



# Perform Short Shipment Item Transfer – RF Scanner

## Description

Use this task to perform an item transfer using the RF Scanner to move short shipped 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.

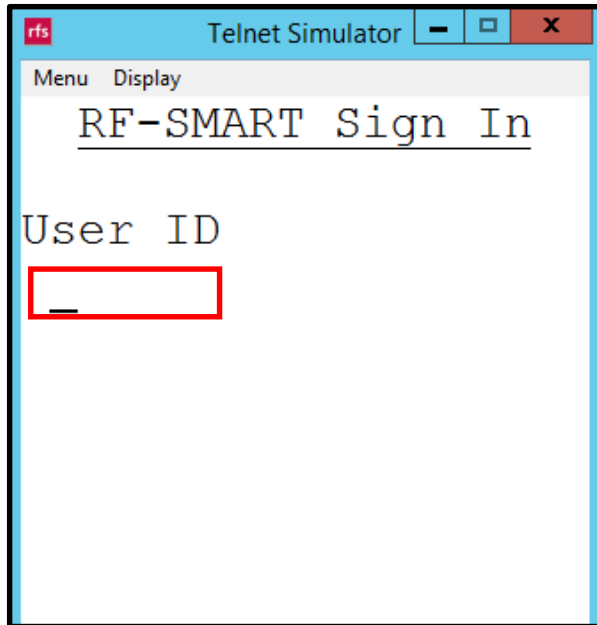
## Menu Path

N/A

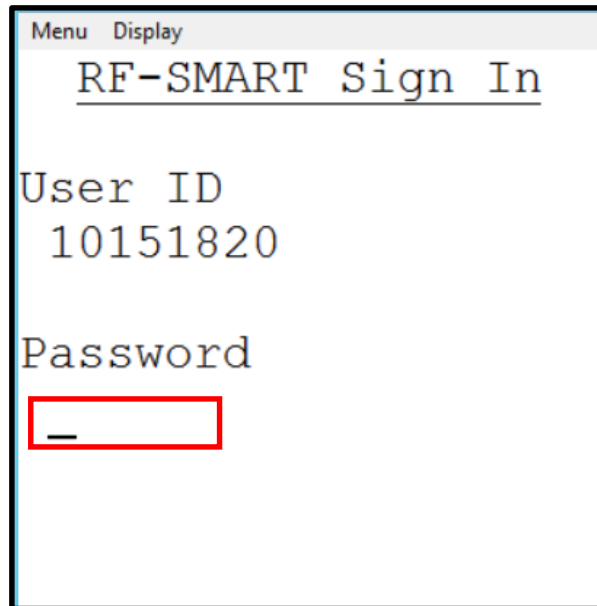
## Helpful Hints

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

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



2. Scan your password in the **Password** field.



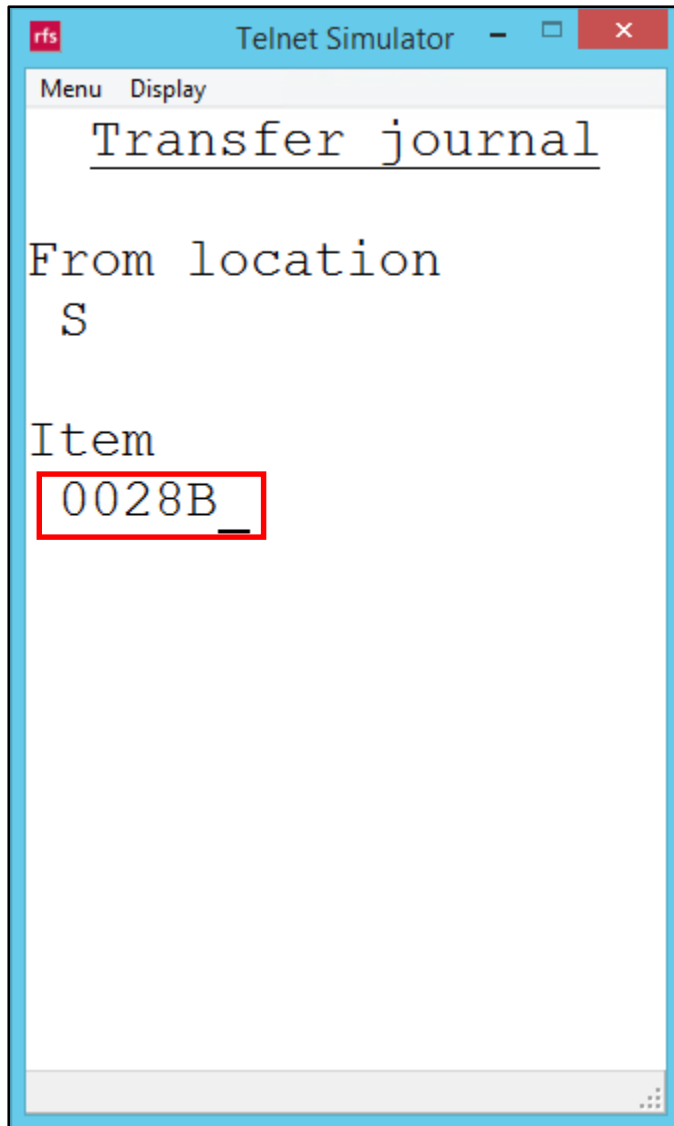
3. Enter "7" for Item Transfer and press the "Enter" key.

```
Menu Display
RF-SMART Menu
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
10151820 - dolc
```

