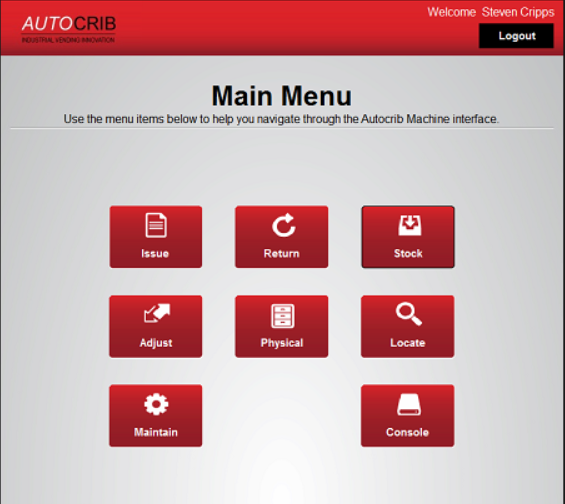
**RoboCrib – Receiving (On Hand & Burn)**

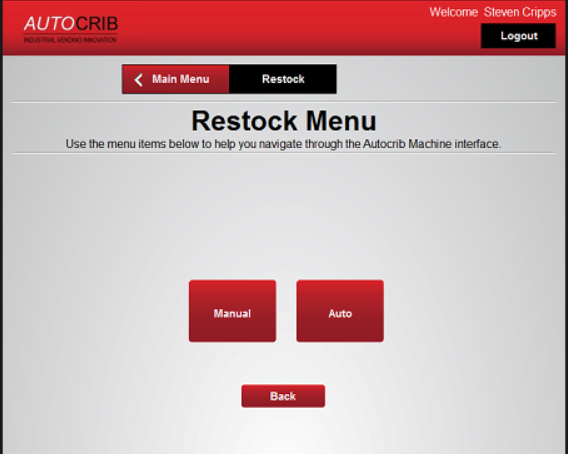
Automatic Receiving Process – ScaleMate Customer Burn

Step #1 - Login to the Vending Machine

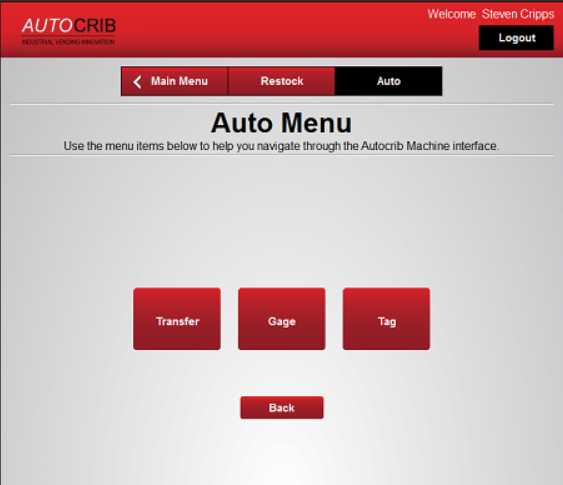
Step #2 – Select “Stock”



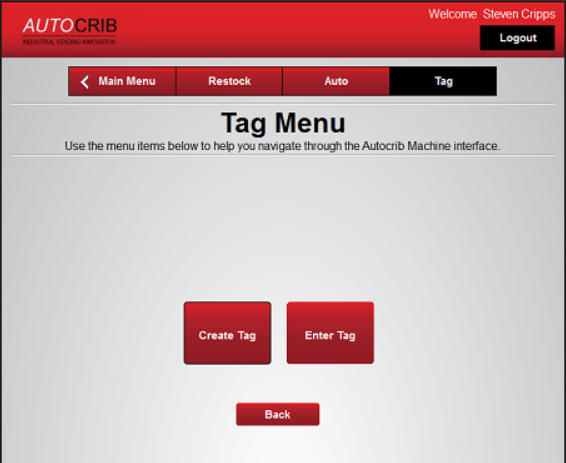
Step #3 – Select “Auto”



