Inventory Lifecycle

1. Receive
2. Display
3. Sell
4. Count

Mi9 RETAIL
Inventory Lifecycle Basics

1. **Receive**
   - The Importance of **Receiving** Timely
     - How to receive in Mi9
     - Resolve shipping errors and damaged product

2. **Display**
   - **Displaying** Products with Planograms
     - How to read planograms to create displays
     - How replenishment works and adjusting par levels

3. **Sell**
   - Maximizing Product **Sell** Through
     - How to transfer product to maximize sales opportunities
     - Importance of restocking and straightening daily

4. **Count**
   - Conducting Accurate Physical **Counts**
     - Conducting inventory using iPod scanner
     - How to reconcile and adjust results
The Store Portal Notification Center shows system-generated notifications for the current user. The following notifications are displayed:

- Store Stock Adjustments
- Vendor Managed Inventory (VMI)
- Return To Vendor (RTV)
Store Portal's *Inventory* menu provides access to move inventory from one category to another.
The Transfers menu lets you process and receive store to store transfers.
The **Purchasing** menu lets you process receipt of POs, set up and manage Vendor Managed Inventory for local vendors and Return to Vendor transactions.
The Inquiries menu lets you view product and pricing details.
LORI’S GIFTS
Enhancing the hospital experience
Receiving Timely
Receiving Timely

The Importance of Receiving Timely

- How to receive in Mi9
- Resolve shipping errors and damaged product

What changed:

1. StoreWeb Receipt Log is discontinued
2. Two different receive options in Mi9
   1) PO Receipts – used to receive National Orders (ADSO)
   2) VMI – used to receive Local Vendor
The Importance of Receiving Timely

- How to receive in Mi9
- Resolve shipping errors and damaged product

Why? Receiving product into Mi9 the same day shipment arrives...

1. Updates system on hand
2. Reconciles shipping discrepancies
3. Clears AP to pay vendor
Receiving Timely

Delayed receiving in M19 creates bad data
> On hand counts are too low and perpetual inventory is wrong

Why this is important
> Replenishment, online and cycle count quantities are too low

What happens:

1. Your store has 1 unit of “Trendz Cable” on-hand
<table>
<thead>
<tr>
<th>Actual</th>
<th>System</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
2. You receive another 2 units, but do not receive PO in M19
<table>
<thead>
<tr>
<th>Actual</th>
<th>System</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>
3. You conduct inventory and count the actual 3 on-hand
<table>
<thead>
<tr>
<th>Actual</th>
<th>System</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>
4. You receive PO in M19, adding the 2 units again
<table>
<thead>
<tr>
<th>Actual</th>
<th>System</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>5</td>
</tr>
</tbody>
</table>

Result:
> Store charged “Retail Shrink” for losing two units (that were never there)
Lori’s Gifts
Enhancing the hospital experience

Purchasing – PO Maintenance
The **PO Maintenance** submenu will allow users to place Assisted Drop Ship Orders (ADSO) or Assisted Inventory Replenishment System (AIRS) type orders.
**Vendor:** Enter the vendor code manually, or by clicking the lookup button and selecting a vendor from the Vendor Lookup screen.

**Deliver On/Deliver Until:** These dates will automatically be populated once the vendor has been added.

**Type:** Defaults to Regular and should NOT be changed.

**Vendor Minimum Net Cost:** Will populate once the vendor has been selected.
SKU: Enter a SKU or search using the SKU Filter

Quantity: Enter a quantity
Continue adding to the order until the **Vendor Minimum Net Cost** has been met.
Once all applicable SKUs have been added to the order, click SAVE.
The final step is to confirm the order by pressing the **Confirm** button and then selecting, **Yes** from the popup.
The PO Receipts submenu lets you view a summary of Purchase Orders.
When you open the PO Receipts screen, it is populated with all open purchase orders for the store. If needed, you can filter to search for a particular PO.

This screen also lets you proceed to view details for a specific Purchase Order or proceed to mark a Purchase Order as received. To do this, select the applicable Purchase Order card and press enter.
Purchasing – PO Receipts

IMPORTANT: The user MUST specify the correct receipt date when receiving invoices into Mi9.

The SKUs Grid contains one card per SKU appearing on the purchase order. Users will need to update the receipt quantity for each SKU by either:

- Enabling Grocery Scan mode and scanning each item received.
- Disabling Grocery Scan mode and scanning one item and then updating the quantity received.
- Type the quantity received for each item.
- Select the Received As Ordered button to have the receipt quantity values match the ordered values.
Once all received SKUs have been added to the SKU Grid, **Save** changes to the PO Receipt without confirming or finalize the receipt by pressing **Confirm**.

