Ordering - Training PPT

Perishable Ordering (Meat, Produce, Milk & Eggs)

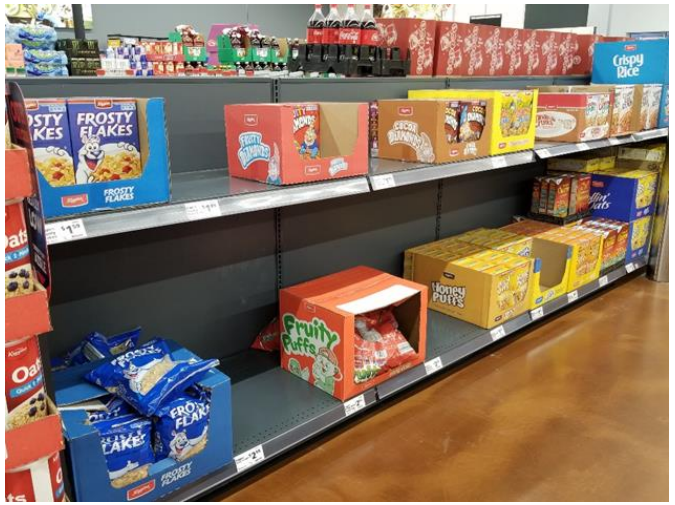
Center Store Ordering

Ordering Overview

- Ordering is the most controllable factor of inventory management, driving sales, and controlling shrink
- Proper ordering will improve store sales by always having product available to meet sales demand and avoid excessive quantities that create unnecessary waste and shrink
- This means, we need to have the right amount of stock, delivered at the right time for our customers
- **GOAL:** to make sure we are meeting expected sales demand without running out of stock, while still upholding our merchandising standards everyday
  - Excess inventory creates shrink by cluttering the shelves and the backroom
  - Not enough inventory could lead to out of stock items & lost sales

Ordering Overview

- Ordering is an artform and you need to find the balance!
- Ensure you are ordering "truck-to-shelf" and to the "rate of sale"
- Ordering below the "rate of sale" creates out of stocks and decreases sales
- Ordering above "rate of sale" creates a back log of inventory, compromises freshness, and creates unnecessary shrink



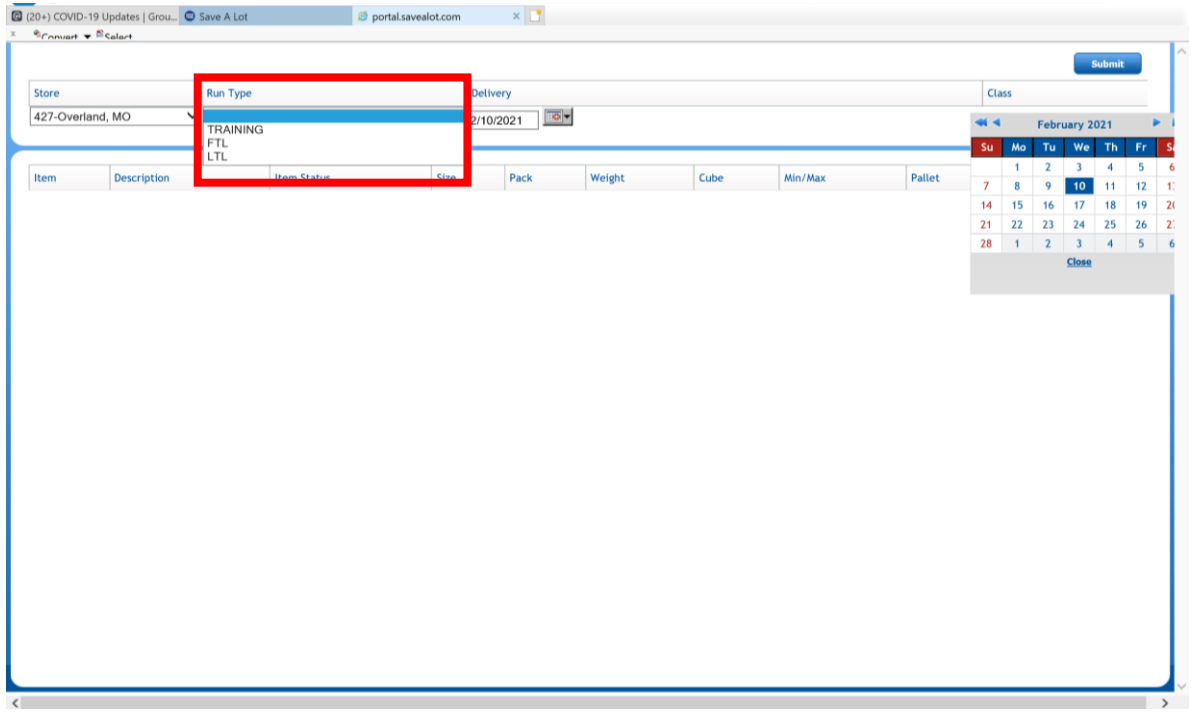
Excess Stock

Out of Stock

Ordering Overview – FTL and LTL Truck Types

- All DC deliveries can be ordered as a FTL (Full Truck Load) or LTL (Less Than Full Truck Load), formerly known as a Supercombo or Split Trucks
- It's important to take the time to prioritize, balance, and plan your loads accordingly, especially for stores that receive trucks only 2x per week

FTL (Full Truck Load)	*Formerly known as a Supercombo, FTL allows you to order all Grocery, Perishables, and store supplies available from your DC*
FTL - No Milk	*Same as a FTL but without Milk*
LTL (Less Than Full Truck Load)	*Formerly know as a Split, LTL allows you to submit an order with lower weight and cube requirement*
LTL - No Milk	*Same as a LTL but without Milk*
Training	*A simulated order book to be used for practice and training purposes*



Ordering Overview – Weight & Cube Limits

- Each load type has it's own specific weight and cube limitations
- It's important to know and keep track of your weight and cube limits as you order

	Min cube	Max cube	Min weight	Max weight
LTL (formally Split)	1	850	1	21,000
FTL (formally SuperCombo)	851	1,900	21,001	42,000

Ordering Overview – Prioritize Products

- It's important to know what products you want to prioritize
- This is especially important for stores that only receive two trucks per week

Suggested priorities in order :

1. Produce
2. Meat
3. Milk/Eggs
4. Dairy
5. Smoked Meat/Cooler Items
6. Survey/Ad Items
7. Freezer
8. Grocery/Center Store

Perishable Ordering

Meat & Produce + Milk & Eggs

Toolkit

- ❑ Produce, Meat, Milk & Eggs Order Guides
- ❑ Top 10 Sales – PLU Sales Report
- ❑ Top 10 ID Loss – ID Loss Store Detail Report
- ❑ Survey System
- ❑ Planning Report
- ❑ Order Formula Guide
- ❑ Black/Blue Pen
- ❑ Green Highlighter
- ❑ Yellow Highlighter
- ❑ Calculator

Perishable Ordering – Process Flow

- There is a basic flow to the way that you should prepare for writing a perishable order
- This ensures accuracy, proper execution, and consistency

