WAL★MART® Simplified

Quick Tips

- ☑ Print and read sales plan and project files carefully.
- ☑ Familiarize yourself with the store processes and terminology on this sheet.
- ☑ Wear your CROSSMARK name badge.
- ☑ Sign in/out of the vendor log located at the Customer Service Desk.
- ☑ Introduce yourself to the manager in charge of your targeted department and let them know what you will be working on.
- ☑ Work safely.

Merchandising Basics

How to Read A Grocery Tag

1. Distribution Method
2. Item Number - First two numbers are the department numbers
3. Latest Modular Update Date
4. Number of Facings - Assigned Per Modular
5. Modular Category Number
6. Modular Section Number
7. Modular Location Number
8. UPC number
9. Last 5 numbers of UPC

If item is on Rollback or SEM (Save Even More) the tag will reflect a "R" or a "S"

If item is a "Never Out" the tag will reflect a "★"

Walmart RF Unit Information

At Walmart – A Walmart associate is the only authorized user of the RF Unit unit.
An item can be checked in the RF Unit – by entering the UPC or WMT Item Number.

Here is what the screen will basically look like and what each line means:

UPC: Universal Product Code
Item: Wal-Mart assigned item number
Description of Item
Price of Item
Mark-up of Item (%)
Status: Shows if the product is active or inactive (WHSE/ACTIVE)
Option: Shows any traiting (RPLN)

Shelf Capacity: Maximum amount of SKU the shelf will hold
In Transit: Units invoiced – Whse to store
In WHS: Arrived at store – Invoice not finalized.
On Order: Units on order from Home Office or Future Orders
On Hand: Number of units of SKU the store has On Hand

There are also **Function Keys** in the RF Unit. Here are the ones you will most commonly use:

F2—shows you all the different F Keys. Basically a help option.
F3—Exits from the screen you are in. You can usually press F3 to get out of any screen you do not want to be in. (Be careful not to disconnect yourself! It will disconnect if you hit F3 too many times. Be Patient!!)
F5—Shows you the sales of a product. Press once for daily average, press twice for weekly average. This screen will also show you the Last Day of Sale for the product at the top. (Not last scan)

F6—Allows you to print a label.
Alt, then F6—Allows you to change the type of label you are printing on.
F11—Will enable you to change the On Hand of a product. When pressed again, will enable you to change the Shelf Capacity.
F10—Finalizes an item, when changing the OH.
F12—Another Exit key. This is mainly used while changing max shelves and sales.

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Store Reference

Walmart Department Numbers

Grocery
- 90 Dairy
- 91 Frozen
- 92 Dry Grocery (Includes baby food)
- 94 Produce
- 95 Direct Store Delivery
- 96 Liquor
- 83 Seafood
- 80 Deli
- 01 Candy
- 93 Meat (Fresh/Frozen)
- 81 Commercial Bread

General Merchandise
- 02 Health and Beauty Aids
- 04 Household Paper Goods
- 13 Household Chemicals
- 15 Small Appliances
- 26 Infants
- 40 Pharmacy
- 46 Cosmetics
- 82 Front End Registers / Clips Strips / Impulse Items
- 11 Hardware
- 49 Optical
- 56 Horticulture
- 77 Large Appliances
- 84 Floral
- 85 1 Hour
- 86 Fresh Flowers

Walmart Terminology

- ❏ **Save Money!** Live Better! - Wal-Mart's Logo
- ❏ **RF Unit** – Hand-held product scanners. Commonly used to locate product, check/correct inventory levels, and to create shelf labels
- ❏ **Departments** - Designated location in the store with a group of items. (Department numbers are listed on back) Items within a department will typically have Item Numbers that start with the department number.
- ❏ **Category** - Refers to the product grouping – all categories are contained within a multiples of 4 ft sections – (4ft, 8 ft, 12ft ….) examples of categories – 24ft Canned Veg or 8ft Peanut Butter & Jelly
- ❏ **Walmart Item Number** - unique 7 digit number that Walmart assigns each item in the stores.
- ❏ **Display types** - 4-way, endcap, pallet, sidekick, Action Alley, PDQ's, Cart Rail, Bunker, Display cases in electronics, Saddle Racks and sidestacks.
- ❏ **COMAC** - is the WMT terminology used for display activity in the Food Area as directed by WMT'S Home Office. If an item is "ON COMAC" it is typically scheduled to be on display in 2 week increments. COMAC'S items are normally force shipped to the stores to be displayed.
- ❏ **Void** - authorized item not found in the store
- ❏ **Shipper** - Pre Loaded cardboard display. Sidekick, PDQ's and Pre Packs.
- ❏ **Section** - 4' section of shelf, each section in a category is in 4' sections.
- ❏ **Rollback Pricing** - these are items that have a temporary price reduction and should have a Rollback Flag to inform the customer of the reduced price.
- ❏ **Shelf Tag** - see below
- ❏ **Shelf Flag** - sign that is placed on the shelf
- ❏ **Modular** - WMT terminology for Plan-O-Gram
- ❏ **Traited** - this means the item is authorized for the store – Traited, if the store should "carry" the item. Not Traited – if the item is not authorized for the store.

Store Personnel
- ☑ Store Manger
- ☑ Co-Manager- reports to Store Manger
- ☑ Assistant Mangers/Team Leads/Fresh Area Managers- Reports to Co-Manager
- ☑ Department Managers- reports to upper management
- ☑ Associates- report to upper management

Comments

Let us know…

- ☑ Did you find this guide to be helpful?
- ☑ How can we make it better?
- ☑ Please send your feedback to:
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