



New Part Number Request Procedure

New Part Number Request

When requesting new part numbers to be created please use the below template to ensure you have all the right information before emailing off to ray@4x4megastore.com.au for creation.

Supplier	
Part Number	
Item Description	
Cost	incl/ ex gst
RRP	incl/ ex gst
Freight Cost	
Sales Order	
Purchase Order	

**** Please note: You will have to indicate whether the cost & rrp include or exclude gst. Also provide the sales order & purchase order the part number will be attached to if you have created a "CUSTOMER ORDER" in place of it for the meantime ****