

Merchandise / Supply Orders

Ordering merchandise / Supplies requires 4 forms...

Key Blank Worksheet
Key Related Worksheet
Supply Worksheet
Outside Key Shop Order Form

Use the worksheets to determine what you need to order. Then transfer only those items you are actually ordering to the order form and fax that to the Distribution Center to have the merchandise shipped to you. DO NOT fax the worksheets. Orders are placed on Monday every two weeks according to your ordering schedule.

It is very important to not over order merchandise. While we do not want your shop to run out of merchandise to sell that is a better option than to order too much. If you run out of something you can restock in less than two weeks. If you are over stocked you will be stuck with that merchandise for months or even years.

The secret to ordering merchandise is to know what you have in your shop. To do that your shop must be organized. Under stock keys must be stored by type (color, brass, foreign, rubber grip, etc.) and then each type must be kept in alphabetical order. That way when you look in the place where H75 Brass (for example) is supposed to be stored you will find all that you have in under stock. There will be no possibility that a box of H75 Brass could be anywhere else in your shop. However the majority of merchandise will not have anything in under stock. For most merchandise the key rack or the key related rack will hold more of something than you will need in your shop. An example is that no shop should ever have more than ten P2 key blanks in their shop. Since a hook on the key rack will hold 18 of them, there will never be any P2 key blanks in under stock.

On both the Key Blank and Key Related worksheets there is a column labeled "Model Stock." For an average key shop this number is the maximum amount of each item that should be in your shop. From this number you must subtract the amount of that item you actually have in your shop from both the rack and under stock. (Note: you do not have to count each item, an approximate count will do. Look at you hook and if it looks like 8 keys are there, then that is good enough. Then shake the box, if you think that there are 30 keys in there, that is fine. You have 38 of that key.) now subtract from the model stock the amount you have. If the number is positive that is what you order.

HOWEVER! You can only order merchandise in multiples of WHSE PACK. If the DC has a key in bags of 10 then you can only order in multiples of 10. On the worksheet for each item will be listed the WHSE PACK. Round out what you need to the nearest WHSE PACK for that item. Examples if the WP for an item is 10 and you need 14 then you would order 20. If the WP is 5 and you need 13 then you would order 15. When ordering merchandise you will always order by the piece. If you order 10 you will get 10 pieces not 10 packs.

It is possible that for your shop that the model stock on a particular item on the form is too low and you will often run out of that item. If this happens you may order SLIGHTLY more than the model stock would allow.

The Supply worksheet does not have a model stock column so order what you think you will need. You must order by WHSE PACK. In this case if the WP is 12 and you order 1 you will get one pack of 12.