

Standard Operating Procedure

Provisions – Item Deletion/Sunsetting

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PURPOSE: Documentation of process for “Sunsetting” item numbers as way to remove them from Buyers’ Usage and Coded Nonstock reports but keep historical data. To be completed by Category Managers.

Fully deleting item numbers could result in loss of current and historical sales data for the week, month, and year. We have chosen to Sunset item numbers to maintain all data.

1. Input unwanted/outdated item number in Inventory Master.
2. Lock the unwanted number by changing the Status to IA – Inactive Item
3. Insert the word DELETED at the beginning of Description 1. *For example - 550100 FISH COD LOIN 10#/BX becomes 550100 DELETED FISH COD LOIN and the 10#/BX gets deleted from the line because it's too many characters.*
4. Change the Buyer # to **13 DELETED ITEMS BUYER.**
5. Press Write to finalize changes.