

Aged Submissions

Description:



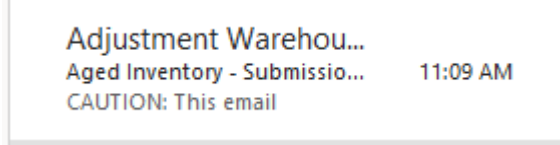
How to submit aged product into the database

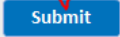
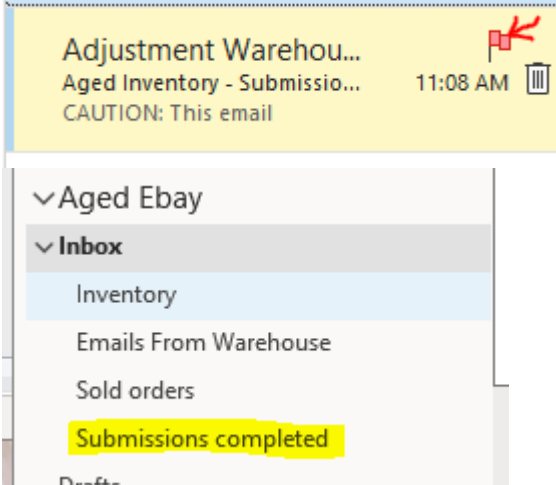
Guidelines:

You will need the following programs open:

- Aged Database
- Aged eBay Inbox

Process:

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

	<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> </tr> </thead> <tbody> <tr> <td>9005</td> <td>36976</td> <td>1</td> <td>3119</td> </tr> </tbody> </table> <p></p>	Site #	Article	Qty	DOT	9005	36976	1	3119
Site #	Article	Qty	DOT						
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4	<p>Once you have completed the submission, mark it complete by flagging the email and moving it to the "Submissions Completed" folder</p> 								

Contact:

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