

Review Serial Numbers

Last Modified on 02/02/2026 4:06 pm EST

Serial numbers can be reviewed by navigating to the *Inventory Items* screen at *Energy Service / Inventory / Inventory Items*.

1. Select the Inventory Item.
2. Choose **Show Locations**.
3. Select the Storage Location associated with the serial numbers entered on the PO.
4. Available serial numbers will be listed per location and indicate the *PO#* and *Date Received*.

The screenshot shows a software window titled "Part Locations". It contains a table with the following columns: Warehouse Name, Location#, Storage Type, Item Number, Description, Bin, Qty, Refill at, and Refill to Inactive?. The table lists two locations for the AVON warehouse, both for item 114CBVCPH, which is described as "1 1/4 BALL VALVE C X C N/FULL PORT". The first location is 505 STATION with a quantity of -1.00, and the second is 502 with a quantity of 0.00. An orange arrow points from the "502" location in the first table to a second table below. This second table has columns: Item Number, Description, Serial#, Date Received, and PO# Status. It shows one entry for item 114CBVCPH with serial number 345678, received on 02/02/2026, with PO# 504 and status I. To the right of the second table are buttons for "Modify", "Add", and "Exit".

Warehouse Name	Location#	Storage Type	Item Number	Description	Bin	Qty	Refill at	Refill to Inactive?
AVON	505	STATION	114CBVCPH	1 1/4 BALL VALVE C X C N/FULL PORT*		-1.00	0.00	0.00 <input checked="" type="checkbox"/>
	502		114CBVCPH	1 1/4 BALL VALVE C X C N/FULL PORT*		0.00	0.00	0.00 <input type="checkbox"/>

Item Number	Description	Serial#	Date Received	PO# Status
114CBVCPH	1 1/4 BALL VALVE C X C N/FULL PORT*	345678	02/02/2026	504 I

Modify Add Exit