

Multi-Packs, e.g. Beer 4 packs

- Must be counted as a quantity of one and loose cans should be grouped together and counted accordingly using the barcodes that can be found on the Single Cans Barcode sheet found in forms.

Cribbed Stock

- The following crib (or dump) codes are to be used in conjunction with the above Count Process guidelines.
- Prices below £1.00 must be entered with a 0, e.g. for 99p enter 0.99

Description	No.	VAT	Description	No.	VAT
Bakery – Non VAT	900	Z	Menswear – VAT	930	D
Bakery – VAT	901	D	Soft Furnishings – Non VAT	931	Z
CDF – Non VAT	903	Z	Soft Furnishings – VAT	932	D
CDF – VAT	904	D	Floorcoverings – Non VAT	934	Z
Chilled – Non VAT	905	Z	Floorcoverings – VAT	935	D
Chilled – VAT	906	D	Ladies/Childs – Non VAT	936	Z
Tobacco – Non VAT	907	Z	Ladies/Childs – VAT	937	D
Tobacco – VAT	908	D	Electrical – Non VAT	938	Z
Delicatessen – Non VAT	909	Z	Electrical – VAT	939	D
Delicatessen – VAT	910	D	Furniture – Non VAT	941	Z
Frozen – Non VAT	911	Z	Furniture – VAT	942	D
Frozen – VAT	912	D	Homeware – Non VAT	943	Z
Produce – Non VAT	913	Z	Homeware – VAT	944	D
Produce – VAT	914	D	Grocery Non Edibles – Non VAT	945	Z
Grocery – Non VAT	915	Z	Grocery Non Edibles – VAT	946	D
Grocery – VAT	916	D	Grocery Edibles – Non VAT	947	Z
Meat & Poultry – Non VAT	917	Z	Grocery Edibles – VAT	948	D
Meat & Poultry – VAT	918	D	Grocery Impulse – Non VAT	949	Z
Non Food – Non VAT	920	Z	Grocery Impulse – VAT	950	D
Non Food – VAT	921	D	Soft Drinks – Non VAT	951	Z
News & Mags – Non VAT	922	Z	Soft drinks – VAT	952	D
News & Mags – VAT	923	D	Provisions Dairy – Non VAT	953	Z
Wines & Spirits – Non VAT	924	Z	Provisions Dairy – VAT	954	D
Wines & Spirits – VAT	925	D	Provisions Prepared – Non VAT	955	Z
Seasonal – Non VAT	927	Z	Provisions Prepared – VAT	956	D
Seasonal – VAT	928	D	Grocery Non Food – Non VAT	957	Z
Menswear – Non VAT	929	Z	Grocery Non Food – VAT	958	D

- **Note:** ensure that all team members are provided with a copy of the applicable crib codes and are aware of the departments they relate to for reference during the count.
- Make sure the crib code sheets are returned by the counters before they leave site.

Coffee Shop

- If the store has a coffee shop that is a concession (confirm with store) it is to be ignored.
- If the coffee shop is owned by Co-op (confirm with store) the following action is required.
- All items within the coffee shop's range will be from the store itself (e.g. crisps, biscuits, etc.) and are to be scanned in the normal manner, except.
- Bags of coffee, which are to be entered by retail value using crib code 948 (grocery edibles standard).
- The store will provide values for the bags of coffee on request.
- Ignore consumables, e.g. sachets of sugar, sauces, etc., anything that isn't bought by the customer.
- 2N's Beverage system only: The following values are to be used:
 - 1 x 1kg Bag of Chocolate = £11.61
 - 1 x 500grms bag of Coffee = £12.50
 - 1 x Box of 100 Tea bags = £11.96