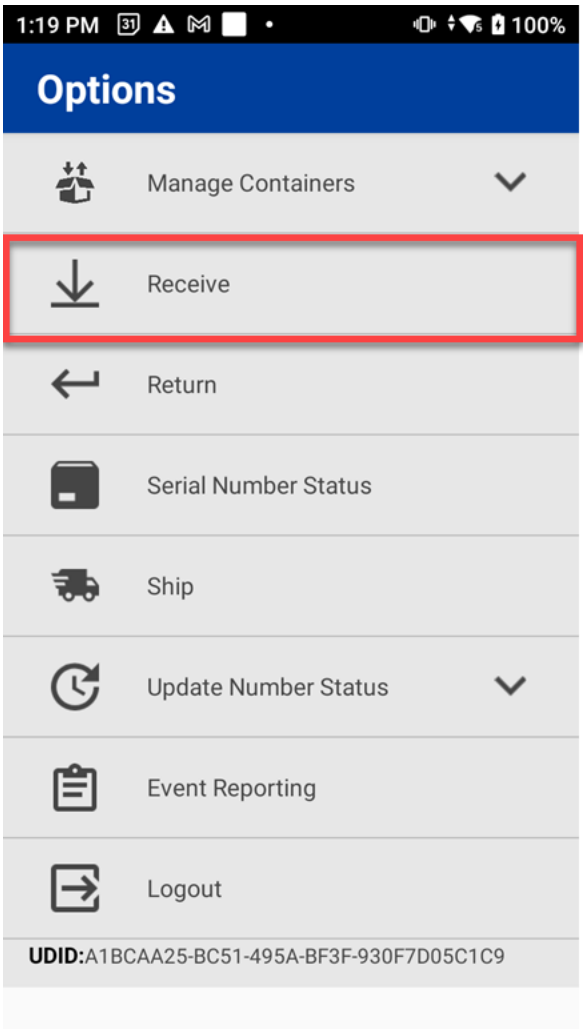
Smart Inventory Tracker Receiving Job Aid

Targeted how-to guide for receiving with Smart Inventory Tracker.

To Receive Product using the Delivery Number

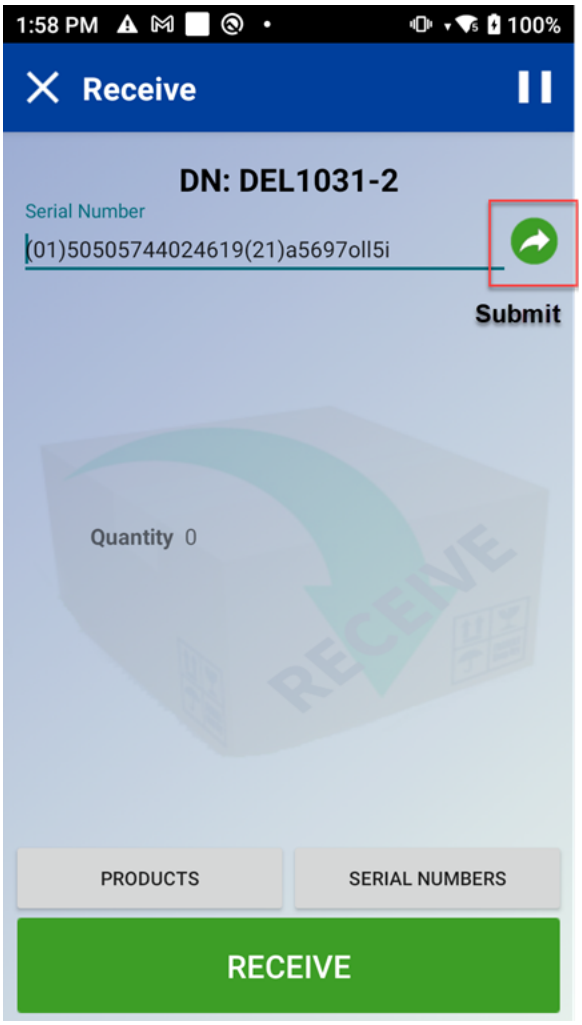
1. Select **Receive** from the **Options** menu.



