

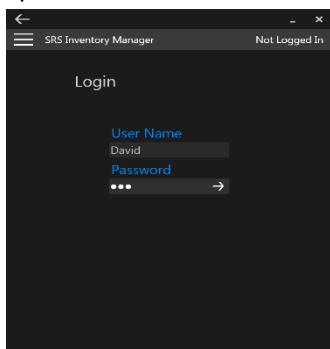
SRS

SRS is the warehouse management system used at DTD. We can receive product, move product and pick product using it. SRS stores inventory on all the locations and quantities for tires, wheels, and accessories in stock. SRS is also used to take our inventory twice a year. The SRS system is integrated with FedEx fastship and is used as our shipping system.

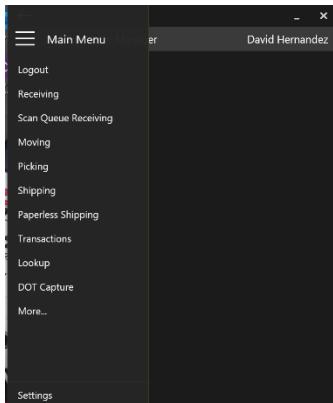
1. Please make sure that you have SRS downloaded to your desktop. The icon should look like the pic below. If you do not have it, please contact store support at support@discounttire.com.



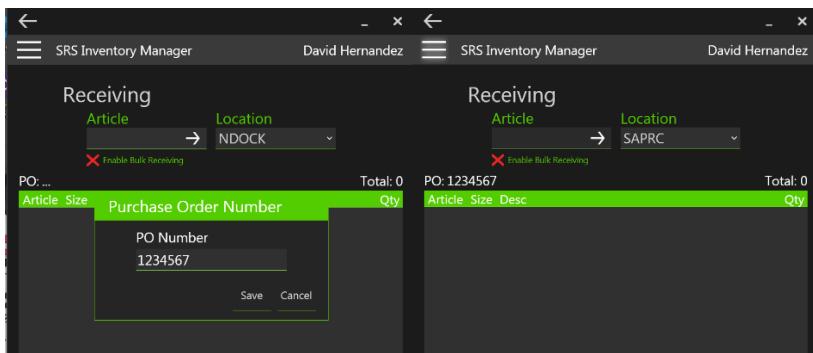
2. Once SRS is downloaded you will have to be added by the DC Manager or Senior for each DC. We recommend your user name and password to be simple and easy to type, since you will have to log in on ZebraTC70/75 guns and tablets with small keyboards and not as easy as using the desktop.
3. To begin using SRS click on the SRS icon and a log in screen pops up. Enter your user name and password and hit enter. It is not case sensitive.



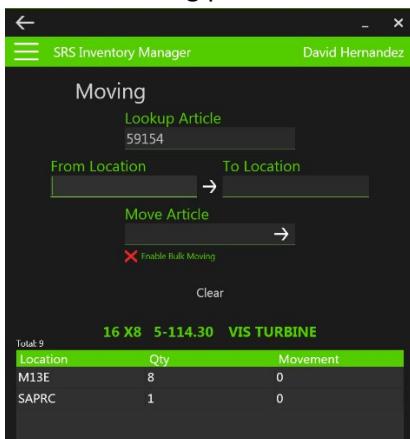
4. Once you log in you will be at the **Main Menu**. From here you have several options to choose from depending on what you will be doing (receiving, picking, moving product).



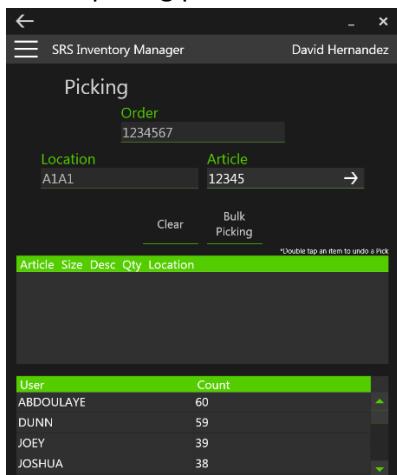
5. **Receiving tab**- To receive product you will need to locate the Purchase Order number from the paperwork issued with the shipment (cross-dock, factory direct, or special orders) and enter it on the PO Number field and the save button. Then select the receiving location from the dropdown. Then you can start receiving making sure to scan every barcode.



