

SLIC Procedures – Store Orders

Procedure Owner:	Operations Services	Updated On:	3.12.14
Contact:	Operations Services	Effective Date:	2.10.14

Purpose

The purpose of this document is to provide guidelines for completing merchandise store orders from the Distribution Centers. Store ordering is a process that is completed in the Store Level Inventory Control (SLIC) application, which allows the Store Manager and Assistant Store Managers to order selected items for their store. SLIC provides a store specific order book of items that are available in the store's assigned distribution center. A store's order book is updated daily.

It is the Store Manager's responsibility to plan, delegate and follow up on all activities within the store. If the Store Manager is not on duty, he/she may delegate appropriate tasks to a fully trained Assistant Store Manager.

Definitions

Throughout these procedures are phrases or words that are used to instruct the details of a procedure. Many of these are common references and are applied in other areas. Review the definitions listed below.

- Top 10 By Department Report – An auto generated report by the Store Support Center that lists the Company's average top 10 SKUs of each department
- KPRs (Key Performance Reporting) – Reports used for viewing Sales, Inventory, Productivity and MarkDown information
- Ordering Scorecard – This is compiled of two components:
 1. Department Order Weekly report - shows detailed order information by department. Use this report to measure sales versus receipts, spot sales trends, and to verify if you're ordering for all departments.
 2. DSD Receipts By Vendor report - shows DSD receipts and RTVs
- Top 100 Report – A report generated at store level that lists the top 100 items sold
- Negative On-Hands – A negative number that represents on hand quantities
- Zero Sales Report - lists items with zero sales. Items are added to this report when the criteria listed below is present:
 - Zero sales for the past 4 weeks
 - Item received more than 14 days ago
 - On hand quantity is greater than or equal to 1 case pack
 - Stores serviced by the same DC report item sales
- Sales Planner – A plan for seasonal and promotional displays. Displays need to be set according to the Sales Planner. Partner with the District Manager to make adjustments to accommodate store layout.
- High Velocity – A specific group of very fast selling merchandise
- Most Valuable Product – Key items that drive sales and margin

SLIC Procedures – Store Orders

- PDT (Personal Data Transmitter) – A small handheld electronic device
- Portable Workstation – A table topped shopping cart that can hold the PDT and Order Book when ordering on the sales floor and stockroom
- Checklist – Walking the sales floor and stockroom with an Order Book and PDT, making sure all departments and SKUs are reviewed and ordered if needed
- Cycle Counts – If an item is out of stock or the on hand quantities listed in SLIC are different than actual on hands, a cycle count will correct the variance. Cycle counts can be requested in SLIC on the office computer or PDT.
 - Cycle counts are extremely important to ensure stores are effectively replenished.
- Margin – The amount of money or profit made based on an item's value
- Estimated Days of Supply – The number of days an item will remain in stock based on the number of units on hand and how many units are sold per day. You need to be aware of this information when ordering. Order the minimum amount needed to represent a product appropriately (full displays), and the amounts needed to stay in stock between deliveries based on sales (product turns) of an item.
- Pull List - When the stockroom is checklisted, utilize the Pull List functionality in SLIC to create a list of merchandise that can be replenished to the sales floor. Refer to the Pull List documents for instructions.
- Smart Max – Increases or decreases merchandise quantities available to order, replenish, allocate based on rate of sales
- DC - Distribution Center

Key Points

- Print the Order Book once a week.
 - Mondays are the best day to print the book because the DCs are at their heaviest on hand levels.
 - For the remaining days of the week, check the Order Book electronically in SLIC on the office computer.
- The Store Order Book is updated continuously with new products as they become available in the Distribution Centers.
- Add SKUs to the store order in two ways:
 - Use the PDT to scan the merchandise (or Order Book) and type the quantities needed.
 - Type the quantities needed into the SLIC application on the office computer.
- Weekly, complete a thorough order using the Order Book. Checklist every item that you can order by walking the sales floor and stockroom.
 - Allow sufficient time to properly order every department.
 - Use the PDT.
 - Record order quantities on the Order Book.

SLIC Procedures – Store Orders

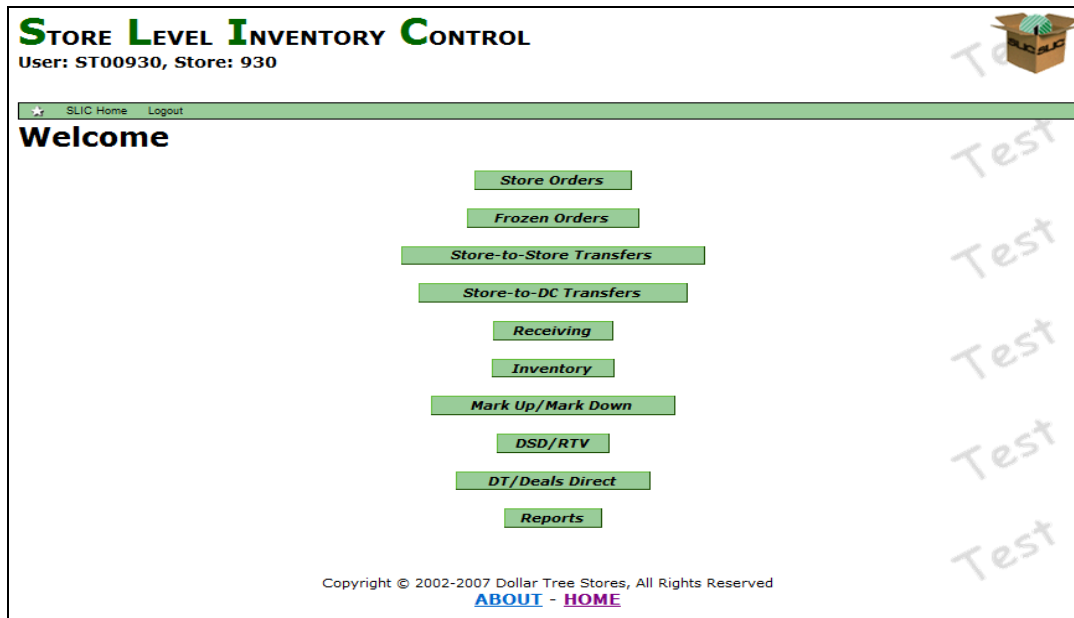
- Give special attention to high velocity departments (high turns), top selling departments and high margin items. Refer to the Guide to Drive Profitable Sales and MVPs (US Stores). Make sure these items are in stock at all times.
- To understand what merchandise to order and how much to order, print and review the reports listed below every Monday:
 - Top 10 By Department
 - Key Performance Reports (KPRs)
 - Ordering Scorecard
 - Top 100 Report
 - Negative On-Hands
- Review Zero Sales items before starting each store order. Listed below are the reasons why an item is listed as zero sales:
 - Item is in the stockroom
 - Item is on the sales floor but poorly displayed
 - DC mis-picks
 - Scan accuracy at POS
 - Theft
 - Inaccurate cycle counts or physical inventory count
 - Improper markdowns

