

Gap Management – Honeywell checks

Date: 07/08/2025

To: Site Leaders, Inventory Team and Receiving Team.

From: Inventory Team

RE: Gap Management How To - Manual Process.

There is always a reason why stock is not coming in. It may have been deleted by the Supplier, or it may not have a min or a max against it.

If you notice that something has been out of stock for several days, it needs to be investigated.

Before walking the aisle:

- Check products in any overstock areas
- Check Logistics: What stock is waiting for replenishment? What is sitting in customer hold and Faulty goods.
- Be aware of products in multiple locations: Displays and dumpbins. Multiple shelf locations.

When you get to your first location, you will:

Walk in the aisle with a Honeywell. You will scan every gap into Product Review in the Honeywell. You are only looking at products where we have NO STOCK

Each product needs to be reviewed, in the Honeywell.



- Does it have a min and a max against it? If not add a min max – scroll down further to see the sales.
- Is the product obsolete?



- Has the product been superseded or replaced with a like product?
- Is the Supplier information correct?
- Is the product set up correctly to reorder?

Product Review

8888021205824

CLEAR

Product: 5404504

Description: BATTERY MAX AAA 14 PACK ENERGIZER

Retail: \$25.95

Main APN: 8888021205824

Supplier: 4197 - M10

Department: 0700 - ELECTRICAL

FLC: 0700042 - BATTERIES

Brand: ENERGIZE

Last Sale: 19/08/25 01:55:27 PM

Last Received: 08/08/25 12:00:00 PM

Last Issued: -

UOS: EACH UOP: EACH

ON ORDER: 2.00

NO IMAGE AVAILABLE

Monthly: 0.67
Daily: 0.02
Weekly: 0.15
Stock Turns: 1.8
SPl: 41.1

	Qty	\$
MTD	1	\$25.41
YTD	2	\$50.82
RAT	8	\$212.54

PRINT LABELS

PRODUCTIVITY

STOCK ENQUIRY

ADD APN

Min Max change

Comments

SUBMIT CHANGES

- Is it on order? See above product - If yes -Move onto the next product.

NOTE: Use a whiteboard marker and put a dot on the shelf label to identify - If the stock does not come in within 5 working APN days, then something is not right – Has an old order not been deleted or finalized properly?

- Does it say we have stock on hand? If yes: Where is it?

If Sympac says you have stock on hand or the product requires further investigation: Create a Product list in the Honeywell for investigation after your gap scan.

Summary

BATTERIES

Product Code - Description	On Hand	Quantity
6747273 - FLASHLIGHT POWE...	2.00	1.00
6747299 - HEADLAMP PRO SE...	2.00	1.00
2459295 - BATTERY SUPER H/...	0.00	1.00
2499119 - BATTERY AAA REC...	3.00	1.00

*** Gaps scanned into a product list can be dropped into a dummy Purchase order for better follow up.

- When you have finished your gap scan check, send the list, for the site Manager to upload.





Point of Sale

Tax Invoice

Staff **656** SHANI CAM
 Salesperson **656 : Shani Cam**
 Customer **0000144** Cash Sales

Name and Address
 SEBASTOPOL CASH SALE

Computer Code

2499119	BATTERY AAA R
2459295	BATTERY SUPER
6747299	HEADLAMP PRO
6747273	FLASHLIGHT PO

Product Maintenance

Computer Code **2499119** Superseded
 Description **BATTERY AAA RECH 4PK ENERGIZER NH12BP4**
 Usage Type **() Normal Stocked Item** Status **Active**
 Product Type **Normal Product ()**
 Alternate Code **2499119**
 Category **Not Known**
 F.I.L.C. **0700042** Batteries
 Department **0700** Electrical
 Buy/Grp Code **2499119**
 Unit of Sale **EA**
 Bin Locn 1 **SF4401** SF4401
 User Key

Main APN : 8888021300840

	Prices Inc GST	Default Queue
Retail	\$27.95	None
Trade		None
Price 3		None
Price 4		None
Price 5		None
Promo		None

	QTY	\$ Value
On Hand	3.00	61.50
On Order		
Promo Order		
Cust B/Os		
TBO		
Available	3.00	61.50
Stocktake	3.00	

Purchasing Product Images

Source **Warehouse**

Creditor
 Code **M10** 4197
 Mitre 10 Southwest Ltd F F.I.S. 03 9703 4200

Supplier (Main)
 Code **M10** 4197
 Mitre 10 Southwest Ltd F F.I.S. 03 9703 4200

Supplier (Secondary)
 Code **ENERGIZERAUS** 1291
 Energizer Australia Aus F.I.S. 02 0297 63611

Brand **M10** Manuf Code **NH12BP4T**

Brand Image

Purch Unit **EA** Pack Size **6**
 Min Stock **2.00** Max Stock **4.00**
 ReOrder **1.00** Lead Time **0**
 Ordering **Allow**
 Conversion factor **1.00** ☐ Multiply ☒ Divide

**** When you finish your investigations, exit out of POS.**

Check that:

Is the product set up correctly? Products will not auto order if they are not set up correctly against the correct Supplier.

- is the Main supplier correct? See main supplier box in examples below
- Is the Source correct? See Source box in examples below
- Is Ordering allowed? See Ordering box in examples below – (Allow)

Correct Supplier set up for Warehouse Products:

Correct Supplier set up for Chargeback/Agency Products:

Correct Supplier set up for Direct Products:

- Was it an error from last Stocktake?



