

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
4. 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
5. 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.**
6. WinZip Program to zip and unzip files for electronic transmission.
7. Adobe Acrobat Reader - required to view and print reports

Computer requirements:¹

1. Adobe Acrobat Reader²

Minimum:

- i386™, i486™, 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. WinZip³

Minimum:

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

3. SDEFS⁴

Minimum:

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

Preference for Electronic Transmission:

1. E-mail (file size is an issue) - **production@simmons-corp.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

¹ Must know what version of Windows the customer is using before sending any software.

² Can be downloaded from website or can be sent via 3.5" disks or CD-ROM.

³ Can be downloaded from website or can be sent via 3.5" disks or CS-ROM.

⁴ After customer setup, can be sent via 3.5" disks.

