



Receive Product – RF Scanner

Description

Use this task to receive product at an agency by case or bottle. Unless you are receiving an Agency to Agency transfer order, always receive in cases.

Trigger

Perform this task when receiving a transfer order at an agency.

Prerequisites

A Replenishment, Agency to Agency, or Off Day Delivery transfer order exists in the system.

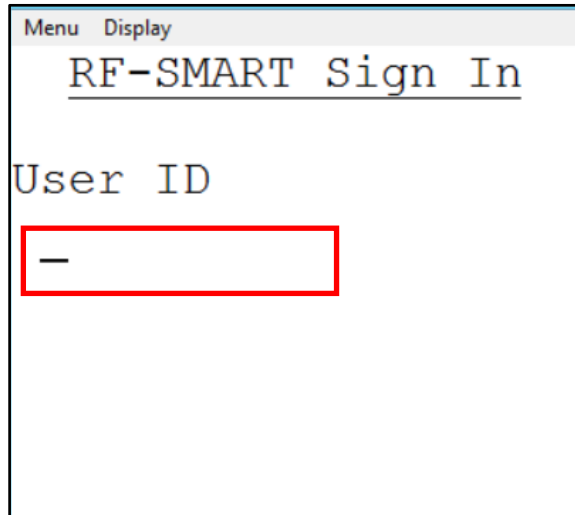
Menu Path

N/A

Helpful Hints

N/A

1. Enter your user id in the **User ID** field and press the “Enter” key.



Menu Display

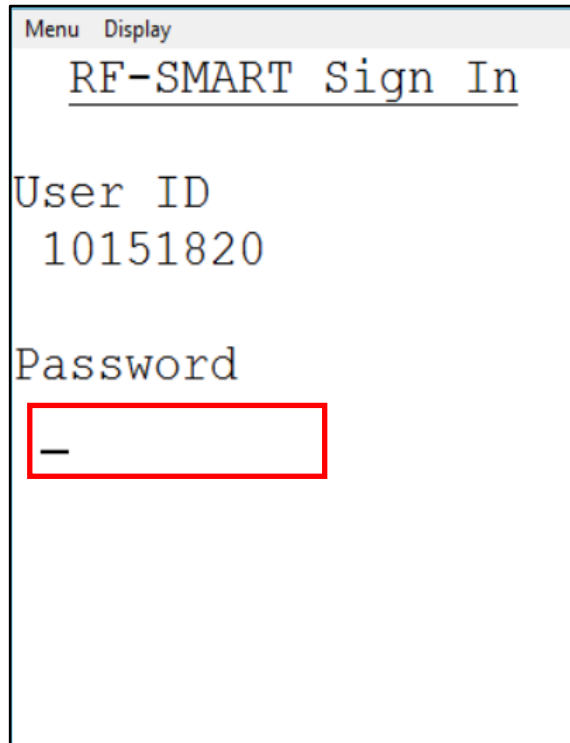
RF-SMART Sign In

User ID

—

The image shows a terminal-style interface for 'RF-SMART Sign In'. At the top, it says 'Menu Display' and the title 'RF-SMART Sign In'. Below the title, the label 'User ID' is displayed. Underneath, there is a red rectangular input field containing a single hyphen character '—'.

