

Replenish Readiness Checklist

Complete these 3 steps to help your pharmacy gain maximum benefit from Minfos Replenish

1 Start with accurate stock cards and SOH

Accurate stock data is the foundation for reliable Replenish orders

For each item below, tick when complete

TASK	DONE
● Ensure Stock On Hand (SOH) is accurate Stocktake as needed and review any negative SOH	☐
● Ensure stock cards are accurate Review duplicate PDEs and complete any product merges required	☐

2 Configure which products are considered for Replenish orders

Replenish relies on the Replenish Re-order flag in the stock card to know which products to consider

For each item below, tick when complete

TASK	DONE
● Check Replenish Re-order flags on your stock cards Just like the Stocked flag when generating orders in Order Maintenance — if Replenish Re-order is not ticked, the product will not be included in Replenish orders. More information here	☐
● Untick Replenish Re-order for stocked products you don't want on suggested orders When Replenish was enabled, or when your pharmacy updated to Minfos 9.0.1, all stocked products were automatically marked as Replenish Re-order	☐
● Tick Replenish Re-order for products not marked as stocked that you do want considered Update flags in each stock card individually, or in bulk in Product Quick Fix	☐

3 Review supplier information

Provide accurate Supplier details for best Replenish results

For each item below, tick when complete

TASK	DONE
● Ensure preferred suppliers are set accurately Replenish uses each product's preferred supplier when suggesting orders. Update if required	☐
● Review supplier ordering parameters for products MOQs, Min and Max Shelf Hold, Order Multiples etc. More information here	☐
● Review supplier order settings for suppliers you regularly order from Order period in days, delivery time etc. More information here	☐
● Configure Replenish to send separate orders for OTC and Ethical lines (if required) Choose to split orders into separate OTC/Ethical orders or send as one. This can be set per supplier	☐
● Optional automation: Set orders to Auto-send on a schedule Configure Replenish to automatically send the suggested order at a set time and frequency — set per supplier	☐

All done? Congratulations! Your pharmacy is ready to get the most out of Minfos Replenish!