

In-Store Pickup Orders check out process is the last step in completing an ISPU order and getting the customer their product.

CHECK OUT PROCESS

Follow these steps to Check Out the order.

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 OUT**



3 **Scan** the barcode on the Customer's email confirmation in the *Barcode* box.

Barcode



If the barcode will not scan or the customer does not have this available, manually enter the full Order Confirmation number.

This is in the subject of the email sent to the customer and contains a 3-digit prefix.

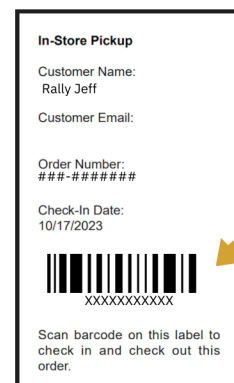


4 The app will display which **Bin** the order is in and how many packages the customer has.

Bin	L
Order	123-4567
Pkgs	1

5 Scan the barcode on the Shipping Label in the "Barcode" box

Barcode



6 The order has now been checked out and can be given to the customer.



- Offer to open and inspect the order for the customer.
- This is in case the customer needs to return/exchange the order.