






Receiving an Inventory Replenishment

INS-207-15

Rev. B

APPROVAL

Role	Name	Function	Date & Signature
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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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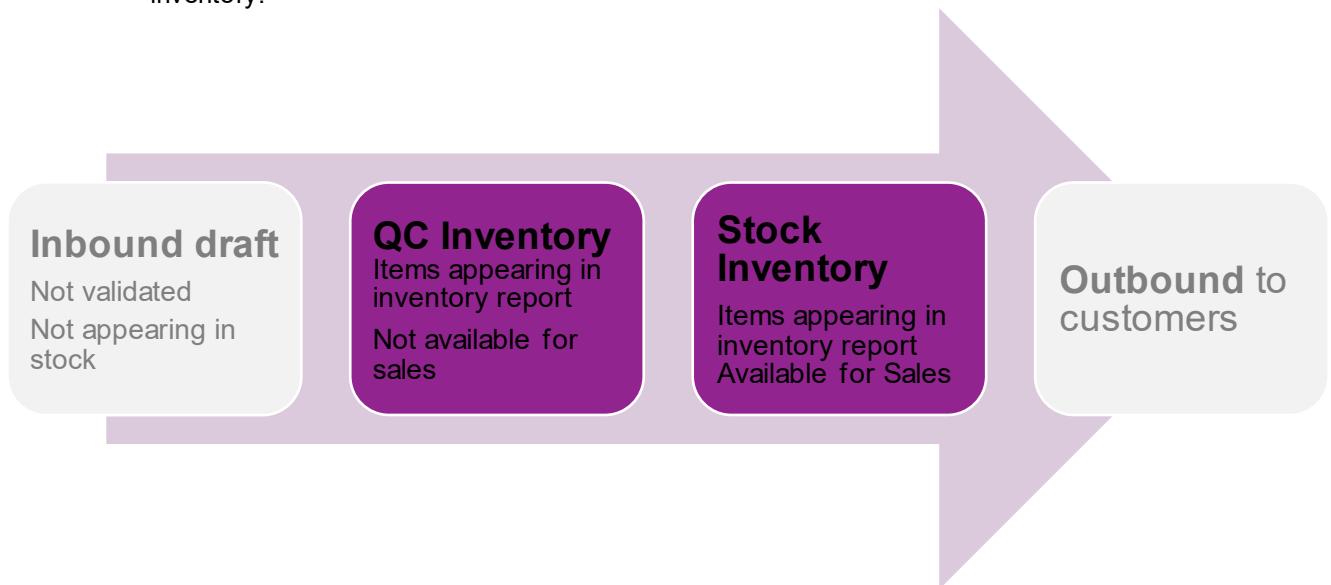
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1. INSTRUCTION DESCRIPTION

1.1. Receiving process – general overview

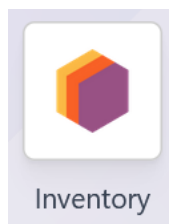
Aspivix receives any replenishments in 2 sequential steps and within **two inventories**.

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.