The actions listed below will correct zero sales issues.

1. Stock the item on the sales floor or display differently
 2. Request and complete a cycle count
 3. Improve markdown practices (review MarkUp & MarkDowns Policy and Procedures and/or Product Rotation Policy and Procedures)
 4. Increase Cashier scan accuracy
- Sales trends, special events, first of the month needs, MVP items, seasonal focuses and other circumstances can alter order amounts.
 - Supply Ordering
 - The supply order should be keyed in SLIC and confirmed into the office computer the day prior to the store order due date.
 - Stores that receive a delivery twice a week must review all departments twice a week in SLIC, and will receive merchandise for all departments twice a week. Generally, stores should order approximately half as much as they would (each time) for once a week deliveries.
 - Verify outstanding transfers and shipments have been received in SLIC before starting a store order. If you have not received (in SLIC) transfers or shipments that have arrived at your store, the On Hand and On Order numbers will be incorrect.
 - Store orders must be confirmed by 9am on the due date shown in SLIC. If a store order is submitted after the due date, it will be added to the next delivery.
 - Orders can be “confirmed” several times throughout the week. Once an order is confirmed, the merchandise is held for the store.
 - If an Assistant Store Manager assists with ordering, the Store Manager is still responsible to review all store orders before they are ‘confirmed’ (finalized) in SLIC.

Overview of Store Orders Main Menu

1. Click on Store Orders from the main menu in SLIC.



The Store Ordering screen will appear.



The choices within the Store Ordering screen are Work with Store Order, View Past Orders, and Delete Order.

Work with Store Order - The Work with Store Order displays the current order. SKUs can be added to the order or reviewed before the order is submitted for processing.

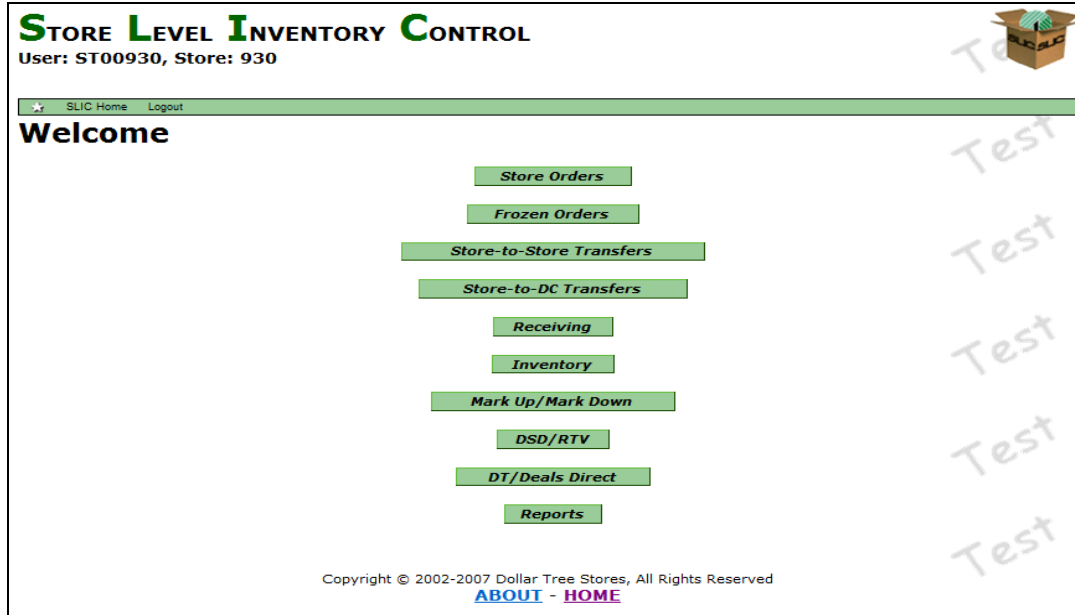
View Past Orders - The View Past Orders displays all past orders.

Delete Order - The Delete Order will allow the current order to be deleted and a new order can be started, if needed. An order that has already been sent to the Store Support Center for processing cannot be deleted.

