

Productive Supplies Guidelines - EZGARAGE

How to order Order productive supplies through [EZGARAGE](#). Do not place orders through SAP.

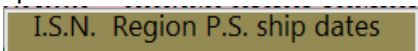
Per Corporate, productive supplies:

- cannot be expedited 'Next Day Air' or 'Second Day Air'.
- cannot be returned.

Please order responsibly!

Order day Productive supplies are shipped to your store on a weekly basis.

To find the order day for your store, open the [Productive Supplies Shipping Schedules](#) spreadsheet.

Step	Action
1	Select the I.S. N. Region PS. Ship dates tab at the bottom of the spreadsheet. 
2	Find the column your store and site number is located in. This is your order day.

IMPORTANT: Orders will ship Same Day and should be received within 1-3 business day. Be advised that weather conditions can create extended delivery times.

Order cut off Cut off for each shipment is 6 pm on your order day:

- All orders created before your ship date will be processed and shipped on your order day.
- Any orders created on or after the cutoff will ship on your next scheduled order day.

Order confirmation Once orders are shipped, you will receive tracking within EZGARAGE.

Note: You must re-order any back ordered items through EZGARAGE before your next order day.

Emergency supplies If you have an emergency need for supplies:

1. Please create an order for what you need on the EZGARAGE order page first and select **Rush Order**.
2. Urgent supplies will be shipped via FedEx Standard Ground only.
