### REQUIREMENTS FOR SIMMONS SIR SERVICE

### **Requirements for Paper Data:**

(Mail, Fax)

- 1. Signed Service Agreement with check
- 2. Completed Site and Tank Information form:
  - Complete Company and Site Addresses with states and zip codes
  - Tank size (capacity, diameter, and length)
  - Tank type, material of construction, and manufacturer
  - Product type
- 3. Tank Chart with 1/8-inch conversion readings
- Daily Inventory Data (must be legible Use Black ink)
  This includes:
  - Company, Site and Product names
  - Date each measurement is taken
  - Daily Opening stick measurement in gallons
  - Daily Closing stick measurement in gallons
  - Daily Sales in gallons
  - · Gross delivery gallons
  - Water reading in gallons once a month
  - 30 days of inventory data

# Requirements for Electronic Data: (E-mail, Website

CD, 3.5" disks, BBS)

- 1. Signed Service Agreement with check
- 2. Completed Site and Tank Information form
  - Complete Company and Site Addresses with states and zip codes
  - Tank size (capacity, diameter, and length)
  - Tank type, material of construction, and manufacturer
  - Product type
- 3. Tank Chart with 1/8-inch conversion readings
- 4. Daily Inventory Data This includes:
  - Company, Site and Product names
  - Date each measurement is taken
  - Daily Opening stick measurement in gallons
  - Daily Closing stick measurement in gallons
  - Daily Sales in gallons
  - Gross delivery gallons
  - Water reading in gallons once a month
  - 30 days of inventory data
- Acceptable format for our Production system These include:
  - Standard Record Layout
  - Pinnacle
  - Autosend
  - PDI
  - Aztech
  - StoreMaster
  - Factor
  - SDEFS Simmons Data Entry Filtering System (furnished at no charge) - Must furnish street address for shipping software.
- WinZip Program to zip and unzip files for electronic transmission.
- Adobe Acrobat Reader required to view and print reports

# Computer requirements:<sup>1</sup>

# 1. Adobe Acrobat Reader<sup>2</sup>

#### Minimum:

- i386<sup>™</sup>, i486<sup>™</sup>, Pentium®, or Pentium Pro processor-based personal computer
- Microsoft® Windows 95, or Windows NT® 3.51 or later
- 16 MB of RAM (24 MB for Windows NT) available to Acrobat Reader
- 10 MB of available hard-disk space

These requirements may be different for your system, please consult Adobe for the correct system requirements.

# 2. WinZip<sup>3</sup>

#### Minimum:

 Windows 95, Windows 98, or Windows NT 4.0, Windows 3.1, or Windows for Workgroups

# 3. SDEFS<sup>4</sup>

#### Minimum:

- Windows 95
- Minimum CPU 486/66 Pentium
- Minimum memory of 16 Meg. (24 Meg. or more is recommended)

### **Preference for Electronic Transmission:**

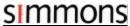
- E-mail (file size is an issue) production@simmonscorp.com
- 2. Website www.simmons-corp.com
- 3. CD-ROM
- 4. BBS
- 5. 3.5" Disks

## **Communication Hardware/Software Requirements:**

- 1. Modem for E-mail, Website, or BBS transmissions
- 2. Internet access for E-mail or Website transmissions
- 3. Any communication software for BBS transmissions

### **Time Frame for Data Processing:**

- 1. New Customer 10 Business Days
- 2. Established Customer
  - a. Paper Data 7 Business Days
  - b. Electronic Data 5 Business Days



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<sup>&</sup>lt;sup>1</sup> Must know what version of Windows the customer is using before sending any software.

<sup>&</sup>lt;sup>2</sup> Can be downloaded from website or can be sent via 3.5" disks or CD-ROM.

ROM.  $^{\rm 3}$  Can be downloaded from website or can be sent via 3.5" disks or CS-ROM.

<sup>&</sup>lt;sup>4</sup> After customer setup, can be sent via 3.5" disks.