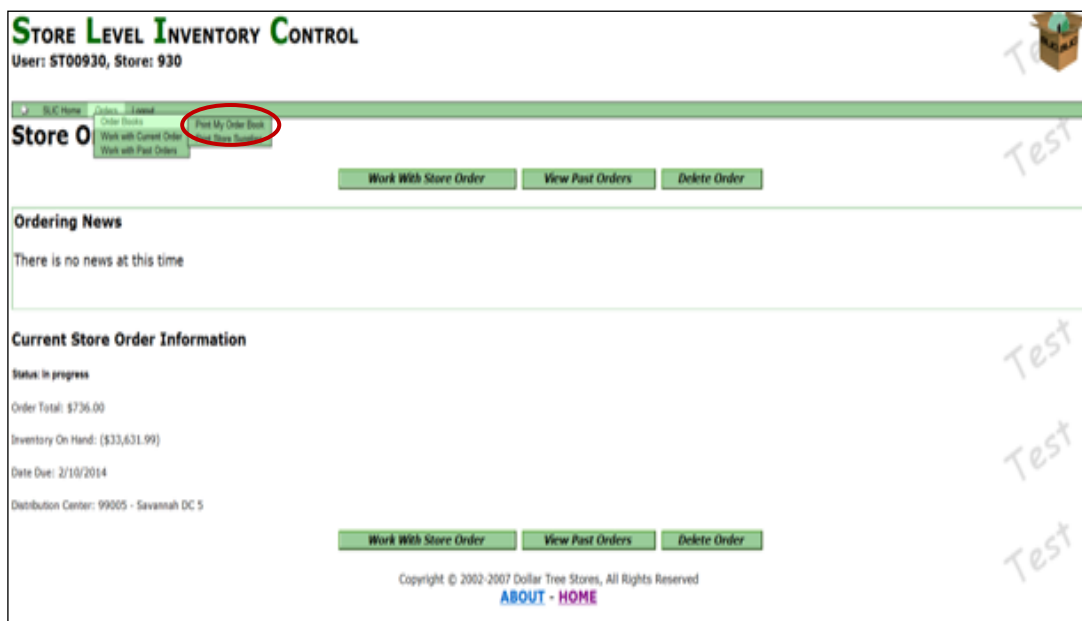
Printing the Store Order Book

Follow the steps below to print the Store Order Book.

1. From SLIC's main menu, click on Store Orders.



2. Place the cursor over the word Orders in the green bar at the top of the screen.
3. Slide down to Order Books to expose two choices; Print My Order Book and Print Store Supplies.
4. Click on Print My Order Book.



The Order Book will appear as a PDF file.

SLIC Procedures – Store Orders

5. Click on the printer icon to print the order book.

viewOrderBookAll[1].pdf - Adobe Acrobat

File Edit View Document Comments Tools Help

Create Combine Security

To move through the Order Book pages, click on the arrow buttons or use the scroll bar on the right side of the screen.

Click on the 'X' in the upper right corner to close the Order Book.

DOLLAR TREE STORE
Store OrderBook Report

Printed: September 23, 2013 3:18:38 PM EDT
Store Number: 2156 GALA PLZ GA ROME

Description	Ship Pack	Order Qty	Description	Ship Pack	Order Qty
TEASDALE WHT HOMINY 29Z OH:27 OO:0 WKLY:1 EDS:142 R	12		BUMBLEBEE CHUNK LT TUNA 5 Z OH:58 OO:0 WKLY:9 EDS:46 RO	48	
JUMEX GUAVA NECTAR 2/1 OH:16 OO:0 WKLY:1 EDS:149 R	24		ORLEANS READY TO EAT TUNA SALD OH:68 OO:0 WKLY:7 EDS:71 RO	12	
JUMEX MANGO NECTAR 2/1 OH:31 OO:0 WKLY:2 EDS:87 R	24		ORLEANS SARDINE MSRTD SCE 3.75Z OH:15 OO:0 WKLY:1 EDS:140 R	18	
C JACQUES SLICED JALAPENOS 12Z OH:16 OO:0 WKLY:1 EDS:90 R	12		ORLEANS SARDINES IN OIL 3.75Z OH:34 OO:0 WKLY:1 EDS:361 R	18	
JUMEX STRW/BANA NECTR 2/1 OH:30 OO:0 WKLY:2 EDS:105 R	24		CMPBLS RW TOMATO SP 14.5Z OH:33 OO:0 WKLY:6 EDS:40 R	12	
JUMEX MNGO 100%JCE 33.81Z OH:45 OO:0 WKLY:0 EDS:0 R	12		CMPBLS RW CHCK NDLSP 14.5Z OH:44 OO:0 WKLY:6 EDS:49 RO	12	
JUMEX PCH 100%JCE 33.81Z OH:24 OO:0 WKLY:0 EDS:0 R	12		CAMPBLS BEEF GRAVY CAN 14.5Z OH:41 OO:0 WKLY:0 EDS:0 O	24	
			ORLEANS BLACK BEANS 16Z OH:~1 OO:0 WKLY:7 EDS:0 R	24	

Legend: OH=On Hand OO=On Order WKLY=Avg Weekly Sales EDS=Est Days of Supply U=Low EDS M=High Margin T=Top Seller P=Promo Item R=ASR O=Exceeds Smart Max

Page 13

The Order Book displays the following information for each SKU:

- **On Hand (OH)** – The store's quantity on hand
- **On Order (OO)** – The amount ordered that hasn't been received into the store's inventory
- **Average Weekly Sales (WKLY)** – The average quantity sold each week
- **Estimated Days of Supply (EDS)** – The number of days a SKU may remain in stock based on the number of average weekly units sold
- **U** – Low Estimated Day Supply
- **M** – High Margin
- **T** – Top Seller
- **P** – Promotional Item
- **R** – Auto Replenished Item
- **O** – Exceeds Smart Max

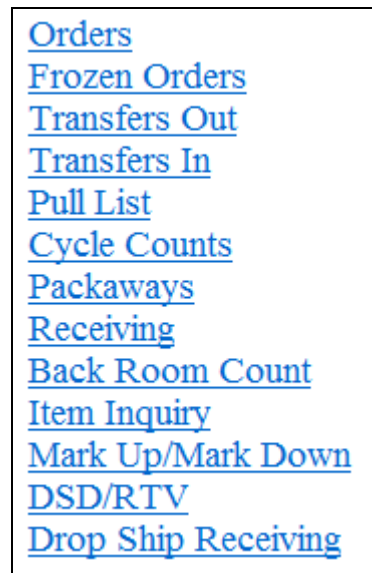
Creating a Store Order with the PDT

Before the PDT can be used, it must be rebooted. To perform a reboot, ensure the PDT is off. Once the PDT is off, press and hold down the A, B and D buttons, then squeeze the PDT trigger and let all four go.

Follow the steps below to create and add SKU's to a store order.