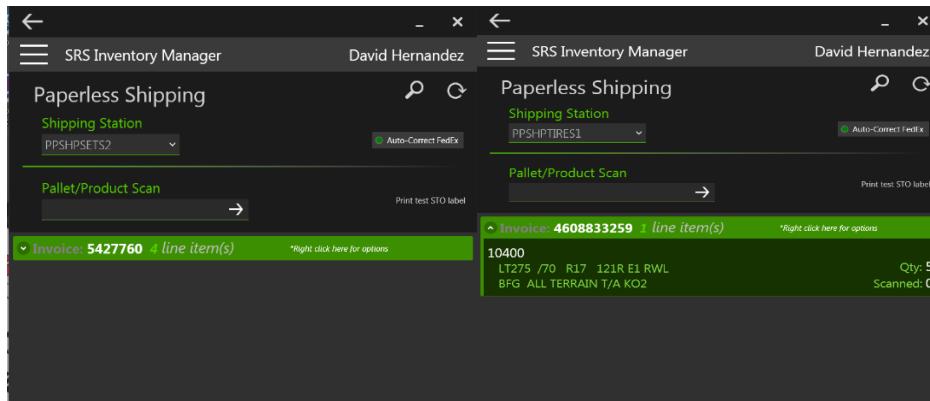
6. **Moving tab**- To move product you will need to scan the barcode the product you are moving. In this case it is article# 59154. SRS will show how many are in the receiving location and where it is located. Then enter the location into From Location field and scan the new location ID to the To Location field. Always check your moves and counts to ensure that we are not over or under scanning product into racks.



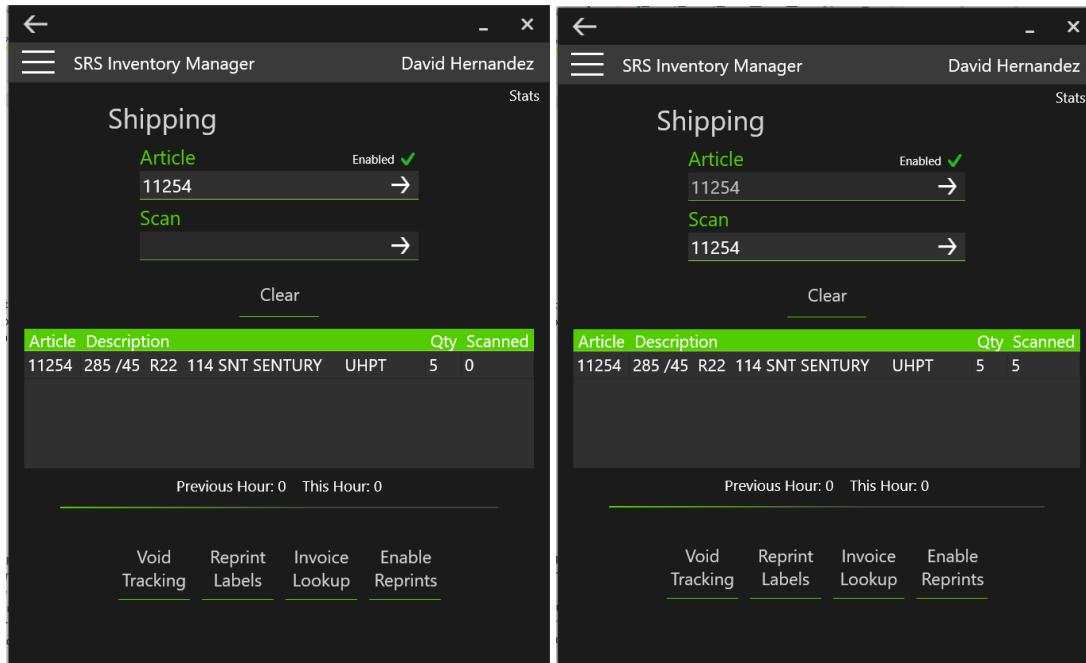
7. **Picking** tab- To pick product enter the invoice# in the Order field. Then scan your location ID and scan each barcode on each product. You will pick only what is required for each order. When picking please be careful to not double scan a barcode.



8. **Paperless Shipping** tab- To ship product being drop off on pallets with pallet ID's. Once you are ready to ship you will select a Shipping Station from the drop box options (**PPSHPTIRES1**, **PPSHPWEELS1**, **PPSHPSETS1**). Once you select the profile, you will take the pallet ID and scan it. Only scan one ID at a time because it may have multiple orders on it. Start scanning the product and wait for the beep (correct product) or wrong buzzer sound (incorrect product). The screen will show product description to be scanned and scan count on the right corner. Repeat the process for wheels and sets.



9. Shipping tab- If you need to ship product that is not on Paperless Shipping like used tires, accessories, or other problem orders you would use this tab. You would enter the article number on the article field and press on the arrow next to it to add the quantity being shipped. Then you would scan the article bar code on each product to reflect the quantity being shipped and compare with scanned quantity. If the product is wrong, it will make an error sound to alert you. Once you scan the right articles and quantity you would scan the bar code or manually type it in to ship.