2. Enter or scan your password in the **Password** field and press the “Enter” key.



Menu Display

RF-SMART Sign In

User ID

10151820

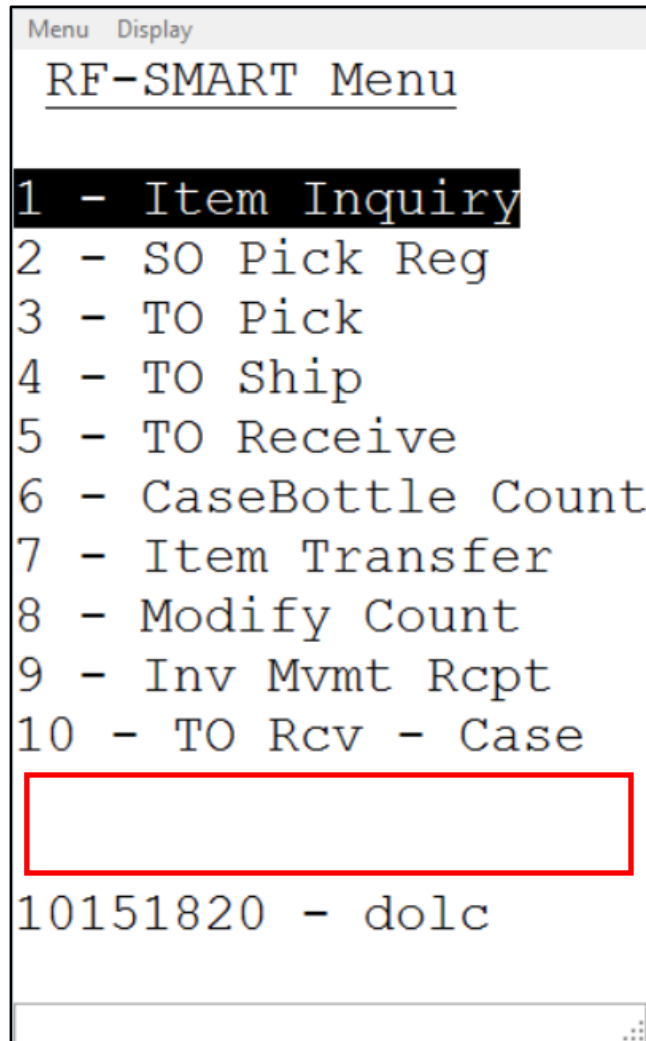
Password

—

The image shows the same terminal-style interface. The title and 'User ID' label are present. The 'User ID' field now contains the number '10151820'. Below it, the label 'Password' is displayed. Underneath, there is a red rectangular input field containing a single hyphen character '—'.

3.

If you want to:	Then:
Receive in cases	Enter 10 then press the "Enter" key.
Receive in bottles	Enter 5 then press the "Enter" key.



4. Enter the warehouse that is receiving the product in the **Warehouse** field then press the “Enter” key. For this example, enter “10537.”



You may not need to perform this step, your RF Scanner may default to your warehouse number.


Menu Display

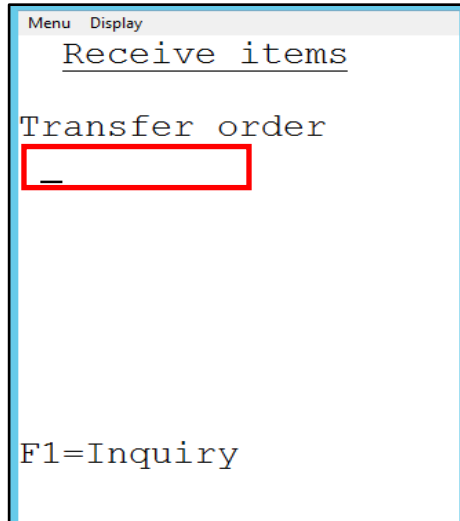
Receive items

Warehouse


Required

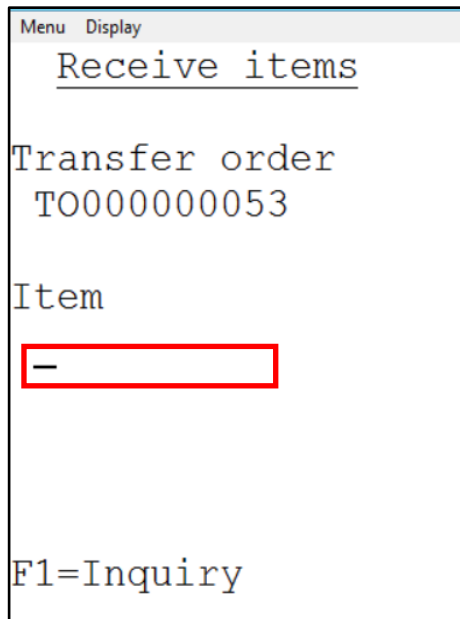
5. Scan the transfer order number barcode located on the transfer order paperwork.