The user will then be instructed to select Yes or No to confirm the **PO Receipt Details**.
The VMI submenu allows users the ability to receive items that have been ordered from a “local vendor”.
Vendor: Enter the vendor code manually, or by clicking the lookup button and selecting a vendor from the Vendor Lookup screen. NOTE: The vendor selected must be a VMI vendor.

Invoice Total: This value must be entered by the user. The value should be equal to the quantity received, multiplied by the invoice cost. The VMI transaction can only be closed when this value is equal to the value in the Total Cost field.
Invoice: Add the invoice number found on the invoice or packing slip.

Transaction Date: For a new transaction, the date will default to today’s date. Users have the option to use the date picker to select a different date, but typically this should always be the delivery or removal date.

IMPORTANT: The Settlement Terms should NOT be changed. If you notice an error in the terms send an email to Operations.
Order/RTV Tab: A user can toggle between an Order (inventory delivery) and an RTV (inventory removal).
SKU: Enter or scan a product code (SKU or barcode) in this field to add products.

Quantity: The quantity of the current SKU to add.

Grocery Scan: A switch that toggles Grocery Scan mode
- When Grocery Scan mode is enabled, entering or scanning a product code immediately adds the product to the Scans Grid and increases the quantity by one unit.
- When Grocery Scan mode is disabled, entering a product code moves the cursor to the Qty field, allowing the user to enter the quantity.
**Ship Qty:** A positive value for the items delivered.

**Invoice Cost:** This field displays the invoice cost for the SKU. The value is the system net cost by default, but can be changed by a user.

**Extended Invoice Cost:** This is the quantity received multiplied by the invoice cost.

**Free Goods:** Selecting Free Goods will automatically reduce the Ext. Invoice Cost to $0
Determine the following for the highlighted item on the sample invoice:

**Ship Quantity:** 36  
1 box = 36 each

**Invoiced Each Cost:** $0.65  
$23.50 ÷ 36 = $0.65

**Invoice Case Cost:** $23.50
Determine the following for the highlighted item on the sample invoice:

**Ship Quantity:** 96

4 cases x 24 per case = 96

**Invoice Each Cost:** $1.16

$111.36 ÷ 96 = $1.16

**Invoice Case Cost:** $111.36
Determine the following for the highlighted item on the sample invoice:

**Ship Quantity:** 24 units = 1 case

**Invoice Each Cost:** $0.64

**Invoice Case Cost:** $15.45
Determine the following for the highlighted item on the sample invoice:

**Ship Quantity:** 3

1 each in pack

**Invoice Cost:** $1.04

**Extended Invoice Cost:** $3.12
Determine the following for the highlighted item on the sample invoice:

**Ship Quantity:** 4

**Invoice Cost:** $17.99

**Extended Invoice Cost:** $71.96

$17.99 x 4 =
**RTV GRID**

**Ship Qty:** Value for the items removed.

**Invoice Cost:** This field displays the invoice cost for the SKU. The value is the system net cost by default, but can be changed by a user.

**Extended Invoice Cost:** This is the quantity removed multiplied by the invoice cost.
Order Costs/Discount: Apply any of the following to the order:
- Discounts (negative)
- Freight Charges Payable to the Vendor (positive)
- VMI Discounts (negative)
### RTV Costs/Discount:

Apply any of the following to the RTV:

- Discounts (positive)
- Freight Charges Payable to the Vendor (negative)
- VMI Discounts (positive)
Once all applicable SKUs have been added to the Order/RTV and any costs or discounts have been applied, click SAVE.
The final step is to confirm the VMI by pressing the **Confirm** button and then selecting, **Yes** from the popup.
Purchasing – RTV
Purchasing – RTV (Return to Vendor)

The RTV submenu allows a user to return SKUs from a store to a vendor.
Vendor: Use the Vendor Lookup to select the vendor to whom the SKU(s) will be returned.

RTV Reason: The reason for the RTV

Business Date: The user can select any valid business date.

Disposal Method: Select between the return or destroy options.

Stock Category: The stock category is defaulted to the retail stock category.
Purchasing – RTV (Return to Vendor)

This field allows users to add products to the RTV by entering or scanning a product code (SKU or barcode), or by clicking the lookup button and selecting a product.

