

EXEMPT PERFORMANCE APPRAISAL CRITERIA FOR STOCK BUYERS

Stewart & Stevenson
Houston, TX

Contact: Liberty DeLeon - l.deleon@ssss.com

JOB KNOWLEDGE

- Share best practices
 - Fix root cause across all areas of responsibilities
- Planned customer buy management integration
 - Metro I-10
 - 640CSG
 - Waukesha
- General understanding of entry processes for
 - Sales Orders
 - Service Orders
 - Work Orders
- Through understanding of supplier ordering processes, cut-offs, exceptions, exception routes
- Knowing when to escalate an issue
 - Who
 - How
 - When
- Understanding ramifications of your actions or in-actions
- Evaluate inventory carrying cost vs. customer service and acquisition cost
 - Annual demand, MADP, value of part, quantity and freight (Eddie to design report)
- Eddie to provide E3 capabilities checklist
- Product Knowledge
- Method of ordering
- Internal Customers
- Effective Communication
- Ordering cut off times
- Best freight method to be used for both CSC and Supplier
- Problem Solving
- Positive/Negative impact on Customer Service
- Cost
- Effective processing
- Invoice Discrepancies
- Sense of Urgency
- Setting Priorities

EXEMPT PERFORMANCE APPRAISAL CRITERIA FOR STOCK BUYERS

- Accuracy
- Quality of Work
- Part Number Supersessions

- Electronic Commerce
 - EDI
 - Outside Supplier Systems
 - What to do if it appears that systems are not working properly
- How to handle special uniqueness of parts within a supplier
- Maintenance E3
 - Part set up
 - Supersessions
 - Auxiliary balances
 - Stock-non stock
 - E3 eligible
 - Overstock transfer analysis & request
 - Manage freight cost
 - Fill rates
 - Inventory management
 - Obsolete parts & returns
 - Assist EM buyers
- Knowledge of routings – Customer Service vs. Acquisition Differences
 - Hyster
 - Stock
 - Fast Value
 - Emergency
 - DDC
 - Stock
 - Unit down
 - Emergency
 - Allison
 - Stock
 - Ground
 - Waukesha
 - Stock
 - Emergency ratios
 - Customer order stock
 - Emergency forecast
 - EMD
 - Truck
 - Air

EXEMPT PERFORMANCE APPRAISAL CRITERIA FOR STOCK BUYERS

- Deutz
 - Monthly
 - Weekly
- Stock
- Emergency orders

- Vendor Selection
- Approval processes with branch personnel
- Overall supply chain responsibilities knowledge

QUALITY OF WORK

- Accurate
- Timely
- Effective Communication
- Follow-up on PO confirmations on same day and/or early next a.m. dependent on time order was placed.
- Buyer brings issues to management for concurrence with recommended solution implementation
- Consistently demonstrate effective communication with CSC
 - New customer
 - New demand
 - New product lines
 - Know & understand your CSC
- General check in calls to parts manager
- Follow-up on open orders and update line item with new delivery date in system accordingly.

QUANTITY OF WORK

- Effectiveness
- Speak up and volunteer for extra work assignments
- Pick up the phone and communicate to eliminate long e-mails
- Don't work your orders to fill the day
- Volume of orders based on complexity

INITIATIVE/REALIABILITY

- Volunteer above and beyond your normal work
- Volunteer for backup coverage
- Assist CSC's
- Do what you say you will do
- Follow-up to insure task/action was completed

EXEMPT PERFORMANCE APPRAISAL CRITERIA FOR STOCK BUYERS

- Expediting status updates
- Overall process
 - Following Supply Chain processes working to educate branch
- Flexibility
- Product change
- Special projects
- Maintain Customer Service Friendly attitude

WORKING RELATIONSHIPS

- Positive and friendly attitude with all peers
- Foster team work with peers
- Foster working relationship with suppliers
- Foster team work with CSC's
- Backup coverage excellence
- Team Work
 - Non-stock and stock buyers
 - Among stock buyers
- Foster an active engagement in FISH philosophy

PROBLEM SOLVING

- Try first to solve your own problem
- Troubleshoot first and then ask for help
- Know when to ask for assistance
- Find root cause of problem so it does not reoccur
- Follow-up

ATTENDANCE

- Show up every day
- Be on time
- Take responsibility for your job and our customers
- Don't be a clock watcher
- Do what you have to do to get the job done
- 8 hours work for 8 hours pay

EH&S COMPLIANCE

- Safety to and from work
- No horseplay
- Maintain a tidy area

EXEMPT PERFORMANCE APPRAISAL CRITERIA FOR STOCK BUYERS

- Eliminate tripping hazards
- Follow purchasing guidelines for requiring MSDS when appropriate
- Knowledge of transportation issues surrounding the handling of hazardous materials

BUSINESS PRACTICES

- Implement ethical and compliance concept with suppliers
- Avoid sharing prices between suppliers
- If in doubt – Ask!

EMPLOYEES PROGRESS

- Where were you at the start of the previous review period?
- What progress was made?
- Where are you now?

EMPLOYEES DEVELOPMENTAL NEEDS IDENTIFIED

- Things previously discussed
- Training
 - Computer Software
 - Buyer informational courses
 - Time Management
 - Prioritization Skills
 - Communication Skills
 - Interpersonal Skills
- Always be Customer Service Friendly
- Job Knowledge
- Quality of Work
- Quantity of Work
- Initiative/Reliability
- Working Relationships
- Problem Solving
- Attendance
- EH&S Compliance
- Business Practices

POTENTIAL

If no – give reason

If yes –

Wider responsibilities by adding more suppliers, different CSC's

Assume more backup responsibilities

Attitude to support picking up more work assignments

Effectively would be able to add more duties

**EXEMPT PERFORMANCE APPRAISAL CRITERIA
FOR STOCK BUYERS**