configured interfaces



Assign ownership

For items, suppliers, orders, balances and financial postings, identify the authoritative source and the direction of change. Agree identifiers and units before connecting systems.

Design recovery

Test duplicate messages, delayed updates, rejected records and unavailable services. Decide who sees the failure and how a retry avoids applying the same event twice.

Prove reconciliation

Compare source and destination records using agreed identifiers and totals. Confirm which operational tasks remain possible during a connection issue and how recovery is reviewed.

WHERE V5 FITS

ERP, accounting, device and carrier integrations need configuration. Use your actual systems and supported interfaces in the evaluation; a catalogue label is not a guarantee of an out-of-box connection.

IMPLEMENTATION

Start with one operational problem.

A focused pilot creates evidence for a wider rollout. It also makes the first training session manageable.

Define

One receiving area

Prove

Normal + exception paths

Expand

Measured, agreed value

Define a bounded scope

Choose one area, a small set of materials and named users. Document the current problem and the target behaviour. Include at least one inconvenient exception in the pilot.

Prepare the essentials

Clean identifiers, opening balances, units and locations. Agree permissions, work instructions, devices and support ownership. Set a cutover and reconciliation approach before changing the live process.

Expand on evidence

Review usability, accuracy and exception handling with operators. Close critical gaps before adding more sites or workflows. Use page 21 to assign owners and acceptance evidence.

WHERE V5 FITS

V5 supports starting with warehouse capability and connecting related operations. Agree the appropriate scope, configuration, onboarding work and commercial terms before rollout.

MEASUREMENT

Measure the improvement you actually need.

Choose a small set of definitions that can be repeated fairly before and after the pilot.

Accuracy	Correct records / records checked
Speed	Receipt available - arrival time
Trace	Evidence complete - start time
Define the denominator	Inventory accuracy can mean lines, locations or units. Pick one definition and record sample size. Do not compare a small clean sample with a whole-warehouse baseline.
Separate delay from effort	Receipt-to-availability time includes waiting for evidence and approval. Operator handling time is a different measure. Capture both if they help identify the cause of delay.
Keep the evidence	Record the date range, exclusions and data source. Assess exception rate, trace completeness and user effort alongside speed. Set your own acceptance targets rather than adopting a vendor percentage.

WHERE V5 FITS

No savings or performance percentages are promised in this guide. Use the scorecard on page 20 to document your own baseline, target and observed result.

WORKING TOOL 01

Prepare a usable starting dataset.

Use one representative material family first. Mark a field ready only when its owner and source are agreed.

Item identity	Unique code, name and agreed description; duplicate check completed.
Units and conversions	Receipt, storage and issue units; conversion and rounding owner.
Lots / serials / containers	Required level of identity; supplier-to-internal mapping defined.
Locations and opening stock	Labelled destinations; dated balances; reconciliation owner.
Status and dates	State meanings, expiry/retest rules and approval responsibilities.
Trading partners and orders	Supplier/customer identifiers, open orders and ownership agreed.

Record for each row: owner _____ source _____ ready / gap

BEFORE LOADING

Keep an untouched source copy. Resolve duplicate identities and invalid units first. Agree who approves the opening balance and how discrepancies found after cutover are handled.

WORKING TOOL 02

Test the exceptions as well.

For every scenario, record expected behaviour, observed result, evidence and the person accepting it.

Receiving Unknown item; missing supplier lot; damaged delivery; quantity mismatch.

Putaway / transfer Wrong destination; partial quantity; incomplete move; duplicate confirmation.

Status / eligibility Material on hold; expired stock; status changed after allocation.

Count / correction Discrepancy; recount; unauthorised adjustment; audit history review.

Pick / dispatch Wrong lot; partial pick; shortage; customer date requirement; split shipment.

Access / recovery Wrong role; interrupted connection; repeated request; recovery reconciliation.

Acceptance owner _____ Critical gaps _____ Retest date _____

USE YOUR PROCEDURE

These are test prompts, not a claim that every behaviour is preconfigured. Agree each required outcome, demonstrate it, and retain the evidence before accepting the workflow.

WORKING TOOL 03

Run a timed trace challenge.

Select an actual completed example under your own access controls. Use a representative case with more than one destination.

1 Choose the starting record

Supplier lot / internal identity / shipment: _____

2 Define the required scope

Locations, receipts, use, remaining stock and destinations: _____

3 Run both directions

Origin-to-destination and destination-to-origin; record missing branches.

4 Reconcile quantities

Received ____ used ____ remaining ____ shipped ____ unexplained ____

5 Capture the evidence

Reports, source events, reviewer and unresolved questions: _____

Start ____ Finish ____ Completeness accepted by _____ Date _____

A FAST REPORT IS NOT THE WHOLE TEST

Inspect the source links and the unexplained balance. Record both elapsed time and whether the evidence is complete enough for the intended decision.

WORKING TOOL 04

Make the trial earn its next step.

Agree the criteria before the demonstration. Score each item: 0 not shown, 1 gap, 2 acceptable, 3 strong.

Identity and units	Can our actual material model be represented?	0123
Warehouse usability	Can operators complete receipt, move and pick reliably?	0123
Status controls	Do required restrictions and approvals behave as agreed?	0123
Trace completeness	Can we follow both directions and reconcile the scope?	0123
Exceptions and recovery	Are errors visible, owned and recoverable?	0123
Integration and ownership	Are sources, mappings and reconciliation responsibilities clear?	0123

Must-pass criteria _____ Open gap / owner / due date _____

Baseline _____ Target _____ Observed result _____

DECISION RECORD

Proceed / extend the evaluation / stop. Capture the reason, unresolved gaps, implementation scope and the people agreeing the next step.

WORKING TOOL 05

Turn the pilot into an owned plan.

One page for the people, data and evidence needed to move from evaluation to everyday work.

Scope

Site / area / material family / users

People

Process owner / quality reviewer / support contact

Data

Opening balance date / master-data owner / reconciliation

Devices and connections

Tablets / scanners / printers / ERP / supported interfaces

Acceptance and training

Required tests / work instructions / operator readiness

Cutover and support

Go-live decision / fallback / first-week review / escalation

Decision owner _____ Target date _____ Review date _____

EXPAND WHEN READY

Measure the agreed outcome, close critical gaps and confirm support ownership. Add more workflows or sites after the first area is stable enough to provide a reliable model.

YOUR NEXT STEP

Bring your own stock question.

Start with the problem you need to solve. Use the worksheets to make the conversation specific.

Try the workflow.

Use a small, representative dataset and test normal work plus exceptions. Confirm your scope, access and setup with the V5 team.

[Start your free trial](#)[Explore Inventory & Traceability](#)

Discuss the scope

Bring one material record, one receiving exception and one trace question. Ask which capabilities, configuration, device connections and onboarding work your intended rollout needs.

ABOUT THIS GUIDE

Prepared from the V5 Ultimate production product reference reviewed 27 September 2026, source image commit f8770b786ce89420c7ef3ebab19bc2dba3450c0a. The reference identifies available capabilities, module inventory and entitlement labels; labels do not promise plan inclusion.

This is an operational evaluation guide, not a legal or regulatory checklist. Your products, markets, procedures and validated scope determine the controls and evidence you need. Availability depends on plan, permissions, configuration and connected providers. Diagrams explain control concepts; figures are not customer performance results.

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