



Streamline Your Inventory Operations

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WHAT YOU'LL LEARN

- Inventory Management Challenges
- How Market Driven Inventory Management™ helps
- Suggested Orders
- Order Analyst™
- Best Practices

Inventory Management Challenges



- Frequently out-of-stock for products that sell
 - Risk of losing customers to the competition
 - At best customers get frustrated, become less tolerant
- Abundance of overstock items
 - Ties money up in non-performing assets
 - Limits funds to reinvest in your business/marketing
- Workflow inefficiencies
- Missing order submittal cutoff times

How Market Driven Inventory Management™ helps



- Balances product outs and overstock
- Accommodates optimal stocking levels
- Takes the emotion out of ordering
- Reduces ordering time significantly
- Picks the lowest-cost supplier
- Puts money back in your pocket
- Enhances the consumer experience
- Keeps your customers coming back

Suggested Orders

Suggested Orders transform your ordering process

- Automatically analyzes your inventory sales data to predict customer needs and maximize profit
- Performs the heavy lifting when ordering
- Frees up your time to take care of your customers
- Tracks down product outs and fills the holes
- Reduces overstock significantly
- Lets you to focus on selling versus buying
- Delivers the highest ROI (return on investment)



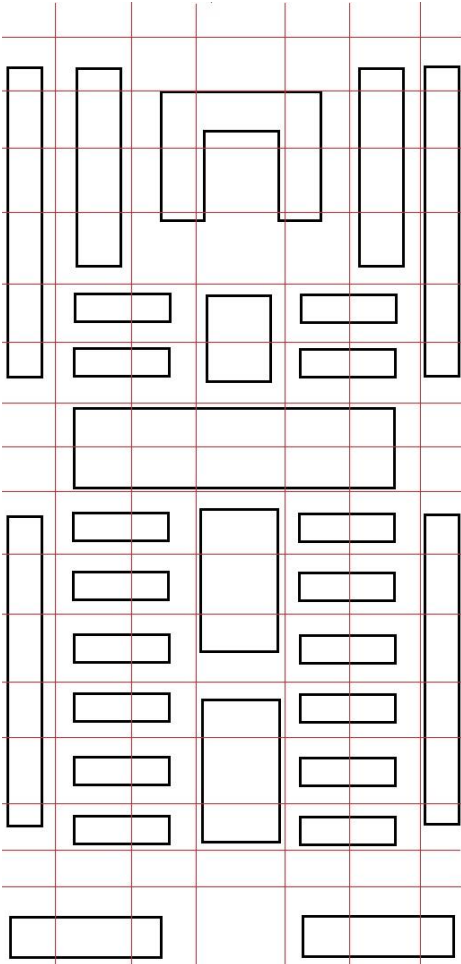
First steps to get started



- Prepare to adopt Suggested Ordering
- Define and assign location codes
- Start small and then expand, location by location
- Correct errors and anomalies as you go
- Get comfortable with the Suggested Order report*

*This report is informational only and will not make changes to your inventory. You can optionally use it to create working purchase orders by supplier.

Define location codes



- Create a simple planogram of your store
- Overlay a grid onto planogram
- Define logical location codes or departments in sequential order
- Use your preferred or Paladin-recommended location coding system
- Count the store one four foot section at a time
- Automatically assign location codes to each counted inventory item

Add location codes in Paladin

Sample Location Codes

<u>ID Code</u>	<u>Name</u>	<u>Row</u>	<u>Side</u>	<u>4ft Section</u>
10101	10101	Row 1,	01=Left,	1 st 4ft Section
10102	10102	Row 1,	01=Left,	2 nd 4ft Section
10201	10201	Row 1,	02=Right,	1 st 4ft Section
10202	10202	Row 1,	02=Right,	2 nd 4ft Section
20101	20101	Row 2,	01=Left,	1 st 4ft Section
20102	20102	Row 2,	01=Left,	2 nd 4ft Section
100220	100220	Row 10,	02=Right,	20 th 4ft Section

- In Paladin, go to **File > Setup > Loc** tab.
- Add location codes in a logical sequence for ordering.
- Follow the store planogram.
- Example: 1=Row 1, 01=Left / 02=Right, 01=1st 4ft Section → 10101 or 10201

Assign location codes



Three ways to assign location codes

- Cycle count with an RF Gun
(easiest and best method)
- **Inventory** module > **General** tab
- Create an Excel spreadsheet, and then import it
(must use ID numbers, not names)

Tip: Applying a location code label to each 4 foot section can help employees easily identify the locations.

