

Aged Submissions

Description:

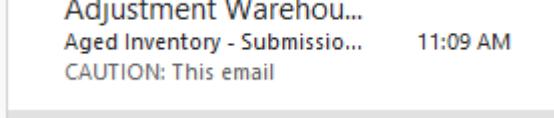
How to submit aged product into the database

Guidelines:

You will need the following programs open:

- Aged Database
- Aged eBay Inbox

Process:

STEP	ACTION
1	Open aged database and select the Load New Product Tile 
Note:	It should look like this when it is open 
2	The submissions will come into the Aged Inbox, from "Adjustment Warehouse". They will look like this: 
3	Once you open the email, copy & paste all the information into the database. Double check your work to make sure all information matches. Then click Submit

	<p>Site #: 9005 Email: codw01@discounttire.com Article #: 36976 Size Description: 255/5520 110T B COP EVOLN WINTR Quantity: 1 Last 4 DOT: 3119</p> <p>Aged Tire Submissions</p> <table border="1"> <thead> <tr> <th>Site #</th> <th>Article</th> <th>Qty</th> <th>DOT</th> <th></th> </tr> </thead> <tbody> <tr> <td>9005</td> <td>36976</td> <td>1</td> <td>3119</td> <td>Submit</td> </tr> </tbody> </table>	Site #	Article	Qty	DOT		9005	36976	1	3119	Submit
Site #	Article	Qty	DOT								
9005	36976	1	3119	Submit							
4	<p>Once you have completed the submission, mark it complete by flagging the email and moving it to the “Submissions Completed” folder</p> <p>Adjustment Warehou...  11:08 AM  Aged Inventory - Submissio... CAUTION: This email</p> <p>▼Aged Ebay ▼Inbox Inventory Emails From Warehouse Sold orders Submissions completed Drafts</p>										

Contact:

Hope Van Laecken - hope.vanlaecken@discounttire.com
 Alisha Barton - alisha.barton@discounttire.com