



Perform Short Shipment Item Transfer – RF Scanner

Description

Use this task to perform an item transfer using the RF Scanner to move a short shipment of product to Quarantine.

Trigger

Perform this task when product listed on a transfer order and bill of lading is not included in the delivered shipment.

Prerequisites

Product is listed on the transfer order and bill of lading, but was not included in the delivered shipment.

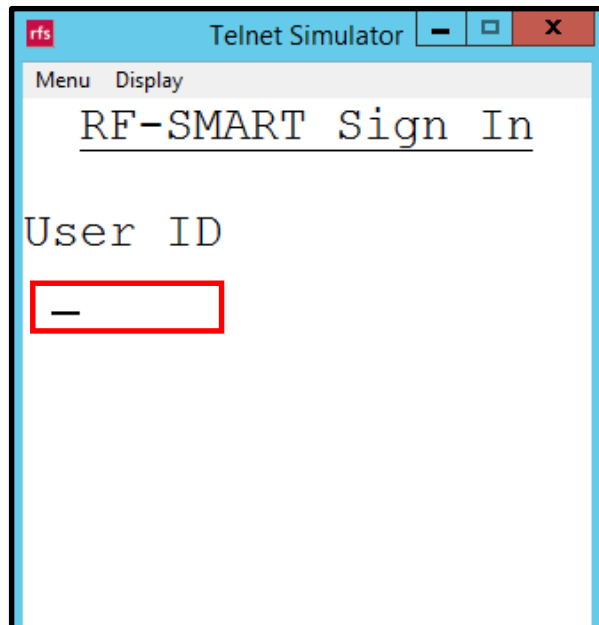
Menu Path

N/A

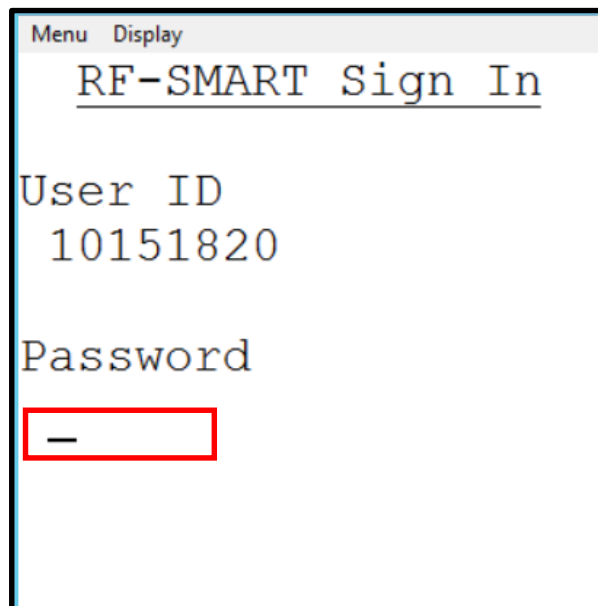
Helpful Hints

This job aid represents the steps to perform a short shipment item transfer. This procedure is for product that is included on the bill of lading, but was not delivered to the agency.

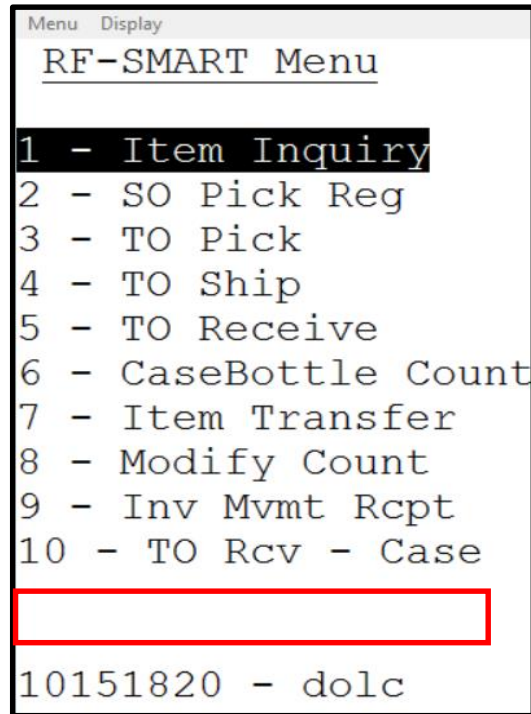
1. Enter your user id in the **User ID** field and press the “Enter” key.



