



# Scan Pack & Receive

The Scan Pack and Scan Receive modules control the dispatching and receiving of inventory from the warehouse.

The Scan Pack module assists with the locating and picking of inventory from the warehouse and dispatching to customers. It allows stock on selected sales orders to be entered or scanned using a variety of barcode scanning devices. The module guides the operator to the correct bins and ensures the accuracy of stock dispatched.



The Scan Receive module offers similar functionality and benefits as above but assists with the process of receiving stock from suppliers and the process of putting it away into the warehouse.

The Scan Pack and Scan Receive modules are two in a range of modules, collectively known as the SP Toolkit, that are designed to assist with inventory and warehouse management.

The screenshot shows the 'Despatch Products to Customers' window. At the top, there are tabs for 'Sales Orders', 'Despatch', 'Packing Slips', 'Item Labels', and 'Help'. Below the tabs, there is a dropdown menu for 'Order Number' set to 'ALL'. A large text input area contains 'Code:' and 'Quantity:' labels. To the right of this area are 'Import' and 'Print' buttons. Below the input area is a 'Qty Picked' section with radio buttons for 'Add to', 'Replace', and 'Auto Add 1'. The main part of the window is a table with the following data:

Item Code	Barcode	Description	Pack	Qty Ordered	Qty Processed	Qty O/S	Picked
004		Bouquet - Assorted Number 3	EA	4	0	4	0
01CC		Car Charger	EA	8	2	6	0
1	87190	Erasers		75	20	55	0
101		Microwave Oven (Serial Numbered)		8	1	7	0
102		Supercut Mixer (Serial Numbered)		1	1	0	0
2	45371	Paperclips		5	1	4	0
5050		Pine 25mmx75mm Planed	EA	2	2	0	0
S1		Service Test Item	EA	2	1	1	0

At the bottom of the window, there are 'Process', 'Pick All', 'Clear All Picked', and 'Close' buttons. The status bar at the very bottom indicates 'Current Warehouse: [Mstr: Master Warehouse]'.

## Overview

The modules are based on a wizard to guide the user through a sequence of steps. Both modules offer functionality as follows:

Incoming purchase orders (or outgoing sales orders) are selected either individually or in groups. The inventory items on all orders are combined to produce a single list of what is expected to arrive into (or dispatched from) the warehouse. Items are then entered or scanned as they are put away or picked. The following scanning devices are catered for:

- Keyboard wedge scanner
- Batch scanner
- RF scanner
- Manually entered

Items scanned can make use of the stock code or barcode. In addition, serialised stock is also handled with serial numbers being scanned as required.

The modules guide the warehouse staff to the correct bins within the warehouse and provide a warning for any items scanned that are either not on the selected orders or that are over supplied.

Picking lists, put-away lists and packing lists can be printed as required. All layouts are configurable and selected orders can be printed either individually or combined.

Barcode labels for products received and dispatched can also be printed for the individual items.

The final step in the process updates the orders. This process performs 2 functions. Firstly, it reserves the stock so that it cannot be processed again and secondly, it saves the processed quantities against the orders so that they are ready for invoicing. The operator simply needs to review the orders and process the invoice.

<b>Key Features</b>
<ul style="list-style-type: none"><li>• The modules ensure accuracy in receiving and dispatching stock into and from the warehouse.</li></ul>
<ul style="list-style-type: none"><li>• The modules can process either one order at a time or multiple orders can be combined and processed at the same time.</li></ul>
<ul style="list-style-type: none"><li>• Keyboard wedge, batch or RF scanning devices are catered for.</li></ul>
<ul style="list-style-type: none"><li>• Picking, put-away and packing lists as well as item barcode labels can be printed.</li></ul>
<ul style="list-style-type: none"><li>• Handles serialised and non-serialised inventory</li></ul>
<ul style="list-style-type: none"><li>• Pick and put-away quantities can be processed to prepare the orders for invoicing.</li></ul>

**Systems Practice  
Suite 6.02  
247 Coward Street  
Mascot NSW 2020  
p: +61 2 9317-4411  
f: +61 2 9317-4414  
e: sales@spnet.com.au**

[www.spnet.com.au](http://www.spnet.com.au)