

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”

The screenshot shows the Home Office Receiving interface. At the top right, there is a blue square icon with a white sailboat and the text "Home Office Receiving". An arrow labeled "1." points to this icon. Below the icon is a navigation bar with a home icon, "W0001", and "Home". Underneath is an "ACTIONS" menu with three circular icons: "Pack Line Scanning", "Receive Line Scanning", and "Item Journals", along with a "Refresh" button. An arrow labeled "2." points to the "Receive Line Scanning" icon. The main content area is titled "Role Center - Retail Store Shipping and Receiving". On the left is a "Role Center" sidebar with a list of menu items. An arrow labeled "3." points to the "Receive Line Scanning" link in the "Inbound - Today" section of the main content area.

Category	Item	Count
Outbound - Today	Released Sales Orders - Today	0
	Posted Sales Shipments - Today	0
Inbound - Today	Expected Purchase Orders - Today	19
	Posted Purchase Receipts - Today	4
Internal	Inventory Picks - Today	0
	Inventory Put-aways - Today	0

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

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”

HOME ACTIONS

View Print Item Label OneNote Notes Links Refresh Clear Filter Page Go to

Manage Process Show Attached

Receive Line Scanning **4. A**

General

Input: [Dropdown] **4. B**

Message Line: Type //HELP to see all options, use F6 for lookup

Order Qty. Received: 0 OF 0

Line Qty. Received: 0 OF 0

Line Description:

Receive No.: [Text Box]

Order: [Text Box]

Receive: [Text Box]

Weight: 0.00

Receive Line Scanning Subform

Find Filter Clear Filter

Type	No.	Description	Quantity	Unit of Mea...
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HOME ACTIONS

View Print Item Label OneNote Notes Links Refresh Clear Filter Page Go to

Manage Process Show Attached

Receive Line Scanning

General

Input: [Dropdown]

Message Line: Type //HELP to see all options, use F6 for lookup

Order Qty. Received: 0 OF 0

Line Qty. Received: 0 OF 0

Line Description:

Receive No.: [Text Box]

Order: [Text Box]

Receive: [Text Box]

Weight: 0.00

Microsoft Dynamics NAV **4. C**

- Purchase Order
- Purchase Invoice
- Sales Credit Memo
- Sales Return Order
- Transfer Order

4. D OK Cancel

Receive Line Scanning Subform

Find Filter Clear Filter

Type	No.	Description	Quantity	Unit of Mea...
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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.

W0001-Production Alko Home Office

HOME NAVIGATE REPORT

Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

Purchase List **5. A**

Show results:

Where Location Code is 0016

Type to filter (F3) Vendor Order No. **5. B**

- No.
- Buy-from Vendor No.
- Buy-from Vendor Name
- Vendor Authorization No.
- Location Code
- Vendor Order No. **5. C**
- Assigned User ID

No.	Buy-from V...	Buy-from Vendor Name	Vendor Aut...	Location C...	Vendor Order No.	Assigned U...
W0001_PRO...	V02554	ALKO		S0016	12345	

W0001-Production Alko Home Office

HOME NAVIGATE REPORT

Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

Purchase List

Show results:

Where Location Code is 0016

Type to filter (F3) 12345 Vendor Order No.

No.	Buy-from V...	Buy-from Vendor Name	Vendor Aut...	Location C...	Vendor Order No.	Assigned U...
W0001_PRO...	V02554	ALKO		S0016	12345	

6. A **6. B** **6. C** **7.**

STANDARD OPERATING PROCEDURES
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8. The “Receive Line Scanning” screen will open. The cursor 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.

HOME ACTIONS W0001-Production Alko Home Office

View Print Item Label OneNote Notes Links Refresh Clear Filter Page Go to

Receive Line Scanning **8.**

General

Input:

Message Line: Order: Open Receive: Closed

Order Qty. Received: 0 OF 7

Line Qty. Received: 0 OF 0

Line Description:

Receive No.:

Order: Open

Receive: Closed

Weight: 0.00

Receive Line Scanning Subform

Find Filter Clear Filter

Type	No.	Description	Quantity	Unit of Mea...

HOME ACTIONS W0001-Production Alko Home Office

View Print Item Label OneNote Notes Links Refresh Clear Filter Page Go to

Receive Line Scanning **9. A**

General

Input: E0100001993

Message Line: Over Receive

Order Qty. Received: 7 OF 7

Line Qty. Received: 3 OF 3

Line Description: Item YMAAD002 (EA) RETRACTABLE...

Receive No.: R001540

Order: Open

Receive: Open

Weight: 0.00

Receive Line Scanning Subform **9. B**

Find Filter Clear Filter

Type	No.	Description	Quantity	Unit of Mea...
Item	YMAAD002M	SPRING RETRACTABLE BREAKW...	4	EA
Item	YMAAD002	RETRACTABLE BREAKWAY	3	EA

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.

1. Close Package:



← 11. A

2. Close Order Print Force:



← 11. B

12. →

Purchase Receipt

Page: 1

Purchase Receipt Number: 110361
 Purchase Receipt Date: 6/18/2015

Purchase
 From: ALKO
 USA

Ship
 To: Scrub Pro-Belair
 201 Gateway Drive Suite G
 Bel Air, MD 21014
 USA

Ship Via
 Receive By
 Vendor ID V02554

Confirm To
 Buyer
 P.O. Number W0001_PROO7336
 P.O. Date 6/17/2015

Item No.	Description	Unit	Received	Ordered	Back Ordered
YMAAD002	RETRACTABLE BREAKWAY	Each	3	3	
YMAAD002M	SPRING RETRACTABLE BREAKWAY	Each	4	4	