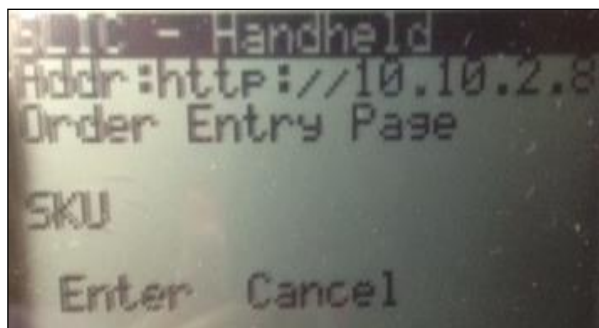
1. Once the PDT is rebooted, click on SLIC.
2. Login to SLIC using the st username (st plus the five digit store number).
3. Using the down arrow, move the cursor to the password entry field. Type in the password of the st account.
 - The password on the PDT is case sensitive. If you type in capital letters for the password on the store office computer, you must use capital letters on the PDT.
4. Press Enter.

The main menu screen will appear.



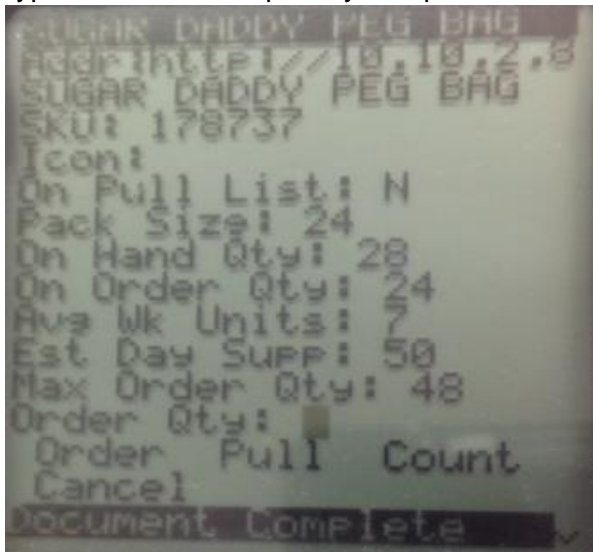
5. Using the up and down arrow keys, highlight Orders and press Enter.

The Order Entry Page screen will appear.

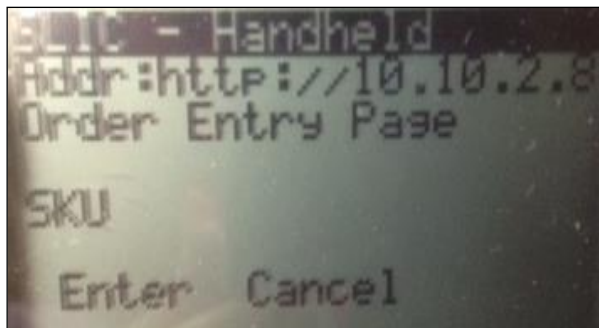


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6. Scan the barcode from the Order Book, an item's UPC, or type in the SKU number and press Enter.
7. Type in the desired quantity and press Enter.



8. Repeat steps 6 and 7 for each item until the store order is complete.
 - If an item has already been ordered, the amount will appear in the quantity field. Adjust the order quantity using the Right and Left Arrow Keys. Type in the new quantity and press Enter to save the change.
 - An item cannot be ordered if it is not listed in the Order Book.
 - If a SKU is listed in the Order Book and cannot be scanned, try entering the SKU by hand.
 - If an item is not available for reorder, the PDT may provide an alternate SKU to order. The PDT will only offer an alternate SKU for some items, not all. This function is not available on the office computer version of SLIC.
9. To leave the Orders section of SLIC; press the Down arrow key until Cancel is highlighted and select Enter.

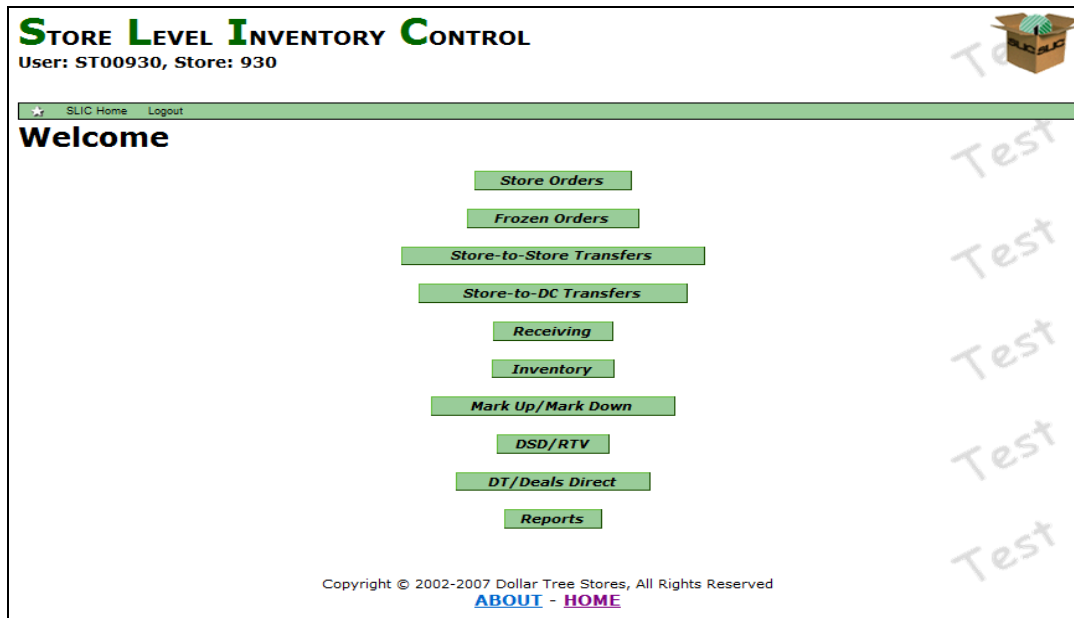


The PDT will power off once it times out.