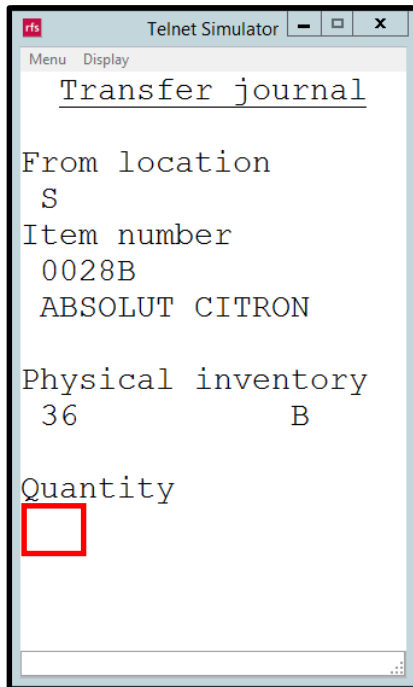
4. Confirm "S" as the location from which the short shipment will be transferred then press the "Enter" key.

```
Telnet Simulator
Menu Display
Transfer journal
From location
S
```

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



6. Enter the quantity that was short shipped and is being transferred in the **Quantity** field, then 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". The main content area displays the following text:

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

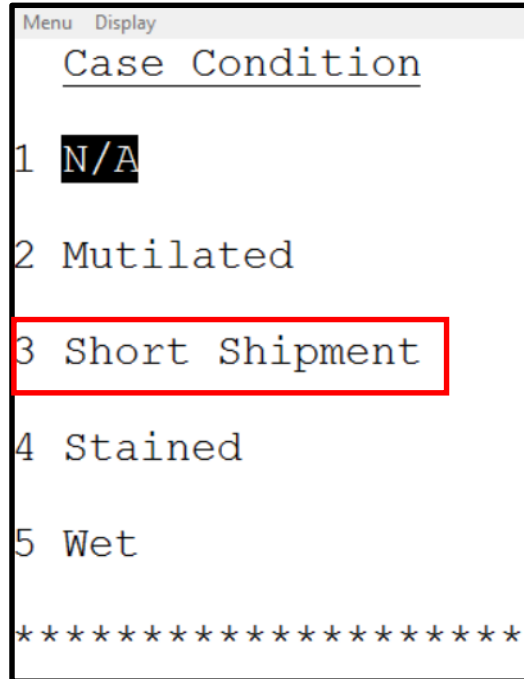
Physical inventory
36          B

Quantity

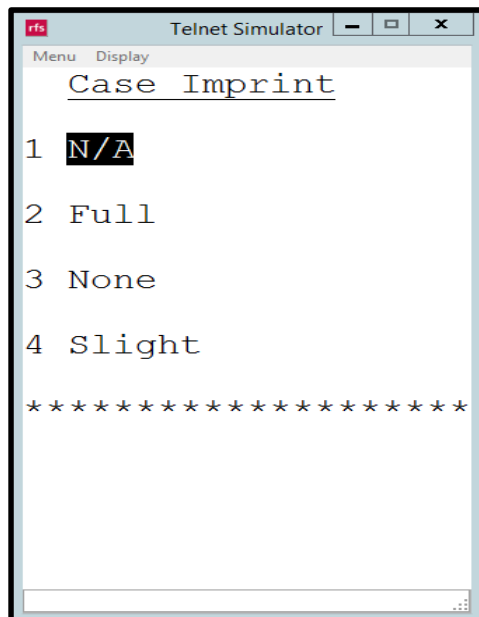
```

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

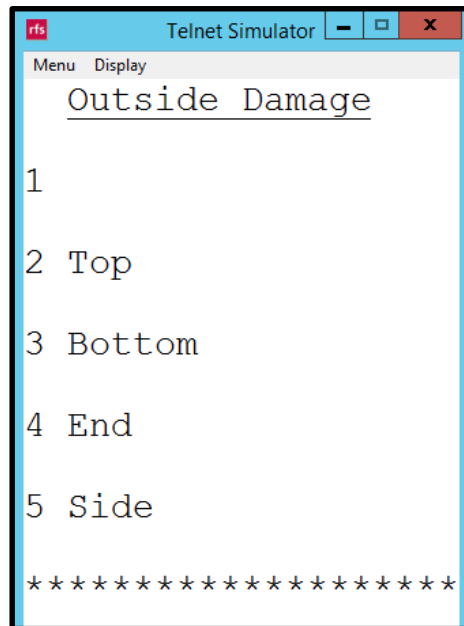
7. Enter the case condition and press the “Enter” key. For this example, enter “3” for a short shipment.



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

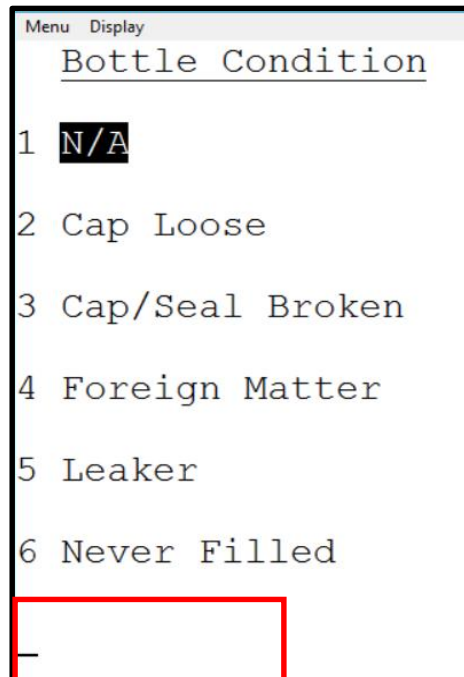


