Topstock Standard Requirements

Visually Organized

- Above Modular home (or adjacent 4 ft section)
- Left-hand justified grouped together
- One barcode facing out per SKU

Organized Eaches and Cases

- Up to 3 cases per item on Topstock shelf
    - Additional overstock in Exception Overstock Bins in backroom
- Use WACO's for items that can't be neatly stacked.
    - No more than 3 UPCs per WACO.
    - Do not write on or label from of WACO boxes.
- Items in Shelf Ready packaging/PDQ are kept in the case.
- To aid in taking safety precautions merchandise should never hand over the self edge.
    - WACO boxes may extend over the back edge of the self due to their size

Safely Stacked

- Stacked at a maximum height of 20".
- DO NOT stack glass eaches.
- Canned eaches may be stacked two high is they nest when stacked.
- Unopened glass cases can be stacked maximum of 2 high.
- 25lb max per item.

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Topstock Shelving Components

4 Pieces for Shelving

1. Extenders allow for extra height on top of the existing modular
2. 16" shelf
3. Ask for Assistance Strip (inserted into fast track on 16" shelf)
4. Aisle Location Label
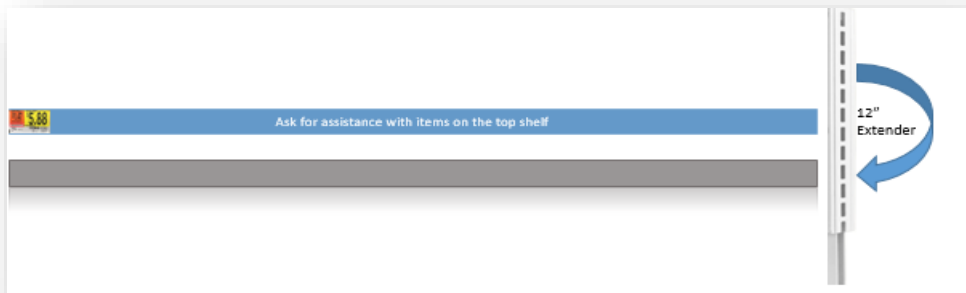
Special Exceptions

1. Basket Shelves
2. WACO's for pegged items
3. Backer Panels
4. Super Heavy Duty Extenders (only used on half gondolas).
5. Giraffe Shelves (cannot be used with extensions)

Helpful Hint: New Aisle Location labels must be printed on the Universal Label stock.
Helpful Hint: An Aisle Location label must be placed left-hand justified on the Topstock shelf

Basket Shelves

Categories that require a Basket Shelf

- **Bed Pillows**

- **Contact Paper**

- **Décor Pillows**

- **Fleece**

- **Mattress Pad/Toppers**

- **Pillow Rests**

- **Poly Fill**

- **Ribbon**

- **Yarn**

Gooseneck Navigational Signing

WACO Storage

- Gooseneck signing can be installed either above or below the Topstock shelf.

- The bottom of the sign must be a minimum of 78 inches above the floor and profiled down each sidecounter for safety.
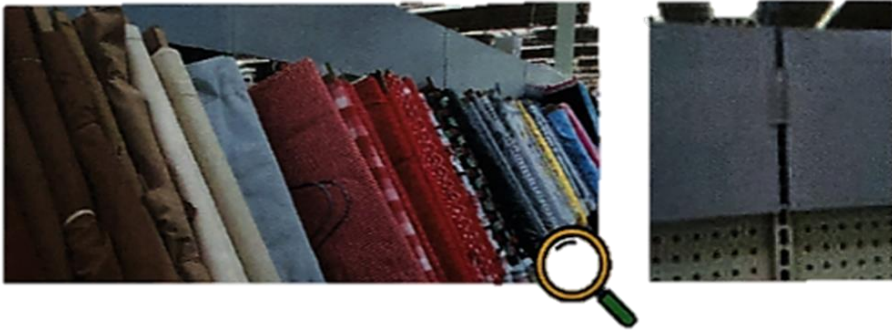
- Walmart Approved Corrugated Organizer

- Use WACOs to hold pegged items, eaches or items that do not stack safely

- Only use small or medium WACOs

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Backer Panels

Carts

- Install Backer Panels in high visibility area like hotspots and Action Alley where Topstock categories back up to non-Topstock categories.

- Use to get product from the top shelf safely.

