Understanding Bin Locations

**When to use Bin Locations:**

1. When a product on the shelf is displayed (Bin Location)

**When to not use Bin Locations:**

1. When a product on the shelf has no display (Ghost Location)
2. When a display has no product (Special Order Label)

**Determine the Aisle Number:**

Check the aisle sign or the store directory for the aisle number of the bay you are working at. Write this number down. This number will go on each label that is bin located.

**Determine the Bay Letter:**

If there is already a Bay Letter assigned to the bay, use the existing letter. If there is not, stand at the front of the aisle (closest to the front of the store) with your back to the front of the store. On the left hand side of the aisle, the first bay is A, the second bay is B, and so on until you run out of bays. On the right hand side of the aisle, the first bay is Z, the second bay is Y, and so on until you run out of bays. This is the only way to determine which Bay Letter to assign to the bay. It does not start at A and go in a circle, so please be sure that you are starting at A on the left and starting with Z on the right, and that you are standing with your back towards the front of the store.

**Determine the Location:**

All locations should be odd numbers. When assigning locations, always start with the number 1 and count in odd numbers (1, 3, 5, etc.). If the item on display is the third item on the shelf, it will not have a location of 3, but a location of 5, because we are counting by odd numbers. If you run across a product that is not displayed, you will need to save a spot for this item. In other words, it will have a ghost location. For example. The second item on the shelf is not displayed, but the first and third are. The order will run 1, no location, 5. You want to save that number three just in case they decide to display that product. If you do not leave a location, you will have to relocate the entire bay every time an item is added or removed to the display.

**What to do next:**

Log in to Genesis and follow the Bin Location instructions on the How to Navigate Genesis document.

**What kind of label to use:**

Product on shelf, display – Bin Location  
Product on shelf, no display – No Location (Ghost Location – Save a number for this one, just in case)  
Display, no product on shelf – Special Order Label