Shipping

Article	Enabled
11254	→
Scan	→

Clear

Article	Description	Qty	Scanned
11254	285 /45 R22 114 SNT SENTURY UHPT	5	0

Previous Hour: 0 This Hour: 0

[Void Tracking](#)
[Reprint Labels](#)
[Invoice Lookup](#)
[Enable Reprints](#)

Shipping

Article	Enabled
11254	→
Scan	→

Clear

Article	Description	Qty	Scanned
11254	285 /45 R22 114 SNT SENTURY UHPT	5	5

Previous Hour: 0 This Hour: 0

[Void Tracking](#)
[Reprint Labels](#)
[Invoice Lookup](#)
[Enable Reprints](#)

10. **Transaction** tab- Is used to look up history on product by date, user, article, transaction type, location, or invoice/PO. Transaction type- receive, move, pick, rack audit, inventory count. On the example below you enter the article number (36848) and press the search button. This will pull up all the transactions for that article like Pick (Eduardo), Receive (SAP), and Move (Berto). If you search by User, you can see everything, an employee has done for what date you search for. This is for a more experience user and used for researching can't finds and the Sync Report process.

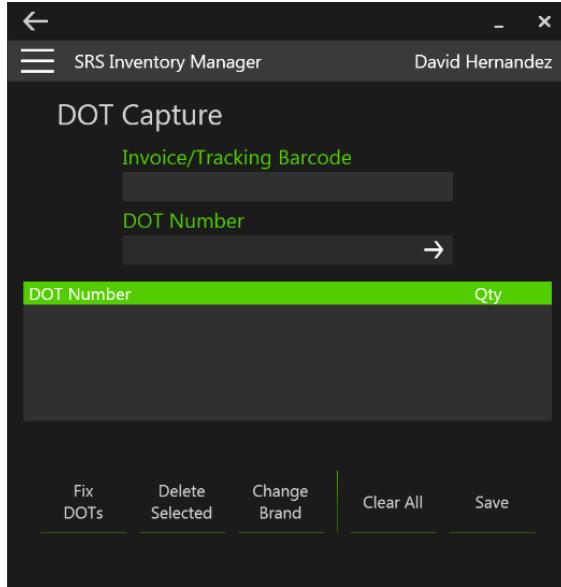
SRS Inventory Manager - Transactions							
Date	User	Article	Trans Type	Location	To Location	Invoice/PO	
1/9/2021 12:00:00 AM		36848					
Search						Clear	
Total Qty: 12 -- Total Transactions: 9						Export Sum Report	Export To Excel
DC: WDOH01							
TransTime	UserId	TransType	Article	Location	ToLocation	Order	Qty
1/18/2021 12:51:56 PM	EDUARDO	PICK	36848	AL15D		5417046	4
2/2/2021 7:11:23 AM	SAP	RECEIVE	36848	SAPRC		1000306723	1
2/2/2021 7:11:24 AM	SAP	RECEIVE	36848	SAPRC		1000306723	1
2/2/2021 7:11:25 AM	SAP	RECEIVE	36848	SAPRC		1000306723	1
2/2/2021 7:11:26 AM	SAP	RECEIVE	36848	SAPRC		1000306723	1
2/2/2021 7:20:56 AM	BERTO	MOVE	36848	SAPRC	AL22E		1
2/2/2021 7:20:56 AM	BERTO	MOVE	36848	SAPRC	AL22E		1
2/2/2021 7:20:57 AM	BERTO	MOVE	36848	SAPRC	AL22E		1
2/2/2021 7:20:58 AM	BERTO	MOVE	36848	SAPRC	AL22E		1

12 Lookup tab- Is used to lookup the location of product or lookup a location to see what product is in it and the counts. If you are doing put away, you would enter the article number to see what location the product is and then put it away to keep articles together. Enter the article number or location on the Article/Location field. Examples - 1st picture is article look up and the 2nd is location lookup.

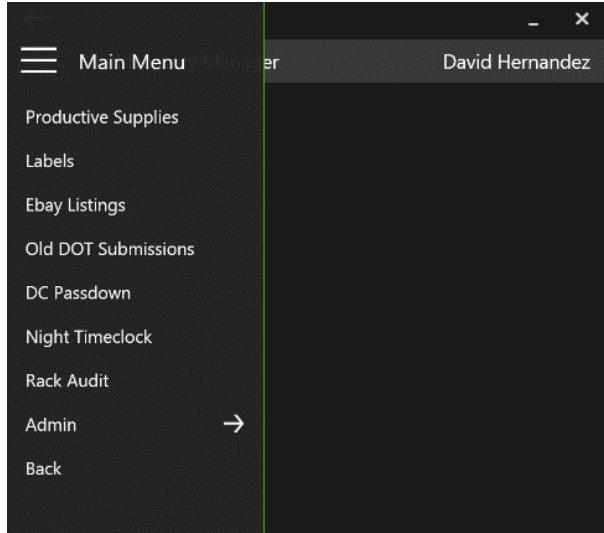
SRS Inventory Manager		SRS Inventory Manager	
Lookup		Lookup	
<input type="text" value="Article/Location"/> 36848 →		<input type="text" value="Article/Location"/> I08B →	
255 /70 R17 112 COP DISCOVERER AT3		I08B Count: 11	
Total Qty: 4 -- Locations: 1 DC: WDOH01		DC: WDGA01	
Location		Article	
Qty		Qty	
AL22E		36848 4	
		205 /55 R16 91 BFG G-FORCE SPOR	
		43869 2 235 /65 R16 103 COP EVOLUTION TOUR	

