MULTI-PRICE RECEIVING AND STOCKING

Purpose

This document provides guidance on the processes required to receive and stock Multi-Price (MP) sections. Daily Planning is a continuous process necessary to maintain Dollar Tree's G.O.L.D. standard.

Process

Receiving Multi-Price

- Plan freight processing activities as a part of Fast to Floor and ensure all Associates are trained to understand DC carton labels.
- Review the Store Order Worksheet and DC Delivery Prep Worksheet the day before the truck arrives to establish a successful unloading plan.
  - Product description for MP items begins with "MP" on the Store Order Worksheet.
- MP is a priority and should be unloaded directly onto U-boats to support stocking on T1.
  - Review the Store Order Worksheet to identify how many U-boats will be needed for MP.
- When unloading the DC delivery, keep categories grouped together on U-boats.
- It is important to keep MP, Dollar Tree Plus, and everyday product separated when receiving.

Multi-Price and RotaCarts

Stores serviced out of DCs with RotaCarts (RCs) will review Store Order Worksheet to identify MP cases that will be received.

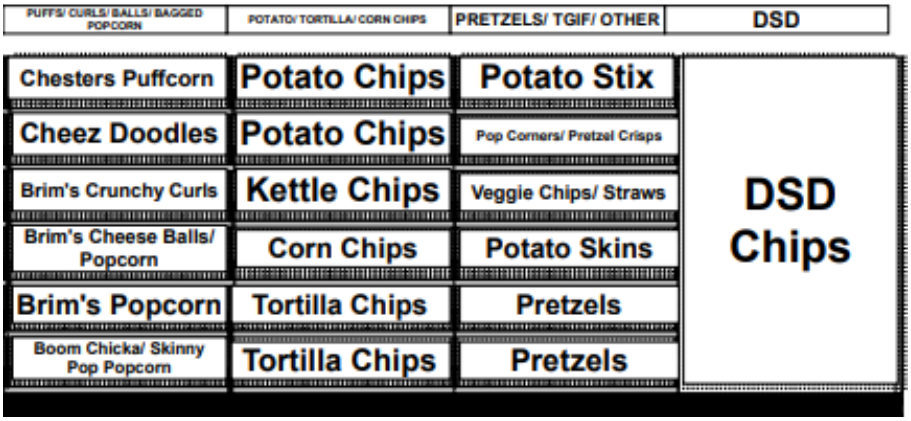
- MP products will not be separated but will be worked from the RC following RC guidance.
- Review all labels for price points when stocking.

Stocking Multi-Price

It is important to follow the flow guides, Zone-A-Grams (ZAG), and Schematics for MP product placement. All MP products must be stocked only in areas that are designated for MP.

Flow Guides

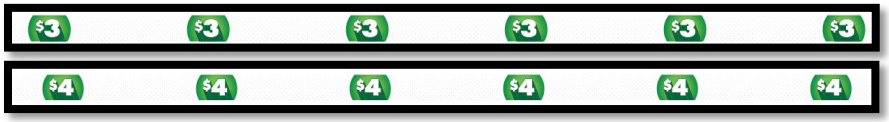
1. Provides an overall "flow" of products at a singular $1.25 price point.
2. No images or SKU-Specific details are shown.
3. Flow Guides allow the Store to flex product stocking based on inventory.
   - Zone-A-Grams and Schematics are located within the Flow Guide
   - An example of a flow guide is shown below.

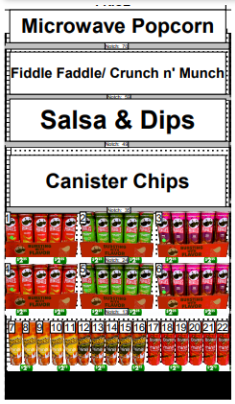


MULTI-PRICE RECEIVING AND STOCKING

Zone-A-Gram Guidelines

1. Zone-A-Grams show the overall flow of products with multiple prices within $1.25 sections
2. Zone-A-Gram provide details on the product shown in that section.
3. Zone-A-Grams display one price point over $1.25 per shelf.