2. Manually enter the **Delivery Number** to identify the delivery. If there are multiple receipts with that Delivery Number, select the appropriate one from the list.

- Click **Submit**.

3. **Scan** or **Manually Enter** the **Serial Number** to associate with the **Delivery Number**.
    a. If **Allow Serial Number Registration?** is set to **Allow Without Master Data**, in the dialog, select your **Packaging UOM**.
    b. Select **Submit**. Registration events are transmitted to Serialized Operations Manager.



4. Repeat the previous step for any other serial numbers that must be received.
5. Select **RECEIVE**.

- If **Receive Partial Deliveries?** is set to **Yes**, a dialog box appears.

    a. If you have received the expected quantity of serial numbers, choose **Complete the delivery**. Select **Submit**. The delivery is marked as complete, the received serial numbers are sent to Serialized Operations Manager in an Available state, and the Receipt Status is set to Submitted.

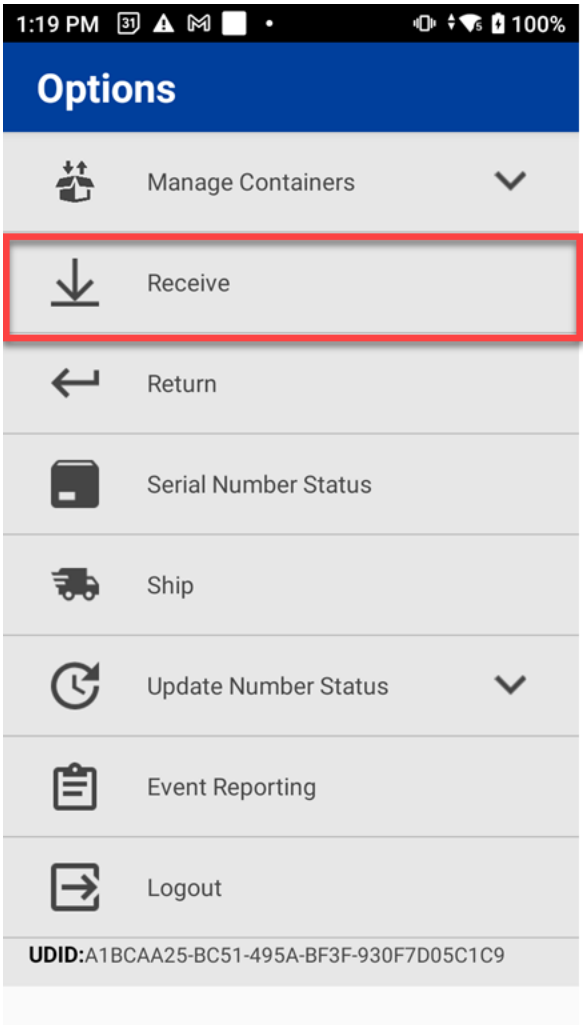
    b. If you have not received the expected quantity of serial numbers, choose **Save the delivery**. Select **Submit**. The received serial numbers are sent to Serialized Operations Manager in an Available state, however the delivery remains incomplete.

- If **Receive Partial Deliveries?** is set to **No**, select **Yes** in the confirmation dialog box.

