



# Car Wash Superstore / Store Divvy Policy

Car Wash Superstore is WhiteWater's new provider to all locations for store and facility supplies. This will replace anything that we buy from Amazon, at Walmart, Home Depot, Lowe's or grocery stores. It will also replace anything we order from Kleen-Rite or other car wash suppliers. Finally, this will replace all towel orders.

## Ordering Process

Orders take place once a week on Tuesdays. On Mondays, the Store Manager should identify any items that have been consumed through the past week and leave the list for the General Manager the following day. The General Manager then validates the list before submitting.

If you see an item on the list that you do not typically carry, do not order it without discussing with your Area Director.

If a store has not ordered with Car Wash Superstore before, or a manager is new to WhiteWater, the Area Director should review and approve the store's orders for the first 3 weeks.

Shipping takes 1-3 days depending on your location, so plan accordingly. Use the same budget guidelines for supplies as we have on Divvy as you are ordering for the month.

As a result, stores are no longer permitted to use the Divvy card for facility and store supplies. Store Divvy card limits will be lowered to \$500 per location per month. This may be used for any emergency purchases as well as the Store Pantry budget.

Facilities team, Multisite Directors and Area Directors will be responsible for making any larger purchases on their Divvy card (parts and equipment, customer claims, etc). Multisite Directors, Area Directors and Facilities teammates will have accounts on Car Wash Superstore's website and will also be able to place phone orders.

## Towels

Car Wash Superstore will ship towels in 6 case packages. Do not order until you are down to no more than 2 cases of towels. Enter "0" in the inventory form and you will receive a case of 6 boxes of towels.

## Link

The link to the portal is below:

<https://www.cognitoforms.com/WhiteWaterCarWash1/nationalprideequipmentordersupplies>

**As a reminder, Store Managers are able to approve purchases up to \$200 and General Managers are able to approve purchases up to \$500.**

Invoices will be sent to the General Manager / Area Director for approval based on \$ amount.

## Contact

Contact info for questions:

[donovan@carwashsuperstore.com](mailto:donovan@carwashsuperstore.com) – Dedicated Sales Rep

[matt@carwashsuperstore.com](mailto:matt@carwashsuperstore.com) – Sales

[rstimmer@carwashsuperstore.com](mailto:rstimmer@carwashsuperstore.com) - Products



## Car Wash Superstore / Store Divvy Policy