

AIT Terminals: Receive, Putaway, & Pick

You can perform certain common tasks using your AIT (Automated Identification Technology) device, which lets you receive, putaway, and pick items with minimal typing.

Receiving

1. Select **Receive** from the main menu.
2. Select **Purchase Order/Requisition**.
3. Scan the **Order Number** from the bar code on the item(s) and trigger to continue.
4. Scan the **Receive Enterprise** code NWCG from the hangoff card provided.
5. Scan the **Receive Location** code where the item(s) are being received.
6. Click **Go** to accept the quantity displayed as received, or enter different quantity.

You have now received the quantity of item(s) you specified into the cache.

Putaway

1. Select **Putaway** from the main menu.
2. Scan the **Start Location** (the location that you are currently at and the system will locate the putaway task closest to you, *or* you can scan the location of a specific item waiting for putaway). ICBS tells you the SKU of the next item(s) to be putaway.
3. Scan the **Order Number** from the bar code on the item(s) ICBS displays to confirm you are going to put away those items.
4. Pull the trigger to confirm the quantity ICBS displays or enter a different quantity. ICBS displays the suggested location for the items to be put away.
5. Move the items to the suggested **Deposit Location** and scan the new location for those item(s), or scan a different location where you are depositing the item(s).

You have now putaway item(s) and the AIT device displays the next open putaway task to be performed.

Picking

1. Click **Retrieval** from the main menu.
2. Scan the **Start Location** code for the location where you are currently at. ICBS displays the next item(s) and quantities to be picked that are closest to your current location.
3. Pick the item(s) at the location indicated by ICBS and scan the bar code on those item(s), the pull the trigger to confirm the item(s) and quantities displayed (or change the quantity first if different from what ICBS displays).

4. Move the items to the Deposit Location indicated by ICBS and scan the **Deposit Location** code to confirm where the items were deposited.

You have now picked and deposited items for shipping.