

Placing Area Stickers



RGIS

Placing Area Stickers

Topics covered

- General Information
- Area Number
- Area Sticker Placement
- Area Sizes
- Area Sticker Flow

General Information

- Stores are divided into a number of smaller, more manageable sections called Areas.
- Each Area is assigned an area sticker that is placed in the **upper left corner** of the area. The merchandise to the **right and below the area sticker** is included in the area.
- After completing the count, counters need to mark the area sticker with their initials to show the area is completed/counted.
- The number of area stickers will vary depending on store size, product mix and general store setup.
- Be sure to place area sticker that facilitate **ease of counting and verification**.
- For example, make sure that areas are not too large or too small and are placed in a **consistent** manner (every 4 ft, for example).
- **Remember:** Large areas become too difficult to count, verify and re-count; this diminishes accuracy and productivity.
- Small areas diminish productivity because Team Members **incur more time** to complete excessive numbers of area stickers.
- For any store, the key to placing/hanging tags is to **be consistent** in the **location** and **density** of area stickers.

Area Number

- Each area sticker is printed with a **unique number and barcode**.
- Area sticker numbers are assigned to **specific range descriptions** in the inventory portable for tracking, reporting, and verification.

Area Sticker Placement

- Area stickers should be placed **prior to the start** of the inventory. **Large stores** may require stickers to be placed a **day in advance**.
- When placing area sticker the day before, consider whether any tags could get lost if the store is open for business.
- **Extreme environmental conditions** (outdoor areas, cold temperatures, rainy conditions, inside freezers/coolers) may necessitate placement of area stickers **just before the area is counted** to ensure area stickers remain affixed.

Area Sizes

Area sizes impact accuracy and productivity in your inventory.

- Areas that are **too large** can make reasonability checks, recounts, and verifications difficult.
- Conversely, areas that are **too small** negatively impact the productivity of Team Members because they incur more downtime completing excessive numbers of area stickers.

General rules to follow

- Area stickers should face the main aisle for flow and verification processes.
- Do not place stickers on store signage as could cause damage when removed.
- Do not place stickers onto merchandise/products as will be lost if the product is sold.

Softlines/clothing

- Areas should be kept to a maximum of 100-200 units when possible.
- One sticker per Rounder, Quad, 4-way, or T-stand.
- One sticker per level on tables (be sure to stick all the tags on the same side of the fixture for ease of finding).
- One sticker can be used for the entire table if there are not many units.
- Use a separate stickers for hidden or easily missed merchandise (e.g. under tables, behind counters). If in doubt, tag it to ensure nothing is missed.
- One sticker for every 2-8 ft on the wall depending on product density.
- Use natural breaks on the walls whenever possible.
- Use consistent spacing techniques within same department.
- One sticker per side of tall jewellery spinners.
- One sticker per under stock drawer or display case.

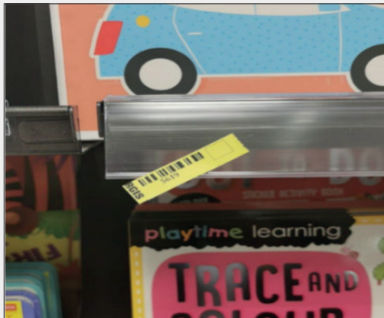
Hardline areas

- **Hardline areas** – should be kept at a 10-15 minute maximum count time when possible in order to facilitate recounts.
- **Gondolas** – One sticker per end cap / 1 sticker per 8-12 feet at natural break on sides.
- **Overheads** – One sticker per side.
- **Checkouts** – One sticker per checkout.
- **HBA (Health/Beauty Aids)** – One sticker per 4-8 ft breaks.
- **Cosmetics** – One sticker per 2-4 ft breaks.
- **Walls** – One sticker per 8-12 ft at natural breaks.
- **Aisle displays** – One sticker per display.
- **Display cases** – One sticker per display case.
- **Peg hook sections** – Every 4 ft.
- **Dump bins** – One sticker per dump bin display.

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Area Sticker Placement

Examples



Area Sticker Flow

Softlines/clothing stores

- Start on **perimeter walls** at the front door, left wall, rear wall, right wall.
- Then place stickers on the sales floor fixtures from **front of store to back** snaking through fixtures left to right.
- If stores have multiple rooms, follow the same process for **each room**.

Large department store

- Stickers are laid by **department** and by **sections** separated by aisles.
- In each department or section, place stickers starting on the **left perimeter wall** and around, then move through floor fixtures snaking **front to back, left to right**.
- The **sticker numbering sequence** should follow the **same direction as the count flow** as much as possible.

Hardline and grocery stores

- Start on **perimeter walls** moving from front wall, left wall, back wall, right wall.
- Your starting point for each aisle 'set of gondolas' will be the first side and accompanying endcap so that you can move around the gondola **counter-clockwise** (this may be the rear end cap of the first aisle on the left).
- Then move to the next aisle on your left. This allows the sticker sequence to snake through the aisles and will make it **easy to follow**.
- Looping the gondolas is **not recommended**; the area number sequence does not flow from one side of an aisle to the next side moving forward and is difficult to follow.
- On the **back set of gondolas** start at the back left endcap and proceed counter-clockwise around the gondola and then move to the next aisle on your left. (See diagram below.)
- Floor stacks and in-aisle displays should be completed** as they are encountered within the area.