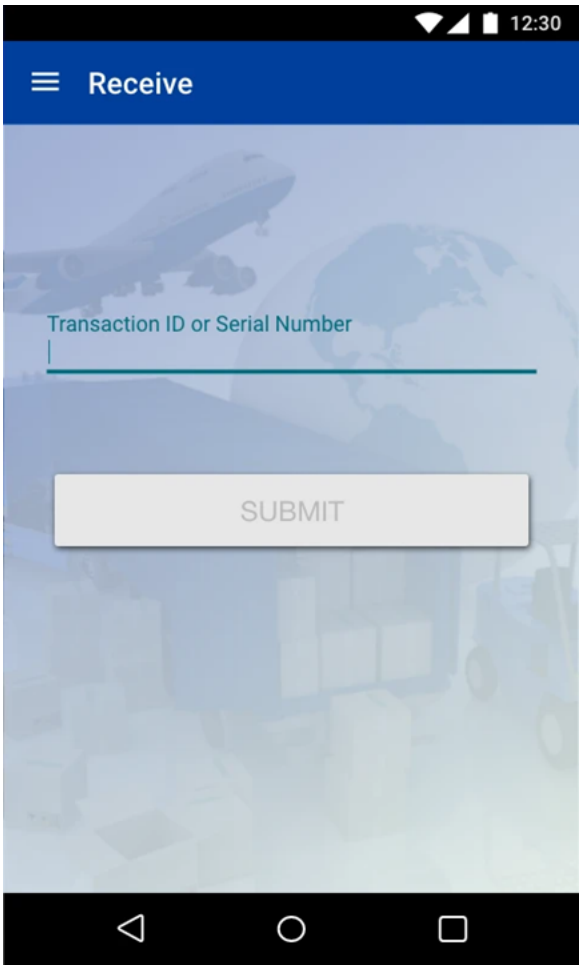
- If the **Receive Below Container** setting is disabled and you scan a child SN, then you are prompted to receive using the parent container.
- If the **Receive Below Container** setting is enabled and you scan a child SN, then you are not prompted to receive using the parent container and you can continue to click on the **Receive** button.

To Receive Product using the Transaction ID

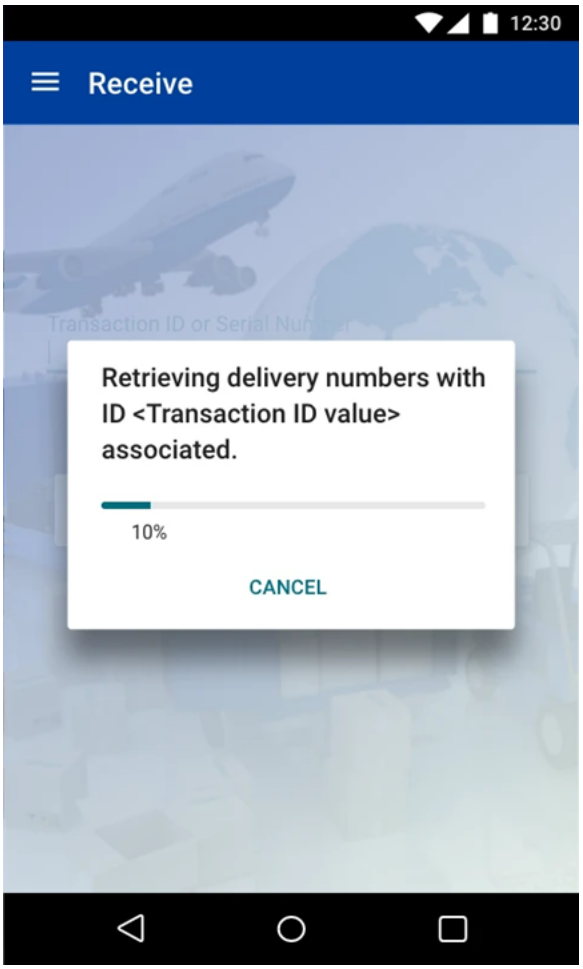
1. Select **Receive** from the **Options** menu.

