3 STEPS TO BASIC Understanding Parts Process.

1. Log into Polaris - go to Parts Reports - Anything w/ ✓ Print out.

2. MATCH UP WITH WHAT CAME IN

   SCAN PARTS - ATTACH TO INDEX CARD - give index card
   TO Bill (HE EMAILS OUT TO TECH/ADVISORS - INFORM THEM Part is here.
   Puts on SHELF. (W/S SHELF) (SHOP SHELF)(CUST SHELF)
   MATCH INVOICE TO Packing List - goes TO Acct 9AM / 1PM.

   (logs on Spread Sheet) (MAKES copy)

   * Acct (CHANGED TO 1260)

   + Non STOCK 3 or less HITS IN 12 MONTHS. (3 Seperate HITS)

   * Part Purchased OUTSIDE (NAPA) STAMP IT - MATCH PO (PUT ON SHELF)
     give TO TECH ordered IT.

2. PERPETUAL Inventory Bin Counts
   Reports Run 2362 Buy Part #'s

   MATCHED COUNT, Run Report TO verify 2362.
   gets Filed. For AUDITS (IF THEY ASK ARE we doing our perpetuals.