

Go Mobile: Speed Up Receiving, Returns, and Physical Inventory



Your Monday Morning Outcome

By following this guide, you will have mobile scanning active for receiving, returns, and physical inventory – reducing workstation trips and manual entry errors within your first week back.

Time to complete full setup: about 2 hours

What You'll Accomplish	Active mobile scanning for receiving, returns, and physical inventory
Who Needs to Be Involved	Parts Manager + Parts Receiver (lead user) + IT for device setup
Equipment Required	iPad or mobile device, Zebra Bluetooth barcode scanner, QR-coded bins
ARC Access Required	Parts Manager or Administrator role in Tekion ARC

Before You Start

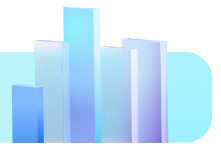
Pre-Implementation Checklist

- ✓ Install the Tekion ARC Parts Mobile App on all receiving devices
- ✓ Confirm a charged Zebra Bluetooth scanner is available
- ✓ Add QR codes to bins, or plan to add them before go-live
- ✓ Verify Parts Manager or Administrator access in ARC
- ✓ Confirm access to the test environment before using production
- ✓ Verify Wi-Fi coverage in receiving and warehouse areas
- ✓ Have at least one active PO ready for testing
- ✓ Capture a baseline for average receiving time per PO

Rollout Timeline



Phase	Actions
Day 1 (Return from Conference)	<ul style="list-style-type: none">• Complete pre-implementation checklist• Verify with test PO receive• Schedule Day 2 team briefing
Day 2 – Team Rollout	<ul style="list-style-type: none">• 15-minute briefing: walk counter staff through returns workflow changes• Pair scanner on each receiving device• First live receiving session with manager present• Verify bin location QR codes are in place for active pick locations
Week 1	<ul style="list-style-type: none">• All receiving done via mobile scanning – no desktop entry for POs• First scan-as-you-go spot count on high-velocity bins• Review Parts Receiving Exception Reports daily• Address team questions; log any recurring scanner issues for IT
Month 1	<ul style="list-style-type: none">• Full physical inventory cycle completed via mobile (replace paper process)• Review Physical Inventory Variance Report – compare to last paper count• Measure time savings vs. baseline captured before go-live• Schedule Customer Value Manager (CVM) review of results



Reports to Run in ARC

Report Name	What to Look For
Parts Receiving Exception Reports	Discrepancies between ordered vs. received quantities (Order Exception and Invoice Exception reports). Review daily during Week 1.
Physical Inventory Variance Report	Gaps between system count and physical count by bin and part number, with variance amount and cost impact. Run after each count session.
On-Hand Adjustment Report	Inventory adjustments including shrinkage, damage, and unexplained losses. Flag anything requiring investigation before month-end.
Detailed WIP by Part Report	Filter by parts in receiving status to monitor workflow efficiency – flag any parts stuck in receiving longer than one business day.

Success Benchmarks

Metric	Your Baseline	Target (30 Days)	Reference
Average receiving time per session	____ min	Reduced vs. baseline	Log before go-live
Physical inventory time per session	____ min	Reduced vs. last paper count	Compare to prior cycle
Manual entry errors per week	____	Reduced to near zero	Monitor exception reports
Float parts per week (unresolved)	____	Zero unresolved by end of day	ARC web Float Parts view

Fill in your baseline numbers before enabling mobile scanning — you need a before to prove the after.



Best Practices From Top Dealers

✓ **Label every bin with a QR code before going live**

This is the single most impactful setup step. Receiving without bin QR codes forces manual bin entry and eliminates a core time-saving feature.

✓ **Use Zebra Bluetooth scanners over the device camera**

Camera scanning works but is significantly slower for high-volume receiving.

✓ **Count bins systematically**

The same direction every time. Random bin order creates confusion when reviewing variance reports and makes audits harder to defend.

✓ **Run the Variance View in real time during physical counts**

Catching discrepancies during the count (while parts are still accessible) is far faster than reconciling after submission.

✓ **Have a float part resolution process before you go live.**

Designate one person responsible for clearing float parts daily – let them accumulate, and you have an invisible inventory problem.



Quick Reference Card

Keep this section at your receiving desk.

Task	Navigation
Receive against PO	Parts > Receiving > Search PO > Scan parts > Scan bin QR > Submit
Bulk receive (no PO selected)	Parts > Receiving > tap + > Scan parts (system matches PO automatically)
Process a return	Parts > Returns > tap + > Scan part > Select reason > Submit
Start scan-as-you-go count	Parts > Inventory > Physical Inventory > tap + > Name session > Scan-as-You-Go
Check float parts	ARC Web > Parts > Receiving > Float Parts
View variance report	ARC Web > Parts > Physical Inventory > select session > Variance View
Scanner won't pair	Toggle Bluetooth off/on > restart app > rescan test barcode