13 DOT Capture tab- Is used to record DOT #'s on every retail tire Discount Tire Direct sale. You will scan the shipping label barcode into the Invoice/Tracking Barcode field. Then you will quality check the tire to the popup that comes up to make sure that the brand, model, size,

and speed rating match. If yes hit ok, then proceed to record the alpha numeric DOT # and hit save. If you need to correct the number or brand, select the tab that is needed and correct

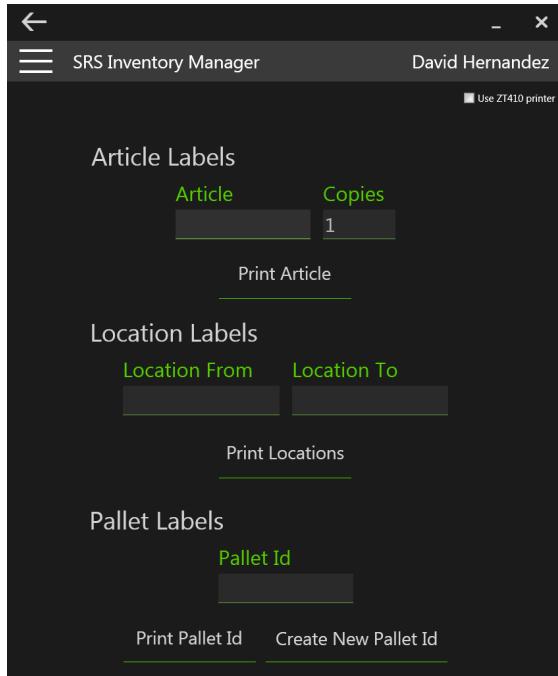


14 **More tab**- Select the More tab and you can access more options listed in the picture below.



15 **Article Labels tab**- You can print article labels, location labels, create new pallet ID labels, and print pallet ID labels. Enter the article on the Article Label field, # of copies, and press Print Article. Location labels can be printed one location at a time or in a series or locations. Enter the location(A01A) in the Location From field and Location To field to print that single location

label. To print a series of locations, enter the starting location(A01A) in the Location From field and enter the ending location(A01E) in the Location To field. This will print all A01A, A01B, A01C, A01D, A01E. To create a new pallet ID just press the Create New Pallet ID button and it will create the next pallet number. To print just enter the pallet ID number in the Pallet ID field and select print.



16 **eBay Listings** tab- his is used to list, monitor and search used product listings. In the Search drop down list you can choose from article, date, denied, listing ID to search for product. The list is color coded white (Not yet listed on eBay), olive green (Listed on eBay), and red (Denied). Second picture show when pictures are submitted using the Zebra TC70 gun. You update article #, quantity, tread depth(tire) or condition (wheel), last 4 of DOT# (tire), and description

Used Listings

Date	Qty	Article	Description	ID
2/8/2021	4	38713	P235/60R14 96S W BFG RA...	14942
2/8/2021	4	77777	17X8.5 ET-24 5-127 BLACK...	14943
2/10/2021	4	49263	16X7 4-100.00/114.30 40BZ...	14944
2/10/2021	4	63099	16X7 5-112.00 38SL DRG D...	14945
2/10/2021	4	21316	18X8 5-122.00 35BK DRG D...	14946
2/10/2021	4	78092	15X6.5 4-100.00/114.30 40...	14947
2/10/2021	4	62290	17X7 5-114.30 40SL MBM...	14948
2/10/2021	4	77777	20X9 ET0 6-139.7/135 ION 1...	14949
2/10/2021	4	77777	17X7 ET1 5-114.3 US MAGS...	14950

Used Listings

Listing Details Submitted By: XAVIER

Date: 2/1	Article: 45682	Qty: 2	Tread/Condition: Run On	DOT:
Description: 15X8 5-127.00 -19BK MBM TKO				
DeniedReason:				

Print Label Delete Listing Edit Listing

Not yet listed on eBay Listed on eBay Denied Go to old listing tool

17 **Old DOT Submission tab - Old New Stock**- Use this when submitting new tires older than 4 years old but less than 6 years old (6 years or older let your manager know). Enter the article # in the Article field, how many in Qty field, and the last 4 of the DOT in the Last 4 of DOT field and press the Submit button. Once submitted it will show you the articles and quantities with DOT #'s of each. After it is done put tires in the **OLD DOT Section** so that product is pulled from the correct section when invoiced.

