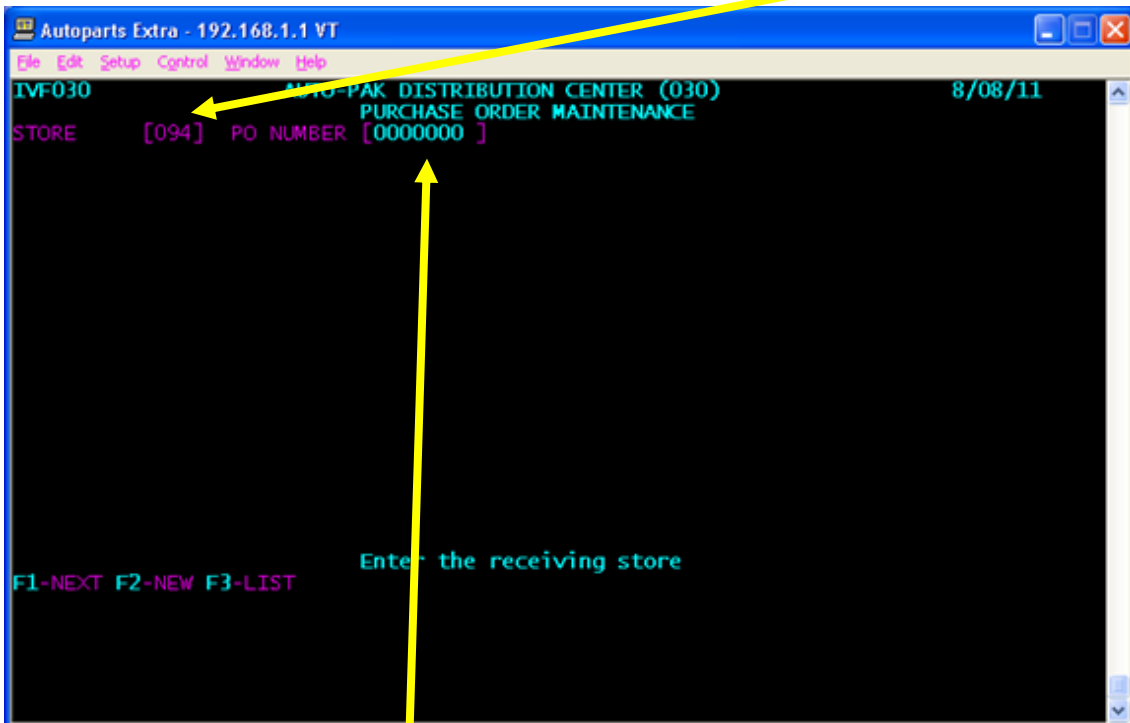


PROCESS TO RECEIVE STOCK ORDER FROM #030

The overnight stock order is received into the store stock using the following procedure:

1. When logged into Parts Handler go to *Main Menu* [F8].
2. Select "1" from menu to go to *Applications Modules*.
3. Select "1" again to go to *Inventory Main Menu*.
4. Select "6" (Purchasing) to go to *Inventory Purchasing Menu*
5. Select "3" (Purchase Order Maint).
6. At the prompt enter your Counterman Code. Press [Enter],
7. At the next prompt enter your Password. Press [Enter].

You will now be in the *Purchase Order Maintenance* screen. The store number should be filled in automatically. The example below is for Store 094.



8. Now type in the PO number (leading zeros will be filled in automatically) followed by [Enter].



- The purchase order will fill the screen. Note the bottom two lines on the screen which give the options available:

```

Autoparts Extra - 192.168.1.1 VT
File Edit Setup Control Window Help
TVF030          AUTO-PAK DISTRIBUTION CENTER (030)          8/08/11
PURCHASE ORDER MAINTENANCE
STORE [094] PO NUMBER [00942480] NAME: [AUTO-PAK DISTRIBUTION CEN]
TOT : 563.150 COR: 0.000 WGHT: 0.000 PCS: 279 PRTS: 36
FILL: 563.150 0.000 0.000 0.000 279 36

SEQ  PART          REO  ORD  RECD  BKO CD  COST  CORE  FL
 1 0 GWN1378SD-KEY    1    1    1    0    4.760 0.000 Y
 2 0 GWN1719SD-KEY    1    1    1    0    4.040 0.000 Y
 3 0 GWN1921SD-KEY    1    1    1    0    4.040 0.000 Y
 4 0 GWN17013         2    10   10   0    2.250 0.000 Y
 5 0 GWN17015         2    10   10   0    2.250 0.000 Y
 6 0 GWN17018         2    10   10   0    2.250 0.000 Y
 7 0 GWN17020         2    10   10   0    2.250 0.000 Y
 8 0 GWN17060         2    10   10   0    2.250 0.000 Y
 9 0 GWN17100         2    10   10   0    2.250 0.000 Y
10 0 GWN17141         2    10   10   0    2.250 0.000 Y
VENDR [5030094 ]  DESC [13/16" & 7/8" DUPLEX KEY ] BOH: [ 0.0 ]
VEN# [GWN1378SD-KEY ] WGT [ 0.000 ] OQTY: [ 1 ] CBO: [ 0.0 ]
VUNIT [EA ] VCF [ 1 ] WLOC [ ] DUTY: [ 0.000 ] ONO: [ 1.0 ]
VEN INV# [ ] HNDL [ 0.000 ] BASE: [ 4.760 ] PREV: [ 0.000 ]
WHSE: [030] CDE [ ] FRGT [ 0.00 ] QSP [ 20 ] QSET: [ 1 ]
''=Unfil Y=Fil C=Chg D=Del P=FndPrt S=FndSeq 1=UpREO 2=UpAlt 3=Hist 4=Cat /=More
F1-FWRD F2-BACK F3-FIELDS F4-FL ALL F5-UF ALL F6-UNDO ALL F7-TOGGLE F8-PROCESS
  