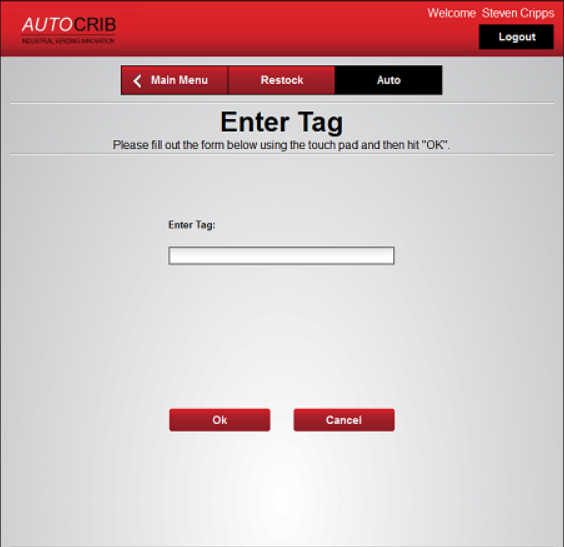
Step #4 – Click on TAG



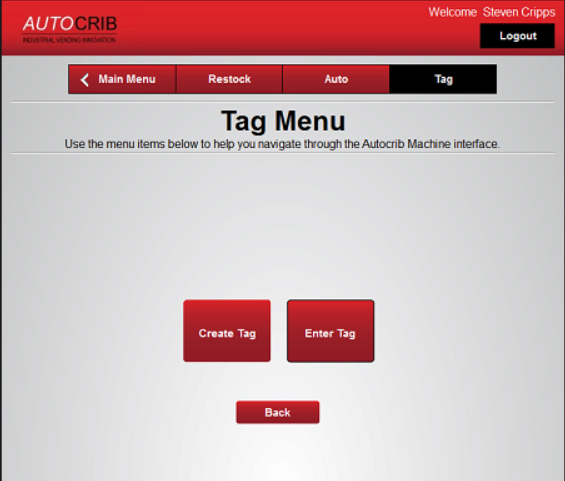
Step #5 – Enter TAG number (this is the PO #)



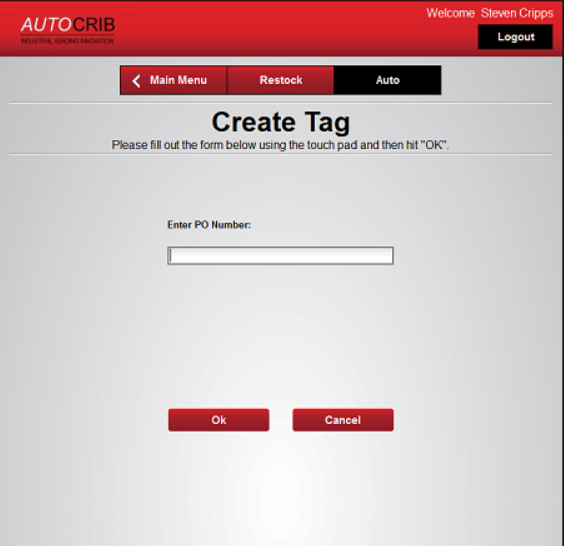
Step #6 – Enter TAG number (this is the PO #)



Step #8 – If the “TAG” already exists Create Tag



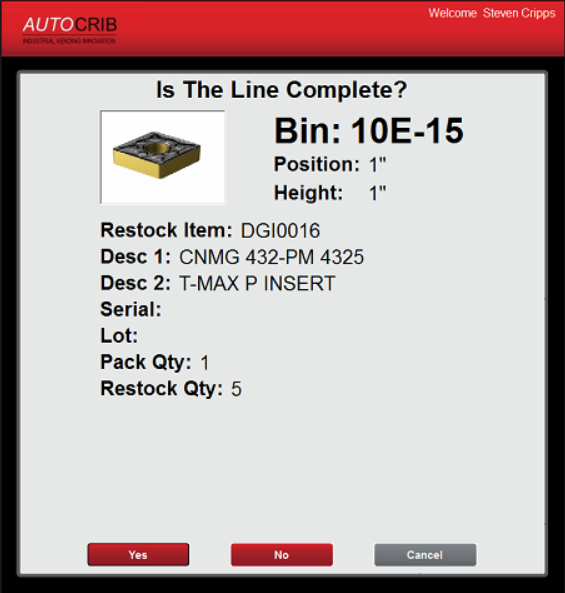
Step #9 – Enter PO Number



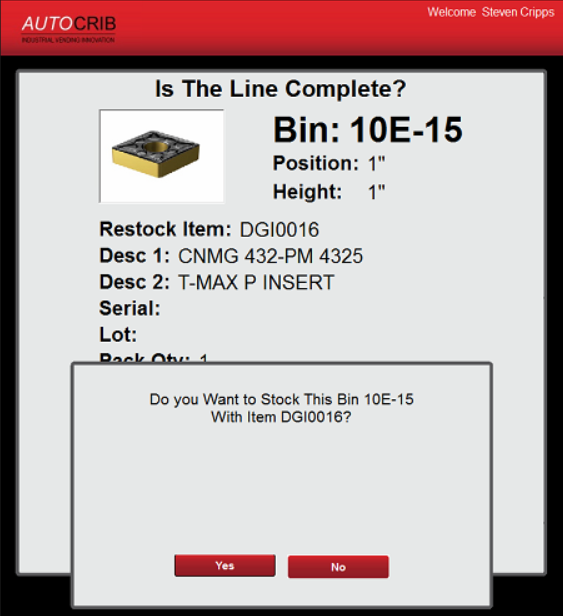
Step #10 – Pop-up screen with “Is Tag Complete”, Click “NO”



