



BEST PRACTICES: SELLER

Managing Offers

- Put a chain of command in place to handle inbound orders, shipping products, and create invoices
 - Dedicate a salesman or counter team member to enter orders in your system
 - Dedicate a warehouse team member to ship quickly
 - Dedicate an AR member to create an invoice and receive payment
- Set up appropriate notifications to ensure orders aren't missed
- Set up appropriate inventory hold back percentages to ensure you don't stock out

Store Set Up

- Name each of your locations with meaningful information
 - Suggested: 'Street Name, City, Branch ID'
(West Ave., Houston, 587)
- Set up one store at a time until your team is comfortable with the process

Creating Products

- Only set up products you can ship efficiently
- Make sure your products have helpful descriptions
- Set up the proper product category
- Set up one product category group of items at a time

What To Offer

- Fast moving products
 - Close-out products
 - Products in case quantity
 - Overstocked products
 - Unique or hard to find products
 - Anything you sell!
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