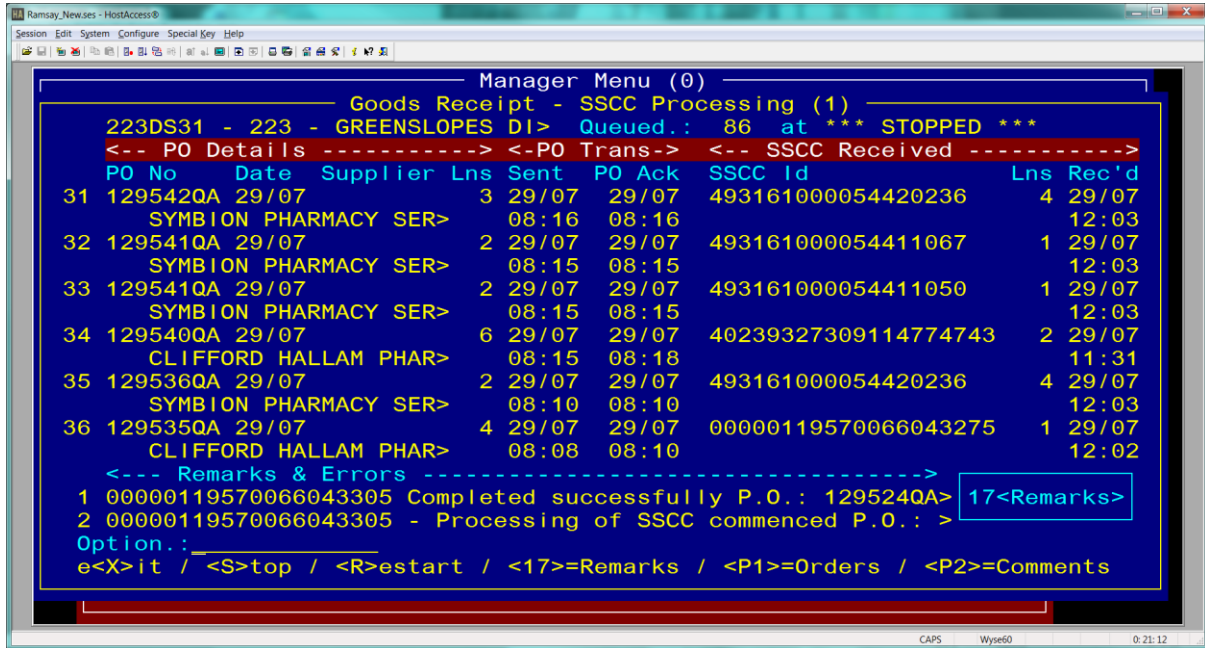


Merlin - Scan receiving an order through the SSCC screen. Symbion.

Zoom to SSCC (Good Receipt –SSCC Processing screen)

Note: You may be prompted to select your site before entering the screen



Above is an example from the SSCC screen. The numbers under the SSCC id are barcode numbers that should match up to the ones which are stuck on the cartons. One purchase order can be in multiple cartons so will have more than one barcode. You will see some barcodes that are suffixed with alpha characters (eg 20190001774341746BRI 41). These are delivery level SSCC and should be ignored. The delivery level SSCC is just a way for Symbion to group together cartons in a delivery. You will not be able to scan a delivery level SSCC, it will disappear from the screen once you have fully scanned all the cartons.

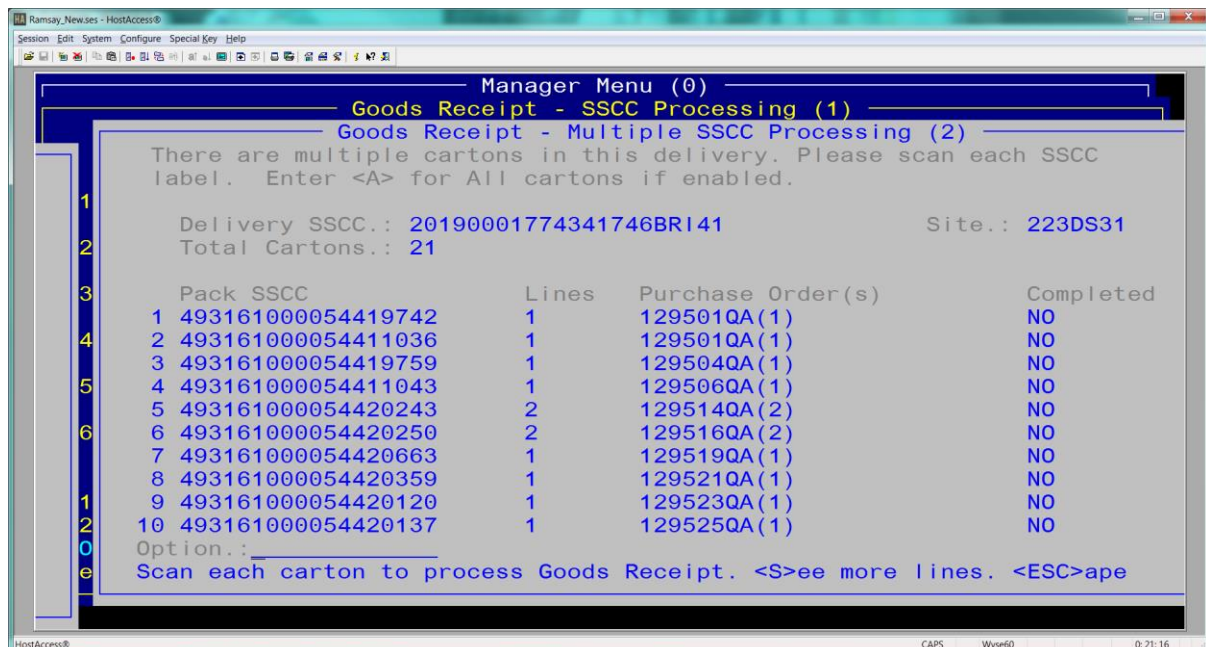
Below is a sample of a pack level label that is stuck on each box.



