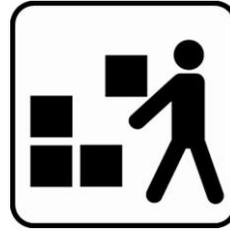


## Tasks and duties of persons responsible for exchange equipment (TGV)

- **Stock management:** Stocks of exchange equipment (EE) in the TGIS must match the actual stocks (except Pal).
- **Booking control:** Ongoing control of incoming and outgoing EE, recording of any correction bookings in the TGIS.
- **Account control:** Daily control of the account for preregistered corrections.
- **Orders:** Timely entry of orders in the TGIS.
- **Delivery notes:** Ensuring that the required TGIS delivery note is supplied with all exits of EE and that the TGIS delivery notes are checked upon entry.
- **Inventory:** Carrying out the annual inventory at the request of MTM.
- **Intended use:** Ensuring that the EE is used exclusively for goods traffic with the Migros community.
- **Master data:** Immediate notification to MTM in the event of changes to master data such as address, contact person etc.

**The account holder is responsible for their stocks**

**Incorrect stocks can result in costs  
(negative stocks / inventory differences)**



Daily account balance control



● > Migros Tauschgeräte Management > Dritte >

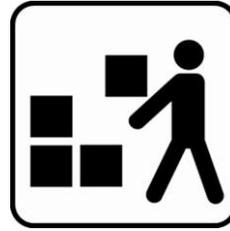
**Detailed search** Stocktaking

Date  →

STOCKTAKING

Type ▲	Pcs
Pal	-398
AN	890
BN	1869
CN	3491
U	1855
P1-01	0

- **Stocks:** Do the stocks correspond to reality?
- **Negative stocks:** Does the account show negative stocks? (except Pal)
- **Corrections:** Incorrect or missing bookings to be corrected by the recipient within 7 calendar days (contacting the sender).



## Procedure in case of negative stocks

In the case of the following **rental Migros exchange equipment**, negative stocks are a result of errors in account management:

AN, BN, CN, DN, EN, H, U, K, L, M, O, 1/1 Migros-GK, 1/2 Migros-GK, MaxiPac, M-FALT, 2mPal, 1/2KN-Pal, P1-01, P2-01, Tainer

### Clearing of negative stocks:

- Check bookings or compare them with exchange equipment and goods delivery notes.
- Missing and incorrect bookings are to be corrected in consultation with the affected MTM partner.

### Avoiding negative stocks:

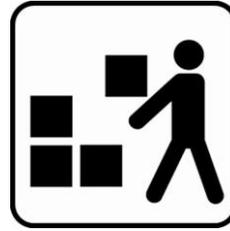
- Regular control of incoming and outgoing exchange equipment as well as the account stocks.

## Correction bookings

- If errors are found in the bookings, they must be corrected within 7 calendar days of the booking date.
- Corrections are recorded by the recipient.
- Differences are to be settled by mutual agreement between sender and recipient.
- Preregistered corrections must be checked and manually confirmed in the system under > Preregistered booking > Incoming correction.

The instructions for corrections and other functions can be found on our homepage under TGIS instructions:

<https://www.logistiktransport.ch/en/mtm/general-information/tgis-guide>



## Information and contact

On our homepage [www.tauschgeraete.ch](http://www.tauschgeraete.ch) you will find helpful information about MTM, such as:

- Detailed training documents and instructions for the TGIS.
- Addresses, opening hours and public holidays of the 10 Migros cooperatives.
- Information related to EUR pallets.
- TGIS password reset instructions.
- MTM invoice explanations.

If you have any questions please do not hesitate to contact us.

### **Migros-Tauschgeräte-Management**

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Please pass this information on to all affected persons in your company.

Thank you very much for the cooperation.

Your MTM-Team