



# Maintenance Window & Holiday Restocking Best Practices

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Be Prepared for Planned System Maintenance Windows

# Maintenance Window and Holiday Restocking Best Practices

Avanti Markets periodically needs to update our systems which requires scheduled maintenance window outages. It is necessary to have these maintenance windows to ensure our systems stays healthy and robust

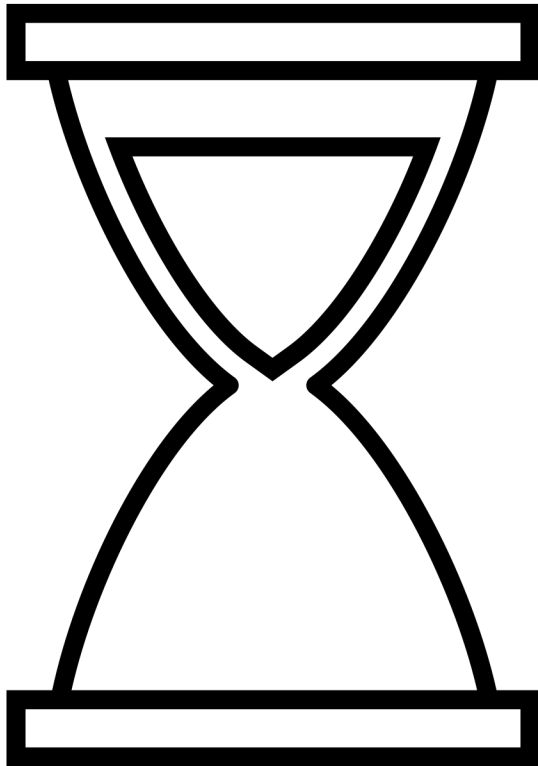
This presentation will show you how to add products to market restock orders to help ensure your market locations receive a full restock for the next day's market service

This process is can also be used during holidays to help add additional products to planned orders

Here is the scenario we will use for this training module:

- Avanti Markets is going to perform a 12-hour scheduled maintenance window that will begin on Friday Evening at 7:00PM PST and will end Saturday at 7:00AM. AMS and all services will not be available during this time.
- You normally pull restocks on late Friday or Saturday morning to service your handful of customer locations that require Saturday service
- Since AMS will not be available early Friday evening or Saturday morning you need to generate a restock on Friday afternoon prior to the maintenance window
- You will need to add products to the planned restock orders to ensure your markets are fully stocked

# Maintenance Window Restocking Best Practices



Prior to pulling market restocks you will want to go to the location records in AMS and download the product lists at each of the locations that you need to service the following day.

- The OH QTY's at the location product list is real time data
- This data will allow you to look at popular products that are at or just above the min par level that would not be included with your planned restock order

# Export Market Location Product Lists

Follow these steps:

1. Select the Markets tab in AMS and select the location dropdown
2. Query the location you will be restocking
3. Click on the Products Tab
4. Click on the Download button which will export your product list to .CSV
5. Save your .CSV file as you will need this after you create your market restocks

MARKETS PRODUCTS

CUSTOMERS  
LOCATIONS  
KIOSKS  
KIOSK INSPECTIONS  
USERS  
ROUTES  
SERVICE SCHEDULE  
SEARCH TRANSACTIONS

PLANOGRAMS

PRODUCTS

ADD PRODUCTS

SYNC PRODUCTS

## Products At Acme Cafe

Product Category Filter:

All Categories

COPY PRODUCTS

RESET INVENTORY

SAVE

DOWNLOAD

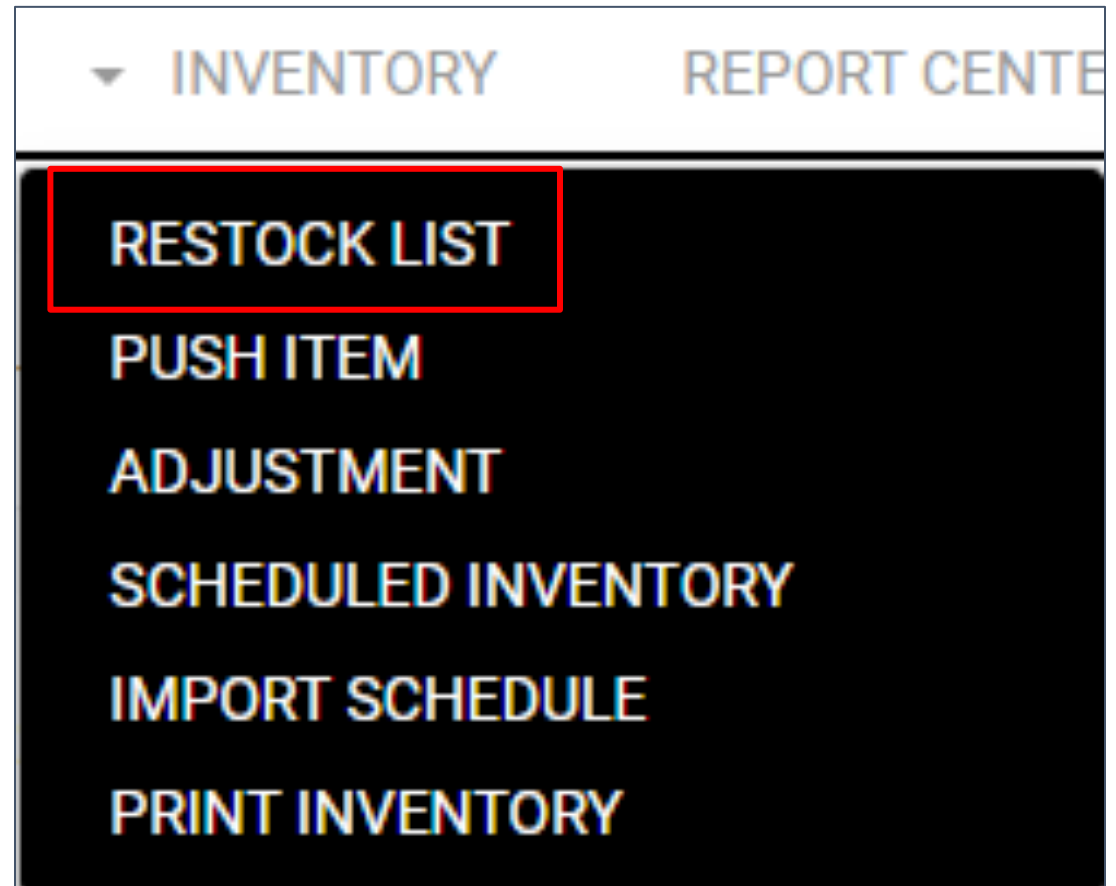
PRINT

CANCEL

Product Name	Scancodes	Category	Quantity On Hand	Cost	Price
12 oz Coca Cola Classic	4963406, 49...	Water	9	0.38	1.39
12 oz Diet Coke	04965802	12 OZ CSD	0	0.44	0.85
12 oz Diet Coke - 2	1234567879...	12 OZ CSD	6	0.44	2.50

# Creating Restocks Prior to Scheduled Maintenance Windows

- Click on the Inventory tab and select Restock List
- Generate your restock lists for the markets that you need to service the following day.
  - Be sure you allow yourself enough time to complete your restock orders prior to the scheduled maintenance window



# Restocks Continued

Now that you have created your Saturday restocks, you will now want to open your planned orders and begin adding products to your existing orders

### Inventory Restock

Service Day  Route

[Bulk Create Planned Orders](#)
[Bulk Push Planned Orders](#)
[Consolidated View](#)

Location	Service Day	Route		Last Plan	Last Complete	
EDW Test	M, W, F, Sat	Route 1 - Peter	PLANNED	2/19/2021	Completed	7/7/2020 <a href="#">NEW</a>
Nike Bld A	Sat	Route 4 - Scott	PLANNED	2/19/2021		<a href="#">NEW</a>
Product List Testing	M, T, W, Sat	Route 1 - Peter	PLANNED	2/19/2021	Completed	7/7/2020 <a href="#">NEW</a>

# Adding Products to Restock Orders



## Edit Restock Plan

Location: Product List Testing      Status: Planned      Scheduled: 02/19/2021      Completed:

Category:

Show All

[Restock List](#) [Save](#) [Print](#) [Push To Kiosk](#)      Search:

Product	↑ Category	↑ Pick	↑ Scancode	OpCode	Pln	On Hand	Min	Max	EOQ	Qty
Doritos Peanut Butter	Snack		324958478124		M	0	5	12	0	<input type="text" value="12"/>
Doritos Vanilla	Snack		983993567893		M	0	5	12	0	<input type="text" value="12"/>
Dave Test	test		55558610	DAVTST	M	0	4	9	0	<input type="text" value="9"/>
test extending	1 Candy	Candy	99783251		M	0	2	5	0	<input type="text" value="5"/>
12 oz Mt Dew	12 OZ CSD	None	01208500, 01240302, 01259106	A1303	M	0	7	7	0	<input type="text" value="7"/>
Dorito Cool Ranch 1.75 oz	Frito Lays Chips	None	028400070546, 28400133142	44374	M	0	6	6	0	<input type="text" value="6"/>

Follow these steps:

1. Click on your planned order to open your restock order
2. Once you have opened your planned order click the "SHOW ALL" box
3. This will display the entire list of products extended to this market location in the planned restock allowing you to add additional products to the planned order

# Location Product Download list

Now that your planned order is opened and the "show all" box is checked, please do the following:

- Open your product download spreadsheet for the markets you need to service
- Sort the QTY OnHand column from largest to smallest order
- Identify products that have OH QTY that are at or just above the min par level
- Review the spreadsheet and highlight any products near the min par level that you want to add to the restock order



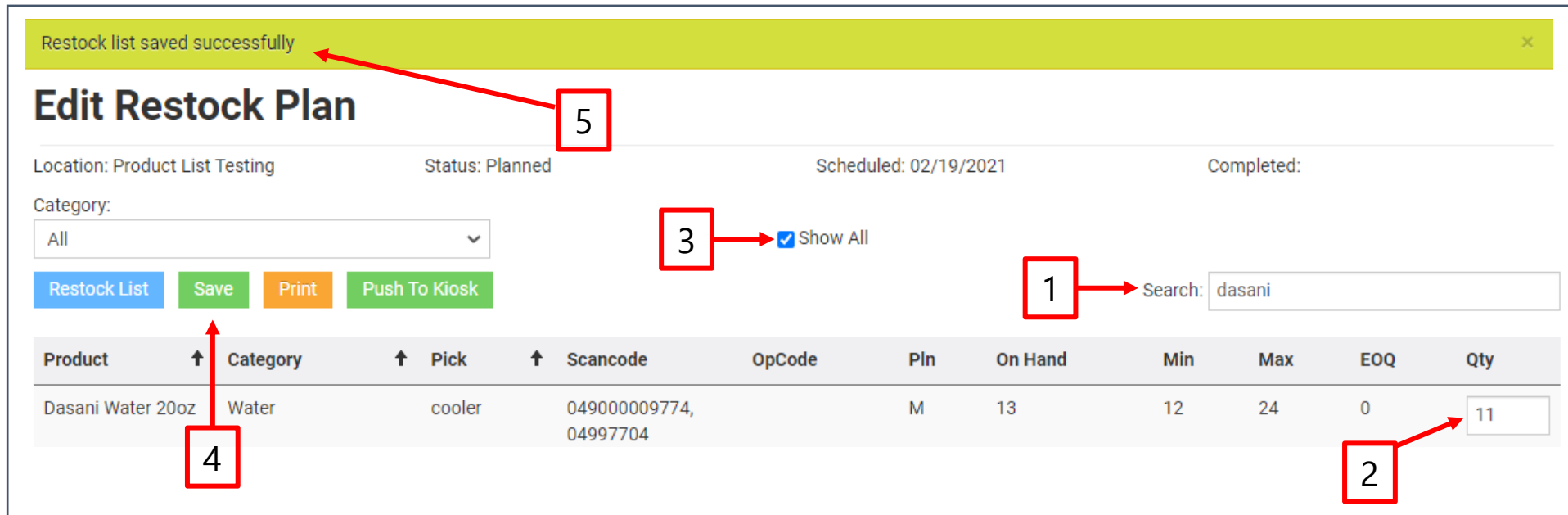
ProductName	LocationId	LocationN	Placement	TaxCatego	Price	TaxRate	Placement	TaxCatego	MinStock	MaxStock	EOQ	QuantityOnHand
Skittles	4792	Product List Testing		20	1.49	0		TAXABLE	6	36	0	30
Mars Milky way	4792	Product List Testing		82	125	0		None	3	18	0	16
NV Strawberry Yogurt Bar 1.2oz	4792	Product List Testing		82	0.84	0		None	4	16	0	15
Snickers Bar 1.86oz	4792	Product List Testing		82	2.39	0		None	8	16	0	15
Hershey's Milk Chocolate w/ Alm	4792	Product List Testing		82	1.55	0		None	8	16	0	14
Snickers Bar 1.86oz	4792	Product List Testing		82	3.04	0		None	8	16	0	14
Dasani Water 20oz	4792	Product List Testing		1093	1.69	0		TN Tax	12	24	0	13
MARS Snickers Almond Bar	4792	Product List Testing		20	1.79	0		TAXABLE	12	24	0	12
Gardettos 1.65 oz	4792	Product List Testing		82	2.82	0		None	6	12	0	11
Tapatio 10oz	4792	Product List Testing		1413	1.29	0		Taxable	8	48	0	10
Red Bull 12 oz	4792	Product List Testing		83	3.19	9.53		TAXABLE	8	16	0	9
AAA Coke	4792	Product List Testing		82	2.2	0		None	3	12	0	3



