

Check and Email Package Lines w/o Inventory to Beverly

Any time you are doing a transfer out of your store you need to check to make sure all of the items are in your inventory before you can send them out.

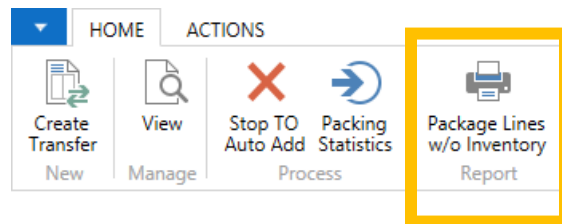
Once you have scanned all of the items you are sending out into Pack Line Scanning, **BEFORE** you close the order you need to check to make sure the items are in your inventory:

1. You can either scan the Barcode for Print Package Lines w/o Inventory:

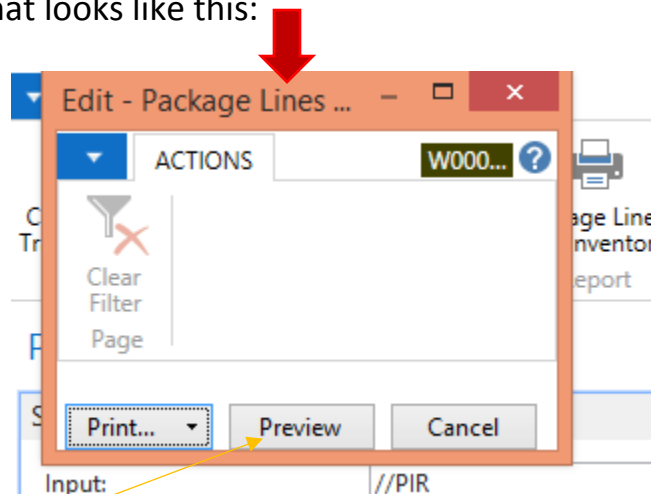
Print Package Lines w/o Inventory



Or you can click on the icon at the top of your screen that says "Package lines w/o inventory"



2. A box will pop up that looks like this:




- a. Click on Preview.

- b. Once you click Preview, Another screen will come up that looks like this:

Package Lines w/o Inventory



Package Lines Without Inventory				
Package No.	P013007	Source ID	TO-009781	
Item No.	Variant Code	Quantity	Qty. on Hand	Qty. Needed
STR-4350	PWTW-S	2	1	1

- c. This page will show you any items that are not in your inventory.
- d. If this page is blank, then you don't have any items that are not in inventory and you can proceed to closing the order normally.
- e. If there are items listed, then you need to email this page to Beverly- Beverly@alkodistributors.com so she can adjust your inventory.
- To email this page to Beverly- Click on the purple save button 
 - A list of options will appear- chose Excel.
 - Once you chose excel a box will pop up for you to save the document your computer, chose where you want to save it (*put it somewhere you will be able to find it and attach into an email*) and rename the document.
 - Once you have it saved to your computer you can close out of that page. Then you will need to email Cindy the Package Lines without Inventory sheet that you just saved to your computer. DO NOT type the items into the email, she needs to have the actual page attached.
- f. Once Beverlyl has adjusted your inventory she will send you an email letting you know she has adjusted it, and you can continue to close the order like normal.
- g. If you had to close the order while waiting for your inventory to be adjusted you can follow the procedures for Re-open and Complete store to store transfer.