FLOOR REPLENISHMENT WORKSHEET

Completed By: | **Date:**

Step 1: Twice weekly, inspect your sales floor to identify any **price tags without products** or **products without price tags**.

Step 2: If you find either scenario, write the SKU in the SKU column (use multiple pages if necessary):
-- If the SKU is missing a tag, note whether a FacTag or PegTag is needed in the "Price Tag Needed" column.
-- If the SKU represents an empty shelf space, check the "Remove Peg/Shelf" column.
-- Use the Notes section to record any relevant comments (double facing, shoplifting, inventory error, etc.)

Step 3: After checking entire store, review SKUs using RSPOS Stock Lookup (Add/Edit) (look at Onhand, Intransit, On-Hold, and Model Qty fields).
-- If the SKU was an empty peg and shows all zeros, check the "Remove Peg/Shelf" column.
-- If the SKU has "Price Tag Needed" checked, note the current retail (or sale) price in the "RSPOS Price" column.
-- If the SKU was an empty peg, but shows an onhand quantity, check "Pull from Backroom".
-- If the SKU was an empty peg but has a quantity in a field OTHER than onhand, check "Place Direct2U Tag".
-- Check the "Place On Order" column if you are out of stock on a high-demand product with a Model Quantity.
-- If the SKU represents a confirmed inventory discrepancy, check "Correct On-hand"

Step 4: Perform the actions checked on each SKU, checking the "Completed" column when done.

SKU #	Price Tag Needed		Remove Peg/Shelf	RSPOS Price	Pull from Backroom	Place Direct2U Tag	Place On Order	Correct On-Hand	Completed	NOTES
	FacTag	PegTag								