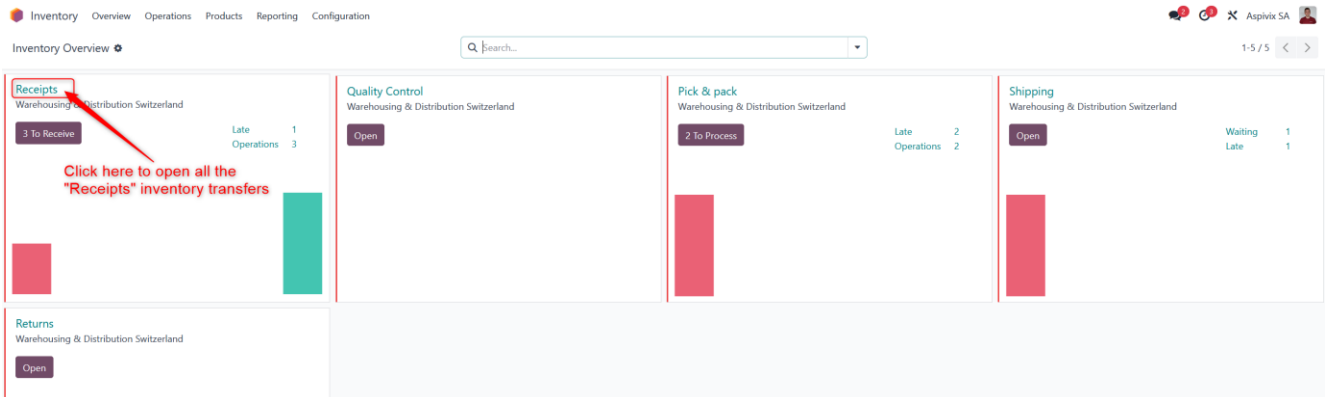
1.2. Receiving in Odoo

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

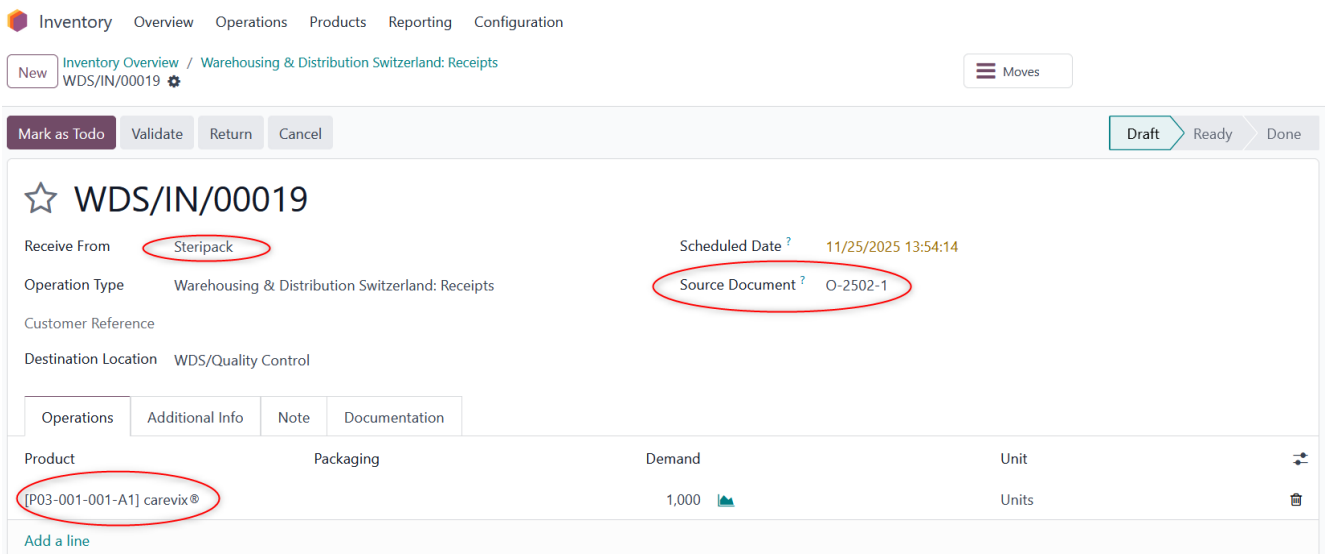


1.3. Create an inbound receipt

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.



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Operations	Additional Info	Note	Documentation
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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 Operations Products Reporting Configuration

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

Validate
Quality Checks
Print
Return
Cancel

☆ WDS/IN/00019

Receive From Steripack

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 Operations Products Reporting Configuration

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

Validate
Quality Alert
Print
Return
Cancel

☆ WDS/IN/00019

Receive From Steripack

Operation Type Warehousing & Distribution Switzerland: Receipts

Customer Reference

Destination Location WDS/Quality Control

Operations
Additional Info
Note
Documentation

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

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.