When:
Throughout the week

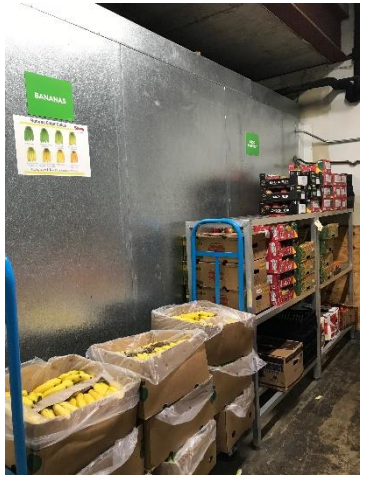
1 Analyze & Plan

When:
Before Open

2 Culling/Date Check

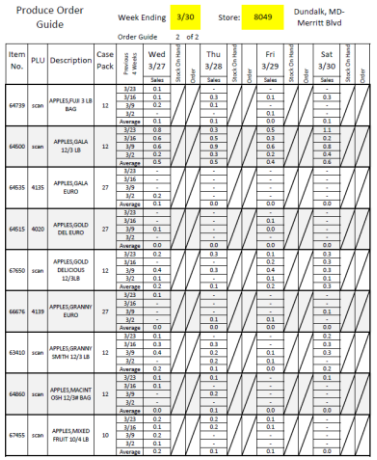
When: Prior to order being placed

3 Work Backstock



When:
Suggested order writing after 3pm

4 Order Sales Floor



Produce Order Guide — Week Ending 3/30 — Store: 8049 — Dundalk, MD-Merritt Blvd

Order Guide — 2 of 2

Item No.	PLU	Description	Case Pack	Previous 4 Weeks	Wed 3/27 Sales	Stock On Hand	Order	Thu 3/28 Sales	Stock On Hand	Order	Fri 3/29 Sales	Stock On Hand	Order	Sat 3/30 Sales	Stock On Hand	Order
64739	scan	APPLES,FUJI 3 LB BAG	12	3/23	0.1			-			-			-		
				3/16	0.1			0.3			0.1			0.3		
				3/9	0.2			0.1			-			-		
				3/2	-			-			0.1			-		
				Average	0.1			0.1			0.0			0.1		
64600	scan	APPLES,GALA 12/3 LB	12	3/23	0.8			0.3			0.5			1.1		
				3/16	0.6			0.5			0.3			0.2		
				3/9	0.6			0.9			0.6			0.8		
				3/2	0.2			0.3			0.2			0.4		
				Average	0.5			0.5			0.4			0.6		
64535	4135	APPLES,GALA EURO	27	3/23	-			-			-			-		
				3/16	-			-			-			-		
				3/9	-			-			-			-		
				3/2	0.2			-			-			-		
				Average	0.1			0.0			0.0			0.0		
64515	4010	APPLES,GOLD DEL EURO	27	3/23	-			-			-			-		
				3/16	-			-			0.1			-		
				3/9	0.1			-			0.0			-		
				3/2	-			-			-			-		
				Average	0.0			0.0			0.0			0.0		
67650	scan	APPLES,GOLD DELICIOUS 12/3LB	12	3/23	0.1			0.3			0.1			0.3		
				3/16	-			-			0.2			0.3		
				3/9	0.4			0.3			0.4			0.3		
				3/2	0.1			-			0.1			0.1		
				Average	0.1			0.1			0.1			0.3		
66876	4139	APPLES,GRANNY EURO	27	3/23	0.1			-			-			-		
				3/16	-			-			-			-		
				3/9	-			-			-			0.1		
				3/2	-			0.1			0.1			-		
				Average	0.0			0.0			0.0			0.0		
63410	scan	APPLES,GRANNY SMITH 12/3 LB	12	3/23	0.1			-			-			0.2		
				3/16	0.3			0.3			-			0.3		
				3/9	0.4			0.2			0.1			0.3		
				3/2	-			0.2			0.1			-		
				Average	0.2			0.1			0.0			0.2		
64860	scan	APPLES,MACINTOSH 12/3# BAG	12	3/23	0.1			0.1			-			0.1		
				3/16	0.1			-			-			-		
				3/9	-			0.2			-			-		
				3/2	-			-			-			-		
				Average	0.0			0.1			0.0			0.0		
67455	scan	APPLES,MIXED FRUIT 10/4 LB	10	3/23	0.2			0.2			0.1			-		
				3/16	0.1			0.2			0.1			-		
				3/9	0.2			-			-			-		
				3/2	0.1			-			-			-		
				Average	0.2			0.1			0.1			0.0		

When:
Suggested 10pm deadline to submit the order to the DC

5 Review & Submit Order

1.) Analyze & Plan

Trust your sales history and averages, but remember there are always exceptions! It's important to keep in mind historical sales data only shows what you've sold, not necessarily what you can sell. Taking extra time to fully analyze and plan out the order you're about to place can avoid BIG mistakes!

Recent Sales/ID Loss Trends:

- Review various ICL reports (PLU Sales Report, ID Loss Reporting, etc.)
- Are overall sales trending upwards or downwards during this time? What about specific categories?
- What items are effecting ID Loss? Should you reduce your order on these items?

Seasonality/Weather:

- What items are popular right now? (Ex. Berries/Melons during summer; Squash/Beets in the winter)
- Is there a storm coming? Is a holiday approaching?

Day of Week:

- What days are you ordering for? Is it the weekend?

Schedule & Planning of Loads:

- What size truck are you ordering for? How many days before your next truck? What size is the next truck? What do you need to prioritize?

Time of month:

- Is it the beginning of the month or the end of the month? Will SNAP/WIC benefits be available to customers during this time?

Surveys/Ad Events:

- What ads are currently active? Will this cause item "cannibalism"? (Eg. An ad on T-Bone Steak may drop Ribeye Steak sales)
- What's upcoming in the next ad? What survey items or fill items will be on the order?

Upcoming planogram changes: Are there new planogram or layout/assortment changes upcoming?

1.) Analyze & Plan – Survey & Promo Planning

***Refer to the [SAL Browser User Guide]() Pg. 206 & 233-245 via the Document Repository**

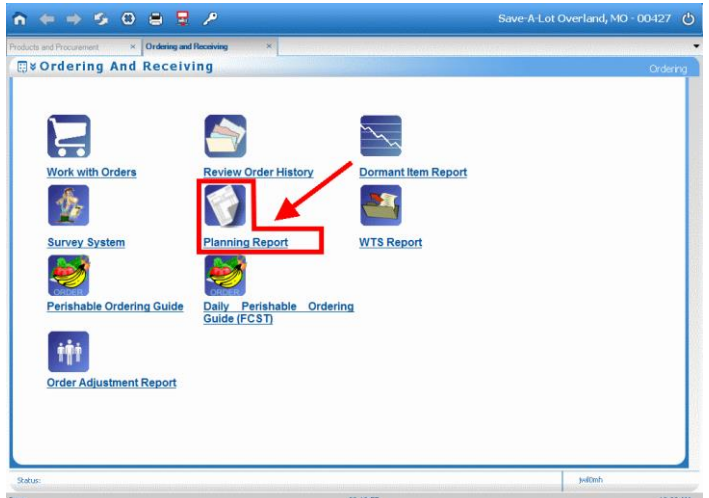
- A part of your time planning throughout the week needs to be used to analyze survey quantities scheduled for your store and adjusting the quantities if necessary
- Scheduled Survey Quantities (PPQs) will also appear on the 7-day perishable order guides, but to make additional decisions helping plan your current orders, fill loads, and balance your load schedules, utilize the following resources:

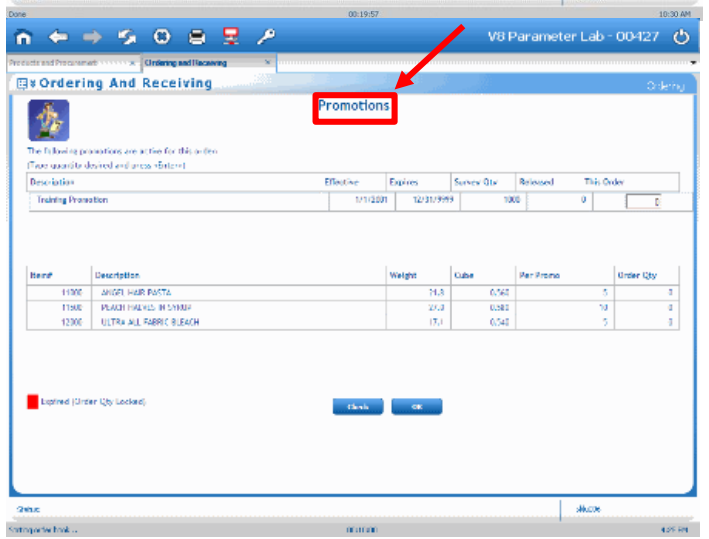
Survey System – Allows for stores to order special buy, limited quantity, or advertised items via the active "Survey List"

Planning Report – Provides a quick review all survey and promotional deliveries, and lists all surveyed and promotional items due for delivery over the next two or six weeks

Review Promotions Screen – The Promotions screen will appear before imputing an order for current/active promotions, which are pre-surveyed product to which you have committed quantities. Locked (red filled) quantities cannot be cleared

*Keep in mind of the products shelf life if bringing in Survey quantities in early





1.) Analyze & Plan – Top 10 Sales Review

*Refer to the ISS45 V8 User Guide Pg. 88-100 via Document Repository

- After receiving and printing out your order guides, it's important to review your Top 10 Sales trends for the past 30 days
- This will provide a quick daily reminder of items on the order guides to pay extra attention to when calculating an order
- Utilize the ICL PLU Sales Report via ICL → Reports → PLU Item Reports → PLU Sales Report
  - Filter by Produce/Meat/Milk & Eggs for the past 30 days
  - Sort by $ value in descending order
  - As a best practice, highlight the Top 10 Sales Items in green on both the Meat & Produce Order Guides and Top 5 in Milk & Eggs
- Take the extra time when deciding an order quantity on the Top 10 Sales Items as they're essential in driving traffic and sales within the department; under ordering these items can be detrimental to the performance of the department and will decrease sales

PLU Sales Report
WENTZVILLE SAVE-A-LOT #414
Branch 414 — PLU Reports

Top 10 Sales
Period : From - 03/09/2019 To - 04/08/2019

PLU No.	Description	Dep	Unit Price	Sales Qty	Sales Amount	Refunds Qty	Refunds Amount	P. Over Qty	P. Over Amount	Discounts Qty	Discounts Amount	Coupons Qty	Coupons Amount
4011	BANANAS,COLOR	5	0.29	5,034.140	1,750.85	3	2.79	0	0.00	0	0.00	0	0.00
4087	TOMATOES,ROMA, X-L	5	1.29	1,110.560	1,417.62	0	0.00	0	0.00	3	15.00	0	0.00
4046	AVOCADOS 60 CT	5	1.19	1,482.000	1,108.98	0	0.00	0	0.00	0	0.00	0	0.00
7224013381	CLEMENTINE 3# BAG	5	3.99	325.000	966.95	0	0.00	0	0.00	0	0.00	0	0.00
4069	CABBAGE, GREEN	5	0.89	1,493.730	868.23	0	0.00	0	0.00	0	0.00	0	0.00
4022	GRAPES,WHITE SDLS.	5	2.29	551.240	750.12	0	0.00	0	0.00	0	0.00	0	0.00
4023	GRAPES,RED SEEDLE	5	2.29	396.030	765.52	0	0.00	0	0.00	2	10.00	0	0.00
3338370133	CORN,SWEET CORN 4	5	3.99	178.000	710.22	0	0.00	0	0.00	0	0.00	0	0.00
89842900227	ORANGES, 10/4# NAVI	5	2.29	212.000	696.18	0	0.00	0	0.00	0	0.00	0	0.00
3918653012	BAKER POTATOES, SLE	5	2.99	214.000	666.26	0	0.00	0	0.00	0	0.00	0	0.00
Report Totals	**Item Count :**			10	10,976.700	9,752.93	3	2.79	0	0.00	5	25.00	0	0.00