```

Press [F8] (Process) to accept PO and go next screen:

```

Autoparts Extra - 192.168.1.1 VT
File Edit Setup Control Window Help
RECEIVING PURCHASE ORDER..Please Wait...

Filled By [30x ]
Crt/Prt (C/P) [P]
Page Stop [N]
Printer # [3015]
Show Prev Cost [N]
Recv Date [ 8/08/11]
Lead Time [ 17]
Update Lead [N]
VEN INV # [ ]
Exchg Rate [ 100.000000 ]
Dock Date (MM/DD/YY) [ ]

Hit F3 for List of Printers
  
```

- In the Filled By field: Type in your Counterman code [Enter]



11. In the [Crt/Prt] field: Type in C [Enter]

Note: To print the order you would enter P and select the appropriate printer #.

12. In the VEN INV # field: Type in 030 [Enter]

13. Hit [Enter] twice

All your items have been entered.

PROCESS FOR REPORTING SHIPPING DISCREPANCIES.

From time to time there will be errors in the deliveries, requiring corrections to be made to the stock that you have just received.

If there are errors on a stock order (or an Express order) the warehouse should be notified by faxing a Shipping Discrepancy Sheet to
(613) 933-2110.

The form can be found on the Benson Intranet site (Parts Warehouse).

ALL DISCREPANCIES MUST BE REPORTED IMMEDIATELY TO THE WAREHOUSE (WITHIN 3 DAYS MAXIMUM).

The warehouse and store inventories are linked in real time, so when the warehouse makes an adjustment both stocks are immediately corrected.

DO NOT ADJUST YOUR STOCK

If you can identify where extra parts that have been shipped to your location in error should have gone, call the intended location and if feasible forward the parts to them.

If it is not practical to forward the parts, fill out a discrepancy sheet and send to the warehouse. The store that is missing will put in a corresponding claim for the shortage. Return the extra part on the next warehouse return.



Shipping Discrepancy Sheet

Formulaire Pour Marchandise a Court/Surplus

Fax to/au: (613) 933-2110

Store/Magasin # 011 Printer/Imprimante # 113

P.O. # or Inv/Facture # 30415712 P.O. Date: 7/11/16

Return/Retour Fax # 613-632-2350

Name/Nom: S. Receiver Fax Date: 7/12/16

Line Code: Code de Ligne Part #: # Piece

Qty Short/Over: Quantite a Court/Surplus

Line Code	Part #	Qty Short(-)	Qty Over(+)
PTC	PT513253	1	
PTC	PT512253		1
*D10	88865176	1	

DO NOT send copy of PO (NE PAS envoyer de copie de PO)

Comments/commentaires:

*D10	Ordered 2 got 1

E mail: sr030@bensonautoparts.com

WAREHOUSE #30 USE ONLY

Date	Reference #	Name
Credit/bill issued		
Error recorded		
Comments		



Filling in the form:

Line 1 - Write your Store Number and the printer you wish the bill/credit to print out at. The warehouse will print the bill/credit at your location.

Line 2 - Enter EITHER the SO # from the stock order OR the 030 invoice # for an Express order. Enter the date of the SO or invoice.

(Extra product will not be on your SO/invoice but enter the SO/invoice # it was received with to allow the warehouse to track the error)

Line 3 - Write your fax number.

Line 4 - Write your name and the date you are sending the fax.

In the main body of the form, write in the line code and part # of each individual item and the number over or under in the appropriate column. (e.g. if you receive a mis-pick, put the part you are missing as a short and the part you received as an over). Any notes or explanation please put in the comments section (e.g. ordered 2 received 1, box of 10 only had 9 in etc.).

Notes on Shipment Discrepancy Process:

- If you do not receive an Express item and still need it, send in the discrepancy form and **RE-ORDER** the part through Express.
- Mis-picks and overages will usually be dealt with immediately, but shortages may not. If the warehouse stock is correct (i.e. the part appears to have been picked) there will be a delay to see if it shows up anywhere. If the part does not show up and a credit is not received by the following day, **re-send** the fax clearly labeled **2nd request** and it will usually be dealt with. If no second fax is received at the warehouse it is assumed that the part has been found.
- Damaged or wrongly packaged goods should be dealt with through the Returns Department **NOT** through this process.
- This process is only for goods received from **stock at the warehouse**. Any problems with direct supplies from other sources (e.g. Uni-Select, TW, Keystone etc) must be taken up with the supplier direct **EVEN IF THE GOODS ARE SHIPPED VIA THE WAREHOUSE**.
The same is true of store to store transfers.

Any questions can be e-mailed to sr030@bensonautoparts.com