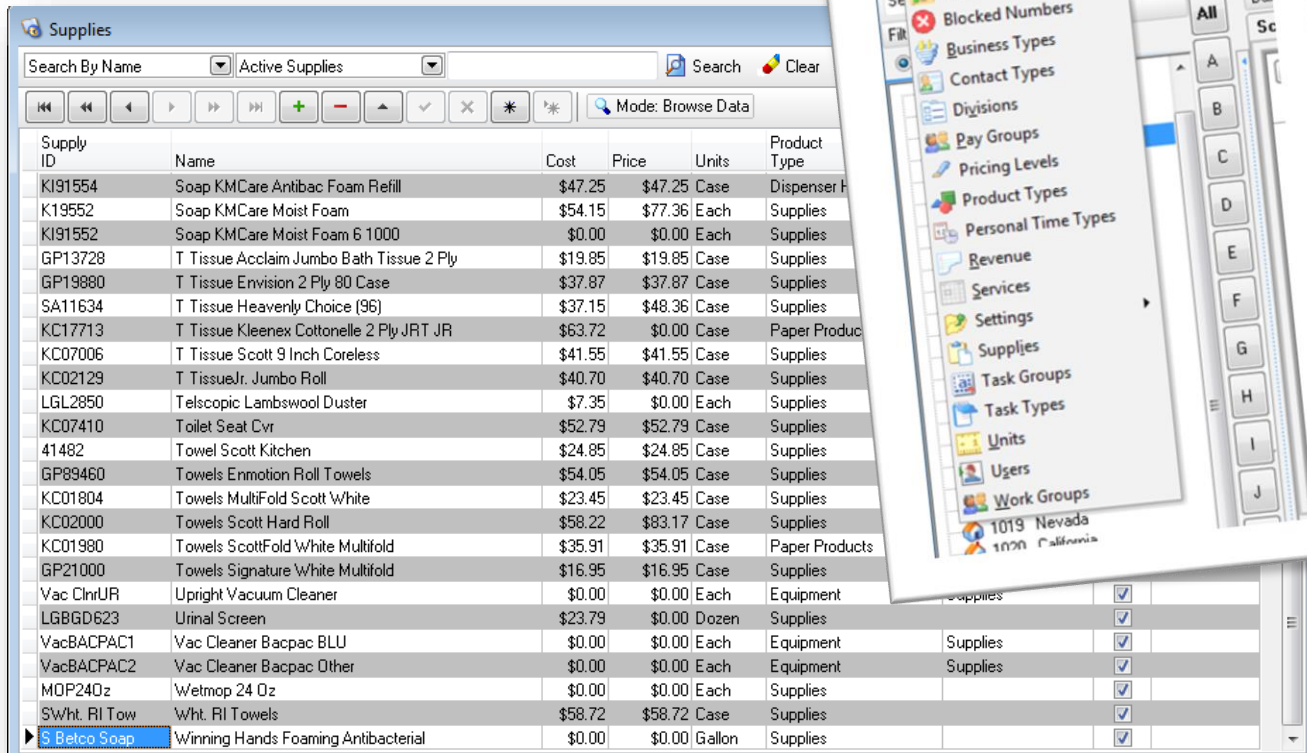


Supplies

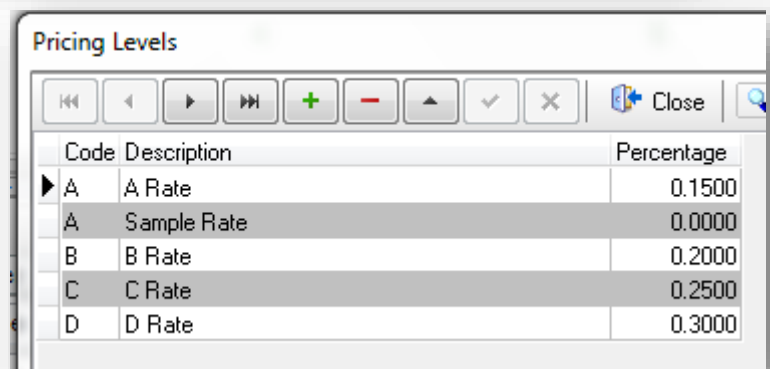
Supplies can be tracked, delivery tickets created and budgeted in ExpressTime. To use the many features below a pick list of approved chemicals, supplies and misc. supplies needs to be created.

- Create a supply pick list under Administration Supplies. Click the (+) to create a new record, then, fill in the applicable information.