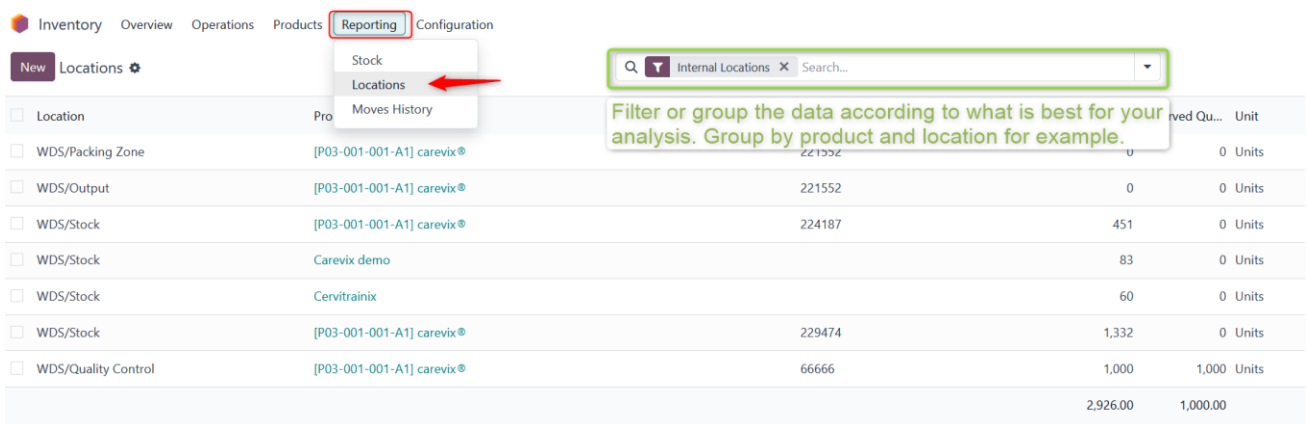
2. Inventory report

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.**

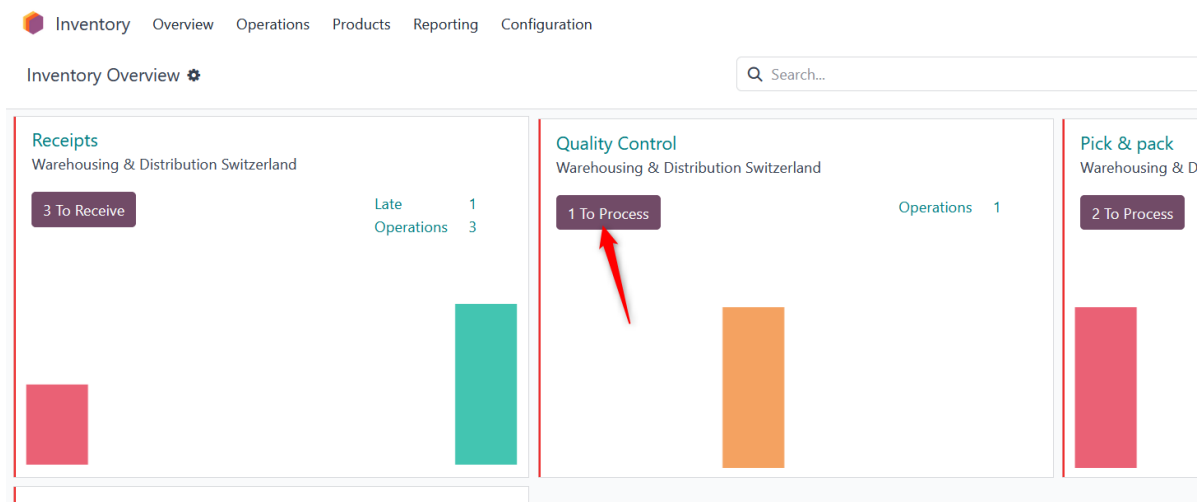


Location	Product	On Hand Quantity	Available Quantity	Unit
<input type="checkbox"/> WDS/Packing Zone	[P03-001-001-A1] carevix®	221552	0	0 Units
<input type="checkbox"/> WDS/Output	[P03-001-001-A1] carevix®	224187	451	0 Units
<input type="checkbox"/> WDS/Stock	[P03-001-001-A1] carevix®	83	60	0 Units
<input type="checkbox"/> WDS/Stock	Carevix demo	229474	1,332	0 Units
<input type="checkbox"/> WDS/Stock	Cervitrainix	66666	1,000	1,000 Units
<input type="checkbox"/> WDS/Stock	[P03-001-001-A1] carevix®			
<input type="checkbox"/> WDS/Quality Control	[P03-001-001-A1] carevix®			
		2,926.00	1,000.00	

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.



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

Operations

Products

Reporting

Configuration

New

Inventory Overview

Warehousing & Distribution Switzerland: Quality Control

Q

Operation Type

Warehousing & Distribution Switzerland: Q...

x

Ready

x

Search...

