

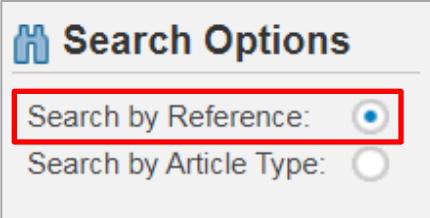
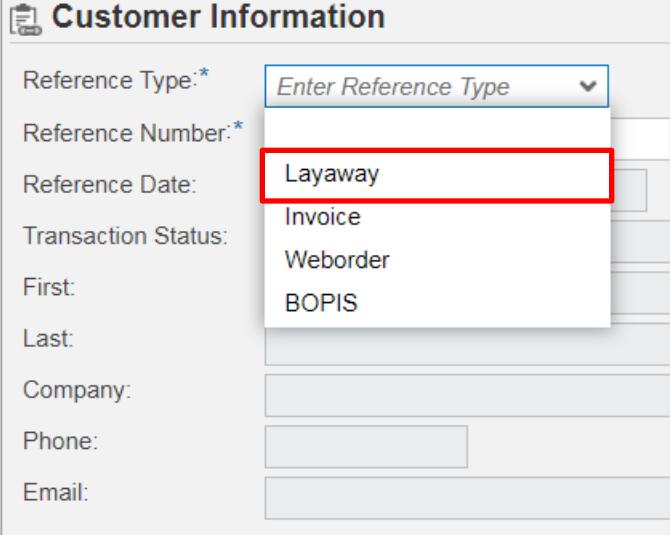
Using SHOP for Special Orders

Introduction

This quick reference guide explains how to use SHOP for special orders. The SHOP tool simplifies the Special Order and transfer process, provides accurate visibility of vendor inventory, and allows for orders to be placed directly through the tool.

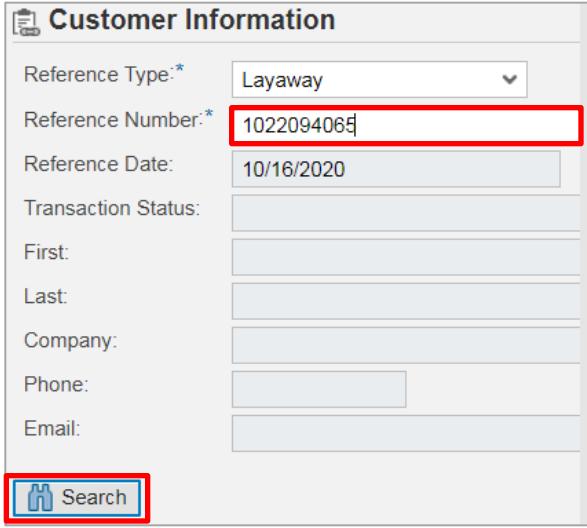
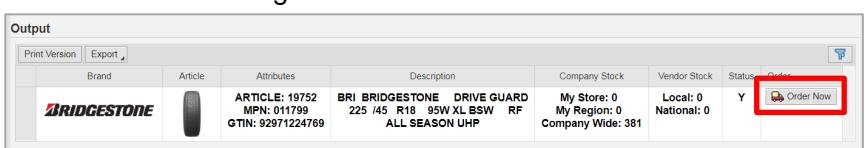
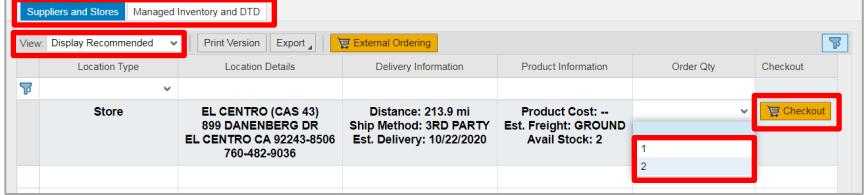
Standard SHOP Ordering

Follow these steps to place a Special Order using SHOP.

Step	Action
1	Once you are logged into SHOP, select the Search by Reference option. You may also search by an Article Type (e.g., tires, wheels, accessories, or miscellaneous). 
2	Select an option from the Reference Type menu. 

