

### Sears Order Entry Process

- a. Once pallets are wrapped and ready for pick-up, go into Internet Explorer and enter website address: <http://supplychain.genco.com>
- b. **User ID** = return center # plus store # i.e. 9401234
- c. **Password** = store 5 digit zip code
- d. **Click Login**
- e. **Pick up date** = defaults to next day. If an emergency same day pick-up is needed, click “Same Day Pick Up?” box (must be entered before 10:00am CST (CRC 93 or 94) or 1:00pm CST (CRC 23).
- f. **ASN# enter # - Re-enter ASN#** (Advanced Shipping Notice – retrieved when store batches freight in Sears system)
- g. **Pallet Id** = will auto fill
- h. **# Carton** = # of boxes/pieces per pallet (must count before shrink wrapping pallet – this count needs to be accurate in the event of a claim).
- i. **# of Tool Barrels** = Pick from list – if no barrels on pallet must still pick from list as 0
- j. **Seal numbers** = If no barrels skip. Each barrel requires a seal (stores get from the CRC) that is crimped to seal the barrel shut. This seal has the seal number on it. Each seal number (up to 3 per pallet) should be entered in this field without commas or dashes.
- k. **Repeat steps g through j for each pallet**
- l. **Click submit**
- m. **Next screen** – double click on Printable Bill of Lading and Pallet Labels for Product Returns
- n. Bill of Lading and Pallet labels will open – print from this screen
- o. Tape each pallet label to the outside of the corresponding pallet.
- p. When driver arrives and store clerk /driver have the pallets loaded, the driver and store clerk both sign/date the Bill of Lading. This acts as the contract between the shipper and the carrier stating that both agree that the quantity loaded matches the quantity on the Bill of Lading.
- q. Store Clerk takes a copy of the signed/dated Bill of Lading and retains for their records, gives the original signed/dated Bill of Lading to driver.

### Sears - How to Reprint a Bill of Lading

- a. With your mouse, hover over the Shipments tab on the order entry screen
- b. Select Shipment Maintenance

One of two ways to re-print:

1. Enter the Bill of Lading #
2. Click Search
3. Next Screen – Click “View BOL”
4. Next Screen - Bill of Lading and Pallet labels will open – print from this screen

Or

1. Enter Created Date From (click on calendar to select date)
2. Enter Created Date To (same date as above) (click on calendar to select date)
3. Click Search
4. Next Screen – Click “View BOL”
5. Next Screen – Bill of Lading and Pallet labels will open-print from this screen

### Kmart Order Entry Process

- a. Once pallets are wrapped and ready for pick-up, go into Internet Explorer and enter website address: <http://supplychain.genco.com/tss/shc>
- b. **Pick up date** = defaults to next day. If an emergency same day pick-up is needed change the Pick-up Date to current date (must be mm/dd/yyyy format) and must be before 10:00am CST (CRC 60 and 61) or 1:00pm CST (CRC 62).
- c. **Center** = Pick return center from list
- d. **Store Number** = Enter store # (zero is required in front of the 4 digit store number)
- e. **Enter 5 digit store zip code**
- f. **Enter 6 digit document number** (store issued RA#)
- g. **Re-Enter 6 digit document number**
- h. **Pallet Id** = will auto fill
- i. **# Carton** = # of boxes/pieces per pallet (must count before shrink wrapping pallet – this count needs to be accurate in the event of a claim).
- j. **# of Tool Barrels** = Pick from list – if no barrels on pallet must still pick from list as 0
- k. **Seal numbers** = If no barrels skip. Each barrel requires a seal (stores get from the crc) that is crimped to seal the barrel shut. This seal has the seal number on it. Each seal number (up to 3 per pallet) should be entered in this field without commas or dashes.
- l. **Repeat steps h through k for each pallet**
- m. **Click submit**
- n. **Next screen** – Bill of Lading and Pallet labels will open – print from this screen
- o. Tape each pallet label to the outside of the corresponding pallet.
- p. When driver arrives and store clerk / driver have the pallet/s loaded, the driver and store clerk both sign/date the Bill of Lading. This acts as the contract between the shipper and the carrier stating that both agree that the quantity loaded matches the quantity on the Bill of Lading.
- q. Store Clerk takes a copy of the signed/dated Bill of Lading and retains for their records, and provides the original signed/dated Bill of Lading to driver.

### Kmart – How to reprint a Bill of Lading

- a. In the upper left hand corner of the order entry screen under the GENCO logo click on [“Click here for BOL re-print”](#)
- b. Enter the information for the top three fields (fields with \*)
  1. **Center** = Pick return center from list
  2. **Store Number** = Enter store # (zero is required in front of the 4 digit store number)
  3. **Enter 5 digit store zip code**
  4. Click Search
  5. Next screen - Click “View BOL” for the shipment you wish to re-print