

Vision POS – Winter Tire Program for Store Employees

Purpose and Overview

This document covers the policy and process for handling the Winter Tire Program for Store Employees in your store and is divided into the following sections:

- [Winter Tire Program Policy](#)
- [Winter Tire Program Authorization](#)
- [Winter Tire Program Invoicing Process](#)
- [Dismounting and Returns](#)

Winter Tire Program Policy

All full-time store employees in snow regions are offered winter tires on loan for the winter season. These tires remain the property of Discount Tire and should be dismounted at the end of the winter season.

The following guidelines apply:

- All full-time employees qualify
- Tires can only be mounted on the vehicle the employee drives daily
- Tires must be mounted in sets of four
- Employee price (30% off listed retail) not to exceed:
 - \$100 per tire for passenger tire applications
 - \$150 per tire for truck tire applications
- Accessories must be purchased by employee

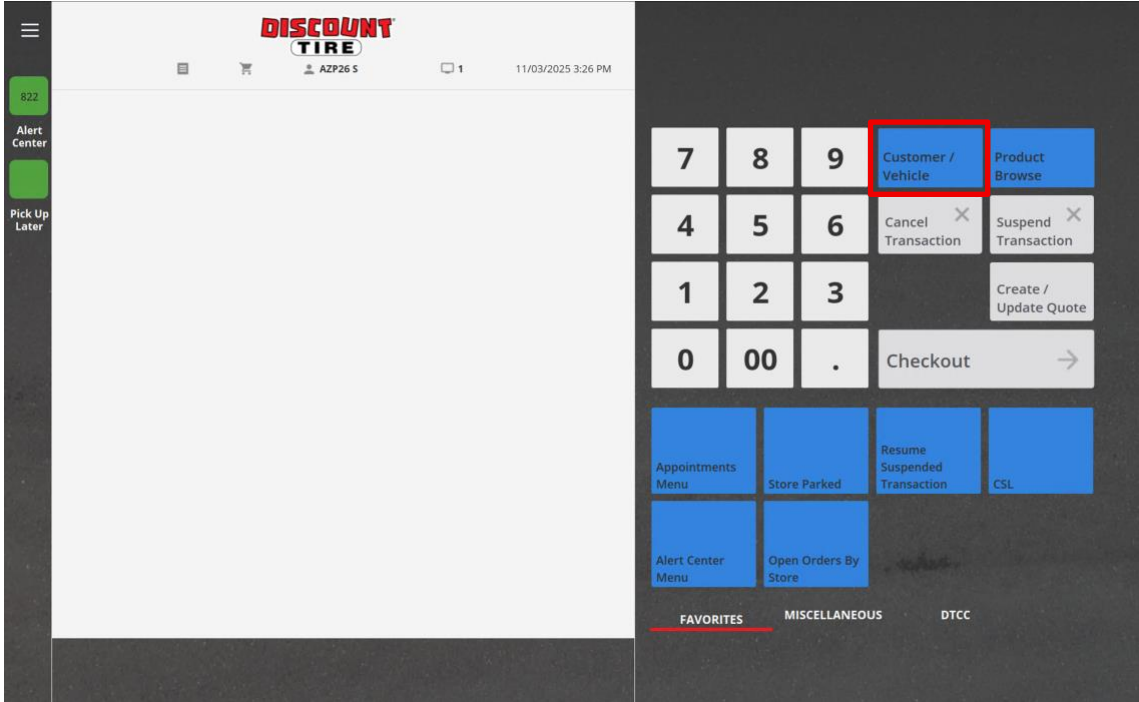
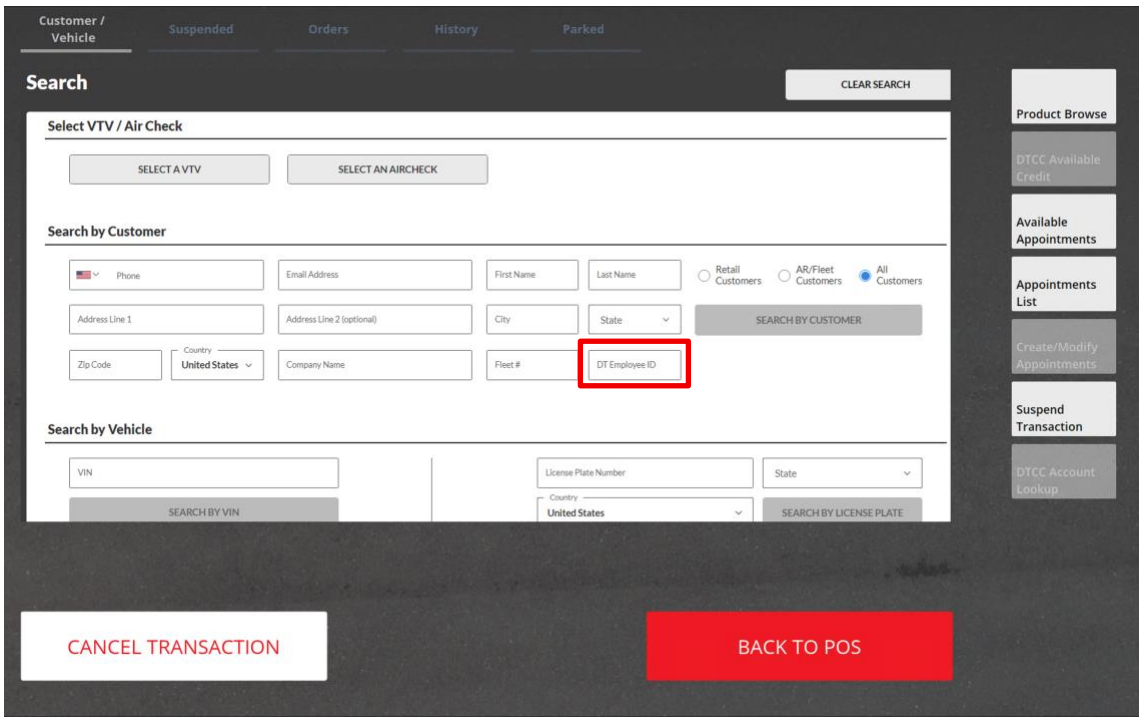
For additional information, see [Employee Tire and Wheel Purchases](#)