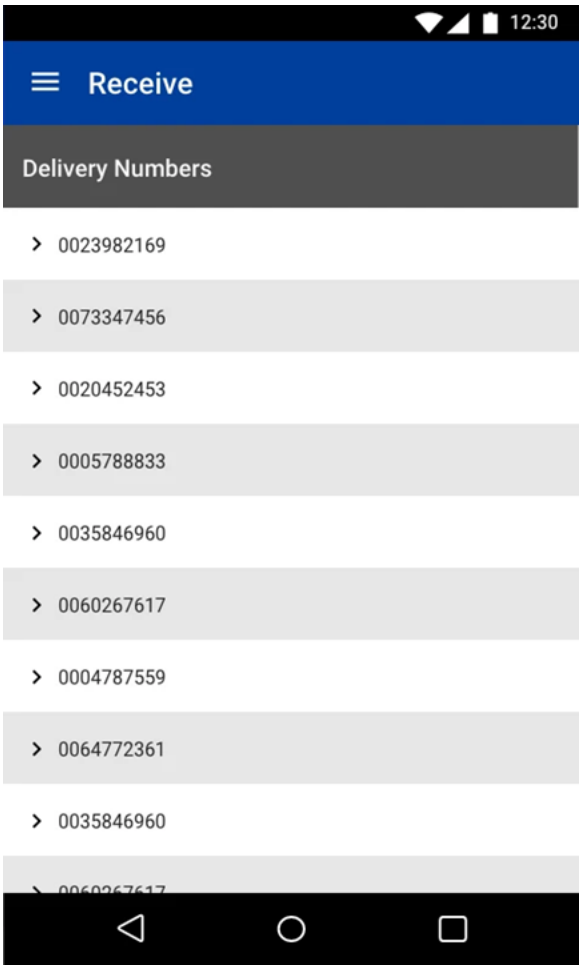


2. Manually enter the **Transaction ID** and click **Submit**.

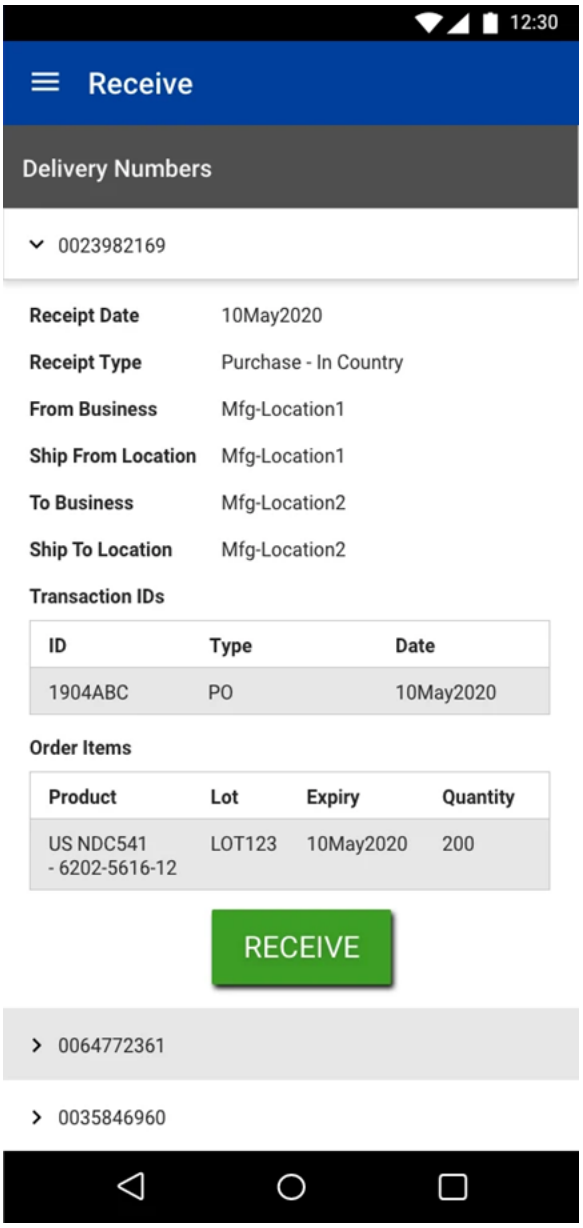


3. Wait while it retrieves the associated delivery numbers.


12:30
Receive
Retrieving delivery numbers with ID <Transaction ID value> associated.
10%
CANCEL



4. Select the appropriate delivery number.



5. Click **RECEIVE**.

Registration events are transmitted to Serialized Operations Manager.

- If **Receive Partial Deliveries?** is set to **Yes**, a dialog box appears.

