

Step 1: Sort & Scan Boxes

Sort ALL packages by PO#



SCAN TRACKING OR ENTER PO#

SCAN



If ALL Match, click

PO	Vendor	Date	Total Qty	Qty To Be Received	Location
2746940	Amigua Group Inc	2/3/2023	76	6	Store 013

Verify


- 1 PO:** PO # listed matches the PO # on the UPS label and/or packing slip
- 2 Vendor:** Vendor listed matches the product that arrived.
- 3 Location:** Location listed matches your store



IF any of the 3 errors below occur

<p>WRONG LOCATION</p>	<p>If scanning the UPS label and confirming the PO number gives a Wrong Location Warning, .PORT has created a Wrong Location PO Log. ➔</p>	<p>CLICK HERE</p> <p>FOLLOW WRONG LOCATION PROCESS</p>
<p>UNKNOWN PO</p>	<p>There is no PO number listed and the Tracking will not pull up in .PORT. ➔</p>	<p>CHAT WITH OPS</p>
<p>PO HAS NO OPEN LINES</p>		<p>CHAT WITH OPS</p>

If this occurs outside 8am-4pm CST Mon-Fri, create a case to Operations, or chat the next business day.

-  If the Barcode does not scan open the box and scan the PO.

Step 2: Sort & Scan Items



Step 3: Product Review



A screenshot of a product review form. The form displays the following information:

Kc Chiefs M Black Links Golf Light Weight Jacket
32311253-XL
104536-010-EB3694
\$94.99




Notes:

Submit Note

Buttons: Dmg, MM, \$\$.\$\$, Done

Order Summary:

- Ord: 1
- Recv: 0
- Dmg: 0
- Rem: 1

	<p>Click DMG and follow the prompts. ➔</p>	<p>SET ASIDE & AWAIT RESPONSE IN PO ISSUES</p>
	<p>Click MM and follow the prompts. ➔</p>	<p>SET ASIDE & AWAIT RESPONSE IN PO ISSUES</p>
	<p>Click \$\$.\$\$ and follow the prompts. ➔</p>	<p>RETICKET WITH RH TAGS</p>

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TAG Review is one of the first steps in preventing XT scans and any issues at the registers for our guests upon checkout. A reticket must occur if there is a price mismatch, if our Rally House style number isn't on the tag, or when PORT prompts you to reticket.

Step 4: Confirm Product Quantity

COUNT PHYSICAL UNITS & ENTER QTY

Validate
 If the Item scanned matches the PORT information
 Enter Quantity & Commit

Color Coding:

TOO FEW (Red light)
TOO MANY (Yellow light)
MATCH! (Green light)

Step 5: Complete to Finalize

Once all sizes and styles have been scanned, scroll to the bottom of the page or use the blue down arrow



CLICK COMPLETE RECEIPT IN PORT



An Item Receipt has been created! Below are the items you received. Please click the Next PO button to continue receiving.

Next PO

Item is received