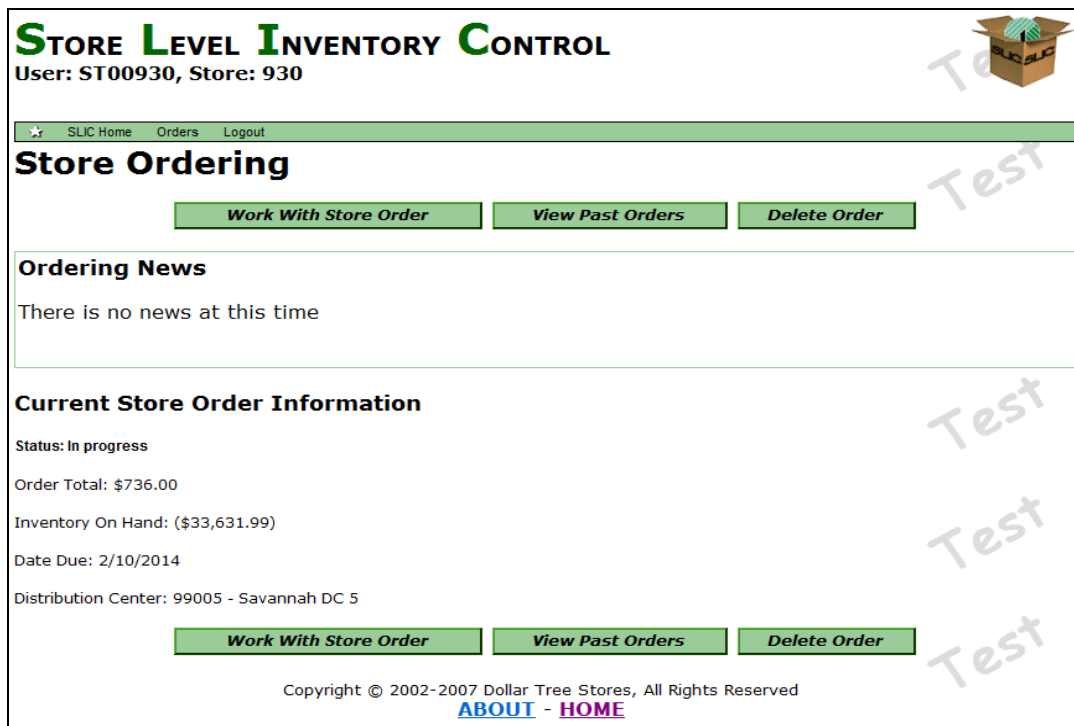
10. The Store Order must be setup to communicate with the Order Processor by confirming the Store Order in SLIC. Refer to Page 12 for details of how to complete a Store Order.

Creating a Store Order in the Office Computer

1. Click on Store Orders from the main menu in SLIC.



2. Select Work with Store Order.



The Store Order screen will appear.

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3. Click on the View drop down arrow to expand the menu:
 - Current Order – order that has already been started
 - My Order Book – shows the whole Order Book, except store expenses
 - By Department – allows for a specific department to be selected
 - By Attribute – allows High Margin, Exceeds Smart Max, Promotional Item, ASR Item, Top Seller, and Low Estimated Days of Supply items to be viewed separate from the whole order book.
 - Zero Sales – lists items with zero sales
 - Store Supplies – lists orderable store supply items

SLIC Home Orders Logout

Store Order

Order: 90227
For Store: 930 - WOODRUFF SC GREENVILLE
From DC: 99005 - Savannah DC 5
Status: In progress

View: Current Order Go

- Current Order
- My Order Book
- By Department
- By Attribute
- Zero Sales
- Store Supplies

Before starting a store order, review the Zero Sales Report. Cycle counts must be requested. Appropriate action should be taken to correct cycle elect the Zero Sales option first and review the items on the report. should be

4. Highlight one of the options and click on Go.

The Order Book for the selected option will appear. If an item is available for order, there will be an entry field in the Order Quantity column.

View: My Order Book Go

SKUs Requested: 13
Extended Retail: \$736
Next

SKU	Description	Attributes	Ship Pack	On Hand	On Order	Wkly Avg. Units	Order Quantity	Est. Days Supply
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SKU – 6 digit numbers assigned to a specific item

Description – short explanation of an item

Attributes – characteristic value

U = Low Estimated Days of Supply

T = Top Seller

R = Auto Replenished (ASR)

M = High Margin

P = Promotional Item

O = Exceeds Smart Max

*An item can have more than 1 attribute assigned

Ship Pack – number of pieces in a case

On Hand - the quantity SLIC thinks is in the store. This does not include On Order merchandise

On Order - the quantity that has been ordered, allocated, or transferred and has not been received in SLIC

Wkly Avg. Units – number of items sold in a week, based on a four week average

Order Quantity – amount ordered

Est. Days Supply - based on weekly average units sold, number of days supply before the item is out of stock. The estimated days of supply is calculated by adding the On Hand number and the On Order number, then dividing by the Average Daily Units sold. The Average Daily Units sold is calculated by dividing the Weekly Average Units sold by seven.

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5. Review the details for each SKU listed.
 - Columns can be sorted by clicking on the red arrows.
 - Reviewing the attributes of each column will assist in:
 - Determine how much should be ordered.
 - Identifying how many item units are sold a week.
 - Informing you whether an item is on order and coming on the next DC delivery.
 - Recognizing incorrect on hands so that a cycle count can be requested to correct the issue.
6. To select another option, click on the View drop down arrow to expand the menu.
7. Highlight one of the options and click on Go. Repeat this step to view the Order Book for each option.
8. If the item is orderable, enter the desired quantity in the field.

When ordering the same SKU on multiple orders during the week, the amounts are not added together for a final total. The last amount entered prior to the order due date is the amount that will be processed.

- Using the Order Book in SLIC, sort On Hands “Low to High” and then “High to Low.” Spot check large On Hand amounts for accuracy. Request cycle counts as needed.
9. Once the store order is complete, the order must be confirmed in SLIC on the office computer.

Confirming the order in SLIC will submit it to the Store Support Center Order Processor.



The screenshot displays a web interface for SLIC. At the top, there are three green buttons: 'Save Changes', 'Print As Checklist', and 'Complete Store Order'. The 'Complete Store Order' button is circled in red. Below these buttons is a search bar with a text input field, the word 'in', a dropdown menu currently showing 'Description', and a 'Search' button. At the bottom of the interface, there is a copyright notice: 'Copyright © 2002-2007 Dollar Tree Stores, All Rights Reserved', followed by two links: 'ABOUT' in blue and 'HOME' in purple. A large, faint 'Test' watermark is visible on the right side of the interface.