What to expect when you use the Suggested Order Report



- The first time you run the Suggested Order Report, it may want to order more than you need. This can occur for the following reasons:
 - Negative stock-on-hand counts
 - Unique one-time or special order items
 - Incorrect minimum order quantities or supplier ratios
 - Imported items from a prior POS system
 - Store supplies that are added to the inventory
- The suggested order algorithms are always running in the background and self-adjust. Depending on your business need, the results will vary.
- With time and best practices, the outcome will be much better than you expected and can save you money.

Create the Suggested Order Report

Find it in the **Reports** module under **Inventory > Purchase Order**

Select suppliers and other desired criteria

Suggested Order Report Cancel

1 Report Settings

Selection	Beginning	Ending
PartNumber		zzzzzzzzzzzzzzzz
Department	0	999999999
Supplier	111 - SUPPLIER A	333 - SUPPLIER C
Class	0	999999999
SubClass	0	999999999
Location	0 - L 0	999999999

2 Additional Settings

Inventory Stock Days

Allow dept level override of stock days? ☒

Allow item level override of stock days? ☒

Limit report supplier

Create working PO(s) from this data? ☒

PO Name

3 Sorting Options

Sort By ☐ Ascending ☒ Descending

Then By ☐ Ascending ☒ Descending

Then By ☐ Ascending ☒ Descending

F12 Run Report

Set your desired stock time

Create working POs

Sort report by extended cost in descending order

Run the report

Review the report and working POs for accuracy

In the Suggested Order Report, the items at the top are the high dollar items, and items at the bottom are the low dollar items

Recall the working POs in the **PO** module

Anderson Feed & Supply, Inc.

Suggested Order Report

Page 1

Selection	Beginning	Ending	Additional Options	Sort Order	Date
Part Number	ALL	000000000000	Stock Days: 14	Sort By = None	Run on: 12-Oct-15
Department	All	All		Order = None	
Supplier	All	All	Dept Override Enabled = True	Then By = None	At: 4:11 PM
Class	All	All	Item Override Enabled = True	Order = None	
SubClass	ALL	All	Limit report supplier = Any	Then By = None	By: 1
Location	18	48		Order = None	
Counted Between	12-Oct-14	12-Oct-15	Create Working PO = No		

