



## PROCESSES FOR SALES, WIREROOM/WAREHOUSE, & RETURNS

The processes for adding parallel reels to sales orders and for managing parallel reel inventory have been updated. When adding a parallel reel to a sales order, you will now utilize the new parallel reel items instead of the old “deposit” items. These items can be found using the same keywords (**SPINNINGREEL/PARALLEL/REEL**) as before. There are a total of 7 different items, including 2 new types of reels (“Hybrid” and “Stow and Go Hybrid”):

**(974997) | 4-COMPARTMENT STANDARD**

**(974996) | 4-COMPARTMENT SPINNING**

**(974995) | 5-COMPARTMENT SPINNING**

**(975178) | 4-COMPARTMENT HYBRID (NEW)**

**(975181) | 5-COMPARTMENT HYBRID (NEW)**

**(975017) | 4-COMPARTMENT STOW & GO HYBRID (NEW)**

**(975016) | 5-COMPARTMENT STOW & GO HYBRID (NEW)**

These are “lotted” items similar to cut wire. Each individual reel will be assigned a unique “**PRL-XXX**” reel number that is painted on the reel. Sales staff will select the numbered reel to add to the order.

Compartment charges have been updated. The “**\$10/COMPARTMENT NON-SPINNING**” charge has been eliminated. All parallel reels listed above have a “**\$20/COMPARTMENT PARALLEL**” charge (*Item #586484*) for each compartment that is used. The “**\$10/STACK PARALLEL**” charge (*Item #448195*) still applies for each additional wire cut added to a compartment after the first.

Like cut wire, wireroom/warehouse staff will have the ability to change the chosen reel if necessary. The item and chosen reel number will print on the “Lotted Item Report for Wireroom.” If a different reel than the one selected by sales was used, the reel number will need changed in the computer and written on the pick ticket.

When the return is entered, it should reference the original order/invoice number. The returns department will process the return and ensure that the correct reel number was returned and entered into the computer. The computer tracks the history for each reel, including customer, order, and return information.