Finding a Specific SKU in SLIC

Sometimes it is necessary to find a particular SKU in SLIC. You can type a specific SKU or UPC number in SLIC and will be directed to that SKU. You can also type in a description of an item and SLIC will display all of the items that match the description you type in.

1. From the main menu of SLIC, click on Store Orders.

2. Click on Work with Store Order.

The items added to the current order will appear.

3. If the SKU or UPC number is known, type the number in the entry field.

4. Click on the drop down arrow and select either UPC or SKU.

An item can also be searched by Description.

5. Click on Search.

SLIC will display the SKU or UPC if the item is listed in the Order Book.

6. Before exiting the store order, select Save Changes.

The screenshot shows three green buttons at the top: "Save Changes", "Print As Checklist", and "Complete Store Order". Below them is a search form with a text input field containing "827921", a dropdown menu set to "Description", and a "Search" button. The dropdown menu is open, showing options: "Description", "SKU", "UPC", and "Vendor Name". The "SKU" option is highlighted with a red circle. Below the search form, there is copyright text: "Copyright © 2002-2007 Dollar Tree Stores, Inc. All Rights Reserved" and a link "ABOUT".

7. To return to the SLIC main menu, click on the box icon in the upper right corner.

STORE LEVEL INVENTORY CONTROL
User: ST00930, Store: 930

Adding Items to an Order

Items can be added to an order at any time up to the order due date.

1. From the main menu of SLIC, click on Store Orders.
2. Click on Work with Current Order. The items currently on order will appear. If no items have been ordered, the screen will appear blank.
3. Select a view by clicking on the View drop down arrow.
4. Select the desired view or search by UPC, SKU, or Description.
5. Once the item is found, type the desired quantity in the Order Quantity field. The desired quantity must be divisible by the case pack.

When ordering the same SKU on multiple orders during a week, the amounts ordered are not added together for a final total. The last amount entered and submitted is what is ordered.

SKU	Description	Attributes	Ship Pack	On Hand	On Order	Wkly Avg. Units	Order Quantity	Est. Days Supply
827921	3Z SUGAR FREE FRUIT CHEWS	U	12	0	0	0	048	0

Save Changes Print As Checklist Complete Store Order

6. Click on Save Changes before exiting a store order.
7. Click on the blue underlined SKU to learn more information about the SKU.

The View SKU Information screen will appear. SLIC provides a description of the SKU, retail price, vendor, ship pack size, the maximum amount that can be ordered, store on hand level, the department the SKU belongs to, and any attributes attached to the product.

SKU	827921
Description	3Z SUGAR FREE FRUIT CHEWS
Retail	\$0.88
Vendor	HILLSIDE CANDY
Ship Pack Size	12
Order	48 pieces
Max Order Qty	240
Store on hand	0
On Order	0
Dept	10 BASIC CANDY
SubDept	10 NON CHOCOLATE
Class	170 SUGAR FREE
SubClass	170 SUGAR FREE
Attributes	U

[Order](#) [Return To Store Order](#)

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[ABOUT - HOME](#)

Status of an Order

The status of a previous order may also affect whether you order a particular SKU. For example, if you realize you are receiving a large shipment of a particular SKU the next day, you may not order as much on your current order.

There are three statuses shown on the store ordering screen in SLIC and on the PDT:

- Open – This status means the ordered merchandise is waiting to be processed by an Order Processor at the Store Support Center. This status amount also includes the amount of allocated merchandise, but not processed.
- Processed – This status means the ordered merchandise has been processed by an Order Processor and the DC is working the order. The merchandise has not been shipped or invoiced at this point.
- Shipped – This status means that the merchandise has been invoiced and has been shipped from the DC.

The benefit of these statuses is that it gives you a way of knowing where your merchandise is in the ordering process and an approximate time window of when to expect the merchandise.

If the merchandise has a status of:

Open = approximately 5 days out

Processed = approximately 2-3 days out

Shipped = approximately 1 day or less

To see the status of a SKU within SLIC,

1. Hover over an amount listed in the On Order column.

The status information will appear for about three seconds and then disappear.

2. Hover over the number again to make the status reappear.

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Store Order

Order: 90227
 For Store: 930 - WOODRUFF SC GREENVILLE
 From DC: 99005 - Savannah DC 5
 Status: In progress

View: Current Order

View Notes (0 lines)

Cases Requested: 132
Pieces Requested: 1312
SKUs Requested: 12
Extended Retail: \$736.00

SKU	Description	Attributes	Ship Pack	On Hand	On Order	Wkly Avg. Units	Order Quantity	Est. Days Supply
985509	SHASTA TWIST 2.5 LTR	U	6	0	0	0	144	0
985510	SHASTA ORANGE 2.5 LTR	U	6	0	0	0	144	0
985511	SHASTA TIKI PUNCH 2.5 LTR	U	6	0	0	0	144	0
985512	SHASTA COLA 2.5LIT	U	6	0	0	0	144	0
919666	SUNNY DELIGHT ORANGE 48Z	U	8	0	0	0	24	0
931519	6.75Z MONDO CHERRY	U	8	0	16	0	80	0
931527	6.75Z MONDO GRAPE	U	8	0	0	0	0	0
130912	DART.GUN PLYSET-COWBOY/MIL/POL	U	144	0	0	0	144	0
832021	THEMED SHOOTER W/BARRELS ASTD	U	36	0	0	0	72	0

This same information is available on the PDT after a SKU is scanned.

Completing, Analyzing and Confirming a Store Order

- Once all of the items have been added to an order, click on Complete Store Order.