Line	Record Number	Order #1	SOH	Sup Ratio	Order #2	Line	Record Number	Order #1	SOH	Sup Ratio	Order #2									
	Description	On Order			WFO Number															
	Lot# Rec'd	Lot Count	Qty Req		Sup Qty	Ext		1	2	3	4	5	6	7	8	9	10	11	12	13
	184124	184124	18	1	184124	Aw b= 252.876	1	0	0	1	0	1	0	0	1	0	1	0	27	24
1	P3016A CHAIN SAW	97198483	3	24	338PFL/14	Lot b= 252.468	Min= 8	SupMin= 8	OrdQty= 1	Depth= 5	Supth= 13	VT00ty= 24								
	85-Jun-14/24	14-Nov-14	3	0	1262.38	Mit b= 252.468	Max= 999	SupMax= 32	Ord S = 100	Lot = 30	Supth= 8	VT0000= 23025.34								
	217609	626250	20	1	217609	Aw b= 82.340	4	0	0	2	0	58	36	0	2	7	1	11	86	
2	290388 WHI VNTY MASTERLOCK	66 13	51			Lot b= 82.340	Min= 8	SupMin= 8	OrdQty= 1	Depth= 1	Supth= 13	VT00ty= 282								
	84-Dec-14/7	14-Nov-14	18	18	23.40	Mit b= 82.340	Max= 8	SupMax= 35	Ord S = 100	Lot = 18	Supth= 8	VT0000= 1587.90								
	477338	477338	200	1	477338	Aw b= 66.970	0	0	0	1	1	0	0	0	0	3	200	118	120	
												2	1							
3	23403 NUMBER 2 PREM KENZIE	435	1888	22		Lot b= 66.970	Min= 11	SupMin= 8	OrdQty= 1	Depth= 18	Supth= 13	VT00ty= 2087								
	84-Dec-14/208	07-Dec-15	262	262	1067.96	Mit b= 66.970	Max= 999	SupMax= 32	Ord S = 100	Lot = 40	Supth= 8	VT0000= 34106.10								
												1252								
	653055	653055	0	1	653055	Aw b= 60.960	2	0	0	0	0	0	0	0	0	0	0	0	0	
4	31166 PLUMBERS PUTTY 1402	0	2	31166		Lot b= 60.960	Min= 8	SupMin= 8	OrdQty= 1	Depth= 5	Supth= 13	VT00ty= 2								
	11-Oct-14/2	85-Dec-13	2	2	1.52	Mit b= 60.960	Max= 999	SupMax= 4	Ord S = 100	Lot = 10	Supth= 8	VT0000= 85.80								
	L0R1		-16.5	1	L0R1	Aw b= 82.600	56	0	0	0	0	0	0	0	3	0	0	0		
5	23403	0	32.75	1		Lot b= 82.600	Min= 11	SupMin= 8	OrdQty= 1	Depth= 69	Supth= 13	VT00ty= 66.5								
	18-Dec-13/48	07-Dec-13	32	32	85.76	Mit b= 82.600	Max= 999	SupMax= 32	Ord S = 100	Lot = 40	Supth= 8	VT0000= 247.82								

Total Order Value: \$241.34

Review and edit the PO and inventory data as needed

Adjust the PO as needed

File Edit Maintain Tasks Reports Help

1 2 3 4 5 6 7 8 9 10 11 12

Invoice/Quote Customers Inventory PO Reports Backup Exit Your Local Hardware Store Manager 15-Jun-20

Purchase Order Confirm PO Cancel

Days 14 Supplier 12 - MY BEST SUPPLIER Address 2 Phone

EDI Address 1 100 Main Street City/State/Zip Somewhere Cool, MD, 99999 Fax

Part Number	Description	SOH/ORD	Quantity	Cost	Extension
PART1	HAMMER	EACH	4429	\$ 10.000	\$ 0.00
PART1	Need: 0, OrdQty: 1.00, Min: 0.00, Max: 632.00, Ord%: 100%		272		
		SOH			
		ORD			

F1 F2 F3 F4 F5 F6 F7 F8

Advanced Lookup Add Note Delete Line Item Recall Inventory Store PO Stock Check Confirm PO

Total \$ 0.00

Click Recall Inventory (F5) to open the inventory item

File Edit Maintain Tasks Reports Help

1 2 3 4 5

Invoice/Quote Customers Inventory PO Reports

Inventory Order Control Pricing General Cancel

Part # PART1 Desc 1 HAMMER On Order: 272 Defective: -2 On Hold: 0 Stock On Hand 4,429

Alt # Desc 2

Sales Details

Investment: \$44,290.00

Gross Profit: \$6,983.72

ROI: 16%

Forecast

Stock Days: 14 Cost: \$0.00

Need: 0

Overstock

Overage: 4613

Waste: \$46,130.00

Shrinkage: 41 Reviewed: 21-Apr-20

Gain: \$410.00

Stock Information

Origin Date: 04-Feb-20

Order Qty: 1 Min/Display: 0 Max Qty: 999

Order %: 100 Sug. Min: 0 Sug. Max: 632

Seasonal Dates

Seasonal: Begin Date: 01 Jan End Date: 01 Jan

Suppliers

Supplier 1: 111 - SUPPLIER A Order #:

Supplier 2: 12 - MY BEST SUPPLIER Order #:

Sup. Ratio: 1 Broken Carton:

Mfg Part #: Defective Code:

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12

Adv. Lookup Delete Item Rename Item Count Receive Serial # & Alt Part # Stock Check EDI RF Unit Suppliers Save

Click PO (ALT + 4) to return to the purchase order

Order Analyst™

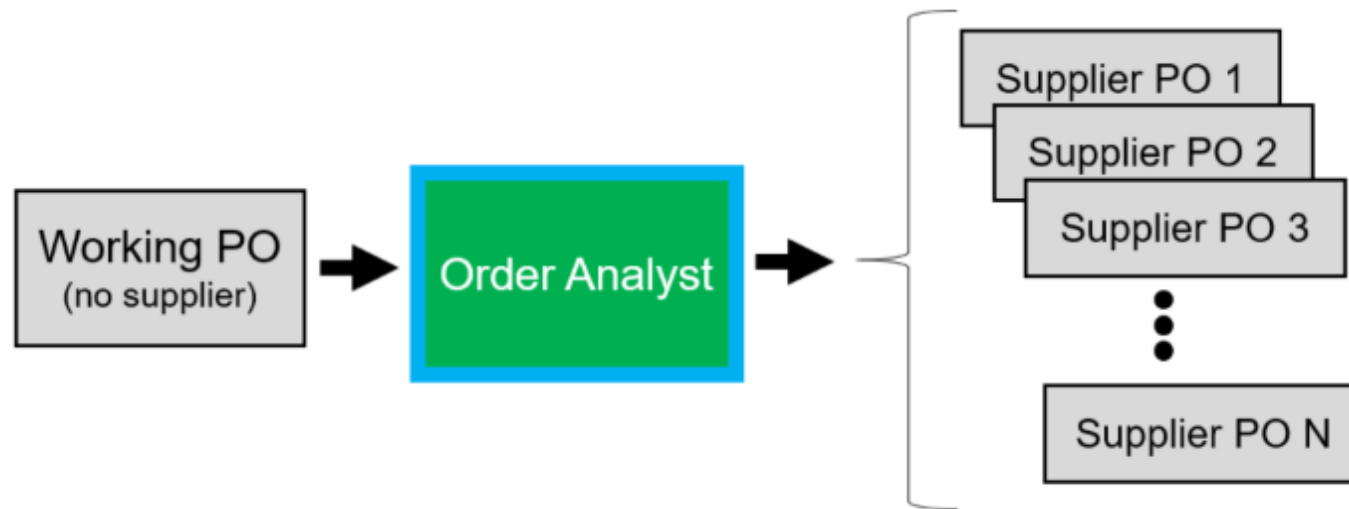
Order Analyst™ features



- Split purchase orders based on Primary Supplier
- Split purchase orders based on lowest-cost EDI Supplier

Order Analyst: Split by primary supplier

Instantly create ready-to-buy supplier purchase orders for suggested order items or a purchase order without a selected supplier with Order Analyst.