**NOTE:** The RTV Reason will need to be selected for each SKU listed in the RTV.
Once all applicable SKUs have been added to the RTV, click SAVE.
When you are ready to proceed with the RTV, you must first authorize the return by selecting the **Authorize** button and then continuing by selecting, **Yes**.
The final step is to confirm the RTV by pressing the **Confirm** button and then selecting, **Yes** from the popup.
Display Products

Displaying Products with Planograms

- How to read planograms to create displays
- How replenishment works and adjusting par levels

What changed:
1. Stores continue to use POG recommendations
2. Updated POG roll-out in Q2 tied to replenishment
Displaying Products with Planograms

- How to read planograms to create displays
- How replenishment works and adjusting par levels

Planogram placement determines product selection and quantity ordered for store...

1. Placement may be vendor funded
2. Seasonality and gross margin factors
3. Rotation to keep display fresh and focused
Display Products

Create and rotate focal displays
> Highlights featured product and draws attention to store

<table>
<thead>
<tr>
<th>Store Weekly Planner (1/07 - 1/13)</th>
<th>Lori’s Gifts</th>
</tr>
</thead>
</table>

### Weekly Focal Offers

<table>
<thead>
<tr>
<th>ImPulse #1</th>
<th>1</th>
<th>Dar’s Bone Stains &amp; Shiner’s</th>
<th>Merchandise your inventory of Dar’s Bone Stains &amp; Shiner’s</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>Trends Wireless Sport EarBuds</td>
<td>Merchandise your inventory of Trends Wireless Sports EarBuds</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Trends Light Up Table</td>
<td>Merchandise the Trends Light Up Cable (plug in using provided USB Tower)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ImPulse #2</th>
<th>1</th>
<th>5-Hour Energy</th>
<th>Display Berry, Pomegranate, &amp; Berry Xtra Strength 5-Hour Energy drinks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>Candy</td>
<td>Highlight the best selling candy bars</td>
</tr>
</tbody>
</table>

#### Feature From

- Bookmarks, Journals, Planners, Pencils
- Consolidate bookmaking, journals, planners, pens, pencils and merchandise with applicable 25% off tent signs

#### Feature Back

- Valentine’s Day
- Merchandise Valentine’s products on the back of the feature fixture as product begins to arrive

#### Secondary Feature

- Holiday Candy & Decor (70% Off)
- Consolidate all Holiday candy and decor with the provided 70% off tent signs
Display Products

Follow category POG and recommendations

> Ensures placement of top selling merchandise
How Replenishment works

> Ensures placement of top selling merchandise

**How it Works:**
Items are individually set reorder based on the following factors:

- Store classification
- Current quantity on hand
- Planogram facings
- Sales volume

**Example:**
Noelle Handbag varieties are stocked on focal table:

> Min: 5 – *minimum reorder threshold, once “On Hand” falls below 5, a new ordered may be generated*
> Max: 10 – *maximum reorder level based on “On Hand” + “On Order” quantity, new order will try to equal, but *not exceed max value*
> Facings: 8 units (*how many fit in display location when fully stocked*)
> Case Size: 4 units
Lori’s Gifts
Enhancing the hospital experience
Maximize Selling
Maximize Selling

Maximizing Product **Sell** Through

- How to transfer product to maximize sales opportunities
- Importance of restocking and straightening daily

**What changed:**

1. Daily POS sales activity will update nightly in Mi9
2. Store and vendor transfers will be completed in Mi9
3. Only sell authorized products using correct UPC
4. Hot keys have been remapped to specific items
Ensuring product sales before markdowns are required will maximize margins...

1. Product appeal may vary from store-to-store
2. Seasonality and gross margin factors
3. Rotation to keep display fresh and focused
Maximize Selling

What is wrong with these pictures?
Incorrect On Hand quantity in Mi9 creates bad data
> On hand counts are off will impact replenishment

Why this is important
> System On Hand too low = excess product
> System On Hand too high = no replenishment

What happens:
  1. When system count is incorrect, Mi9 will either:
    1) Not reorder... creating out-of-stock
    2) Order too much... creating over stock

Result:
> Impact to Gross Profit from lost sales or unnecessary purchases
Conduct weekly spot checks

> Verify actual on hand quantities
Inquiries – SKU Inquiry
Inquiries – SKU Inquiry

The SKU Inquiry submenu provides extensive database information on a specified product. Including:

• Detailed product and vendor information.
• Pricing and pricing history information.
• Inventory availability at the current store and at other locations.
SKU: Lets you type or scan a SKU or use the associated lookup control to select a SKU.

