

## Bottled Beverage Receipts

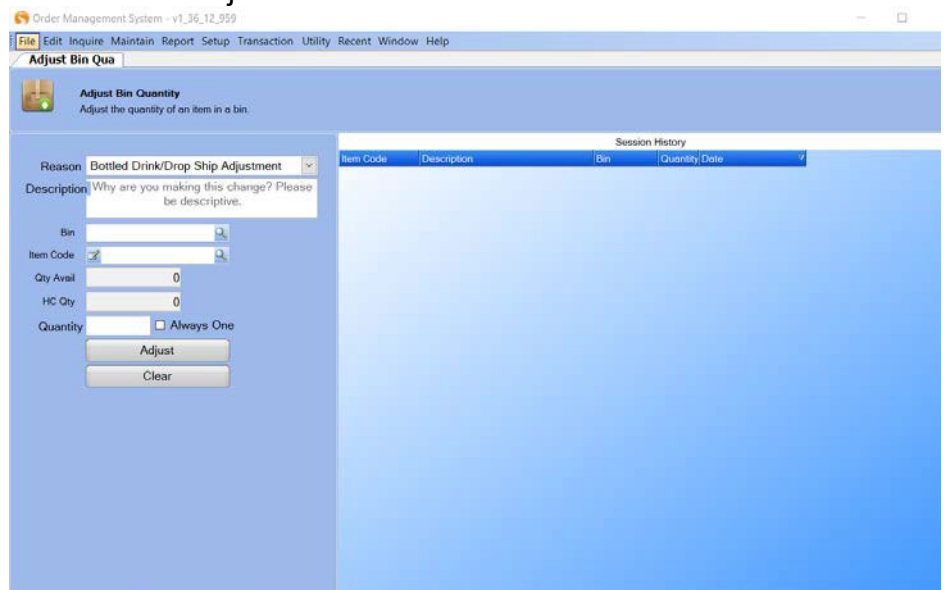
### Summary

Follow the below steps when receiving bottled beverage inventory as soon as the items are received. After receiving the inventory in OMS, ensure invoice is sent as noted below. Failure to do so will result in inaccurate inventory and unpaid accounts.

### OMS Inventory Adjustments

To receive bottled beverage merchandise in OMS follow the below steps:

1. **OMS > Transactions > Inventory > Adjust Bin Quantity**  
From the Adjust Bin Quantity screen:
2. Change the reason to **Bottled Drink / Drop Ship Adjustments**
3. Enter the Bin needed to add inventory to, ex.) RTL\*#### (4-digit store number)
4. Scan or enter in the item code of the drink needed to add example: Coke-01, etc.
5. Under quantity, type the number of units needed to be added, ex.) 24, **the quantity entered should always match the invoice**
6. Click the Adjust button



Item Code	Description	Bin	Quantity	Date

### Bottled Beverage Payments / Invoice

Once the vendor drops off the bottled beverages, they will provide the store with a receipt. Stores will need to e-mail a PDF copy of the receipts to [STPInvoices@tjx.com](mailto:STPInvoices@tjx.com) so that payment can be processed. This e-mail invoice must be sent as soon as possible. In the subject line of the e-mail please include: **Coke Invoice, store number, and date.**

### Drop Shipments

The above process can be used for a drop shipment of other merchandise; however, Store Operations will communicate when this happens. Therefore, this adjustment should only be used for Bottled Drink orders, unless directed by Store Operations.