McLaurin Ture Value Hardware

Floor Replenishment Worksheet

Completed by : ___________________

Date: _________________

	A		B	C		D	E	F	G	H	I	J	K		L		M	N
	Price Tag Needed?		Remove Peg/Shelf Tag	Are our prices consistent?		SKU Inventory in POS	Qty of Items on Peg/Shelf	Back Stock Inventory	Qty of Items needed to fill Peg/Shelf	SKU Qty to Pull from Back Stock	Inventory on Hand Position Correct	Backstock Invnetory Count after replenishment	Current SKU MIN/MAX Settings		Re-Calculate SKU 45 Day Moving Average and adjust MIN/MAX		Task(s) Completed for this SKU	Notes
SKU	Peg Tag	Shelf Tag	Disco. Merch.	Price on Tag	Price in POS	QTY.	QTY.	QTY.	QTY.	QTY.	Indicate with Y or N	Qty	MIN. QTY.	MAX. QTY.	MIN. QTY.	MAX. QTY.	If YES then Check Mark	

General Manager's Comments:

Step 1: Twice weekly, on Mondays and Fridays 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 at tag, note whether a Peg tag or Shelf tag is needed by placing a check mark in the appripirate column inside column A
- If the SKU represents a 'Discontinued' item, place a check mark in column B.
- Use the Notes section in column N to record any relevant comments (i.e. double facing, shoplifting, inventory error, etc.).

Step 3: After Checking the department assigned, review SKUs using POS/ROMAN (stock add/edit) lookup to verify the POS's reported inventory, in transit inventory, and min/max settings.

- Is a price tag missing? If so, check column A and indicate with a check mark to indicate if it is a peg or a shelf tage that is missing.
- Skip to colum E and enter on the worksheet the quantity of items on the peg or shelf.
- Make a quick assessment of how many items are needed to fill the peg or shelf space. Enter this number in Column G.
- Your next step should be to enter the price shown on the price tag into Column C. It is a good time to check to see how consitent our prices on the peg/shelf are with POS.
- Go to a POS station. Use the 'Stock Add/Edit' feature to:
  - Enter the current MIN/MAX settings into Column K
  - Using at leat a minimum of 90 days of historical sales data, calculate the average daily units sold for the given sku. Multiply the average daily units sold times 45 days and plug that number into Column L's MAX field.
    - When forced quantities are large, use good judgments in balancing the MIN/MAX settings, otherwires in most "Break pack" situations, make the MIN the same as the MAX in Column L
    - Adjust POS to reflect the new adjusted MIN/MAX settings as represented by Column L
  - Determine if the item is discontinued. If so, place a check mark in Colum B to remind you to pull the tag and adjust the presentation of the merchandise surrounding the pulled tag.
  - If the sku is not Discontinued, then verify the retail/sale price in the POS and enter it into Column C. If both prices in Column C are the same that all is good! Otherwise we have some work to do.
  - If the price tag was incorrect, or missing, print a new price tag.
  - Enter the quantity on hand in POS for the given SKU into Column D.
  - Subtract Column E from Column D and enter the difference in column F. This should equal the amount of inventory held in the stockroom. If does not, there is work to be done!

Step 4: Perform the actions necessary to replenish inventory on the peg/shelf, and take inventory of the backstock on hand position.

- If the quantity in Column G is greater than Zero (0), pull what inventory is available [as indicated in column F] to fill the peg/shelf. If the amount in Column F insuficient to fill the peg/shelf then review and recalculate Min/Max settings in Columns K and L.
- Did the back stock differ from what is in Column F? Use a Y in Column F for Yes to indicate the backstock inventory is correct, or N for NO if backstock inventory is not correct. Use Column J to indicat the correct backstoct inventory quantity.
- If the SKU has "Price Tag Needed" checked in Column A, note the current retail, (or sale) price in column C, and print and place the correct price tag on the peg/shelf tag.

Step 5: Final Step...

- Check Column M to indicate that you have completed all tasks associated with the given SKU.
- Use Column N to pass along notes to yourself or to others. If you have suspiscions that we are not receiving inventory correctly, or that merchandise is misplaced by customers, or that the risk of shoplifting may exisit, lets talk about it as a TEAM!