STANDARD MULTI PRICE LARGE AND MEDIUM SALTY SNACKS AND DSD CHIPS

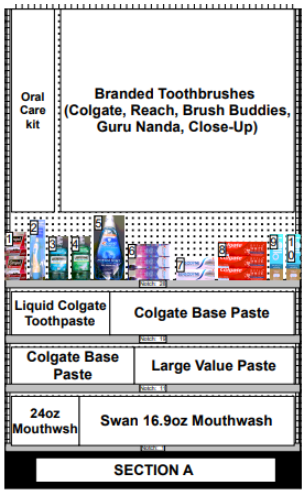
Shelf		16 In (deep)		Open Notches from Top: 54		
Location ID	Facings	SKU #	Name	Price	Case Pack	Capacity
1	1	386684	MP PRINGLES ORIGINAL 5.2Z	$2.25	14	14
2	1	386670	MP PRINGLES SCO 5.5Z	$2.25	14	14
3	1	386677	MP PRINGLES BBQ 5.5Z	$2.25	14	14

Shelf		16 In (deep)		Open Notches from Top: 65		
Location ID	Facings	SKU #	Name	Price	Case Pack	Capacity
4	1	386684	MP PRINGLES ORIGINAL 5.2Z	$2.25	14	14
5	1	386670	MP PRINGLES SCO 5.5Z	$2.25	14	14
6	1	386677	MP PRINGLES BBQ 5.5Z	$2.25	14	14

Shelf	Base	18 In (deep)		Open Notches from Top: 77		
Location ID	Facings	SKU #	Name	Price	Case Pack	Capacity
7	1	386539	MP CHEETOS CHED CAN 3.625Z	$2.75	12	5
8	1	386539	MP CHEETOS CHED CAN 3.625Z	$2.75	12	5
9	1	386539	MP CHEETOS CHED CAN 3.625Z	$2.75	12	5
10	1	386539	MP CHEETOS CHED CAN 3.625Z	$2.75	12	5
11	1	386539	MP CHEETOS CHED CAN 3.625Z	$2.75	12	5
12	1	386541	MP CHEETOS FLM HT CAN 3.625Z	$2.75	12	5
13	1	386541	MP CHEETOS FLM HT CAN 3.625Z	$2.75	12	5

Schematic Guidelines

1. Items listed in the Schematic are set in a defined space. Items listed in the Schematic area cannot be displayed outside of the shelf space assigned.
2. Schematics display image details of actual products on the shelf.
3. Schematics help the Store know what product goes where.
4. They support multiple price points per shelf. An example of a Schematic area is shown below.



STANDARD MULTI PRICE LARGE DENTAL

Shelf	A 1-4	16 In (deep)		Open Notches from Top: 50		
Location ID	Facings	SKU #	Name	Price	Case Pack	Capacity
1	1	386132	MP ORAJEL .125Z	$4.00	24	24
2	1	386158	MP LUMINANT POWER TOOTHBRUSH	$5.00	10	10
3	1	386146	MP LISTERINE CM 8.5OZ	$4.00	6	10
4	1	386129	MP LISTERINE FRESH BURST 8.5Z	$4.00	6	10
5	1	386156	MP CREST PRO HEALTH MW 33.8Z	$5.00	6	6
6	1	386142	MP CRST 3D WHITE TP 2.4Z	$5.00	24	30
7	1	386157	MP SENSODYNE WHITENING TP 2.7Z	$5.00	12	22
8	1	386139	MP CLGT OPTIC WHITE TP 6Z	$5.00	24	27
9	1	386154	MP HELLO TOOTHPASTE 4.7Z	$5.00	12	9
10	1	386154	MP HELLO TOOTHPASTE 4.7Z	$5.00	12	9

Fill MP Products on Truck Day

- Use daily quick fills to keep high-velocity items in stock for the customer throughout the day.
- Follow rotation policy and procedures when stocking products with expiration dates.
- Ensure all MP items are stocked ONLY on the shelf or pegged in designated MP sections. Product price must match the price point in the stocking location.
    - MP products should only be stocked in the in-line positions. Do not merchandise MP products on end caps, side panels, or case stacks unless directed.
- Once all MP products are worked, any remaining backstock product should be placed in the designated

location labeled for MP and organized by category.
  - MP DSD backstock should be kept on the Snack Zone U-boat.
  - DSD beverage coolers may need to be filled multiple times a day to keep the full assortment available to the customer.
- The Merchandise Manager should follow up after each stocking shift to validate MP product placement and that the pricing elements are in place.

