

Memo: New Clinic Supply Procedure

Moving forward, we will be allowing each clinic lead to order supplies for each clinic for delivery to free up time for other functions. Below you will find an outline of the procedures and the necessary information to complete the process.

Clinic leads and/or those people most consistently scheduled in each clinic should complete the inventories and place all orders unless there is an urgent, communicated need.

1. General clinic supplies will be ordered from SAMS CLUB.

General rules around ordering from SAMS:

- A) Please try to order from the saved/frequently used items as those have been “shopped” already to be a good deal. IT WILL BE EASIEST TO GO TO THE “REORDER” TAB AT THE TOP. You aren’t restricted to these items if you need something else, but here you will find those items we have been using.
- B) Only order items that are eligible for free delivery.
- C) If a minimum order is required for delivery, please ensure that you hold off on ordering until you have enough items to qualify for free delivery.
- D) Please do not order an extremely large amount of any item just to “stock up”, the goal is to spread the cost out month to month, not concentrate it in one month.
- E) You should try to get on a regular ordering schedule.
- F) This is for general supplies, bulk items, coffee etc. If you order something like a case of paper, feel free to coordinate bringing some to other clinics as necessary.
- G) You can also order printer ink from SAMS.

Procedure: since there is only one cart available to us in the SAMS website, please notify your fellow WC’s that you are placing an order in the group text thread. When you have completed your order in the cart, please text me so that I can review it, match it by your inventory, and pay for it with the company card.

2. DOK shop materials

General rules around ordering from DOK SHOP:

- A) Order the supplies for your clinic as needed.
- B) Create the order and save the cart, name the cart “clinic name and date”
- C) Please only order those things we currently stock without prior permission.
- D) Please check with me to see if there are additional items that need to be ordered, including shirts or nametags for new hires etc prior to creating the order.
- E) Please verify that every address that is input for each item is the correct address for your clinic and that they all match. If any variation in addresses exists, they will split the order and charge us twice for shipping.

- F) If you can collaborate and work together to consolidate orders for multiple clinics into a single order and then coordinate transferring the items to your coworkers or dropping off at another clinic when you work there, please do that. You can coordinate amongst yourselves.
- G) When you order cardstock and items that allow multiple addresses be printed on the item, please include all our charlotte area addresses to facilitate a transfer of supplies between clinics should that become necessary and to support the growth of all clinics.
- H) Please consolidate the orders for shipping if it will allow you to do so.

(please place orders M-Th and when I am not working in an office to facilitate completion)

General procedure each time an order is placed: Before you place an order, please ensure that you have:

- 1. Updated your inventory and verify that no other suitable items can be used for that purpose. I will check your new inventory as part of my process of evaluating the order.**
- 2. Notify your fellow WC's that you will be placing items in the cart (for SAMS club only) in the group chat.**
- 3. After you have notified me that you are finished and I can pay for the order, and I have logged on to pay, I will respond in the group chat that the cart has been cleared out so you know it is available if someone else needs to place an order.**
- 4. I will be verifying that items need to be ordered prior to paying so please do not create an order in a cart without first performing an inventory.**

If you have any questions or need clarification, please contact me.

LOG IN CREDENTIALS TO ORDER:

SAMS

drkenneththomas@chirowellnessassociates.com

Lander1975!

DOK SHOP—in clinic passwords

[The Joint Chiropractic Dokshop Login](#)