



MAINTENANCE OPERATIONS STANDARD PRACTICE

Process for ordering
PSI Parts

INSTRUCTION NUMBER:
105-0024

Step 1. (How to fill out the purchase order)

Bill To:

GRAVITY PURCHASE ORDER

DATE 8/27/2018
PO # CRF91-1

Gravity Oilfield Services
Corporate Office
3300 North A Street, Building 4
Suite 100
Midland, TX 79705
Email: A.P@gvtv.com (Accounts Payable)

VENDOR
POWER SOLUTIONS INTERNATIONAL, Inc.
Parts Department
201 Mittel Dr
Wood Dale, IL 60191 USA
Phone: 888-331-5769

SHIP TO
Gravity Oilfield Services
Central Repair Facility #91
1717 Hal Ave.
Cleburne TX 76031
817-558-9194

Payment Terms	Date Parts Required	SHIP VIA	SHIPPING TERMS
Net-30	ASAP	See Ship To:	"Ship Best Way / Pre-Pay and Add"

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
39004423	PSI Service Engine 4X (NEW-DRY)	2	4,300.00	8,600.00
39003090	PSI Service Engine 8.8L (NEW-DRY)	5	9,400.00	47,000.00
39000998	GW 5.7L	4	2,895.00	11,580.00
28000636	Valve Spring	800	4.72	3,776.00
39004401	NA 8.8L Short Block	1	4,500.00	4,500.00
612897	WATER PUMP (V-Series)	20	425.00	8,500.00
610960	WATER PUMP GASKET	20	3.87	77.40
53000041	IGNITION COIL WITH BOOTS	48	44.11	2,117.28
612500	THERMOSTAT 3 181F 83C	12	13.74	164.88
610262	THERMOSTAT GASKET	12	0.79	9.48
610261	THERMOSTAT O-RING	12	0.55	6.60
32500662	THROTTLE BODY	24	86.54	2,076.96
610773	GUIDE, VALVE	500	6.39	3,195.00
SUBTOTAL				91,603.60
TAX				-
SHIPPING				-
OTHER				-
TOTAL				\$ 91,603.60

Comments or Special Instructions
Thank You for your Business

If you have any questions about this purchase order, please contact
Maintenance.Department@gvtv.com

Start with the excel PSI purchase order document.

1. Fill in the **Date**

2. Fill in the **PO#** using your branch ID and sequence the purchase orders accordingly starting at -1

3. Verify the **Bill To** information is the correct corporate address as shown.

4. Verify The **Vendor** information is correct as shown.

5. Verify the **Ship To** information is the correct desired branch address the items will ship to.

6. Verify the payment terms, dates parts required, ship Via, & Shipping terms are as shown.

7. Fill in the **Item #** section with the PSI part number that is to be ordered

8. Fill in the **Description** section with the corresponding part description that is to be ordered.

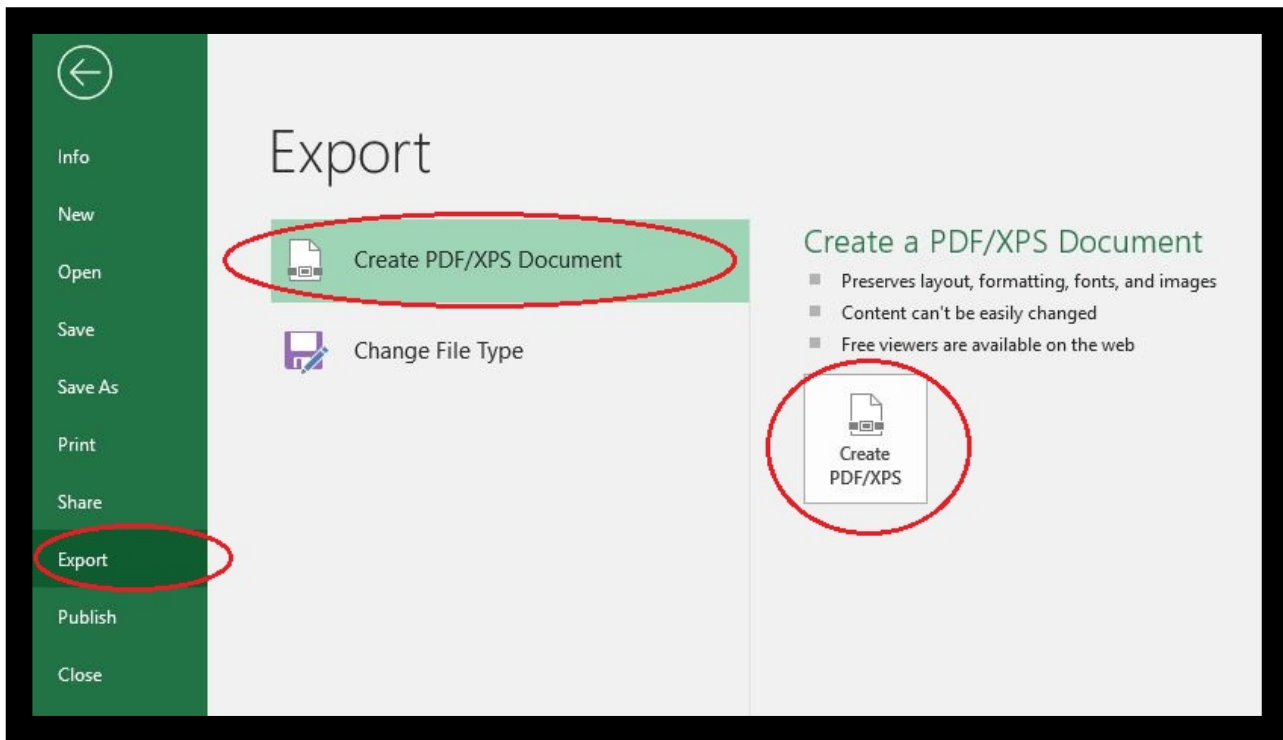
9. Fill in the **QTY** section with the corresponding quantity that is to be ordered.

10. Fill in the **Unit Price** section with the corresponding part price from the current version of the PSI OEM Fleet Pricing document

NOTE: The subtotal will auto populate based on quantity and price.



Step 2. (Convert the Excel PSI Purchase Order into a PDF document)



1. Click the "File" tab. ...
2. Click "**Export**". ...
3. Click "**Create PDF/XPS**". ...
4. Name the file with the PO # and save the file.



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Step 3. (Submitting your parts order)

1. Verify all the applicable information you entered is correct and submit your PDF PSI Parts Purchase Order through email to any one of the following PSI Contacts.

- Nick.Thanepohn@psiengines.com
- alex.popa@psiengines.com
- john.nachman@psiengines.com

PSI Parts 1-630-350-9400 Ext: 45366 (Main) 1-630-350-9588 (Fax)

PSI 1-630-281-7079 (Direct) Toll Free 888-331-5769

2. Copy Maintenance.Department@gvty.com in your email to PSI.
3. Be sure to upload all of your PDF PSI Parts Purchase orders into your Branches assigned BOX folder in the PSI OEM PARTS Files & Procedures folder.

NOTE: An updated parts ordering process is already in the works between the Gravity Maintenance Department and PSI. This process will encompass eMaint integration, automated parts ordering and inventory visibility at the branches and the supplier. Anticipated roll out is coming very soon. You will all be notified of the specific launch date when that information becomes available.

Please reach out to Maintenance.Department@gvty.com if you have any questions.

