1. Take the packing slip or invoice and check all items to ensure all product was received.
2. Mark any discrepancies on the packing slip.
3. Once product was received date the invoice and sign clearly to show who received it.
4. Price accordingly as specified in the pricing procedure.
5. Write the retail pricing on the packing slip to clearly show what the cost and profit is.
6. Make sure freight costs are included in the cost.