Old New Stock

Article	Qty
31759	3
Last 4 of DOT	
2616	When submitting multiple tires, use the oldest DOT

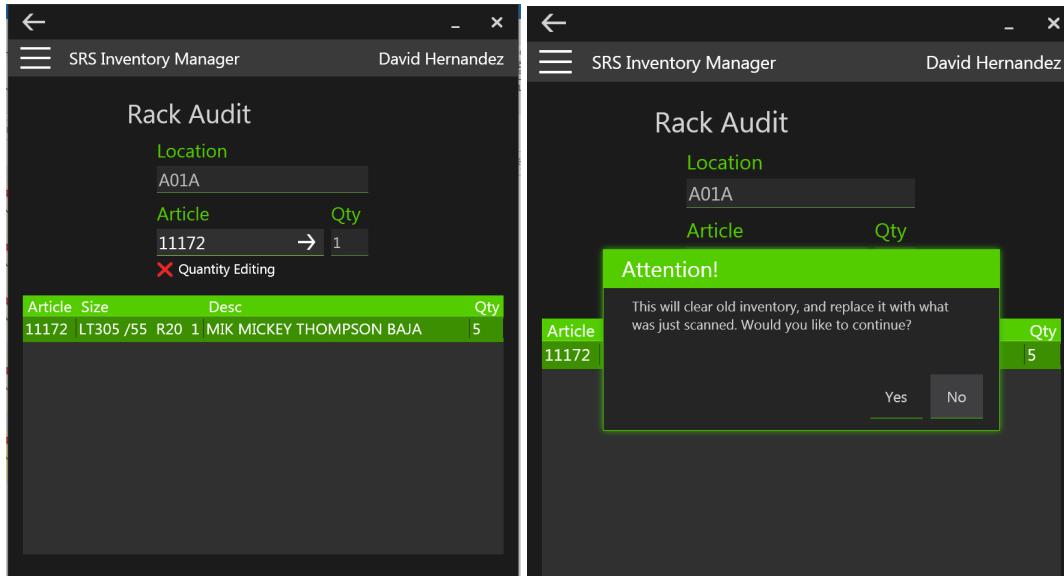
Old New Stock

Article	Qty
Last 4 of DOT	
	When submitting multiple tires, use the oldest DOT

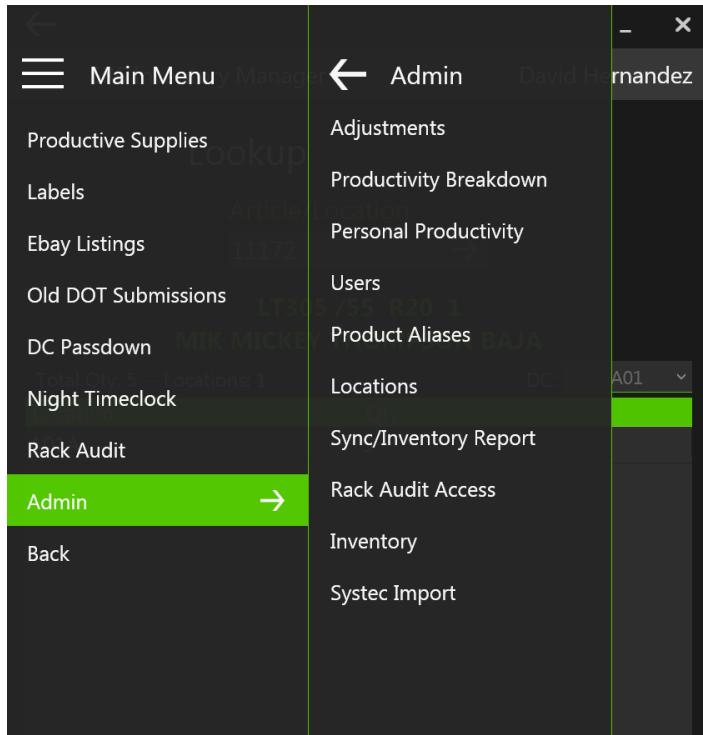
Submit

Article	Qty	DOT
40514	4	2016
19431	1	3416
31759	3	2616

18 Rack Audit tab- Use this when you want to do a rack audit. Scan location barcode or enter the location in the Location field. Then start scanning all the product in the rack. When done compare the tablet screen counts with the product in the rack if correct press Accept Scan button. Then press the Yes button to replace old inventory count in that rack.



19 Admin tab-When you select the Admin tab you pull up the Admin menu.



20 Adjustments tab- This tab is used submit an adjustment request to the support team at the DTD Call Center. Depending on what the reason is they will either add or subtract product. Some subtract(writeoff) reasons - used returns, damaged, misshipped, or missing. Some add reason-FedEx overgoods, misshipped, tires found not in stock at the DC. The Go To List tab pulls up what has been submitted and used to check yourself afterwards. **Manager approval required to submit adjustments.**

Article	Qty	OrderNumber	Location	RequestedBy
23511	-3	4717024607	WDOH01	CELTIC
64929	+1		WDAZ01	CHRIS
64927	-1		WDAZ01	CHRIS