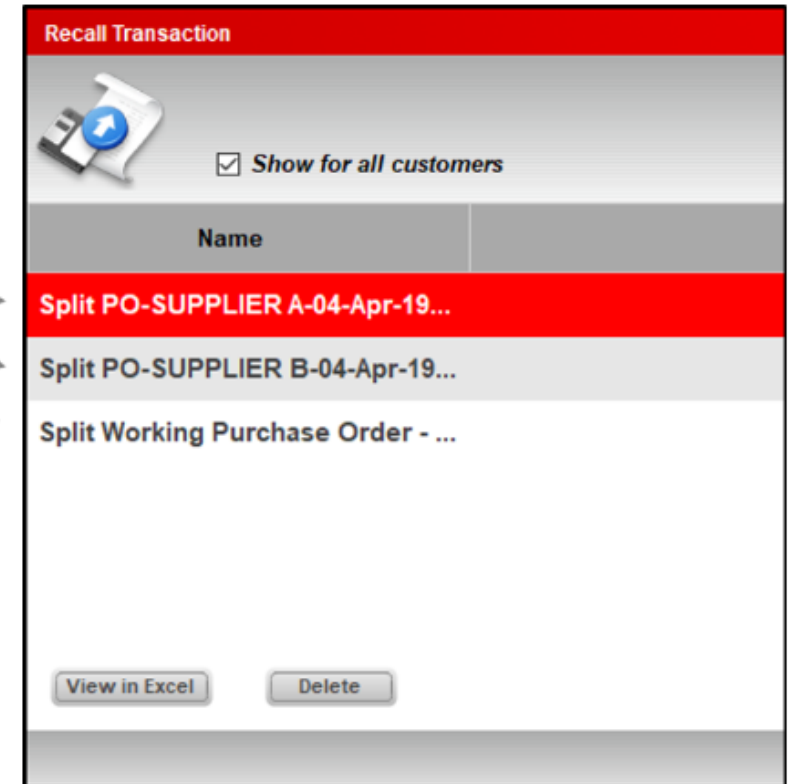


Order Analyst: Split by primary supplier


After the individual supplier purchase orders are created, a completion message will appear and the original and new purchase order names will have the prefix **Split**.

Supplier POs
created by
Order Analyst

Original PO



Recall Transaction

 ☒ Show for all customers

Name
Split PO-SUPPLIER A-04-Apr-19...
Split PO-SUPPLIER B-04-Apr-19...
Split Working Purchase Order - ...

[View in Excel](#) [Delete](#)

