

APPROVAL

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PURPOSE

This procedure describes how ASPIVIX inbounds newly received goods in its Enterprise Resource Planning (ERP) system, Odoo, and reviews inventory levels. It contains instructions on processing incoming goods after physical reception, internal transfers, and analyzing stock levels based on different locations.

SCOPE

The scope of this procedure includes processing incoming goods in ASPIVIX inventory, managed through ASPIVIX's ERP system.

Out of scope is:

- How to physically verify goods upon arrival, and
- How does the Quality Assurance department determine if goods are sellable (release authorization).

RESPONSIBILITIES

Responsible for establishing, implementing, and maintaining this instruction is the International Operations Manager. Any person receiving items in ASPIVIX's ERP system must respect and apply this guide.

DOCUMENT HISTORY

Description of Changes	Version
Initial version	A
CRC-2509-13 – Screenshots and process updated across the document due to Odoo migration to version 18, implementing new application layouts.	B

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1. INSTRUCTION DESCRIPTION

1.1. Receiving process – general overview

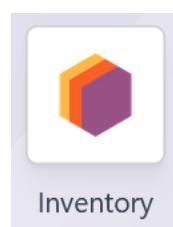
Aspivix receives any replenishments in 2 sequential steps and within **two inventories**.

1. First, a replenishment is received in the **Quality Control inventory (QC)**.
 - This inventory is designed to enable initial control of incoming materials before the ASPIVIX's Quality Assurance team decides if the goods are sellable (this inventory is not yet released for sale).
 - Sales are not enabled from this inventory. Thus, no outbound is possible when goods are under QC.
2. Once the Aspivix Quality Assurance team has approved the incoming materials for sale, the items are moved from QC inventory to **Stock inventory**.
 - Sales are enabled on this inventory. Thus, outbound is possible when goods are stored in the Stock inventory.



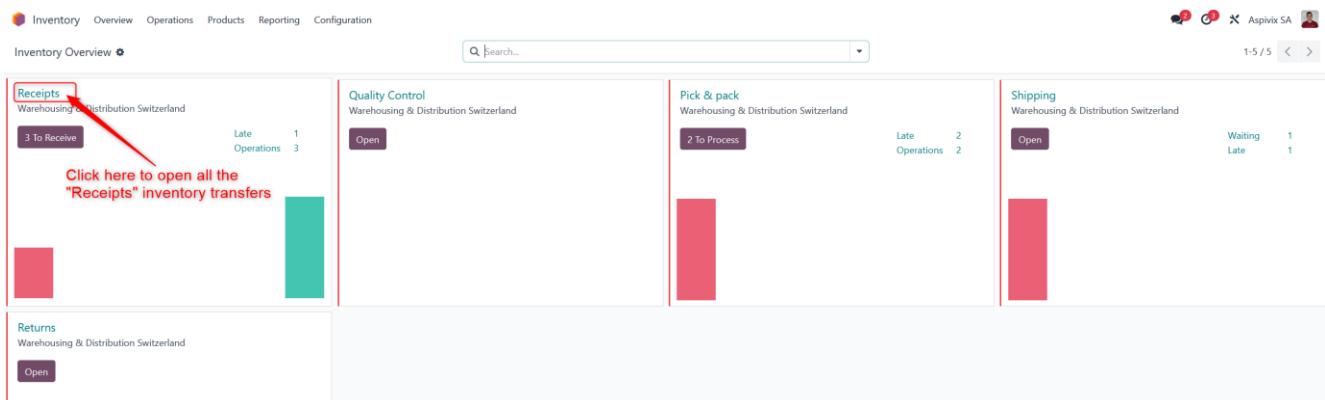
1.2. Receiving in Odoo

To start managing inventory, open the Inventory application by clicking in the respective APP from Odoo's main dashboard.

