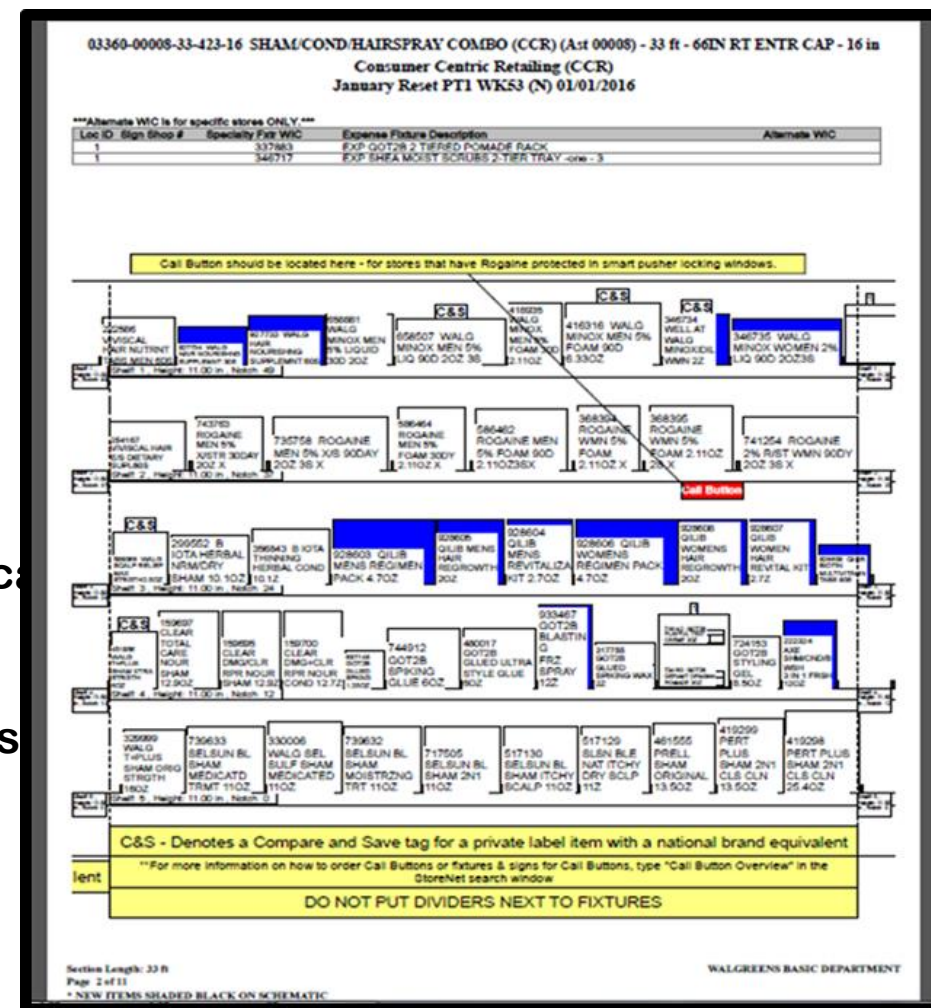


Planograms:

- Information included on a Walgreens Planogram:
 - Sample Information Header
 - 5 Digit Department Number
 - Department Description
 - Assortment Group Number
 - Department Footage
 - Entrance Side.
 - Gondola Type
 - Revision Bulletin Date (date planogram was last updated).
 - Expense items, location and WIC #'s (6 digit Walgreens Identifier).
 - Call Button Location (if applicable).
 - Location of Compare and Save Tags (C&S).
 - Shelf Numbers and Notches in which the top part of the Shelf is used.
 - Product Descriptions and WIC #'s.

**Planogram Integrity:**

- Departments must be set exactly to the planogram.

When Setting Planograms:

- Always double check to make sure that the department footage and gate (if applicable) is correct from the planogram to the allotted space.
 - You can determine if a department is a left or right gate by facing the department. If the front door is to your right, it is a right gate department, and vice versa.
 - Cough/Cold and Allergy are the only departments whose gates are not determined by the front door, but by the location of the Pharmacy.
- The top notch of any Walgreens gondola is always going to be 60
- When counting notches for shelf placement, Lozier fixtures start at 4 and Madix fixtures start at 1.
- Always read and set planograms from left to right, beginning with page 1
- In some instances, a wire rack/fixture or the bottom starting point of the pegboard may be notated as a "shelf" on the planogram, please read the planogram carefully.
- All planograms must be read carefully as to where the placements of the pushers are.
 - Pain Relief, Cough/Cold and Antacids are some of these departments that use pushers and low profile dividers on altering shelves.
- If there is currently a Call Button in a department, make sure that it is moved with that department.
 - Call buttons should be mounted no more than 48" from the floor to be ADA Compliant.
- When moving/setting a department, make sure to move all Ad, Megasaver, and/or Compare & Save signs with the items. These need to be hung straight across the top of the mylar.

