

Warehouse Inventory Procedure for PLCB Gift Cards

Basic Card Information

There are four (4) cards; SAP material numbers 284624, 284625, 284626, and 284627. The PLCB Catalog Numbers are 37400, 37401, 37402, and 37403.

- A unique number identifies each card.
- There are 100 gift cards in a pack.
- Each pack will be shrink-wrapped and will be labeled with the first card number in that bundle and the PLCB Catalog Number.
- Stores will order by the pack.

Receive Cards

1. Insure the correct quantity has been received.
2. Insure the cards are wrapped according to the Purchase Order.
3. Prepare SAP Goods Receipt. (MIGO)

Store Cards

Cards shall be stored to insure labels are readable so lowest number pack will ship before highest number pack.

Pick Cards

Stores will order cards by PLCB Catalog Number.

Process Goods Issue in SAP. (ZME2W)

Picker will pick required number of packs of cards in sequential order.

Picker will record the card numbers picked and the store number on the Gift Card

Picking/Shipment Log (PLCB-2275).

A copy of the Gift Card Picking/Shipment Log (PLCB-2275) shall be faxed to PLCB Store Operations on a weekly basis (Friday): Attn: Gail Chiavetta: Facsimile Number: 705-6746.

Inventory Record

The inventory of cards will be maintained under the appropriate SAP material number on the SAP system.

