



Retail Delivery Reception Process (Odoo + Sweed)

Purpose

Provide detailed instruction for store and hub teams to correctly receive, verify, and finalize deliveries in Odoo and Sweed, maintaining BioTrack compliance and accurate inventory records.

Learning Objectives

By the end of this course, learners will be able to:

- Record and validate deliveries using the Odoo Inventory module.
- Verify manifest details, quantities, and lot codes.
- Complete Sweed product mapping and intake.
- Understand how BioTrack route sequencing depends on Odoo timestamps.



Overview & Compliance Context

- Deliveries are controlled transactions between **Distribution** and **Retail**.
- Odoo records official receipt time; Sweed confirms product verification.
- Missing “Order Arrived” entries halt downstream delivery processing.



Receiving in Odoo

- Log in → **Inventory** → **Receipts**.
- Open the delivery record.
- Enter **Order Arrived** and optionally **Order Delivered** times.
- Confirm columns: *Product Name* / *BioTrack/Odoo Lot ID* / *Qty Done*.
- Enter received quantities and validate.
- Save progress frequently.
- Verify that Lot IDs match manifest exactly.



Finalizing in Sweed

- Log in → **Inventory** > **Purchases**.
- Locate the most recent PO.
- Confirm that distributor SKUs map correctly to store SKUs.
- Verify:
 - Manufacture / Expiration Dates
 - Lab Data presence
 - Quantities = Manifest
- Mark **Verified**, then click **Receive** to post inventory.



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Post-Receipt Checklist

- ☐ Confirm both systems show “Received.”
- ☐ Contact the Inventory Manager if a Lot ID is missing.
- ☐ Follow the **Adjustments SOP** for discrepancies.
- ☐ Store manifest copies in the Delivery Binder.