<input type="checkbox"/>	Reference	From	To	Contact	Scheduled Date	Source
<input type="checkbox"/> ☆	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

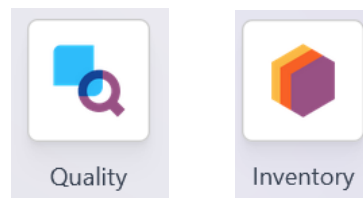
Make sure to follow the instructions in the opening screen of the control, as well as the ones in the message if failure. After the quality check, it will display the result on the screen as for Incoming Control. Once the quality check has been performed, you may now click on Validate.

Inventory Overview Operations Products Reporting Configuration						
New	Inventory Overview / Warehouseing & Distribution Switzerland: Quality Control WDS/QC/00009					
<div> <div>Validate Print Return Cancel</div> <div> <div>Moves</div> <div>Quality Checks</div> <div> <div>Draft</div> <div>Waiting</div> <div>Ready</div> <div>Done</div> </div> </div> </div>						
☆	WDS/QC/00009					
Contact	Steripack		Scheduled Date ?	11/25/2025 14:12:19		
Operation Type	Warehouseing & Distribution Switzerland: Quality Control		Source Document ?	WDS/IN/00019		

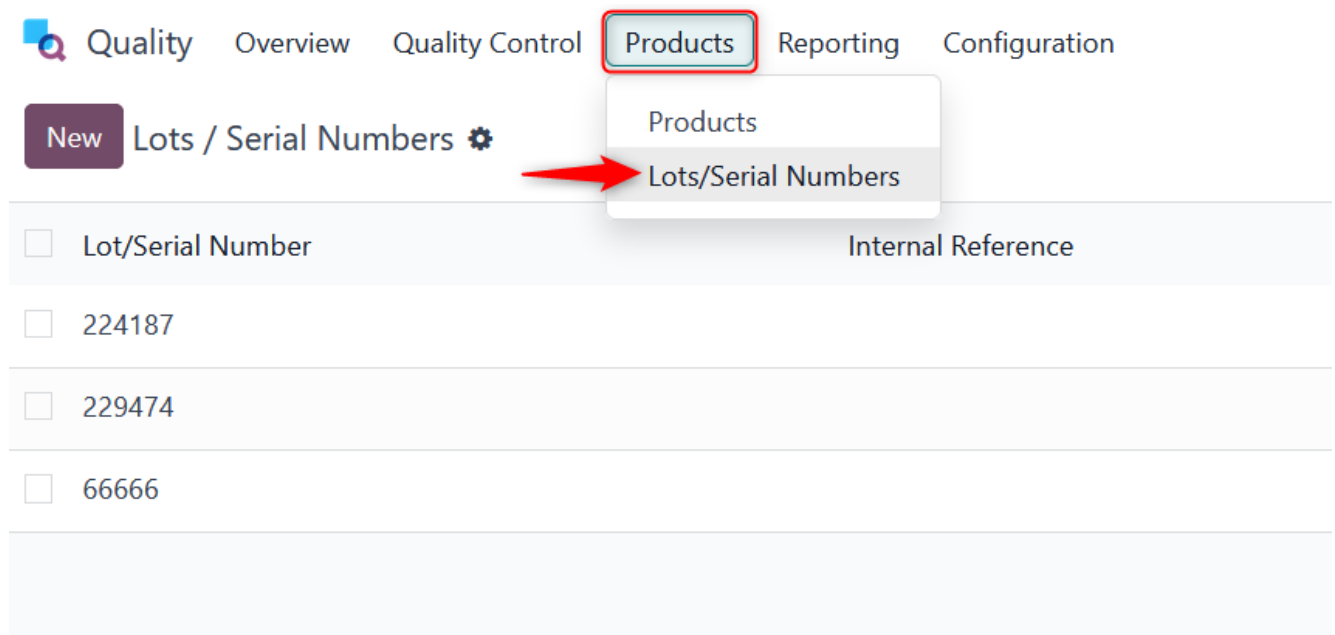
The corresponding transaction will be set as DONE and will disappear from the card Quality control from Inventory Overview Screen. **Stock inventory has now been updated** with the corresponding quantities and lots, which are now available for sales.