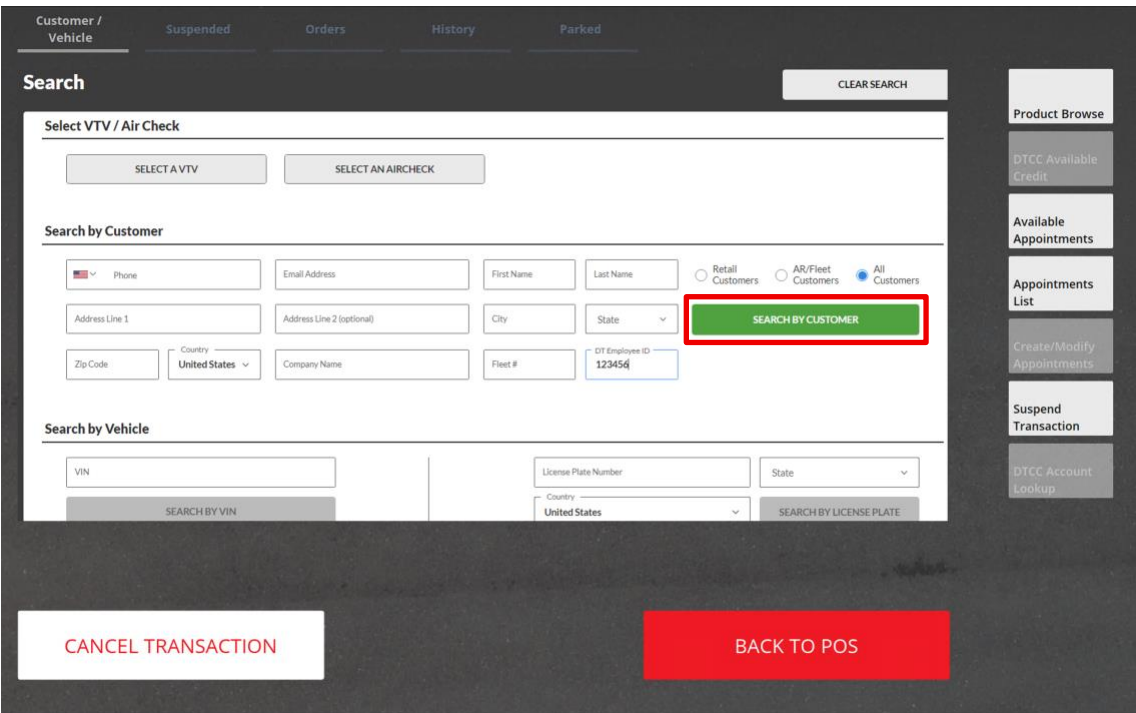
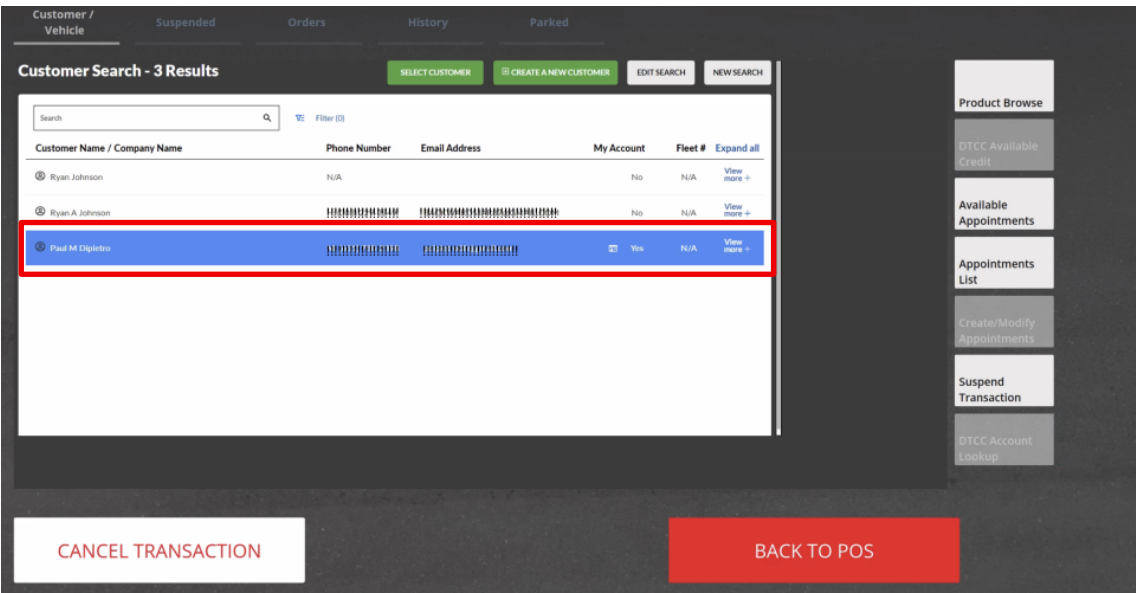
Winter Tire Program Authorization

