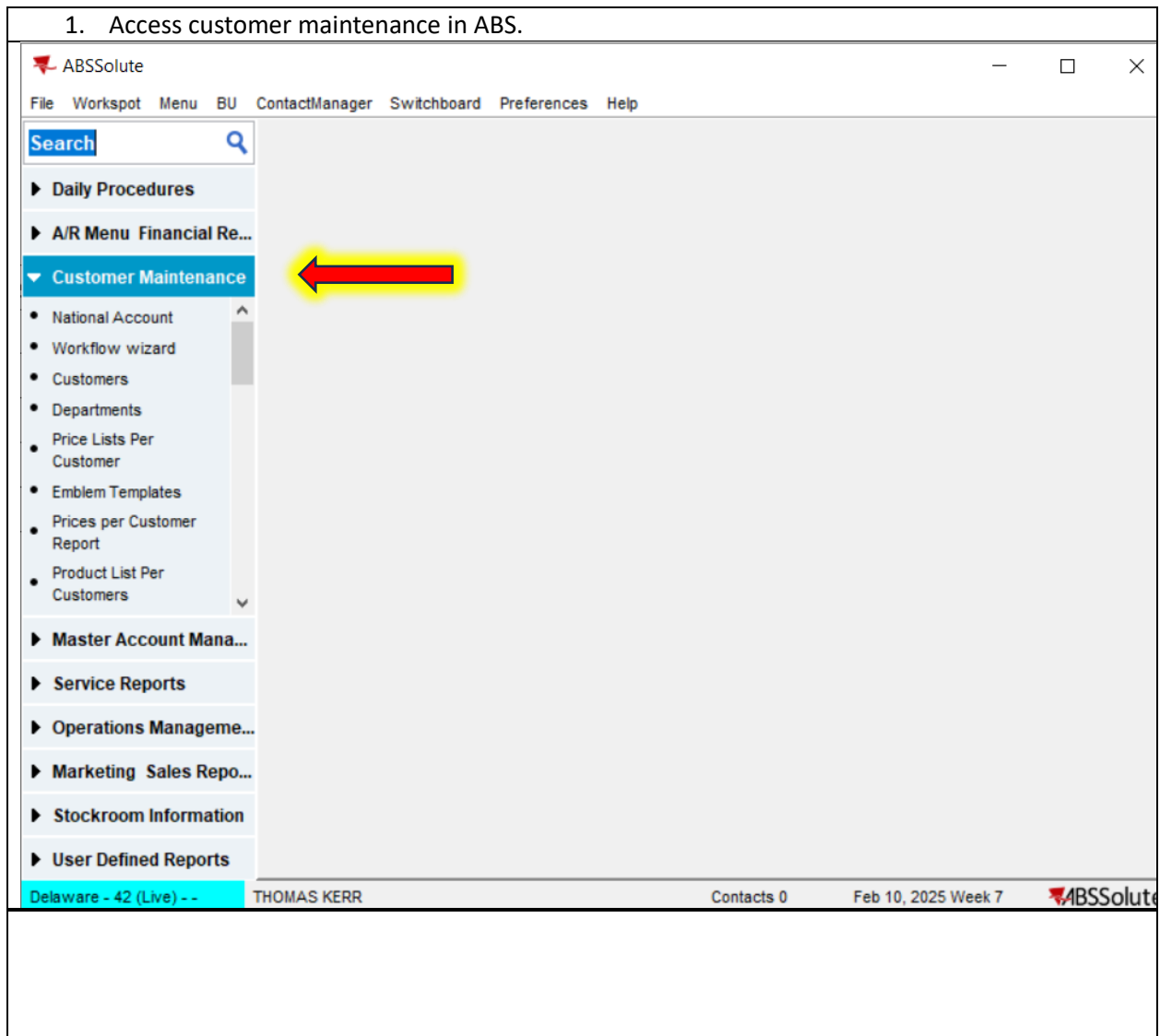


ABS Mat Lease Set-Up Procedures

Objective: These step-by-step instructions outline how to properly set up a mat as either a leased product or a rental product. It is critical that the setup accurately reflects the service specified in the Customer agreement. Misclassifying a mat as a rental when it is not being laundered and switched out at the agreed-upon frequency is unethical and unacceptable. A mat can be changed from rental to lease if it isn't being exchanged every week and the customer understands the terms of a leased mat. Note that a leased mat requires attention and should be exchanged when cleaning is necessary - it is not to be ignored. Ensure all setups align strictly with the service commitment to the Customer.

