



## VAN STOCK

Effective from Monday 21<sup>st</sup> September 2015

### Overview

Each van shall maintain a target level of van stock as per the DNA Electrical Van Stock List. Items that are not shown on this list shall not be kept in Van Stock.

As of Monday 21<sup>st</sup> September 2015 Van Stock will be tracked and monitored using SmartTrade. The office will generate orders each week to replenish stocks in each vehicle based on van stock items used by each employee. SmartTrade can identify Van Stock used by each Electrician based on Van Stock items entered in SmartTrade Mobile on the iPads. Electricians will no longer be able to put items into van stock themselves.

This process will eliminate the need for DNA Electrical to hold stock in the workshop

### Changes for the Electricians

- 1) As of Friday 18<sup>th</sup> September (after their stock take done) the Electrician CANNOT themselves put anything into their Van Stock that is not marked with an "s" for Sundries on the Van Stock List. Any materials going into van stock must come from an Order raised by the office.
  - a. Materials that have been bought for a job but are not required need to be credited. If there is some reason why they cannot be credited but they are still sellable then the electrician needs to mark them as for WORKSHOP STOCK when they complete their jobcard in Mobile and then place the item onto the Workshop Stock shelves in the correct place.
  - b. If the Electrician runs out of Van Stock before the end of the week then they must contact Josh, Andrea, or Joanne who will raise a Purchase Order against the relevant Van Stock account (the item of gear being purchased must be shown on the order taken from My Data Item category VAN STOCK).
- 2) For items shown with an "s" on the van stock list (for example sleeving, screws, connectors, crimp links, lugs, heat shrink, pin clips) the Electrician will place an order on the iPad against their relevant SUNDRIES job and collect the required items themselves from the nearest wholesaler

***Please note: Sundries supplies shall be taken from DNA Electrical residual workshop stock before we begin buying Sundries stock from Electrical Wholesalers.***

Attachment: [Van - Stock List product codes.xlsx](#)