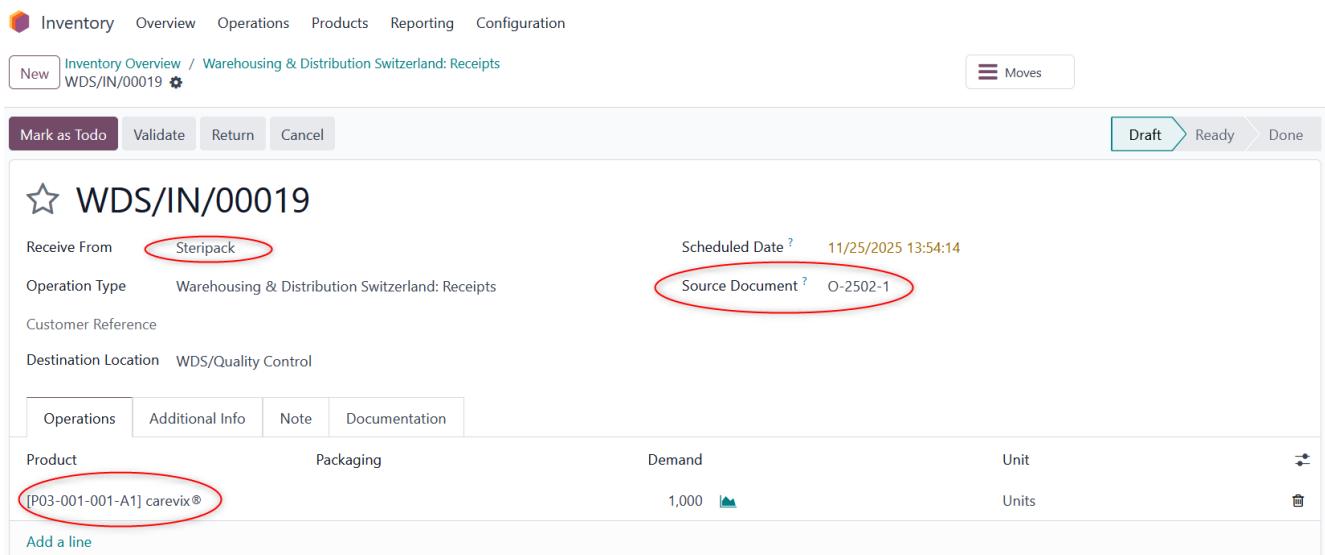


1.3. Create an inbound receipt

The landing screen will display the different inventory cards available for the existing warehouse(s). For processing an inbound, click on the name of the Receipts card to display the list view of the Receipts transfers, then click on create. If you are operating in multi-warehouse environment, make sure to select the card corresponding to the warehouse where the goods will be physically inbounded.



In the landing screen, select the product's origin (name of the contract manufacturer), the source document (the purchase order number used to order the items), and select the item to inbound.



When everything is setup, click on "Mark as Todo" to set the receipt as "Ready". Odoo will automatically generate the inbound reference number.

Once it is ready and you have the information, you can click on the details icon on the right side of the item line to enter the quantities to be inbounded, as well as the lot numbers and expiry dates.

Operations	Additional Info	Note	Documentation	
Product	Packaging	Demand	Quantity	Unit
[P03-001-001-A1] carevix®		1,000 	1,000	Units
Add a line				

In the new window, type in the lot number received, the expiration date, and the quantity. If a second lot number was received in the same inbound, click below the line on “Add a line” and enter the requested information. Repeat the process for any lot received. **When all lots have been correctly entered, click on Save.**

Open: Stock move 

Product	[P03-001-001-A1] carevix®			
Demand	?	1,000 Units		
Generate Serials/Lots	Import Serials/Lots			
Lot/Serial Number	Expiration Date	Store To	Destination Package	Quantity Unit of Measure
66666	11/24/2028 13:54:14	WDS/Quality Control		1,000 Units
Add a line				
				
