



Inventory Basics:

Guiding Principles and Key Concepts

The following guide will provide you with guiding principles to ensure proper storage set up and key concepts for maximizing the scanning experience.

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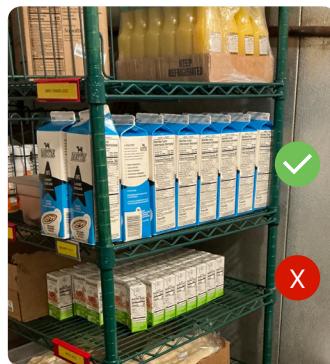
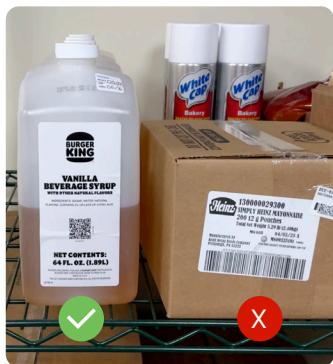


The 3 Fundamentals for Item Storage

The NomadGo App will make inventory counts easier, faster and more accurate. To ensure this, products need to be stored in a specific way.



Denotes Product Label required.



Store like items per row

Avoid storing differing products in front of or behind each other, and ensure a label/shelf tag is present where needed.



Push items to the back of the shelf

Items should touch the back edge of their storage location.



Keep labels forward facing

Try not to damage or cut through the identifying labels and ensure a Product Label is present where needed.

Common Product Categories



Boxes and Cases

- Boxes can be counted on shelves at registered locations, or freely throughout the restaurant.
- Store boxes with the **label facing forward**. Labels could display a UPC, SKU name or SKU number facing outward.
- Open box counts are manually applied using the **-/+ paddles**.



Select rigid echemes, like bottles, can be removed from their cases. Flex packaging, ie. bags, are recommended to remain in box.



DO NOT obscure the front of cases in any way, including individual items.



Individual or Loose Items

- Only one **SKU per single-file row**.
- Store items upright with the **labels facing forward**.
- All items must be **pushed to the back** of their storage location.
- Open items will be counted as full.



Common Product Categories



Cups and Lids

- **Full cases** stored upright like other full cases.
- **Open cases** should be stored on their side, facing outward so that cup/lid sleeves are visible.
- All items must be **pushed to the back** of their storage location.



Shelf Label required. Place labels near the bottom-left box corner for identification.



Bag-in-Box System

- Only one SKU per row with **label facing forward**.
- Once a product is opened, spout should be facing forward and placed in the front of the row. **A visible spout indicates an open box**.
- All Items must be **pushed to the back of storage location**. Pull from the front.
- **Product Label required** — place below-center under coordinating item.

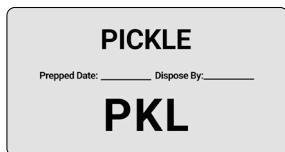


Open

Closed

Prep Pans and Use-by Labels

- Push to the back of their storage location.
- One item kind per row.**
Stacking is allowed!
- All pans must have a **Use-by Label** (or prep label) present.

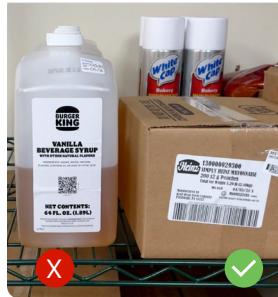


Labels are placed **facing forward**. The narrow side of the pan is considered the front.



Quick Reference

The 3 Fundamentals for Item Storage



Store like items per row

Avoid storing differing products in front of or behind each other, and ensure a label/shelf tag is present where needed.



Push items to the back of the shelf

Items should touch the back edge of their storage location.



Keep labels forward facing

Try not to damage or cut through the identifying labels and ensure a Product Label is present where needed.



Denotes Product Label required.

Category	Placement & Row Rules	Labels	Special Handling	Examples
Boxes & Cases	Store cases facing outward. Can be stored on shelves or stacked elsewhere.	Label must face forward.	Do not block front with individual items.	
Loose & Individual	Store cases facing outward. Can be stored on shelves or stacked elsewhere.	Labels facing forward.	Use Product Labels with visually similar items.	

Quick Reference

Category	Placement & Row Rules	Labels	Special Handling	Examples
Cups & Lids 	Full cases upright; open cases on side with sleeves visible.	Shelf label required, place in the bottom-left corner.	All items pushed to back.	
Bag-in-Box 	One SKU per row, pushed to back. Pull from the front.	Shelf label required, place in the below center.	Visible spout = open box	
Prep Pans 	Like items per row; stacking allowed.	Use-by label visible and accurate.	Narrow side = front	



Prep Pan Rule: Labels are placed **facing forward**. The narrow side of the pan is considered the front.

Box/Case Rule: Select rigid eaches, like bottles, can be removed from their cases.

Flex packaging, ie. bags, are recommended to remain in box.

Box/Case and Loose Item Rule: DO NOT obscure the front of cases in any way, including individual items.