INVENTORY MANAGEMENT CHECKLIST

Do note: This checklist was created by Bonnie Church for the convenience of my partners. Any errors are mine Please check with your sponsor or senior partner if you have questions.

REMEMBER WHY THIS SYSTEM IS IN PLACE. The independent distributor industry is producing a lot of income for a lot of people. Because if that it is bearing increased scrutiny. We will always do the right thing as a company.

Also this makes it easier for you when tax time comes, to have official documentation of your products use/sales.

BASIC RULES

You DO NOT need to enter inventory nor create a sales receipt if:

- You **drop shipped product** to a registered preferred customer
- Your preferred customer **orders product from one of your websites**.

The receipts will be ready and waiting for you to assign them when you go to your Form 1000.

You DO need to do enter all product orders by end of each Quarter
[March 31/June 30/Sept 30/Dec 31]

- If you have any undesignated products, you will need to designate before you an place an order. **You will not be able to order from back office til this is done.**

To fulfill QUARTERLY SALES REQUIREMENT [Form 1000] You need:

- **At least 2 receipts** totally $200 in retail sales *
- **At least one of those receipts** need to be designated to a non-UFO [Anyone who is not registered with the company. It can be spouse or child.]

* REMEMBER: **You** are also a preferred customer and can **designate up to $60 [of that $200] to yourself on the Form 1000.**

Once you designate a product, YOU cannot change the designation!
- For example: If you accidentally designated a product as PROMO/ADVERTISING when it should have been a SALE, the only way to correct that is to call UFO services 336/605-0040 and ask for a correction. [Be sure to have the product and the preferred customer name]

HOW TO CREATE A SALES RECEIPT

- Click on my **CUSTOMERS** [top menu bar]
- Click on **SALES RECEIPT ENTRY**
- Select **PREFERRED CUSTOMER** [click on # not name]
- Click Continue
- Select INVENTORY sold to them [click on box and choose quantity]
- Click Continue
- Submit to Form 1000
- Check BOX - I AGREE TO THE ABOVE INFORMATION
- Submit to Form 1000

HOW TO COMPLETE FORM 1000

To meet quarterly requirement you must have at least 2 sales receipts totaling at least $200 in retail cost. [You can include a sales receipt for you but for no more than @$66 worth of products]

- Click on the **Head Icon** on right hand of home page.
- Click on ONLINE FORMS – FORM 1000
- Select BDC [usually 001] in the Menu [on right]
- Check BOX - I agree to terms and condition
- Select SALES RECEIPTS [one at a time or all at once if you click on top box]
- Click on ASSIGN SELECTED
- Check BOX for agree to terms
- Click on Submit Form 1000

ASSIGNING PRODUCT FROM AUTO-SHIP OR ORDERS

***Reminder:** You DO NOT need to enter inventory or create a sales receipt for product drop shipped product to a registered preferred customer or ordered from a website by a preferred customer. The receipts will be ready and waiting for you to assign them when you file your FORM 1000* *[See page 4 for – How to File a Form 1000.]*

HOW TO MANAGE INVENTORY

[Only the products ordered from back office/autoship]

- Log in with your – Email [or rep ID] and password
- Click on – ORDERING [menu at top of home page]
- Click on – INVENTORY MANAGEMENT [7th item on list]
- Scroll down to see all products you have ordered.
- **Check the BOX** next to the product you wish to assign. [Don't forget to check the BOX.]
- **Choose the quantity** you want to assign. [You might have multiples]
- Pull down menu for SELECT AN ASSIGNMENT.

These are your assignment options - but HEED THE TIP BELOW:

- ✓ **PERSONAL USE** [This is just for YOUR use, not everyone in your family.]
- ✓ **KEEP IN INVENTORY** [This is for product you intend to use later. If you sell product from inventory, it must be assigned here as INVENTORY before you can create a sales receipt.]
- ✓ **PROMOTIONAL/ADVERTISING** [Your trial size marketing stuff or product you give as gifts etc. would go here.]
- ✓ **DAMAGED/EXPIRED**

IMPORTANT TIP:

- DO NOT ASSIGN more than $60 worth of product to '*personal use*'.

- ASSIGN ALL THE REST TO – *'Keep in Inventory'*

- **Click ASSIGN**
- **Click SAVE**

Now when you go to create a sales receipt for product you sold off your shelf, you just need to PICK IT out of the INVENTORY listed there…

IF YOU NEED HELP WITH THIS: Contact your senior partner