BUNZL ScanApp
USER MANUAL

Table of Contents

1. Registration for the Bunzl ScanApp

I.   How to do it?

Do not download the App until you have received the approval mail from Bunzl!

First off all you have to check the terms and limitations of the ScanApp.

The ScanApp will only show the item number which is scanned. The itemnumber on the item may not correspond with the Bunzl default sales unit. When sending the order, you agree that Bunzl will take the default sales unit as the ordering unit (example: you scan a bottle of cleaning material, default sales unit is a pack of six bottles).

The ScanApp will not show any prices. The price of items will be confirmed via an order confirmation that will be sent to the mailaddress known in our systems. The price in the confirmation will be the salesprice applicable for your organisation.

The ScanApp does not check if items are available or sold via Bunzl. Items that are not sold via Bunzl will not be confirmed or mentioned in the order confirmation. If an item has been replaced by another item, Bunzl will confirm with the delivery of the replacement.

If you do not agree with the prices, quantities or items confirmed, you have to contact our local Customer Service department."

Once you have made sure this fits your organization, please fill in the registration form:

Go to the registration form

Please follow the link and enter the asked data for your company. Please note that the data with an * are mandatory.

Once submitted you will receive a confirmation mail. This mail can either be that the Bunzl Company that you have selected does not yet support the ScanApp, a notification that Bunzl cannot allow your organization to use the ScanApp, or the confirmation that we have processed your application. This process may take several hours/days as we will do a manual check and approval.

If your application is rejected, you can of course contact our Customer Support department to ask why.

II.   Good to know

The Bunzl ScanApp can be used on mobile devices running on a recent Android version. The device should have a (high resolution) camera to be able to scan the barcodes, or should have a barcode scanner installed.

The app has been designed and tested on Zebra TC21 handheld terminals, which is also the device that we recommend to use. Using a dedicated handterminal has advantages over using a mobile phone.

- Dedicated barcode scanner
- Ruggedized, better suited for semi industrial environments
- 1 unit can be used by several employees
- No need to install the app on privately owned devices

Bunzl has selected Dalosy in the Netherlands as partner for both the software development as supplier of hardware for this project. You can order your Zebra TC21 there, or obtain the hardware from your local AutoId provider.

2. Account activation/Setup

When your account has been activated, you will receive an e-mail with additional information, this is the information you need for the setup of the app.

Next step is to download the Bunzl Scan app from the Android Play Store. Open the play store on your device and download the app.

Before you download the App, you have to pay the license fee. This fee is for the use of the software, and also includes most of the operational support.

After download and installation of the App you can open the App. Once you are in the Main Menu you have to click on the settings Icon the top right corner
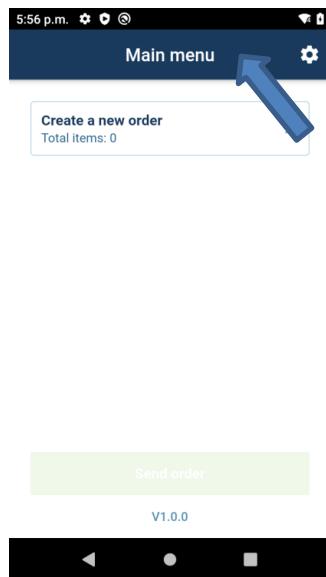
Next step is to enter the pincode that you received in the mail:

This pincode is a security step to avoid that someone makes changes in the settings by accident.

You can now enter the rest of the details that you received in the mail. The mail also includes a link to a QR code. You can open this link and scan the QR code with the device. This scanaction will fill the communication details for you.

