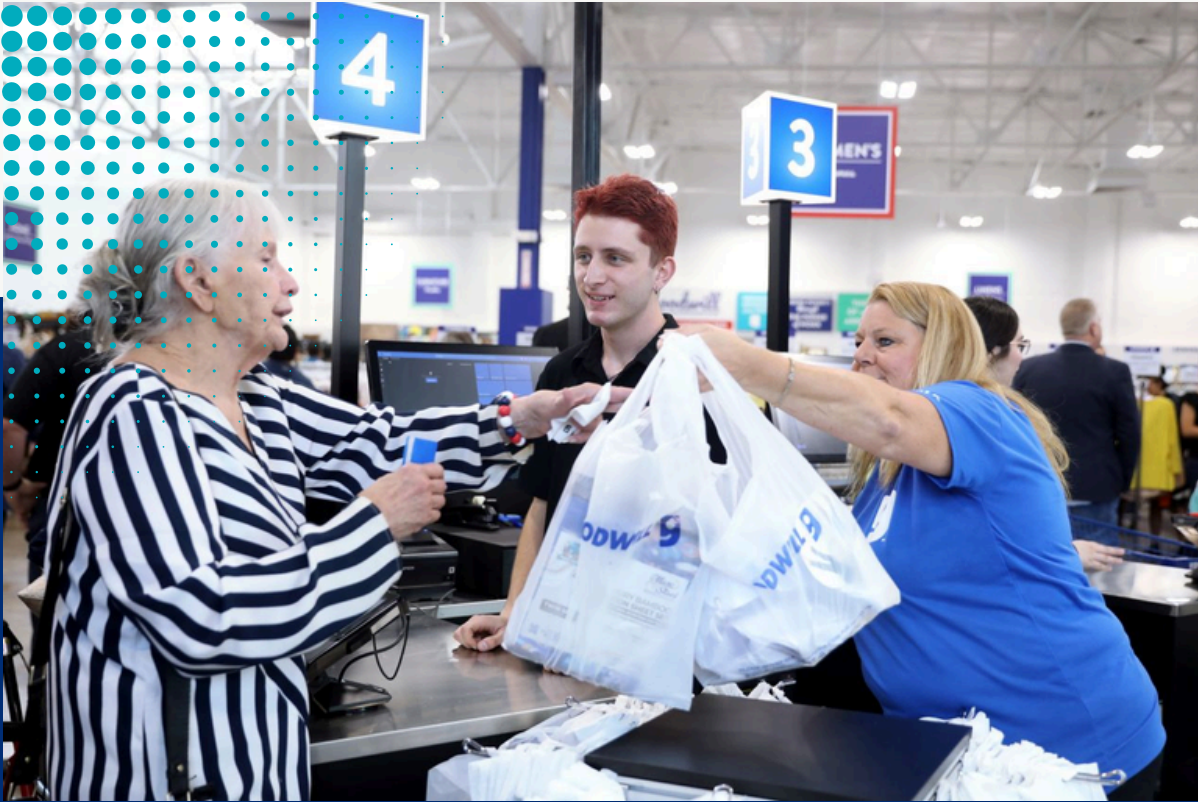


NEW STORES OPENING



AN OVERVIEW OF INVENTORY
CONTROL'S INVOLVEMENT IN
STORE OPENINGS



Introduction

The Inventory Control team's involvement with new store openings consists primarily as central point of contact regarding physical assets needed to open the store. These contacts include:

- Retail Projects Manager/sometimes called GO coordinator/usually connected to 090 Central Processing
- Transportation
- Fixture Zone (current merchandise fixture vendor)
- Facilities
- Marketing
- IT
- Fleet Services
- Finance and/or Loomis (current cash services vendor for our safes)
- Others, as needed

Assets are delivered to the new store at two main points in time and as needed.

1. Initial assets are sent to arrive just before the team begins setting fixtures. This is usually the “turnover” date when the city gives us permission to occupy the building. Two or Three trailers are typically needed. They include everything the team can begin working on immediately without it getting in the way. Most of it will be fixtures from Fixture Zone stored together by order on trailers.

