

FULL SERVICE: Store Manager Tire Program Best Practice

PURPOSE

The purpose of this guide is to provide Critical to Quality callouts as well as Best Practice process steps and guidance for Store Managers **participating in the Full Service: Store Manager Tire Program**.

By following this guide, you will be able to accurately charge the tire set in the POS. This guide ensures consistency, accountability, and compliance with company standards while maintaining transparency in the handling of Store Manager tire benefits across all Full Service locations.

SAFETY & QUALITY FIRST



CRITICAL TO QUALITY



- Verify that tires are mounted only on eligible vehicles (manager's or spouse's primary vehicles).
- Follow approval and invoicing processes before any product installation.
- Maintain complete documentation of approval and payment details for audit purposes.

BEST PRACTICE PROCESS STEPS

The Corporate Office monitors all Store Manager Tire Program transactions to ensure proper authorization, pricing compliance, and documentation accuracy.

The Program includes the following processes:

1. Confirm Eligibility and Obtain Authorization
2. Complete Point-of-Sale (POS) Entry

Confirm Eligibility and Obtain Authorization

Step	Action
1	As Store Manager, contact Earl Davidson or Dan Meadows by email to request authorization for the tire set.
2	Earl Davidson or Dan Meadows verify that the: • Store Manager has not already received a complimentary tire set within the current calendar year. • Tires will be mounted on the manager's or spouse's primary vehicles (maximum of two). • Type of vehicle is not excluded (e.g., motorhomes, trailers, motorcycles, show cars).
3	As Store Manager, obtain written pre-approval from the VP or AVP prior to purchase of any special fitments or exceptions.
4	Earl Davidson or Dan Meadows will record/file the approval confirmation in a shared file. Note: Do not install any product until after you have this approval.

Complete Point-of-Sale (POS) Entry

Step	Action
1	As Store Manager: - Select AR Account: 999900185-DTFS Manager Tires - Enter Invoice as 'Employee Sale.' Note: Do not charge certificates, valve stems, balancing, or any other line items to this account number.
2	Enter the price according to the following purchasing guidelines: Note: Price discounts should automatically be calculated in VAST. - Employee Pricing – 30% off listed tire retail; calculated as: Retail x .7 - Special Order Tire Pricing – Cost + 6% calculated as Cost x 1.06 - Installation & Life of Tire Maintenance – Free - Certificates – They are sold at computer retail price of the tire and are paid for by the Manager on a separate invoice. - Accessories (e.g., wheels, TPMS, decorative caps) are purchased by the Manager on a separate invoice. Note: If the employee price (30% off listed retail) exceeds \$225 per tire, the Manager must pay the difference between the employee price and the \$225 limit.
3	Check that everything is correctly entered and properly categorized before finalizing the invoice.
4	Contact Earl Davidson or Dan Meadows if you have any questions.