21 User tab- Manager or Seniors use this tab to add, edit, or delete users from SRS. DC managers grant Admin rights.

UserId	UserName	Admin
COURTNEY	COURTNEY DEINZER	Y
CRON	CORRYON	Y
DANIEL	DANIEL	N
DAVID	DAVID HERNANDEZ	Y
DAVID F	FOLEY	
DAVID W	DAVID	N
DEANDRE	DEANDRE NORTON	N
DEVIN	DEVIN "TODD" SHARP	
DONTE	DONTE CONLEY	Y
DRITCHLIN	DREW RITCHLIN	Y

22 Product Aliases- Use this tab to aliase new product coming when SRS does not recognize the barcode. Look up the article number using Evolve. Press the New Alias button and enter the article # on the Article/Alias field and press enter. This will pull up the product description. Please verify, if correct select yes, if no check the article # on the Evolve.

Product Aliases

Article/Alias

New Alias Delete Alias

ArticleNumber	ArticleAlias

New Product Alias

Article Number

11806

LT245 /75 R17 1

WES WESTLAKE

New Alias

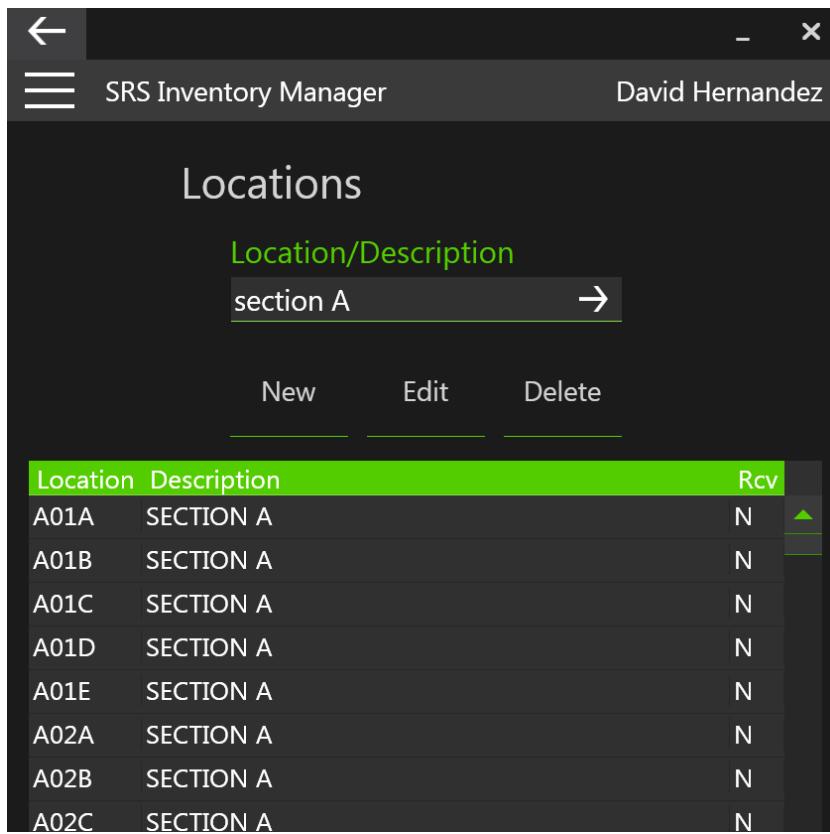
1

Attention!

Would you like to save this Alias for Article 11806?

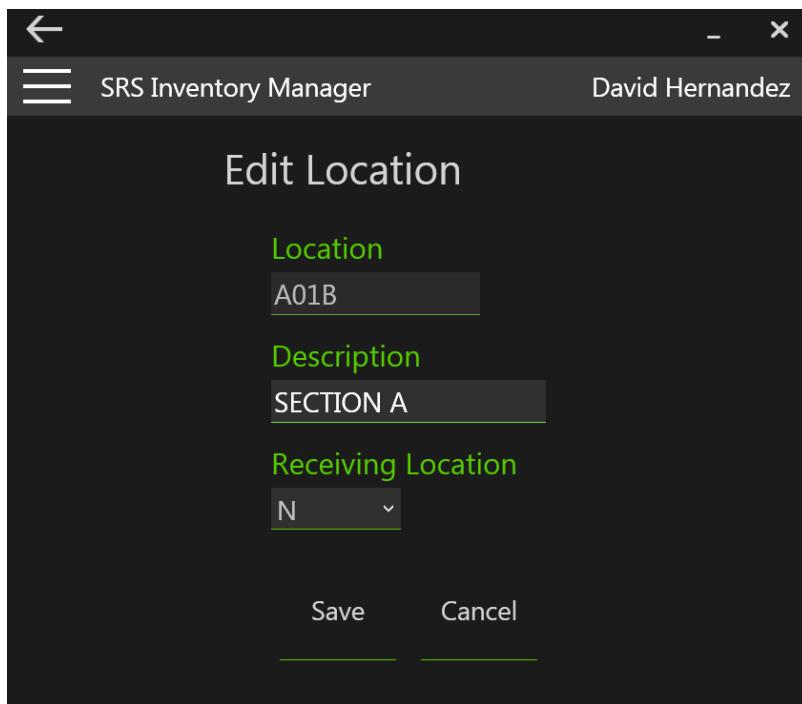
Yes No

23 Locations tab- This tab is used to add, edit, or delete location/descriptions. In the Location/Description field enter the location or description to pull up.

