

Store Inventory Purchases

Description When there is an outside purchase and DISCOUNT TIRE does not have an account with the vendor set up, the steps below should be followed. This helps to maintain inventory accuracy as well as minimize the manual effort needed to process the accounting entries.

Guidelines Purchasing product from non-approved vendors could create a liability for DISCOUNT TIRE. Remember, if the vendor is not listed in the POS, they are likely not approved. Seek approval from Inventory Accounting before following the process below for any of these types of purchases. The only instance where approval is not required from a non-approved vendor is if O.E. wheels are purchased from a dealership.

Purchasing Store Inventory Follow these steps to complete the task.

Who	Does What
Store	Contacts their Regional Office and advises them of the purchase they wish to make.
Regional Office	Instructs the store to create a PO under Vendor 99998 (One Time Vendor Purchase)
Store	Creates the PO and provides the Regional Office with the 10 digit SAP PO#
Store	Contacts Vendor, places order and makes Vendor aware that our Regional Office will contact them to make payment via credit card.
Regional Office	Contacts Vendor to complete payment; providing appropriate credit card information.
Store	Receive the product by posting a Goods Receipt in MIM. NOTE: Please remember to use your scanner to post (Exception - Misc. Articles).
Store	Notifies the Regional Office that product has been delivered and sends them packing list for back-up purposes. (We need to ask if this is even necessary)
Regional Office	Processes the charge in Concur as follows: <ol style="list-style-type: none"> Select Expense Type: Inventory Purchase (Site / PO REQUIRED) Enter the 10 digit PO number provided by the Store for the purchase. In Business Purpose: Enter the Site number and any comments. In Concur: attach the receipt or packing list

Contact If you have any questions please email Inventory Accounting at INV_ACCTG@discountire.com