Order Analyst: Split by primary supplier



Purchase Order Confirm PO

Days 14 Supplier Address 2 Phone

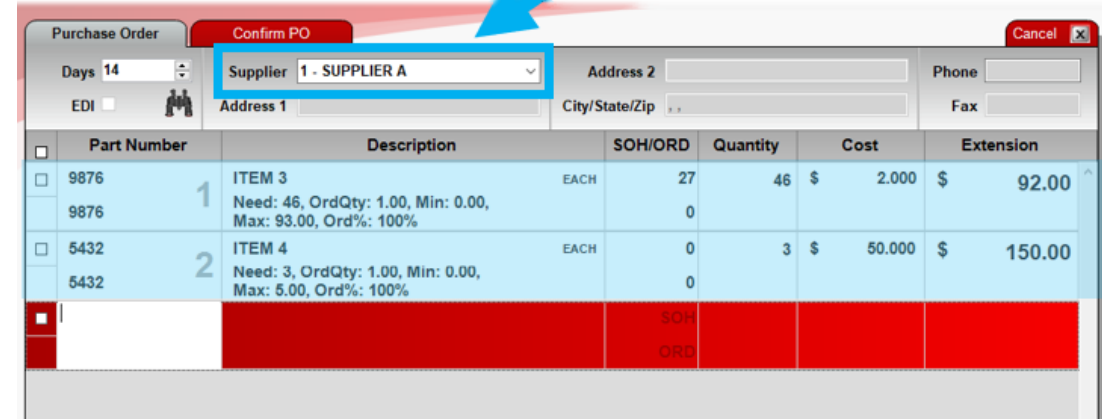
EDI Address 1 City/State/Zip Fax

Part Number	Description	SOH/ORD	Quantity	Cost	Extension
1234 1	ITEM 1 Need: 74, OrdQty: 1.00, Min: 0.00, Max: 110.00, Ord%: 100%	EACH 13	74	\$ 10.000	\$ 740.00
5678 2	ITEM 2 Need: 32, OrdQty: 1.00, Min: 0.00, Max: 84.00, Ord%: 100%	EACH 34	32	\$ 5.000	\$ 160.00
9876 3	ITEM 3 Need: 46, OrdQty: 1.00, Min: 0.00, Max: 93.00, Ord%: 100%	EACH 27	46	\$ 2.000	\$ 92.00
7890 4	ITEM 5 Need: 306, OrdQty: 1.00, Min: 0.00, Max: 818.00, Ord%: 100%	EACH 347	306	\$ 20.000	\$ 6,120.00
5432 5	ITEM 4 Need: 3, OrdQty: 1.00, Min: 0.00, Max: 5.00, Ord%: 100%	EACH 0	3	\$ 50.000	\$ 150.00

F1 Advanced Lookup F2 Add Note F3 Delete Line Item F5 Recall Inventory F6 Store PO F7 Stock Check F8 Confirm PO

Total \$ 7,262.00

Order Analyst



Purchase Order Confirm PO

Days 14 Supplier 1 - SUPPLIER A Address 2 Phone

EDI Address 1 City/State/Zip Fax

Part Number	Description	SOH/ORD	Quantity	Cost	Extension
9876 1	ITEM 3 Need: 46, OrdQty: 1.00, Min: 0.00, Max: 93.00, Ord%: 100%	EACH 27	46	\$ 2.000	\$ 92.00
5432 2	ITEM 4 Need: 3, OrdQty: 1.00, Min: 0.00, Max: 5.00, Ord%: 100%	EACH 0	3	\$ 50.000	\$ 150.00