From DC: 99005 - Savannah DC 5
 Status: In progress

View: My Order Book

Next

SKU	Description	Attributes	Ship Pack	On Hand	On Order	Wkly Avg. Units	Order Quantity	Est. Days Supply
186311	4CT GLOW FINGERS	M O	72	72	0	0	0	0
975634	GLOW NECKLACE 2PK	M O	72	244	0	8	0	220
186366	GENERIC PUZZLE 100PC ASTD	M	45	45	0	0	0	0
121004	CARD GAMES 3PK	M	42	54	42	14	0	49
164135	DISNEY INLAY PUZZLE	M	36	50	0	2	0	175
130845	GAME DICE 10PCS	M	24	70	24	7	0	94
164105	PUZZLEBUG 100PC PUZZLE ASTD	M	36	64	0	8	0	56
986722	PUZZLES ASTD LPF 300PC	M	36	73	0	2	0	204
186251	FOAM DICE	M	36	36	0	0	0	0
144169	BXD GAMES CHESS/BINGO/SNL	M	24	21	48	1	0	483
144171	BXD GAMES CHECKERS	M	24	59	0	3	0	150
109040	LICENSED PUZZLE MATS 9PC 3IN		36	43	0	2	0	151
181074	LIC PINBALL	M	24	21	48	2	0	276
159463	FOOTBALL 2TONE 7.5IN BSM	M O	36	180	0	0	0	0
144151	LICENSED 9IN FLYING DISC	M	24	29	48	0	0	1078

Next

in Description

The Store Order Analysis screen will appear. This screen provides a breakdown of what was ordered by department.

SLIC Procedures – Store Orders

- Review the department breakdown to ensure a balanced order is being placed.
 - This screen can be accessed any time prior to confirming the store order.
- Click on the blue underlined department to learn more information pertaining to the department.

Department Breakdowns (all numbers are retail values, not piece counts)

Dept./SKU	Requested Dollars	On Hand	On Order	Avg. Daily Sales
10 - CANDY	\$24.00	\$2.00	\$0.00	\$0.00
14 - FOOD	\$240.00	\$200.00	\$12.00	\$7.75
15 - TOYS	\$48.00	\$49.00	\$0.00	\$1.21
24 - PARTY CELEBRATIONS				\$1.21
30 - HOUSEHOLD PRODUCTS				\$1.61
35 - HARDWARE				\$0.00
50 - HOME DECOR	\$72.00	\$66.00	\$0.00	\$2.85
54 - BEAUTY & EYEWEAR	\$0.36	\$0.22	\$0.00	\$0.01
55 - HEALTH CARE	\$180.00	\$116.00	\$24.00	\$5.66
56 - PERSONAL CARE	\$24.00	\$25.00	\$0.00	\$0.92

Click on a blue underlined department to expose a list of the individual SKU's that were ordered.

Return To Store Order Confirm

If the order looks correct or after you make adjustments, click on Confirm.

- Click on Return to Store Order to make adjustments to the order. If no adjustments are necessary, click on OK to confirm the store order. The confirmed order will be forwarded to the SSC for processing.

Department Breakdowns (all numbers are retail values, not piece counts)

Dept./SKU	Requested Dollars	On Hand	On Order	Avg. Daily Sales
10 - CANDY		\$2.00	\$0.00	\$0.00
14 - FOOD		\$200.00	\$12.00	\$7.75
013945 - ISLAND CHOICE CND YELLOW PEACH	\$24.00	\$11.00	\$0.00	\$0.60
106519 - MALTOMEAL FROSTED FLAKES 7Z	\$24.00	\$16.00	\$0.00	\$0.96
106526 - MALTOMEAL FROST MINI SPOONR 7Z	\$12.00	\$24.00	\$0.00	\$0.89
108789 - MUSSELMAN LEMON PIE FILL 22Z	\$36.00	\$8.00	\$12.00	\$1.35
123993 - CANNED STRAWBERRIES 15 OZ	\$24.00	\$29.00	\$0.00	\$1.00
140325 - MACKEREL FILLETS 4.3Z			\$0.00	\$1.28
182694 - BC CHKN HELPR CHKN FRIED RICE			\$0.00	\$0.00
182696 - BC CHKN HELPR FETTUCINIE ALFRD			\$0.00	\$0.00
188804 - BC CRMY BTTR MASHD POTATO 6.6Z			\$0.00	\$0.82
951383 - PIE FILLING KEY LIME 21Z			\$0.00	\$0.85
15 - TOYS			\$0.00	\$1.21
24 - PARTY CELEBRATIONS			\$0.00	\$1.21
30 - HOUSEHOLD PRODUCTS	\$30.00	\$73.00	\$0.00	\$1.61
35 - HARDWARE	\$48.00	\$0.00	\$0.00	\$0.00
50 - HOME DECOR	\$72.00	\$66.00	\$0.00	\$2.85
54 - BEAUTY & EYEWEAR	\$0.36	\$0.22	\$0.00	\$0.01
55 - HEALTH CARE	\$180.00	\$116.00	\$24.00	\$5.66
56 - PERSONAL CARE	\$24.00	\$25.00	\$0.00	\$0.92

To collapse the list, click on the department name again.

