

Logging In

Visit <http://tops.expotools.biz/>

Enter the *username* and *password* you were sent in your welcome email into the appropriate boxes and click the **Log In** button. For your first login, it is best to copy and paste your system generated password and change it to something you can easily remember once logged in.



[Having Trouble? Click here to email Tops for assistance](#)

Sign In

Username:



Password:

[Forgot your password?](#)

Stay signed in


Sign In

If you are using Internet Explorer version 8 or higher, please enable Compatibility Mode for best functionality.

1. Open Internet Explorer by clicking the Start button . In the search box, type Internet Explorer, and then, in the list of results, click Internet Explorer.
2. Click the Compatibility View button  on the Address bar.

Editing Your Profile

You can edit your contact information or change your password by clicking the **My Profile** button. On this page, click the **Change my password...** button to change your password or click the **Edit** button to edit your contact information.



Signed in as phil_vendor
[[Change User](#) | [Sign Out](#)]

[Having Trouble? Click here to email Tops for assistance](#)

Manage Products | Manage Fixtures/Interests | Add New Product | Add New Fixture/Interest | Import Products | My Profile

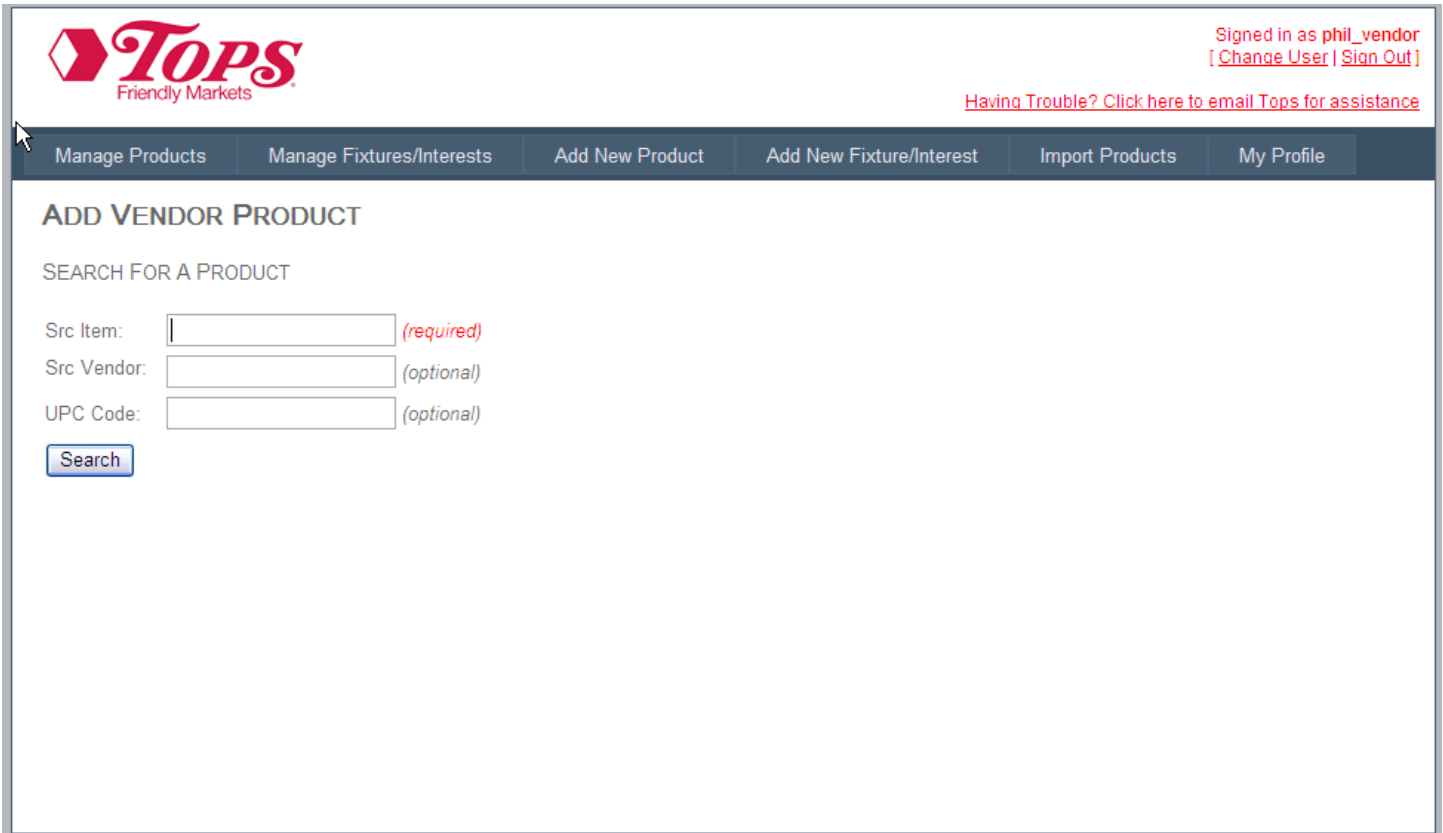
UPDATE YOUR PROFILE

[Change my password...](#)

UserName phil_vendor
Email pgaeta@topsmarkets.com
Name
Address
City
State
Country
Phone
Cell

Adding Products

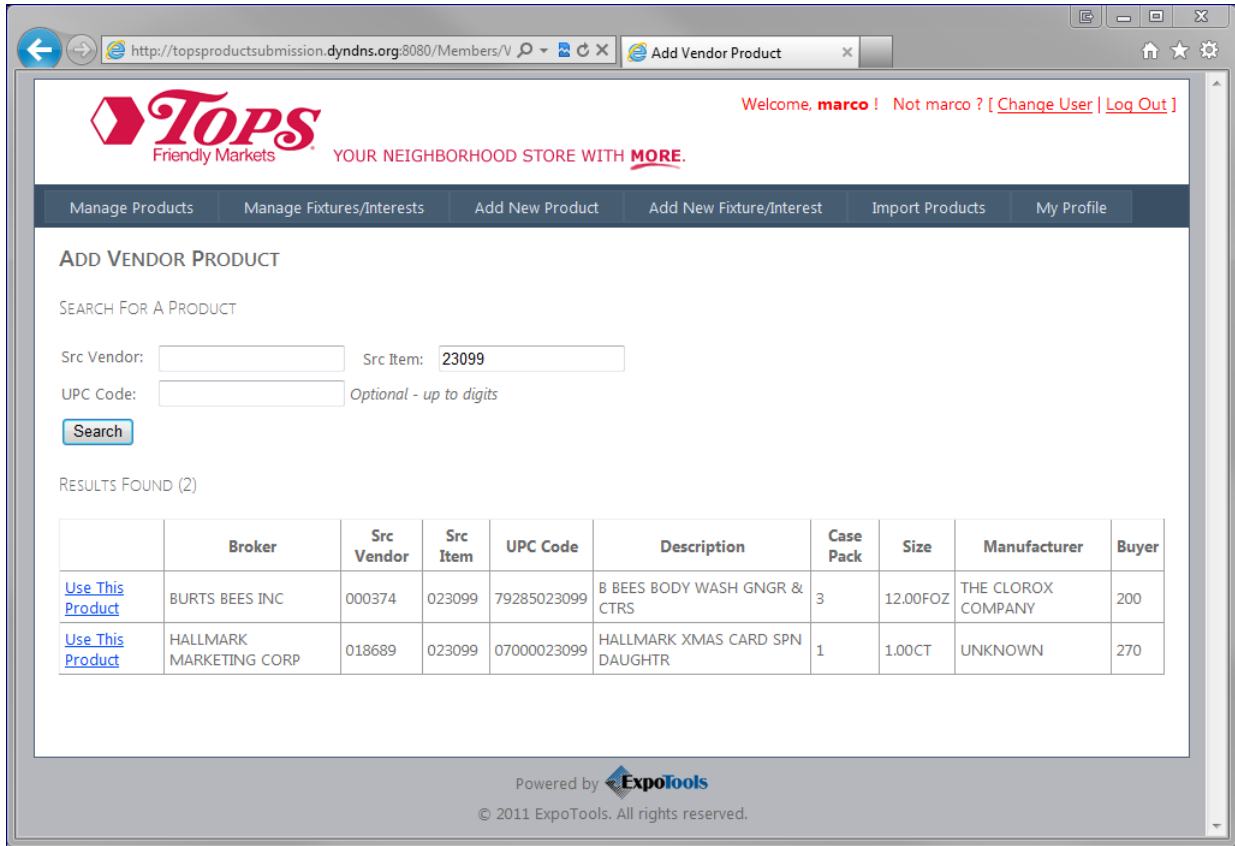
Click the **Add New Product** button to add a new product.



