

# **Non- DEX Supplier Instructions**

## **How to Check in Product at CVS/pharmacy**

**Non- DEX Suppliers** must follow these procedures to ensure that delivery is recorded in the CVS/pharmacy receipt system to facilitate correct payment of delivered goods.

**Additionally, DEX Suppliers** whose DEX Units are not working properly will also use these procedures.

Step	Procedure
1	Enter the store and advise a CVS/pharmacy team member of your arrival
2	Bring product into store
3	Store receiver will scan each unique item and enter the received counted quantity into the CVS/pharmacy RF unit.
4	Upon completion of the delivery check-in, the receiver will produce a detailed paper POD for driver.
5	Driver is to review POD to confirm: <ul style="list-style-type: none"><li>▪ item variety (all unique SKUs are accounted for)</li><li>▪ accurate quantities</li></ul> Notify receiver of any Item variety & quantity discrepancies.
6	Leave a paper copy of invoice with store. Retain POD.

**Important Note:** Deliveries and credit must be on separate invoices.