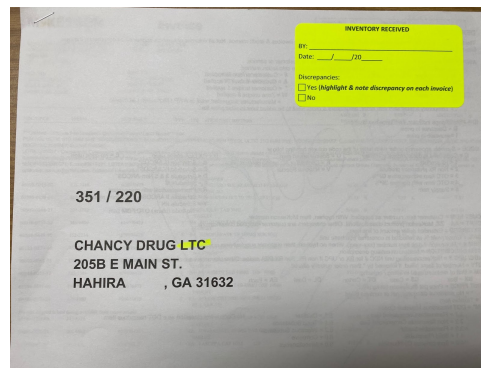




Steps on how to check-in Rx McKesson inventory:

1. Count and verify number of totes while driver is present in the building
2. Attach all stickers to products
3. Complete the label for the invoice to verify check in process by employee (see below for example)



4. Send completed copy of front page of invoice to Amy at the management office daily
5. If any discrepancies, make a copy of the page that reflects the discrepancy and send to Amy at the management office with front page of invoice
6. If any discrepancies, contact McKesson to correct mistakes

Steps on how to check-in Rx secondary purchase inventory:

1. Verify all line items on invoice
2. Complete the label for the invoice to verify check in process by employee (as shown in the above example)
3. Send completed copy of invoice to Amy at the management office daily
4. If any discrepancies, make a copy of the page that reflects the discrepancy and send to Amy at the management office with front page of invoice
5. If any discrepancies, contact the company to correct mistakes

2 people need to be assigned at each store to check-in inventory through this process