

In-Store Pickup Orders need to be checked in to notify the customer that their order is ready for pick up.

## CHECK IN PROCESS

Follow these steps to Check In the In-Store Pickup orders.

1 Open and login to the **Location In-Store Pickup (LISP)** App.

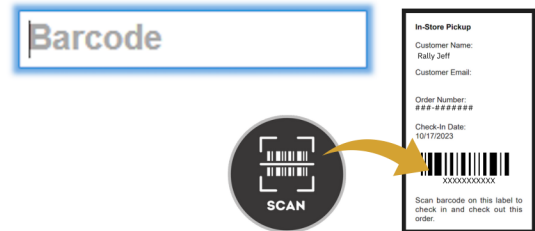
**TIPS** There is a link in the Shortcuts in NetSuite as well as a shortcut on the Zebra handheld.



2 Click **CHECK IN**

3 **Scan** the barcode on the Shipping Label in the *Barcode* box.

- This will check the order in and notify the customer.
- The store does not need to contact the customer.



4 The app will list which **Bin** on the In-Store Pickup fixture to place the order.

- The arrangement is by the customer's last name from A-Z.



**Notice**

Please place this package in bin L This order is now ready for pick-up. The customer will be notified shortly.

Ok

5 **Place** the order in the corresponding Bin and wait for the customer to come in and pick up.



If the item is too large to place in the Bin, then put it in a secondary location and write the Sales Order number and where the order was stored on an Index Card and place in the Plastic Sleeve in the Bin.

SO: 123-456789  
BIG BOX IN THE  
BACK CASHWRAP  
CABINET

6 The customer will come into the store with email confirmation to pick up their order.

- See **In-Store Pickup Check Out** for pickup directions.



For further questions and support, contact your MOD.