# Location Product Download list

Now that your planned order is open, follow these steps:

1. Use the search field to query the products that you highlighted on your spreadsheet
2. Enter the restock amount into the QTY field
  - Continue to use the search field to query other products and update the restock QTY field until all the products are added to the planned order that you highlighted on your spreadsheet
3. Once you are done de-select the 'Show All' box
4. Click the "SAVE" button to save the newly added items to your planned restock order
5. Important: After you click the save button be sure you see the "Restock successfully saved" banner



Restock list saved successfully

## Edit Restock Plan

Location: Product List Testing      Status: Planned      Scheduled: 02/19/2021      Completed:

Category:

Show All

Product	Category	Pick	Scancode	OpCode	Pln	On Hand	Min	Max	EOQ	Qty
Dasani Water 20oz	Water	cooler	049000009774, 04997704		M	13	12	24	0	<input type="text" value="11"/>

Restock List   Save   Print   Push To Kiosk

# Final Steps - Summary

- Once you have completed adding products to your planned orders, it is imperative that you get these orders ready for the warehouse staff
- Ensure you print all market restock orders prior to the maintenance window.
- Lightspeed operations – You must add your products to your planned orders prior to pulling order over to Lightspeed.
  - Be sure to pull Lightspeed orders from AMS over to the warehouse Lightspeed PC so they can begin picking the orders when the warehouse staff is ready
- You can pick your orders during the maintenance window and push the market restocks once AMS is operational

**Important Note:** Be sure to give yourself ample time to create restock orders, add products to the existing orders, print your orders, or pull orders over to Lightspeed prior to the start of the maintenance window

Pick List for Product List Testing on: 2/20/2021

Product	Category	Pick	Scancode	Op Code	OHQ	Min	Max	Restock
Mars Milky way	1 Candy		222020234	OC866340	18	3	18	12
HERSHEY Cookies n Creme Drops	Candy				6	4	6	8
Gatorade Orange	Coldbeverage		052000208078	A33091	8	2	8	3
Famous Amos - Grab n Go	Cookie		076677191372		0	0	0	6
Red Bull 12 oz	Energy Drinks		611269818994		9	8	16	7
AM Bagel Cream Cheese	Fresh Food - name updated		088724211346	AMBCC	6	3	6	3
Doritos Peanut Butter	Snack		324958478124		0	5	12	12
Doritos Vanilla	Snack		983993567893		0	5	12	12
Dave Test	test		55558610	DAVTST	0	4	9	9
Go Picnic Hummus and Crackers	Z_Not In Use_05				5	3	9	12
Cheetos Crunchy 2oz	Frito Lays Chips	02 - Shelf stable snacks	028400047906	44366	6	4	6	5
test extending	1 Candy	Candy	99783251		0	2	5	5
Dasani Water 20oz	Water	cooler	049000009774, 04997704		13	12	24	11
Tapatio 10oz	Other	dry goods	07788588007		10	8	48	12
12 oz Mt Dew	12 OZ CSD	None	01208500, 01240302, 01259106	A1303	0	6	7	7
20 oz Pepsi	20 OZ CSD	None	1212901	A1346	7	6	7	12