After you have finished the settings, click on Save. The app is now setup and ready to be used.
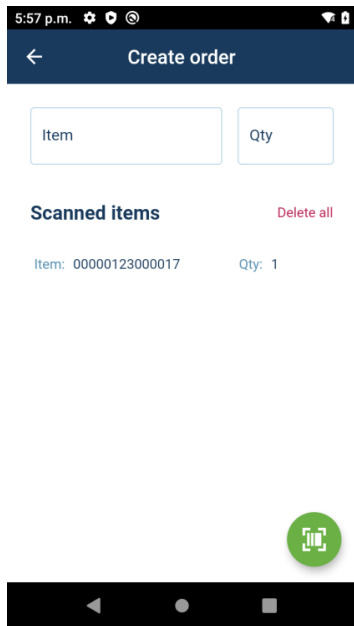
3. Ordering

When you are in the mainscreen of the app, you see 'Create a new order'. Click on the text to open the order entry screen:

This screen will open:
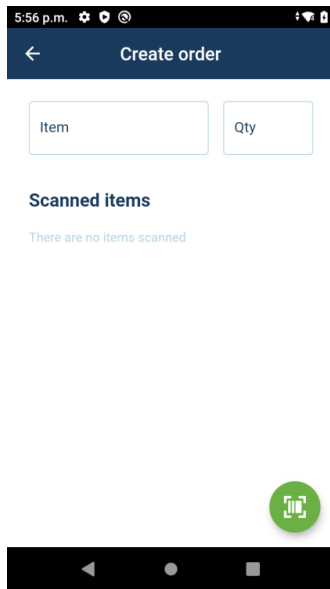
The green button will only appear on non-Zebra devices and is the button to activate the scanfunction.
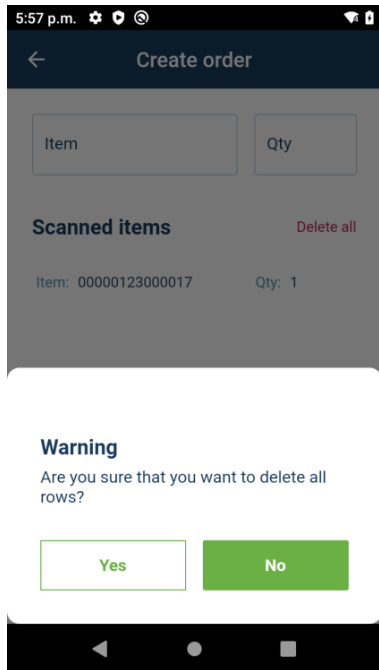
Scan the barcode, the item will be added to the list.

If you want to change the quantity, tap on the line to make changes.

If you want to remove the line, just swipe the line to the side.

If you want to remove all lines, click on the text and this screen will appear:

I. Scanning with the camera

If you are not using the Zebra TC21, you need to use the camera in your device to scan the codes. Click on the green button in the order entry screen, this screen will open:


If you see a red marker, the scanner will scan the first barcode it sees and is able to decode. You can also touch the screen in which case the marker will be green. In this mode you can search for the correct barcode, but it will not scan yet. Once you take your finger of the screen, the marker turns red, and the barcode that is under or near the marker will be scanned and decoded.

4. Communication

Make sure that you have an internet connection!

Once you have scanned all the items, you can click on the arrow in the top left corner to go back to the main screen.

You will now see this:
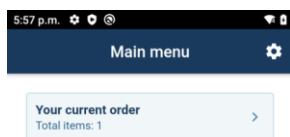
You can click on "Your current order" to make changes or delete the order, or click on send order to start the communication.

The app will ask for your confirmation, and if you click on yes, the order will be sent to Bunzl

If the communication is succesfull, you will get a confirmation that the order has been sent.

I.   Communication error

If the communication fails, you will get an error message and a small icon in the shape of a cloud will appear on the main screen.

Failed communication can have several reasons:

- No/bad internet connection
    - o Make sure you have a connection and try to do a resend
- Incorrect information entered in the setup
    - o Check the settings against the information you received from us via mail
- Server on the Bunzl side is down because of maintenance
    - o Check edi.bunzl.eu. We will place a notification on the homepage if our systems are in maintenance or down for another reason.