

## Processing Closeout Orders

### Description:

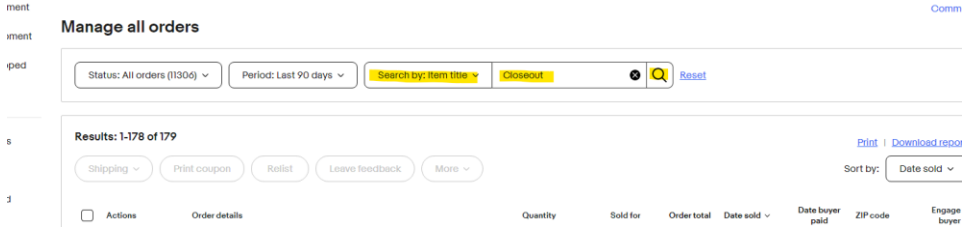
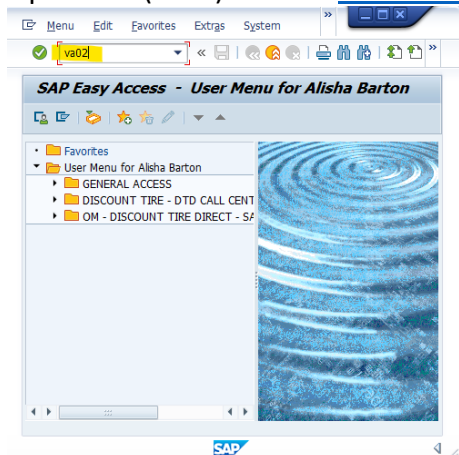
Closeout orders represent the Used and Aged product that we have in inventory at the DC's and regional warehouses. By listing this product on eBay, we have an opportunity to recover cost on aged product and create revenue on used product.

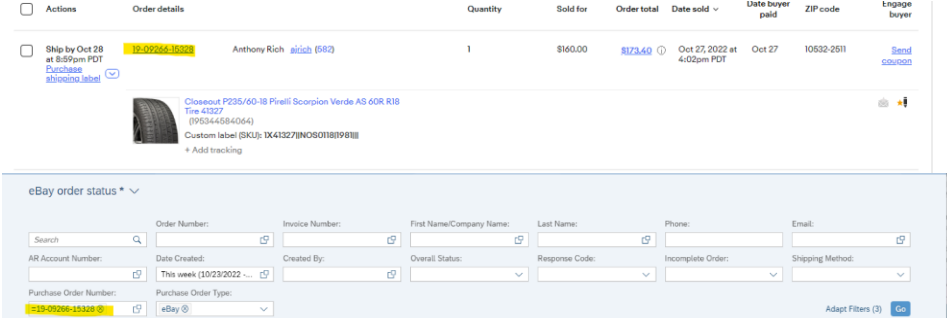
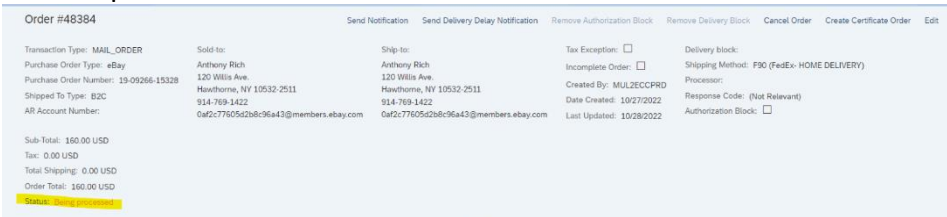
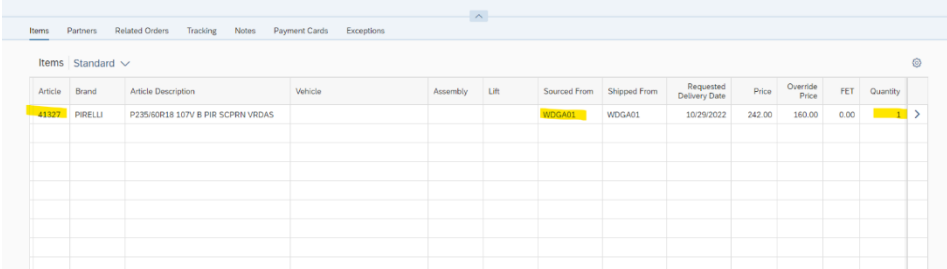
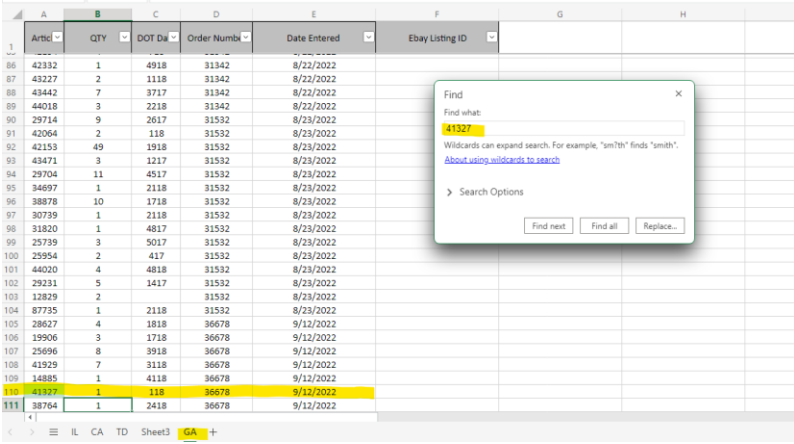
### Guidelines:

Follow the steps below carefully. You will need the following systems:

- FSA (Manage Orders tile)
- SAP (with access to 'VA02')
- [Closeout order list](#)
- [eBay Closeout Orders](#)

### Process:

STEP	ACTION
1	<p>Open FSA and the <a href="#">Closeout Orders</a> list on eBay</p> 
2	<p>Open SAP (va02) and the <a href="#">Closeout order list</a> as well</p> 

3	<p>Search the order in FSA using the eBay order #, or “Purchase Order Number” as FSA calls it</p> 
4	<p>Check the status of the order. If it says <b>Being Processed</b>, then you will need to process the order</p> 
5	<p>Check stock in the Closeout Order list. Use the <b>article number</b>, <b>warehouse</b>, and <b>quantity</b> from FSA to do this</p> 
6	<p>First, choose the necessary <b>warehouse tab</b> at the bottom of the list. Then click on any cell and press <b>CTRL+F</b> so the ‘find’ box pops up. Search the <b>article number</b>, and it will highlight what you are looking for in green</p> 

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**Change the quantity** in the Closeout order list to what will be left in stock after you take what you need for the order you are working on

105	28627	4	1818	36678	9/12/2022		
106	19906	3	1718	36678	9/12/2022		
107	25696	8	3918	36678	9/12/2022		
108	41929	7	3118	36678	9/12/2022		
109	14885	1	4118	36678	9/12/2022		
110	41327	0	118	36678	9/12/2022		
111	38764	1	2418	36678	9/12/2022		

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Use the **'order number'** in the Closeout order list, to look up the order in SAP where you will need to take the stock from as well

105	28627	4	1818	36678	9/12/2022		
106	19906	3	1718	36678	9/12/2022		
107	25696	8	3918	36678	9/12/2022		
108	41929	7	3118	36678	9/12/2022		
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110	41327	0	118	36678	9/12/2022		
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SAP Sales document Edit Goto Environment

Change Sales Order: Initial Screen

Sales Item overview Ordering party

Order 36678

Search Criteria

Purchase Order No.

Sold-To Party

Delivery

Billing Document

WBS Element

Search

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Find the article number in the SAP order & **change the quantity** to what is left after you take what you need for your order. To do this, click on the **order quantity box** and then change it manually

SAP Sales document Edit Goto Entries Environment System Help

Change Standard order 36678: Overview

Standard order 36678 Net value 9.00 USD

Sold-To Party 500000 eBay Closeout Science / 7780 Science RD / Pathum GA 30212

Ship-To Party 500000 eBay Closeout Science / 7780 Science RD / Pathum GA 30212

Purch. Order No. No customer PO PO Date 09/12/2022

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Res. Deliv. Date 09/12/2022 Delivering Site 1, 344/18

