**~ Item Change Management: Sales Floor and Back Office Actions ~**

**Date:** Sept 19, 2022

**Sales Floor Actions Legend:**

1. Mark bin label with red dot
2. Write replacement SKU number inside red dot
3. Affix temporary closeout signage to shelf space of discontinued item. Complete this action when quantity on hand of the temporary closeout item falls to zero
4. Write currently stocked replacement SKU number and its location on the temporary closeout signage
5. Remove bin label from discontinued SKU when quantity on hand falls to zero
6. Swap out bin label from discontinued SKU with new bin label when merchandising new item
7. Remove temp closeout Ace recommended signage from shelf space upon it becoming reinstated
8. Merchandise new replacements in same location as the temporary or permanent discontinued item’s location, if you don’t currently stock replacement
9. Leave bin label intact and preserve space for when the item is reinstated
10. Create a new space for reinstated item and new bin label, when applicable
11. Merchandise temporary closeout items in their original location upon being reinstated

**Back Office Actions Legend:**

1. Change the location code of discontinued item to CLOSE when items sells out
2. Update location and/or minimum order point for replacement when applicable
3. Change store closeout flag to ‘Y’ for reinstated SKU, if not already completed
4. Manually update in Eagle to new vendor