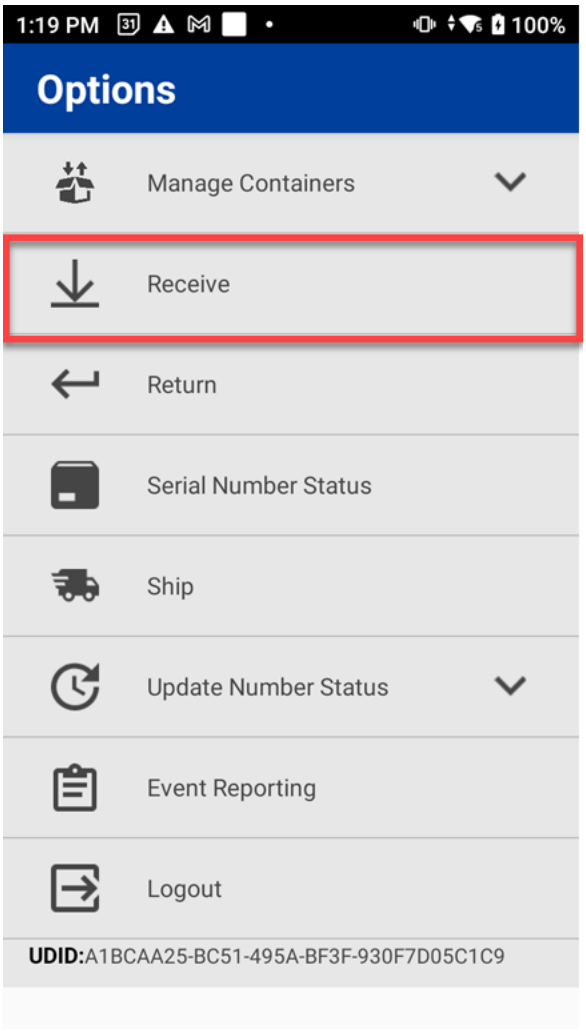
    a. If you have received the expected quantity of serial numbers, choose **Complete the delivery**. Select **Submit**. The delivery is marked as complete, the received serial numbers are sent to Serialized Operations Manager in an Available state, and the Receipt Status is set to Submitted.

    b. If you have not received the expected quantity of serial numbers, choose **Save the delivery**. Select **Submit**. The received serial numbers are sent to Serialized Operations Manager in an Available state, however the delivery remains incomplete.

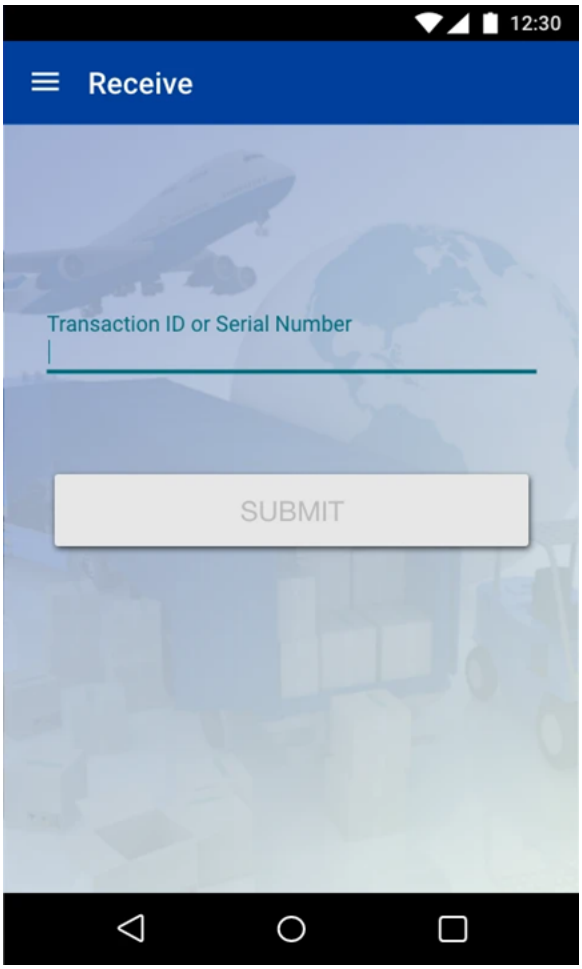
- If **Receive Partial Deliveries?** is set to **No**, select **Yes** in the confirmation dialog box.
- If the **Receive Below Container** setting is disabled and you scan a child SN, then you are prompted to receive using the parent container.
- If the **Receive Below Container** setting is enabled and you scan a child SN, then you are not prompted to receive using the parent container and you can continue to click on the **Receive** button.

