

GUIDE FOR THREE PULLS

PURPOSE: The purpose of the Reset three pulls is to ensure that products are pulled from the stores shelves and or ordered, and available for the vendors on the first day of your scheduled reset. This includes all categories within the store. A suggestion would be to have your local DSD personnel do a pull of their items prior to the reset start date. Within these DSD categories there are items delivered via FDS --
- The store needs to accomplish a 3 pull of these items. Some examples: Otis, Kings, Mrs. Freshleys, German Bread, Organic Bread, Shasta, Stewarts, IBC.
(An accurate three pull is critical to having a successful commissary reset.)

PROCESS: 1. The commissary should start the three pull process immediately after receiving their store spread sheet from Reset Team (HQ). The spreadsheet will indicate all deleted products that will need to be **pulled off the store shelves prior to** starting your 3 pull. It is better to deal with these prior to the reset vs after as you will have a tremendous amount of items setting in carts that will need to be researched to determine if they are good items or bad items.

2. Print planograms from www.commissaries.com for each section. Make a check off sheet. This will help if different teams are pulling, different times and days. It is important that management check off and verify that all sections have been pulled.
3. **(ALL YOUR DELETED PRODUCTS SHOULD BE OFF THE SHELVES)** As you start pulling your section, please pull three of each. Two will do, but three if possible. (Use Milk Crates and boxes if crates are unavailable, Use pallets or produce bins for bag, bulk products) Don't co-mingle categories, if the product is NIS, please make a notation on the planogram. Give to CAO to order as soon as possible and reorder if needed prior to reset date. Once the product has come in, you can pull from shelf or warehouse, but make sure the product makes it to the correct section.
4. Use your new store dry layout, label each box or milk crate with a category name and the aisle it will be going into. Palletize the three pull by aisle and category. Label each pallet by aisle. If you have to combine section on a pallet, make sure it's separated and organize as possible. This process will ensure that when putting down the three pull, it goes quickly and as smooth as possible.
5. **(NOTE):** If you have product that needs to be ordered, those items will be identified on the spread sheet sent by the MBU. Keep a check off list for these products also. We will need a three pull or a full case of these items, staged along with the rest of the category 3- pull.