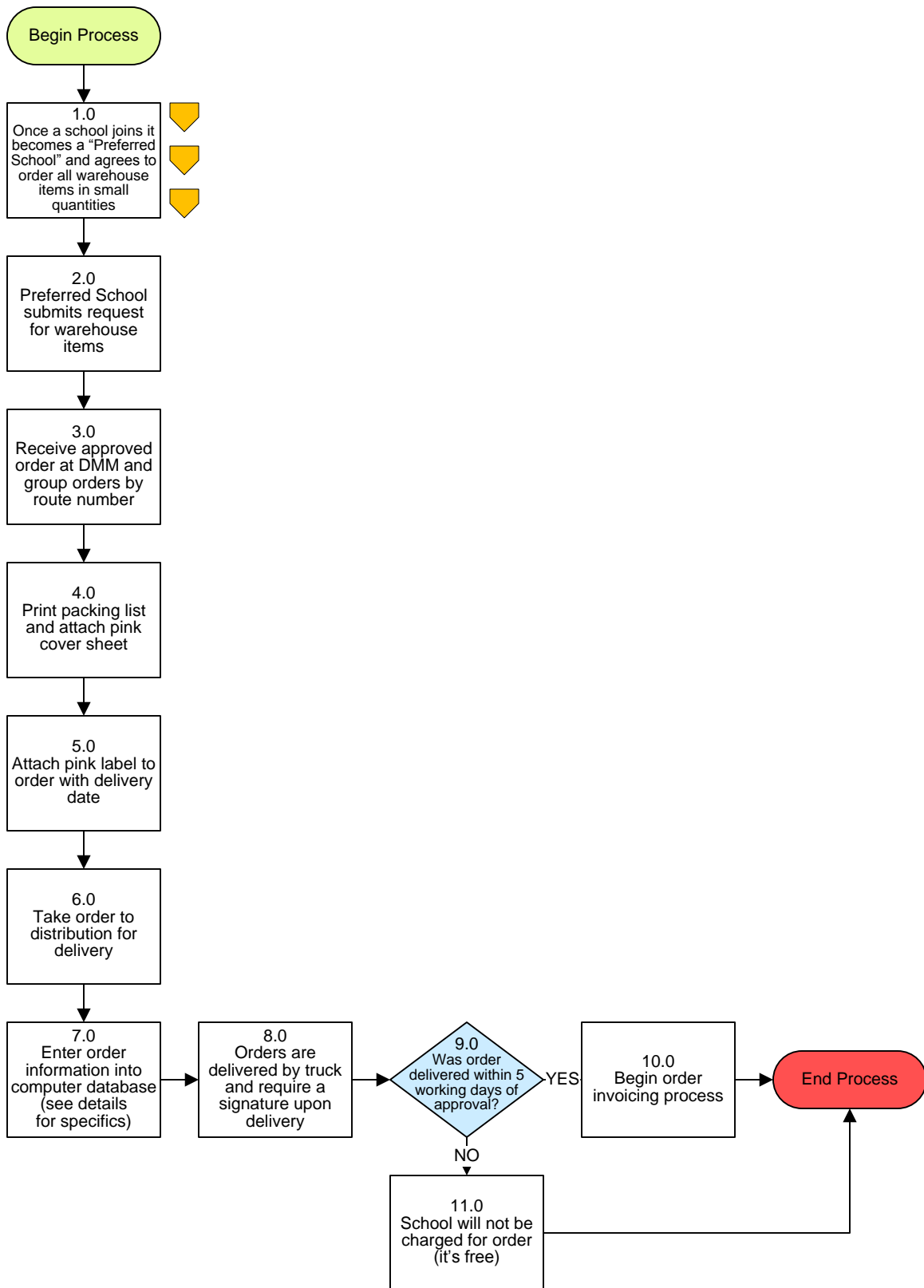


## Supply Warehouse – Ambassador Program Process



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### 3. PROCESS AREA/BUSINESS AREA DESCRIPTION

**Step 1.0: Once a school joins it becomes a “Preferred School” and agrees to order all warehouse items in small quantities**

Each Preferred School agrees to use a controlled, small quantity volume approach to warehouse item ordering. They agree not to order more than a sixty day supply of any one item and will no longer use the Warehouse on Wheels program.

**Step 2.0: Preferred school submits request for warehouse items**

**Step 3.0: Receive approved order at DMM and group orders by route number**

Examples of such route numbers are 20A, 21A, etc.

**Step 4.0: Print packing list and attach pink cover sheet**

**Step 5.0: Attach pink label to order with delivery date**

**Step 6.0: Take order to distribution for delivery**

**Step 7.0: Enter order information into computer database (see details for specifics)**

Go to My Computer, click on the DMM icon and then go to Share Inventory. Open the Ambassador Data Worksheet in Excel and enter the number of staff, time and number of pieces in the order.

**Step 8.0: Orders are delivered by truck and require a signature upon delivery**

All orders should receive a signature at time of delivery for documentation of receipt.

**Step 9.0: Was order delivered within five working days of approval?**

If yes, proceed to Step 10.0. If no, skip to step 11.0.

**Step 10.0: Begin order invoicing process**

At the completion of this step the process ends.

**Step 11.0: School will not be charged for order (it's free)**

At the completion of this step the process ends.



Return to Key Process