SAVE A LOT PRICE CHANGE:
STORE EXECUTION GUIDE

TABLE OF CONTENTS

Execution Checklist:

2 weeks prior
- ❑ ABP/SM meet and review upcoming pricing plan execution including the following:
  - Staffing and scheduling. It is recommended that stores plan for 12 additional hours of labor
  - Stores should have 5 rolls of blank tags, set aside and do NOT use until printing is needed. If store is limited on blank tags, order the required 5 rolls order numbers: (15905 White pk 4 rolls) (15915 Orange pk 4 rolls)
  - Review Save A Lot emergency contact list
  - Review new delivery schedule coordination with stores and personnel/staffing adjustments

- ❑ SM to hold a store meeting to cover the Pricing Change execution process to include:
  - What the program is
  - When it will be executed
  - What staff expectations are

- ❑ It is recommended that stores verify planogram (POG) accuracy in the weeks before the Price Change execution

1 Week Prior
- ❑ SM to ensure:
  - Scheduling is complete, accurate and adequate to cover all tasks on execution day
  - Review ordering best practices with team to ensure thorough execution
  - 5 rolls of blank tags are in store and available for execution day
  - Old/damaged tags have been replaced throughout store

1 Day Prior
- ❑ SM opens Grocery, Cooler and Frozen batches and prints out tags in advance of batch activation
  - Tags should be printed and sorted by aisle for ease of execution
  - Once all tags are printed and sorted, place them in a secure area of the store manager's office
- ❑ **For stores ordering the day prior to execution:** Ensure your order book is closed by end of day. Do not leave your order book open. The new wholesale cost book will be active the following morning

Day of Execution

- ❑ It is recommended the SM and staff arrive early to ensure execution is complete prior to store opening
- ❑ SM divides price tags amongst staff, by aisle. Staff begins placing new tags around store
- ❑ Once all tags are in place, SM loads all batches
- ❑ Once new tags are in place and batches are loaded, walk the store to verify ad item price accuracy to ensure no pricing impact for current ad pricing (this is referred to as an "Ad Walk")
- ❑ Complete a full store "Price Check" (known as *scan audit)* using the handheld to ensure there are no discrepancies between the price on the shelf tag and the price in the POS system
  - o Store should check a minimum of:
    - ▪ 20 items in each aisle
    - ▪ 50 items in Frozen
    - ▪ 1 complete register item check
- ❑ SM should check in with the ABP upon completion to confirm price change process was completed and report any issues
  - o Ensure signage and marketing accessories are in place
  - o Check wing stacks, pallets, dump bins and other merchandised areas to ensure accuracy in pricing

Post Execution Tasks

- ❑ Walk the entire store and replace old, damaged, and tattered tags
- ❑ Complete a full store Price Check (*scan audit)* over the coming week
- ❑ Ensure store has a consistent routine in place for price audits, perishable checks, Ad Walk, and Category Maintenance

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

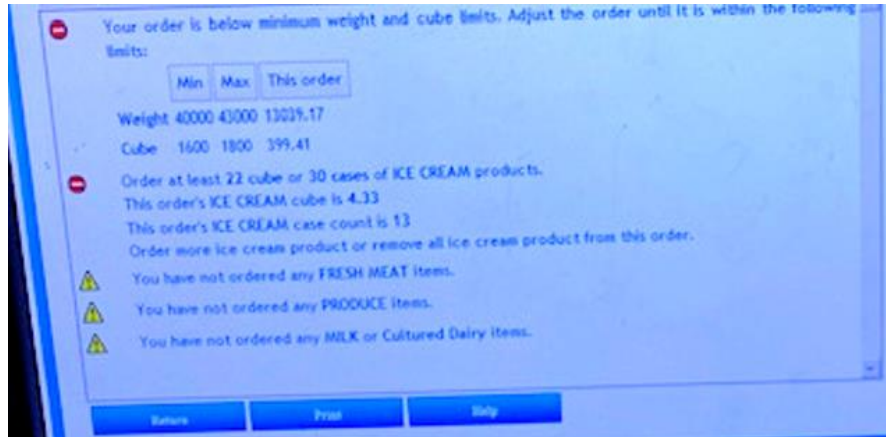   b. Never miss reviewing 2- and 6-week planning reports to plan for the future
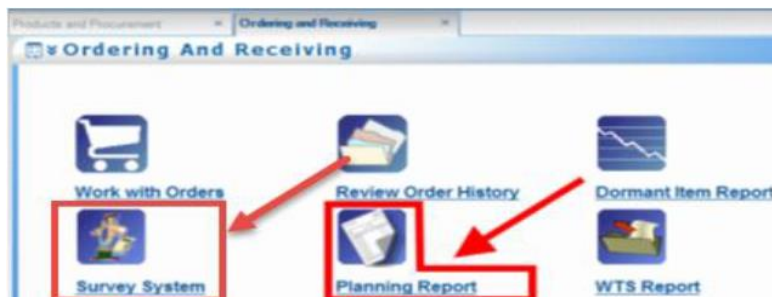
5. Know and keep track of your weight and cube limits as you order

    a. Check your cube or weight status at any time on the handheld
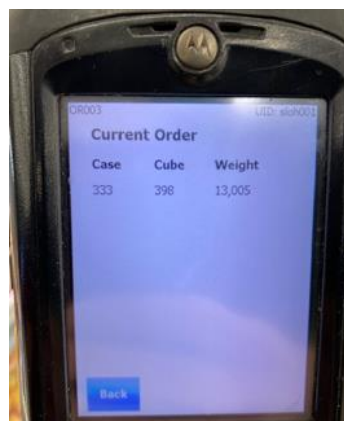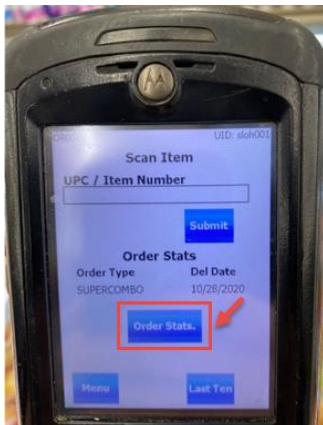
b. Utilize the error messages and ordering suggestions on the "Check Order" screen on the PC

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