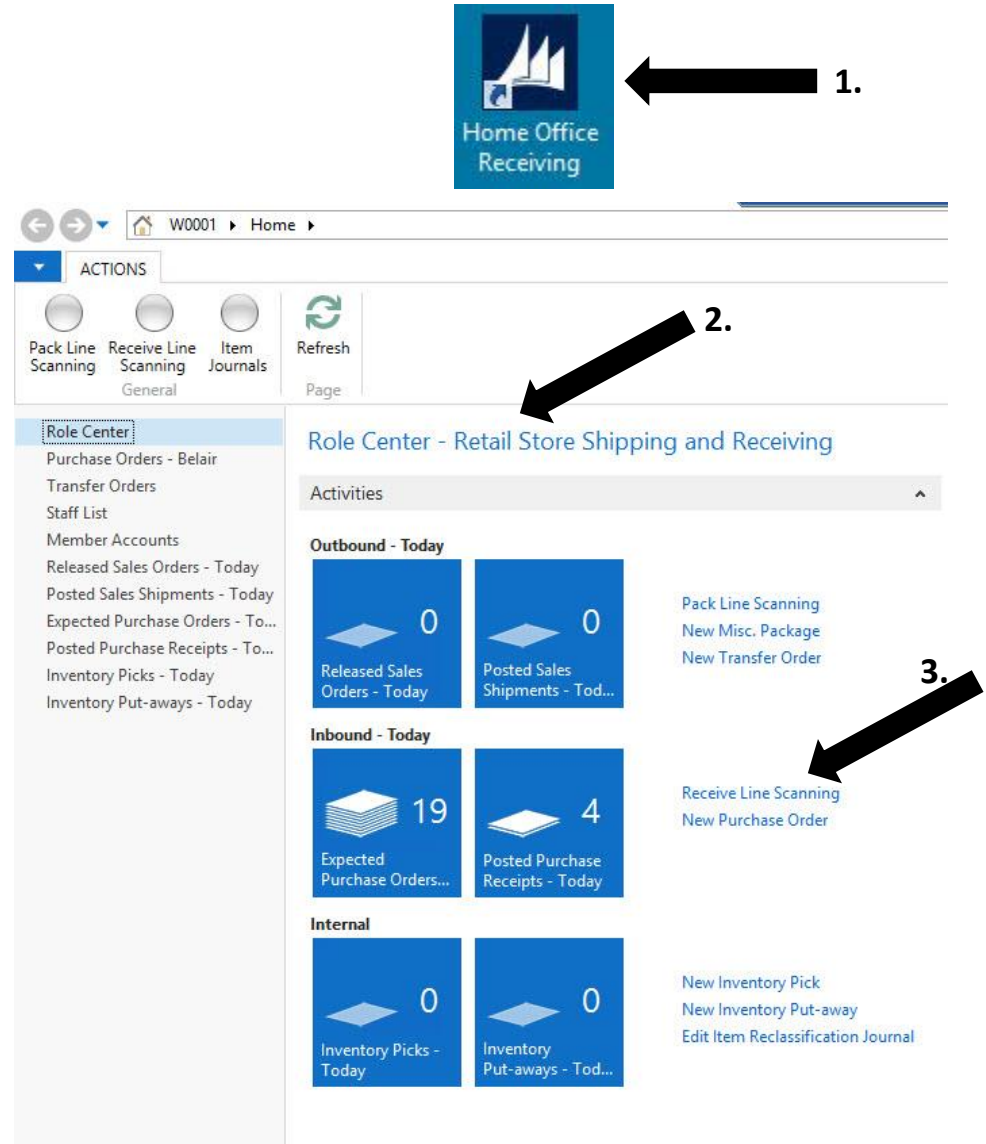


STANDARD OPERATING PROCEDURES
ALKO OUTLET – GALLO CLOTHING – SCRUB PRO UNIFORMS

RECEIVE SHIPMENTS FROM ALKO WAREHOUSE

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



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

4. "Receive Line Scanning" will open.
 The cursor should automatically appear in the "Input" box.
5. **A)** Scan the "Document #" on the sticker attached to the "Transfer Shipment".
B) After scanning the barcode the transfer number will appear in the "Input" box.

Receive Line Scanning 4.

General

Input:

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.:

Order:

Receive:

Weight:

Receive Line Scanning Subform

Find Filter Clear Filter

Type	No.	Description	Quantity	Unit of Mea...

