**Pull in the Packslips**

3- Purchasing

5- Merchandise Receiving

3- UNI Select Pack Slip Create Process

 <F1> to Pull Pack Slip File

(connects and gets files)

3- Purchasing

5- Merchandise Receiving

3- UNI Select Pack Slip Create Process

 Invoice File Name: <F5> Lookup

 Spool

**Scan parts**

If ‘UPC not on file Create?’

 Type in the line abbv and part number ,then press Enter.

Make sure that the Sell and Purchase quantities are correct then press Enter to confirm each.

 Receive the part

Once this is done, it will not need to be done again for this part. Also if scanners are used at the counter, they will also now recognize the UPC bar code.

If ‘Item not on file but can be added from Autostock Add it?’

Press Enter since Y is the default.

Receive the part

**Allocate what was Scanned**

3- Purchasing

5- Merchandise Receiving

8- Allocate UPC Receiving

 Print 1

 Allocate? N

Check print out for Incomplete parts

Were they overlooked and need to be scanned? Were they not shipped and on back order?

3- Purchasing

5- Merchandise Receiving

8- Allocate UPC Receiving

 Spool

 Allocate? Y

**Receive what was Allocated**

3- Purchasing

5- Merchandise Receiving

1- Pack Slip Receiving

 Action: R

Select invoices to receive.