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



3. Enter "7" and press the "Enter" key.



A screenshot of a terminal window titled "Menu Display" showing the "RF-SMART Menu". The menu items are listed as follows:

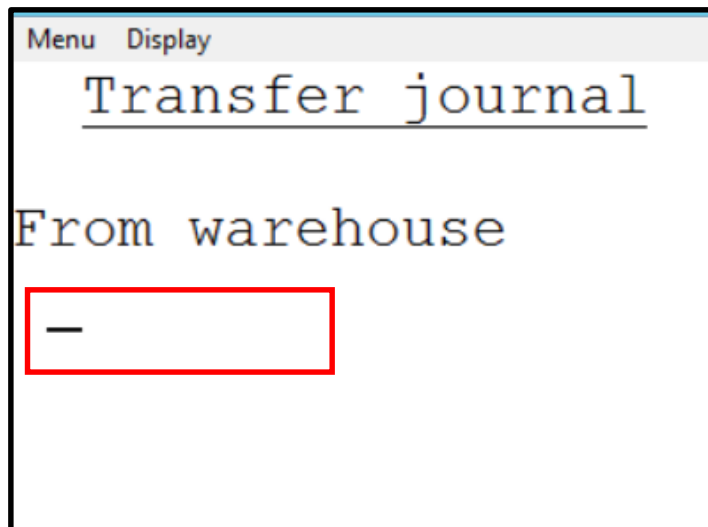
- 1 - Item Inquiry
- 2 - SO Pick Reg
- 3 - TO Pick
- 4 - TO Ship
- 5 - TO Receive
- 6 - CaseBottle Count
- 7 - Item Transfer
- 8 - Modify Count
- 9 - Inv Mvmt Rcpt
- 10 - TO Rcv - Case

A red rectangular box highlights the input field below the menu, which is currently empty. At the bottom of the screen, the text "10151820 - dolc" is visible.

4. Enter the warehouse where the short shipped product is being transferred from in the **From warehouse** field. This will be your 5 digit agency number.



This step may not appear in your RF Scanner. If it does not, proceed to the next step.

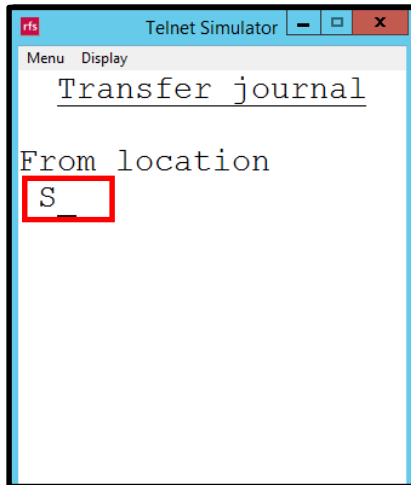


A screenshot of a terminal window titled "Menu Display" showing the "Transfer journal" screen. The text "From warehouse" is displayed, followed by a red rectangular box containing a hyphen "-" as input.

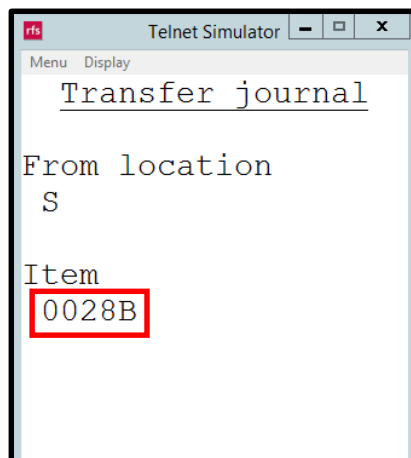
5. Confirm “S” as the location from which the short shipment will be transferred in the and press the “Enter” key.



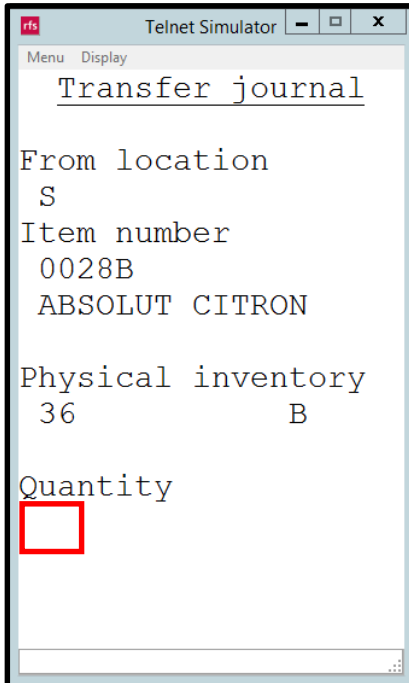
This step may not appear in your RF Scanner. If it does not, proceed to the next step.



6. Enter the item number that was short shipped in the **Item** field and press the “Enter” key. For this example, enter “0028B.”