Supply ID	Name	Cost	Price	Units	Product Type
KI91554	Soap KMCare Antibac Foam Refill	\$47.25	\$47.25	Case	Dispenser H
K19552	Soap KMCare Moist Foam	\$54.15	\$77.36	Each	Supplies
KI91552	Soap KMCare Moist Foam 6 1000	\$0.00	\$0.00	Each	Supplies
GP13728	T Tissue Acclaim Jumbo Bath Tissue 2 Ply	\$19.85	\$19.85	Case	Supplies
GP19880	T Tissue Envision 2 Ply 80 Case	\$37.87	\$37.87	Case	Supplies
SA11634	T Tissue Heavenly Choice (96)	\$37.15	\$48.36	Case	Supplies
KC17713	T Tissue Kleenex Cottonelle 2 Ply JRT JR	\$63.72	\$0.00	Case	Paper Product
KC07006	T Tissue Scott 9 Inch Coreless	\$41.55	\$41.55	Case	Supplies
KC02129	T Tissue Jr. Jumbo Roll	\$40.70	\$40.70	Case	Supplies
LGL2850	Telescopic Lambswool Duster	\$7.35	\$0.00	Each	Supplies
KC07410	Toilet Seat Cvr	\$52.79	\$52.79	Case	Supplies
41482	Towel Scott Kitchen	\$24.85	\$24.85	Case	Supplies
GP89460	Towels Enmotion Roll Towels	\$54.05	\$54.05	Case	Supplies
KC01804	Towels MultiFold Scott White	\$23.45	\$23.45	Case	Supplies
KC02000	Towels Scott Hard Roll	\$58.22	\$83.17	Case	Supplies
KC01980	Towels ScottFold White Multifold	\$35.91	\$35.91	Case	Paper Products
GP21000	Towels Signature White Multifold	\$16.95	\$16.95	Case	Supplies
Vac ChnUR	Upright Vacuum Cleaner	\$0.00	\$0.00	Each	Equipment
LGBGD623	Urinal Screen	\$23.79	\$0.00	Dozen	Supplies
VacBACPAC1	Vac Cleaner Bacpac BLU	\$0.00	\$0.00	Each	Equipment
VacBACPAC2	Vac Cleaner Bacpac Other	\$0.00	\$0.00	Each	Equipment
MOP240z	Wetmop 24 Oz	\$0.00	\$0.00	Each	Supplies
SWht. RI Tow	Wht. RI Towels	\$58.72	\$58.72	Case	Supplies
S Betco Soap	Winning Hands Foaming Antibacterial	\$0.00	\$0.00	Gallon	Supplies

- Post your record when finished. Since Supply delivery tickets can be generated using the Supplies feature, pricing levels can be created that will multiply the cost by the percentage rate and apply it to supply delivery tickets and budgets for a particular client.



Code	Description	Percentage
A	A Rate	0.1500
A	Sample Rate	0.0000
B	B Rate	0.2000
C	C Rate	0.2500
D	D Rate	0.3000

- To create "Pricing Levels" go to Administration/ Pricing Levels' click the (+) to create a new record and then fill in the applicable information. Post your record when finished.

Approved Supplies - Specific supplies can be assigned to each building, thus creating a drop list of approved chemicals, supplies and misc. supplies to be used when creating supply delivery tickets in the Scheduling tab.

Creating an “Approved Supply” list narrows down the supply pick list to only items used in a specific location. So for example an employee leaves a message that toilet tissue is needed in a building without specifying which type such as jumbo roll or coreless the approved list will help determine what is needed.

- If using “**Pricing Levels**” for delivery and budgeting purposes. Select the applicable pricing level. Checking “Bill Supplies”, “Bill Chem.” Or “Bill Misc” will add the applicable percentage rate to the supply delivery tickets and Budgets.
- To create a “**Approved Supplies**” list in a building go to Customers/Buildings and then to the Building tab above the calendar. Go to the “Approved Supplies” tab at the bottom of the screen, click the (+) to create a new record then, fill in the applicable information. Post your record when finished.

The screenshot displays the 'Building Information' form for 'Geaux Tiger Geaux Design Studio's'. The 'Pricing Level' dropdown is highlighted with a red oval, and the 'Approved Supplies' tab is highlighted with a blue oval. The table below shows the following data:

Supply Description	Unit Price	Billable
Bowl Care	2.61	<input type="checkbox"/>
39 In Liner	0	<input type="checkbox"/>
Pink Soap	5.23	<input type="checkbox"/>
Jumbo Jr Tissue	36.58	<input type="checkbox"/>
Vinyl Disposable Gloves	3.63	<input type="checkbox"/>

Once approved supplies are set up for your clients various reports can be generated such as order forms.

