





Avanti Press Service Instructions for Cardinal Health locations



<p>1. Upon arrival at the store, check in with the store owner or manager on duty before beginning any service, introduce yourself if need be</p>	
<p>2. Before beginning, ask the manager on duty and ask if there is a Avanti Press reorder and/or backstock available to merchandise. Avanti orders are packed in special boxes to make them easy to find.</p>	
<p>3. Stores may be either be on a FIXED or NON-FIXED PLAN-O-GRAM. To make sure each design is in the correct pocket before placing a reorder follow these steps: In each pocket there should be an inventory control ticket. The pocket number on the ticket should match the number clipped onto the display AND the design that sits in the pocket. If the image on the ticket does not match the product in the pocket, try to find the right pocket for the misplaced product by looking at each ticket as you move through the display. When you are sure the cards are all in the correct pockets move on in the instructions.</p>	
<p>4. If there is an order to merchandise match the pocket # found directly above the bar code in the middle of the ticket, with the pocket number clipped to the wire pocket. There is a ticket enclosed with each pack of cards.</p>	
<p>5. Merchandising Standards: Whether installing a reordered design or straightening the display to the plan o gram these standards should exist in every pocket;</p>	
<p>6. After removing the plastic wrapper on a new pack of cards, place the new ticket behind the header card with the picture facing out / Fold the header card along the lines that read " for spinners", remove the old header card if its still in the pocket, Place the cards with the fold on the left, envelopes behind them with all flaps pointing left, into the folded header and place the entire unit into the correct pocket</p>	 <p style="text-align: center;">correct header placement</p>
<p>7. When cards are straightened and all orders merchandised pull tickets to reorder the correct pockets as per these guidelines; 3 or less cards in a pocket reorder one pack, empty pocket order 2 packs</p>	
<p>8. Credits for shopworn or obsolete designs will be handled every 3 months. Separate instructions will be shared prior to that visit. If you find product in the store that needs return sooner please note on your visit survey along with the # of pieces that require credit. If there are a few pieces of shopworn please place them in the large Avanti Press envelope that is kept with management at Cardinal Health. (probably in the back room) until the visit when returns are taken.</p>	

Please leave the Avanti Press display looking like new on every visit! Check signs and headers and let us know if you need any additional supplies to achieve this condition for your display. THANK YOU for merchandising Avanti Press Product