Details: This area shows you the overall QOH as well as current quantity on order. The current and Original retail price are also displayed here, along with the current cost.

Locations with Inventory: Displays information about the product’s inventory at locations in the area that have non-zero stock other than the current location.
**Inquiries – SKU Inquiry**

**Additional Details:** This section contains additional product details that can be found by selecting the expand icon.
Maximize Selling - Transfers

Stock balance to maximize sell through rate and margin

> Stores can transfer to other stores and vendors in Mi9.

![Map showing stock balance QOH (Quick on Hand) levels at different locations.](image)
Transfers – Direct Issue Transfers

The Direct Issue submenu is used to initiate, modify, and confirm a direct issue transfer to another store.
Transfers – Direct Issue Transfers

The **From Store** field displays the location (store) from where the stock transfer is being made.

The **To Location** field displays the location to where the stock is being transferred. A user can enter a code or use the lookup button to select a location.
Transfers – Direct Issue Transfers

The **Lookup Screen** allows users the ability to select the applicable store by scrolling or filtering through a list of all stores.
Transfers – Direct Issue Transfers

The **Ship Date** should be set for today’s date (the day of the transfer).

The **Reason** dropdown menu allows users the ability to select a reason for the transfer from the applicable list.
Transfers – Direct Issue Transfers

The Stock Category should be set to Retail.

The Authorization Status displays the status of the current transfer. This field is read only.
Transfers – Direct Issue Transfers

The Quantity field lets users manage the quantity that is to be entered for a product being added. Any products for which you do not have quantities defined, will not be included when the transfer is saved to the database. If the quantities are not specified for any of the products, then the transfer issue will not be generated.

The SKU field allows users to add products by entering or scanning a product code (SKU or barcode).
When **Grocery Scan** mode is **enabled**, then entering or scanning a product code will immediately add the product to the product grid, increasing the quantity by the factor associated with the entered/scanned code.
Transfers – Direct Issue Transfers

When **Grocery Scan** mode is **disabled**, entering a product code will move the focus into the Qty field allowing the user to enter the quantity. Once the quantity is entered, then the product and the quantity are added to the product grid and the focus is moved back to the product field for entering another product.

**SKU Lookup** is also available when Grocery Scan is disabled.
The SKU Lookup allows the user to select a product or several products from a lookup screen.

Users can search for a particular vendor or search through a SKU hierarchy by various product types.
Transfers – Direct Issue Transfers

The Product Grid displays the current selection of the products and quantities of products to be included for the transfer.
**Transfers – Direct Issue Transfers**

A user must enter the number of units to be transferred in this column for each product. All totals will be automatically updated with the changes to the quantities.

**Available**: This column displays the available quantity of the product at the source location.

**Unit Retail**: This column displays the retail price of the SKU.

**Extended Retail**: The value of the products obtained by multiplying Requested and Unit Retail.

<table>
<thead>
<tr>
<th>SKU</th>
<th>Requested</th>
<th>Available</th>
<th>Unit Retail</th>
<th>Extended Retail</th>
</tr>
</thead>
<tbody>
<tr>
<td>009/29262389 - Caravan Roving Binkt Boy</td>
<td>3</td>
<td>9</td>
<td>31.99</td>
<td>92.97</td>
</tr>
</tbody>
</table>
Transfers – Direct Issue Transfers

Once all Requested SKUs have been added to the SKU Grid, select the **Confirm** button. The user will then be instructed to select Yes or No to confirm the transfer.
The Receipts submenu will allow stores to confirm receipt of a transfer from another store.
The Transfer Receipt screen will be pre-loaded with transfers destined for the store.

To confirm receipt of one or more of the transfers displayed, click on any of the transfer cards to proceed to the Transfer Receipt Details screen.
Transfers – Receipts

Change the number of units received by entering a value in the Receipt Qty Field or by clicking the Receive As Shipped Button to set the Receipt Qty value to the Shipped value.
Transfers – Receipts

Save changes to the transfer without confirming. To finalize the receipt of the transfer press Confirm.
When restocking, it is important to rotate stock

> Awareness of expiration dates or out-of-season inventory is important

> Best Practices

1. **Stock product using “first in / first out” method**
   - Stock older product first before using new stock
   - When loading drinks into cooler, place new product in back of slot / not front

2. **Be aware of shelf life expirations**
   - All consumable items are printed with an expiration date
   - Periodically check dates as you restock to ensure the older product is merchandised toward front

NOTE: If product has expired, pull it from the shelf and remove using Mi9
Inventory – Movements
Inventory – Movements

The Movement screen is used to move the inventory within a store from one category to another for one or more SKUs, with no adjustments to the inventory quantity for that SKU.
Inventory – Movements

Move from Stock Category: Select the category from which the stock is to be moved from using the Category dropdown.

