Standard Operating Procedure

Purpose: This procedure combines the receiving process of BD Pharmogistics with the receiving process of ConsortiEX Verify on Receipt™ using ConsortiEX's ScanCast™ product to combine processes and minimize redundant scanning.

Procedure:

Setup (Upon daily delivery):

1. Upon daily delivery sort all totes and boxes into separate areas by PO.
2. Login to BD Pharmogistics
    a. Navigate to PO list screen.
3. Login to ConsortiEX Verify on Receipt™
    a. Select 'Site'
    b. Select 'Receiving Tab'

Process:

A. *Totes – (Repeat until are totes are processed)*
1. Scan tote outside label 1D barcode starting with (00)
2. Confirm Verify on Receipt™ screen updated to list container contents.
3. Repeat until all products have been scanned for this container.
    a. Separate all products into like items
    b. Scan the 2D barcode of the first product.
    c. Continue scanning all like items then scan 'Quantity' barcode to finalize and output into BD window.

    d. Scan 'Confirm'

    e. When rescanning multiples of the same item, must verify that the quantity is correct because rescans will cause duplicate scans
    f. Scan the next product's 2D barcode.
    g. Continue scanning all like items then scan 'Quantity' barcode to finalize and output into BD window.

    h. Scan 'Confirm'

      i.   Continue scanning until all items have been received

      j.   Scan ConsortiEX 'Accept Container'

B. *Homogenous Containers – (Boxes with one 2D barcode and (2) 1D barcode outside labels)*

    1.   Scan Container case outside 1D label starting with (00)

    2.   Confirm Verify on Receipt™ screen updated to list container contents screen.

    3.   Read ConsortiEX screen for the Expected Quantity field.

    4.   If the Quantity field is '1' scan the 2D barcode on the outside of the box

    5.   If the Quantity is more than 1 then scan each of the two 1D barcodes

    6.   Scan ConsortiEX 'Accept Container'

C. Once all items have been received for the day, scan 'Send to Queue'

D. Dialogue box will open, check and verify the information. Scan 'Confirm' to close the dialogue box and check no more items

E. Scan 'Confirm' once again to finalize the process