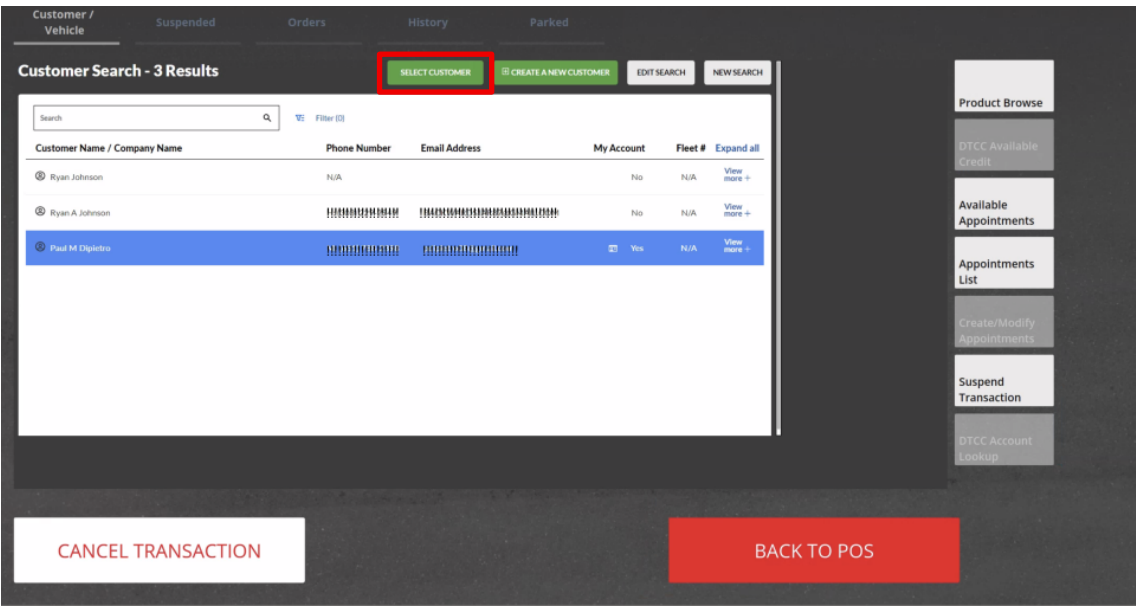
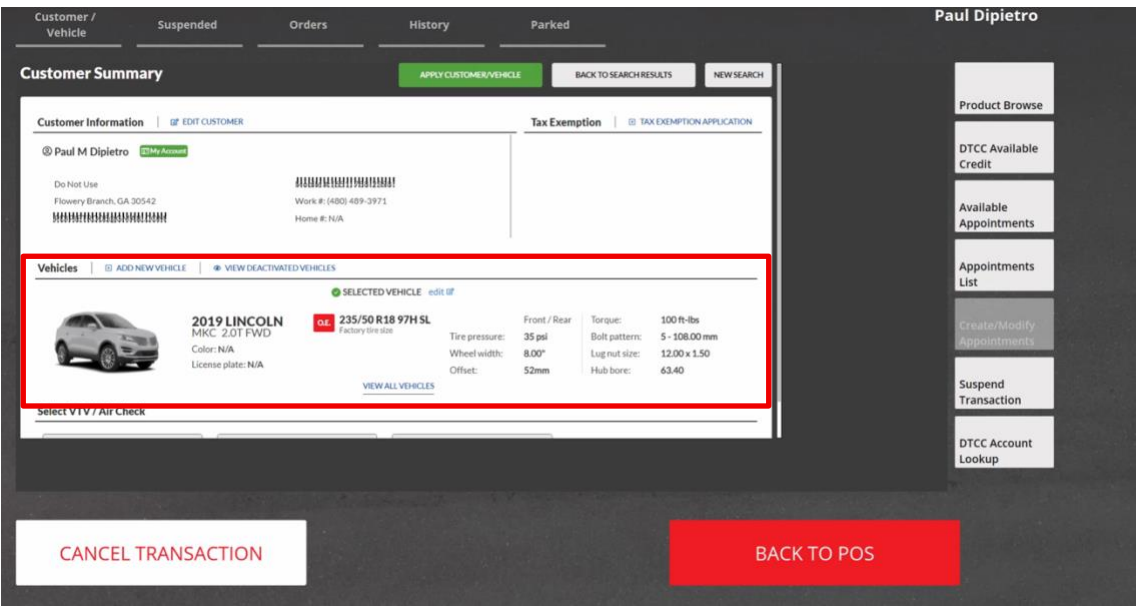
- Call your Regional VP or AVP to obtain approval for these tires.
- Do not install any product until **after** you have this approval.

