

## Pick Up Pre-Paid Special Order Process

*When a customer comes in to pick up there special order that they have already paid for*

1. You will need to **return** the Special order item **first**
  - a. Scan the ticket for the item **SPECIAL**
  - b. You will need to key in the Price (*this is the price of the item the customer ordered*)
  - c. Then you will need to key in the Style Number and Variant (EX: STR-4700 BLACK-M)  
*You will not see the style number and variant on the register screen, this will only show up on the receipt*
2. Then you will ring up the special order item (scan the vendor barcode or the Alko ticket)
3. This should equal out to an even exchange.

Register:

Item no.:					
Style	Description	Qty	Price	Disc%	Amount
SPECIAL	SPECIAL ORDER	-1	\$0.50	0	-0.50
STR-4700	Black-M V-Neck Top V-Neck Top - Black-M	1	\$0.50	0	0.50

Receipt:

Description	Amount
-----	
STR-4700 BLACK M	
Item No.: SPECIAL	
SPECIAL ORDER ea	-0.50 N
Item No.: STR-4700 BLKW-M	
Black-M V-Neck Top ea	0.50 N
-----	
Subtotal \$	0.00

You're done!