

## Medication Receiving Process: ScanCast™ RI070080 with Verify on Receipt™

### Standard Operating Procedure

**Purpose:** This procedure demonstrates how to use ScanCast RI070080 with ConsortiEX Verify on Receipt (VOR) using ConsortiEX's ScanCast to minimize redundant scanning.

**Note:** It is the user responsibility to monitor each integrated application during ScanCast enabled Scanning for correct operation, use at your own risk, warranty does not include correct operation but does include best effort to remedy what can be corrected.

Integrations are not verified by the integration company. Operation may change if integration application is updated, integrations are not verified by the integration company making the changes.

#### Procedure:

##### Setup (Upon daily delivery):

1. Sort all totes and boxes into separate areas by PO.
2. Login to the vendor portal
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 the vendor portal (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 vendor portal.
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) (Repeat until all totes are processed)

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 vendor portal.

4. Scan ConsortiEX 'Accept Container'