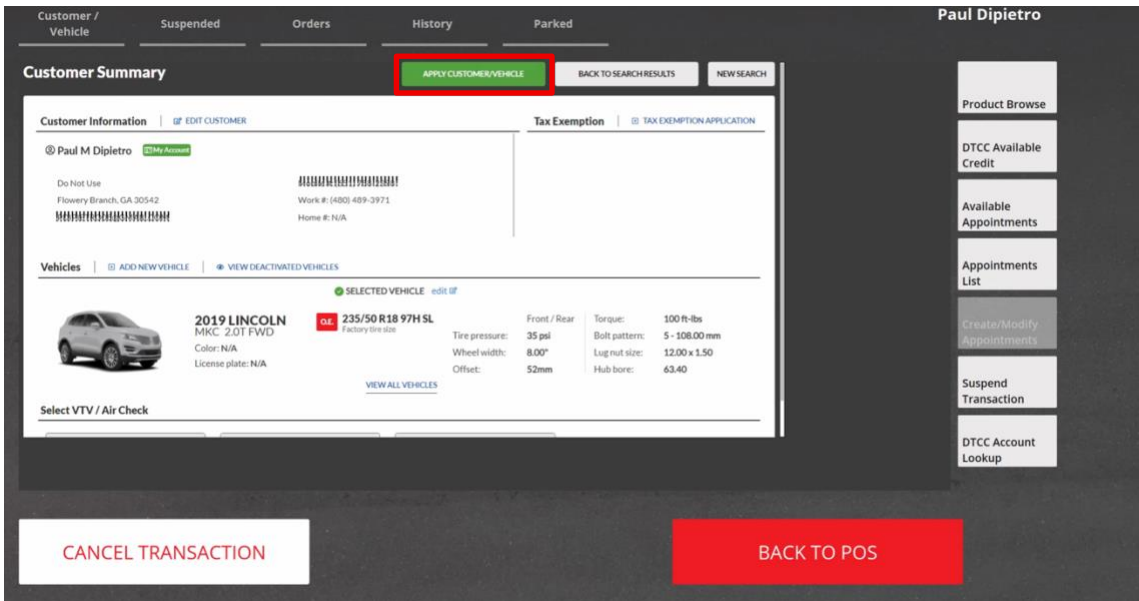
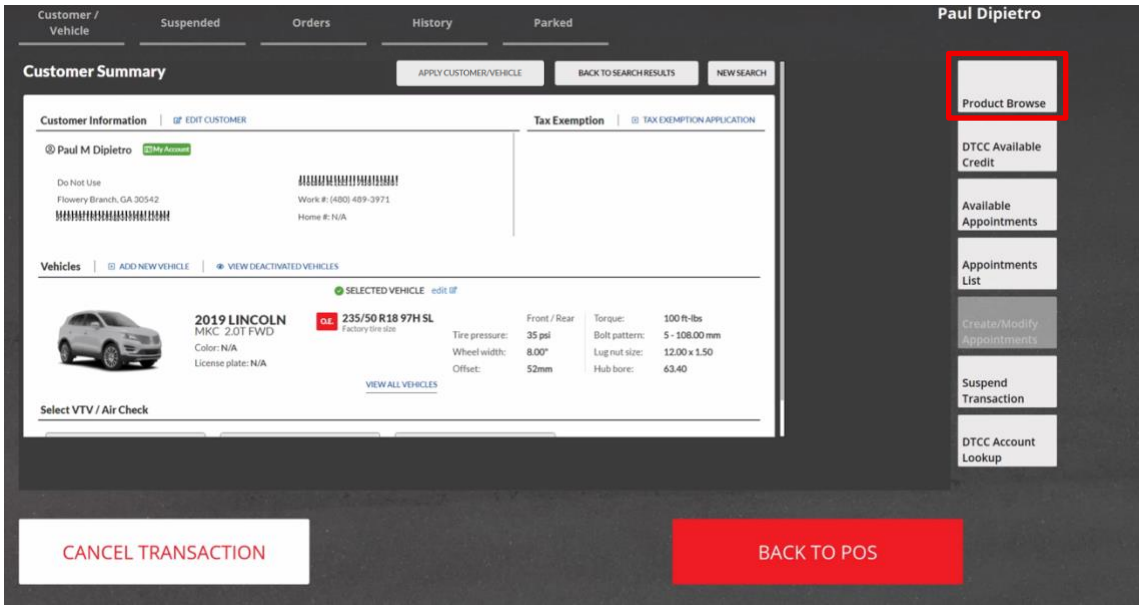
Invoicing Process

