

## Corp Receiving

### Handheld Scanners



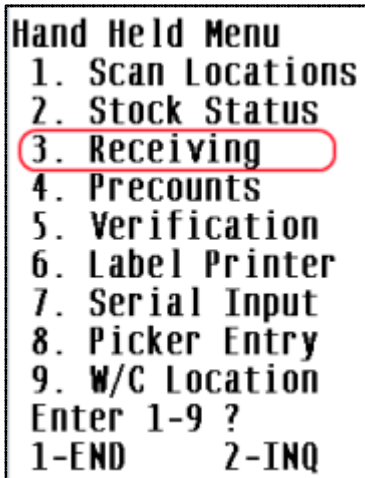
Motorola MC75



Symbol 8846

1. Menu 34.20 – Create a Bar Code Receiver from Corp Ship Date – This process will include all Purchase Orders, even backorders the receiver.
  - a. Enter Company number
  - b. Enter Ship Date (this is the date that the DC shipped the product)
  - c. Enter Y to exclude daily emergency orders
2. {Optional Step} - Menu 34.21 – Create a 2<sup>nd</sup> Copy of a Receiver – Use this option to receive on a second handheld.
3. Receive Product on a Handheld using the S3 Menu
4. Power on the handheld
  - a. Select Start
  - b. Select Telnet CE
  - c. Press the enter key

## 5. Select Option #3 – Receiving



- a. Select the receiver (if you are using 2 handhelds, be sure you created a 2<sup>nd</sup> receiver in Menu 34.21 and that the handhelds are not using the same receiver number).
- b. Answer Y / N to tell the system if you want to be prompted for Serial Number.
- c. Scan Items
  - i. Use any of the yellow buttons on the handheld to scan the item barcode.
  - ii. Scan every piece. If multiple quantities of the same part are being received type in the quantity number preceded by a '.'. For example, to enter a quantity of 6, enter .6
  - iii. If the incorrect quantity is scanned, correct by subtracting the amount that was scanned in error. For example, if two extra items were wrongfully scanned, deduct by entering “.-2”
  - iv. If the barcode scanned is not a valid item number or is not an item on the receiver a prompt will appear to make a bar code cross reference.
  - v. Label all products that do not have a legible Johnstone Bar Code label. After the item is scanned and the quantity has been verified enter an 'L' and the number of labels to print.
  - vi. Open all multiple packs to ensure accurate count.
  - vii. Circle or write the quantity on multiple packs.
  - viii. Separate showroom stock from warehouse stock.
  - ix. Separate customer orders from stock items.
- d. When finished scanning shipment, exit program.

6. Write down the Corp receiver number.
7. {Optional Step} – Menu 34.22 – Combine 2 Corp Receivers together – If two handhelds were used to receive then the receivers need to be combined before moving forward.
8. Menu 34.25 – Compare Bar Code Receiver with Corp Packing List – Run this report before updating to see a list of discrepancies between what was scanned and what the packing list says was shipped.
9. Menu 34.2 – Purchase Order Receipts Report & Adjustments – After all parts are scanned this menu is used to print, edit and update quantities on-hand.

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Bar Code Receipts Options
  'P' to print receipts report
  'Y***' to update receiving on P/O's
  'A' to adjust scanned quantities
  'C' to cancel receiver
  'END' to exit this process
Enter selection: _
1-END      2-INQ

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- a. Select the receiver
- b. Select one of the Bar Code Receipts Options
  - i. 'P' Print Receiver – ALWAYS PRINT THIS BEFORE YOU Y\*\*\* TO UPDATE!  
This option prints a report of what was on the PO versus what you scanned to receive and show you any discrepancies. If Menu 34.25 was run, then this process can be skipped. **All discrepancies need to be resolved prior to updating.**
  - ii. 'A' Adjust Quantities – This option is used to correct the quantity received. THIS OPTION CANNOT BE RUN AFTER USING Y\*\*\* TO UPDATE.
  - iii. Y\*\*\* Update Receiver – This process will post everything received on the selected receiver to stock status and inquiry screens. Once this is run you cannot go back and make any adjustments to the receiver. You will be able to receive any back ordered items on the PO when they come in, however they will be on a different receiver.
  - iv. 'C' Cancel Receiver – Use this option to delete the receiver and begin the receiving process over again. THIS OPTION CANNOT BE RUN AFTER Y\*\*\* TO UPDATE.
10. Menu 7.22.10 – Create/Print Auto Backorders for Today's Receiving – Auto allocates today's receiving against the customer backorders and prints the pick tickets for these orders.