Separate parts before scanning

- Keep parts you have not scanned on or near the shipping pallet.

- Arrange floor space or empty totes for staging and label them (like sales area, stocking area, or by part type).

- Scan parts and place in corresponding floor space or tote.

Receive with RF scanner

- Enter the **Shipment number** (first page of the COM150 report) as the check-in group number on the scanner.

- Scan parts from special orders first.

- Pay attention to scanner beeps so you know the part location, if the part is a special order, or the part has an invalid barcode.

  ⚠️ Enter invalid barcodes on the RF scanner and set the parts aside.

- Log out after scanning all items to avoid errors.

ℹ️ If you did not receive the **COM150 Shipment Advise** report:

1 Go to **Communications** > **Process received transmission**.

2 Select **Receipts**, then **Process**.

3 If no receipts display, contact TAMS Support. Follow the prompts to request a stock receipt to automatically send to your store.

Receive manually

- Use the **Line part summary** section of the **COM150 Shipment advise** report to note quantities.

- Circle discrepancies between **Quantity shipped** and **Quantity received**.

- To receive in TAMS II, go to **Inventory** > **Purchase orders** > **Received goods** > **Edit & post** and use **Edit & post by purchase order**.

- Use **Partial ship** to flag parts if you did not receive all quantities and expect to receive them later.

- To account for damaged parts, enter the total received in **Quantity received** and the total damaged in **Quantity damaged**.