1,000.00				
Save		Discard		

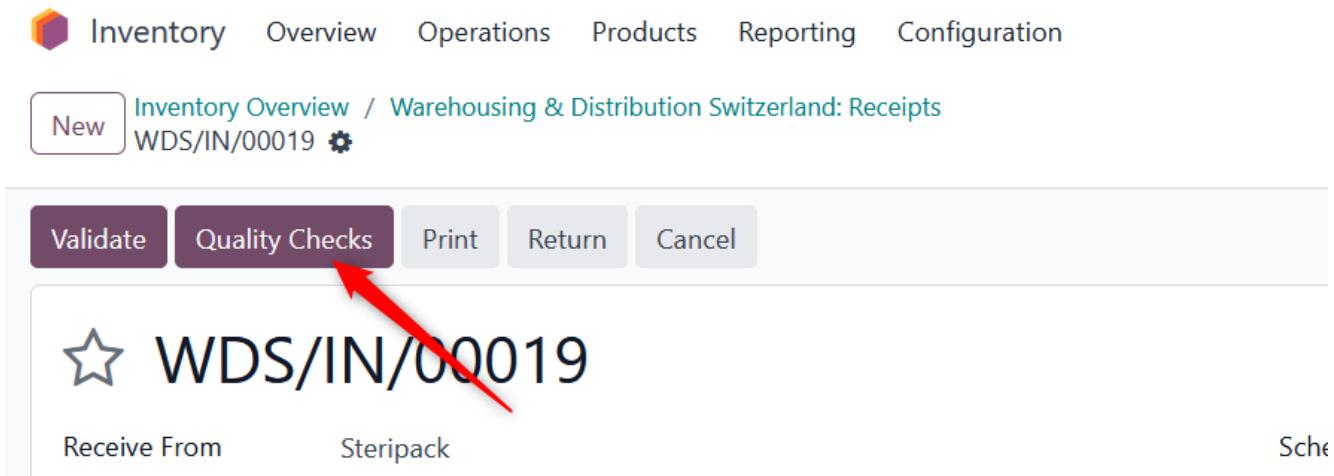
The quantities of the inbound have now been updated with the total of the different lots.

1.4. Perform Quality Check: Incoming Control

A **first Quality Check has now to be passed** to move the receipt to the next stage. International Operations is responsible for performing this first control.

A quality check is a mandatory process to verify and record some characteristics of the incoming receipt before it can be moved to the next stage. The control can be a pass or a failure, depending on the inspection results and the information recorded.

To start the Inbound Control, **click in the field Quality Checks**, and follow instructions that will appear on screen.



Inventory Overview / Warehousing & Distribution Switzerland: Receipts
WDS/IN/00019

