



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.

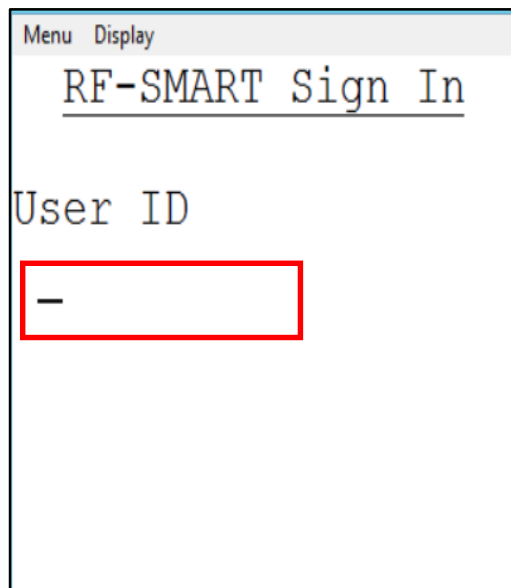
Menu Path

N/A

Helpful Hints

N/A

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



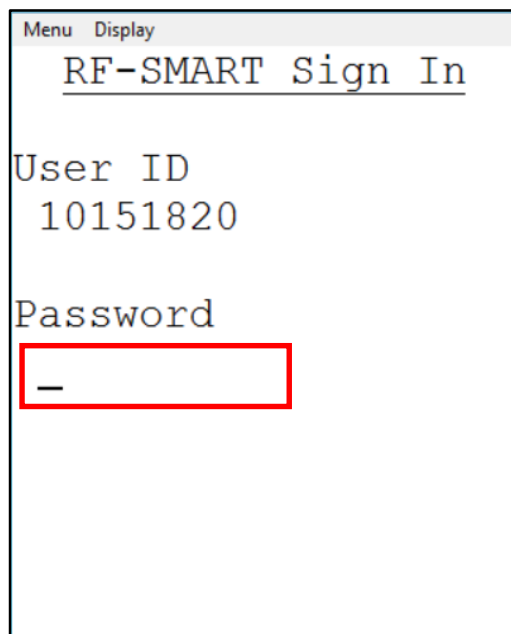
Menu Display

RF-SMART Sign In

User ID

—

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



Menu Display

RF-SMART Sign In

User ID

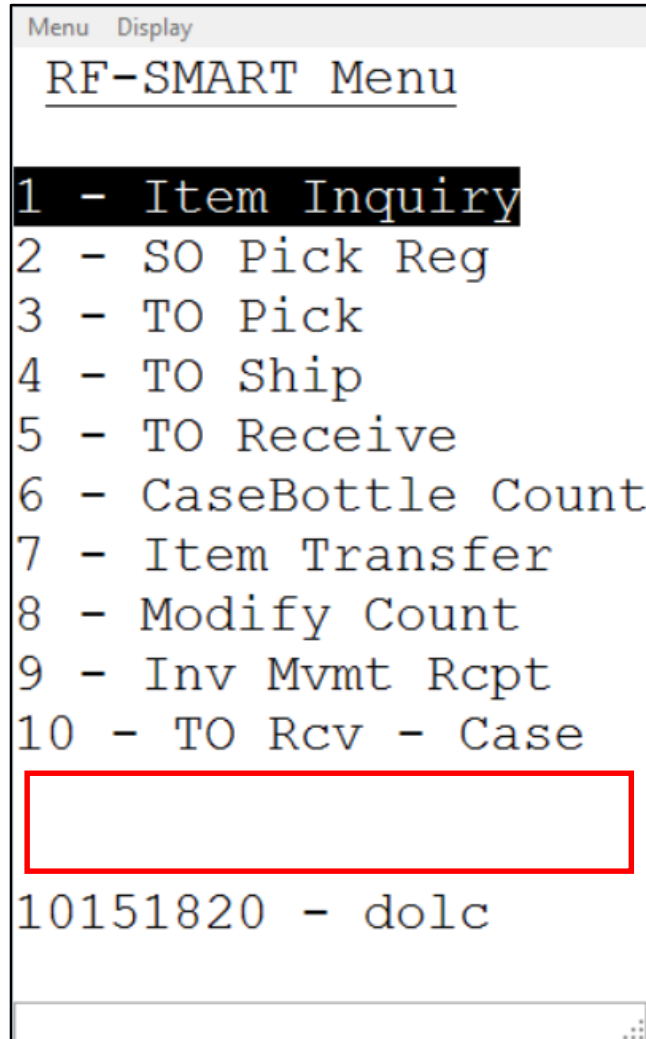
10151820

Password

—

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



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

```
Menu Display
Receive items
Transfer order
[Red box around input field]
F1=Inquiry
```

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



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

```
Menu Display
Receive items
Transfer order
T0000000053
Item
[Red box around input field]
F1=Inquiry
```

6.

| If you are receiving: | Go to: |
|-----------------------|--------|
| In cases | Step 7 |
| In bottles | Step 9 |

7. 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
```

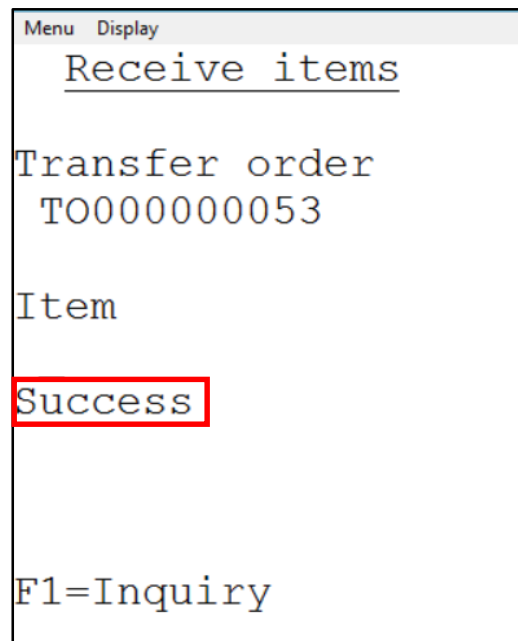
If there is more than one item on the transfer order, repeat Steps 5 and 7.



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.

An item does not need to be fully received all at once. The system will keep track of the quantity already received and deduct it from the open quantity on that particular item.

8. 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.

9. 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
_
```

10. 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
```

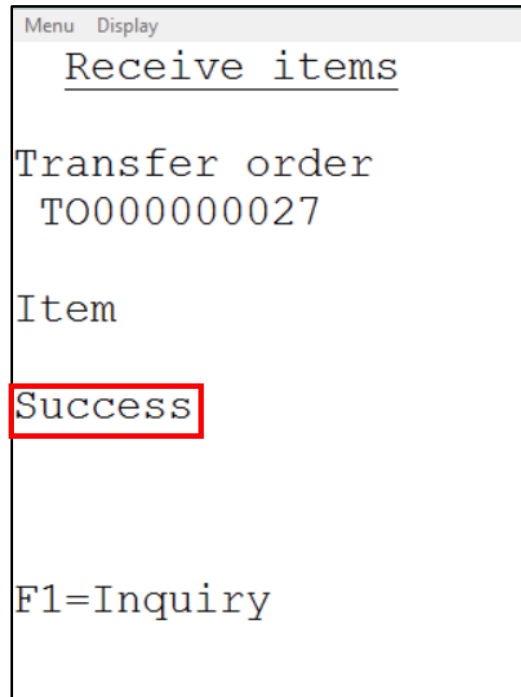


Repeat Steps 5, 9, and 10 for all items on the replenishment order.

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.