

PodioX1

Replenishment Guide



V1.0

COSTA
COFFEE
PROFESSIONAL



PODIO



1. Stock Replenishment

Replenish as and when required:



Costa Approved Capsules



Espresso Takeaway cups/lids



*8oz Takeaway cups/lids



12oz Takeaway cups/lids



Single Espresso Cup/Saucer/Espresso Spoon



Double Espresso Cup/Saucer/Espresso Spoon



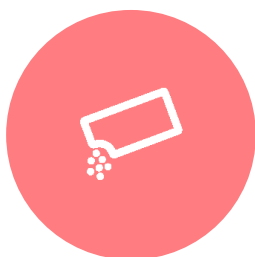
12oz Crockery Cup/Saucer/Teaspoon



Latte Glass/Saucer/Long Handled Spoon



Milk Jug (as required)



White & Brown Sugar Sachets



Stirrers

*Subject to market

1.2 Goods Received and Storage

Every member of staff is responsible for ensuring all Costa Coffee ingredients are kept in store in perfect condition.

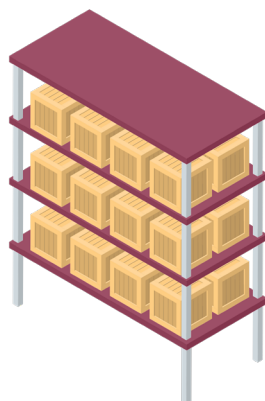
1.2.1 Top Tips:

- All food products such as coffee capsules have a 'Use By'/'Best Before' date on each individual pack. All 'Use By'/'Best Before' dates should be valid upon receipt of the goods.
- For any food products such as sugar sachets or choco dust that do not have a 'Use By' or 'Best Before' date on each individual packet, please ensure all stock is kept in the original packaging for 'Use By'/'Best Before' dates.
- On arrival, goods can only be accepted if all packaging is in good condition, dry and clean.
- Any packaging that shows damage should be rejected/disposed of.

Once you have received your stock, ensure all points on the goods received procedure have been followed.

1.2.2 General Storage:

- Neatly store all Costa Coffee products in a designated location in your storeroom. This must be in a cool and dry location.
- Ensure all boxes are stored up off the floor and heavy boxes are in easy to reach places.
- Keep all products in their original boxes. It will make it easier to store the products neatly and locate important reference numbers, should they be needed.
- No stock should be stored in the Costa Coffee machine.
- Ensure that a stock rotation system is in place to ensure the oldest product is used first.



1.3 Required Products

1.3.1 Table of Products required:

Product	Description
Takeaway Cups and Crockery	<ul style="list-style-type: none">• Espresso Takeaway Cups• *8oz Takeaway Cups• 12oz Takeaway Cups• Espresso Solo Cups• 12oz Crockery Cups• Latte Glass• Saucers Costa Coffee Representative for pack sizing).
Lids	<ul style="list-style-type: none">• Espresso Lids• Universal Lids (Please contact your Costa Coffee Representative for pack sizing).
Wooden Stirrers	1 x 5000
Teaspoons	<ul style="list-style-type: none">• Espresso Spoons• Teaspoons• Long handled spoon (Please contact your Costa Coffee Representative for pack sizing).
Sugar Sachets	<ul style="list-style-type: none">• White sugar sachets• Brown sugar sachets (Please contact your Costa Coffee Representative for pack sizing).
Disposable Paper Towels	Provided by site to complete daily cleaning tasks.
Sanitiser (Costa Approved)	Provided by site to complete daily cleaning tasks.

*Subject to market

Version control

Version	Date	Author	Changes
1.0	27.06.2025	Sabeena Cleo Bahar	<ul style="list-style-type: none">• Separated out Replenishment from the Operator Manual.• Added in Latte glass/long handled spoon.• Added *Subject to market for 8oz drink size.• Added single and double espresso cups for Espresso Lungo.

If you require any support with your coffee machine please contact:

Costa Coffee Contact Centre

