



# 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.

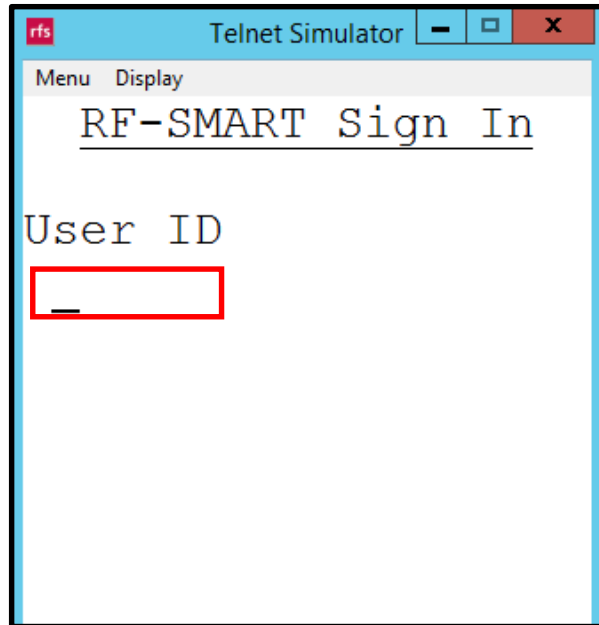
## Menu Path

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.

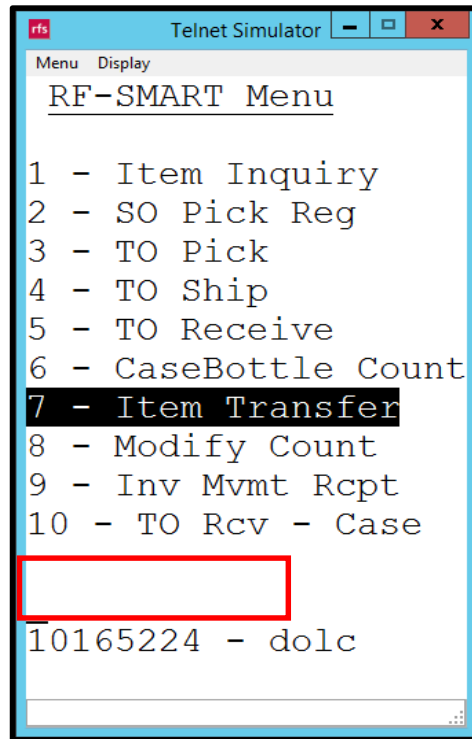
1. Enter your user id in the **User ID** field then press the “Enter” key.



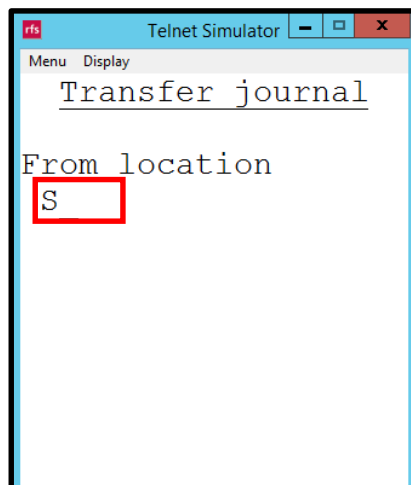
2. Scan your password in the **Password** field.