Purchase Order Confirm PO

Days 14 Supplier 2 - SUPPLIER B Address 2 Phone

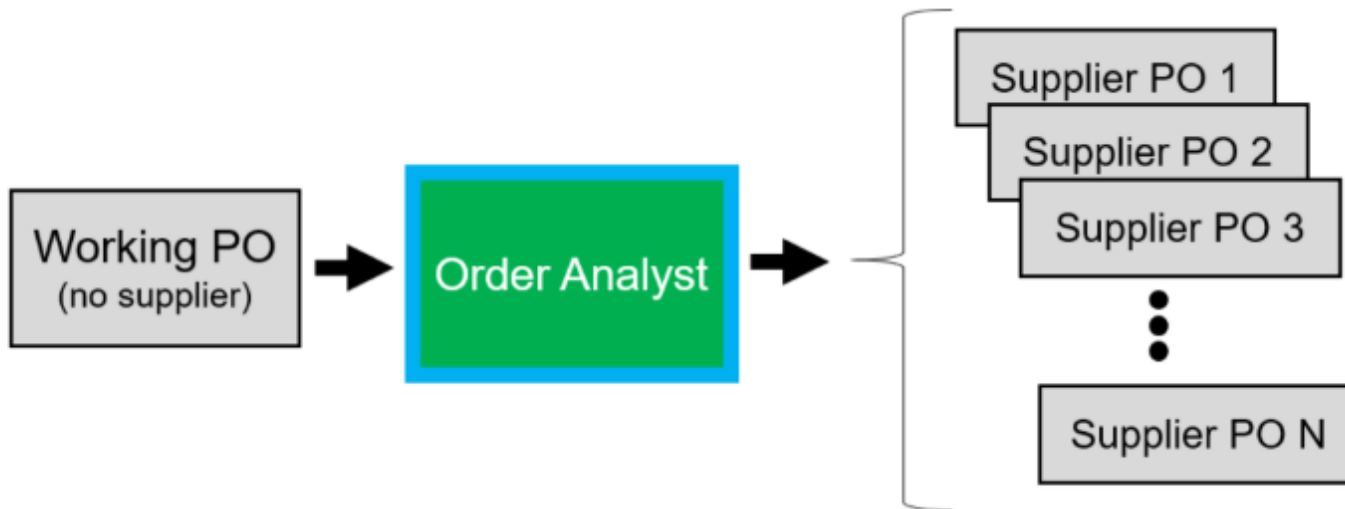
EDI Address 1 City/State/Zip Fax

Part Number	Description	SOH/ORD	Quantity	Cost	Extension
1234 1	ITEM 1 Need: 74, OrdQty: 1.00, Min: 0.00, Max: 110.00, Ord%: 100%	EACH 13	74	\$ 10.000	\$ 740.00
5678 2	ITEM 2 Need: 32, OrdQty: 1.00, Min: 0.00, Max: 84.00, Ord%: 100%	EACH 34	32	\$ 5.000	\$ 160.00
7890 3	ITEM 5 Need: 306, OrdQty: 1.00, Min: 0.00, Max: 818.00, Ord%: 100%	EACH 347	306	\$ 20.000	\$ 6,120.00

Items are split based on their Primary Supplier, **Supplier 1**.

