

TAV Purchase Approval Process Outline

Approvals must be complete in the order laid out; you are unable to move to the next department without confirmation that previous steps have been completed!

Step 1 Transporter QA/Inventory Control (Stuart, Yazan)

1. Shared Inbox# 214-751-8026
2. Text: TAV Pick-Up Form
3. Make sure the inspection portion is visible
4. Photo of ODB reader results
5. Text any issues discovered
6. Confirmation moves to step 2

Step 2 Transporter QA/Paperwork- (Whenever possible all in one text)

1. Shared Inbox # - (214) 307-9060
2. Follow Transporter Quality Assurance Process Detail
3. Approval Required & Documented

Step 3 Wire/Accounting

1. Shared Inbox# 214-915-0396
2. Text: TAV Pick-Up Form
3. Follow the wire process detail

Step 4 Transporter QA/Inventory Control (Stuart, Yazan, Justin, Cameron)

1. Shared Inbox# 214-751-8026
2. Multiple scenarios all follow the same path. Always keep all keys attached together.
3. Transporter will deliver the unit to the predetermined location
 - a. TAV4112, Manheim Drop Off, or Major Retailer Parking Lot
 - i. Text TAV Pick UP Form
 - ii. Text a photo of the unit @ Location
 1. Manheim Drop Off
 1. Must send a photo of our TAV 1 million #
 2. 5411911
 3. Do not allow Manheim to only write, Texas Auto Value, always insist 5411911 is also written.
 2. Manheim Drop off (After Hours, Closed)
 1. Park unit in Manheim parking lot.
 2. Take a photo of the unit, leave a note on the dash.
 1. "Texas Auto Value - 5411911"
 2. Send a photo to @location to the inventory team, include Motaz in the text.
 3. Lock the unit and keep all keys in your package envelope.
 4. Return package to office and place in canceled deals drop box located outside of Motaz's office.
 3. TAV4112
 1. Upon arrival at warehouse send a photo of unit
 4. Major Retailer
 1. Send photo of unit
 2. Send photo of the retailer
 3. Send Address dropped off, along with general directions.
i.e.(Back corner near sign)

ALL TAGS MUST BE REMOVED AND RETURNED INSIDE YOUR BAG

Failure to follow these steps will lead to write-ups and possible termination