# Medication Receiving Process: RI110081 with Verify on Receipt™ and ScanCast™™

## Standard Operating Procedure

**Purpose:** This procedure demonstrates the use of ScanCast RI110081 with the receiving process of ConsortiEX VOR™ using ConsortiEX's ScanCast™ product to minimize redundant scanning.

**Configuration:**

1. This module only allows one barcode scanner connection at a time, however users can switch back and forth between the ConsortiEX scanner and vendor scanner.
2. The ScanCast module allows for different output format configurations. Reach out to ConsortiEX support for assistance. Once an output format is chosen, it is not necessary to keep these barcodes ready for quick access. This setting is saved in the module and retained across power cycles.

**Setup:**

1. Upon delivery, sort all totes and boxes by invoice.
2. Login to Vendor Workstation.
    a. Navigate to Invoice Receiving Screen
    b. Select the first Invoice.
3. Login to ConsortiEX Verify on Receipt™.
    a. Select Site if prompted.
    b. Select Receiving Tab.

**Process:**

A. *Using EDI Invoice within Vendor Station (premade Invoice)*

1. Repeat for each Invoice.
    a. Open the Invoice from the receiving menu in your vendor portal.
    b. Optionally Scan Qty on Request barcode. This will result in the quantity to be output when the "Quantity" wall barcode is scanned.

    

    c. Scan the 1D tote label barcode starting with (00).
    d. Confirm that the ConsortiEX VOR™ screen updated to list the tote contents.
    e. Scan the 2D barcode of Each product from the tote (OTC items may only have a 1D barcode, scan this instead).
        i. If the vendor workstation does not recognize the GS1 2D barcode – your database may be missing this representation. Set this product aside for the pharmacist to add to the database.
        ii. When the last item from a line is scanned, the line should go green in VOR™.

f. After all items from the tote are scanned, Scan Accept Container to close the tote.



g. Repeat steps c through f for each tote on the invoice. Also, see the Homogeneous Cases section below.

h. Verify the Quantities in vendor workstation match the count of the products received.

2. For Homogenous Cases – homogenous cases are often treated as totes when they have their own 1D SSCC label



Sample Manufacturer Homogeneous Case Label

a. Scan the 1D label barcode starting with (00).
b. Confirm that the ConsortiEX VOR™ screen updated to list the case contents.
c. If the VOR™ screen shows that the expected quantity is 1, scan the 2D barcode (A).
d. If the VOR™ screen shows an expected quantity greater that 1, or the (A) barcode is not present, scan both 1D barcodes (B) and (C) - scanning the longer barcode first.  Note: each label is manufacturer specific and may not appear exactly as pictured.
e. Scan Accept Container to close the case transaction.

3. If this scanning was done at the put-away location, the invoice can now be sent to the stocking queue. Otherwise leave the invoice and move the products to the put-away location.

B. *Creating an Invoice While Scanning (No EDI)*
   1. Open a blank invoice in vendor workstation.
   2. Scan Qty on Request barcode. This will result in the quantity to be output when the "Quantity" wall barcode is scanned.

3. Scan the 1D tote label barcode starting with (00).
4. Confirm that the ConsortiEX VOR screen updated to list the tote contents.
5. Open the Tote and sort the items into groups of similar products (same NDC).
6. For each group of similar products.
    a. Scan the 2D barcode from each product (OTC items may only have a 1D barcode, scan this instead).
    b. If vendor workstation does not recognize the GS1 2D barcode – your database may be missing this representation. Set this product aside for the pharmacist to add to the database.
    c. When the last item from a line is scanned, the line should go green in VOR™.
    d. If the quantity of the product is 0 in vendor workstation scan **Quantity** barcode to output the number of products scanned. This value may need to be adjusted manually for unit-dose quantities.

    

    e. If the quantity of the product is not 0, the quantity already in vendor workstation should be increased by the quantity from the current tote. This must be done manually.
7. After all products are scanned from the tote, scan Accept Container to close the tote.

    

8. For Homogenous Cases – homogenous cases are often treated as totes when they have their own 1D SSCC label



    a. Scan the 1D label barcode starting with (00).
    b. Confirm that the ConsortiEX VOR™ screen updated to list the case contents.
    c. If the VOR™ screen shows that the expected quantity is 1, scan the 2D barcode (A).

      d. If the VOR™ screen shows an expected quantity greater that 1, or the (A) barcode is not present, scan both 1D barcodes (B) and (C) - scanning the longer barcode first.  Note: each label is manufacturer specific and may not appear exactly as pictured.

      e. Scan Accept Container to close the case transaction.

9. If this scanning was done at the put-away location, the invoice can now be sent to the stocking queue. Otherwise leave the invoice and move the products to the put-away location.