Move to Stock Category: Select the target category using the Category dropdown.

Stock Movement Reason Code: Select the reason for moving the stock using the dropdown.
SKU: Enter or scan a product code (SKU or barcode) in this field to add products.

Quantity: The quantity of the current SKU to add.

Grocery Scan: A switch that toggles Grocery Scan mode
- When Grocery Scan mode is enabled, entering or scanning a product code immediately adds the product to the Scans Grid and increases the quantity by one unit.
- When Grocery Scan mode is disabled, entering a product code moves the cursor to the Qty field, allowing the user to enter the quantity.
The final step is to confirm the movement by pressing the **Confirm** button and then selecting, **Yes** from the popup.

NOTE: The District Manager will ultimately adjust the inventory for all items that have been moved to damaged during their regularly scheduled store visits.
Accurate Counts

What changed:
1. Stores will conduct quarterly inventories to update
2. All stores will self-count using new iPod scanner
3. In Q2, stores will be able to cycle count categories
4. Store Managers will “own” inventory results

Conducting Accurate Physical Counts
- Conducting inventory using iPod scanner
- How to reconcile and adjust results
Accurate on-hand counts are the single biggest factor in maintaining store inventory...

1. Ending counts will determine product margin
2. Ensures product availability
3. Seasonality and gross margin factors

Why?

Conducting Accurate Physical Counts

- Conducting inventory using iPod scanner
- How to reconcile and adjust results
Preparation is the most critical factor to accurate counts

> Follow steps in user guide and store checklist each time to ensure everything is counted

**Tools include:**

1. Program Guide
2. Checklist
3. Scan Sheets
4. Count Tags
5. Floor Plan
iPod Scanner will be allocated
> A stores will be allocated 2 devices
> B, C and D stores will be allocated 1 device
> DMs will be allocated 1 device

Device will be preloaded with support software and necessary apps:
- codeREADr – inventory counts
- MeasureUp – store visits and checklists
- Zoom – video and audio conference calls
Pre-Inventory Preparation

> Pre-work should start 5-days in advance of actual count

1. **Prepare and organize stock rooms and storage areas**
   - Group similar product together for bulk counting
   - Consolidate stores areas and sort “mystery pile”
   - Clearly label box contents

2. **Ensure all receiving and transfers have been input into system**
   - Receive all shipments – if for some reason a shipment is being held, clearly label “DO NOT COUNT”
   - Ensure status of MOS product and other product being returned to vendor

3. **Charge iPod scanner and test login**
   - Charge scanner in a secure location
Inventory Setup

Set-up should start one hour before scanning

1. **Review store map and determine count sequence**
   - Label map with “Area” tickets
   - Assign “Area” ticket to each fixture facing and floor display
   - Ensure tickets and map numbers correspond in the event a re-count is needed

2. **Attach “Area” tickets to corresponding fixtures**
   - Attach tickets directly to fixture using tape with the barcode side facing out

3. **Attach “Scan Sheets” to corresponding fixtures**
   - Attach scan sheets directly to fixture or area using tape
   - Assign one person to complete counts for all scan sheet items
Accurate Counts

Conduct Count

> Begin scanning using pre-determined pattern

1. Initiate scanner on iPod device
   - Touch codeREADr app icon to open program
Conduct Count

> Begin scanning using pre-determined pattern

1. **Initiate scanner on iPod device**
   - Touch codeREADr app icon to open program
   - Device should already contain log-in credentials
     - ID = store email address
     - Password = LorisGifts!
   - Touch “Sign In” to logon
Accurate Counts

Conduct Count

> Begin scanning using pre-determined pattern

1. **Initiate scanner on iPod device**
   - Touch codeREADr app icon to open program
   - Device should already contain log-in credentials
     - ID = store email address
     - Password = LorisGifts!
   - Touch “Sign In” to logon

2. **Validate Database update**
   - If prompted and connected to wi-fi, download database update
   - Update should take less than 30 seconds
Conduct Count

> Begin scanning using pre-determined pattern

1. **Initiate scanner on iPod device**
   - Touch codeREADr app icon to open program
   - Device should already contain log-in credentials
     - ID = store email address
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   - Touch “Sign In” to logon