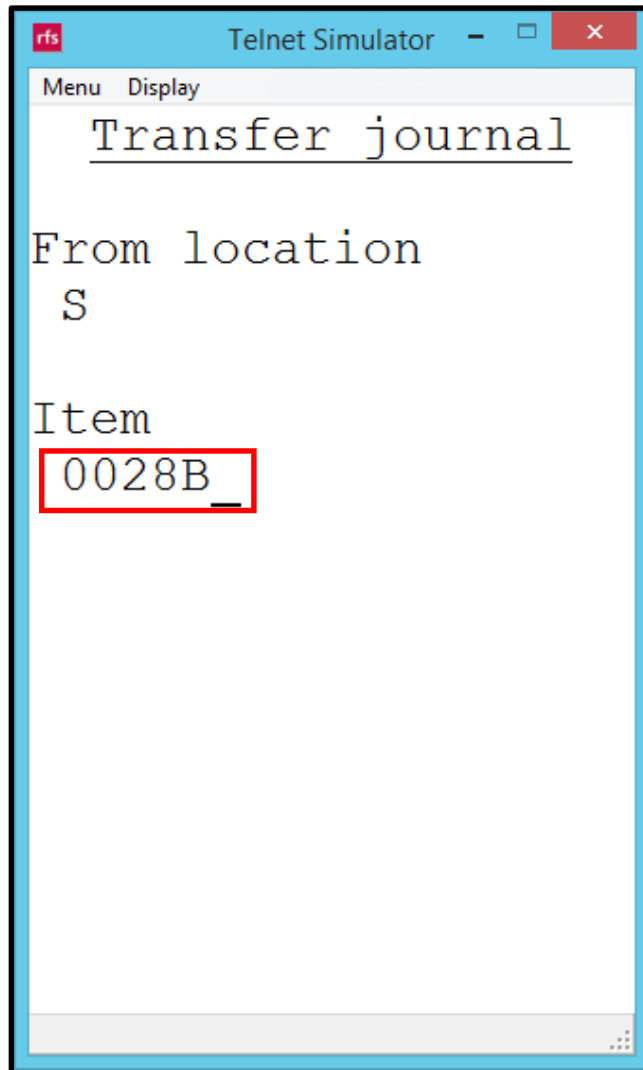
3. Enter "7" for Item Transfer and press the "Enter" key.



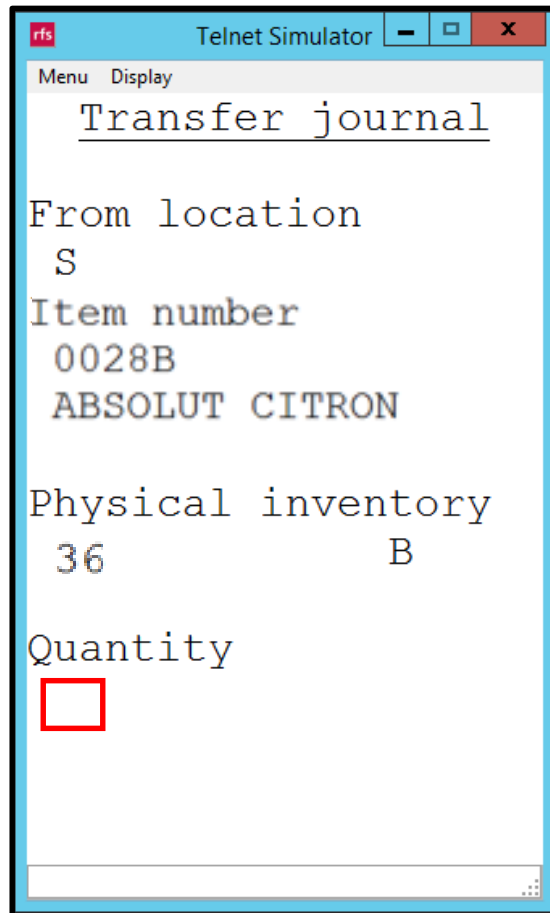
4. Confirm "S" as the location from which the short shipment will be transferred then press the "Enter" key.



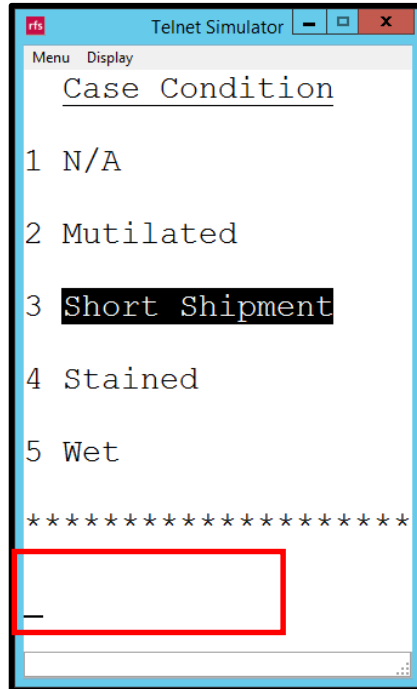
5. Enter the item number that was short shipped in the **Item** field and press the “Enter” key. For this example, enter “0028B.”



