ROC NEW GOODS

RECEIVING

DELIVERIES

FOR OTHER DEPARTMENTS AND STORES

NOTE: For deliveries of orders placed by Inventory Control, refer to the guide on receiving POs for inventory control.

We may receive three types of deliveries outside of Inventory Control orders: fixture zone orders for **outlying stores**, **mattresses for outlying stores**, and **deliveries for other departments** within the ROC.

FIXTURE ZONE ORDERS FOR OUTLYING STORES

1. Ideally, you should have a pallet for each order the carrier has for you. Generally, the carrier will contact someone in inventory control ahead of time.

2. Before signing off on the carrier, check the total number of shipping units against the quantity on the shipping labels. This should be the total number of boxes.

3. Move the orders back to the Inventory Control cage.

4. Pull and copy the packing list for the first order.

5. Check off every item on the packing list. Open boxes if needed to verify every item.

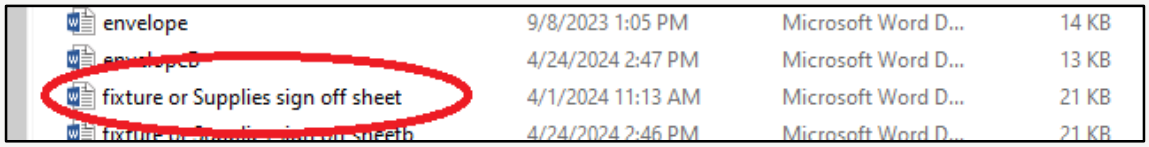
   NOTE: If any items are missing, contact shipping@thefixturezone.com and notify them. If it won't take too long, wait until Fixture Zone has resolved the issue. Otherwise, continue with notes on the copy of the packing list.

6. Sign and date the copy of the packing list you checked off.

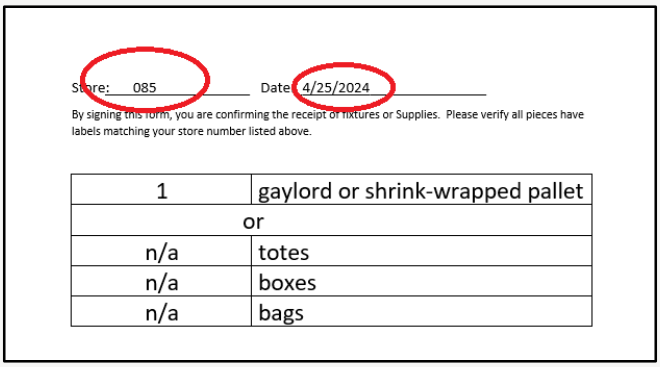
7. Scan both copies to your email and save the attachment to G: >Everyone > Inventory Control > ROC Inbound paperwork > current month. The filename should be "YYYY-MM-DD_store number-PO number." (*Example: 2024-08-15_085_047960*)

8. Open a new blank Word document and label each order. The font size for the store number is 300, while the rest is 48. Use an entire page for each label such as the example below:

9. Open the “fixture or Supplies sign off sheet” from G > Everyone > Inventory Control.



10. Change the Store number and Date and print for each order.

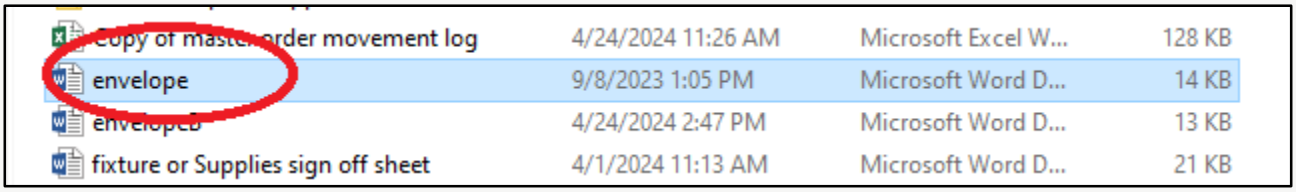


Store: 085 Date: 4/25/2024

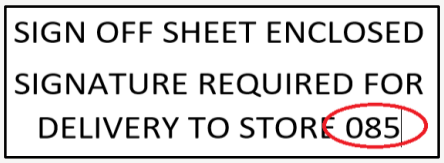
By signing this form, you are confirming the receipt of fixtures or Supplies. Please verify all pieces have labels matching your store number listed above.