Delivery block Maintain Consumption Volume 327, 271, 273 \*13

Billing block Invoicing Date 09/12/2022

Payment terms 0001

Incoterms

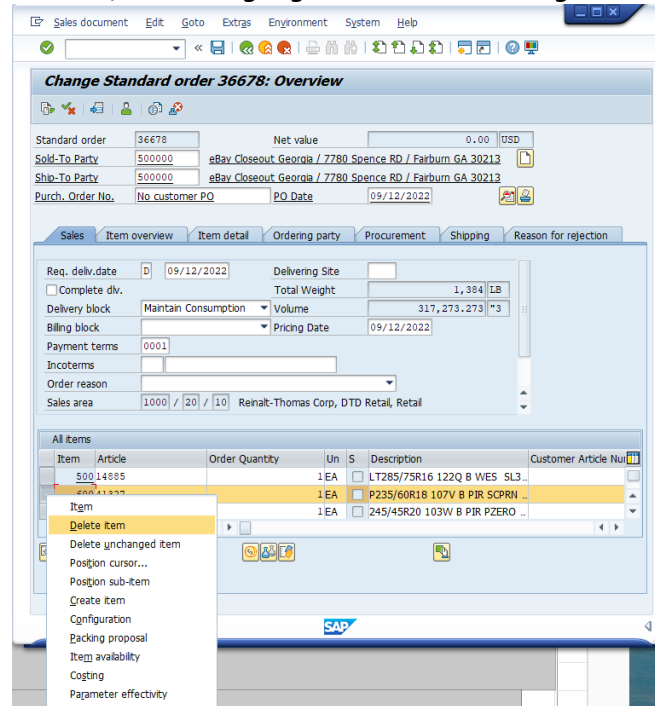
Order reason

Sales area 1000 / 20 / 10 Rebutl-Thomas Cary, OTD Retail, Retail

Item	Article	Order Quantity	UoM	Description	Customer Article No.
50014895	1EA			LT285/75R16 122Q & WES SL3	
60041327	1EA			P225/60R18 107V 8 PIR SCPRN	
70008144	1EA			245/45R20 103W 8 PIR PZER0	

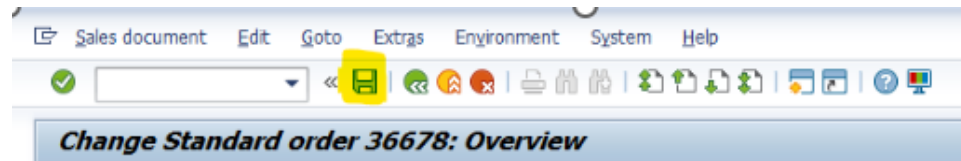
**Note:**

If the qty will be 0, then you need to delete the article altogether from the order. To do this, click on the **gray square** to the left of the article number, until it highlights the line. Then right click and select **delete item**



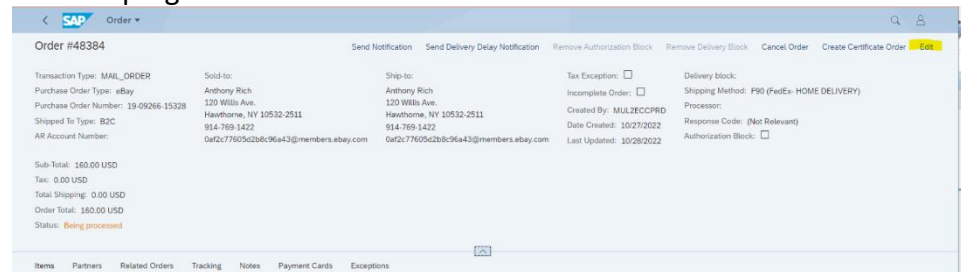
**10**

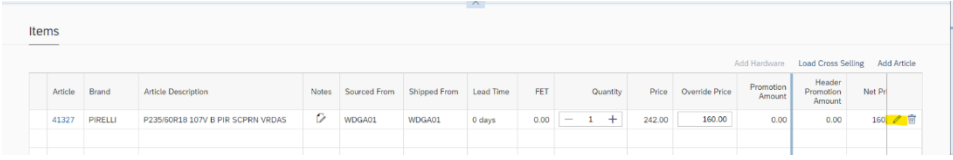
**Save** your work by selecting the blue floppy disc at the top of the SAP screen

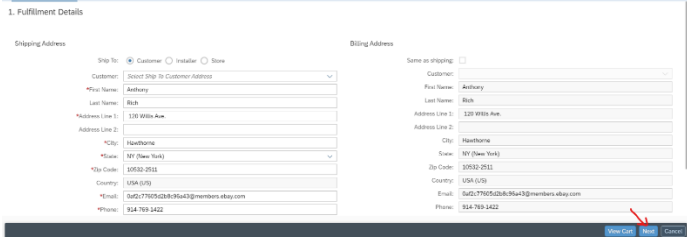
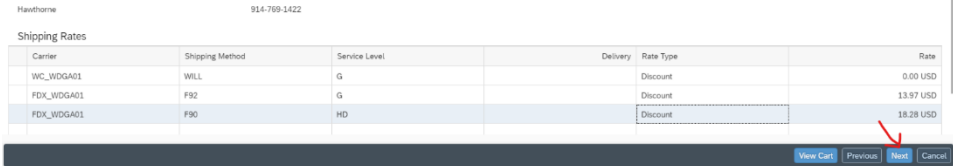