Follow the steps below to invoice winter tires for employees:

Step	Action
1	From the main screen, click Customer/Vehicle. 
2	Enter the Employee ID. 

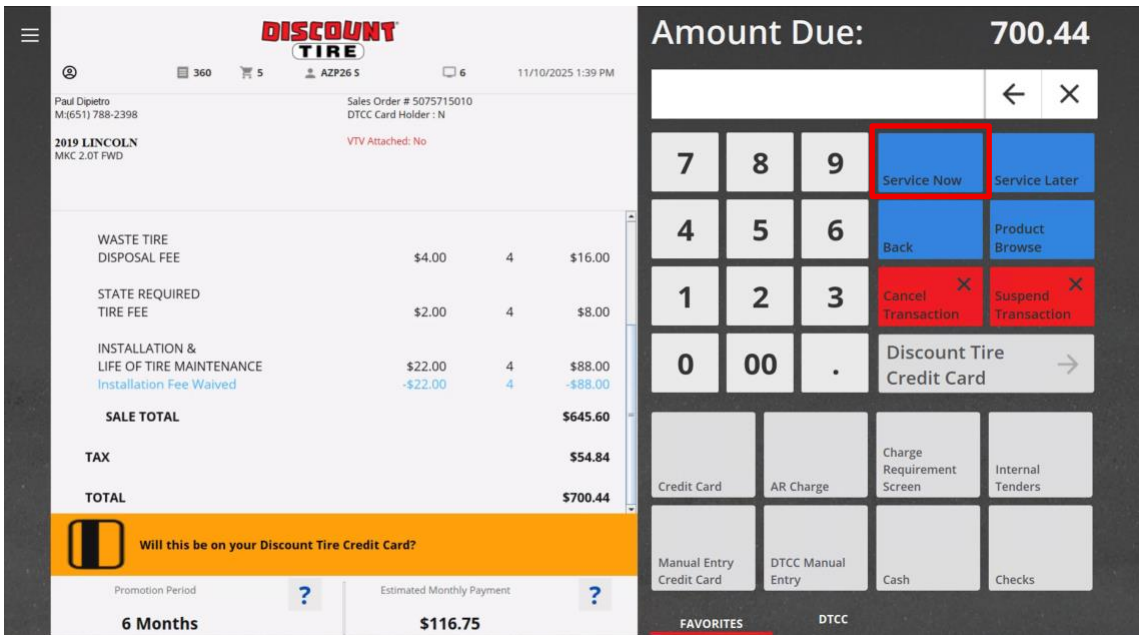
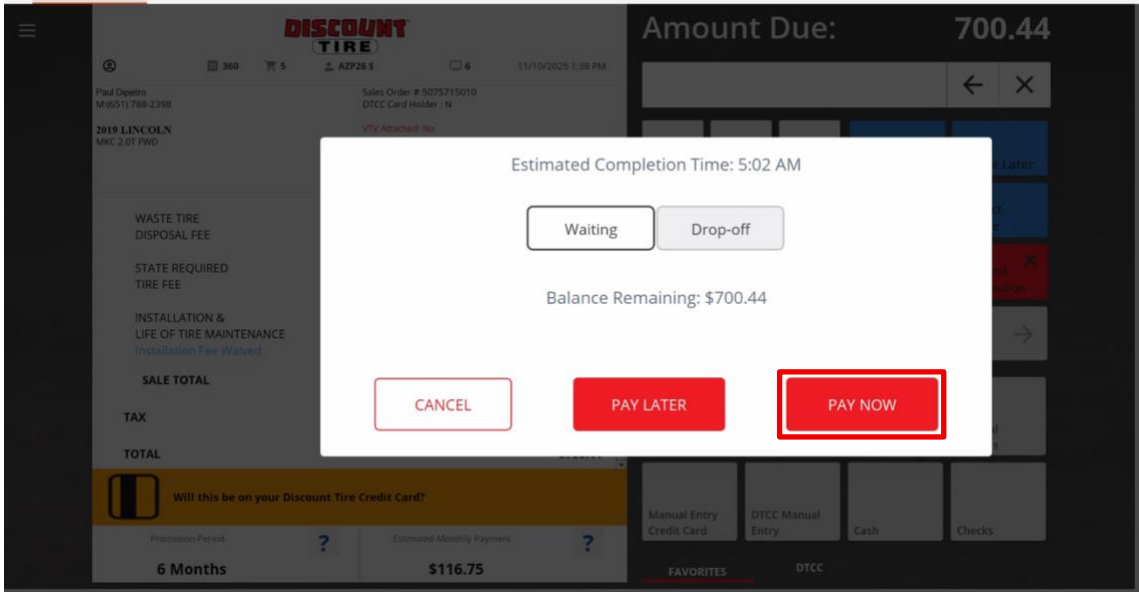
Step	Action
3	Click SEARCH BY CUSTOMER. 
4	Select the appropriate record. 

