

V.M.I. Tool Crib Program and Set-Up

The Concept of the V.M.I is simple.

- Q Source manages your inventory for you.
- No more running out of stock.
- No need to place daily orders from multiple suppliers. You can now focus on more important issues.
- No more waiting for your order to arrive.
- No more Freight Charges. (FREE Delivery)
- Prices remain constant for the year. (reviewed and set yearly)
- Consolidated invoicing equals fewer invoices to pay.
- Not just Tool Crib items, Q Source is readily available for all your needs.

In order to help with the setting up of the Tool Crib, we request the following info for the items / products to be managed by Q Source. To be fill out on excel worksheet.

- Your Item ID
- Q Source item ID (if available)
- Supplier / Manufacture's Name
- Description of item
- Unit of Measure to be replenished
- Weekly min/max levels if known (default will be 3/5 until usage is known)

Once we have a list of all the items that will be managed, we will create the quote and inquire from you on items that are eligible for substitution. Samples could be issued for approval prior to ordering if needed.

Once Terms are set, quote is approved, and contract has been signed then we can start ordering items. Customer is to advise if they would prefer to purchase their own cabinet(s) and bins or if Q Source would supply them for the program. Q Source will take back possession of the cabinet(s) and bins that we supplied upon cancellation of program.

- How do you want to receive paperwork?
- Do you need a hard copy of the packing list and or Invoice given to someone or placed in a designated area for each delivery?
- Would you prefer we e-mail a copy over to designated recipient instead?

Please provide easy access to the building and Tool Crib Cabinet areas for deliveries. Perhaps a preferred vendor's badge may be needed? Depending on size of the replenishment, Q Source may need to bring a cart to help bring the items to the designated areas in the building.

Q Source will perform weekly inventory checks at the facility and replenish as needed. Depending on actual usage and frequent monitoring, visits may go down to bi-weekly. Notification will be made to customer in advance.

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Please note, to prevent any confusion between customer and Q Source on what items will be managed, we ask that only products for the program are to be stored in the cabinets. Any other items that are not part of the program are to be stored in another general area or cabinet.

New items may be added at any time. We ask that that you assign 1 person at your facility to be the decision maker regarding adding and or removing items from the program. Please allow time for new product to be stocked at Q Source. Once in stock, then they will be added to the cabinet and maintained accordingly.

Removal of items may be done at any time as well. Please note that the customer is responsible for quantities up to the max levels that are stocked at Q Source for the program. We could phase out an item until depleted prior to adding replacements if needed.

Constant communication between the customer and Q Source will guarantee a successful V.M.I. program.