1. Access customer maintenance in ABS.



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2. Select the Product List Per Customers Tab. (Note the font will turn blue when hovering over the text with your mouse.)

The screenshot shows the ABSolute software interface. The left sidebar contains a tree view of the application's structure. The 'Product List Per Customers' option is highlighted with a red arrow. The main window displays a table with columns: Code, Description, Finishing, Size Definition, Circulate, Fixed Qty, Rental Price, Start Date, End Date, Billing, Finishing, System U, and Timestamp. The table is currently empty.

3. Enter the Customer account number in the Customer field. "Enter".

The screenshot shows the ABSolute software interface. The left sidebar contains a tree view of the application's structure. The 'Product List Per Customers' option is highlighted with a red arrow. The main window displays a table with columns: Code, Description, Finishing, Size Definition, Circulate, Fixed Qty, Rental Price, Start Date, End Date, Billing, Finishing, System U, and Timestamp. The table is currently empty. The 'Customer' field in the top bar now contains the value '42027152'.

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- The Customer's product list will be displayed. Select the mat you wish to convert to a lease - double-click on that product's line. (e.g. NIX3X5LOGOH)

Product List Per Customer

Code	Description	Finishing	Size Definitio	Circulation	Fixed Qua	Rental Price	Start Date	End Date	Billing	Finishing	System U	Timestamp
NIX3X5LOGOH	MAT 3X5 LOGO HORIZONTAL	M1	-	0	1	12.00	Jun 29, 2024		1) Flat Rate	MONTHLY	MOORERD	Jun 29, 2024 7:03 AM
REHENV	ENVIRONMENTAL CHARGE	M1	-	0	1	7.13	Jun 29, 2024		1) Flat Rate	MONTHLY	MOORERD	Jun 29, 2024 7:04 AM

- The Modify Product List Per Customer screen will appear. Select the general tab.

Modify Product List Per Customer

Customer: 42027152 | BMG- BEEBE WALK IN-GEORGETOWN

Product/Model: NIX3X5LOGOH | MAT 3X5 LOGO HORIZONTAL

Size: - | Start Date: 06/29/2024 | End Date: 10/18/2024

General

Billing Method: 1) Flat Rated Rent

Circulating Inventory: 0

Fixed Quantity: 1

Order & Delivery

Delayed Even Exchange

Return: Next week same route

Include: ☐ Delivery Frequency

Fixed Delivery Scheme: ☐ Straight Even Exchange

Season Related: ☐ Seasonal Rent: Not applicable

Only charge washings during inactive season: ☐

Define/View Delivery Quantities

Residual Value Scheme: - | -

Scheme: -

Delivery Days: MO TU WE B TH FR SA SU

Prices (USD)

Rental	Wash	Replace	Sales
12.00		180.00	

Logistics

Soil Counted: ☐ Issue Uniquely Coded: ☐

Method: ☐ Automatic Sales during Issue: ☐

Clean Counted: ☐ Issue Customer Related: ☐

Auto. Replace after Norm Lifetime: ☐

ABS Mat Lease Set-Up Procedures

6. Select the Define/View Delivery Quantities tab.

Product List Per Customer

Modify Product List Per Customer

Save and Exit Exit First Previous Next Last

Customer 42027152 | BMG- BEEBE WALK IN-GEORGETOWN Finishing Method M1 | MONTHLY FIRST WE

