

## COMMENCING THE PLANOGRAM:

1. Read the planogram and compare it to your current section, this will determine where you can start and may save you time in implementing
  - a. Often not all lines move, sometimes new lines can go straight in where the deleted lines were removed from.
  - b. When reading a planogram, start from shelf 1 (bottom shelf), left to right and work up to the Top right shelf.
2. Remove your deletions from the shelf (This creates space to move products).
3. Whenever you're moving or removing products, move the shelf ticket with the items.

### Tips & Tricks

1. When doing major planogram changes, keep same products stacked neatly together (ideally with the shelf ticket). This will save time when refilling the product in its new shelf location (i.e. tossing and mixing items in a trolley will cost you hours in sorting when replenishing the shelf)
2. Adjusting fit outs: Measure from the top of the bottom shelf to the shelf strip on the above shelf to determine the height

## FOR FREEZER / DAIRY ~ COMMENCING THE PLANOGRAM:

1. Read the planogram and compare it to your current section, this will determine where you can start and may save you time in implementing
  - a. Often not all lines move, sometimes new lines can go straight in where the deleted lines were removed from
  - b. When reading a planogram, start from shelf 1 (bottom shelf), left to right and work up to the Top right shelf
2. Remove your deletions from the shelf (This creates space to move products)
3. Whenever you're moving or removing products, move the shelf ticket with the items

### Tips & Tricks

1. With Dairy and Freezer shelf height changes, always start on the top shelf and do the shelf fit-out to the bottom
  - a. This minimises airspace in the top of the dairy and freezer and allows the extra height in the bottom well of the dairy & freezer case
2. When doing major planogram changes, keep same products stacked neatly together (ideally with the shelf ticket). This will save time when refilling the product in its new shelf location (i.e. tossing and mixing items in a trolley will cost you hours in sorting when replenishing the shelf)
3. Adjusting fit outs: Measure from the top of the bottom shelf to the shelf strip on the above shelf to determine the height

Contact the RetailSpace team

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