

# ***Instructions for DEX Receiving***

**Vendor Instructions:** Complete the job aid below by filling in the appropriate information in the Vendor DEX Unit and Vendor Procedure columns.

**STEP 1:**

The Vendor transmits invoice data to CVS using their DEX Unit and the ZEBRA Printer.

	<b>ZEBRA Screen</b>	<b>Store Procedure</b>	<b>Vendor DEX Unit</b>	<b>Vendor Procedure</b>
<b>1</b>	> <b>DEX PrintLBL Print Options System</b>	Wait for the vendor to connect to their DEX Unit to the ZEBRA Printer.		Vendor connects their DEX unit to ZEBRA Printer (procedures will vary by vendor).
<b>2</b>	> <b>DEX PrintLBL Print Options System</b>	Select <b>"DEX"</b> .		
<b>3</b>	<b>Waiting for Vendor to Start DEX</b>	Wait for vendor to send DEX transmission to store.		Vendor sends transmission from their DEX unit to CVS ZEBRA Printer (procedures will vary by vendor).
<b>4</b>	<b>Communication Successful</b>	This message will appear for once the transmission has been successfully received by CVS.		

**STEP 2:**

The store receives the delivery using the **Store Invoice Receiving** application on the Symbol Unit.

RF Screen	Procedure	Vendor Procedure
Item Management > DSD	1. Select <b>DSD</b> from the RF Main Menu (the option is now located near the <i>bottom</i> of the menu), press <b>&lt;ENTER&gt;</b> .	<b>Not Applicable</b>
User ID: Password:	2. Key in your <b>User ID</b> and <b>Password</b> .	
Scan Product to Find Vendor / Invoice UPC: Or Press: <B> Deposit Credit	3. Scan the UPC on one of the products to bring up the invoice data the vendor transmitted to the store using the ZEBRA Printer (in <b>STEP 1</b> ).  - Press the <b>&lt;B&gt;</b> key to process Deposit Credits.	
DET Invoice DSD  Vendor Name 123456789 ( <i>Invoice Number</i> ) Delivery 4/29/2003 ( <i>Current Date</i> )  UPC: 987654321 DESC: Diet Soda 12pk 2 PIECES PER CASE CASE QTY: <input type="text"/>	4. Key in the delivery quantity for the item that you originally scanned ( <i>enter the return quantity if you are processing a credit</i> ), press the <b>&lt;ENTER&gt;</b> key.  <b>Note:</b> If the quantity you enter does not match the invoice quantity, you will receive the message <b>"INVOICE QUANTITY DOES NOT MATCH PLEASE RE-ENTER QTY: ____"</b> . Simply key in the delivery quantity again – the system requires two matching quantities in a row be entered before you can proceed.	
DET Invoice DSD  Vendor Name 123456789 Delivery 4/29/2003  UPC: _____	Scan the next item in the delivery/credit.  If the message <b>"ITEM NOT FOUND"</b> appears it means it is unauthorized by CVS – refuse delivery of the item.  5. Key in the delivery/credit quantity, press <b>&lt;ENTER&gt;</b> .  6. Once all items have been scanned, press the <b>&lt;C&gt;</b> key to complete the invoice.  <b>Note:</b> If you do not scan an item that is on the invoice, you will receive the message <b>"NOT ALL ITEMS WERE COUNTED PRESS ANY KEY"</b> . The missing item(s) will appear on the Symbol Unit with a prompt for a quantity.	
	<p>If the item is delivered in cases, you will be shown the number of pieces in the case – all you need to do is enter the number of cases being received.</p>	

<p>Invoice is fully entered. To complete this transaction, transmit signature to vendor and print POD.</p> <p>Connect vendor's machine to Zebra printer and select DEX on Zebra printer by pressing the checkmark key. Ask vendor to initiate DEX on his machine.</p>	<p>7. The invoice has been processed successfully. Press the &lt;CLR&gt; key to exit the application.</p>	
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**Note:** If at any point during the receiving process you make an error and need to delete an item or the entire invoice simply press the <M> key to display a menu with the appropriate DELETE options.

**STEP 3:**

After the store finishes scanning the delivery with the Symbol Unit, it transmits an "electronic signature" back to the Vendor using the ZEBRA Unit.

	<b>ZEBRA Screen</b>	<b>Store Procedure</b>	<b>Vendor DEX Unit</b>	<b>Vendor Procedure</b>
<b>1</b>	<p>&gt; DEX PrintLBL Print Options System</p>	<p>Select "DEX".</p>		<p>The vendor's DEX Unit should still be connected to the ZEBRA Printer.</p>
<b>2</b>	<p><b>Waiting for Vendor to Start DEX</b></p>	<p>Wait for vendor to receive the electronic signature from the ZEBRA Printer.</p>		
<b>3</b>	<p><b>Communication Successful</b></p>	<p>This message will appear once the transmission has been successfully received by CVS.</p>		

**STEP 4:**

In **exception situations** when a DEX Vendor **CANNOT** resolve a quantity discrepancy during the delivery (e.g. the vendor doesn't have any more product on the truck or you must refuse an unauthorized item), you must complete the steps listed below while the vendor's DEX Unit is still connected to the ZEBRA Printer. **The following steps involved the ZEBRA Printer ONLY.**

	ZEBRA Screen	Store Procedure	Vendor DEX Unit	Vendor Procedure
<b>1</b>	> DEX PrintLBL Print Options System	Select "DEX" option on the ZEBRA Printer to receive the vendor's acknowledgement of the discrepancy.		
<b>2</b>	Waiting for Vendor to Start DEX	Ask the vendor to send DEX transmission.		
<b>3</b>	Communication Successful	Ask the vendor to check their DEX Unit to see if the invoice has been closed. If the invoice is closed, you do not need to do anything else. If the invoice is still open, continue with step #4.		
<b>4</b>	> DEX PrintLBL Print Options System	Select "DEX" again.		
<b>5</b>	Waiting for Vendor to Start DEX	Ask the vendor to receive the new electronic signature from the ZEBRA Printer.		
<b>6</b>	Communication Successful	Ask the vendor to check their DEX Unit to see if the invoice has been closed. If the invoice is still OPEN, call the Contact Support Center @ 1 866 528 7272.		

***It is CRITICAL that the above procedures be completed prior to the vendor leaving the store to ensure the key-rec is properly created and the vendor gets paid for what they delivered. If the vendor leaves the store with an OPEN invoice and continues to process other DEX deliveries, the CVS invoice data will be lost!***