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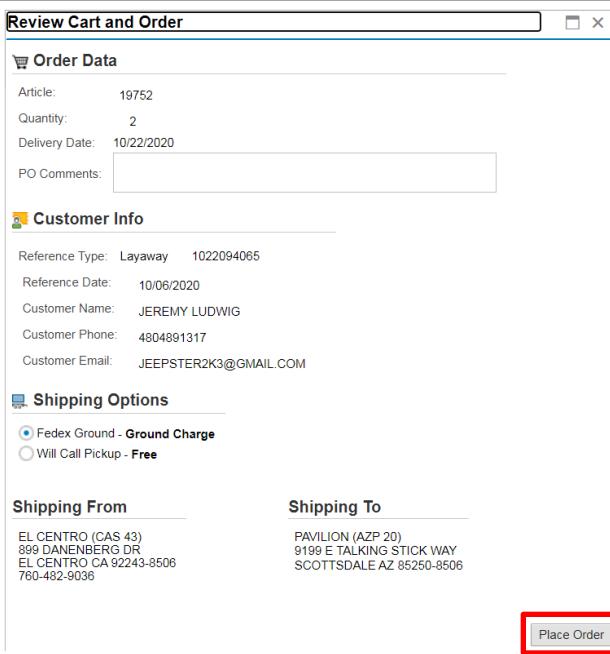
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3	<p>Enter the reference number in the Reference Number field and click Search. The rest of the Customer Information fields will populate with any applicable information after clicking Search.</p> 
4	<p>Locate the article being ordered and click Order Now.</p> 
5	<p>The top recommended option for the article displays by default, but you can change the View menu option to display more results.</p> <p>Enter the needed quantity in the Order Qty column and click Checkout.</p> 

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Review the information in the **Review Cart and Order** screen and click **Place Order** to automatically notify the vendor.



The screenshot shows the 'Review Cart and Order' interface. It includes sections for 'Order Data' (Article: 19752, Quantity: 2, Delivery Date: 10/22/2020), 'Customer Info' (Reference Type: Layaway, Reference Date: 10/06/2020, Customer Name: JEREMY LUDWIG, Customer Phone: 4804891317, Customer Email: JEEPSTER2K3@GMAIL.COM), 'Shipping Options' (Fedex Ground - Ground Charge selected), 'Shipping From' (EL CENTRO (CAS 43) 899 DANENBERG DR EL CENTRO CA 92243-8506 760-482-9036), 'Shipping To' (PAVILION (AZP 20) 9199 E TALKING STICK WAY SCOTTSDALE AZ 85250-8506), and a 'Place Order' button at the bottom right, which is highlighted with a red box.

External Ordering

If no locations display on the main page, or the items will take too long to arrive, you will need to create a PO through External Ordering.

1

Click **External Ordering**.



The screenshot shows the 'Suppliers and Stores' screen with a 'Managed Inventory and DTD' header. It includes tabs for 'View', 'Display Recommended', 'Print Version', 'Export', 'External Ordering' (which is highlighted with a red box), 'Product Information', 'Order Qty', and 'Checkout'. Below the tabs, there are sections for 'Location Type', 'Location Details', 'Delivery Information', and a table for 'Store' with data: EL CENTRO (CAS 43) 899 DANENBERG DR EL CENTRO CA 92243-8506 760-482-9036. To the right of the table, there are fields for 'Distance: 213.9 mi', 'Ship Method: 3RD PARTY', 'Est. Delivery: 10/23/2020', 'Product Cost: --', 'Est. Freight: GROUND', 'Avail Stock: 2', and a 'Checkout' button.

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On the **Review Cart and Order** screen, enter the quantity, vendor type, and vendor name that you have contacted in order to confirm inventory availability. Once everything is ready, click **Place Order** to create the PO.

NOTE: External orders do **NOT** automatically notify the vendor. By checking the **Send Email** checkbox and entering the vendor email address, you can automatically email a copy of the new PO to the vendor. A copy of the email will also be sent to the store email account. If you chose not to email the vendor, you **MUST** contact the vendor or store to place the order.

Contact

If you have any questions or concerns, contact the Service Desk at support@discounttire.com or 1-800-366-4399.