

INSTRUCTIONS FOR EMS PAR INVENTORY SPREADSHEETS

- These spreadsheets will greatly reduce the time and effort required to maintain your station's PAR levels. We recommend conducting a complete physical inventory **once a month** to ensure you maintain the necessary supplies.
- To begin, **download the current spreadsheet** from EMS quicklinks for your station par each time you conduct an inventory. Products, part numbers, and par levels are subject to change and downloading the current spreadsheet keeps you up to date.
- Either print the sheets, or if you have access to a computer where you do your inventory, work off the spreadsheet itself. **Enter your supplies on-hand** (what your current inventory is) into the column marked "on hand."
- **The spreadsheet will calculate**, based on the par level, which items and how much of them you will need to order. Items you need to order will appear highlighted and red. The number that you need to order will appear in the column marked "CALC'D ORDER QTY." If you are working off paper copies, when you are done with the physical inventory you will have to then enter the information on a computer.
- Open a web browser and **sign into your Boundtree.com ACuser** account.
- **CHECK THE WEEKLY BACKORDER REPORT SENT OUT BY THE EMS SECTION TO PREVENT DOUBLE ORDERING OF SUPPLIES.**
- From the spreadsheet, click on the Boundtree part number of the item that you need to order. The browser will open a new tab for the specific item page that you need. You simply **enter the quantity you want and click "add to cart."**

NOTE: WHEN THE BROWSER TAB APPEARS AFTER YOU CLICK ON THE ITEM, IF IT SAYS "WELCOME GUEST, LOGIN" AFTER YOU HAVE ALREADY LOGGED IN, SIMPLY GO BACK TO THE SPREADSHEET AND CLICK ON THE LINK AGAIN. IF IT STILL SAYS "WELCOME GUEST, LOGIN" THEN SIGN INTO YOUR ACCOUNT AGAIN.

IT SHOULD SAY "WELCOME (your name) LOGOUT"

PROCEED WITH ORDERING THE NUMBER OF ITEMS YOU NEED AND ADD THEM TO YOUR CART. MAKE SURE YOU ARE ORDERING THE CORRECT UNIT OF MEASURE, IE SINGLE ITEM VS. CASE. GO BACK TO THE SPREADSHEET AND ORDER THE NEXT ITEM.

THE DOUBLE LOGIN IS AN INFREQUENT OCCURRENCE.

- After you add all of the items to the cart that you need, **complete the normal check out procedures**. The purchase order number will be added once the order is received and processed by MCFRS EMS Supplies.
- If you wish to save your cart to retrieve it at another session, simply go to "Save Cart" and either create a new name or use an already existing name. This will remove your items from your current cart and save it for a later date