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   - If prompted and connected to wi-fi, download database update
   - Update should take less than 30 seconds

3. **Select scan type**
   - Select “Bulk Scan” if doing confection or high quantity items
   - Select “Single Scan” if doing area with low quantity items
Conduct Count

> Select “Bulk” or “Single” based on need

1. Input store number
   - Input three digit store number and select save
Accurate Counts

Conduct Count

> Select “Bulk” or “Single” based on need

1. **Input store number**
   - Input three digit store number and select save

2. **Main Scan Screen**
   - iPod is ready to begin scanning

- Search for product by name
- Switch to Scan mode
- Manual Input for non-scanning UPS
- Confirm quantity already scanned
- Scanner battery
- Total number of items scanned
Conduct Count – *Bulk Counts*

> Use on items with exact same UPC in high quantity

1. **Input store number**
   - Input three digit store number and select save

2. **Main Scan Screen**
   - iPod is ready to begin scanning

3. **Scan Product**
   - Valid scan results shows green screen
Accurate Counts

3. Conduct Count – *Bulk Counts*
   > Use on items with exact same UPC in high quantity

1. **Input store number**
   - Input three digit store number and select save

2. **Main Scan Screen**
   - iPod is ready to begin scanning

3. **Scan Product**
   - Valid scan results shows green screen
   - Enter quantity
   - Select “Enter” on left-hand side of keyboard
Conduct Count – *Single Counts*

> Use on items low quantity items

1. **Input store number**
   - Input three digit store number and select save

2. **Main Scan Screen**
   - iPod is ready to begin scanning

3. **Scan Product**
   - Valid scan results shows green screen
Accurate Counts

Conduct Count – *Invalid Scan*

> Scanned item not in database

1. **Input store number**
   - Input three digit store number and select save

2. **Main Scan Screen**
   - iPod is ready to begin scanning

3. **Scan Product**
   - Invalid scan results shows red screen

![Invalid Scan Screen](image)
Accurate Counts

3. Conduct Count – *Invalid Scan*

> Scanned item not in database

1. **Input store number**
   - Input three digit store number and select save

2. **Main Scan Screen**
   - iPod is ready to begin scanning

3. **Scan Product**
   - Invalid scan results shows red screen
   - Additional prompt displayed to enter product name
     - Select “Submit” to add to inventory
     - Select “Delete” to ignore scan
Upload Scans

> Select “Bulk” or “Single” based on need

4. Upload Scan File
   - Select “Upload Scans” to transmit data
   - NOTE: You must be connect to wi-fi to transmit
Upload Scans

> Select “Bulk” or “Single” based on need

4. **Upload Scan File**
   - Select “Upload Scans” to transmit data
   - Only transmit once all scanning is completed
   - **NOTE:** You must be connected to wi-fi to transmit

5. **Transmit Upload**
   - Wait for confirmation screen to appear
Accurate Counts

4. Upload Scans
   > Select “Bulk” or “Single” based on need

4. Upload Scan File
   - Select “Upload Scans” to transmit data
   - Only transmit once all scanning is completed
   - NOTE: You must be connect to wi-fi to transmit

5. Transmit Upload
   - Wait for confirmation screen to appear
   - Touch “OK” to continue
Upload Scans

> Select “Bulk” or “Single” based on need

4. **Upload Scan File**
   - Select “Upload Scans” to transmit data
   - Only transmit once all scanning is completed
   - **NOTE:** You must be connected to Wi-Fi to transmit

5. **Transmit Upload**
   - Wait for confirmation screen to appear
   - Touch “OK” to continue

6. **Ensure All Scans Upload**
   - Scans need to be submitted separately for “Bulk” and “Single”
   - If “Scan to Upload” is displayed, scans have **not** been uploaded
   - If multiple devices are used to scan, each device needs to be uploaded separately
Reconciling Variances

> Validating accuracy of scan

1. **Review Variances**
   - Since this is your initial inventory, there will be no prior count to compare to
   - Once second count is complete, variances can be compared
   - **NOTE:** Look for additional information in March
Inventory Lifecycle Basics

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2. Display
3. Sell
4. Count

Mi9 Retail
Inventory Lifecycle Basics

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     - How to receive in Mi9
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     - How replenishment works and adjusting par levels

3. **Sell**
   - Maximizing Product **Sell Through**
     - How to transfer product to maximize sales opportunities
     - Importance of restocking and straightening daily

4. **Count**
   - Conducting **Accurate Physical Counts**
     - Conducting inventory using iPod scanner
     - How to reconcile and adjust results