- Do not use for storage

- Only use one cart per associate per aisle

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Only Install Topstock Fixture in Approved Areas

X **DO NOT** install Topstock fixtures in any unauthorized areas

X **DO NOT** remove any Topstock fixtures from Food & Consumables

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Basic Install

- Shelf Strip
- 16" Shelf
- 12" Extender

- Make sure the modular is set correctly before installing the Topstock shelf
  - Incorrect mods cause plugging and Topstock shelves to be installed too high

- Place 12" extenders

- Before installing top shelf, add fast track to top shelf, install Ask for Assistance strip and aisle location label

- Install Shelf – Set height as low as possible to the tallest modular item in the aisle.
  - Profile shelves at the same height down each sidecounter.

Helpful Hint: It is easier to install Fast Track and Ask for Assistance signage before installing the Topstock shelf

Helpful Hint: Goosenecks and aisle navigation signage should be profiled at the same height down each sidecounter.

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Topstock Install Notes

Correct ✔

- Shelves are profiled to the tallest item on the top shelf of the modular

- Shelves are installed as low as possible

- Ask for Assistance shelf strips are installed on each Topstock shelf

- Aisle Location labels are left-hand justified on each Topstock shelf

- All teeth of the Topstock shelf must be secured in the extender or upright

- For each Topstock category, all 4 teeth of the Topstock shelf will safely install into the extender

Incorrect ✘

- Missing Ask for Assistance shelf strip

- Shelves are not profiled at the same height

- Missing aisle location label

- Noticeable gap – shelves should be set as low as possible to maintain consistent height on each side of the aisle.

- Do not stack extender, Approved Topstock categories do not require stacked extenders.

Note: If you cannot safely install all 4 teeth of the Topstock shelf you must:
- ✓ *Verify that the category is approved for Topstock*
- ✓ *If approved, verify modular is set correctly*
- ✓ *If set mod is set correctly, do not install Topstock fixtures and notify Team Lead.*

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Installation Exceptions

Installation

- Typically 16" shelves will work without extenders

- Make sure fixtures against the wall are bolted and anchored. Work with your Implementation Team for any fixtures that are not properly anchored.

    - *You should not need extenders on counters bolted to perimeter walls.*
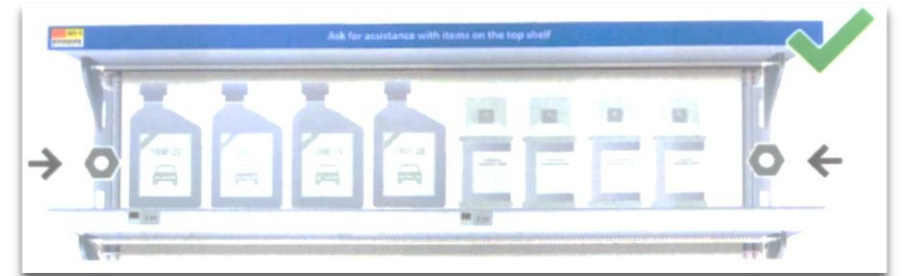
Giraffe Shelves (only use when necessary)

- If 16" shelf cannot be installed (typically due to capped gondolas.)

    - *Order via GNFR*

    - *Perimeter mods may require giraffe shelves if a regular 16" shelf will not fit.*

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Management Verification Prior to Moving Forward

Verified mods are set correctly and plugged overstock removed?	✔	✘
Topstock shelves are installed profiled and as low as possible?	✔	✘
Ensure all Topstock shelves have an Ask for Assistance shelf strip and left hand justified aisle location label?	✔	✘
Ensure Topstock shelves are installed above approved categories?	✔	✘
Ensure Topstock shelves are not installed above excluded categories and sections?	✔	✘
Established excitations with all associates by teaching and training Topstock standards?	✔	✘

Note: Correct any issues with installation before placing items on the Topstock shelf.

Departments Not Included in Topstock

There are exceptions within several departments where Topstock shelves are not installed.

These exceptions are based on
- Safety
- Item Size
- Mod Design
- Display Prevents Install
- High Theft Item

Partner with your Team Lead should you have any questions.

Special Circumstances

- **Columns through Mods**: Requires column shelf that can be cut

- **Perimeter Mods**: Requires shelves, but not extenders

- **Warehouse Steel**: Needs Grates and Beams if not in place

- **Capped Gondolas**: Use Giraffe shelves if necessary

- **Backer Panels**: Used in Topstock area that back up to non-Topstock areas

- **Conduit**: Requires an electrician to move

- **High Shrink Items**: DO NOT place high shrink items on top shelf

- **Pool Chemicals**: DO NOT install Topstock fixtures above pool chemicals

- **Cornice Signing**: Cornice signing mounted to the sidecounter can be removed

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Additional Tools and Resources

Visit www.UniversityofApollo.com for additional Walmart Remodel Tools and Resources!

- How to Set a Mod

- The Modular Approval Process

- When is a Department Complete?

- Walmart Terminology and Acronyms