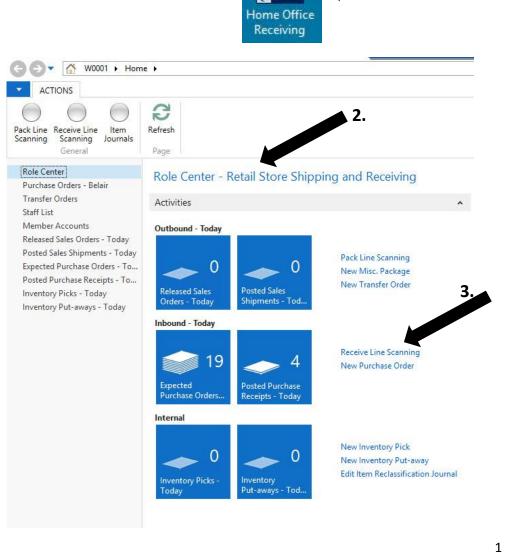
STANDARD OPERATING PROCEDURES ALKO OUTLET - GALLO CLOTHING - SCRUB PRO UNIFORMS

RECEIVE SHIPMENTS DIRECT FROM VENDORS

- 1. Login to "Home Office Receiving"
- 2. "Role Center Retail Store Shipping and Receiving" will open.
- 3. Click on "Receive Line Scanning"



1

4. A) "Receive Line Scanning" will open.B) Click on the down arrow in the "Input" box.

C) A new box will open. Click on "Purchase Order"

D) Click "OK"

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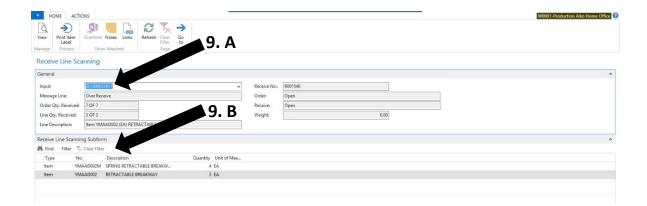
STANDARD OPERATING PROCEDURES ALKO OUTLET – GALLO CLOTHING – SCRUB PRO UNIFORMS

- 5. A) The "Purchase List" will open.
 B) Click on the down arrow in the "Type to filter" box.
 C) Click on "Vendor Order No."
- 6. A) Type the PO # from your packing slip into "Type to filter" box and press the "Enter" button on your keyboard.
 B) The PO # you searched should be highlighted in the "Purchase List".
 C) Verify your store number is listed under "Location Code".
- 7. Double click on the highlighted Order.

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- 8. The "Receive Line Scanning" screen will open. The curser should automatically appear in the "Input" box.
- 9. Scan an item. (Always check your screen to verify items are scanning correctly)
 A) The barcode will appear in the "Input" box.
 B) The item will be listed in the "Receive Line Scanning Subform"
- 10. Repeat step 9 for all items.

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STANDARD OPERATING PROCEDURES ALKO OUTLET - GALLO CLOTHING - SCRUB PRO UNIFORMS

11. After scanning all items: A) Scan "Close Package" barcode. B) Scan "Close Order Print Force" barcode. 12. A "Purchase Receipt" will print out. Staple the "Purchase Receipt" to your Packing Slip and send them in with your paperwork to Home Office.

STANDARD OPERATING PROCEDURES ALKO OUTLET -- GALLO CLOTHING -- SCRUB PRO UNIFORMS

RECEIVE LINE SCANNING

Scan the barcodes to close Transfer Shipments and Purchase Orders that are going into your store.



Close Order Print Force 2. Close Order Print Force: **11.** B **Purchase Receipt** 12. Page: 1 Purchase Receipt Number: 110361 Purchase Receipt Date: 6/18/2015 Purchase Ship From: ALKO To: Scrub Pro-Belair USA 201 Gateway Drive Suite G Bel Air, MD 21014 USA Ship Via Confirm To Receive By Buyer Vendor ID V02554 P.O. Number W0001 PROD7336 P.O. Date 6/17/2015 Item No. Descriptio Unit Received Ordered **Back Ordered** YMAAD002 RETRACTABLE BREAKWAY Each з 3 YMAAD002M SPRING RETRACTABLE BREAKWAY Each 4