

# Pharmacy Retail Ordering Schedule

We recommend dividing your retail ordering plan into these four different types of orders:

1.	<b>Buying Group orders from your wholesaler</b>	<b>Every 2 weeks</b>	<b>60 Days Cover*</b>
2.	<b>Direct to Supplier orders</b>	<b>Monthly</b>	<b>60 Days Cover</b>
3.	New Products and Promotional orders	As Required	
4.	Urgent / special orders	Daily / as required	

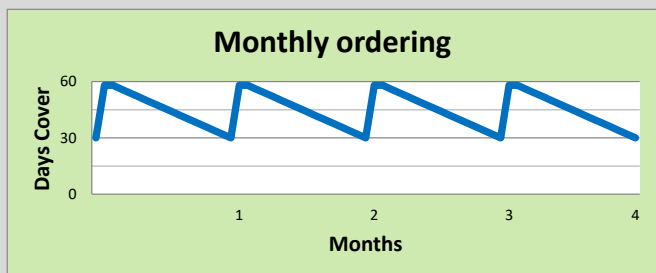
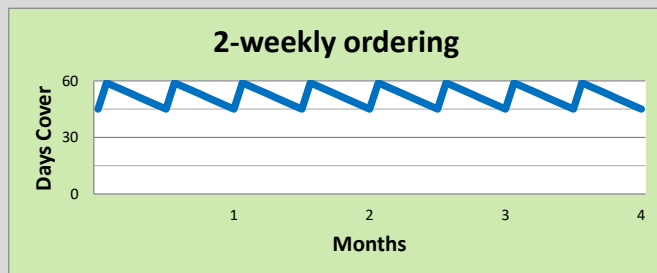
*\*or 45 Days for larger stores*

Your POS system can forecast the optimal stock level to order to top your shelves up to 60 Days Cover.

To see **everything** that needs to be ordered ask for a 60 Day order (from 60 to 60 Days in Tonic) - then edit this order to remove small or unnecessary products.

## Optimise your ordering by topping up to 60 Days Cover

The **most efficient and accurate ordering** relies on you sticking to a **regular ordering timetable each month** for your Buying Group wholesaler and Direct orders.



Once you accept the suggested frequency above the **60 Days Cover** will ensure that you are **never out of-stock** of these products because you are holding plenty of buffer stock.

- Because of the accuracy of the RPM Suggested Orders – sticking to this ordering schedule will **free up staff time** to focus on the Type 3. new and promo ordering.
- The urgent / special orders (Type 4.) can be manually added to your Wholesaler daily dispensary order or sent to suppliers manually - but only if the customer is unable to wait until the next scheduled order for this supplier.

**Example of Retail Ordering Schedule for Pharmacy:**

Week 1	Week 2	Week 3	Week 4
<b>Direct Suppliers:</b> <ul style="list-style-type: none"> <li>• Go Healthy</li> <li>•</li> </ul>	<b>Direct Suppliers:</b> <ul style="list-style-type: none"> <li>• QVS</li> <li>•</li> </ul>	<b>Direct Suppliers:</b> <ul style="list-style-type: none"> <li>• Inner Health</li> <li>•</li> </ul>	<b>Direct Suppliers:</b> <ul style="list-style-type: none"> <li>• Revlon</li> <li>•</li> </ul>
<b>Buying Group</b>		<b>Buying Group</b>	

We recommend that you allocate your Direct Supplier orders to the same week each month to spread this workload evenly through the month.