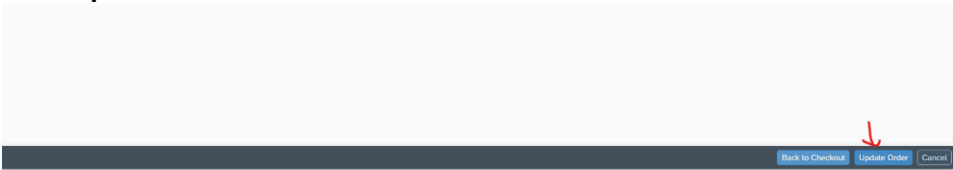
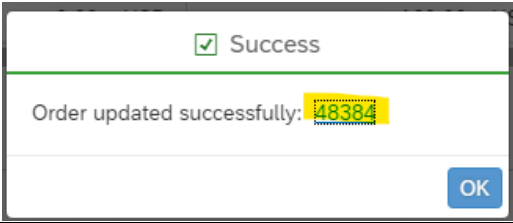
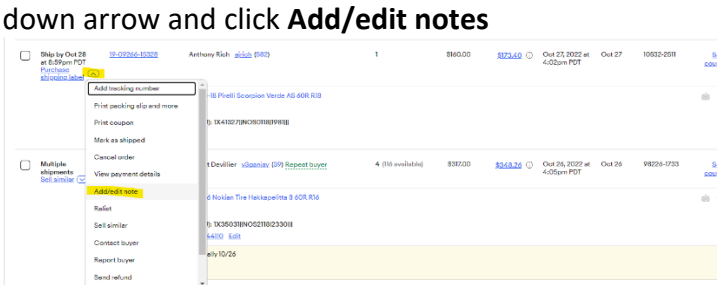


**11**

Now that we have changed the stock, go back to the FSA order. Click **Edit** in the top right corner



12	<p>Here we need to override the DC &amp; the Requested Delivery Date. To do this click on the pencil</p> 
13	<p><b>DC override</b> - Make sure to choose the correct warehouse where the product is coming from</p> 
14	<p><b>Requested Delivery Date</b> – Change the date to today’s date. Click the <b>Submit</b> button at the bottom</p> 
15	<p>Select <b>Yes</b> when the warning box pops up</p> 

16	<p>Check the Ship To address to make sure it is not a PO box, then click <b>Next</b></p> 
17	<p>Click <b>Next</b> again</p> 
18	<p>Under 'Agent Notes' type <b>Processed – DATE</b>. Then click <b>Next</b></p> 
19	<p>Click <b>Make Payment</b></p> 
20	<p>Click <b>Update Order</b></p> 
21	<p>Click the order number to take you back inside the order</p> 
22	<p>Lastly, leave a note on the order in eBay. To do this, select the drop-down arrow and click <b>Add/edit notes</b></p>  <p>The note should say <b>Processed - DATE - **ORDER **</b></p>

23	<div>Click <b>Save</b></div> <div> <div> Edit note <div>×</div> <div> <div>Processed 10/28**48384**</div> <div>226 character(s) left</div> <div> <div>Cancel</div> <div>Save</div> </div> </div> </div> </div>
24	<div>Your note will then be saved on the order &amp; you are done!</div> <div> <div> <div> <input type="checkbox"/> Ship by Oct 28 at 8:59pm PDT <div>12-09266-35328</div> <div>Anthony Rich alrich (582)</div> <div>1</div> <div>\$160.00</div> <div>\$173.49</div> <div>Oct 27, 2022 at 4:02pm PDT</div> <div>Oct 27</div> <div>10592-2511</div> <div>Send coupon</div> </div> <div> <div> <div>Closeout P235/50-18 Pirelli Scorpion Verde AS 60R R18 Tire 41327 (P95344084064)</div> <div>Custom label (SKU): TK41327BN0601181P91111</div> <div>+ Add tracking</div> </div> <div> <div>My note: Processed 10/28</div> <div>✎</div> <div>🗑</div> </div> </div> </div> </div>
<b>Note:</b>	<div>If you look up the order in FSA and the status shows <b>Completed</b>, just skip it as FSA processed it automatically.</div> <div>After that, you will still need to update the stock on the Closeout order list and in SAP. When you leave your note on eBay, write <b>Processed - DATE - **ORDER #**</b></div>

**Contact:**  
James Gelowitz - james.gelowitz@discounttire.com  
Alisha Barton - alisha.barton@discounttire.com