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

Transfer Shipment
 Page 1

Alko Distributors Warehouse
 8801 Kelso Drive
 Baltimore, MD 21221
 USA

Shipment No. TS-001508
 Posting Date June 17, 2015
 Shipment Date 06/17/15
 Shipment Method
 Ir-Transit Code ALKOTRUCK

Item No.	Variant Code	Description	Quantity	Unit Price	Unit of Measure
YMAA0002		RETRACTABLE BREAKWAY	2	\$4.99	Each
YMAA0002M		SPRING RETRACTABLE BREAKW	3	\$5.99	Each

Unit Price Item # of Labels To Print

\$4.99	2
\$5.99	3

From:
 Alko Distributors Warehouse
 8801 Kelso Drive
 Baltimore, MD 21221

To: Location: S0016
 Scrub Pro-Belair
 201 Gateway Drive Suite G
 Bel Air, MD 21014

Document # TO-001641

Package # P001904

Receive Line Scanning

General

Input: TO-001641 5. B

Message Line: Order: Open Receive: Closed

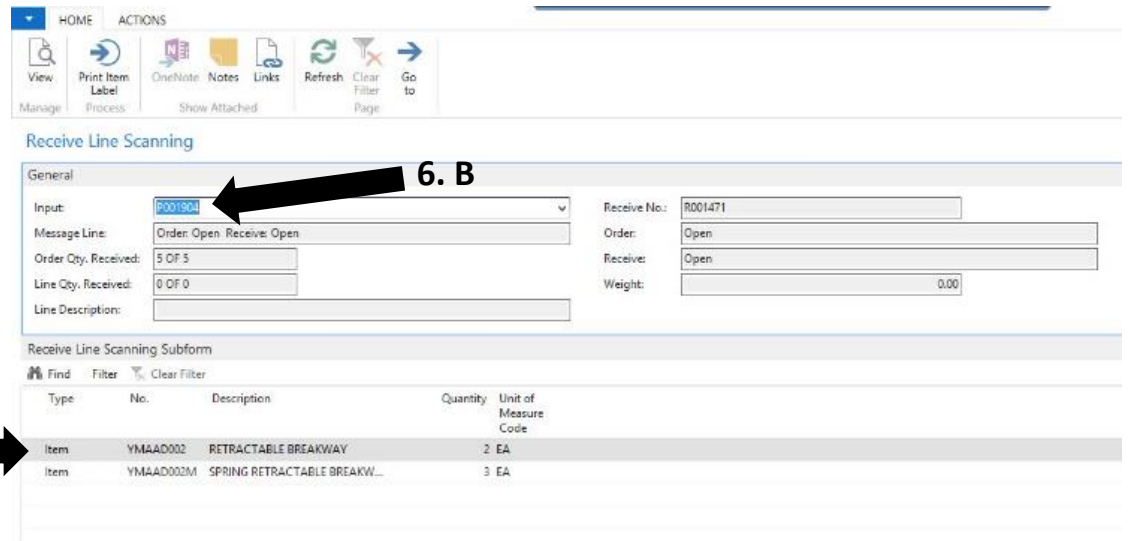
Order Qty. Received: 0 OF 5

Line Qty. Received: 0 OF 0

Line Description:

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

6. **A)** Scan the “Package #” on the sticker attached to the “Transfer Shipment”.
- B)** After scanning the barcode the “Package #” will appear in the “Input” box.
- C)** Items will also appear in the “Receive Line Scanning Subform”.



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

7. Scan “Close Package” Barcode
8. Scan “Close Order Print Force” Barcode.
9. A “Transfer Receipt” will print out. Staple the “Transfer Receipt” to the “Transfer Shipment”. Keep these sheet in a file at your store, you do not to send them back 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:  ← 7.

2. Close Order Print Force:  ← 8.

Transfer Receipt ← 9.

Alko Distributors Warehouse
 8801 Kelso Drive
 Baltimore, MD 21221
 USA

Page 1
 Scrub Pro-Belair
 201 Gateway Drive Suite G
 Bel Air, MD 21014
 USA

Shipment No. TR-101404
 Posting Date June 17, 2015
 Receipt Date 6/17/2015
 In-Transit Code ALKOTRUCK

Item No.	Description	Quantity	Unit of Measure
YMAAD002	RETRACTABLE BREAKWAY	2	Each
YMAAD002M	SPRING RETRACTABLE BREAKWAY	3	Each