1	gaylord or shrink-wrapped pallet
or	
n/a	totes
n/a	boxes
n/a	bags

11. Open the envelope file from Inventory Control at G > Everyone > Inventory Control.



12. Change the store number and print a copy for each order.

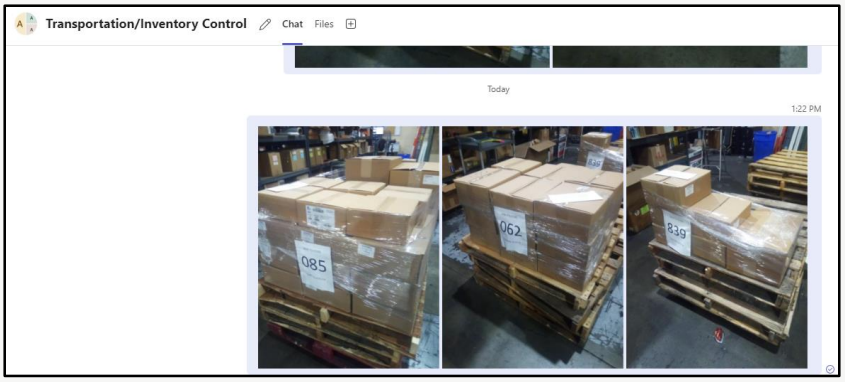


SIGN OFF SHEET ENCLOSED
SIGNATURE REQUIRED FOR
DELIVERY TO STORE 085

13. Tape the printed label to the front of each corresponding order.

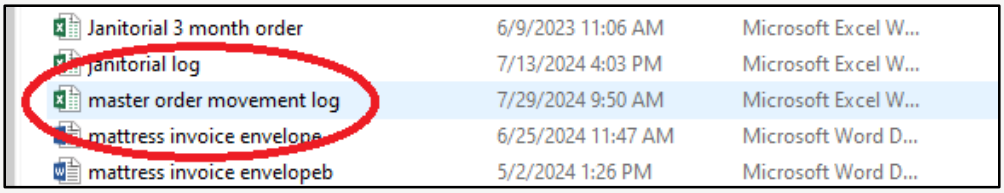
14. Place the sign-off sheets in each corresponding envelope and tape them to the tops of the corresponding orders. Then, take a picture of each order and send it to your email.

15. Transfer pictures to the Team's Transportation/Inventory Control chatroom.



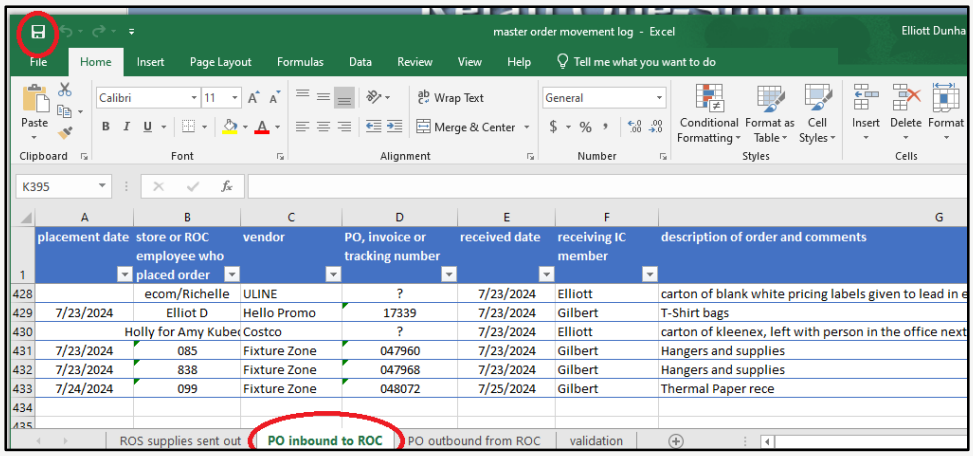
16. Place all the orders in the staging area.

17. Open the master order movement log from G > Everyone > Inventory Control.



18. Go to the sheet PO inbound to ROC. Fill in all information on a new line. Click Save.

    NOTE: The placement date will be on the packing list as the ordered date. The description can be broad as you save the packing list to a file.



