

GUIDE FOR SHIPPING STAFF FOR SENDING PARTS DIRECT

(this is guide for sending without suppliers work order)

UPDATED BRAD 24/07/2024

[Link to sales staff guide for send directs](#)

OVERVIEW:

Sometimes our wholesale customers will request that we send a part directly to there customer

MEANING OF THIS

Supplier bought a part off JJs for \$100

They sold it to there customer for \$200

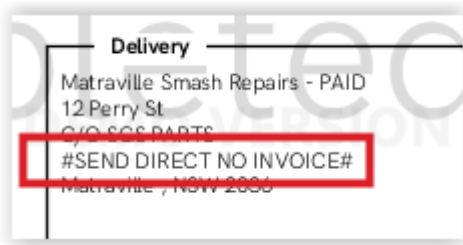
\$100 profit for the supplier

This is why we don't send invoices

Customer doesn't know how much profit was made

HOW TO TELL SEND DIRECT ORDER:

Shipping staff will see that we are sending parts direct as sales would have that notification in the delivery box



DO NOT SEND JJ INVOICE WITH THE GOODS

THIS IS VERY IMPORTANT TO NOT SEND JJ INVOICE FOR SEND DIRECTS

If you do this it ruins the JJ reputation and no one will deal with JJs

No customer no sales no points

STEPS:

THERE ARE 2 PATTERNS OF SEND DIRECT with or without suppliers paperwork

1. IF **YES** SUPPLIER HAS PAPERWORK ATTACHED

If a send direct URL link in the order history notes, in this case see guide linked below for process

[LINK TO GUIDE FOR DOING SEND DIRECTS WITH SUPPLIERS WORK ORDER](#)

2. IF **NO** SUPPLIERS PAPERWORK ATTACHED

If no link URL in this case you will not find link for customers work order in order history

If we part is being sent with a shipping label no additional paperwork needed

If we use run sheet i.e for Sampedro then cut out delivery details and put this in the invoice enclosed