Report Totals	Total	Unit Price	Split Price	Weighted Items	Coupons Items
Item Count	2,605	0	2,101	504	0
Total unit sold	24,424.520	7.000	14,191.000	10,226.520	0.000
Total sales	30,132.84	11.43	21,583.83	8,537.58	0.00
Average units sold	9.376	0.000	6.754	20.291	0.000
Average retail per units sold	1.23	1.63	1.52	0.83	0.00

Run On: 04/09/2019 at 12:31 PM By RDRU002 — Page 1 Of 1

Item No.	PLU	Description	Case Pack	Previous 4 Weeks	Thu 4/11 Sales	Stock On Hand	Order	Fri 4/12 Sales	Stock On Hand	Order	Sat 4/13 Sales	Stock On Hand	Order	Sun 4/14 Sales	Stock On Hand	Order	Mon 4/15 Sales	Stock On Hand	Order	Tue 4/16 Sales	Stock On Hand	Order	Wed 4/17 Sales	Stock On Hand	Order
63540	4053	LEMONS,CHOICE	115	4/4 - 4/10	0.0			0.1			0.1			0.3			0.3			0.0					
				3/28 - 4/3	0.0			0.1			0.3			0.1			0.2			0.2			0.1		
				3/21 - 3/27	0.1			0.1			0.1			0.1			0.1			0.0			0.1		
				3/14 - 3/20	0.0			0.0			0.1			0.1			0.1			0.1			0.3		
				Average	0.0			0.1			0.2			0.1			0.2			0.1			0.1		
67632	scan	CLEMENTINE 3# BAG	10	4/4 - 4/10	1.1			0.8			0.5			1.9			1.7			1.2					
				3/28 - 4/3	2.7			1.0			2.4			4.3			0.3			0.8			0.6		
				3/21 - 3/27	1.0			0.8			2.2			2.6			1.0			1.4			3.0		
				3/14 - 3/20	0.4			0.4			1.2			1.1			0.7			0.2			1.1		
				Average	1.3			1.5			1.6			2.5			0.9			0.9			1.2		
68360	scan	ORANGES, NAVEL 10/4# CASE	10	4/4 - 4/10	5.1			4.2			5.7			7.3			4.9			2.9					
				3/28 - 4/3	1.3			1.1			1.3			1.5			1.8						5.6		
				3/21 - 3/27	0.3			0.2			0.5			1.1			0.7			0.6			0.5		
				3/14 - 3/20	0.3			0.3			1.7			2.5			1.2			0.9			0.3		
				Average	1.8			1.5			2.3			3.1			2.2			1.1			1.6		
66628	4635	GRAPES,RED SEEDLESS IMPORTED	18	4/4 - 4/10	1.2			0.7			0.9			2.0			0.9			1.1					
				3/28 - 4/3	0.7			0.8			0.6			2.1			1.3			0.6			0.9		
				3/21 - 3/27	1.1			0.5			1.1			0.9			1.0			0.6			0.8		
				3/14 - 3/20	0.3			0.3			0.7			1.6			0.4			0.8			0.5		
				Average	0.8			0.6			0.9			1.6			0.9			0.7			0.6		
66629	scan	GRAPES, WHITE SEDL IMPORTED	18	4/4 - 4/10	1.2			0.6			0.4			1.8			0.2			-					
				3/28 - 4/3	0.3			0.5			0.2			0.7			1.3			0.7			0.7		
				3/21 - 3/27	0.2			0.9			1.1			1.1			0.5			0.5			0.4		
				3/14 - 3/20	4.3			3.6			4.2			5.5			6.5			0.2			-		
				Average	1.5			1.4			1.5			2.3			2.1			0.4			0.3		
69130	4050	CANTALOUPE 9CT	9	4/4 - 4/10	-			-			-			-		7	-			-			-		5
				3/28 - 4/3	-			-			-			-			-			-			-		
				3/21 - 3/27	-			-			-			-			-			-			-		
				3/14 - 3/20	-			-			-			-			-			-			-		
				Average	0.0			0.0			0.0			0.0			0.0			0.0			0.0		
66010	scan	WATERMELON,SEEDLESS BIN	60	4/4 - 4/10	-			-			-			-			-			-			-		
				3/28 - 4/3	-			-			-			-			-			-			-		
				3/21 - 3/27	-			-			-			-			-			-			-		
				3/14 - 3/20	-			-			-			-			-			-			-		
				Average	0.0			0.0			0.0			0.0			0.0			0.0			0.0		
67122	scan	AVOCADOS 60 CT	60	4/4 - 4/10	0.6			0.5			0.8			0.9			0.2			1.0					
				3/28 - 4/3	0.8			0.4			0.9			1.9			0.9			0.5			0.6		
				3/21 - 3/27	2.8			2.4			4.3			3.5			2.1			2.6			0.3		
				3/14 - 3/20	0.4			0.8			1.0			1.8			0.8			0.2			3.2		
				Average	1.1			1.0			1.7			2.0			1.0			1.1			1.0		

1.) Analyze & Plan - ID Loss Review

*Refer to the SAL Browser User Guide Pg. 108-110 via Document Repository

- After receiving and printing out your order guides, it's important to review your Top 10 ID Loss trends for the past 7 days
- This will provide a quick daily reminder of items on the order guides to pay extra attention to when calculating an order
- Utilize the ID Loss Store Detail Report via the SAL Browser → Applications → Markdown → ID Loss → Store Detail Report
  - Filter by Produce/Meat/Milk & Eggs for the past 7 days
  - Sort by $ value in descending order
  - As a best practice, highlight the Top 10 ID Loss Items in yellow on both the Meat & Produce Order Guides and Top 5 in Milk & Eggs
- Take the time to analyze this data when deciding an order quantity on these items as they're being discarded frequently which could be an effect of recently over ordering these items

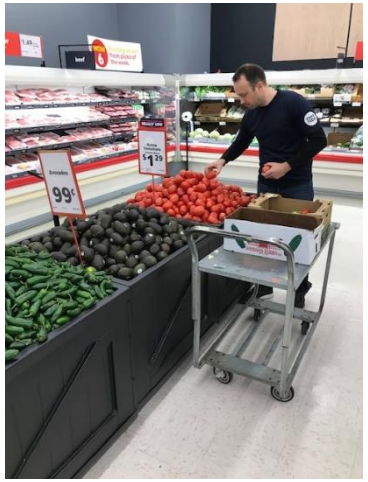
Details

Group	Qty	Weight	Loss 1 ▾
▼ Totals	1073	160.30	1,469.99
▶ Grocery	454	0.00	661.53
▼ Produce	588	160.30	643.79
▶ LEMONSCHOICE	272	0.00	74.39
▶ GRAPESWHITE SDLS. IMPORTEI	0	32.28	67.37
▶ ONIONSYELLOW MED. 16/3LB.	23	0.00	45.77
▶ TOMATOESROMA X-LARGE	0	33.70	43.48
▶ APPLESFUJI 3 LB BAG	10	0.00	39.90
▶ BANANAS-PLAINTAINS	41	0.00	28.29
▶ LIMESVOL.FILL CARTON	91	0.00	27.90
▶ LETTUCE ICEBERG CELLO 24CT	15	0.00	22.35
▶ ROOT YUCA	0	22.22	22.00
▶ PEPPERS JALAPENO	0	10.63	19.02

Item No.	PLU	Description	Case Pack	Previous 4 Weeks	Mon 4/1 Sales	Stock On Hand	Order	Tue 4/2 Sales	Stock On Hand	Order	Wed 4/3 Sales	Stock On Hand	Order
66385	scan	RASPBERRIES 6OZ.	12	3/25 - 3/31	0.9			0.9			-		1
				3/18 - 3/24	0.1			0.2			-		
				3/11 - 3/17	0.1			0.3			0.1		
				3/4 - 3/10	-			-			0.1		
				Average	0.1			0.2			0.0		
67350	scan	STRAWBERRIES 1# CLAMSHELL	8	3/25 - 3/31	2.5			0.3			-		
				3/18 - 3/24	3.4			0.4			-		
				3/11 - 3/17	-			-			-		
				3/4 - 3/10	-			2.6			1.8		
				Average	1.5			0.8			0.4		
83540	4053	LEMONS,CHOICE	115	3/25 - 3/31	0.1			0.1			0.2		
				3/18 - 3/24	0.1			0.1			0.0		
				3/11 - 3/17	0.3			0.1			0.1		
				3/4 - 3/10	-			0.2			0.3		
				Average	0.1			0.1			0.2		
67632	scan	CLEMENTINE 5# BAG	10	3/25 - 3/31	1.2			1.1			2.0		
				3/18 - 3/24	1.0			-			-		
				3/11 - 3/17	1.9			0.1			-		
				3/4 - 3/10	-			1.0			1.5		
				Average	1.0			0.6			0.9		
68360	scan	ORANGES, 10/4# NAVEL	10	3/25 - 3/31	0.9			0.2			0.1		3
				3/18 - 3/24	0.4			0.7			0.8		
				3/11 - 3/17	0.2			0.8			0.3		
				3/4 - 3/10	-			0.6			0.4		
				Average	0.4			0.6			0.4		
74231	4012	ORANGES,NAVEL 48 SIZE	48	3/25 - 3/31	-			-			-		
				3/18 - 3/24	-			-			-		
				3/11 - 3/17	-			-			-		
				3/4 - 3/10	-			-			-		
				Average	0.0			0.0			0.0		
66628	4635	GRAPES,RED SEEDLESS IMPORTED	18	3/25 - 3/31	1.1			0.7			1.2		
				3/18 - 3/24	1.0			0.5			0.5		
				3/11 - 3/17	1.4			1.2			1.0		
				3/4 - 3/10	-			2.9			1.1		
				Average	0.9			1.3			0.9		
66629	scan	GRAPES,WHITE SDLS. IMPORTED	18	3/25 - 3/31	0.5			0.5			0.3		
				3/18 - 3/24	2.9			2.7			2.4		
				3/11 - 3/17	1.2			1.2			2.2		
				3/4 - 3/10	-			1.3			1.1		
				Average	1.1			1.4			1.5		