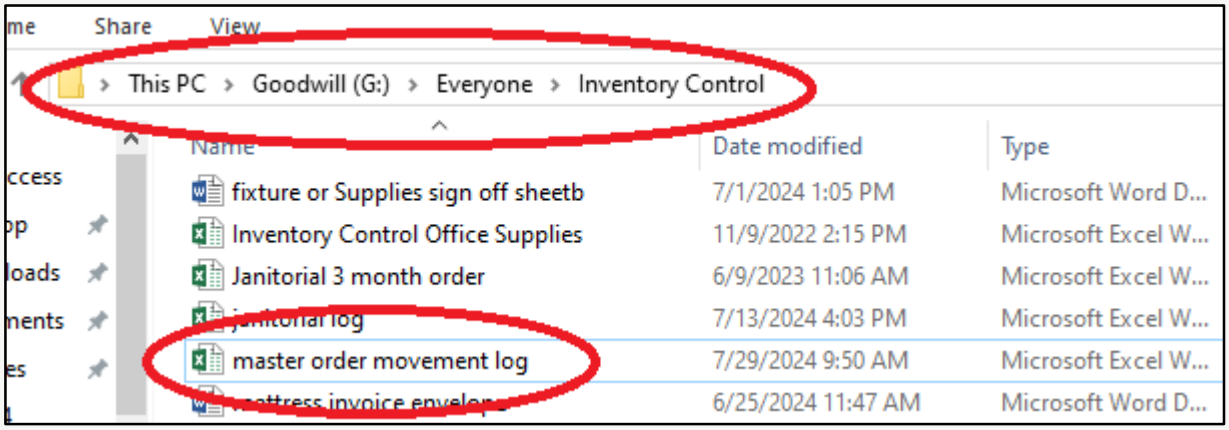
MATTRESSES FOR OUTLYING STORES

1. Vendor Contact and Preparation: The vendor will contact someone from Inventory Control beforehand.
    - **Quality Bedding**: Ask how many stacks of mattresses are expected for delivery, and prepare the required number of empty gaylords.
    - **Brooklyn Bedding**: Brooklyn Bedding mattresses will arrive already wrapped on pallets.
2. Receiving the Delivery:
    - **Quality Bedding**: Check the individual mattresses against the invoice or packing list provided by the driver to ensure the total number of mattresses matches the list.
    - **Brooklyn Bedding**: Check the total number of mattresses on the pallets against the invoice or packing list provided by the driver to ensure the number matches the list.

    NOTE: If any items are missing, note the discrepancies on the copy you sign before returning it to the driver. Make a copy of the invoice or packing list for your records.
3. Moving the Mattresses:
    - **Quality Bedding**: Move the mattresses to the Inventory Control cage.
    - **Brooklyn Bedding**: Move the mattresses to the staging area.
4. Scan the invoice or packing list to your email.
5. Forward the email to the store. Carbon Copy (CC) InventoryControl@goodwillaz.org. The subject line should read vendor name mattresses for store number. The body should have the following statement: "*Your mattresses have been received and staged at the ROC. The invoice is attached to one of the mattresses and this email.*"
6. Open a blank Word document and label each order. The font size for the store number is 300, while the rest is 48. Print a label for each stack or pallet. It should be laid out as seen below:

MATTRESSES FOR OUTLYING STORES (*continued*)

7. Open the master invoice envelope from G > Everyone > Inventory Control.



8. Change the store number and print.

9. Tape the labels to each stack or pallet in a visible location.

10. Place the paper invoice or packing list in the envelope and tape it to one of the stacks or pallets in a visible location.

ORDERS FOR OTHER DEPARTMENTS

1. Verify that the delivery is for someone at the ROC. Look for our address, company name, or the name of someone you know who works here. Deliveries for other companies in this building may accidentally be delivered to us.

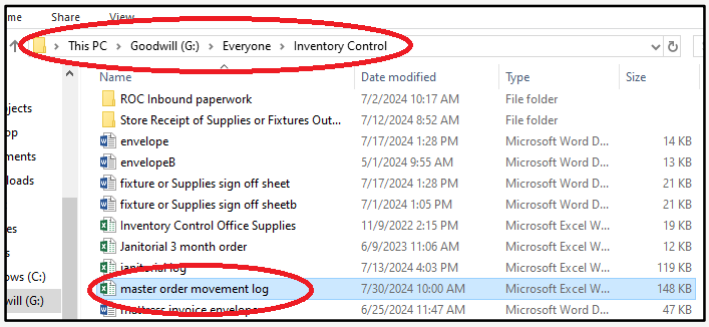
2. Check the number of packages against any available shipping slip before signing.

3. Examine the shipping slip and any shipping label or attached packing list to determine which person or department the delivery belongs to.

4. Scan the paperwork to your email. Preferably, use a packing list or invoice. If unavailable, the shipping slip or a picture of a shipping label will do.

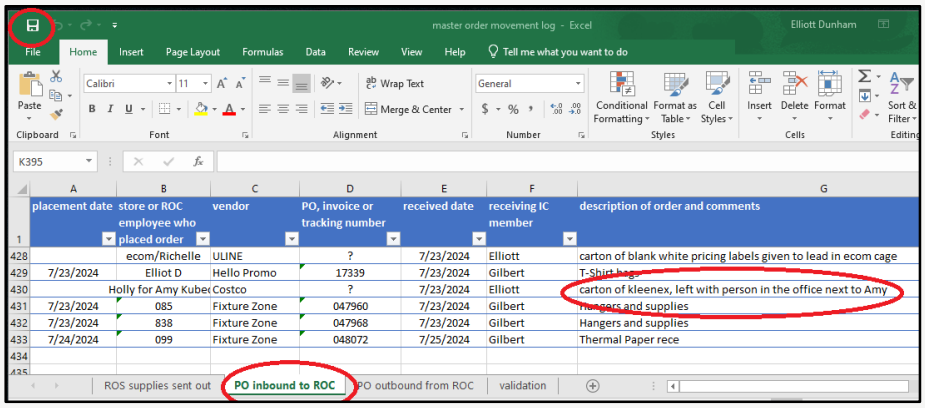
5. Save the document to G > Everyone > Inventory Control > ROC Inbound paperwork.

6. Open the master order movement log.



7. Email the document to the person to whom the delivery belongs. Include what you believe it is and where you will be bringing it.

8. Go to the PO inbound to ROC sheet and fill in as many details as possible. In the description, include who or where you will bring the delivery. Click Save.



9. Take or bring the product to who it belongs to.