Product/Model NIX3X5LOGOH | MAT 3X5 LOGO HORIZONTAL

Size - | - Start Date 06/29/2024 10 End Date

General Additional Miscellaneous

Billing

Billing Method 1) Flat Rated Rent

Circulating Inventory 0

☒ Fixed Quantity 1

☐ Changes / Week

☐ Charge Overuse

☐ Delivery Frequency Related Pricing

Order & Delivery

☒ Delayed Even Exchange

Return Next week same route

Include ☐ Delivery Frequency

☐ Fixed Delivery Scheme ☐ Straight Even Exchange

☐ Season Related

Seasonal Rent Not applicable

☐ Only charge washings during inactive season

Define/View Delivery Quantities

Residual Value Scheme - | -

Scheme

Delivery Days MO TU WE B TH FR SA SU

Prices (USD)

	Rental	Wash	Replace	Sales
Current price	12.00		180.00	

Logistics

☐ Soil Counted ☐ Issue Uniquely Coded

Method ☐ Automatic Sales during Issue

☐ Clean Counted ☐ Issue Customer Related

☐ Auto. Replace after Norm Lifetime

7. The Define Delivery/Usage screen will appear. Double-click on the delivery schedule line.

Product List Per Customer

Define Delivery / Usage Standards

Save and Exit Exit

Customer 42027152 | BMG- BEEBE WALK IN-GEORGETOWN

Product NIX3X5LOGOH | MAT 3X5 LOGO HORIZONTAL

Size Definition - | - Finishing Method M1 | MONTHLY FIRST WE

Products Count :

+ Add Modify Delete ☒ Show Active Only

Season	Del. Sch. Code	MO	TU	WE	TH	FR	SA	SU	Fixed ...
1	M1			0					1

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8. The Modify Consumption Point Product screen will appear. Change the standard delivery quantity to "0". The billing quantity remains – do not change.

Consumption Point Product

Modify Consumption Point Product

✓ Save and Exit ✗ Exit ↑ First ↑ Previous ↓ Next ↓ Last

Customer: 42027152 | BMG- BEEBE WALK IN-GEORGETOWN

Department/Cons. Pnt: 1 | - 1 | -

Product: NIX3X5LOGOH | MAT 3X5 LOGO HORIZONTAL

Start Date: 06/29/2024 16

Size/Fin. Method: - | - M1 | MONTHLY FIRST WEEK

End Date: 16

Ordering

Ordering Method: ☐ Count Stock ☒ Order

Holiday Usage Factor: 100

Circulation Inventory

Circulating: 0

Packing / Delivery

Delivery Scheme: M1 | MONTHLY #1

Delivery On: ☐ MO ☐ TU ☒ WE ☐ TH ☐ FR ☐ SA ☐ SU

Standard De...: **Billing** **Fixed Qty** **Packing** **Instructions**

At Day: ☐ MO ☐ TU ☐ WE ☐ TH ☐ FR ☐ SA ☐ SU

Add Temporary Stop

16 Show in calendar

ABS Mat Lease Set-Up Procedures

9. The check mark next to "Save and Exit" will turn green. Select "Save and Exit".

Consumption Point Product

Modify Consumption Point Product

 Save and Exit  Cancel  First  Previous  Next  Last

Customer: 42027152 | BMG- BEEBE WALK IN-GEORGETOWN

Department/Cons. Pnt: 1 | - 1 | -

Product: NIX3X5LOGOH | MAT 3X5 LOGO HORIZONTAL Start Date: 06/29/2024 16

Size/Fin. Method: - | - M1 | MONTHLY FIRST WEEK End Date: 16

Ordering **Circulation Inventory**

Ordering Method: ☐ Count Stock ☒ Order Holiday Usage Factor: 100 Circulating: 0

Packing / Delivery **Stock Counting / Order**

Delivery Scheme: M1 | MONTHLY #1

Delivery On: ☐ MO ☐ TU ☒ WE ☐ TH ☐ FR ☐ SA ☐ SU

Standard De...: 0 0 0 0 0 0

Billing

Fixed Qty: 1

Packing

Location:

Instructions:

At Day: ☐ MO ☐ TU ☐ WE ☐ TH ☐ FR ☐ SA ☐ SU

Add Temporary Stop  Show in calendar

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10. Return to the Modify Product List Per Customer Screen. Select the “Additional” tab.