Pack Level SSCC barcode label.

Scan one of the barcodes on a carton and wait for Merlin to process that SSCC. A second screen will pop up as shown below “Goods Receipt – Multiple SSCC processing”. This screen shows you all the carton/pack SSCCs that are linked to the delivery. The “Lines” column shows how many products you should find in that carton. The Completed column will indicate which boxes you have scanned.

Note: If there is only one carton in this delivery then the screen will just flash open and close.



Scan the carton barcodes and they will be marked off the screen with a YES indicating that the carton has been receipted. Once all the boxes on the screen has been scanned/receipted the screen will automatically close and return to the main SSCC screen. You have now fully receipted the delivery. The status of the last scan will be displayed in the “Remarks and Error” bottom section of the main SSCC screen. This section is useful for finding out if your scan was successful or not. Below is a status message of a successful scan.

00000119570067008136 Completed successfully P.O.: 1191140A 14:22

Note:

- There is an option that can be turned on that will allow the user to just scan one box and all the other boxes which are part of the same delivery will be automatically receipted. If you want this option turned on then please contact Pharmhos.
- If you accidentally scan the barcode more than once it will not receipt the carton again because the program knows that the SSCC has been scanned previously.
- If there is only one box to the delivery and you scan the pack level label instead of the Delivery level label first then the “Goods Receipt – Multiple SSCC processing” screen will just flash up on the screen and automatically close again. The order has been fully receipted. The program has automatically closed the screen because there was no other carton SSCC to display that required scanning.
- If you scan a box and nothing looks like it is happening check in the Remarks and Error section of the main SSCC screen to check the status of your last scan. If you see a message like the one below then check the screen to see if a SSCC is showing up next to the purchase order number in the SSCC screen. If there is no SSCC in the row and the stock has arrived

then it means there has been a problem in transmission of the ASN message. In this case contact either Symbion or Pharmhos to investigate. If there is a SSCC barcode in the row however it does not match the one Symbion have stuck on the box then contact Symbion to investigate by quoting both barcode numbers and order numbers.
00000119570061437468 - SSCC has not been received !

- If a SSCC has not been scanned then it will remain displayed on the main SSCC screen
- If there is a whole carton missing then you must contact Symbion to check the whereabouts of the carton. If you do not want the items anymore then you can remove it from the order using the Purchase Order Entry screen.

The SSCC screen will only receipt orders which have been created through Merlin using the EAN order method. If any items in the carton are not created through Merlin via EAN then those items will not be receipted. The following message will be displayed after the barcode is scanned.

WARNING! Box part receipted. Non EAN orders inside

To reconcile any items which haven't been receipted you can run the GRN Pending Report found under

Inventory

6. Purchasing Order Processing

8 Purchase Order Enquiries/Reports

1 Purchasing – On Order Related Reports

7. Pending Receipts Report

```
----- Pending Receipts Report (0) -----
1.Site Code .....: PH01_____
   Cost Centre .....:
   Site Type .....:
4.P/order Number ..:
5.Due Start Date ..:
6.Due End Date ...:
7.Supplier Code ...:
8.Output to .....:
Option.: <\> to clear
< Site code for which Receipt Report is to be printed
```

Sample results of report.

```
PDR.RECEIVING Receiving Report Run date: 24/02/2015 15:22
Site: PH01: AUSTIN (DRUG) PHARMACY STORE Req by Op VT Page: 1

Supplier : 19991 CLIFFORD HALLAM PHARMACEUTICAL
          60 SOUTH PARK DRIVE
          MELBOURNE, VICTORIA
          DANDENONG SOUTH
          3175

Po*Ln/Loc Inv Code Description / Comment Suppl Part Qty Due Unit Price Ext Price Due Date Qty Recvd Inits
194358A*1 REM11 REMIFENTANIL ALPHAPHARM 1mg INJECTION B 2051434 5 11.0000 55.0000 24/02/2015 .....
```