

Standard Operating Procedure

Purpose: This procedure combines the receiving process of EPIC Inventory Receiving 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. Sort all totes and boxes into separate areas by PO.
2. Login to EPIC Inventory
3. Login to ConsortiEX Verify on Receipt™
 - a. Select 'Site'
 - b. Select 'Receiving Tab'

Process:

A. Totes – (Repeat until all totes are processed)

1. Select a PO from the List on EPIC Inventory (may be multiple totes)
2. Scan 1D label on outside of tote, starting with (00)
3. Confirm Verify on Receipt™ screen shows container contents.
4. Separate all products into like items
5. Scan the 2D barcode on any product in the tote (if no 2D, then 1D UPC)
6. Confirm the product is in the Epic Inventory.
7. Scan remaining 2D barcodes of remaining like product.
8. Repeat steps 5-7 until all products are processed from the tote.
9. Once the tote is empty scan ConsortiEX 'Accept Container'



B. Homogenous Containers – (Boxes with (1) 2D barcode and (2) 1D outer barcodes)

1. Scan 1D label on outside of tote, starting with (00)
2. Confirm Verify on Receipt™ screen shows container contents, check for expected quantity.
 - a. If the Quantity field is '1' scan the (1) 2D barcode on the outside of the box
 - b. If the Quantity is any other number, scan each of the (2) 1D barcodes
3. Confirm the product is in the Epic Inventory.
4. Scan ConsortiEX 'Accept Container'