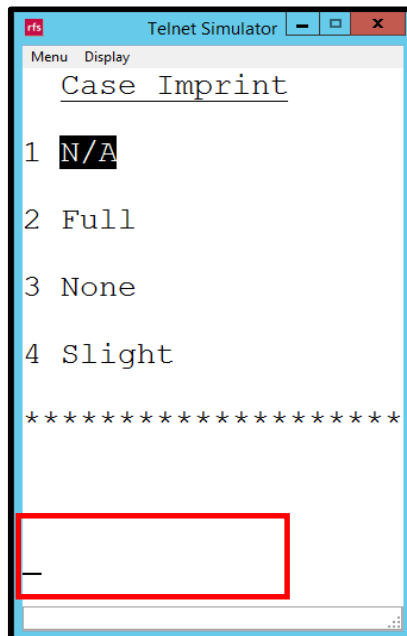
6. Enter the quantity that was short shipped and is being transferred in the **Quantity** field, then press the “Enter” key. For this example, enter “1.”



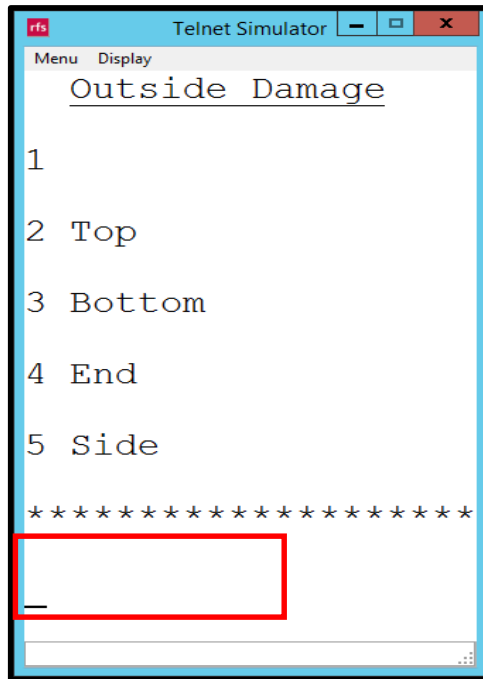
- For short shipments, enter “3” for Short Shipment on the *Case Condition* screen and press the “Enter” key.



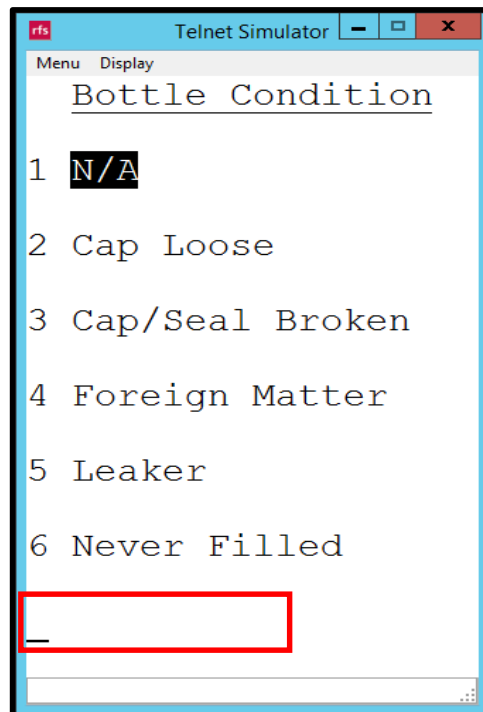
- For short shipments, enter “1” for N/A on the *Case Imprint* screen and press the “Enter” key.