Validate Quality Checks Print Return Cancel

★ WDS/IN/00019

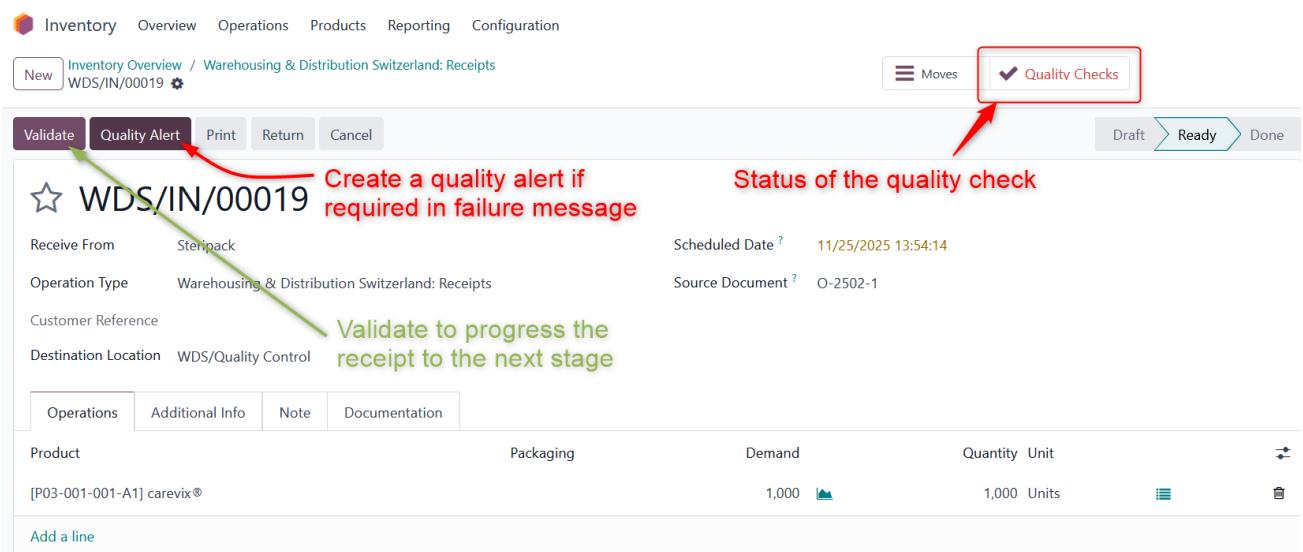
Receive From Steripack

Sche

Click on the Worksheet button in the instruction screen to start recording the control results. Once characteristics have been filled, click on save. If the control is a failure, a failure message will appear and provide the **possibility to either confirm the failed status or correct the worksheet**.

Once the control has been saved, the status of the Quality Checks box in the top right corner will display the color of the control status, green for a pass, and red for a failure. If the control fails, you may create a Quality Alert, if required to do so in the failure message.

You may now **click on VALIDATE** to move the items to QC Control inventory in the top left corner of the screen.



Inventory Overview / Warehousing & Distribution Switzerland: Receipts
WDS/IN/00019

Validate Quality Alert Print Return Cancel

★ WDS/IN/00019

Create a quality alert if required in failure message

Validate to progress the receipt to the next stage

Moves ✓ Quality Checks Draft Ready Done

Scheduled Date: 11/25/2025 13:54:14
Source Document: O-2502-1

Operations Additional Info Note Documentation

Product: [P03-001-001-A1] carevix®
Packaging: 1,000 Units
Demand: 1,000 Units
Quantity: 1,000 Units

Add a line

The inventory transaction is now in status **DONE**, and **items are now visible into Aspivix' inventory**.

QC inventory has now been updated with the corresponding quantities and lots, which are now available for Quality Assurance controls before further processing.

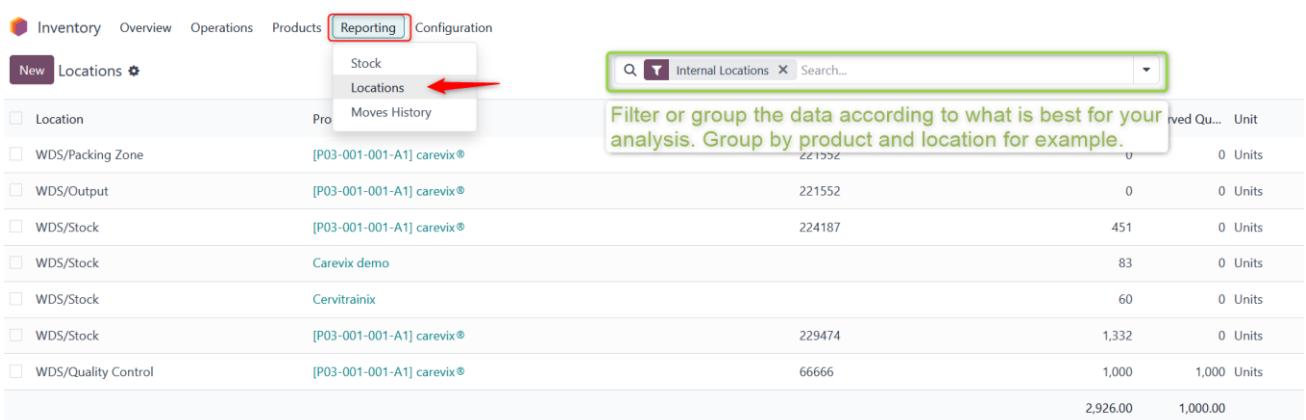
2. Inventory report

To view inventory levels, click on Reporting menu, and select Inventory Report.

The landing page will display **stock levels based on different inventories** and different warehouses if you are operating within a multi-warehouse environment.