First trailer

- H-rack (decent amount if not all)
- Black miscellaneous shelves and their poles (decent amount if not all)
- Cash wrap cabinets (wooden crates)
- One stack of empty gaylords for trash if there is room
- Network cabinet and fan kit if there is room
- Safe if there is room
- Pallet jacks and lift loaded by the door (or sent separately ahead of time)

Remaining trailers

- All other Fixture Zone fixtures from the same order
- One more stack of empty gaylords for trash or two stacks if none went on the first trailer.
- Sign package
- Initial stock of Retail One Stop supplies
- Three to five lines of pennants
- One hanger return rack for every cash stand (left and right cashiers share one rack)
- Bollards if Facilities has given you a quantity needed
- Corner guards if Facilities has given you a quantity needed
- Rug racks (if needed)
- Sheet racks (if needed)



- Any assets that didn't fit on the first trailer
- Any additional assets that were not part of the store's order that were requested from Inventory Control's stock by the Retail Project Manager
- Temporary donation bins
- A-frames for "Good things are coming" inserts (Marketing will transport the inserts always and sometimes the frames)
- Black rack and topper liners, if requested by the Retail Project Manager

2. Additional assets are usually sent the week before or the week of opening. These include the following:

- Shopping carts requested (200 is standard) load them sideways so they don't fall off when the door is opened
- Soda dump bins
- Stanchions (silver poles with blue ropes)

3. Some items are sent before or between those two deliveries.

- Furniture tables (may have already been sent by request)
- Center cash wrap cabinets
- Temporary cash wrap cabinets, sometimes with the power pole

The Retail Project Manager should keep you aware of when we will gain turnover access to the building. This often gets postponed, but it is good practice to have the initial trailers loaded the week prior to the first possible date. The first trailer will usually need to be a roll-up door. All trailers must be locked. Swing doors must be locked with the big locks that fit around the pole latches. When you first hear mention of a new store coming up, start tracking down quantities of assets and reminding various points of contact of assets needed.

1. Retail Project Manager - Quantity is needed for the following:

- Hanger return racks
- Rug racks, if needed
- Sheet racks, if needed
- Black rack and topper liners, if needed
- Furniture tables, if needed

2. Facilities

- Quantity needed of bollards
- Quantity needed of corner guards
- When to send the center cash wrap cabinets
- When to send the temporary cash wrap cabinets and if a power pole is needed

3. Marketing - Remind them if there is not already an assigned sign package

4. IT - You won't need to contact them about the IT cabinet. Just include it on the initial trailers. They may contact you though.

5. Fleet Services - Remind them of the current expected turnover date and verify whether they will have a lift and pallet jacks sent to Inventory Control or delivered to the site at the appropriate time.

6. Finance - Often, they will contact Inventory Control with the serial number for the appropriate safe, but ensure you have that serial number to send the correct safe.

On Monday, after the store opens, contact the store. Coordinate getting back the following grand opening assets:

1. Stanchions (silver poles with blue ropes)
2. Soda dump bins (request these be wrapped with blankets and shrink-wrap, no tape)
3. Temp register cabinets
4. Temp register power pole if one was sent
5. Temporary donation bins
6. Extra shopping carts (remind them they need to be loaded sideways)

A number of stock assets are handled in the Inventory Control cage between new store openings. Be sure to notify each department of what they have left when they request it sent to a new or existing store. These include but are not limited to:

1. Network cabinets
2. Safes
3. Furniture tables
4. Bollards
5. Corner guards
6. Hanger return racks
7. Cash wrap cabinets
8. Rug racks
9. Sheet racks
10. Fixture Zone fixtures

The appropriate department must request or authorize for any of these new stock assets to be given out to existing stores. Generally, this only comes into practice with the Fixture Zone fixtures being requested by stores which falls under the Retail Project Manager's authority. Used fixture assets can be given out freely. Other used assets probably require the department's authorization.

New fixture assets coming from Fixture Zone should always come in complete orders minus the cash wrap cabinets, which are sent separately as stock. These orders should be kept in locked trailers. They must be labeled in TDS as "Store A, B, C, etc., Trailer 1, 2, 3, etc," i.e., "Store B, Trailer 3" would be the third trailer of a second order. Do your best to get them loaded at Fixture Zone, with the first trailer being a roll-up with the necessary fixtures and some space for the other items and the second two trailers being whatever is convenient for Dispatch/Transportation.

The stock of cash wrap cabinets should be kept in the Inventory Control cage.