New item order requests:

Harrington:

Set up “Stock” Harrington items as “Stock” in ACS Millington unless:

* It is paint.
* It is a special ordered item (like 8’ pendant cable assembly)

Make Order Point equal 0 (Zero).

* Food Grade
* Stainless Steel

CM:

Leave as “Non-Stock” unless:

* it has been ordered more than 2 times in the past 12 months.
	+ Then send to me to review for a final decision.
		- Generally:
			* Set up if ordered 3 or more times in 12 months or twice or more in 6 months and is a standard “stock” item for CM.

Other Vendors:

Leave as “Non-Stock” unless:

* it has been ordered more than 2 times in the past 12 months.
	+ Then send to me to review for a final decision.
		- Generally:
			* Set up if ordered 3 or more times in 12 months or twice or more in 6 months and is a standard “stock” item for the vendor.

Wayne, Sandy, Jeff, Tina (for Millington orders), Sherry, and Thomas,

Alexis has been setting up items under my guidance for a while now.  If you have Harrington “Non-Stock” items on sales or jobs, please send to Iyunaa to address as stated above.  She will set them up for you to track better going forward.

As always, if you feel the need to make an item stocking that is outside of this scope, please let me know and I will review.

Generally, I will attempt to review the Harrington “Stock” sales monthly, to see if Order Levels need adjusting as we are still experiencing extreme new growth in this Hoist Parts category.

If you have any questions or suggestions, then please let me know.

Thanks,

Will