2.) Culling Walk

- Culling is the grading and removal of bad quality product that is not suitable to sell to our customers
- This needs to be completed in Produce and Meat before backstock is worked onto the sales floor and an order is placed
- As a best practice, setup a cart with boxes to collect items to be discarded while walking the aisles
- As a best practice, the entire Produce department should be thoroughly culled at least three times per day and should coincide with your ID Loss Process
- Once all product is culled, straighten department and make a list of backstock product needed to fill low/empty holes

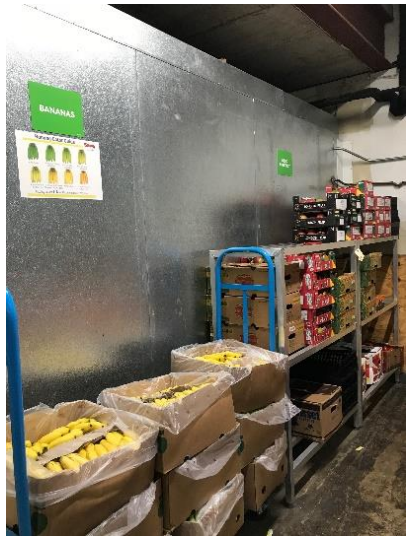


2.) Date Check

- A date check is the process of verifying that all product on the shelves are within their best before date and are suitable to sell to our customers
- Before open, in detail, look through all Milk & Eggs products, collect any expired items to be discarded
- This needs to be completed in Milk & Eggs before backstock is worked onto the sales floor and an order is placed to ensure stock-on-hand counts only include sellable products
- Products that will expire before the next truck need to be EXCLUDED from the inventory counts

3.) Work Backstock

- Working backstock prior to writing an order helps ensure that all inventory is accounted for and the backroom is organized when an order is written
- Backroom organization standards are imperative to the success and accuracy of an order and should be executed during this process
- While placing backstock cases of product onto the sales floor, ensure all products are being rotated properly with the oldest product merchandised on the sales floor and in front of newer product
- To save time and steps, when you are done working backstock, write down your remaining backstock quantities onto your order guide in the lower quadrant of the "Stock on Hand" column



Fri 11/13	Stock On Hand	Order
Sales		
1.3		
0.8		
0.3		
0.6		
0.7		

Record Backstock

4.) Order Sales Floor – Perishable Order Guides

Save a Lot

Perishable Order Guide

Report ID
SSR_SOD0100

Week Ending: 11/08 - 11/14 Retail Dept: Produce Store: 101 - New Port Richey, FL-Mass Ave Item list last updated from P & A: 11/5/2020 4:05:55 PM

Historic sales quantities assume usage of standardized PLU/UPC for fresh meat and fresh produce items. If alternate PLU/UPC are used, sales quantities may differ.

Item No.	PLU	Description	Case Pack	Previous 4 Week	Sun 11/08	Stock On Hand	Orders	Mon 11/09	Stock On Hand	Order	Tue 11/10	Stock On Hand	Order	Wed 11/11	Stock On Hand	Order	Thu 11/12	Stock On Hand	Order	Fri 11/13	Stock On Hand	Order	Sat 11/14	Stock On Hand	Order
					Sales			Sales			Sales			Sales			Sales			Sales			Sales		
64739	SCAN	APPLES,FUJI 3 LB BAG	12	11/07	0.3		1	0.2		*	0.2			0.1		1	-			0.5			0.1		
				10/31	0.2			0.2			0.1			0.1			-			0.2			0.2		
				10/24	0.3			0.1			0.1			0.2			0.3			0.1			-		
				10/17	-			-			-			0.1			0.3			0.6			0.4		
				Average	0.3			0.2			0.1			0.1			0.3			0.3			0.2		
64500	SCAN	APPLES,GALA 12/3 LB.	12	11/07	0.8		2	0.3		*	0.3			0.2		2	0.3			0.2		2	0.3		
				10/31	1.0			0.5			0.2			0.2			0.3			0.6			0.3		
				10/24	1.0			1.2			1.3			0.1			0.3			0.3			0.1		
				10/17	-			0.2			0.1			0.6			0.1			-			0.9		
				Average	0.9			0.5			0.5			0.3			0.2			0.4			0.4		

- **Fresh Produce, Fresh Meat,** and **Milk/Eggs** Order Guides are uploaded each week via the SAL Browser
  - SAL Browser → Applications → Products and Procurement → Perishable Order Guides
- Guides for the current and following week are made available, looking at a full week Sunday - Saturday
- Current perishable order guides provide 7 days worth of daily sales history for the previous 4 weeks
- Data provided in the guide is based of the usage of standardized PLUs/UPCs for each item
  - If your store consistently uses alternate PLUs/UPCs or has inaccuracy at the register, the sales quantities may differ
- The guides are updated every Thursday after the Pricing and Availability (P&A) is published

4.) Order Sales Floor – Understanding The Order Guides

Item No.	PLU	Description	Case Pack	Previous 4 Week	Sun 11/08	Stock On Hand	Orders	Mon 11/09	Stock On Hand	Order	Tue 11/10	Stock On Hand	Order	Wed 11/11	Stock On Hand	Order	Thu 11/12	Stock On Hand	Order	Fri 11/13	Stock On Hand	Order	Sat 11/14	Stock On Hand	Order
					Sales			Sales			Sales			Sales			Sales			Sales			Sales		
64739	SCAN	APPLES,FUJI 3 LB BAG	12	11/07	0.3		1	0.2		*	0.2			0.1		1	-			0.5			0.1		
				10/31	0.2			0.2			0.1			0.1			-			0.2			0.2		
				10/24	0.3			0.1			0.1			0.2			0.3			0.1			-		
				10/17	-			-			-			0.1			0.3			0.6			0.4		
				Average	0.3			0.2			0.1			0.1			0.3			0.3			0.2		

- **Item No. :** SAL Item Number
- **PLU:** Item PLU. If the item does not have a PLU (i.e. has a UPC only), "scan" will populate.
- **Description:** Item description and scannable UPC Barcode
- **Case Pack:** Item case pack quantity
- **Previous 4 Weeks:** Previous 4 Weeks "Week Ending" date, plus a combined average row
- **Sales:** Sales History of that day of the week, plus the combined average of the previous 4 weeks, calculated in cases
- **Stock On Hand:** Open fields to write in actual case inventory from the sales floor (top section) and backroom (bottom section)
- **Order:** Release date total of all survey case quantities expected (top section) and open field to write the actual order case quantities wished to be ordered (bottom section)

4.) Order Sales Floor – Understanding The Order Guides

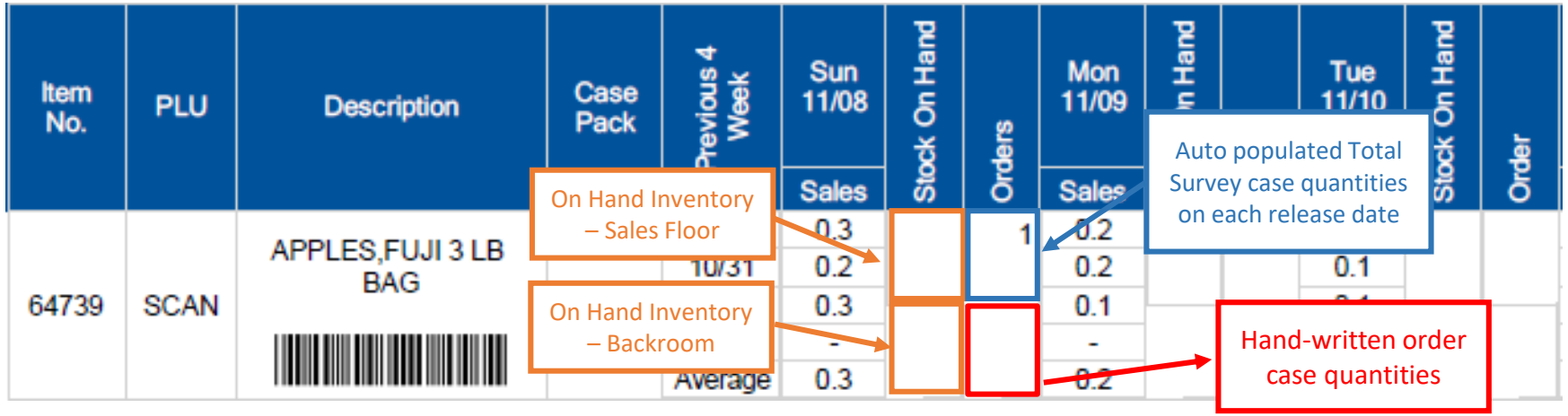
Item No.	PLU	Description	Case Pack	Previous 4 Week	Sun 11/08	Stock On Hand	Orders	Mon 11/09	Stock On Hand	Order	Tue 11/10	Stock On Hand	Order
					Sales			Sales			Sales		
64739	SCAN	APPLES,FUJI 3 LB BAG	12	11/07	0.3		1	0.2		*	0.2		
				10/31	0.2			0.2			0.1		
				10/24	0.3			0.1			0.1		
				10/17	-			-			-		
				Average	0.3			0.2			0.1		

