



Beverage Systems, Inc.

1404 Old Salisbury Rd
Statesville, NC 28625
(609) 882-2100

12/20/17

12/20/17 – EML & Parts Receipt Procedures

Effective immediately, the following procedure must be followed when receiving any parts or equipment either at home or to storage.

Parts

1. Once parts are received, open box and check contents against packing list.
2. Once the parts are checked, write the receipt date on the packing list.
3. Submit the EML using the BSI Mobile Application by going to the EML form under the Forms folder. Take a picture of the packing list (each page) making sure that the BSI PO# (7 digit) is visible on the picture.
4. Keep the packing slips for 30 days just in case the office needs another copy of it. After 30 days, the packing list can be discarded or sent in with the paperwork.

Equipment

1. Once equipment is received, check serial number on box to make sure it matches the pick ticket.
2. If the serial numbers do not match, contact Charlene P right away.
3. With a marker, write the name of the account on each box.
4. Submit the EML using the BSI Mobile Application by going to the EML form under the Forms folder. Take a picture of the packing list (each page) making sure that the BSI PO# (7 digit) is visible on the picture.
5. Keep the packing slips and send them to the office with your weekly paperwork. All packing slips must be sent in with paperwork.

Penalty

- For employees that show a pattern of negligence to follow this procedure, the employee may lose (1) hours of PTO for every parts or equipment receipt that is not uploaded using the BSI Mobile App.
- If the employee does not have any PTO left to take for the calendar year, the hours will be deducted from the next calendar year. If the tech employee is terminated or resigns, the negative balance will be deducted from the final paycheck.

Any questions must be addressed with your manager directly.

Jim Ossa

Vice President



Beverage Systems, Inc | Corporate Headquarters