



Inactive product in closing stores

Process to Identify & Record

1. Inventory Control/Management provides an Excel File with a list of all SKUs to be pulled
 - a. The list, for “supplies” is sorted in three ways (Technology is a much shorter file and is only sorted by SKU number....follow the processes noted below for this list as well):
 - i. SKU number order, smallest to largest
 - ii. POG number order and then by SKU number within each POG, both smallest to largest
 - iii. Department description and then by Class description, both in alphabetical order
 - b. The top of the first tab/sort (by SKU number) has two progress counters in the upper right hand corner
 - i. % of SKUs found
 - ii. %of units found
 - c. There is a “Comments” column on the far right. Entries in this field are via a drop down menu. Please select one if appropriate (this is NOT required if you found the item, only if you have identified a reason why the item is not available). The options
 - i. Donated
 - ii. Sold
 - iii. Damaged
 - iv. In-transit
 - v. Other (if this option is selected, please explain in the additional comments column)
2. Process for pulling & packing inactive inventory involves two teams of two associates
(NOTE: If you do not find the SKU on the list, DO NOT include with the inactive product. SKU is likely active in destination stores):
 - a. Team 1
 - i. Use the list that is sorted by SKU number (first tab)

- ii. This team should work on any clearance tables, end caps, inactive totes in back room, dump bins, high risk lock-up....any area where inactive product is out of the POG
 - iii. One associate scans the product and provides the SKU & quantity to the second associate as they place the product in a tote (or on a pallet if oversized)
 - iv. The second associate finds the SKU number on the sheet and enters the quantity found
 - v. Process continues until all areas "out of POG" have been searched (clearance tables, end caps, inactive totes in back, dump bins, high risk lock-up)
 - b. Team 2
 - i. Use the list that is sorted by POG ID
 - ii. This team should work through each in aisle POG
 - iii. One associate scans all merchandise with clearance tags and provides the SKU & quantity to the second associate (don't forget to check in top stock) as they place the product in a tote (or on a pallet if oversized)
 - iv. The second associate finds the SKU number on the sheet and enters the quantity found
 - v. After all clearance is recorded, check the POG for any items listed, that have not been found, by description and SKU
 - vi. Process continues until all POGs have been reviewed
- 3. After all inactive/clearance product is identified and pulled/packed the lists need to be consolidated into one list for entry into Excel:
 - a. Use the list that is sorted in SKU number order as the "master"
 - b. Transpose the counts from the list sorted by POG to the list sorted by SKU.
 - c. Enter the consolidated list into Excel using the GM PC
 - i. ***DO NOT enter zeroes for SKUs that no inventory was found, leave the cell empty***
 - d. Have the store General Manager provide you with a copy of the In Transit Report. Cross reference this report with the Excel file sorted in SKU number order
 - i. Identify any SKUs on this list by selecting "In Transit" from the drop down menu in the comments column
 - e. Have the General Manager provide you with the print-outs from any donation completed in the past 7 days. Cross reference this report with the Excel file sorted in SKU number order

- i. Identify any SKUs on this list by selecting “Donate” from the drop down menu in the comments column
 - f. Use the Comments section, as appropriate, for any SKUs not found
 - 4. You are now ready to look at the progress counters at the top of the Excel file (the tab sorted by SKU number).
 - a. If the % is green (85% or more found) provide this information to the Project Coordinator and your supervisor.
 - i. You are “good to go”! You can begin packing the rest of the product
 - b. If the % is red
 - i. Double check all areas listed in the upper left hand corner of the form including:
 - 1. Clearance table
 - 2. Top Stock
 - 3. Mid Stock
 - 4. Lock-up
 - 5. Front of Store
 - 6. Receiving area
 - 7. Dump bins
 - 8. Floor stacks
 - ii. Contact your supervisor and Project Coordinator after double checking all areas for next steps

Questions? Contact your supervisor or the Staples Project Coordinator.