Net "Sales" is the amount of cases sold at full retail

Average of the last 4 week's daily sales

- Sales – Markdowns = **Net "Sales"**
- Net sales represents the total daily sales at full retail value, subtracting any items previously sold at markdown
- Subtracting out any items sold at markdown allows for a realistic sales number that excludes items sold due to potential over ordering, quality issues, etc.
- Sales data shaded in grey indicates that the item was previously on the Save A Lot ad

4.) Order Sales Floor – Understanding The Order Guides



- Stock on Hand
  - Stores should use the open space provided to count and record total inventory on hand including sales floor (top section) and backroom (bottom section)
- Survey/Order
  - **Total** release date survey case quantities that are set to be sent to store (top section) and written case quantities wish to be ordered after taking into account sales history and expected survey quantities (bottom section)

4.) Order Sales Floor – The Average

Item No.	PLU	Description	Case Pack	Previous 4 Weeks	Sun 8/5 Sales	Stock On Hand	Order		Mon 8/6 Sales	Stock On Hand	Order	Tues 8/7 Sales	Stock On Hand	Order	Wed 8/8 Sales	Stock On Hand	Order
64500	Scan	APPLES,GALA 12/3 LB	12	8/4	1.3							0.8			0.3		
				7/28	0.3							0.1					
				7/21	0.8							0.0					
				7/14	2.1							1.0					
				Average	1.1							0.5					

Previous Ad items or SNAP/WIC benefit days can greatly **inflate** the average for that week

Items that were previously out of stock can greatly **deflate** the average for that week

Previous 4 Weeks Sales - Average:

- The previous 4 weeks sales average row is a good, quick, reference when determining sales history and expected sales for a particular day
- However, this row should not be the "catch-all" for every ordering period and scenario
  - Keep in mind, this number is an average of a 4 week period, but not all weeks of the month are always the same
- For example, if you're ordering for a day in the beginning of the month, with SNAP/WIC being expected to be distributed to our customers, you simply should not be using the average row to determined your expected sales. You should increase your expected sales forecast to ensure you stay in-stock and meet sales demand
- Utilize the Analyze & Plan step of the ordering process to ensure you're properly planning and creating accurate expected sales forecasts

4.) Order Sales Floor : Ordering Formula

At a core level, the calculation for an accurate order on any given item will follow the same formula:

Expected Sales: Your "expected sales" is the total combined sales demand of an order period:

- Order Period = The day after the order day THROUGH your NEXT scheduled truck
- Let's look at an example of a store that receives trucks on Tuesdays and Saturdays

Order Day | Order Period → | Next Scheduled Truck

Item No.	PLU	Description	Case Pack		Sun 10/25 Sales	Mon 10/26 Sales	Tue 10/27 Sales	Wed 10/28 Sales	Thu 10/29 Sales	Fri 10/30 Sales	Sat 10/31 Sales
64739	SCAN	APPLES,FUJI 3 LB BAG	12	10/24	0.2	0.1	0.2	0.1	0.1	0.3	0.1
				10/17	0.3	0.3	0.2	0.2	-	0.2	0.3
				10/10	0.6	0.3	0.8	0.2	0.3	0.2	0.1
				10/03	0.3	0.4	-	0.3	0.3	0.3	0.5
				Average	0.3	0.3	0.3	0.2	0.2	0.2	0.2

6 days of expected sales

4.) Order Sales Floor : Ordering Formula

At a core level, the calculation for an accurate order on any given item will follow the same formula:

Inventory: Your "Inventory" is the total combined Stock On Hand currently in the store or in transit

- While you're on the sales floor, start counting your inventory to the **nearest 1/2 case** and write this number in the top section of the "Stock On Hand" column on your order guide
- The bottom section of the "Stock On hand" column should be utilized for backstock inventory and should be written after working and counting all backstock in the backroom (*Refer to Step 3 of the ordering process flow)

Item No.	PLU	Description	Case Pack	Previous 4 Week	Sun 11/08	Stock On Hand	Orders	Mon 11/09	Stock On Hand	Order
					Sales			Sales		
67025	SCAN	BFSTK TOMATO 12/4PK		11/07	1.3	1.5		0.9		
				1	0.8			0.3		
				4	1.1			0.8		
				10/17	-	0		0.6		
				Average	1.0					

Sales Floor Inventory

Backstock Inventory

4.) Order Sales Floor : Ordering Formula Guide

You can utilize the Order Formula Guide for your stores specific truck schedule to assist your team in knowing what days to include into your expected sales

Ordering Formula Guide — Tuesday, Friday Delivery Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Order Day							
Delivery Day			(Sunday's Order)			(Wednesday's Order)	
Days to Include Into Expected Sales	**(5 DAYS)** Monday, Tuesday, Wednesday, Thursday, Friday			**(6 DAYS)** Thursday, Friday, Saturday, Sunday, Monday,Tuesday			
Ordering Formula	**Expected Sales of (M + T + W + Th + F) - SOH = Order Quanity**			**Expected Sales of (Th+F+Sa+Su+M+T) - SOH = Order Quanity**			

Example:
Sunday Order Day → Tuesday Delivery → Next Truck Friday

Order Day → Order Period → Next Scheduled Truck

Item No.	PLU	Description	Case Pack	Previous 4 Week	Sun 11/08 Sales	Stock On Hand	Orders	Mon 11/09 Sales	Stock On Hand	Order	Tue 11/10 Sales	Stock On Hand	Order	Wed 11/11 Sales	Stock On Hand	Order	Thu 11/12 Sales	Stock On Hand	Order	Fri 11/13 Sales	Stock On Hand	Order	Sat 11/14 Sales	Stock On Hand	Order
67025	SCAN	BFSTK TOMATO 12/4PK	12	11/07	1.3			0.4	1		0.9			0.7			0.5			0.4			1.3		
				10/31	0.8			0.9			0.7			0.7			0.1			0.4			1.0		
				10/24	1.1			0.3			1.2			0.7			0.3			0.4			0.4		
				10/17	-			0.8	0	2	0.4			1.0			-			0.2			0.8		
				Average	1.0			0.6			0.7			0.8			0.3			0.4			0.9		

Expected Sales − Inventory (On-Hand & In Transit) = Order Quantity (Minus Survey)

Calculating the order:

A. **Expected Sales: [Monday Sales .6 case] + [Tuesday Sales .7 case] + [Wednesday Sales .8 case] + [Thursday Sales .3 case] + [Friday Sales .4 case] = 2.8 cases**

B. **Inventory:** total the sales floor (1c) and backroom (0c) inventory counts. Also, add the current amount of cases on In Transit or on Survey, if applicable.

- In this example, we have **1 case on hand**

C. **Calculating the order: 2.8 cases – 1 case = 1.8 cases**

- **After** your formula is calculated, **ALWAYS** round **up** to the nearest case, in this example we round 1.8 up to **2 cases** to be ordered

5.) Review & Submit Order

- At the end of the ordering process, review your order to ensure that all orders are accurate (no input errors on order quantities, no item codes incorrectly keyed, etc.)
  - Best practice is to sort by Qty. and look for any "mis-keys" inputted accidently
- At this time, it's also a good idea to double-check promotional and survey items coming in that delivery day using the current/upcoming Ad and the Promotions Screen on the SAL Browser
- After ensuring the accuracy of the order, ensure that the order is properly submitted to the Distribution Center for fulfillment
- It is recommended that Meat & Produce orders must be placed by **10PM** each order day
- It is recommended that Milk orders must be placed by **10AM** (varies by DC)

Center Store Ordering

Training PPT

Center Store Ordering - Overview

- Center store ordering is the process in which you order the rest of the store including dry grocery, HBA, non-food, freezer, cooler, etc.
- As a best practice, it is best to order in the afternoon or evening, so all backstock product is stocked appropriately and sales are nearing an end for the day
- Ordering for center store is a little different than perishables because there is no order guide as you order through the SAL Handheld
- Stores must manually come up with an estimated forecasted sales quantity for each item ordered, however there are some tools that will assist you

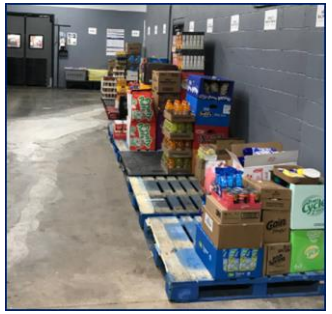
✓ "Stats" button inside the ordering gun that populates the item statistics

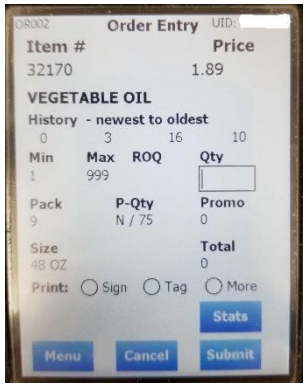
✓ PLU History Reports inside ICL

The Ordering Process – Center Store

- The basic flow to the way that we should prepare for completing a center store order is exactly the same as perishables orders; there is just more added detail inside each step.

