

## **Sending an item**

Source: designed by Gerhard Pokorny, adjusted by Martin Roshkev

### **Transfer the following verbal description into an EPC:**

- a) The customer takes the item to the delivery store in order to send it. The cashier verifies in the customer system whether the customer is a new or an existing one.
- b) If the customer is new, the cashier asks him if he wants to be a repeat customer or simply a casual customer. If he wants to be a repeat customer, his details are entered into the system.
- c) All customers need a form to send the item. The customer can either print it out at home and bring it already filled out, or the cashier can give him an empty form. The customer then fills it out in store.
- d) The cashier has to check if the form has been completed properly. If not, the cashier and the customer complete the form together.
- e) After the form has been filled out, the cashier has to wrap the package for delivery.
- f) The weight of the package must be determined to find out the base price (information about weight categories is used). Then, the cashier has to verify if the package is fragile or dangerous. A positive check means that the cashier has to enter the additional information into the system.
- g) Next, the cashier has to find out if the customer wants to define additional criteria (e.g. quick delivery, insurance) and, if so, to enter this information into the system.
- h) In the next step, the cashier tells the customer the price.
- i) The customer pays the price. At the same time, the cashier prepares and prints the receipt and then gives it to the customer.
- j) The item is placed into the correct box by the cashier and the sending process is completed.





