



REDUCING OUTDATES

1. **SHELF MAINTANANCE** -
 - a. Adhere to a schedule for routinely checking your shelves for outdates.
 - b. Consider placing a color sticker on the product's container representing the year and then hand write in the month that the product expires.
 - c. When stocking your shelves, products with the shortest shelf life should be placed in front for dispensing. Generally, products received from the wholesaler should have a longer shelf life than your current inventory. Given this, your products should be dispensed on a FIFO (First In First Out) basis.
2. **EVALUTE EXPIRATION DATE OF PRODUCTS RECEIVED FROM THE WHOLESALER** - If your wholesaler inadvertently sends you a short dated item, contact them immediately to reissue a product with an appropriate expiration date. A short dated item is considered a product expiring within the next six months.
3. **ORDERING SUGGESTION** - See if the product available in smaller package size. The monetary benefit a ordering a large quantity can easily be offset on the other end when it comes time to return the product for reimbursement.

MAXIMIZING REIMBURSEMENTS

1. **KEEP PRODUCTS IN THEIR ORIGINAL PACKAGING** - No manufacturer will take back returns for potential credit unless the product is in the manufacturer's original packaging.
2. **DON'T BREAK THE SEAL UNLESS ABSOLUTELY NECESSARY** - Some manufacturers require the seal to be in place for reimbursement.
3. **AVOID PURCHASING REPACKS** - Select non-repackaged products when possible.
4. **EVALUTE THE MANUFACTURER'S RETURN GOODS POLICIES** - If given a choice, select the manufacturer with the best returns policy. Refer to NPR's Manufacturer Grades section located on this website.