Analyze & Plan → Work Backstock → Order Sales Floor → Subtract Backroom Inventory → Review & Submit Order





1.) Analyze & Plan

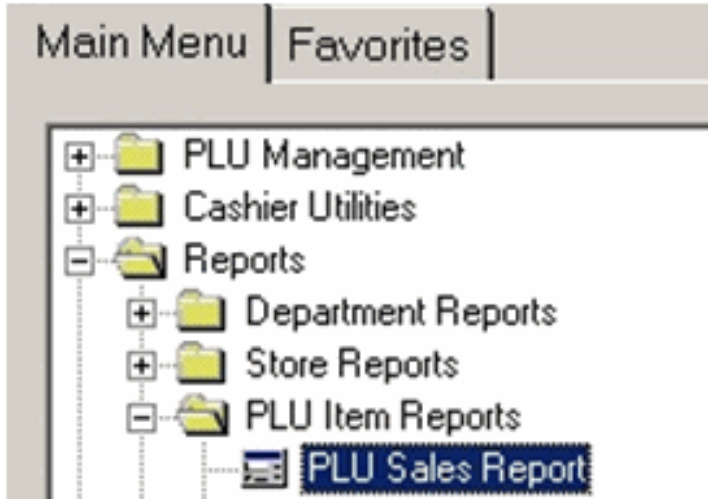
The same areas analyzed in Perishable Ordering will apply to Center Store ordering as well.

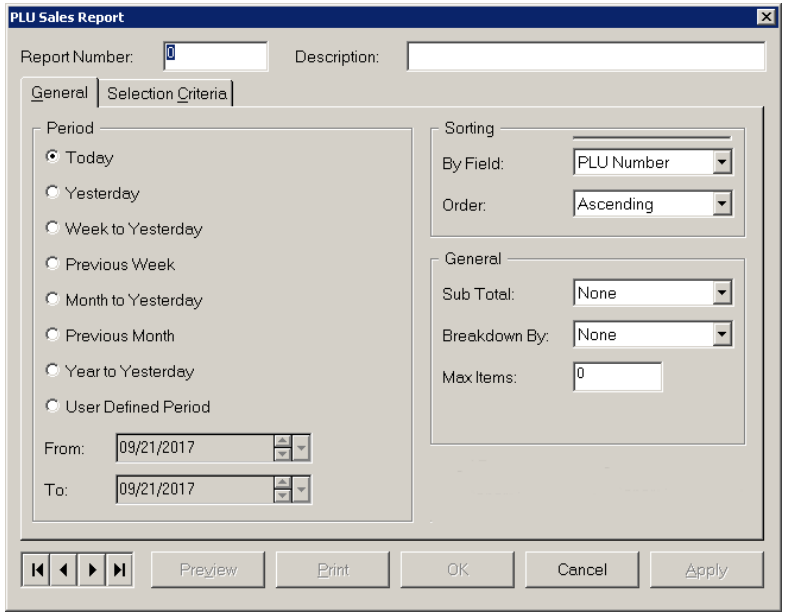
Ensure to review and plan out the following:

- Recent Sales/ID Loss Trends
- Seasonality/Weather
- Day of Week
- Schedule & Planning of Loads
- Time of month
- Surveys/Ad Events
  - Review the Survey System and Planning Report
- Upcoming planogram changes

1.) Analyze & Plan – PLU Sales Report

- For center store ordering, it's important to be familiar with your Top 50 selling items in the store as well as the Top 10 Frozen items
- Utilize the PLU Sales Reporting in ICL to produce this data for your store
- Refer to the [ISS45 V8 User Guide]() via the Document Repository





1.) Analyze & Plan

Mark the Top 50 Grocery & Top 10 Freezer Items

- To raise awareness when placing an order of these top sellers, mark the price labels of these items with a method of your choice
  - As a best practice, you could place a "Blue Dot" on the Price Tag just above the pack size and below the item description
- Additional care should be taken when ordering these items to ensure we are never out of stock
- Ensure to replace/update the markings when:

⇒ Price Changes Occur and a new tag is required

⇒ Replacing worn Price Tags

⇒ When a new report is run and products change on the Top 50/Top 10

⇒ Store Resets

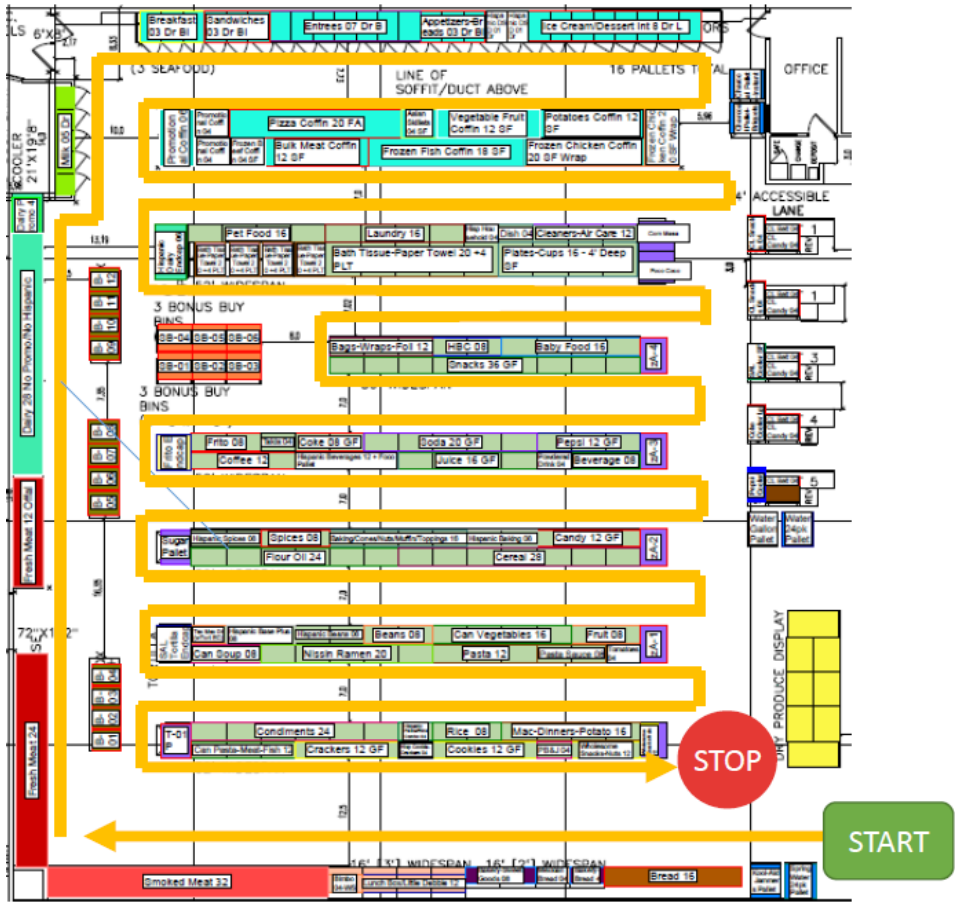
2.) Work Backstock

- As always, working backstock prior to completing any order helps ensure that all inventory is accounted for when an order is written and keeps the store aware of what extra inventory they have on hand, so that no excess inventory is ordered
- It's also imperative that the store team has a good close on the evening prior to an order day. this includes tasks such as:
  - Box down/Store Conditioning
  - Boxing Back
  - SAL Edge
  - Recording ID Loss of damaged/out of date product
- Doing this helps making the process of counting sales floor inventory to the nearest case easier and helps you quickly go through the entire store making sure you don't miss reviewing an item to order
- Utilize the entire team and plan ahead to be prepared to place an accurate order in a timely manner

3.) Order Sales Floor

- Ensure the order pattern starts and stops at the same location for every order at each, unique, individual, store.
  - This creates consistency and an efficient flow during the process as well as makes sure nothing is missed

- The best practice is to start at perimeter departments first, then inner aisles in a "snake like" pattern to reduce footsteps



3.) Order Sales Floor – Minimum Case Order Quantity

- In some scenarios, a detailed analysis of core items, average planograms per store, and case movement has resulted in Merchandising setting Minimum Case Order Quantity (MCOQ) for some of Save A Lot's core items
- It's important to realize that MCOQ will affect the ordering process, so it's important to plan accordingly and take that into consideration when ordering these particular items

Example:

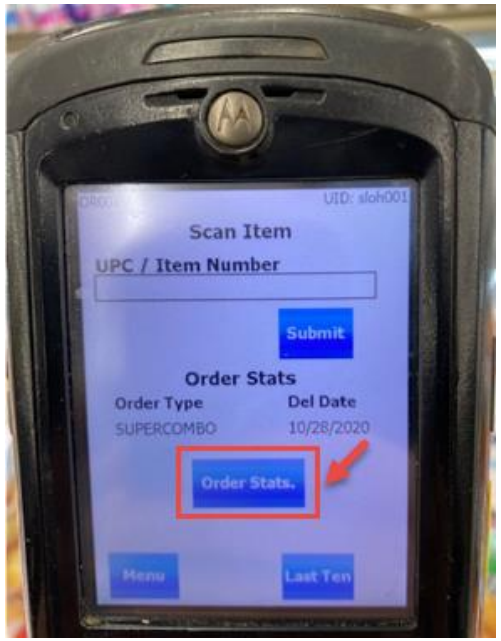
1. Whole Kernel Corn Planogram lists a 32 case shelf capacity
2. Manager identifies that there is room for 5 cases of whole kernel corn at the item's shelf location
3. Manager expects that 3 cases will be sold prior to the next D.C. delivery, so it is expected that there will be room for 8 cases, at the time of the next DC delivery
4. Manager identifies that the *minimum* case order quantity is 10 cases
5. Manager verifies that there is 0 backstock of whole kernel corn in the backroom
6. Manager does **NOT** order whole kernel corn on this truck