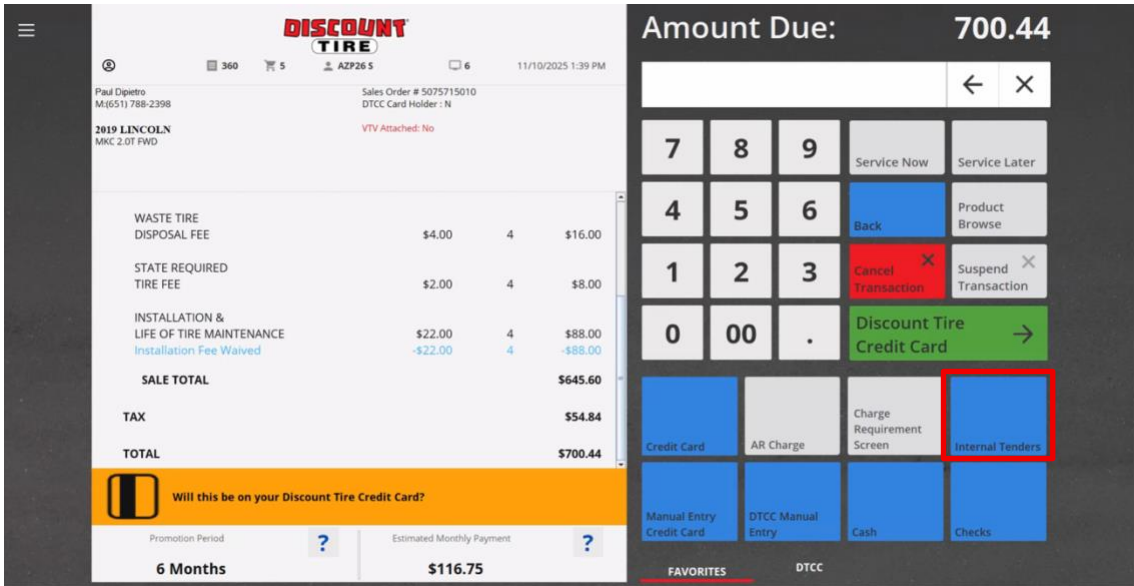
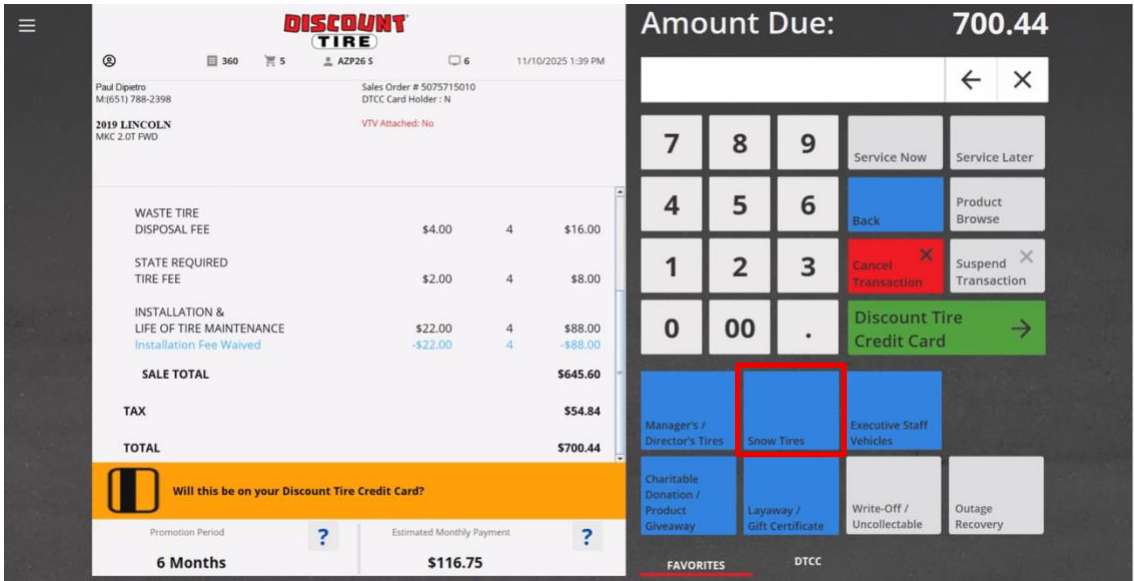
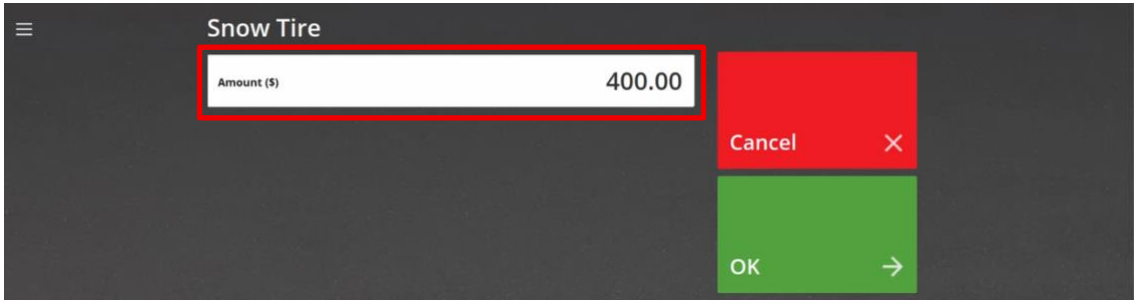
Step	Action
5	Click SELECT CUSTOMER. 
6	Select the appropriate vehicle. 