Merchandising in a Zone-A-Gram

- Follow the Zone-A-Gram (ZAG) for product shelf location when stocking.
  - ZAGs should be posted behind the MP section for quick reference.
    - ZAGs can be printed from OpsCenter. OpsCenter > Application Links > Store Operations > Display Guides
  - The ZAG will show product placement, product description, and MP item SKU detail.
  - Use the ZAG to validate the full assortment in each section. Cycle count as needed to manage inventory levels and in stocks.
- ZAG sections will have a magnetic divider on the ends of the shelf to separate from other price points.

- Do not merchandise MP items outside of the MP area.
- Do not merchandise $1.25 items on the MP shelves.
- Do not expand or condense MP areas by adding or removing shelf strips. Remember to always follow the ZAG.
- Depending on the ownership, a MP item may get additional or less facings to ensure the shelf is full.
- Validate on hands as needed to ensure accurate replenishment.
- Do not mix price points on a single MP shelf strip. For example, do not add a $4 pet food item to the $3 pet food shelf.
- Before stocking, validate the price of the MP product to ensure it matches the price on the shelf strip or peg label.
- Clip strips and case stacks should always be properly priced with correct signage.

Merchandising in a Schematic

- Schematic areas will have a pre-printed shelf strip with specific item and SKU details.
  - Only merchandise the exact item in the designated schematic area.
  - If an item is out of stock in a schematic section, the Store should leave the space empty and not fill it with other items. Stores should validate the on-hands and request a cycle count if needed.
- Schematic sections will have magnetic dividers at the beginning and end of the shelf and also between each SKU.
- Schematic updates and changes will be communicated directly to Stores.
  - Stores should not make any adjustments to a Schematic area unless directed.

Mislabeled Cases

Mis-labels are cases received with a label of a different item not represented in the box. When this occurs, the Store is not receiving the product they are expected to receive. In this instance, the Store will need to:

- Complete a cycle count on both SKUs (the one on the carton label and the actual SKU received in the case).

Price Validation

- It is critical to maintain pricing integrity while stocking and recovering the Store. Several tools are available to help validate a product's price.

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- **In-Store Price Checker**
  - Allows customers and Associates to scan the UPC barcode to check a price.
    - For any issues or concerns with the performance of the In-Store Price Checker, Stores should contact the Help Desk.

- **Item Inquiry at the Register**
  - Associates do not need to be logged on to a register.
  - **To access Price Inquiry, Associates will use the F9** key.

- **Item inquiry from the Store PDT**

  From the Store PDT, log into SLIC.

  1. Log into SLIC using the ST Username (ST plus the five-digit Store number).
  2. Type in the password of the ST account.
     - The password on the PDT is case-sensitive.
  3. Press Enter
     - The main menu screen will appear.
  4. Select Item Inquiry.
  5. Scan or enter an item's SKU or UPC number.
  6. The item's details screen will appear.

Receiving Room

A Store must have a well-organized receiving room with dedicated space for receiving and holding backstock merchandise, Store supplies, and fixtures.

- The receiving room must organized, maintained, and S.P.E.E.D compliant at all times.
- Keep Multi-Price, DT Plus, and everyday products separated in the receiving room.

Fixture Area/Supplies

Keep fixtures and supplies organized for easy access.

- Keep all signage, pricing, and labeling supplies organized and accessible.
- Use shoeboxes to keep the supplies together and organized by price point.
- Have a dedicated location to store the supplies for ease and efficiency.
- Keep the PDT and Hip Printer in a secured location in the office.

The Store Manager is responsible for communicating, training, and verifying that all Management and Store Associates understand and comply with all aspects of this procedure. If the Store Manager is not on duty, they may delegate appropriate tasks to a fully trained Assistant Store Manager.