

Distribution & Delivery Center CEO

You are responsible for the smooth operation of the Distribution & Delivery Center. Many customers will be visiting your business during the day to purchase supplies for their business operations. Be sure all employees are familiar with their responsibilities and are courteous to the business representatives. The Distribution & Delivery Center will also deliver all mail and packages to the businesses. Make sure these are done in a timely manner since businesses need these items to operate.

1. Get iPad From the Cart



Your job requires you to use two devices today, a computer and an iPad. Go to the iPad cart to pick up **iPad #23**. A teacher will be at the cart if you need assistance.

2. Business Cost Sheet

You should have your **BizPrep Packet** from school. Give the **Business Costs Sheet** in the packet to the CFO. Keep the other pages until someone from the other businesses comes to collect them.

3. Use Computer to Verify Orders



Use your computer to assist Package Handlers with delivering the start-up supplies. Click on the **Verify and Deliver Orders** tab on the left-hand side of the screen. For each business that has ordered their start-up supplies, click on the **Verify & Deliver** button on the right-hand side of the screen. Ask the Stock Manager and Package Handlers to deliver the packages to the businesses that have ordered their start-up supplies.

4. Loan Application & Promissory Note

Following the Pledge of Allegiance, take your **Loan Application** and **Promissory Note** to the Bank CEO to apply for your business loan.

5. Sign Payroll Checks

Sign all payroll checks, after the CFO has printed them.

6. Direct Deposit Enrollment Forms

Give the **Direct Deposit Enrollment** forms to a Bank employee when they come to collect them. These are in your BizPrep envelope.

7. Prepare Speech



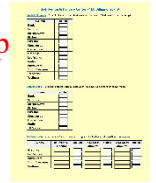
Practice your CEO Speech. This is located in the red **PDF Expert** app on your iPad. You will say this at the **Opening Town Meeting**. Bring the iPad to the meeting with you. You will read your speech from the iPad.

8. Billing

After today's start-up supply orders have been delivered, you are responsible for generating eBills on your **computer** for start-up supplies, delivery fees, and reorders.



➤ Use the **CEO Billing Checklist** on your **iPad** in the red PDF Expert app to keep track of when the three types of bills listed below are paid.



- a. **Start Up Supplies:** This is for all businesses.
 - 1) Select the **Billing** tab on the left-hand side of the computer screen.
 - 2) Select **Create New Bill** at the bottom right.
 - 3) Type **\$5.00** for the Amount Due.
 - 4) For both the Reason and the Message, select **Start Up Supplies**.
 - 5) Select **Next** at the bottom to view information.
 - 6) Select **Send eBill** to send the bill to the business.
- b. **Delivery Fee:** This is for businesses that do NOT reorder.
 - 1) Select the **Billing** tab on the left-hand side of the computer screen.
 - 2) Select **Create New Bill** at the bottom right.
 - 3) Type **\$2.00** for the Amount Due.
 - 4) For both the Reason and the Message, select **Delivery Fee**.
 - 5) Select **Next** at the bottom to view information.
 - 6) Select **Send eBill** to send the bill to the business.
- c. **Reorders:** These will come in for businesses that are allowed additional supplies.
 - 1) Select the **Billing** tab on the left-hand side of the computer screen.
 - 2) Select **Create New Bill** at the bottom right.
 - 3) Type the Amount Due (businesses can only spend a total additional amount of **\$5.00** for the day).
 - 4) For both the Reason and the Message, select **Supplies Reorder**.
 - 5) Select **Next** at the bottom to view information.
 - 6) Select **Send eBill** to send the bill to the business.
 - 7) Print out the reorder and give to the Stock Manager(s) to fill the order.
The Package Handler will deliver the order.

9. Print Tomorrow's Orders

- a. Select the **Prepare Tomorrow's Orders** tab on the left-hand side of the screen.
- b. Select the **Generate and Print** button next to each business to print order sheets for tomorrow's supplies.
- c. Give these sheets to the Stock Manager(s) to use for packing **Tomorrow's Supplies Containers** with business start-up supplies for the following day.

10. Rental Agreements

Sign the **Rental Agreement** when the Property Manager brings it to your business.

11. Philanthropy Pledge Sheet

Allow the Non-Profit Director to place a container for individual contributions in your business. Give them your **Philanthropy Pledge Sheet** when they ask for it. Encourage your employees to contribute. The Non-Profit Director will return later in the day to

collect the container. Remember, this container is for **your** employees to use when making a donation, if they wish to do so.

12. Case #1 Envelope

Give the District Attorney the Case #1 Clue Envelope when they come to collect it.

13. Park Bench Pick-Up Form

When the Construction Company comes to pick up and drop off the bench that they are disassembling and assembling for the day; please give it to them along with their parts box. You or your staff will need to sign the **Bench Pick-Up Form** that they bring with them. The park bench and parts box are stored in the corner of your business by the supply shelves. There is no charge for this.

14. Check on Stock Managers

After the **Tomorrow's Supply Order Containers** have been filled, make sure your Stock Manager(s) are completing their other jobs, such as completing the **Final Inventory Sheet** and delivering plastic shopping bags (during the last green afternoon shopping break). Your business is being paid for this service with direct deposit from BizTown and it is an important part of your business income.

15. Kitting Cart

When the Construction Manager comes for the kitting cart located by the cooler, please give it to them. They will return it after they are done with the kitting project. **As time permits, un-kit the kitting bags from yesterday.** These are on the supply shelf. Put the parts back in their proper containers.

16. Clear Forms



Follow the directions on the next page to **clear forms in the PDF Expert app on the iPad.** Take your iPad and give it to the teacher stationed at the iPad carts.

17. Clean Up

Assist with business clean up at the end of the day.