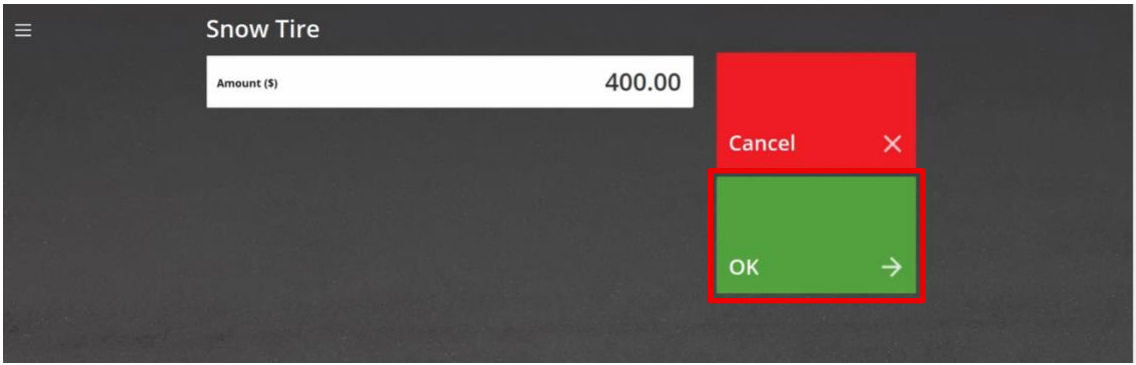
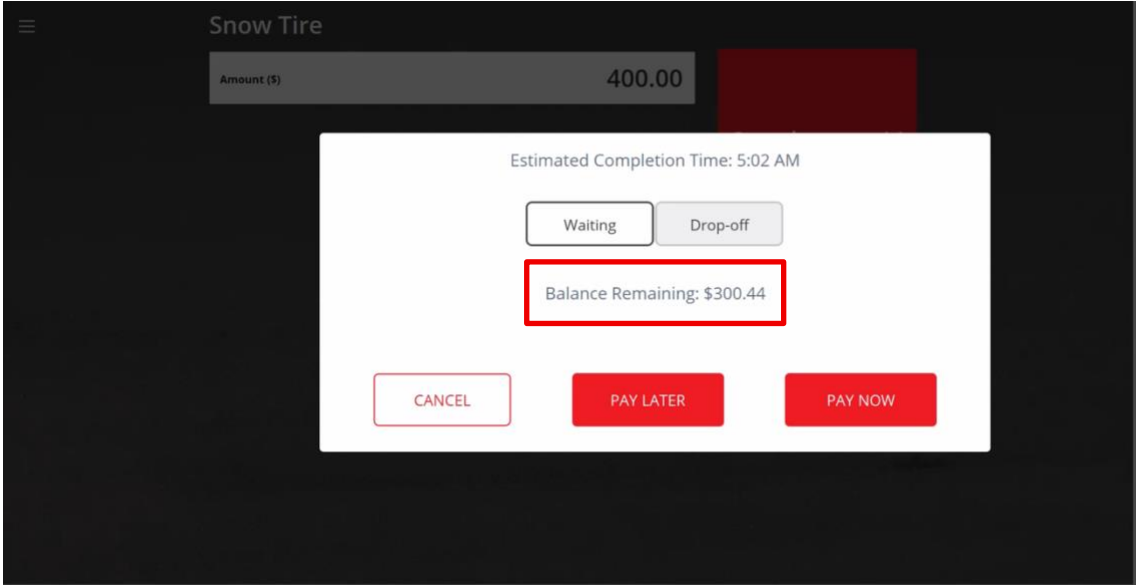
Step	Action
7	Click APPLY CUSTOMER/VEHICLE.  The screenshot shows the Paul DiPietro account page. At the top, there are tabs for 'Customer / Vehicle', 'Suspended', 'Orders', 'History', and 'Parked'. Below these is a 'Customer Summary' section. In the 'Customer Summary' section, the 'APPLY CUSTOMER/VEHICLE' button is highlighted with a red box. To the right of the 'Customer Summary' section is a sidebar with various options: 'Product Browse', 'DTCC Available Credit', 'Available Appointments', 'Appointments List', 'Create/Modify Appointments', 'Suspend Transaction', and 'DTCC Account Lookup'. At the bottom of the page, there are two large buttons: 'CANCEL TRANSACTION' and 'BACK TO POS'.
8	Click Product Browse.  The screenshot shows the Paul DiPietro account page. In the 'Product Browse' button in the sidebar, it is highlighted with a red box. The rest of the page content is the same as in the previous screenshot.