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:



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”:

The screenshot shows the Aspivix system interface. At the top, there is a navigation bar with tabs: Quality, Overview, Quality Control, Products, Reporting, and Configuration. On the right, there are user icons and a profile for 'Aspivix SA'. Below the navigation bar, there is a search bar with 'New' and 'Lots / Serial Numbers' filters. The main content area displays details for Lot/Serial Number 66666. It includes fields for Product (P03-001-001-A1] carevix®), On Hand Quantity (1,000.00), Internal Reference, Company, and Location (WDS/Quality Control). There are also fields for Total Value (0.00), Average Cost (0.00), and Cost (0.00). Below these, there are tabs for Dates and Description. The Dates tab is active, showing 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), and Alert Date (05/25/2028 14:54:14). At the bottom, there is a 'Log note' button highlighted with a red arrow, along with 'Send message' and 'Activities' buttons. A user profile for 'Armand Polmard' is visible at the bottom left, with a timestamp 'Today at 2:12 PM' and the text '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

Printed on 2025-11-26 - 16:20:20 UTC

Document Details

Created by: Armand Polmard

Document ID: 790

Created on: 11/26/2025 12:04:44 (UTC) Signature:

Creation IP Address: 81.250.240.58

79db851d5c0e775fcb6273ffcad99935d0560503

Signers: 3

c615fddf6b7ef78700803dc

Participants

Signatory	Email	Email Verification
Armand Polmard	armand.polmard@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	289beb930acb7c7480ae73fe0b3e0aaf4a060a08efb7beba3e0f7cda445e5141	
Eva Kilimtzi	eva.kilimtzi@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	3f97903ae565a14bf4e557f31bdd2ec328d3445986c10e6a735937942aa50b68	
Mauro Rinaldi	mauro.rinaldi@aspivix.com	<input checked="" type="checkbox"/>
Signatory's hash:	78638443ccea43979b1606b4de42a2f233d7b2ddc5d3d6ea75d60850cc12138	




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

Signing Events

Action	By	Date (UTC)	Geolocation	IP
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contact@aspivix.com | <https://aspivix.com>

EU Importer: ASPIVIX SAS, 9 rue Thomas Edison, 25000 Besançon

Action	By	Date (UTC)	Geolocation	IP
Creation	Armand Polmard armand.polmard@aspivix.com	11/26/2025 12:04:44	48.8558000, 2.3494000 View	81.250.240.58
Signature: 79db851d5c0e775fcb6273ffcad99935d0560503c615fddf6b7ef78700803dc				
Signature 	Armand Polmard armand.polmard@aspivix.com	11/26/2025 12:04:48	48.8558000, 2.3494000 View	81.250.240.58
Signature: 22c96f2d47165916faa437903b36a452bee1bb62702dafa1e9059f343bd36a44				
Signature 	Aspivix SA, Eva Kilimtzidi eva.kilimtzidi@aspivix.com	11/26/2025 12:04:53	46.4884000, 6.6557000 View	178.192.218.57
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Signature 	Aspivix SA, Mauro Rinaldi mauro.rinaldi@aspivix.com	11/26/2025 13:11:42	47.3934000, 8.5163000 View	213.55.187.95
Signature: 5892600c0fd9edd60db132cc9b0436703bff53b6e846bcb44507f1f458ef2917				

✓ The document's integrity is valid.

The final document and this completion history have been sent by email on 11/26/2025 to:
mauro.rinaldi@aspivix.com, eva.kilimtzidi@aspivix.com, armand.polmard@aspivix.com.

Access Logs

Viewed/downloaded by	Date (UTC)	State	Geolocation	ip

contact@aspivix.com | <https://aspivix.com>

EU Importer: ASPIVIX SAS, 9 rue Thomas Edison, 25000 Besançon

Viewed/downloaded by	Date (UTC)	State	Geolocation	ip
Armand Polmard armand.polmard@aspivix.com	11/26/2025 12:04:45	Before Signature	48.8558000, 2.3494000  View	81.250.240.58
Aspivix SA, Eva Kilimtzi eva.kilimtzi@aspivix.com	11/26/2025 12:04:50	Before Signature	46.4884000, 6.6557000  View	178.192.218.57
Aspivix SA, Eva Kilimtzi eva.kilimtzi@aspivix.com	11/26/2025 12:23:50	Before Signature	46.4884000, 6.6557000  View	178.192.218.57
Aspivix SA, Eva Kilimtzi eva.kilimtzi@aspivix.com	11/26/2025 12:51:52	Before Signature	46.4884000, 6.6557000  View	178.192.218.57
Aspivix SA, Mauro Rinaldi mauro.rinaldi@aspivix.com	11/26/2025 13:11:29	Before Signature	47.3934000, 8.5163000  View	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  View	81.250.240.58

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