

INVENTORY

PARTS - ITEMS SUPPLIED - LINK A BARCODE

A barcode system allow you to link barcodes (and/or QR labels) to your inventory items.

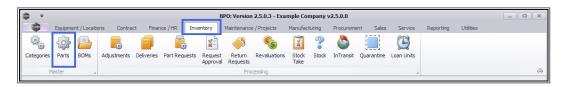
Our barcode software:, which uses a hand-held scanner, will translate these barcodes and use them to:

- Print and scan the barcodes
- Ship, receive and count inventory
- Handle order management
- Track items across multiple sites and locations
- Integrate with the accounting system

Refer to Introduction to SConnect for more information.

Since logging the original part definition on the system, the company may have subsequently decided to use a <u>Handheld Scanner</u> (**SConnect**) to scan, record and track stock items. Linking a barcode (per supplier) to the part definition is necessary for this process.

Ribbon Access: Inventory > Parts



1. The *Part Listing* screen will display.



SELECT THE PART

2. Select the row of the part definition where you wish to allocate a supplier barcode.

SELECT ITEMS SUPPLIED

3. Click on the *Items Supplied* tile.

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1. The *Suppliers for Part - []* screen will open, with a list of suppliers that you use to procure this part.

SELECT THE ITEM SUPPLIER

2. Select the row of the supplier where you wish to link a barcode.

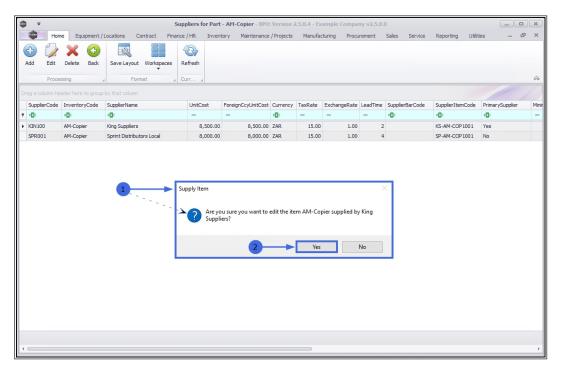
EDIT THE SUPPLIER

3. Click on *Edit*.



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- 1. An *Supply Item* message box will pop up with the following prompt:
 - $^\circ~$ Are you sure you want to edit the item [] supplied by[]?
- 2. Click on Yes.





ADD BARCODE

- 1. The *Supply Item Maintenance for Part []* screen will open.
- 2. Click in the *Bar Code* field. The cursor will appear.
- 3. Type in the relevant barcode.

SAVE BAR CODE DETAILS

4. Click on *Save*.

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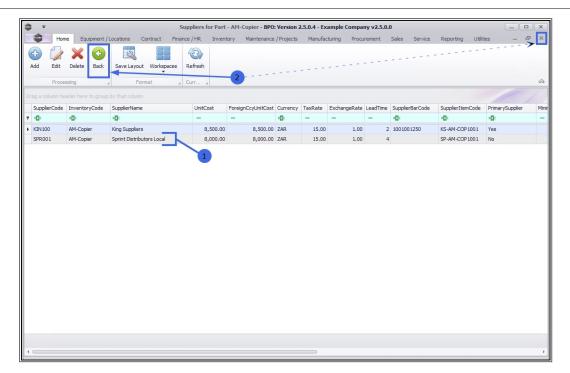
- 1. You will return to the *Suppliers for Part []* screen.
- 2. The *Bar Code* will now be displayed in the *Supplier Bar Code* column.
- 3. A *Item Supply Processing* message box will pop up advising the following:
 - Item supply configuration for part: [] and supplier [] complete.
- 4. Click on OK.



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- 1. Follow the process above to add a barcode to the remaining suppliers for this part, if required.
- When you are done, click or *Back* or *Close* the screen to return to the *Part Listing* screen.





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Help v2.5.1.4 - Pg 6 - Printed: 27/06/2024