Within this display:

- On Hand Quantity represents items physically present in the respective location.
- Available Quantity represents products that are available for use (not reserved). **Only the available quantity in the “Stock” location is saleable.**



Inventory Overview

Reporting

New Locations 

Stock Locations 

Locations 

Available 

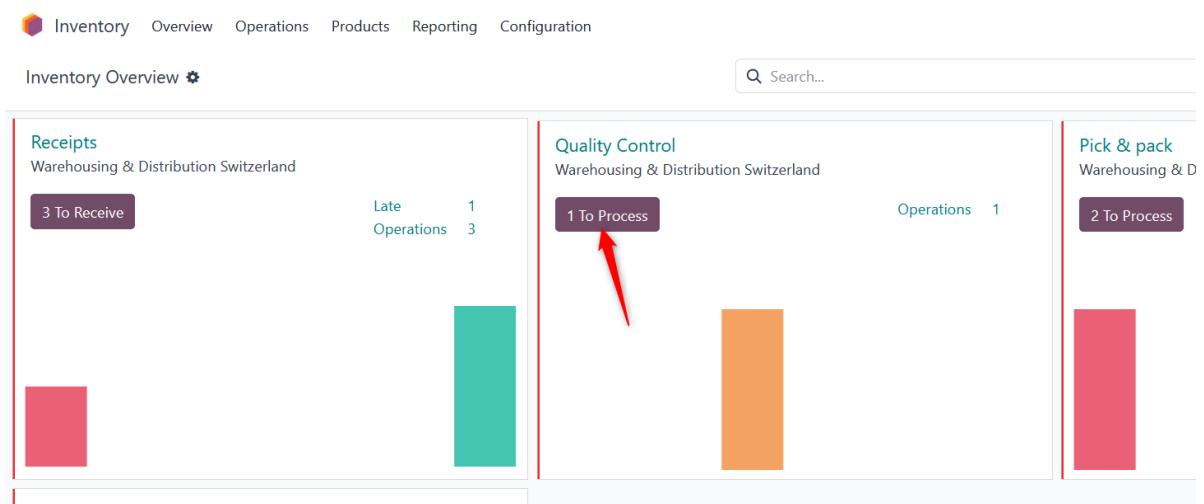
Filter or group the data according to what is best for your analysis. Group by product and location for example.

Location	Product	Available	On Hand	Reserved	Unit
WDS/Packing Zone	[P03-001-001-A1] carevix®	221552	0	0	Units
WDS/Output	[P03-001-001-A1] carevix®	224187	0	0	Units
WDS/Stock	[P03-001-001-A1] carevix®	451	0	0	Units
WDS/Stock	Carevix demo	83	0	0	Units
WDS/Stock	Cervitrainix	60	0	0	Units
WDS/Stock	[P03-001-001-A1] carevix®	1,332	0	0	Units
WDS/Quality Control	[P03-001-001-A1] carevix®	1,000	1,000	0	Units
		2,926.00			

3. Quality control

As incoming goods have been placed in QC inventory for quality controls, the next step is to perform the dedicated quality checks and to move the products from QC to Stock inventory for sales.

For this purpose, go back to Inventory Overview and click “X TO PROCESS” in the Quality Control card for the right warehouse from the Inventory Overview.



Inventory Overview

Reporting

Receipts

Warehousing & Distribution Switzerland

3 To Receive

Late Operations 1

Operations 3

Quality Control

Warehousing & Distribution Switzerland

1 To Process

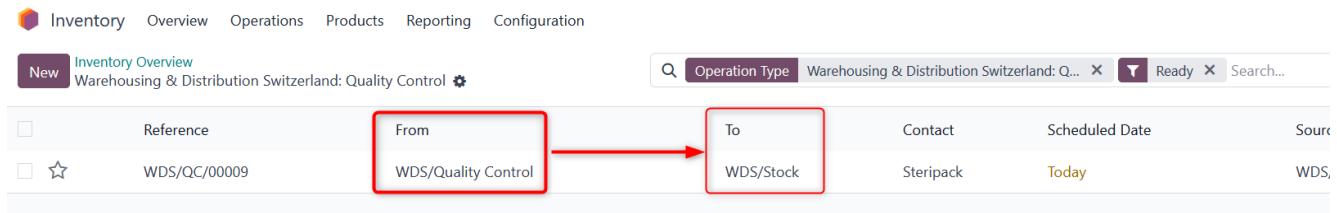
Operations 1

Pick & pack

Warehousing & D

2 To Process

The page of Quality control will list the different transactions pending action for internal movement. For moving items from QC to Stock, click on the line to open the corresponding transaction.