 Pressing the “F1” key will provide a list of available transfer orders.



6. Scan the first bottle or case to be received.

 Pressing the “F1” key will provide a list of items on the transfer order.



7.

If you are receiving:	Go to:
In cases	Step 8
In bottles	Step 9

8 . Press Enter on the keypad, then scan the next case.

Menu Display

Receive items

Transfer order
T0000000053
Item number
4041M
HARWOOD

Receive quantity
24 B

Quantity
1 Case

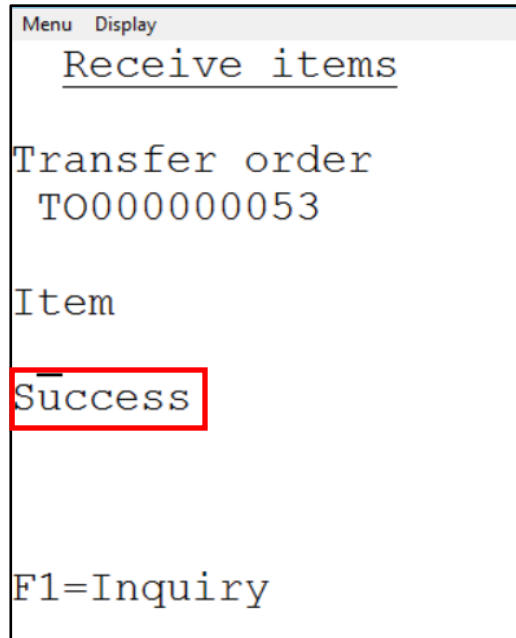


If there is more than one item on the transfer order, repeat Steps 6-8.



If you are done scanning all items and the “Item” prompt still displays, press the “F1” key to see a list of outstanding items to be received.

9. Press the “Enter” key to complete receiving product by case.



When the transfer order has been completed, the message “Success” is displayed.

Results

You have received a transfer order in cases using the RF Scanner.

10. Enter the quantity to receive in bottles in the **Quantity** field and press the “Enter” key. For this example, enter “24.”

```
Menu Display
Receive items

Transfer order
T0000000027
Item number
0113M
KESSLER

Receive quantity
24      B

Quantity
_
```

11. Verify the unit of measure in the **Unit of measure** field. For this example, press the “Enter” key to confirm “B” for Bottles.

```
Menu Display
Receive items

Transfer order
T0000000027
Item number
0113M
KESSLER

Quantity
24

Unit of measure
B
```

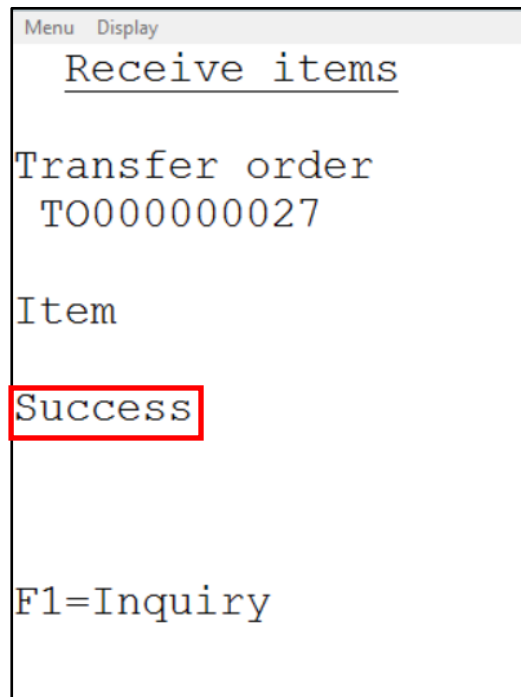



Repeat Steps 10-11 for all items on the replenishment order.

If you are done scanning all items and the “Item” prompt still displays, press the “F1” key to see a list of outstanding items to be received.



When the transfer order has been completed, the message “Success” is displayed.



Results

You have received a transfer order in bottles using the RF Scanner.