



Supply House Model Playbook



**Store Scope of Work &
Best Practices**

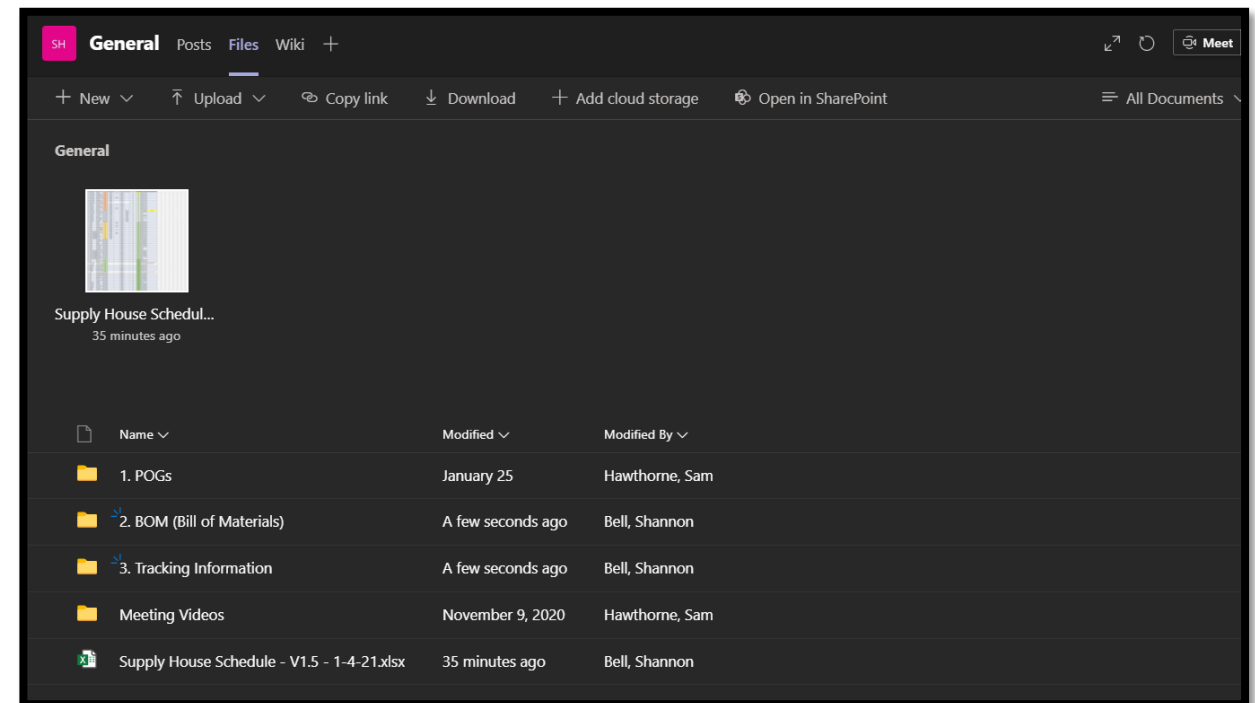
How to Access Project Details?

All documents for this project are accessible via Microsoft Teams [Supply House - Mortar Reflow](#)

All F&D associates have access to this Teams Channel using the above link.

Files Section Includes

- [3PL Schedule](#)
- [POGs \(Planograms\)](#)
- BOM (Bill of Materials)
- Tracking Information
- Installation Guides



Store Prep Work

Preprinted Price Cards & PLT Tags

Preprint Price Cards

- Locate the POGs for your store based on total number of Mapei & Laticrete bays in your set.
 - EX: 106 Kennesaw
 - 10 Mapei bays – Normal
 - 7 Laticrete bays – Normal
 - **Note:** Confirm Normal vs Reverse flow POGs by bay count and vendor
- Locate the SKU list for each bay
 - Print 3x5 regular price cards for all grout and mortar SKUs
 - Print 1 tag per each facing
 - EX: Position 42 = 2 facings, print 2, 3x5 tags
 - Print 1x3 vertical price cards for all caulking SKUs
- Sort price cards in POG order and grouped by bay
- Provide preprinted tags to the 3PL install team

PLT (Product Location Tags)

- If PLT labels are installed prior to this reset, then stores will own label recovery and updating per the [SOP](#)

Floor & Decor

10.2 MORTAR & CAULKING

ID	SKU	Facings
1	100888403	1
2	100888411	1
3	100301837	1
4	100301845	1
5	100301852	1
6	100301878	1
7	100301886	1
8	100301894	1
9	100301910	1
10	100301928	1
11	100301936	1
12	100301951	1
13	100301969	1
14	100301977	1
15	100301993	1
16	100302009	1
17	100302017	1
18	100302025	1
19	100302033	1
20	100302066	1
21	100302074	1
22	100301837	4
23	100301951	4
24	100301969	4
25	100302025	4
26	100302066	4
27	100035971	1
28	100035997	1
29	100036003	1
30	100036052	1
31	100036060	1
32	100036094	1
33	100036110	1
34	100036144	1
35	100036169	1
36	100036201	1
37	100036219	1
38	100036268	1
39	100036276	1
40	100036300	1
41	100036326	1
42	100035260	2
43	100035286	1
44	100035302	2
45	100035328	1
46	100035344	2
47	100035401	1
48	100888403	1
49	100888411	1

Elevations for 3in. Steel

Elevations for 5in. Steel

Store Prep Work

Laticrete Assortment

Receiving the New Assortment

- **Green** pallet labels on initial product shipment
 - Assortment to arrive a couple days in advance to the install
 - **Reference the Open PO report and Appointment Plus for scheduled deliveries**
- Group and stage pallets in a singular location in the warehouse
- Leave pallets fully sealed unless proper receiving of the PO requires the stretch wrap to be cut open
- **Note: Caulking Racks & Marketing Collateral are top loaded to the product pallets**



LATICRETE MARKETING ASSETS		
ITEM #	DESCRIPTION	UNITS
DS-510.3 1020	Grout Color Cards	1000
T-4176 1120	Grout Channel Display (vertical)	4
L-254.0 1019	Grout Channel Kits	5
DS-5107 1120	SPECTRALOCK 1 Brochure (packs of 50)	100
NA	Wire Brochure Holders	4
T-4179 1120	Caulk Rack (set of 2)	1
	Pocket Training Guide	205

Receiving Fixtures & Graphics

- Review the Tracking Information detail and check projected delivery dates
- Group and stage pallets in a singular location in the warehouse
 - Utilize the Visual Merch Initiative Bay if possible
- Leave pallets fully sealed
- Hold for 3PL install

Best Practices

- 1-2 associates needed
- Preferably forklift certified associates from the Installation Materials department, DM or ADM
- Associates to support disposition of clearance or not on POG SKUs
- Assist 3PL with any questions related to the set