

## Standard Operating Procedure Verify on Receipt™

**Purpose:** This procedure covers the receiving process of ConsortiEX Verify on Receipt™ barcode/product verification solution for DSCSA Compliance.

**Supporting Documents:**

**Setup (Upon daily delivery):** See Setup Document: If viewing online/digitally, click this [Link](#)

**Procedure:**

1. Log in to VOR: <https://www.consortiex.net/vor/login>
  - a. **To receive Major Wholesaler Shipments:**
    - i. Select a tote to receive
    - ii. Use the handheld barcode scanner to scan the SSCC barcode on the tote label – bringing up the ‘Receiving Shipment’ screen, where the contents of that container are displayed.
    - iii. Open the tote and begin scanning its individual contents.
    - iv. Once all container contents have been scanned, all fields on the ‘Receiving Shipment’ screen should be green, and you can ‘accept the container’, either in app by mouse click, or by scanning the Accept Container ConsortiEX Action Barcode.
    - v. Repeat the above steps until all wholesaler totes have been received in VOR
  - b. **To receive a homogeneous case from a Major Wholesaler:**
    - i. Select a case to receive
    - ii. Use the handheld barcode scanner to scan the SSCC barcode on the tote label – bringing up the ‘Receiving Shipment’ and the contents of the container.
    - iii. Consult the ‘Receiving Shipment’ screen to determine if the homogeneous case is being considered ‘1’ expected case, or if it is being counted as the total quantity inside the case, such as a quantity of 12, 24, etc.
      1. If it is being counted as ‘1’ locate and scan the primary 2D barcode on the label.
      2. If it is being counted as any other quantity, scan the pair of linear barcodes on the case.
    - iv. Once the appropriate barcode or barcodes have been scanned, and all fields on the ‘Receiving Shipment’ screen in the application should be green, ‘accept the container’, by clicking on the option on the screen, or scanning the Accept Container Action Barcode.
    - v. Repeat the above steps until all wholesaler cases have been received in VOR

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**c. To receive other EDI Shipments:**

- i. Select a non-wholesaler shipment/ box
- ii. Use the handheld barcode scanner to scan the SSCC barcode on the shipping label – this will bring up the ‘PO Search’ dialog box.
- iii. Enter the PO Number in the dialogue box and select ‘Search’, then locate and select the container from the ‘Viewing Containers’ screen.
- iv. Once on the ‘Receiving Shipment’ screen, open the container and begin scanning its contents. For human prescription drugs, you will be scanning 2D barcodes. On OTCs, scan the linear 1D barcodes and for OTCs, supplements, nutritional products and supplies you will scan linear 1D barcodes
- v. Once all the contents of the container have been scanned, and the ‘Receiving Shipment’ screen is showing all-green, accept the container, either in app with your mouse by selecting ‘Accept Container’ on the screen, or by scanning the Accept Container action barcode.
- vi. Repeat the above steps until all non-major wholesaler EDI shipments have been received in VOR

**d. To receive other EDI homogenous cases:**

- i. Select a non-wholesaler case
- ii. Use the handheld barcode scanner to scan the tote label – bringing up the ‘Receiving Shipment’ and the contents of the container
- iii. Consult the ‘Receiving Shipment’ screen to determine if the homogeneous case is being considered ‘1’ expected case, or if it is being counted as the total quantity inside the case, such as a quantity of 12, 24, etc.
  1. If it is being counted as ‘1’ locate and scan the primary 2D barcode on the label.
  2. If it is being counted as any other quantity, scan the pair of linear barcodes on the case.
- iv. Once the appropriate barcodes or barcodes have been scanned, and all fields on the ‘Receiving Shipment’ screen in the application should be green, ‘accept the container’, by clicking on the option on the screen, or scanning the Accept Container Action Barcode
- v. Repeat the above steps until all other EDI cases have been received in VOR

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**e. To receive a No-Data shipment:**

- i. Select a box/ shipment
- ii. Use barcode scanner to scan the SSCC barcode on the shipping label – bringing up the ‘PO Search’ dialogue box.
- iii. Enter the PO Number in the dialogue box and select ‘Search’, then select ‘Scan No-Data Container.’
- iv. On the ‘Receiving Shipment’ screen, capture the shipping documents with the Fujitsu document scanner.
- v. Use the barcode scanner to scan the contents of the container.
- vi. Accept the container by selecting ‘Accept Container’ on the screen, OR by using the Zebra to scan the ‘Accept Container’ action barcode.

**f. To receive a No-Data homogenous case:**

- i. Select a non-wholesaler case
- ii. Use barcode scanner to scan the SSCC barcode on the shipping label – bringing up the ‘PO Search’ dialogue box.
- iii. Enter the PO Number in the dialogue box and select ‘Search’, then select ‘Scan No-Data Container.’
- iv. On the ‘Receiving Shipment’ screen, capture the shipping documents with the Fujitsu document scanner.
- v. Look at your shipping documents or the receiving shipment screen to determine if the homogeneous case is considered ‘1’ case, or if it is being counted as the total quantity inside the case.
  1. If it is being counted as ‘1’ locate the 2D barcode on the case label.
  2. If it is being counted as the total quantity inside the case, scan the two linear barcodes on the case label.
- vi. Once the barcodes have been scanned, and you have verified that they match against what was scanned, complete step 5 by accepting the container.
- vii. Repeat the above steps until all No-Data shipments have been received in VOR

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**g. Logging Exceptions during receiving:**

- i. If the message **'Duplicate Serial Number Detected'** appears after scanning the barcode on a product:
  1. Check whether the barcode on one product was scanned twice.
    - a. If Yes, select Cancel and proceed with the next product
    - b. If No, select Accept and follow your facility's process to physically quarantine both products; they may be counterfeit
- ii. If the message **'Non 2D barcode scan detected'** appears after scanning the barcode on a product:
  1. Check whether the label has a 2D barcode or only a linear barcode
    - a. If there is a 2D elsewhere on the product, select Cancel or scan the Cancel action barcode, and then scan the correct 2D barcode.
    - b. If there is only a linear barcode present, select Accept or scan the Accept action barcode. If a DSCSA item, follow your facility's process to quarantine the product physically.
- iii. If an item shows as **'Unexpected'** for an EDI shipment, follow your facility's process to physically quarantine the item, as the Buyer may need to follow-up with your supplier
- iv. If an item shows as **'Unknown Product'**:
  1. At the Receiving shipment from... screen, select the line item.
  2. At the Review Line-Item Exceptions screen:
    - a. Select Add Exception
    - b. Enter a note in the Custom Exception box about what the item is
    - c. Select Save Line-Item Changes
    - d. If a DSCSA Item, follow your facility's process to physically quarantine it.
- v. If an item has **damage or other physical issues**:
  1. Scan the barcode.
  2. At the Receiving shipment from... screen, select the line item.
  3. At the Review Line-Item Exceptions screen:
    - a. Select Add Exception.
    - b. Enter notes in the Custom Exception box.
    - c. Select Save Line-Item Changes.
    - d. Follow your facility's process to physically quarantine the item.