**Receiving with the RF Scanner**

**Pull in the Pack Slips**

**3 – Purchasing**

**5 – Merchandise Receiving**

**3 – UNI Select Pack Slip Create Process**

Press **F1** and select a date range that goes back at least two days from the current date

Once all of the pack slips have finished downloading you should return to the **UNI Select Pack Slip Create Process** menu

Type in your Branch ID and press Enter

Select UNI as the Supplier ID

Press **F5** to lookup the files that have been downloaded.

Select and spool each of the pack slips that are there for each branch.

**Scan What Came in.**

Turn the scanner on using the red button the top right of the keyboard

 The scanner should login into AutoPoint automatically

 **2 –Inventory**

 **2 – Receiving**

Before you begin to scan what came in, make sure that the scanning option is set to your preferred mode.

**Press Esc**

 The two recommended options are **1** and **4**

1 – Manual Entry of Qty. has you scan a barcode and enter in the quantity before scanning the next barcode.

4 – Auto Enter a Qty of 1. automatically enters in a quantity of one for each barcode you scan. For most orders this will be the quickest and safest selection.

**If ‘UPC not on file Create?’**

Type in the line abbv and part number and 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

**Allocating what was Scanned**

Once you have finished scanning leave the scanner on and return to a terminal.

 **8 – Allocate UPC Receiving**

Enter your Branch ID

 HAVE YOU DOWNLOADED PACKSLIPS? **Y**

\*\*\*Process this Allocation? (Y or N) **N** \*\*\*

\*\*\*Say **NO** the first time.\*\*\*

Print the Allocation report and look it over to make sure that you scanned everything that you should have.

Once you are sure that all of the items that came in have been scanned

 **8 – Allocate UPC Receiving**

Enter your Branch ID

 HAVE YOU DOWNLOADED PACKSLIPS? **Y**

Process this Allocaiont? (Y or N) **Y**

Receiving what was Allocated

 **1 – Pack Slip Receive**

BRANCH ID: **ENTER**

ACCESS: **ENTER**

ORDER NO.: **ENTER**

ACTION: **R**

PRINT: **ENTER**

Select the number that corresponds to the orders that are 100% allocated to receive them.

 You can press **F5** to quiry the orders that are below 100% allocated to see why. If they are l egitimate then select their corresponding number to receive them.