

# Stover Seed, Home Depot Replenishment Guide

**Thank you for your commitment to the Stover Seed merchandising project.** Visits to each store are based on sales and therefore difficult to predict the frequency of service. We estimate stores will require a visit once every four to eight weeks. Prior to your visit, you will receive the Stover Seed merchandise via FedEx. This will be sent directly to your home, not to the store.

When an order is created and shipped for one (or more) of your stores, you will receive an email notifying you of the shipment with the tracking information. We ask that you complete the visit within one week of delivery date.

## Objectives:

- ☐ Remove competitor product from the Stover Seed panel on the Seed Packet Island
- ☐ Organize current product based on the Plan-O-Gram (POG)
- ☐ Take an inventory BEFORE placing any new product (inventory sheets will be enclosed with your package)
- ☐ After inventory is complete, restock Stover Seed panels with new product (based on POG)
  - Stover Seed owns the seed packets and shakers. You do NOT need to check-in or scan these products when brought to the store. Please take packets that are not used with you. **Do NOT LEAVE SEED PACKETS at the store!**
- ☐ Merchandise and restock Stover Shakers in the Growing Media Section
  - Count each variety of the Stover shakers and enter quantities into report form.
- ☐ Merchandise and restock Stover Grass Seed – this product is shipped directly to the store. Do NOT remove Grass Seed products from the store. Simply restock each of the products – Bonsai Fescue, Dichondra, Native Grass, Buffalo Grass and/or White Clover. After restocking and straightening, please do a count of each product on hand.
- ☐ Take ONE photograph of each Stover product category – Seed Panel, Shakers and Grass Seed after completing the above objectives
- ☐ Report your visit (including uploading photos and inventory forms)

## Helpful Information:

- ☐ Adhere to the Plan-O-Gram (POG) enclosed with your shipment of Stover Seed packets
- ☐ All stores will require inventory to be taken during your visit. Please take an inventory BEFORE adding new product.
- ☐ Upon arrival, please visit the customer service desk and ask for an HD Vendor Badge. Please return the vendor badge before leaving the store.
- ☐ Introduce yourself to the *Garden Department Manager/Supervisor*. Explain that you represent Stover Seed and will be merchandising the Stover Seed Panel on the Seed Packet Island and merchandising the Stover Shakers.

**Problems/Issues.** Please call us immediately. If you are unable to resolve an issue, please leave a detailed voicemail message or email. It is a priority of both Stover and Home Depot to have the display panel fully stocked throughout the season and thus issues need to be known and promptly addressed.

**SUBMIT inventory sheets, report AND pictures within 24 HOURS of VISIT**

**Questions? Call** 513-242-6700 or 404-989-5046

**Office Hours:** Mon-Fri, 9 a.m. to 4:30 p.m. EST.

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