Message from webpage: Press OK to confirm, CANCEL to return

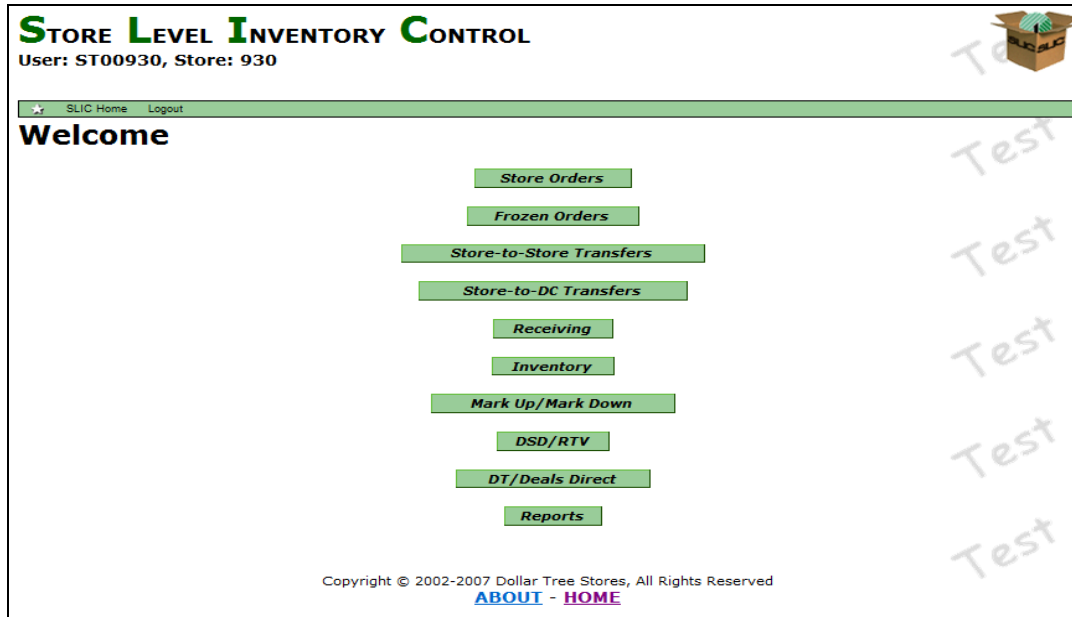
OK Cancel

Return To Store Order Confirm

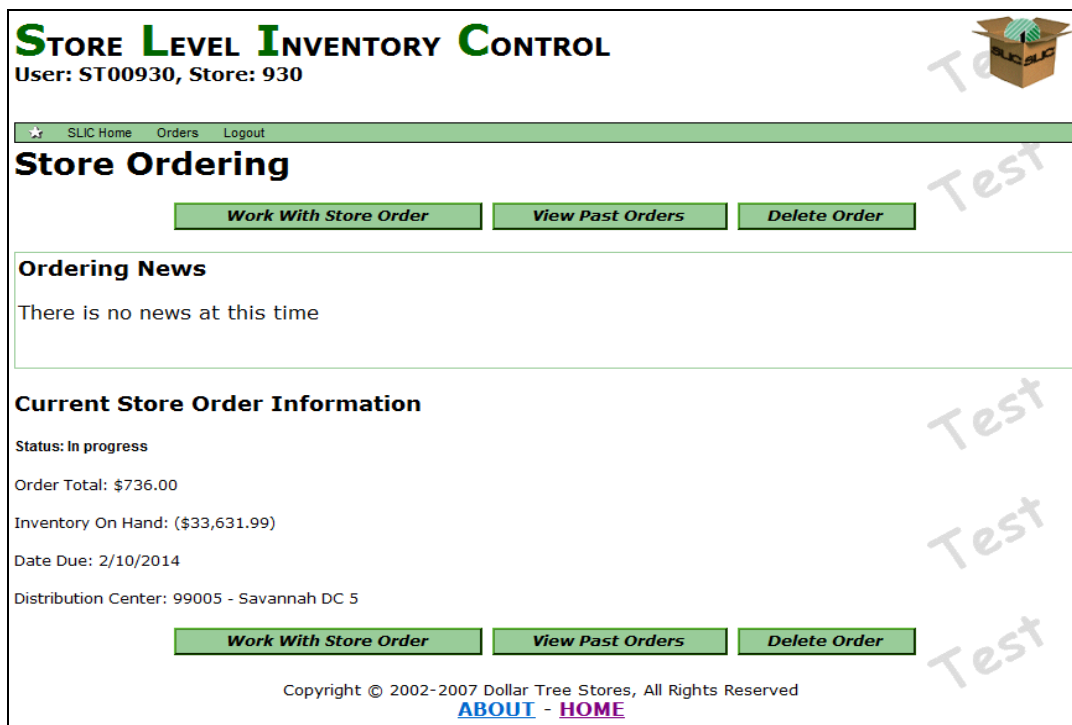
Viewing Past Orders

You can review past orders in SLIC.

1. From the main menu, click on Store Orders.



2. Click on View Past Orders.




SLIC Procedures – Store Orders

The Past Store Orders screen will appear.


Orders will be listed by date.

- Click on a column header to sort a column from most current orders to the oldest orders and vice versa.



STORE LEVEL INVENTORY CONTROL

User: ST00930, Store: 930

 SLIC Home
Orders
Logout

Past Store Orders

Store Order Number ↕	Date Sent ↕	Total Pieces ↕	Total Extended Retail ↕	Margin %
90225	2/10/2014	868	\$690.00	57
90173	2/7/2014	20	\$20.00	40
89857		180	\$180.00	0
89858		992	\$610.40	0
89811		0	\$0.00	0

Click on a blue underlined
Order Number to view the
details of a past order.

[Return To Store Ordering](#)

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The order's SKU level details screen will appear.

6. Click on a blue underlined SKU number to view SKU information.

Store Order 90225

Order: 90225
For Store: 00930 - WOODRUFF SC GREENVILLE
From DC: 99005 - Savannah DC 5
Status: Complete

View Notes

(0 lines)

SKU	Description	Retail	Order Quantity
130912	DART.GUN PLYSET-COWBOY/MIL/POL	\$1.00	144
131058	MAGIC DOUGH 4PK	\$1.00	24
149496	8Z GOURMET SELECT BANANA CHIPS	\$1.00	30
343277	2 PK PLAY CARD-REG/JUMBO ASTD	\$1.00	72
720052	7.5Z REGENCY DRY ROASTD PEANUT	\$1.00	12
816819	JUMP ROPE W/LASER HANDLE 7FT	\$1.00	48
826083	32Z EVERFRESH JUICE APPLE	\$1.00	12
826084	32Z EVERFRESH JUICE CRANBERRY	\$1.00	12
826085	32Z EVERFRESH FRUIT PUNCH	\$1.00	12
831768	3Z SUGAR FREE FUDGIE ROLLS	\$1.00	48
832021	THEMED SHOOTER W/BARRELS ASTD	\$1.00	36
847106	MAGIC DOUGH MINI 8PK	\$1.00	24
849372	DICE 10PK ASTD	\$1.00	72
860801	SESAME STICKS	\$1.00	24
866789	CASHEWS- SALTED 3Z	\$1.00	24
931519	6.75Z MONDO CHERRY	\$1.00	24
931527	6.75Z MONDO GRAPE	\$1.00	24
937259	JACK LINK ORIGINAL BEEFSTEAK	\$0.00	48
937280	JACK LINK BEEF JERKY CHEW	\$0.00	60

Click on View Analysis to display a breakdown by department.

View Analysis

Click on View Past Orders to return to the list of past orders.

View Past Orders

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