Building Approved Supplies Order Form

ServiceMaster Cleaning Alternatives

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5895 - BancorpSouth - Broadway Dr.
 713 Broadway Dr.
 Hattiesburg, MS 39401
 601-545-6800

SupplyID	SupplyDescription	Quantity
KC07006	T Tissue Scott 9 Inch Coreless	<input type="text"/>
HBX7658QK	Liner 38X58 Black Trash Liner	<input type="text"/>
CM226312YW	Mop Bucket And Wringer	<input type="text"/>
KC02129	T Tissue Jr. Jumbo Roll	<input type="text"/>
KC02000	Towels Scott Hard Roll	<input type="text"/>

Total records for building: 5

Tracking Supplies & Creating Supply Delivery Tickets

As with labor, supplies affect our bottom line. Ideally, delivery tickets are created when supplies are taken to a location, whether they are billable or not. This helps with the tracking, billing and the budgeting of supplies.

- Supplies also must be entered into each building as they are delivered for comparison in the statistic reports and to create supply delivery reports.

The screenshot shows a software interface with a search bar at the top set to '5895 BancorpSouth - Broadway Dr.' and 'Supervisor Validation'. On the left, a tree view lists buildings, with '5895 BancorpSouth - Broadway Dr.' selected. The main window displays 'Building Information' with tabs for 'Scheduling', 'Building', 'Budget', 'Work Order Requests', 'Projects', and 'Task Schedules'. The 'Budget' tab is active, showing a table with columns: Date, Contract Revenue, Budgeted Hours, Revenue Per Hour, Budgeted Labor, Budgeted Supplies, Housekeeping Labor Percent, Other Labor Percent, and Total Labor Percent. The data shows a consistent budget of \$345.42 and 22.00 hours per month from 01/2015 to 07/2015, with a total labor percent of 53.27%. Below this, a 'Select Description By ID' section shows a table with columns: Date, Type, Description, Quantity, Rate, Units, Total, and Notes. The selected date is 7/1/2015, and the entries include Contract Revenue (\$273.00), General Supplies (\$72.42), Housekeeping (20 hours at \$8.00), and Supervisor (2 hours at \$12.00).

To enter create a supply delivery ticket go to *Customers* and select a specific building. Select a date on the calendar that the supplies were (or will be) delivered. On the *Scheduling* tab below the calendar select the *Supplies* tab and click the (+) to create a new record then, fill in the applicable information. Post your record when finished.

The screenshot shows the 'Scheduling' tab in the software. A calendar for July 2015 is visible at the top. Below the calendar, there are several tabs: 'Performed Services', 'Scheduled Services', 'Weekly Planner', 'Supplies', 'Equipment', 'Caller ID', and 'Call Log'. The 'Supplies' tab is selected. A red callout box with an arrow pointing to the 'Show Approved Supplies' checkbox contains the text: "To narrow the search, select 'Show Approved Supplies' and your pick list will only include approved supplies, chemicals and misc. for this building." Below the tabs, there is a search area with 'From: 7/20/2015' and 'To: 7/20/2015'. A table of supplies is displayed below, with columns for Date, Product, Delivery Ticket, Quantity, Units, Price, Total Price, Product Type, and Product Type Group.

Date	Product	Delivery Ticket	Quantity	Units	Price	Total Price	Product Type	Product Type Group
7/20/2015	T Tissue Scott 9 Inch C		1	Case	\$0.00			
	T Tissue Scott 9 Inch Coreless				51.94		Case	Supplies
	Liner 38X58 Black Trash Liner				28.69		Case	Can Liners
	Mop Bucket And Wringer				55.2		Each	Supplies
	T Tissue Jr. Jumbo Roll				50.88		Case	Supplies
	Towels Scott Hard Roll				72.78		Case	Supplies
	Liner 24X32 Trash Liner WHITE				30.09		Case	Can Liners
	Towel Scott Kitchen				31.06		Case	Supplies

Building Supply Delivery Report Summary

ServiceMaster Cleaning Alternatives

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Parameters: Dates: 7/1/2015-7/20/2015 11:59:59 PM

1000 - ServiceMASTER

216 West 5th Avenue
Petal, MS 39465
582-0101

Product	Cost	Quantity	Price/Each	Units	Total Price
T Tissue Jr. Jumbo Roll	\$40.70	1	\$46.81	Case	\$46.81
Towels Scott Hard Roll	\$58.22	1	\$66.95	Case	\$66.95
Total :					\$113.76

5681 - BancorpSouth - Eastbrook - Petal

27 Byrd Blvd.

Product	Cost
T Tissue Scott 9 Inch Coreless	\$

Building Supply Delivery Report

ServiceMaster Cleaning Alternatives

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5897 - BancorpSouth - Operations
124 Hardy St.
Hattiesburg, MS 39401
601-545-5223

Date	DeliveryTicket	SupplyID	Product	Price	Quantity	Units	TotalPrice
07/03/2015	875987	PPMT601XW	Liner 38X58 White Trash	\$20.99	1	Case	\$20.99
							\$20.99

Total records for building: 1