Step #11 – Select “Yes” or “No” – based on if you have stock to receive or not



Step #12 – A second window will pop-up asking if you want to receive this bin. You can select no at this point if you hit “yes” by accident, or select “Yes” if this is the bin you want to receive product into



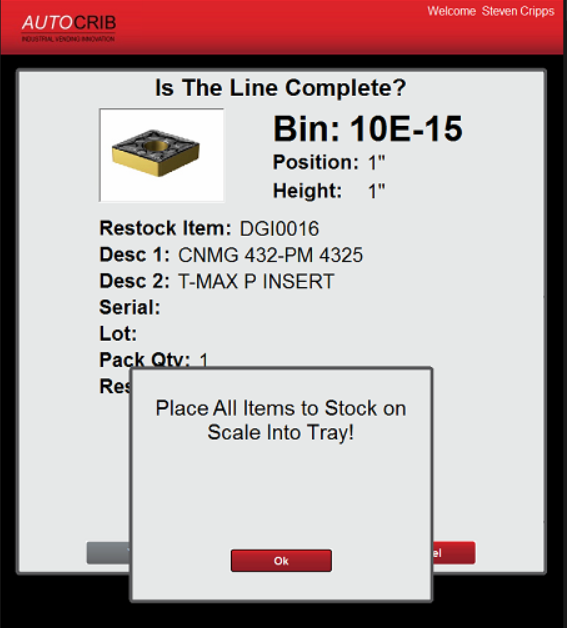
Step #13 – Select Yes

Step #14 – If this is not a “New” item, select NO. If this is a “New” item select Yes

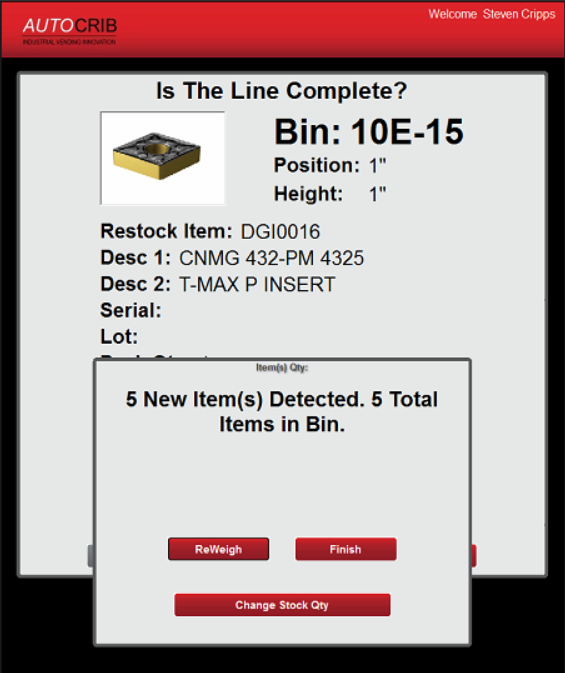


Step #15 – Place all items in the cup and place the cup on the Scale

* Click OK once the cup is on the Scale and not before

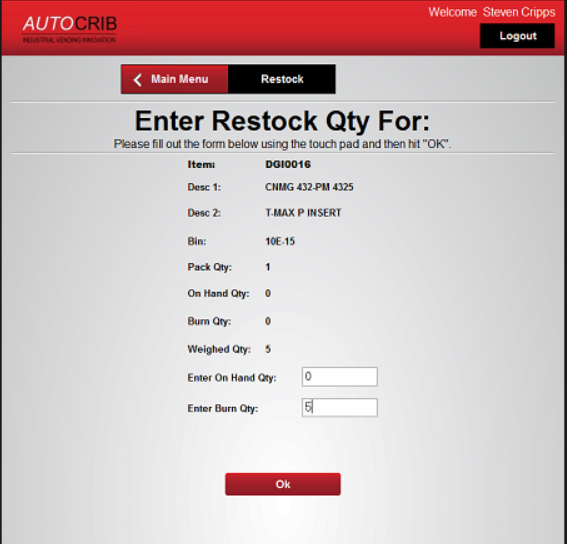


Step #16 – Click on “Change Stock Qty”



Step #17 – Enter quantity to receive in “Enter Burn Qty”

* Click “OK”



Repeat Steps #1-17 until all Scale items have been received

**How to select the appropriate field:**

**DGI Consigned Inventory = Always received as “On Hand”**

**DGI Non-Consigned Inventory & Customer Supplied Inventory = Always received as “Burn”**