

Field Staff with Scanners:

These cards will need to be scanned using a special bar code so we can record what was sold and what was not during that season. A copy of the bar code will be included with the forms when they are mailed from the office.

Leave the Credit & Re-Bill scanning to be done at the end of your store visit.

- Scan into your store as normal
- Tidy ED and Themed sections
- Scan planogram label and pocket labels to generate your ED order – Do not scan out of the store
- Scan your Credit & Re-bill label
- Scan each Seasonal card individually
- Scan Credit & Re-bill label to complete the process
- The product would be placed in under carriage drawer's storage and placed in a box clearly marked credit and re-bill labels with "Property of A-Line Greetings" are being supplied to be attached to the outside of the box.
- Scan out of the store
- **No paper credit note will be required at the store, an email copy will be sent within the next two business days directly to the customers.**

It is important to note when scanning:

- Each scan of the Credit & Re-bill label is either a "scan in" or "scan out" of the process. If you are unsure that you scanned in the label and scan the label a possible second time, you will actually scan yourself out of the process and end the Credit & Re-bill. All cards scanned would generate an order rather than a credit.
- If at any time you realize that there is additional product to be added to the Credit & Re-bill scan, just rescan your Credit & Re-bill label and proceed to scan the cards individually and then scan the label again to end the process.
- If you forget to scan the Credit & Re-bill label to close the process and then try to scan an ED card order for that store, the order will not generate and a rescan of the product will be required to get the product required for that store.