Shelving:

- All shelves must be cleaned.
- Wipe down all mylar fronts and clean off any tag residue.
- Only replace damaged mylar holders.
- The Floor Plan will not call out the Shelf Size so please follow these guidelines in regards to shelf height:
 - Unless specifically called out, sales floor shelves are always 16"
 - Except for these departments, which are to be 22"
 - Grocery
 - Snack
 - Dish Laundry
 - Incontinence
 - Baby Diaper
 - Season Promo
 - Beverages
 - Paper Goods
 - Household Cleaners
 - Convalescence
 - Sanitary

Pusher Systems:

- All pusher boxes are labeled with department on box.
- Keep a list of missing items and list these in the daily recap and RTC no longer manufacturers security fronts except for RX Diagnostics
- There are 4 different types of pusher fronts:
 - Non-Security Short – used in Deodorants, Pet, Cough/Cold, Allergy, Antacid/Laxative, Shave, Fem Hygiene and Cigarettes.
 - Non-Security Tall – Pain Relief, Sleep, Pediatrics, Condoms, Diet and Shave.
 - Short Security – Rx Diagnostics
 - Paper Plate pushers
- There are both tall and regular pusher dividers; make sure you use the correct size pusher divider to correspond with the pusher front size.
- Left and Right Ends:
 - If not used, the product spacing will not be correct.
 - You will need to ensure that the entire right side of the department or where there is a shelf break has a right end (use the plastic shelf rivets to affix it to the shelf).
 - The entire left side of the department or where there is a shelf break utilizes the left end.
- Wherever there are multiple facings of a product, you will need to install a pusher for each facing. Pushers are the only area where a divider is used for each facing. The number of facings is noted on the bottom of the mylar on Vestcom strips.

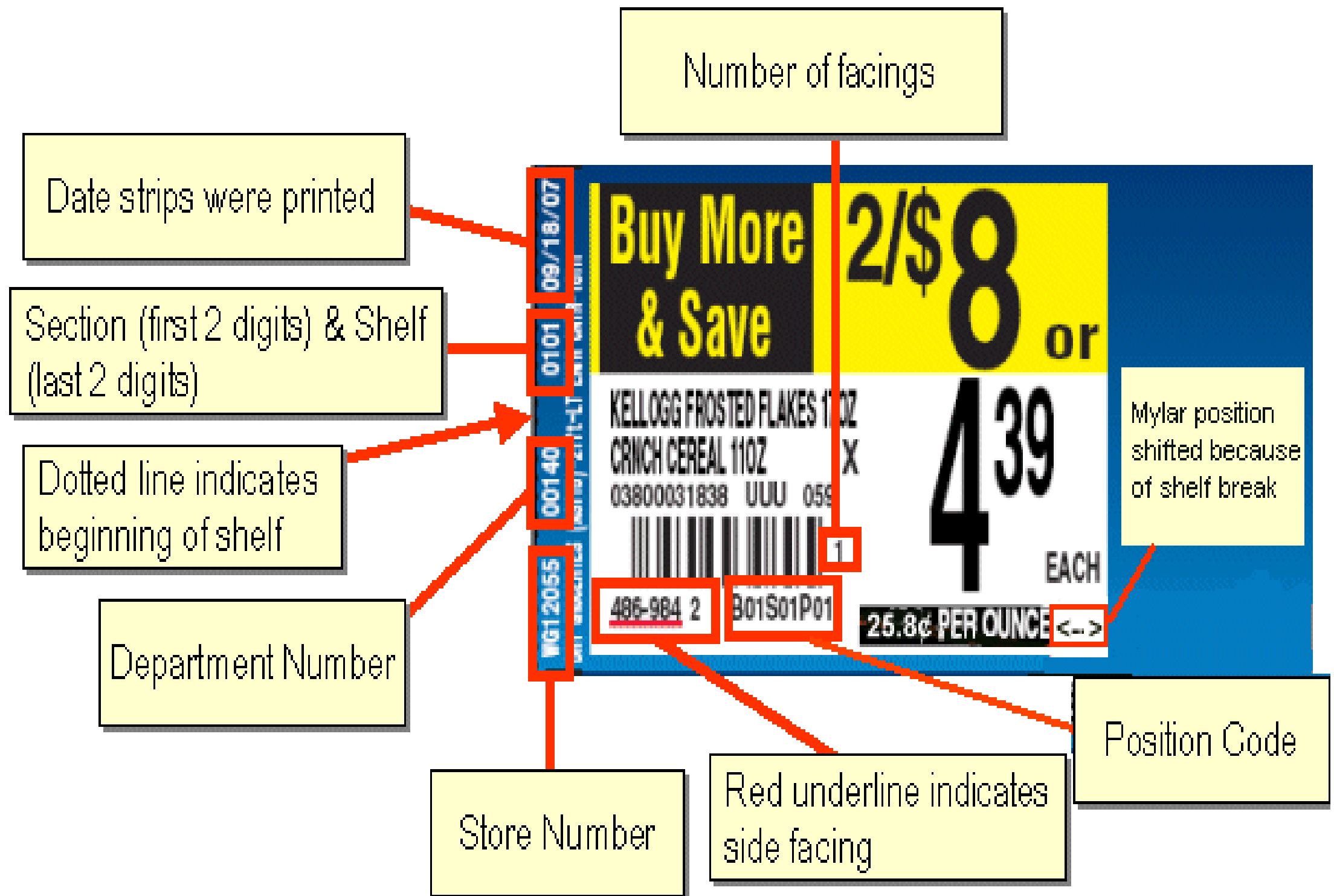
Pusher Systems



Pegs:

- 11" pegs are to be used along the entire perimeter of the store as well as under 16" shelves on the interior.
 - Under a 16" shelf (or overstock shelf), the peg backer should be placed in the 3rd visible hole.
 - An exception to the rule is that the cough/cold dept. will use 15" pegs no matter the shelf size
 - Along the perimeter, unless underneath a sign (front wall sign holder not cornice) or fixture/shelf the peg back should be placed in the 7th visible hole.
- 15" pegs are to be used under 22" shelves and in the promo aisle.
 - Under a 22" shelf, the peg backer should be placed in the 4th visible hole.
- Pegs that are not underneath a shelf should have the peg backer placed in the 1st visible hole for all 11" pegs and in the 2nd visible hole for all 15" pegs.
 - Keep in mind that no product should be above the height of the gondola.
 - The peg size should correspond either to the other pegs on the same side of the gondola or by the size of the shelves on that same gondola.
- Do not bend the pegs to make them line up with the pegs next to them, simply replace the peg backer with a new one
- Make sure that all pegs have a peg product facer (inventory control clip/peg stopper) installed and that the merchandise is faced forward upon completion of setting
- When using security pegs (locking and anti-sweep) do not secure them to the pegboard until they have been adjusted with product.
- The top row of pegs should always be in line at the same level, regardless how they may be shown on the planogram.
- All pegs should have a mylar holder attached if it is designed to hold one.
 - Product requiring 2 pegs, need two separate mylars.

Reading a Vestcom Shelf Strip



Reading a Price Tag

1. Regular Retail Price
2. Regular Unit Price
3. Planogram Item Location
4. Barcode/DUP
5. UPC (Last Digits)
6. WIC #
7. Description



Complete List of Walgreen Terminology

- 1506 Store Claim Report – A process to receive credit for customer returns and expired, defective, or unsellable merchandise.
 - 3-Ups (Three-ups) – Three signs per sheet of sign stock.
 - 8-Ups (Eight-ups) – Eight signs per sheet of sign stock.
 - Adjacencies – A digital map of the store based on planogram positions in reference to other departments.
 - Aisle Marker Inserts – Inserts with miscellaneous verbiage which are inserted into the Aisle Marker in each aisle.
 - AS/400 – Walgreens Inventory system. Can be utilized to verify inventory counts, look up UPC and WICs.
 - Baler – A machine which tightly compresses cardboard material.
 - Basic – All planogrammed items are considered to be *basic*. Any non basic items found within the planogram will be removed by Walgreens personnel.
 - BDM (Basic Department Management) – System used to print planograms. This system is restricted to Walgreens associates. It is also used to tailor certain product categories to individual stores across the chain.
 - Beauty Advisor – Person who works in the cosmetics department. (Cosmetician)
 - BOGO or B1G1 – Buy one get one free.
 - CCR Store – Stores which have had the Customer Centric Retailing Initiative completed on them. These are stores without top shelves, so customers can see over the gondola, concept was designed so customers can see the pharmacy from the front door. These are also referred to as Low Profile Stores.
 - CL (Community Leader) – Oversees specific stores within a district.
 - Compactor – A machine which tightly compresses trash.
 - Corporate Sign Batch - Sign batch sent electronically from Walgreens Corporate through SignsPlus (our sign printing software). These signs are then printed in-store on sign stock that stores already have.
 - Cornice Inserts – Inserts with miscellaneous verbiage which are inserted into the Cornice on the perimeter wall.
 - Cosmetic Tables – Wooden or metal tables with glass shelves used to sell promotional cosmetic and beauty items.
 - Cosmetic Wall Fixtures – universal plastic fixtures used to merchandise all cosmetic product.
 - Cough/Cold Rack – A rolling rack used to merchandise seasonal cold and allergy product.
 - DC (Distribution Center) – Facility that ships products to our stores.
 - DM (District Manger) – Oversees all the stores in a specific district.
 - DO (District Office) – Location where one or more district staff operate. This includes the DM, RxS, LPS, District Secretary, and Operations Trainer.
 - DPS (District Photo Supervisor) – Person who helps train and manage the photo departments in a district.
 - DTR (Data Terminal Repair) – The crew that fixes technical and mechanical equipment at the stores.
 - Dump Tables – Wooden tables, usually located in the promotional aisles used to merchandise product.
 - EDLP – Everyday low price
 - End Stands – Rolling or stationary ends used to merchandise product.
 - EXA (Executive Assistant Manger) – The management level right below the store manager.
 - Expense Items – Miscellaneous items, such as peg hooks, racks, mylar holders, etc. which will be used to merchandise product.
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