

## Tasks and duties of persons responsible for exchange equipment (TGV)

### ▣ Stocks overview

- ✓ Regularly monitor your account balance
- ✓ Reconcile the myMTM system inventory with the physical inventory
- ✓ Check for negative balances / irregularities

### ⇄ Bookings

- ✓ Check incoming and outgoing transactions
- ✓ Correct incorrect or missing transactions
- ✓ Include the returnable transport item delivery note with deliveries

### ☑ Organisation

- ✓ Record demand requirements in a timely manner
- ✓ Carry out inventory counts (upon request by MTM)
- ✓ Report changes to master data without delay

### ⦿ Discrepancies

- ✓ Identify the cause and verify supporting documents
- ✓ Clarify the issue with the affected partner
- ✓ Ensure corrections are made within the required deadline

### 🕒 Purpose of Use

Returnable transport items must be used exclusively for the direct flow of goods with Migros.

### ⚠ Responsibility

The account holder is responsible for their inventory balances. Incorrect inventory balances may result in additional costs.

### 🕒 Important Deadlines

Incorrect or missing transactions must be corrected within the correction period (7 calendar days).

### 📋 Adhere to Cleaning Standards

For information on cleaning standards, please refer to the MTM website:  
[TG Cleaning Standards](https://www.migros.ch/tg-cleaning-standards)

For further information, please visit the MTM website: [www.tauschgeraete.ch](https://www.tauschgeraete.ch)