Inventory Overview

Warehousing & Distribution Switzerland: Quality Control

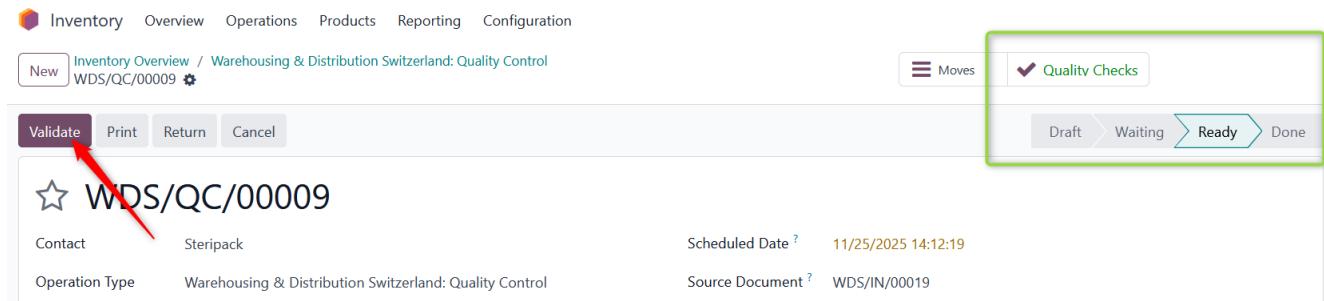
Reference	From	To	Contact	Scheduled Date	Source
WDS/QC/00009	WDS/Quality Control	WDS/Stock	Steripack	Today	WDS,

3.1 Perform Quality Check: Lot Release

A second quality check must be passed to release the products in Stock inventory. Quality Assurance is responsible for performing the quality check and the release. By clicking on the worksheet, the following elements must be completed:

- Are all tests passed?
- Are all documents compliant?
- All documents uploaded at lot level
- Lot Release

Make sure to follow the instructions in the opening screen of the control, as well as the ones in the message if failure. After the quality check, it will display the result on the screen as for Incoming Control. Once the quality check has been performed, you may now click on Validate.



Inventory Overview / Warehousing & Distribution Switzerland: Quality Control

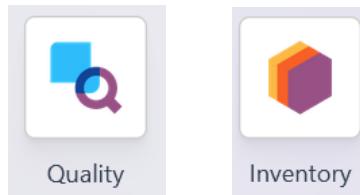
WDS/QC/00009

Validate	Print	Return	Cancel	Moves	Quality Checks
WDS/QC/00009					Quality Checks Draft → Waiting → Ready → Done
Contact	Steripack			Scheduled Date ? 11/25/2025 14:12:19	
Operation Type	Warehousing & Distribution Switzerland: Quality Control			Source Document ? WDS/IN/00019	