7. Enter the quantity of the short shipment that is being transferred in the **Quantity** field and press the “Enter” key. For this example, enter “1.”



The image shows a screenshot of a Telnet Simulator window. The window title is "Telnet Simulator" and it has a menu bar with "Menu" and "Display" options. The main content area displays the following text:

```
Transfer journal
-----
From location
S
Item number
0028B
ABSOLUT CITRON

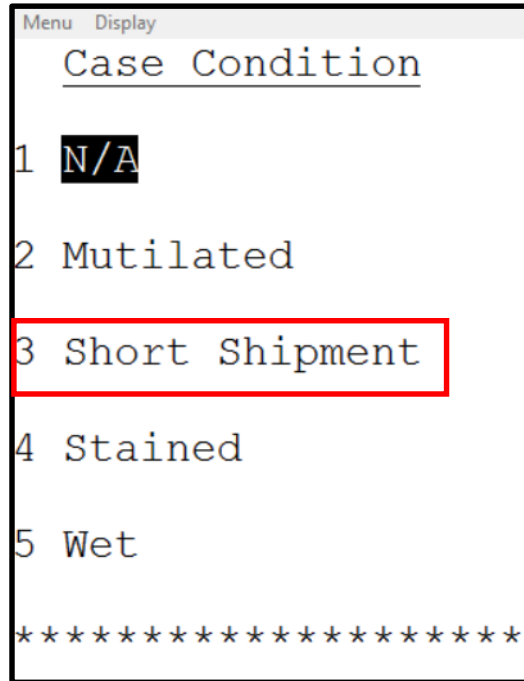
Physical inventory
36          B

Quantity

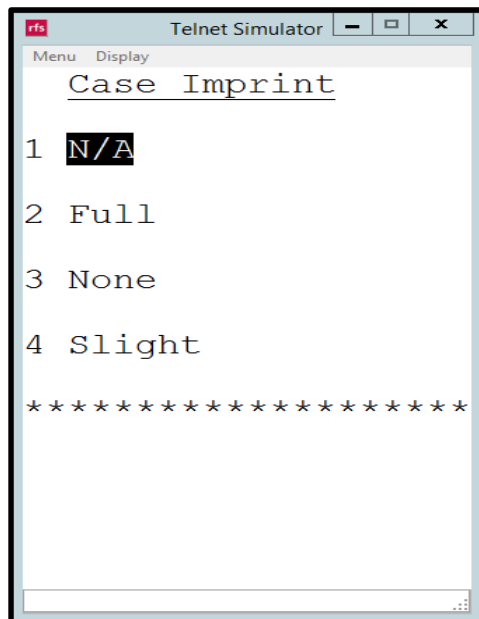
```

The "Quantity" field is highlighted with a red rectangular box.

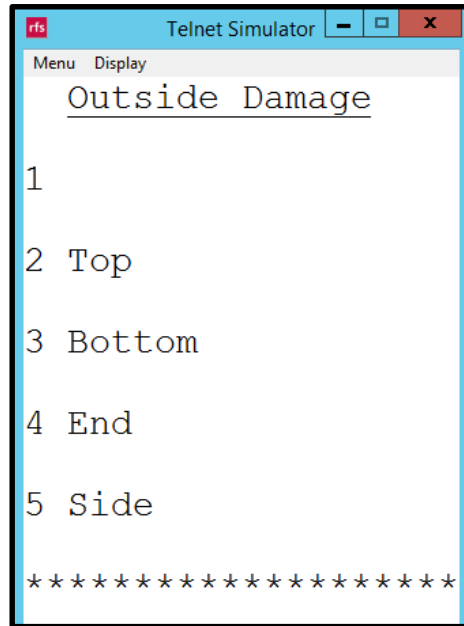
8. Enter the case condition and press the “Enter” key. For this example, enter “3” for a short shipment.



