

Store Use Receiving

Store Use Receiving refers to products that are checked in for internal store use rather than for sale. These items may not have a GM attached, which is expected for store use.

How to Receive Store Use Items

1. When receiving store use items:
2. Check in the product as usual
3. Record the **shipping company**
4. Record the **vendor**\
5. In the **PO/GM Attached** field within the **Receiving Log** in FileMaker, enter **“STORE USE”**

This ensures the item is properly documented even without an associated GM.

Reminders

- Not all store use items will have a GM attached, this is normal.
- Always enter **“STORE USE”** in the **PO/GM Attached** field to prevent tracking issues.
- The **vendor and shipping company must still be recorded**, even if the item is not for sale, this is used to verify that we received the product\

Common Mistakes

- Leaving the **PO/GM Attached** field blank
- Trying to search for or create a GM for store use items
- Forgetting to enter the **vendor or shipping company**
- Assuming store use items do not need to be logged

What To Do If You're Unsure

If you are unsure whether an item is **Store Use** or how it should be received:

1. **Pause the check-in process** = do not guess.
2. **Check the paperwork or box label** for any store use indicators.
3. **Ask the Lead, Receiving Manager, or GM Manager** for clarification.
4. If confirmed as store use, complete the check-in and enter **“STORE USE”** in the **PO/GM Attached** field.
5. If still unclear, **set the item aside** and notify the team via chat for follow-up.