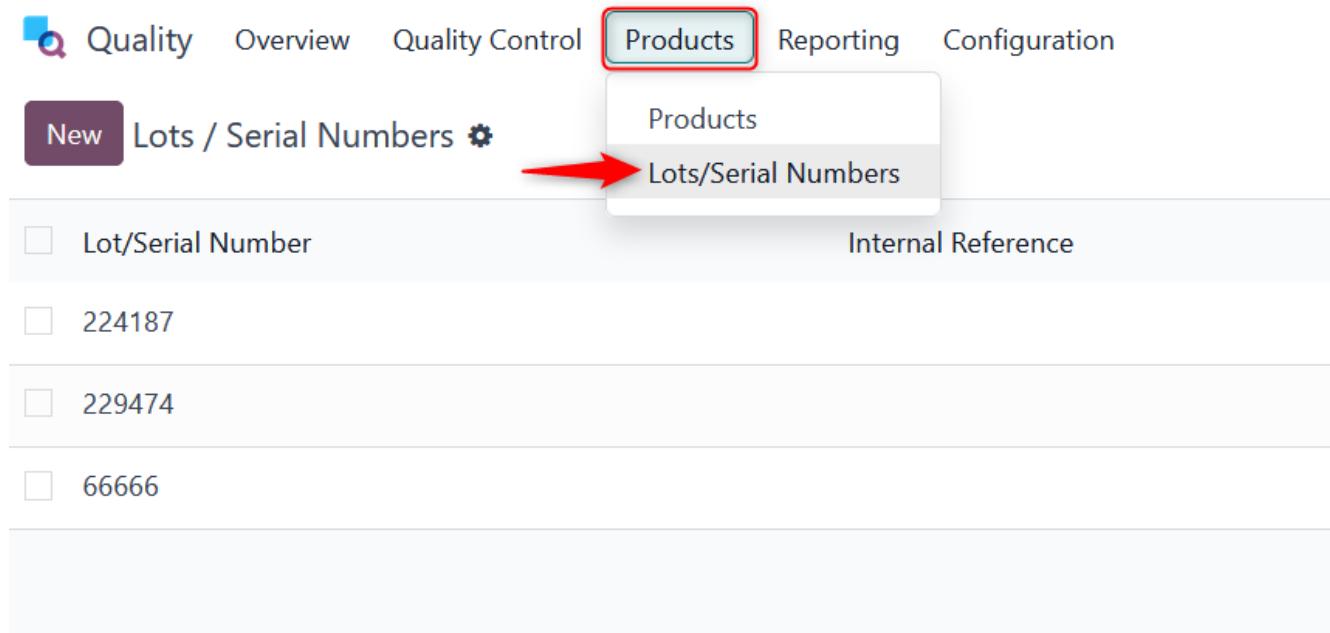
The corresponding transaction will be set as DONE and will disappear from the card Quality control from Inventory Overview Screen. **Stock inventory has now been updated** with the corresponding quantities and lots, which are now available for sales.

3.2 Storage of Documents

All documents related to the release of the lot shall be stored under lot level using the Quality and/or Inventory application:



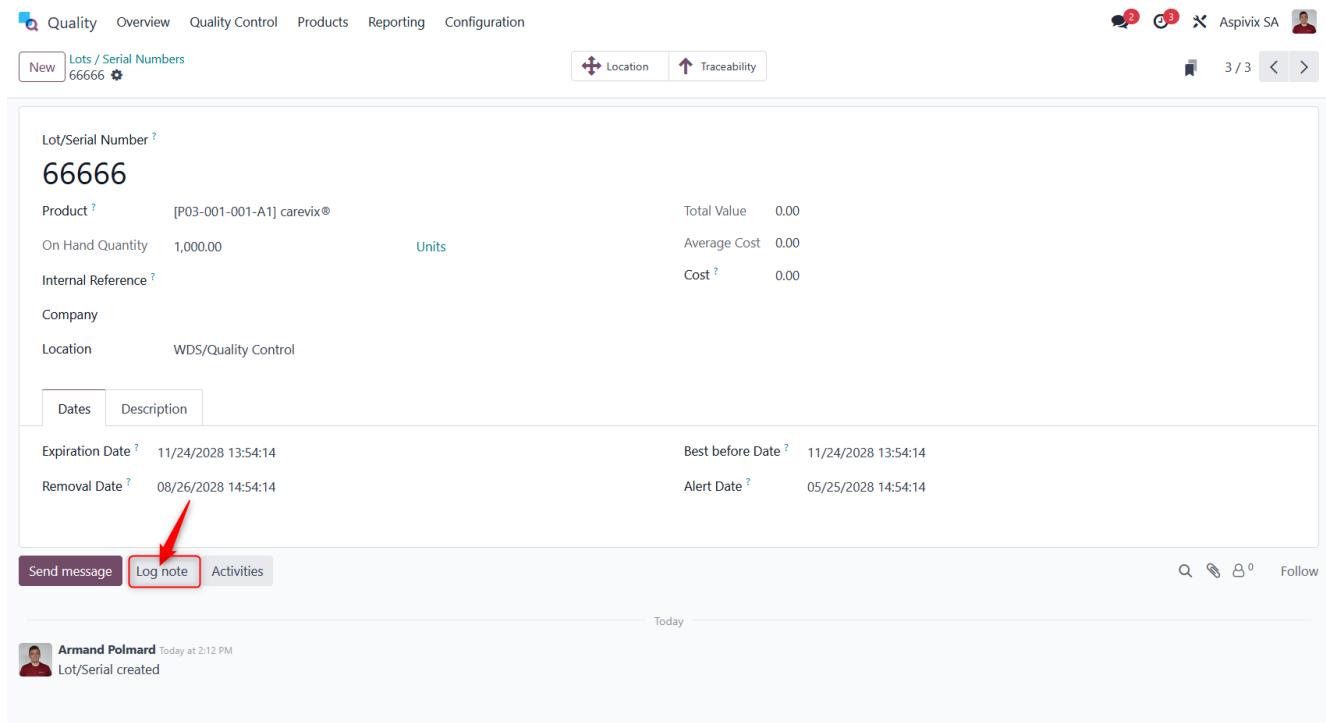
In the landing window, click on Lots/Serial Numbers:



Lot/Serial Number	Internal Reference
<input type="checkbox"/> 224187	
<input type="checkbox"/> 229474	
<input type="checkbox"/> 66666	

In the landing window choose the Lot number on which you want to attach documents.

The following documents must be uploaded by International Operations (INTOPS) and Quality Assurance (QA) departments under "Log note":



Lot/Serial Number ?
66666

Product ? [P03-001-001-A1] carevix®
On Hand Quantity 1,000.00 Units
Internal Reference ?
Company
Location WDS/Quality Control

Dates Description
Expiration Date ? 11/24/2028 13:54:14 Best before Date ? 11/24/2028 13:54:14
Removal Date ? 08/26/2028 14:54:14 Alert Date ? 05/25/2028 14:54:14

Send message Log note Activities

Today

Armand Polmard Today at 2:12 PM
Lot/Serial created

By INTOPS:

- Commercial Invoice
- Packing List
- Waybill (if applicable)
- Certificate of sterilization (e.g., Irradiation)
- Certificate of Analysis

By QA:

- Incoming control sheet
- Incoming Test Protocol: this document is product-related and used for all incoming controls of the same product.
- Incoming Test Report
- Lot Release Certificate: this certificate shall be signed by the RAQM.

In case a document applies to multiple lots (e.g., sterilization certificate, Declaration Conformity, etc.), the same document must be uploaded for each lot number.

4. REFERENCES

4.1 Procedures, instructions and guidelines

NA

4.2 Templates and Forms

NA

Certificate of Completion

INS-207-15-rev.B_ Receiving an Inventory Replenishment.pdf

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Document Details

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Creation IP Address: 81.250.240.58	79db851d5c0e775fcb6273fffcad99935d0560503
Signers: 3	c615fddf6b7ef78700803dc

Participants

Signatory	Email	Email Verification
Armand Polmard	armand.polmard@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	289beb930acb7c7480ae73fe0b3e0aa4a060a08efb7beba3e0f7cda445e5141	
Eva Kilimtzidi	eva.kilimtzidi@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	3f97903ae565a14bf4e557f31bdd2ec328d3445986c10e6a735937942aa50b68	
Mauro Rinaldi	mauro.rinaldi@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	78638443ccaea43979b1606b4de42a2f233d7b2ddc5d3d6ea75d60850cc12138	

Email Verification: The signatory has confirmed control of their email inbox by clicking on a unique link

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Action	By	Date (UTC)	Geolocation	IP
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✓ The document's integrity is valid.

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 mauro.rinaldi@aspivix.com, eva.kilimtzidi@aspivix.com, armand.polmard@aspivix.com.

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Aspivix SA, Mauro Rinaldi mauro.rinaldi@aspivix.com	11/26/2025 13:11:29	Before Signature	47.3934000, 8.5163000 	213.55.187.95
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Armand Polmard armand.polmard@aspivix.com	11/26/2025 16:20:15	After Signature	48.8558000, 2.3494000 	81.250.240.58