To Receive Product using the Serial Number

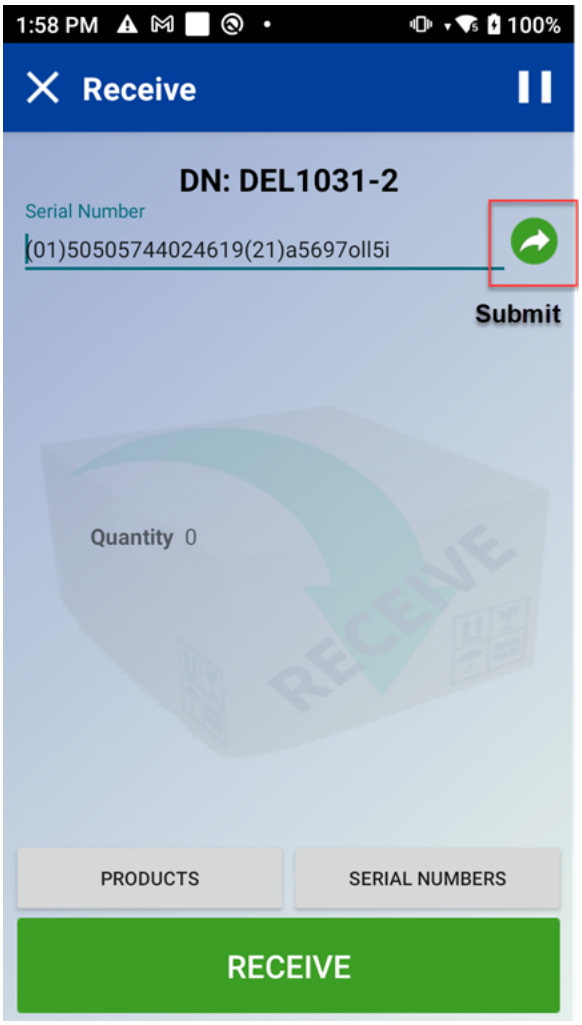
1. Select **Receive** from the **Options** menu.



2. **Scan** or **Manually Enter** the **Serial Number** to associate with the **Delivery Number**.
    a. If **Allow Serial Number Registration?** is set to **Allow Without Master Data**, in the dialog, select your **Packaging UOM**.
    b. Select **Submit**. Registration events are transmitted to Serialized Operations Manager.



    a. Note: You can Scan or Enter an EACH SN or the Aggregated Container's Serial Number.
    b. If you manually entered the **Serial Number**, click **Submit**.

a. 

3. Repeat the previous step for any other serial numbers that must be received.
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- If **Receive Partial Deliveries?** is set to **No**, select **Yes** in the confirmation dialog box.

- If the **Receive Below Container** setting is disabled and you scan a child SN, then you are prompted to receive using the parent container.

- If the **Receive Below Container** setting is enabled and you scan a child SN, then you are not prompted to receive using the parent container and you can continue to click on the **Receive** button.

- If a Manager has enabled registration without Master Data and an unknown serial number whose packaging code is not present in the company's Product Master Data is entered, a dialog box displays for determining the packaging UOM of the unknown serial number as well as any additional unknown serial numbers entered with the same packaging code.

    - Select the level of packaging hierarchy for this serial number from the Packaging UOM drop-down: **Case/Shipper**, **Inner Pack/Bundle**, or **Each**.

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