SAVE A LOT ORDERING

BEST PRACTICES

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Ordering Efficiency Best Practices:

Remember to utilize these tips and best practices as you move to 2 trucks per week

1. Utilize the ordering formula and ensure to calculate your expected sales accurately

    a. Ordering two or three trucks per week requires planning and analysis to ensure meeting sales demand without running out of product

    b. 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

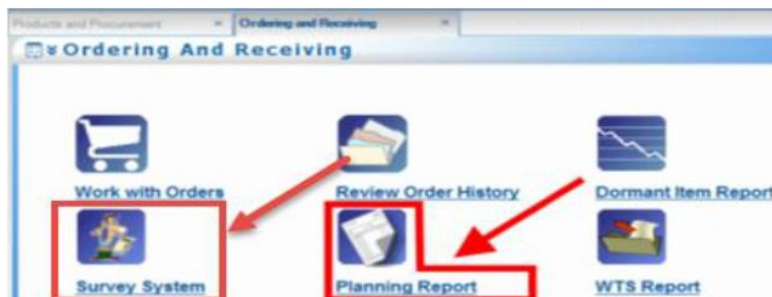   c. Let's look at an example of a store that receives trucks on Tuesdays and Saturdays

2. Take the time to properly prioritize, balance, and plan your loads

    a. What size truck should you order? What about the next truck?

    b. What survey items, pallet drops, or "fill" items can you put on the order?

    c. What time of the month is it? Is there a special event happening? One Day Sale?

3. Know what products you want to prioritize

    a. Suggested priorities in order:

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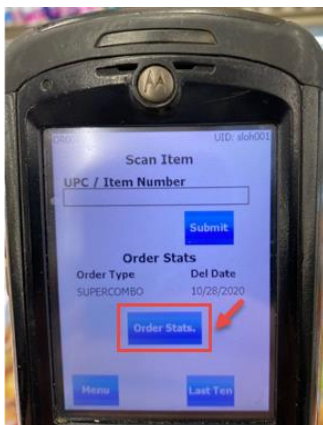   6. Survey/Ad Items
        7. Freezer
        8. Grocery/Center Store

4. Execute Survey & Promo Planning

    a. Analyze survey quantities scheduled for your store and adjust the quantities if necessary, to fill loads and balance your load schedules

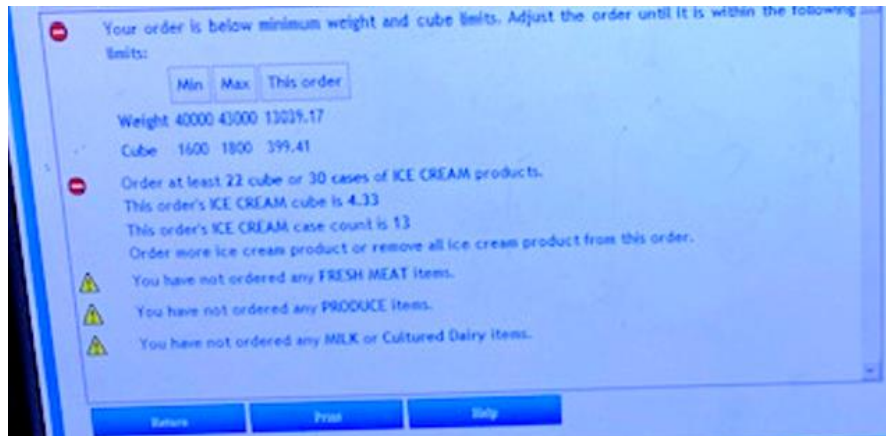   b. Never miss reviewing 2- and 6-week planning reports to plan for the future

5. Know and keep track of your weight and cube limits as you order

    a. Check your cube or weight status at any time on the handheld

    b.   Utilize the error messages and ordering suggestions on the "Check Order" screen on the PC

6.   Keep an eye on product shelf life when bringing in large quantities of perishable product
    a.   Audit the quality and expiration dates on items like meat, produce, and dairy items

*Utilize the *Perishable Store Receiving & Shelf Guidelines* on the document repository to assist In ordering and maintain freshness

Additional Tools to Reference:
- DC Receiving SOP