

Transfer Paperwork & Box Label Procedure

All Transfers must be completed in the computer system before shipping. All paperwork & Box Labels must be included when shipping, do not send Transfers without all paperwork & Box labels.

Transfer Shipment Paperwork – Complete the transfer in the computer system (refer Store to Store or Store to Warehouse Transfers procedure on the website). *Remember: When transferring to the warehouse use **W0001** for the ship to location.

- After completing the transfer in the computer system, a Transfer Shipment sheet and a Transfer Shipping Label should print out. The Transfer Shipping Label should be stuck to the Transfer Shipment sheet.

Alko Distributors Warehouse
8801 Kelso Drive
Baltimore, MD 21221
USA

Shipment No. TS-007694
Posting Date January 19, 2016
Shipment Date 01/17/16
Shipment Method ALXOTRUCK
In-Transit Code

Transfer Shipment
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Gallo Clothing-Glen Burnie
78 Mountain Rd
Glen Burnie, MD 21060
USA

Transfer Shipment

Number of Boxes: 3 **Write the quantity of boxes/bundles/bags/racks here**

Item No.	Variant Code	Description	Quantity	Unit Price	Unit of Measure
STR-4777	KAKW-L	Unisex V-Neck Tunic - Khaki-L	1	\$11.98	Each
WICS008-63018LK		PLUS BLK PANT	1	\$16.99	Each
HBRTTEE		MENS S/S PERFORMANCE TEE	1	\$3.99	Each
HEA-5038	BLAC-S	NURSE JACKET -	1	\$29.99	Each
BAR4249		NURSE CARGO PANT	1	\$26.50	Each
ZACS181FERR7		MS B/D SHIRT	1	\$18.99	Each
ONCS15R1		ASSORTED SAMPLES	1	\$12.99	Each
COCC2890		PL SOLID TOP	1	\$16.99	Each
STR-4777	WHTW-XL	Unisex V-Neck Tank - White-XL	1	\$11.98	Each
BIMMENLEVI		MENS LEVIS JEANS	1	\$24.99	Each
SUPT501		JR PADDED TANK	1	\$5.99	Each
BERMPD2365		MENS JEANS	1	\$14.99	Each
OMF101805MW		MENS JEANS	1	\$15.99	Each
SPRFERRARA-BLUM		BLUE MULTINURSE SHOE	1	\$59.99	Each
JC22201		MID-SIZE UMSHELLA	2	\$3.99	Each
GRES004/3X-5XP		3X-SX NURSES PANT	1	\$10.99	Each
BAR1105		MENS BONDED THERMAL HOOD	1	\$19.99	Each
SUPQVMJ1		JR FLEECE LEGGING	1	\$6.99	Each
MANCP1512X		PL RAYON PONTE PANT	1	\$14.99	Each
STR-4200P	WINW-XL	Pull-on Cargo Pant - Wine-XL	1	\$14.98	Each

Transfer Shipping Label

Unit Price Item	# of Labels To Print
\$3.99	3
\$5.99	1
\$6.99	1
\$10.99	1
\$11.98	2
\$12.99	1
\$14.08	1
\$14.00	1
\$15.99	1
\$16.99	2
\$18.99	1
\$19.99	1
\$24.99	1
\$26.99	1
\$28.99	1
\$50.00	1

Transfer order number

From:
Gallo Clothing-Glen Burnie
78 Mountain Rd
Glen Burnie, MD 21060

To: Location: W0001
Alko Distributors Warehouse
8801 Kelso Drive
Baltimore, MD 21221

Document # TO-008372

P010904

1 OF 1 Packages

- The Transfer Shipment sheet with the Transfer Shipping Label stuck to it must be placed on **TOP** of the merchandise in Box 1. If your merchandise is on a rolling rack, use SCOTCH TAPE to tape the Transfer Shipment with the Transfer Shipping Label to the rolling rack (use enough tape to secure the paperwork to the rack).



Tape Transfer Shipment sheet with Transfer Shipping Label to the rolling rack using scotch tape.

Transfer Box Labels – Every box or rolling rack you are transferring **MUST** have a Box Label attached to it. Use the Box Label that pertains to your transfer, in this example the “NOT SELLING” Box Label is being used. *Remember: Box Labels must be taped to the side of the box not the top.

- After completing the transfer in the system count the items you put into each box, you will need this information for your Box Label.
- Completely fill out a Box Label for each box.
 1. From: List your store name and number.
 2. Date: List the Transfer date.
 3. Transfer #: List the TO # on the Transfer Shipping Label.
 4. Label #: List which box the label is going on.
 5. Total Labels: List the grand total of Box Labels you used.
 6. Description: List the department the merchandise came from: Scrubs, Mens, Junior/Missy, Plus, etc.
 7. Total Pcs/Sets in Transfer Pcs/Sets: List the grand total of all pieces/sets in the transfer.
 8. Total Boxes, Bundles, or Bags in Transfer: List the grand total of boxes/bags/racks/bundles.

9. Total Pcs/Sets in this Box, Bundle, or Bag Pcs Sets: List the amount of pieces/sets in the box/bundle/bag/rack.
10. Notes: List **Attn:** to the person that authorized the transfer. If you have multiple boxes, on Box Label 1 list next to the person's name "Paperwork Inside".
11. Manager/DM Signature: A manager must sign
12. Associate Doing Transfer: List the person completing the transfer.

Box Label Example for a shipment that has 3 boxes of Scrubs authorized by Christina:

The image shows three identical 'NOT SELLING' box labels for 'STORE TO ALKO TRANSFER'. Each label contains the following information:

- From: GOV #7
- Date: 1-17-16
- Transfer #: TO-008372
- Description: SCRUBS
- Total Pcs/Sets in Transfer: Pcs: 75 Sets: —
- Total Boxes, Bundles, or Bags in Transfer: 3
- Total Pcs/Sets in this Box, Bundle, or Bag: Pcs: 25 Sets: —
- Notes: ATTN: CHRISTINA - PAPERWORK INSIDE
- Manager/DM Signature: [Signature]
- Associate Doing Transfer: BOB

Red arrows point to specific fields on each label:

- Label #1 of 3 Total Labels:** Points to the 'Label #' field (value: 1).
- Box Label 1 lists who authorized the shipment and "paperwork inside":** Points to the 'Notes' field.
- List Transfer Order number on each Box Label. Find this number on the Transfer Shipping Label:** Points to the 'Transfer #' field (value: TO-008372).
- Label #2 of 3 Total Labels:** Points to the 'Label #' field (value: 2).
- Label #3 of 3 Total Labels:** Points to the 'Label #' field (value: 3).



Every box must have a label. Put labels on the side of the box not the top.

Tape a Box Label to all the rolling racks in your transfer.

