

How to scan Normal Intercompany Orders?

In an **Intercompany Order**, scanning ensures that the correct products (with IMEI/serial numbers) are linked to the order before stock transfer and system update.

This process happens after assigning operators and before packing confirmation.

Steps

1. Go to Intercompany Module

- Navigate to the **Intercompany Order Module**.
 - Select the **Intercompany Order** you want to process.
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2. Assign Operator

The **Assign Operator** step allocates responsibilities for picking, packing, and shipping. This ensures accountability during intercompany stock movement.

Steps:

1. Select the **Intercompany Order**.
2. Click **Assign Operator**.
3. Choose the operator for:
 - Picking
 - Packing
 - Shipping
4. Click **Assign** to confirm.

<https://www.youtube.com/embed/0fmSix1iuEM>

3. Order Scan Process

1. Click on **Order Scan**.
2. Select the **Intercompany Order**.
3. Click on the **Product**.

4. Choose **Serial Scan**.
5. Scan the **IMEI** and press **Enter**.
 - Repeat until all products are scanned.
6. Click **Save**.
 - A **Box will be created** → select the **Box Dimensions** to store the products.
7. Click **Save** again to confirm.
8. Products are now successfully scanned into the box.

<https://www.youtube.com/embed/RI4vWwsk5z8>

4. Packing Confirmation

After scanning, products require **Packing Confirmation** before transfer.

Steps:

1. Go to **Intercompany Order** and click on **Packing Confirmation**.
2. Select the **Order**.
3. Verify that the **Order Quantity** matches the **Scanned Quantity**.
4. Click on **Confirm**.
5. Once confirmed, scanning is completed and the update will reflect in the **Intercompany system & OMS**.

<https://www.youtube.com/embed/oijfFjzWLew>

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