9. Enter the outside damage and press the “Enter” key. For this example, enter “1.”

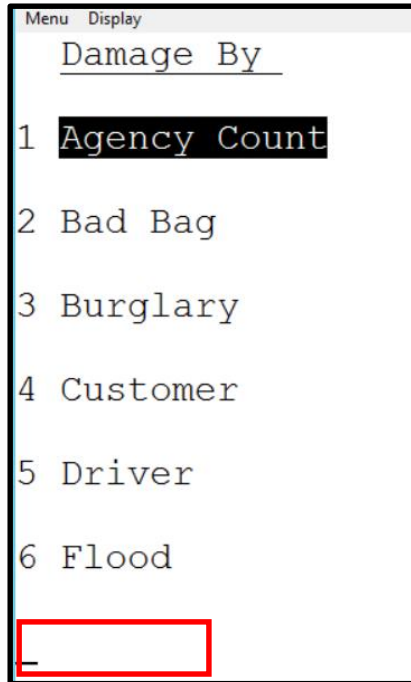


If a selection option is “blank” or “N/A,” that means there was no damage.

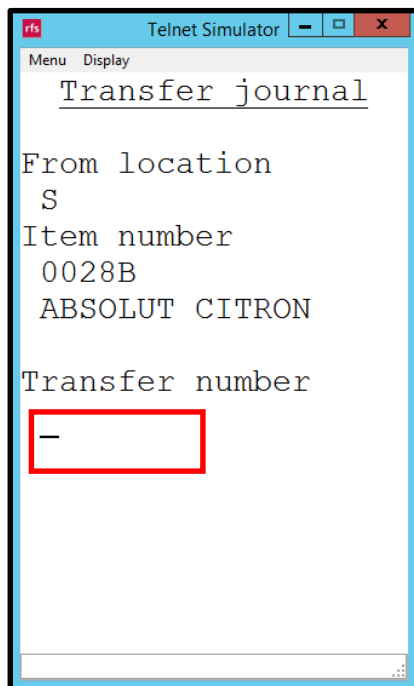
10. Enter the bottle condition and press the “Enter” key. For this example, enter “1.”



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

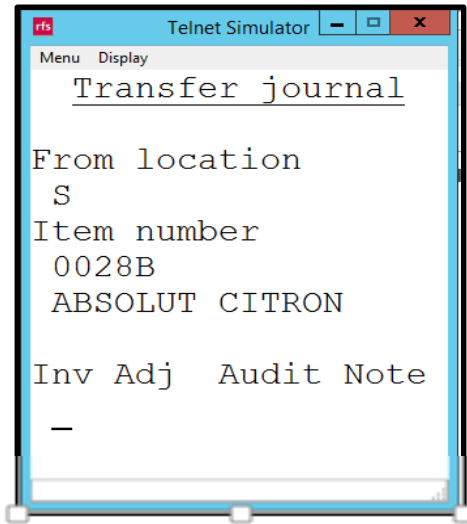


12. Enter the transfer order number into the **Transfer number** field then press the “Enter” key to continue. You can also scan the barcode from the Transfer Overview report or the carrier packing list.





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



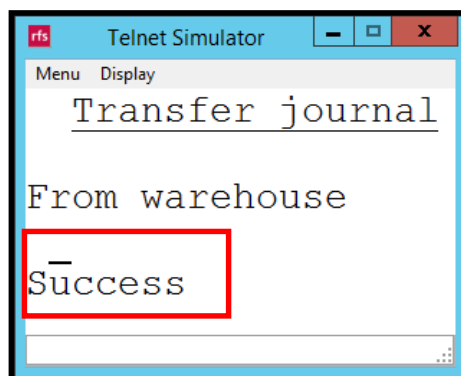
This note should be a short description of what happened.



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. Give a copy to the Driver and keep a copy on file at the Agency for the Auditor.**



## Results

An item was successfully transferred to the quarantine area using the RF Scanner.