

CPI PROCEDURES

1. Buyers (corporate) contact vendors for order placement. The buyer must ensure that the casepack quantities stay consistent in order to eliminate receiving errors and maintain inventory integrity. Vendor will ensure that the exterior of the boxes is clearly and legibly marked with the Rite Aid Corporation item number, casepack, purchase order number, and brief description of the product. If the above remains consistent, there will be less chance of revision errors during the receipt of the product.
2. The purchase orders should be shipped together, that is to say that when the order arrives, the receiver should not have to go from pallet to pallet, looking for items from different purchase orders. The shrink-wrap securing the pallet should have the purchase order on it and clearly visible.
3. The buyer must make it very clear that all CPI (Centralized Products-Inbound) products are shipped directly to MACSC, CP, building 2. This will greatly reduce lost time in locating CPI product mixed with regional and Rx product. Especially LTL loads. The packing lists, along with bols, and other pertinent shipping documents must remain within the responsibility of the CPI clerk. The aforementioned will assist the clerk in the expeditious handling and tracking of all CPI paperwork between MACSC and Corporate.
4. Shippers- To reduce the risk of damaging the shipment, all skids must be secured with shrink-wrap, proper stacking of boxes (large and heavy on the bottom, small and light on top) addressed to CP Building 2, and on good wood.
5. Segregation of products, i.e.: Rx, regional, CPI must be maintained and confirmed by shipper before arrival at MACSC. There is far too much down time locating product on LTLs in the yard, especially when a hot item has been shipped late and the omits are represented by this delay. Expediency and integrity are paramount in the role of CPI receiving.
6. All CPI appointments, whether they are liveloads are LTLs, should always be coordinated through the CPI clerk. This will

shorten the line of contacts and provide all effected contacts with a constant point of contact. Further, familiarity will enhance dialogue and will reduce miscommunications between MACSC and outside vendors/shippers. This will also establish a known contact between MACSC and Corporate.

7. The CPI clerk will have current knowledge and disposition of appointments and estimated arrival dates to satisfy queries from interested parties.
8. The receiving of the orders would require visual inspections of the purchase orders by the receivers, reviewing the shipping documents for accuracy, casecounts, item numbers, and that it is the correct order for MACSC. The inspection would address damage issues early in the stages of receiving. The CPI clerk would then notify all responsible parties. The receiving process would further include inspections of expiration codes, correct upc codes, matching item descriptions, etc. Once this criteria is met, the receiver would follow established receiving protocol, complete all paperwork including vendor compliance issues, new items, cube-scanning, and proper signatures of bills and other documents along with worksheets.
9. The CPI clerk would immediately take charge of the completed paperwork, verify, and complete the procedures.

The above is offered in the hopes of streamlining the entire cycle of CPI involved receiving. The benefits of this would be less down time, less errors, better communications, and integrity. A good reputation and credibility will put MACSC CPI in a desirable business posture for the future.