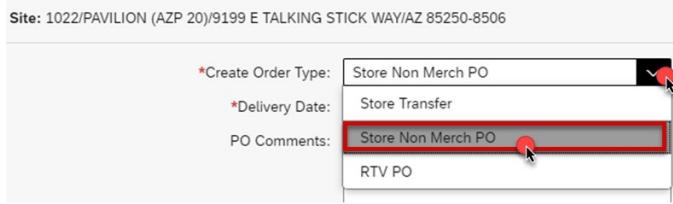
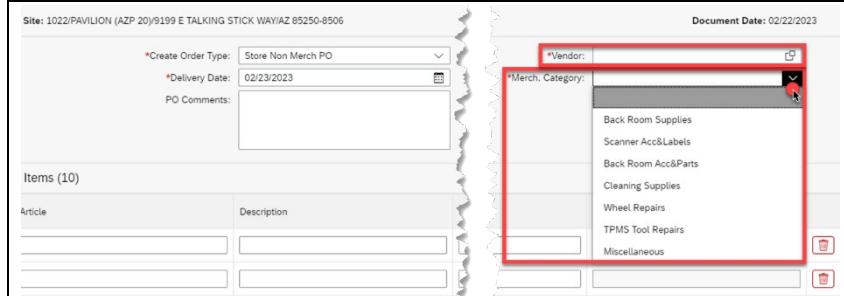


Creating Non-Merchandise Orders

Purpose	<p>When stores, warehouses, and DTD need to order supplies and services from some outside vendors, use the Desktop MIM to create a non-merchandise order.</p> <p>Some examples of vendors for non-merchandise orders include: Bartec and wheel repair/refinishing vendors.</p> <p>Enter the PO number generated from the non-merchandise order into the vendor's order form.</p>
Two Types of Non-Merchandise Orders	<p>You can create non-merchandise orders <u>with</u> article numbers and <u>without</u> articles:</p> <ul style="list-style-type: none"> • With Articles: various • Without Articles: Bartec, wheel repair/refinishing vendors
PO Not Needed for These Vendors	<p>You do not need to create a non-merchandise order for these vendors: (Perform Goods Receipt to receive orders created before effective dates.)</p> <p><i>Effective November 10, 2014: Office Depot (formerly OfficeMax)</i> Order directly from the Office Depot website; no need to input a PO number.</p> <p><i>Effective January 10, 2015: CIMS</i> To place an order, fill out the CIMS Card Order Form on the KC, under Orders.</p> <p><i>Effective March 9, 2015: Grainger</i> Order directly from the Grainger website; no need to input a PO number.</p> <p><i>Effective March 30, 2015: Accucode</i> Order directly from the Accucode; no need to input a PO number.</p> <p>Note: Type your store number in the required PO field on the form.</p> <p><i>Effective January 4, 2016: Hunter</i> Complete the Hunter Service Call / Dispatch Repair Form, located on the KC under Forms.</p> <p><i>Effective January 4, 2016: Coats/Hennessy</i> Use the Coats Hennessy website to request service. Details are found here.</p>

Creating a Non-Merchandise Order

Follow these steps to create a non-merchandise order.

Step	Action																
1	 <p>After logging into the Desktop MIM, click Create Order, then select Store Non Merch PO from the 'Create Order Type' field drop-down.</p>																
2	<p>Complete the Header section:</p> <p>a) Type the vendor number in the 'Vendor' field. or click the boxes to search for a vendor.</p>  <p>b) If you do <u>NOT</u> have an article, select the category type from the 'Merch. Category' drop-down list.</p> <table border="1" data-bbox="551 749 1395 1320"> <thead> <tr> <th>Merchandise Categories</th> <th>Example Vendors & Possible Items</th> </tr> </thead> <tbody> <tr> <td>4003020 Back Room Supplies</td> <td>Brooms, mops, trash cans</td> </tr> <tr> <td>400304 Scanner Acc&Labels</td> <td>Accucode – Printer labels or batteries for handheld scanner</td> </tr> <tr> <td>400306 Back Room Acc&Parts</td> <td>Branick – Parts for Tire Cart</td> </tr> <tr> <td>400317 Cleaning Supplies</td> <td>Hand cleaner or floor cleaner</td> </tr> <tr> <td>400441 Wheel Repairs</td> <td>Alloy Wheel Repair Specialists (AWRS). Refer to AWRS instructions.</td> </tr> <tr> <td>400447 TPMS Tool Repairs</td> <td></td> </tr> <tr> <td>400318 Miscellaneous</td> <td>Only use when no other descriptions apply. Never use for any tire, wheel, or accessory</td> </tr> </tbody> </table> 	Merchandise Categories	Example Vendors & Possible Items	4003020 Back Room Supplies	Brooms, mops, trash cans	400304 Scanner Acc&Labels	Accucode – Printer labels or batteries for handheld scanner	400306 Back Room Acc&Parts	Branick – Parts for Tire Cart	400317 Cleaning Supplies	Hand cleaner or floor cleaner	400441 Wheel Repairs	Alloy Wheel Repair Specialists (AWRS). Refer to AWRS instructions.	400447 TPMS Tool Repairs		400318 Miscellaneous	Only use when no other descriptions apply. Never use for any tire, wheel, or accessory
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4	Click Save .

Looking up Vendor Numbers

Follow these steps to look up vendor numbers:

Step	Action
1	<p>Click the icon on the right side of the 'Vendor' field.</p>
2	<p>Type text in one or more of the search criteria fields. You can search using partial text, such as "mich" for Michelin.</p> <p>Click Go.</p>
3	Select a box on the left side of the correct vendor, then click OK .

Contact

If you have questions, please contact your AVP.