Product List Per Customer

Modify Product List Per Customer

Save and Exit Exit First Previous Next Last

Customer: 42027152 | BMG- BEEBE WALK IN-GEORGETOWN Finishing Method: M1 | MONTHLY FIRST WE

Product/Model: NDX3XSLOGOH | MAT 3X5 LOGO HORIZONTAL Size: - Start Date: 06/29/2024 End Date: 16

General Additional

Billing

Billing Method: 1) Flat Rated Rent

Circulating Inventory: 0

☒ Fixed Quantity: 1

☐ Changes / Week

☐ Charge Overuse

☐ Delivery Frequency Related Pricing

Order & Delivery

☒ Delayed Even Exchange

Return: Next week same route

Include: ☐ Delivery Frequency

☐ Fixed Delivery Scheme ☐ Straight Even Exchange

☐ Season Related

Seasonal Rent: Not applicable

☐ Only charge washings during inactive season

Define/View Delivery Quantities

Residual Value Scheme: -

Scheme: -

Delivery Days: MO TU WE B TH FR SA SU

Prices (USD)

Rental	Wash	Replace	Sales
Current price: 12.00		180.00	

Logistics

☐ Soil Counted ☐ Issue Uniquely Coded

Method: ☐ Automatic Sales during issue

☐ Clean Counted ☐ Issue Customer Related

☐ Auto. Replace after Norm Lifetime

11. The Modify Product List Per Customer screen will appear. Remove the checkmark from the field “Show Put Up Quantity On” packing note box.

Product List Per Customer

Modify Product List Per Customer

Save and Exit Cancel First Previous Next Last

Customer: 42027152 | BMG- BEEBE WALK IN-GEORGETOWN Finishing Method: M1 | MONTHLY FIRST WE

Product/Model: NDX3XSLOGOH | MAT 3X5 LOGO HORIZONTAL Size: - Start Date: 06/29/2024 End Date: 16

General Additional Miscellaneous

Customer Specific Definition

Code / Description: ML4172197 MAT 3X5 BEEBE - LEASE

Default Location: ☐ Specific Bundle Quantity: 0 ☐ Specific Max # of Washes: 0

Show Put Up Qty On: ☒ Specific **Remove Checkmark**

Washing Process: ☐ Specific

Finishing Code: ☐ Specific

Special Treatment: ☐ do every: 0 Washes

Default Return Grade: ☐ Specific

Code Label Layout: ☐ Specific

Name Label Layout: ☐ Specific

Confirm product on PDA: Inherit from product

Avg Soil Weight: 0.0000 CustomLogo Mat Details

Quantity Free of Charge: 0 ☒ Per Week ☐ Per Invoice

Emblem Template: (Dis-)Connect Template

Sales Person: 305190 | TSM - DANIEL BETTERIDGE

Allow Return to Stock: Yes ☐ Pre-wash

Inventory Control

☐ Systematic Replacement

☐ Percentage of Soil Count: 0.00 %

☐ Percentage of Circ. Inv.: 0.00 %

☐ Fixed Quantity: 0

☐ Percentage of Billed Qty: 0.00 %

☐ Deliver Systematic Repl. Quantity

Charge every: ☐ On Site Inventory Count

Customer Specific Definition

☐ Define Default Stockroom

NEWCASTLE | NEW CASTLE STOCKROOM ☐ Fixed

Customer:

ABS Mat Lease Set-Up Procedures

12. Click on the Code/Description field. Add the symbol/word “- Lease” to the end of the product description.

Product List Per Customer

Modify Product List Per Customer

Save and Exit Cancel First Previous Next Last

Customer 42027152 | BMG- BEEBE WALK IN-GEORGETOWN Finishing Method
Product/Model NDX3XSLOGOH | MAT 3XS LOGO HORIZONTAL M1 | MONTHLY FIRST WE
Size - Start Date 06/29/2024 End Date

General Additional Miscellaneous

Customer Specific Definition

Code / Description ML4172197 MAT 3XS BEEBE - LEASE

Default Location

☐ Specific Bundle Quantity 0

☐ Specific Max # of Washes 0

Show Put Up Qty On ☐ Specific

Washing Process ☐ Specific

Finishing Code ☐ Specific

Special Treatment ☐ do every 0 Washes

Default Return Grade ☐ Specific

Code Label Layout ☐ Specific

Name Label Layout ☐ Specific

Confirm product on PDA Inherit from product

Avg Soil Weight 0.0000 Custom/Logo Mat Details

Quantity Free of Charge 0 ☒ Per Week ☐ Per Invoice

Emblem Template (Dis-)Connect Template

Sales Person 305190 | TSM - DANIEL BETTERIDGE

Allow Return to Stock Yes ☐ Pre-wash

Inventory Control

☐ Systematic Replacement

☐ Percentage of Soil Count 0.00 %

☐ Percentage of Circ. Inv. 0.00 %

☐ Fixed Quantity 0

☐ Percentage of Billed Qty 0.00 %

☐ Deliver Systematic Repl. Quantity

Charge every

☐ On Site Inventory Count

Customer Specific Definition

☐ Define Default Stockroom

NEWCASTLE | NEW CASTLE STOCKROOM ☐ Fixed

Customer

13. Click “Save and Exit”. The process is complete.

Product List Per Customer

Modify Product List Per Customer

Save and Exit Previous Next Last

Customer 42027152 | BMG- BEEBE WALK IN-GEORGETOWN Finishing Method
Product/Model NDX3XSLOGOH | MAT 3XS LOGO HORIZONTAL M1 | MONTHLY FIRST WE
Size - Start Date 06/29/2024 End Date

General Additional Miscellaneous

Customer Specific Definition

Code / Description ML4172197 MAT 3XS BEEBE - LEASE

Default Location

☐ Specific Bundle Quantity 0

☐ Specific Max # of Washes 0

Show Put Up Qty On ☐ Specific

Washing Process ☐ Specific

Finishing Code ☐ Specific

Special Treatment ☐ do every 0 Washes

Default Return Grade ☐ Specific

Code Label Layout ☐ Specific

Name Label Layout ☐ Specific

Confirm product on PDA Inherit from product

Avg Soil Weight 0.0000 Custom/Logo Mat Details

Quantity Free of Charge 0 ☒ Per Week ☐ Per Invoice

Emblem Template (Dis-)Connect Template

Sales Person 305190 | TSM - DANIEL BETTERIDGE

Allow Return to Stock Yes ☐ Pre-wash

Inventory Control

☐ Systematic Replacement

☐ Percentage of Soil Count 0.00 %

☐ Percentage of Circ. Inv. 0.00 %

☐ Fixed Quantity 0

☐ Percentage of Billed Qty 0.00 %

☐ Deliver Systematic Repl. Quantity

Charge every

☐ On Site Inventory Count

Customer Specific Definition

☐ Define Default Stockroom

NEWCASTLE | NEW CASTLE STOCKROOM ☐ Fixed

Customer

ABS Mat Lease Set-Up Procedures

Conclusion: Properly classifying mats as either leased or rental is essential to maintaining transparency, ethical billing practices, and strong Customer relationships. A rental mat must be laundered and exchanged at the agreed to frequency, while a leased mat remains with the Customer and is exchanged as needed. Misrepresenting a mat's classification is unacceptable and undermines trust. By ensuring accuracy in set-up and alignment with the Customer Agreement, we demonstrate our commitment to integrity, reliability, and long-term Customer satisfaction.