9. Enter the case imprint and press the “Enter” key. For this example, enter “1,”

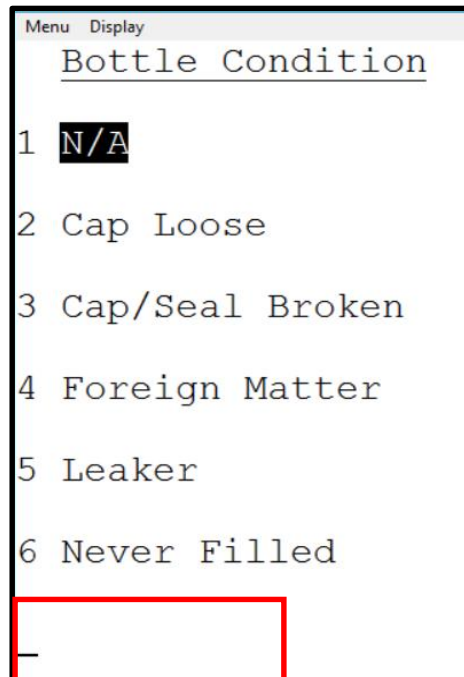


10. Enter the outside damage and press the “Enter” key. For this example, enter “1.”

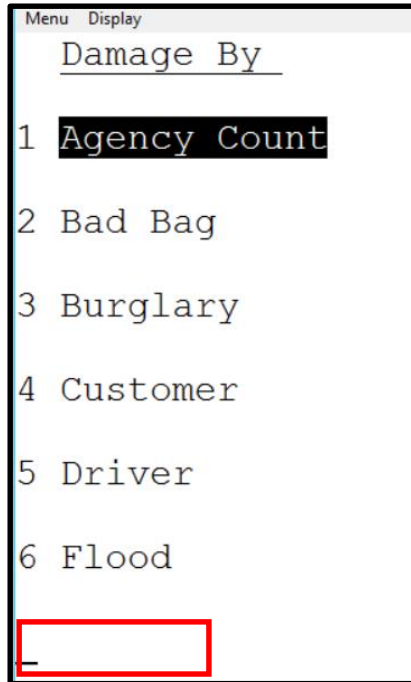


If a selection option is “blank” or “N/A,” that means there was no such damage.

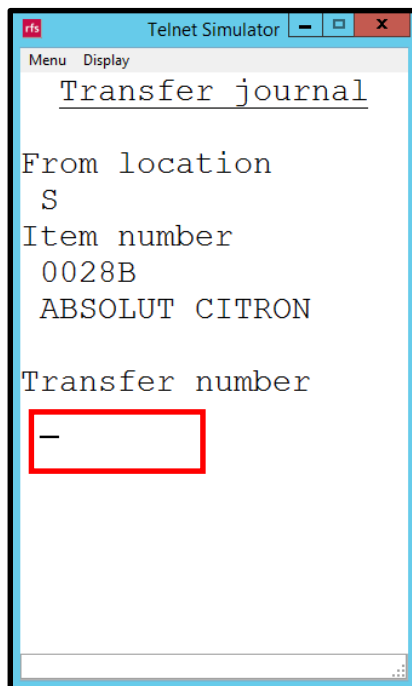
11. Enter the bottle condition and press the “Enter” key. For this example, enter “1.”



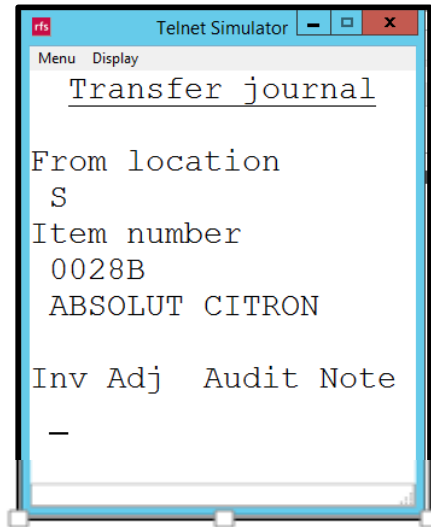
12. Enter a damage by selection and press the “Enter” key. For this example, enter “5.”




13. Enter the transfer order number into the **Transfer number** field then press the “Enter” key to continue.



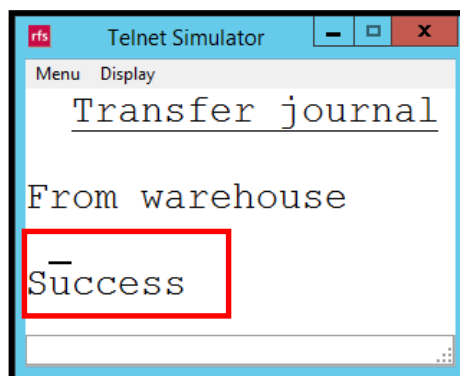
14. A 30 character note can be added in the **Inv Adj Audit Note** field, if necessary.
For this example, enter “Item(s) short shipped.”



 This note should be a short description of what happened.

 The short shipped item is transferred to quarantine and posted in AX.

 **To complete the Short Shipment process, go to the Enterprise Portal, print the Inventory Adjustment form, and have the Driver sign it.**



Results

A short shipped item was successfully transferred to the quarantine area using the RF Scanner.