

UNITED AUTO SUPPLY STORE MANAGER

DAILY REQUIRED TASKS

1. Run All Customer return credits the day they are brought in before close. NO EXCEPTIONS
2. Pick out daily New, Core, Defective returns. Process all RES during the day. Pack and have ready for the daily truck.
3. Log into "OVERFLOW" in Avaya and answer overflow when possible.
 - a. Complete all "RES", "RETURN TO SHELVES" IMMEDIATELY
4. Run "WARNING" list every morning. Take proper actions to assure no account goes RED on the AR report. Revise notes daily with comments.
5. Run location customer backorders
6. View transfer screen and make sure all transfers are cleared (report any unhandled issues)
Acceptable days on open transfers are 7 day for RETURN transfer and TWO days for all others.
7. View and fix any Zero picks throughout the day. Enter action taken to fix inventory in the note field immediately.
8. Pick you grids 100% daily before the location closes.
9. ODT grid needs 100% of the data completed. Signature, photo and ETA fields.
10. Receive all of your incoming freight for the day (transfers and or ASN, including RES, OVR, Core, defects) before close.
11. Run your cash out report and process your day's business.
12. Look at Pinnacle time clock, www.pinnaclepays.com and check accuracy of ALL employee punches. Make corrections if needed.
13. ALL Customer payments (checks) need to be deposited (scanned) immediately when received
14. View & Fix any "negative" inventories throughout the day; making sure there are no "negatives" at closing time - UPDATE SEQUEL NOTES
15. Look at your core banking reports daily. Make sure all accounts are in compliance. Note any exceptions in the note field daily.

For directions on how to perform any of these processes refer to manager guide posted on the website

If you have any issues, or concerns with completing any of the tasks above please report them to your supervisor immediately.

These processes are expected to be done on a daily basis. Failure to do so will result in disciplinary action up to and including employment separation. No variations in these processes for any reason will be accepted by management.