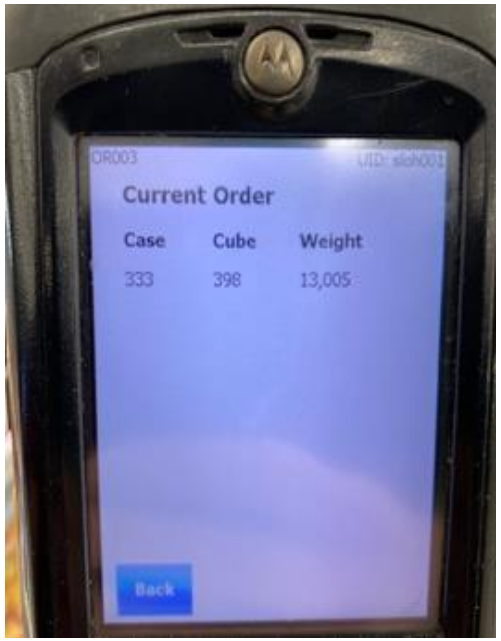
3.) Order Sales Floor – Maximum Case Order Quantity

- During unique circumstances, such as vendor shortages, it's possible some items may have a Maximum Case Order Quantity be attached to them
- This is because Save A Lot wants to ensure these limited availability items can be made accessible to all stores, fairly
- It's important to realize that these limitations will affect the ordering process, so it's important to plan accordingly and take that into consideration when placing orders for these items

3.) Order Sales Floor – Cube/Weight Limits

- Remember, it's important to know and keep track of your weight and cube limits as you order
- Check your cube or weight status at any time on the handheld utilizing the "Order Stats" button



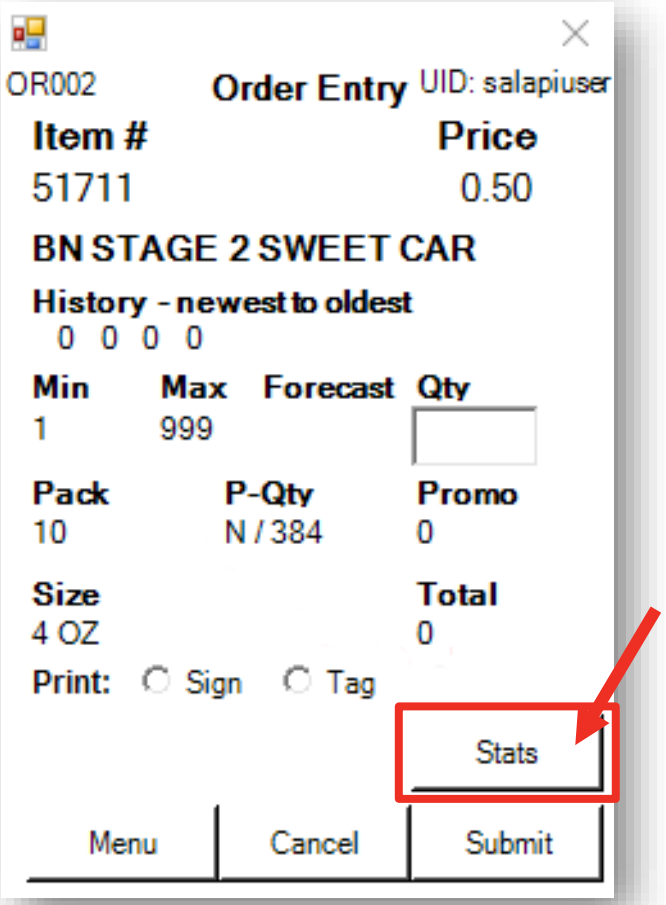


3.) Order Sales Floor – Ordering Formula

- While you're on the sales floor, start counting your inventory to the nearest case and use the basic ordering formula to decide on an order quantity
- Remember, the goal is to make sure you are meeting expected sales demand without running out of stock, while maintaining our merchandising standards
- Avoid any excess backstock, when possible!
- It's important to keep ordering quantities as consistent as you can to ensure balanced efficiency through-out the week and each delivery day.
- Checking each product's Best Before Date can also be critical. If product(s) expires before the next delivery, **do not** include it in your OH inventory calculation
- Considering our lean business model, it's important to also be multitasking during this process. Take advantage of this time with-in the aisles to SAL line, remove empty boxes, prices, check for missing tags, etc.

3.) Order Sales Floor – Item Statistics

- Utilize the "Stats" button, inside the ordering gun, to pull up the Item Statistics on each item to assist you in determining the estimated forecasted sales for that particular product you're ordering
- Doing this while physically on the sales floor, ordering, will be important; not only for an accurate order, but to save steps and time



3.) Order Sales Floor – Item Statistics

The Stats screen displays general item information in the following categories at the top of the screen

GP :

- The item's gross profit based on the current order delivery date and suggested retail price

MM/DD :

- Week ending dates of the previous five completed weeks, newest to oldest
- Current week is not displayed

CsSls :

- Total cases of the item sold in each of the previous five-week periods
- Cases round up at .50 (half of a case) or more; down at .49 or less

5 Week Case Sales Trend :

- Displays the difference in cases sold for the last five weeks as compared to the five weeks prior to that
- For example, if the last five weeks sales were 100 cases, and the prior five weeks were 80 cases, the trend would be +20)

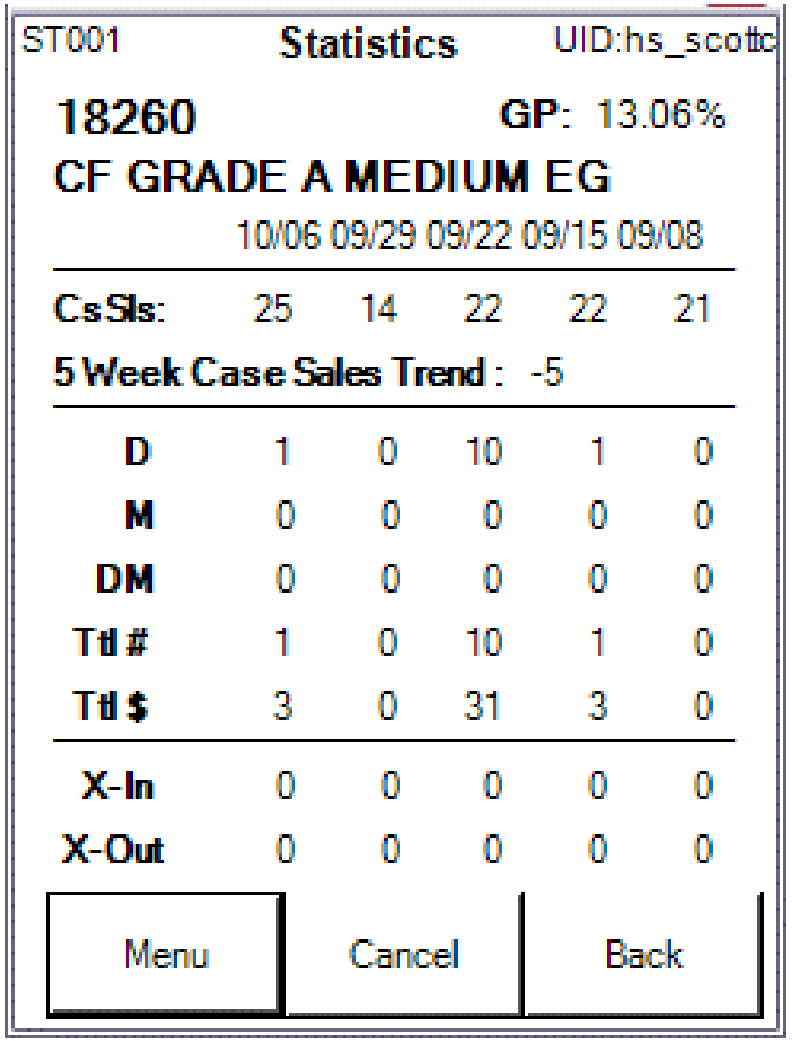
D : Discard quantity

M : Markdown quantity

DM : Discard markdown quantity

Ttl # : Total discard, markdown and discard markdown quantities

Ttl $: Total discard, markdown and discard markdown dollars



ST001 Statistics UID:hs_scottc

18260 GP: 13.06%

CF GRADE A MEDIUM EG

	10/06	09/29	09/22	09/15	09/08
CsSls:	25	14	22	22	21

5 Week Case Sales Trend : -5

D	1	0	10	1	0
M	0	0	0	0	0
DM	0	0	0	0	0
Ttl #	1	0	10	1	0
Ttl $	3	0	31	3	0
X-In	0	0	0	0	0
X-Out	0	0	0	0	0

Menu Cancel Back

3.) Order Sales Floor – Example

Let's look at an example using this cereal.

