

Receiving a Cache-to-Cache Transfer

This documentation explains how to process an Inbound Cache-to-Cache Transfer at the receiving cache.

To Receive a Cache-to-Cache Transfer:

1. On the main menu bar select **Inbound > Inbound Shipment Console**. Move to the **Inbound Order Shipment Search** panel.
2. Click the **Document Type** drop-down list and select **Cache to Cache Transfer Order**.
3. From the **Inbound Order Shipment Search** panel, select **contains** from the **Shipment #** field and enter the **Issue Number**.
4. Press **Enter** or click **Search** at bottom of search console.
5. From the **Inbound Order Shipment List** screen, click **Shipment# Hyperlink** or check the box and click **View Details**.
6. From the **Inbound Order Shipment Details** screen, click **Start Receipt**.
7. From the **Start Receipt/Receipt Information** panel, enter **RCV-N25**, in **Receiving Dock**.
8. Click **Save**.
9. From the upper right-hand side of **Inbound Order Shipment Details** screen click on the chevrons (>>).
10. Click **Report/Record Receipt**.
11. Click **Save**. If you have Trackable items, find each line for trackable items and enter Trackable ID's before clicking **Save**. After clicking **Save**, putaway tasks are sent to the scan guns for items received. (See Scan Gun Putaway Quick Reference Guide)