

Non-Saleable

Damaged merchandise and miscut keys can be in one of two statuses. Since damaged merchandise is not counted at inventory it is either "Reported" or "Missing". Missing merchandise is charged against your shrink at the full retail price. Reported damaged merchandise is charged against your shrink at what TR paid for that merchandise, in the case of keys that is only a tiny fraction of the retail price. Therefore you will want to report all damaged / miscut merchandise. To report damaged / miscut you fill out and mail in a "Non-saleable Report" every week.

Since each "Non-saleable Report" must be uniquely numbered you may not copy these forms or download them from the website if you run out, even if you change the numbers. Always make sure that you have a supply.

Use your store rubber stamp in the "Store Stamp" box on all three copies. Fill in the "region no." boxes with 88. Fill in the "store no." box with the 4 digit version of your shop number, the first digit is always 2. For example if your shop is commonly known as shop 123 then you will fill in 2123 in the "store no." boxes. Now fill in the first 5 "zip code" boxes with your shop's zip code.

The time period for a Non-saleable report is Sunday through Saturday so fill in Saturday's date and sign the form.

Fill in the description, item number, and quantity for each item damaged or miscut. Quantity is always in pieces.

Miscut pieces are reported in the #30 - Misengraved column. If the merchandise is received in your shop damaged the pieces are reported in the #40 - Vendor Defect column. If the merchandise became damaged in your shop (except miscuts) the pieces are reported in the #60 - Shop Worn column.

HUGELY IMPORTANT!

1. The item numbers that are used to report merchandise CANNOT be the Sears numbers that you use to ring up that item on the register. You must use the TR numbers that you use to order the item from the home office.

EXCEPT!

2. Miscuts are reported using the TR group number for keys.

Here they are...

| DESCRIPTION | TR # | DESCRIPTION | TR # |
|----------------------|--------|----------------------|--------|
| BRASS 1 SIDE | 55 | RUBBER GRIP IMPORT | 560650 |
| BRASS 2 SIDE | 39 | RUBBER SPECIAL ORDER | 590905 |
| BRASS IMPORT | 110 | VATS | 547738 |
| BRASS SPECIAL ORDER | 585884 | TRANSPONDER \$29.99 | 221096 |
| COLOR PLUS 1 SIDE | 13 | TRANSPONDER \$39.99 | 537405 |
| COLOR PLUS 2 SIDE | 68 | KW1 FLASHLIGHT | 614179 |
| COLOR IMPORT | 485337 | SC1 FLASHLIGHT | 614182 |
| PERSONALI | 519656 | STEEL / BIT | 217 |
| TEAM | 560647 | MEDECO | 246 |
| ORIGINAL | 460666 | TUBULAR | 259 |
| RUBBER GRIP DOMESTIC | 152 | | |

No matter how the item is reported as Non-saleable you must fill in the "Retail Value" column with the regular retail value times the number of pieces.

Except for miscuts, fill in the employee initial column.

Original copies of the Non-saleable report are mailed to the home office in the black and white envelope every week.

Yellow copies are filed in your "Non-saleable" folder. All yellow copies of Non-saleable Reports must be reconciled with your conformation reports

Since confirmed copies of the Non-saleable Reports are removed from your "Non-saleable" folders any Non-saleable Reports in those folders over 30 days old are to be considered lost by the home office. Since these lost forms will directly contribute to your shop's shrink you must call the home office at (800) 874-5326 X 5274 to inform them of the lost forms and find out what you need to do to get the form "unlost".