

SUPPLY COUNTS

Track actual count to be recorded, do not zero out unless actual bin is empty.

1. Navigate to the **Supply Counts** resource.
2. Enter the location that is to be counted.
3. Scan the bin location or product packaging after the pop-up window appears.
4. Confirm the **Unit of Measure**.
5. Enter the **Quantity** of the items into the bin.
6. Select **Continue**.

7. Scan the next item until the process is complete.
8. Select **Finish Count**.

Note: If any errors are encountered during this process, contact your Supply Chain lead for directions.