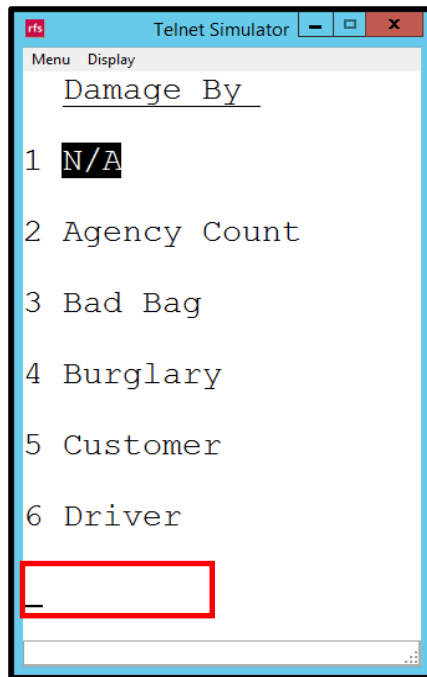
9. For short shipments, enter “1” for Blank on the *Outside Damage* screen and press the “Enter” key.



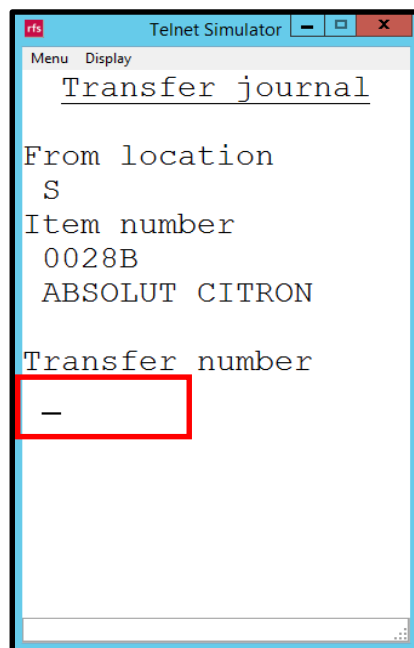
10. For short shipments, enter “1” for N/A on the *Bottle Condition* screen and press the “Enter” key.



11. For short shipments, enter “1” for N/A on the *Damage By* screen and press the “Enter” key.

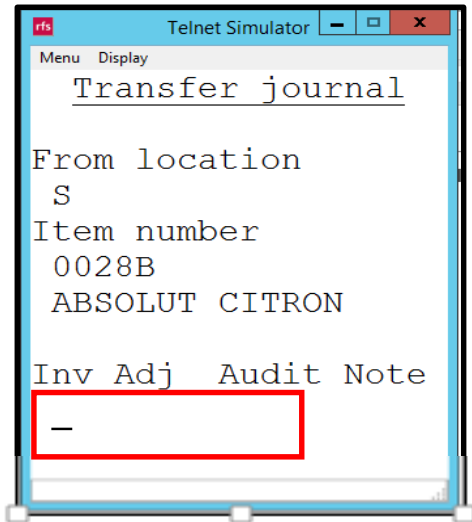


12. Enter the transfer order number into the **Transfer number** field then press the “Enter” key to continue. You can also scan the barcode from the Transfer Overview report or the carrier packing list.



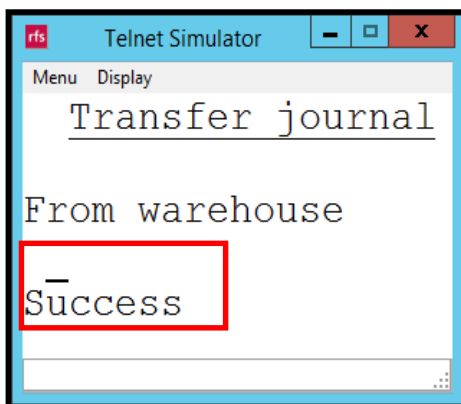


13. A 30 character note can be added in the **Inv Adj Audit Note** field. For a short shipment, enter “short shipped.”



 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.