- The first thing you should look at is the last 4 order quantities
- Although this information doesn't give you everything you need to know to make an educated forecast of sales, it's important to review for a couple reasons:
  1. Helps us understand our ordering tendencies and consistency throughout a given week on this item so we can learn from it and make adjustments if needed
  2. If the truck scheduled for delivery today hasn't arrived yet, you know how many quantities you ordered for that truck
- Keep in mind, these numbers are based off of what you ordered only, **NOT necessarily** what is actually in transit. It's best to look at the eInvoice to get the accurate in transit number, if applicable
- Next thing we want to do is click on stats to look up sales history for this particular item

3.) Order Sales Floor – Example

- Let's say this store receives on Tuesdays and Fridays
- Today is a Sunday and we're ordering for a Tuesday delivery day
- That means we need to estimate our sales forecast to include Monday through the next scheduled truck, which would be Friday
  - Monday → Friday = **5 days of expected sales**

- First thing we see is that sales are trending slightly upward for this item (+1 cases up from the previous 5 weeks)
- Our average expected sales is 2 cases for the week
- If you wanted to be more specific, let's figure out how many cases per day we expect to sell
  - (2/7days = 0.28 cases)
- Our expected sales forecast for 5 days (Mon. – Fri.) would then be 1.4 cases (5 days x .28 cases per day)
- Taking into account that sales are trending upward, let's round that number to an even **2 cases** of expected sales.

3.) Order Sales Floor – Example

Now that we have estimated our expected sales forecast for our order period: (**2 cases**)

Let's utilize our formula to see what we come up with:

Expected Sales – Total Inventory = Order Quantity

- Expected Sales = **2 cases**
- Total Inventory = **4 cases**
  - Sales Floor OH = 4 cases
  - Backstock OH = 0 cases
  - In Transit = 0 cases
  - Survey Quantities = 0 cases
- **Order Quantity = 2 cases - 4 cases = -2 cases**
- The recommended order quantity would be **0 cases** and the product should be re-evaluated on Wednesday's order, however, considering the shelf holds 4 cases and there would be no expected backstock, in some instances ordering 1 case would be acceptable

Statistics

15071 GP: 25.93%

FRUIT BERRY CRUNCH C

	01/26	01/19	01/12	01/05	12/29
CsSls:	1	3	2	3	1
5 Week Case Sales Trend :	+1				
D	0	0	0	0	0
M	0	0	0	0	0
DM	0	0	0	0	0
Ttl #	0	0	0	0	0
Ttl $	0	0	0	0	0
X-In	0	0	0	0	0
X-Out	0	0	0	0	0

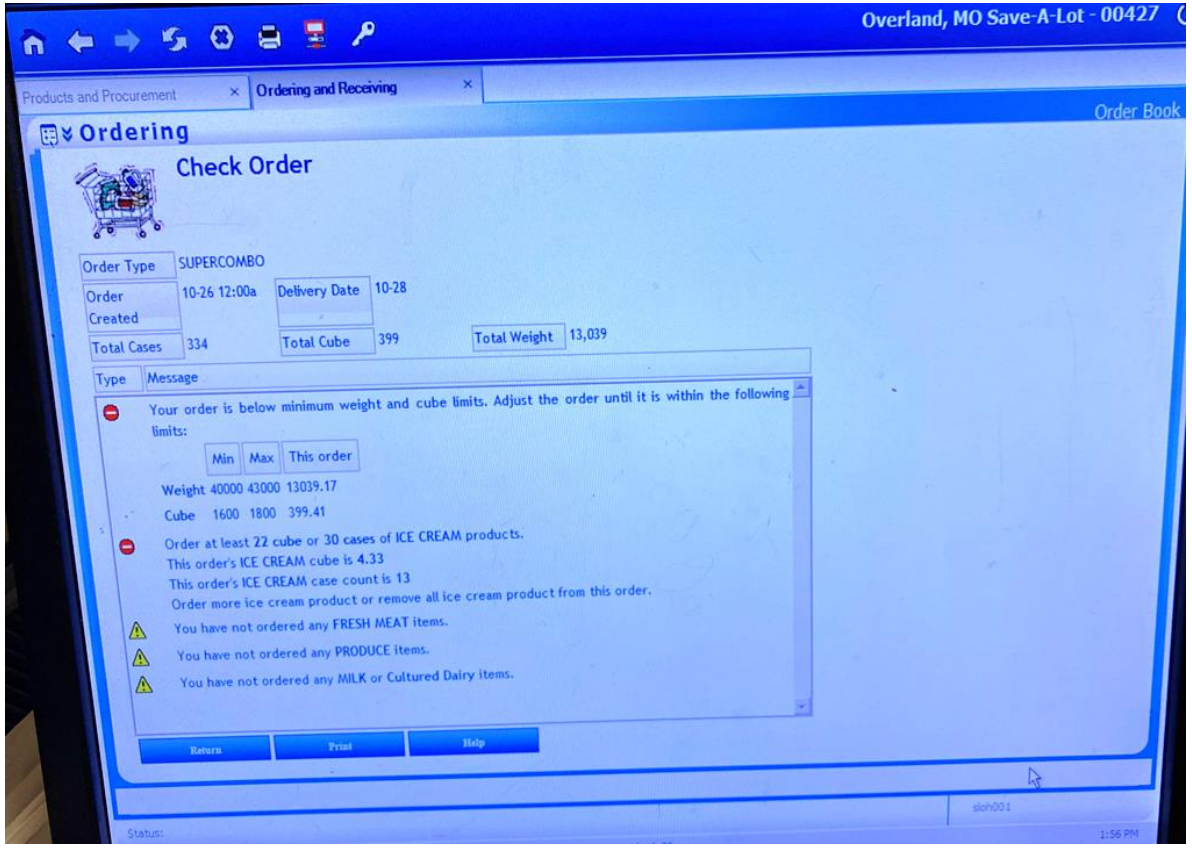
Menu Cancel Back

4) Subtract Backroom Inventory

- After ordering, you need to review backstock and subtract these items from your order quantity you just placed
- As a best practice, go through all the items in the backroom (Grocery backstock pallets, freezer, cooler, etc.)
- Scan the items and simply subtract the amount of cases the store currently has in backstock from the order quantity you inputted on the handheld
- This is one reason why backroom organization standards are imperative to the success and accuracy of an order
- Also, this shows why ordering to sales demand, while not exceeding, is equally important
  - For example, if you previously over ordered product on the previous deliveries, most likely the backroom is overflowing with product, unorganized, and this makes it difficult to accurately subtract your current backstock from your current order
  - This results in the snowball effect of inaccurate, poor orders, and can get worse and worse if not reined in quickly

5) Review & Submit Order

- At the end of the ordering process, review your order to ensure that all orders are accurate (no input errors on order quantities, no item codes incorrectly keyed, etc.)
  - Best practice is to sort by Qty. and look for any "mis-keys" inputted
- At this time, it's also a good idea to double-check promotional and survey items that are locked and coming in that delivery day and which ones you would like to add to the truck, if any
- Utilize the error messages and ordering suggestions on the "Check Order" screen on the PC to make any last minute adjustments
  - Warnings provide a suggestion about a possible issue with your order. This message does not require you to take corrective action, however, the system will not accept your order until you specifically click a checkbox that signifies you have read the warning and have chosen to proceed
- After ensuring the accuracy of the order, ensure that the order is properly submitted to the Distribution Center for fulfillment
  - The suggested deadline for Center Store orders is **10PM**



Ordering Summary & Recipe For Success

GOAL: The goal of ordering is to make sure you are meeting expected sales demand without running out of stock, while still upholding our merchandising standards

Follow the Ordering Process:

Perishables:

Analyze & Plan → Culling/Date Checks → Work Backstock → Order Sales Floor → Review & Submit Order

Center Store:

Analyze & Plan → Work Backstock → Order Sales Floor → Subtract Backroom Inventory → Review & Submit Order

Remember the Ordering Formula:

Best Practices & Top Tips

- SM or ASM should review and input **all** orders
- Take the time to properly prioritize, balance, and plan your loads
  - What size truck should you order for? What about the next truck?
- Ensure Top 10 ID Loss & Top 10 Sales are highlighted on the Perishable order guides every week after you print them
- Review Survey & Promo Planning Reports every week:
  - **Survey System**
  - **Planning Report**
- Keep a close eye on product shelf life when bringing in large quantities
  - Utilize the *Perishable Store Receiving & Shelf Guidelines* on the document repository to assist with ordering and request credit on closed dated products that were delivered, if needed
- Review the *Zero Day Sales Report* prior to ordering (Corporate ONLY)
  - Ensure all items notated on the report are order, if possible
- Managers should stock out a truck they ordered two days prior and see how they did:
  - Walk the sales floor; take note of low/out of stock (OOS) items
  - Review Stock Outs list from the e-invoice
  - Adjust subsequent orders to accommodate any findings (ie. Rate of sale changes)
  - Use this practice as a learning tool to improve ordering accuracy on the next order

Reference Material

Reference Material in the Document Repository:

- SAL Browser User Guide
  - *Survey System & Planning Report*: Pg. 206 & 233-245
  - *ID Loss Store Detail Report*: Pg. 108-110
- ISS45 V8 User Guide
  - *PLU Sales Report*: Pg. 88-100
- Perishable Ordering - SOP
- Center Store Ordering – SOP
- Ordering Formula Guide T, F
- Ordering Formula Guide Su,Th
- Ordering Formula Guide M, W, F
- Ordering Formula Guide – Blank

Questions?