



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 Shelf Labels

- ① Item Description
- ② Unit Price
- ③ Date Tag Was Printed
- ④ UPC #
- ⑤ Item # (called KCode in Kmart)

How to Read Shelf Labels



NOTE: Have department manager or store associate print labels for you.

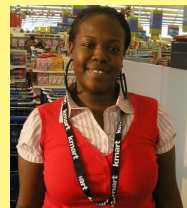
Planograms (POGS)

Accessing and Printing Planograms



POGS located tucked in at the end of the aisles

OR



Ask a manager for help



They can print POG's from the computer in the back office

Display Types

Display Types Found in Kmart and Sears Essentials

Sidekick Display



Pre Pack Display on Sidekick



Clip Strip Display



4 Way Display



End Cap with PDQ Displays



Merchandising Basics

How to Read Sales Tags

- 1 Item Description
- 2 Unit Price
- 3 Date Sales Run
- 4 Note: Sales signs that come printed to the stores have a date in the bottom right hand corner - store printed signs do not have this date.

Sales Tags Found in Kmart and Sears Essentials



RMU Unit

The Main Screen will display the following: (To advance enter 2 (press #2 on RMU))

Main Menu 0001

1. Item Mgmt
2. Unit Integrity
3. Label / Signs
4. Receiving
5. Claims / XFRS / Returns
6. Item Audit

Enter # or scroll / F2

The Unit Integrity Screen will display the following: (To advance enter 1 (press #2 on RMU.))

Unit Integrity 2500

1. On Hand Inquiry
2. Scan – Scan - Scan
3. Dept / Category Audit
4. Zero Out
5. Zero Out Red Rect
6. Print Pick List

Enter # or scroll / F2

The On Hand Inquiry Screen will display the following:

On Hand Inquiry 2505

UPC: Identifies items
KIH SL: What the computer shows on hand in the store. This is the count to check! To adjust counts Press “function” and 5 (BUT DO NOT PRESS ENTER - if you accidentally hit “enter” just press BKSP key one time.) The computer will advance to the On Hand Update Screen
LRcd Qt: The date and quantity of the last received product. Disregard all “NS” info.

Str S1:

Status:

POS SP:

Scan Code / ESC Menu

NOTE: The only items needed are UPC Code, KIH SL, LRcd Qt

The On Hand Update Screen will display the following:

On Hand Update

UPC:

Description:

KIH SL:

Counter:

Stckrm:

The computer flashes at the bottom where you need to Enter floor (counter) quantities and then the stockroom Quantities. Key in the quantities’ and press “enter”. The computer will beep and flash a message: “item updated”. (ONLY BEFORE 11 am.)

Press “escape” once to go back and scan another item.



Hand Held RMU

Store Reference

Kmart Department Numbers

605 – Returns

HBC – Health & Beauty Care

Pantry – Food / Pet Sections

Electronic – Radios/TV, etc.

- Most other departments are self explanatory
- SEARS ESSENTIALS STORES use the same as above with the exception of 605 - they just call it returns dept

Kmart / Sears Essential Terminology

- RMU – Kmart/Sears Essentials:** Hand held devise to check unit inventory in the Kmart system
- SNC (Snick) – Sears Essentials Only:** Hand held devise to check unit inventory in Sear Essential stores. (Note: The RMU is also used on Kmart items in the HBC/Pantry Depts.



- Kmart Stores - Hand held RMU:** Used to check inventory counts in the store system. (Obtain from store personnel in the back office and get a vendor # to use with the unit.)
- Sears Essential Stores:** Hand held SNC & RMU. Must be used with the assistance of a store associate.

Comments: Let us know...

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- How can we make it better?
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