

Who Do I Contact? And How Updated June 2022

payroll@vhdistro.net

- Any Payroll Issues/Questions
- Time corrections/PTO (For managers to send in)

Ops Managers: contact your stores assigned OPS manager

Chris chrisstoreops@vhdistro.net

Jack abbystoreops@vhdistro.net

Nate vaporstoreops@vhdistro.net

Natasha natasha@vhdistro.net

Transfer issues: email all transfer issues to kray@vhdistro.net keep vape in one email and glassware items separate (cart batteries fall under glassware, D8 falls under vape side)

- Clearly state what was expected/what was received. Example:

- SHOULD HAVE
- (12) TC - Ultra Pure Butane 300ml (single)
- RECEIVED
- (12) TC - Neon Butane 300ml 11x (Single)
- MISSING
- VAP - Lookah Seahorse PRO Plus Electric Dab Pen Kit - 650mAh / Blue

- Send a photo of the entire sheet with the mistake, if it happens on sheet 2 only send a photo of sheet 2 not the entire transfer.

Returns: email kray@vhdistro.net with item name color/flavor and send back to the warehouse with receipts (Do NOT send back broken glass!)

- (1) DIS - Esco Bars Mesh Cotton Candy 50mg 2500 Puffs
- (1) Voopoo Vinci Royal Pod kit Gold Leaf
- (2) Sugar Extrax Best Buds 2g THCO Disposable Acai Berry Gelato— Leaking in package, not sold

Supplies: supplies@vhdistro.net (*make sure to put store name in the subject line)

- refer to the supply sheet, those are the only items stocked at the warehouse consistently. If you need something not on that list get with your OPS manager.

Barcode not scanning?

- in groupme tag Isaac for vape items and Freeze for glass items

Lightspeed not working?

- Put only in your store chat, not the official, not the 502

Supreet's email smomi@vhdistro.net

- Immediate Emergencies 501-442-5987
- Utility issues at the stores