Step	Action
9	Follow the standard process to select the appropriate snow tire to be installed and proceed to the 'Cart' screen.
10	Verify the Apply Employee Discount box is checked.

Step	Action
11	Enter your Payroll ID. Comments (Maximum 255 characters) \$354.40 Total Instant Savings Pay Over Time with the Discount Tire Credit Card 6 Months \$117.00 Est. Annual Payment 6 Months \$117.00 Est. Monthly Payment ☐ Pay with your DTCC for extra savings DTCC payment will be required in checkout for savings Order Summary ☒ Apply Employee Discount ☐ Apply Military Discount Cart Subtotal \$645.60 Tax \$34.84 Total \$700.44 Payroll ID Required PROCEED TO CHECKOUT
12	Click PROCEED TO CHECKOUT. Comments (Maximum 255 characters) \$354.40 Total Instant Savings Pay Over Time with the Discount Tire Credit Card 6 Months \$117.00 Est. Annual Payment 6 Months \$117.00 Est. Monthly Payment ☐ Pay with your DTCC for extra savings DTCC payment will be required in checkout for savings Order Summary ☒ Apply Employee Discount ☐ Apply Military Discount Cart Subtotal \$645.60 Tax \$34.84 Total \$700.44 Payroll ID 123456 PROCEED TO CHECKOUT
13	Click Checkout. 617 Alert Center Pick Up Later DISCOUNT TIRE 360 5 AZP26 S 6 11/10/2025 1:38 PM Paul DiPietro Sales Order # 5075715010 DTCC Card Holder: N VTV Attached: No 2019 LINCOLN MKC 2.0T FWD Article #102165 235 /50 R18 101H XL BSW MCH X-ICE SNOW Employee Tires/Wheels Pr DIL VS950 TQ12 T10 SNAP-IN TPMS RBK VALVE KIT VS950 WASTE TIRE DISPOSAL FEE STATE REQUIRED TIRE FEE INSTALLATION & LIFE OF TIRE MAINTENANCE Installation Fee Waived SALE TOTAL TAX TOTAL \$222.00 4 \$888.00 -\$66.60 4 -\$266.40 \$0.00 4 \$0.00 \$4.00 4 \$16.00 \$2.00 4 \$8.00 \$22.00 4 \$88.00 -\$22.00 4 -\$88.00 \$645.60 \$54.84 \$700.44 Amount Due: 700.44 7 8 9 Customer / Vehicle Product Browse 4 5 6 Cancel Transaction Suspend Transaction 1 2 3 Create / Update Quote 0 00 . Checkout → Appointments Menu Store Parked Resume Suspended Transaction CSL Alert Center Menu Open Orders By Store FAVORITES MISCELLANEOUS DTCC

Step	Action
14	Click Service Now. 
15	Click PAY NOW. 

Step	Action
16	Click Internal Tenders.  The screenshot shows the Discount Tire POS interface. On the left, a receipt for Paul DiPietro is displayed with a total of \$700.44. On the right, a payment menu is shown with various options. The 'Internal Tenders' option is highlighted with a red box.
17	Select Snow Tires.  The screenshot shows the same Discount Tire POS interface. In the payment menu, the 'Snow Tires' option is highlighted with a red box.
18	Enter the amount up to \$100 per tire for passenger tires (\$400 total) or \$150 per tire for truck tires (\$600 total).  The screenshot shows a 'Snow Tire' dialog box. A text input field labeled 'Amount (\$)' contains the value '400.00'. Below the input field are 'Cancel' and 'OK' buttons.

Step	Action
19	Click OK. 
20	If the cost exceeds allotted amount, the employee must pay the difference as indicated by the remaining balance. 

Dismounting and Returns

Employees must return tires by **May 31** of the current year. Please follow the [Used Tire Best Practice](#) on the KC when processing these returns.

If the employee leaves Discount Tire for any reason, the winter tires must be returned, or the retail value will be deducted from the employee's final check.

Contact

The Corporate office monitors all employee purchases to ensure that they are handled correctly. Contact the Accounting Department if you have any questions.