



## WMS -Receive an Intercompany Transfer

SOP 252

Revision A, 07/23/2018

Approved by: Don Stanton

**PURPOSE:** Use of RF scanners to receive items from an ICT (inter-company transfer).

### PROCESS STEPS:

1. Sign onto the scanner and choose the correct facility
2. Select 'Receive IC Transfer'
3. Click **Continue**
4. **Scan Sales Order barcode**, or enter **Sales Order** number
5. Push the **ENT** button on the scanner keyboard
6. **Scan the Lot Label** to select **Part Number** and **User Lot** to receive
7. If you cannot scan the barcode label:
  - a. Select **Part Number** from the drop-down menu
  - b. Click the **Lines** button to find the desired Lot
8. Modify **Counted** quantity received (if needed)
9. **Scan Location Label**, or select **Location Type** and **Location** for where this Lot will be stored
10. Click **Next** to save results and receive the next Lot
11. Repeat until you are done receiving Lots for this ICT
12. **Save** (at any point) will bring up a confirmation screen
13. **Exit** cancels everything, with no receptions sent to DEACOM
14. **All** button will check all the boxes for you
15. **(None)** button will uncheck all the boxes for you
16. Click **Apply** to remove what is checked from this ICT Receipt.
17. If nothing needs to be changed and all items are correct click **Yes**
18. After Saving, review the ICT Receipt screen, which shows:
  - a. Total quantity you're receiving for each Part Number
  - b. Total quantity you're backordering for each Part Number
19. Click **Save** to get to the final confirmation
20. Click **OK** on the confirmation receipt

### REVISIONS

Rev	Date	Change
I/R	03/19/2018	New
A	7/23/18	Removed line 14-Undo button