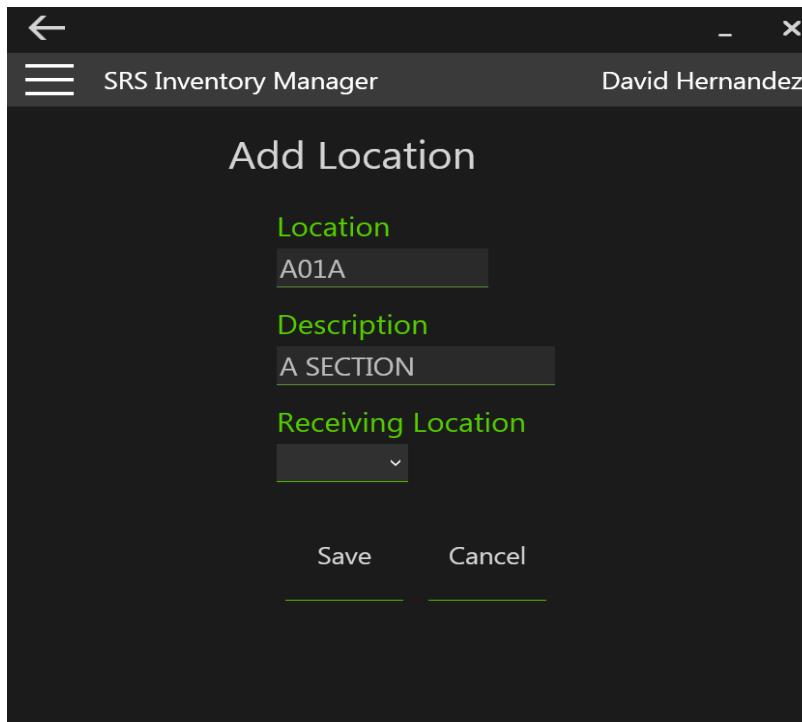


Location	Description	Rcv
A01A	SECTION A	N 
A01B	SECTION A	N 
A01C	SECTION A	N
A01D	SECTION A	N
A01E	SECTION A	N
A02A	SECTION A	N
A02B	SECTION A	N
A02C	SECTION A	N

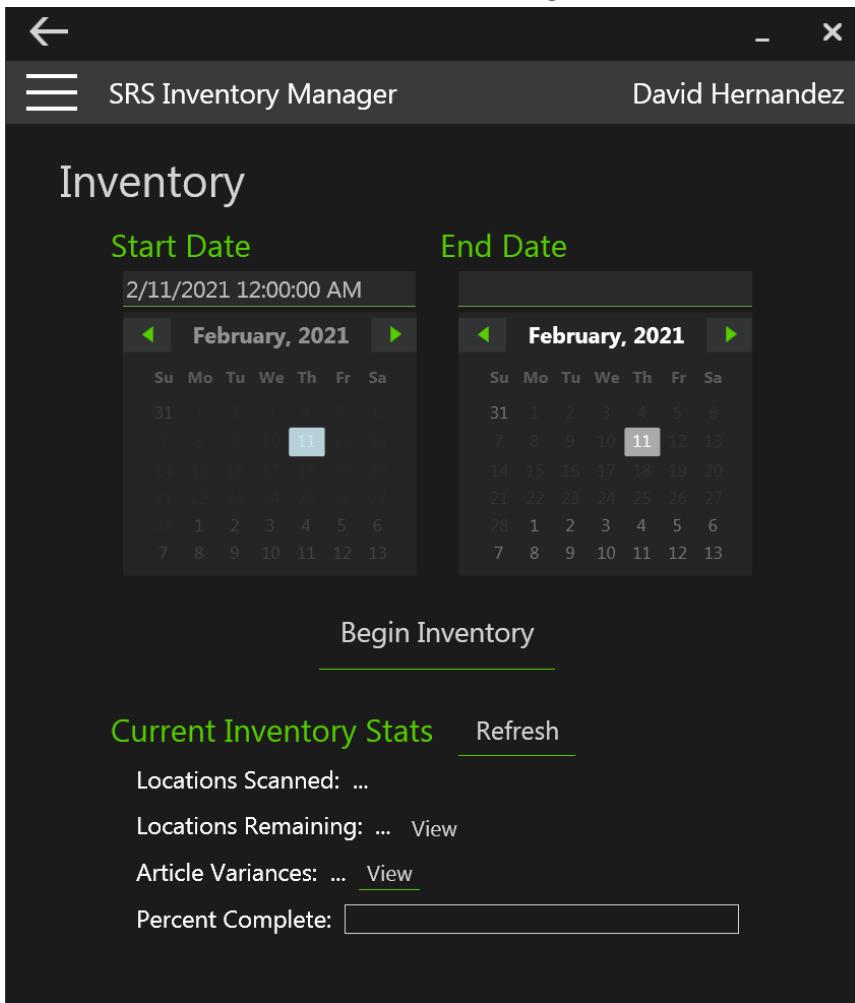
To edit select the location from the list. You can then select Receiving Location to select yes or no.



