

Scanbox Checklist

Date:

Name:

Physical receiving

1. Count the number of boxes delivered

- Only sign for the number boxes received

2. Check the store number on every box

- If the store receives a box meant for another store contact the Inventory team on (03) 9420 2612 or inventory@mecca.com.au

3. Remove the scanbox labels from the boxes and stick them onto the scanbox label form.

- All scanbox label forms must be filed in the stock management folder

4. Check the contents of one box from the delivery

- Stores are required to check the contents of one box per day using 'Carton Contents' in the Scanbox Receiving System (SRS)
- Print the scanbox carton contents from the Scanbox Receiving System (SRS) and once the contents has been checked file the contents list into the stock management folder
- If a discrepancy is found email inventory@mecca.com.au with the scanbox number, item code and quantity received/didn't receive
- Complete an adjustment for any discrepancies found using reason code 01WHE in RPRO and enter the scanbox number into the comments

Systematic receiving

5. Receive all the scanboxes in the Scanbox Receiving System (SRS) using the scanbox labels

If the scanbox numbers are missing in the Scanbox Receiving System (SRS) or there are scanboxes in the Scanbox Receiving System (SRS) that have not been delivered contact the Inventory team on (03) 9420 2612 or inventory@mecca.com.au

Refer to the procedure *Receiving Scanboxes*

6. Once your physical copy of the Scanbox Checklist has been completed, please complete the Scanbox Checklist on the Mecca Base.

<https://meccabase.com.au/stores/inventory/forms/scanbox-checklist>

You no longer need to keep a physical copy of the scanbox checklist if you completed the online version. This does not replace systematically receiving all cartons into MBecom, this only replaces the Scanbox Checklist.