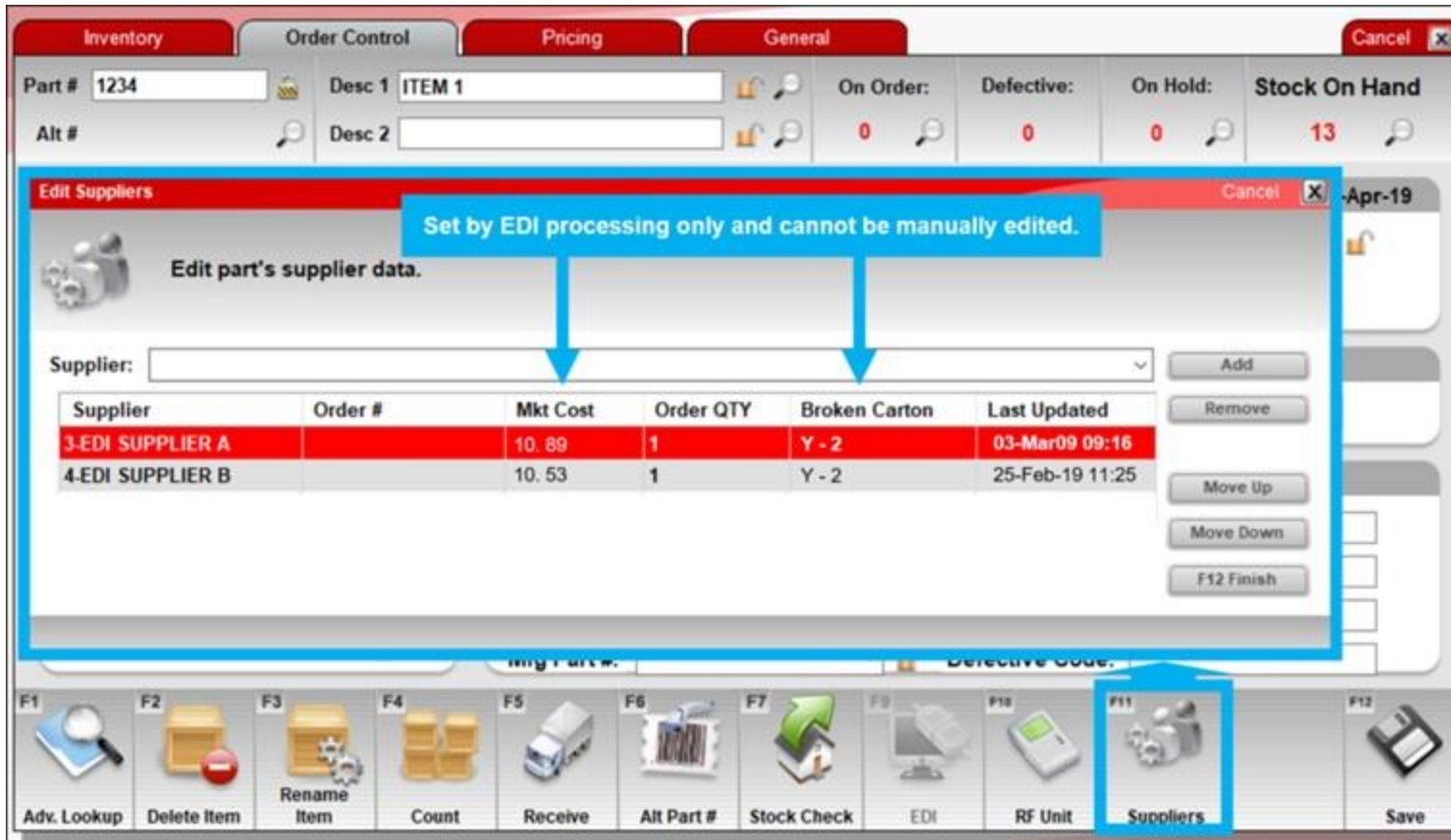
Order Analyst: Split by best cost

Compare supplier costs across your EDI systems automatically and always order from the lowest-cost EDI supplier* with Order Analyst.



*The lowest-cost EDI Supplier feature is currently available when you have one or more of these EDI Suppliers: Ace Hardware, Orgill Hardware, True Value Hardware, House Hasson. Other suppliers can be added upon request.

Order Analyst: Split by best cost



Inventory | Order Control | Pricing | General | Cancel

Part # 1234 Desc 1 ITEM 1 On Order: 0 Defective: 0 On Hold: 0 Stock On Hand 13

Alt # Desc 2

Edit Suppliers | Cancel | Apr-19

Set by EDI processing only and cannot be manually edited.

Edit part's supplier data.

Supplier: [Dropdown]

Supplier	Order #	Mkt Cost	Order QTY	Broken Carton	Last Updated
3-EDI SUPPLIER A		10.89	1	Y - 2	03-Mar09 09:16
4-EDI SUPPLIER B		10.53	1	Y - 2	25-Feb-19 11:25

Add Remove Move Up Move Down F12 Finish

F1 Adv. Lookup F2 Delete Item F3 Rename Item F4 Count F5 Receive F6 Alt Part # F7 Stock Check F8 EDI F9 RF Unit F10 Suppliers F11 Save

Mkt Cost and **Broken Carton** code are auto-populated through EDI the first time EDI is processed after this update.

IMPORTANT:

If only one EDI vendor exists on the inventory item, Order Analyst will order from the EDI vendor, whether it was cheaper than a non-EDI supplier or not.

Best Practices

Best practices for the short-term

#1

✓ BEST
PRACTICE

- Plan your strategy, and execute it with consistency.
- Allow more time for ordering in the beginning.
- Make cycle counting a daily routine.
- Sort the Suggested Order Report by extended cost in descending order.
- Spot check high-dollar items. Don't sweat the small stuff.
- Make adjustments in your inventory instead of using purchase orders. Think through the long-term effects of the changes you make.
- Create location codes and classes for special order items.

Best practices for the long-term

#2

✓ BEST
PRACTICE

- Fine tune project-based item minimums, but not maximums.
- Permanently lock out non-inventory items from the Suggested Order Report.
- Set hard dates on season codes for certain classes of items.
- Continually add suppliers to the suggested order process.
- Check the Inventory Count List Report for discrepancies.
- Use the PaladinNsign™ dashboards to manage inventory.
- Focus on growing your store with your extra time.
- Get business-building info and tips at <https://paladinpointofsale.com/retailscience/>.

Learn more

Knowledge Base

[About Suggested Order Reports](#)

[How to create supplier POs for a suggested order or other PO in seconds with Order Analyst](#)

[How to buy inventory from lowest-cost EDI suppliers with Order Analyst](#)

[How to set up a location system in your store](#)

Webinars

[Automate Ordering and Generate Best-Cost POs With Order Analyst™](#)

[Best Practices Suggested Ordering](#)



Next Webinar:

Introducing Our New Help Request Portal

June 30 @ 9am PT

Register: portal.paladinpos.com/webinars



Check out our [Winter 2019-2020 Release Guide](#)
on the Help Portal.

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