To add/create a location select new. Then enter the new location in Location field, description in the Description field, and select yes or no in the Receiving Location drop down. Then press save.



24 **Inventory** tab- This tab is used to begin inventory. You select the start date and end date. Then press the Begin Inventory button and a prompt to enter the password comes up. It will show Locations scanned, Locations remaining, Article variances, and Percent Complete.



The screenshot shows the 'Inventory' tab of the SRS Inventory Manager. At the top, there are 'Start Date' and 'End Date' date pickers. The 'Start Date' is set to '2/11/2021 12:00:00 AM' and the 'End Date' is set to 'February, 2021'. Both date pickers show the month of February 2021. The 'Start Date' picker has the 11th highlighted in blue, and the 'End Date' picker has the 11th highlighted in orange. Below the date pickers is a 'Begin Inventory' button. Underneath, there is a section for 'Current Inventory Stats' with 'Refresh' and 'View' links for 'Locations Scanned', 'Locations Remaining', 'Article Variances', and 'Percent Complete'.

Start Date

2/11/2021 12:00:00 AM

End Date

February, 2021

Begin Inventory

Current Inventory Stats

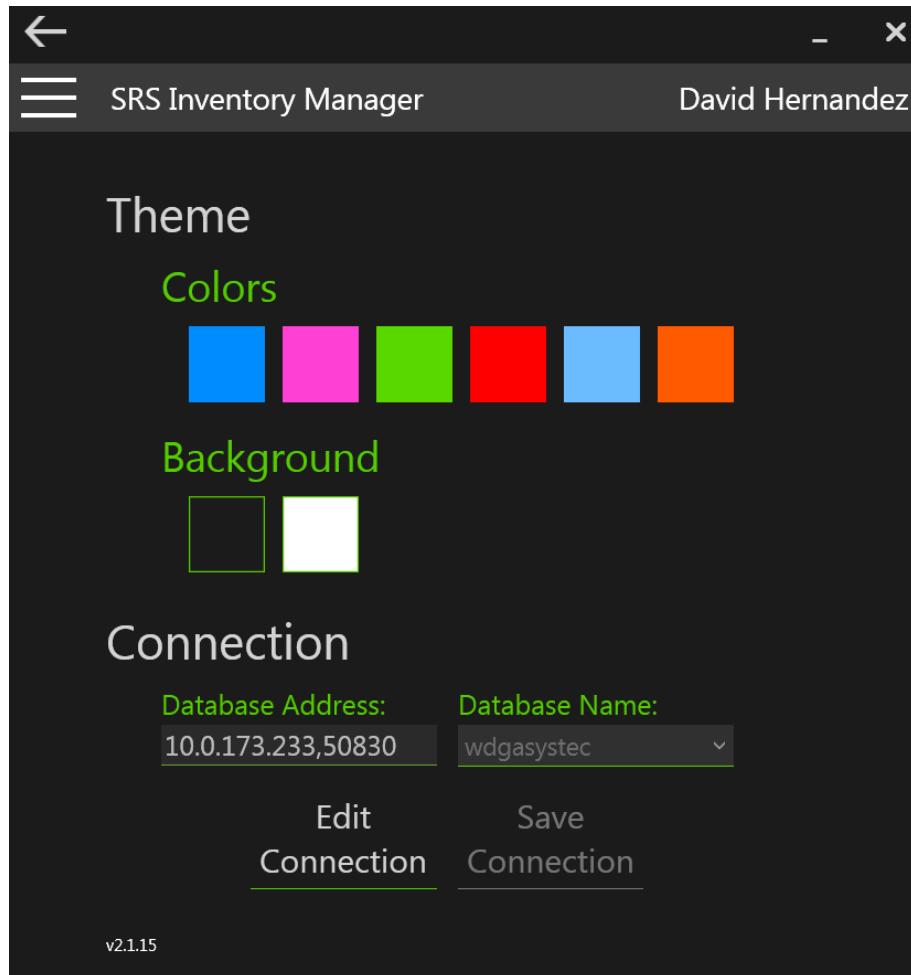
Locations Scanned: ...

Locations Remaining: ... [View](#)

Article Variances: ... [View](#)

Percent Complete:

25 **Settings** tab-Tab is used to select Theme(colors and background color). The edit Connection button allows to choose which DC SRS you can log into as log as you have access.



Contact Please see your manager if you have any questions.