The screenshot shows the TOPS Friendly Markets website interface. At the top left is the TOPS logo with the tagline 'Friendly Markets'. At the top right, it indicates the user is signed in as 'phil_vendor' with links for 'Change User' and 'Sign Out'. Below the logo is a navigation menu with buttons for 'Manage Products', 'Manage Fixtures/Interests', 'Add New Product', 'Add New Fixture/Interest', 'Import Products', and 'My Profile'. The main content area is titled 'ADD VENDOR PRODUCT' and contains a search section. The search section is titled 'SEARCH FOR A PRODUCT' and includes three input fields: 'Src Item' (required), 'Src Vendor' (optional), and 'UPC Code' (optional). A 'Search' button is located below the input fields.

- Src Vendor:** As assigned by Tops and provided by our category management representative. *Recommended*
- Src Item:** As assigned by Tops and provided by our category management representative. *Required*
- UPC Code:** The UPC that is attached to the ship carton. Please exclude any ending check digits. *Optional*

Complete as much information as you can and click the **Search** button. If more than one product matches with the Tops Database, you will need to select the product you wish to add. If a single match is found or you select one product from the list of matches by clicking the **Use This Product** link, you will be asked to complete the cost, retail, and shipment information before the product can be added to your collection.



http://topproductssubmission.dyndns.org:8080/Members/V Add Vendor Product

Welcome, **marco** ! Not marco ? [[Change User](#) | [Log Out](#)]

TOPS
Friendly Markets YOUR NEIGHBORHOOD STORE WITH **MORE.**

Manage Products Manage Fixtures/Interests Add New Product Add New Fixture/Interest Import Products My Profile

ADD VENDOR PRODUCT


SEARCH FOR A PRODUCT

Src Vendor: Src Item:

UPC Code: *Optional - up to digits*

RESULTS FOUND (2)

	Broker	Src Vendor	Src Item	UPC Code	Description	Case Pack	Size	Manufacturer	Buyer
Use This Product	BURTS BEES INC	000374	023099	79285023099	B BEES BODY WASH GNGR & CTRS	3	12.00FOZ	THE CLOROX COMPANY	200
Use This Product	HALLMARK MARKETING CORP	018689	023099	07000023099	HALLMARK XMAS CARD SPN DAUGHTR	1	1.00CT	UNKNOWN	270

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Once you are finished, click the **Add To My Products** button.

ADD VENDOR PRODUCT

SEARCH FOR A PRODUCT

Src Item: (required)

Src Vendor: (optional)

UPC Code: (optional)

EDIT YOUR PRODUCT

Please fill in your product information below and click "Add to My Products"

Src Vendor 001602

Src Item 001125

UPC 04263600179

Item Description MPLHRST CHOC HEX RING DOUGH

Case and Pack Size 144 x 1.88OZ

Broker marco_broker

Vendor

Warehouse Item?

Product Type

Vendor Product #

Case Cost

Net Allowance

Sugg Retail

Net Case Cost \$0.00

Unit Cost \$0.00

Gross Profit 0.0%

Ships Early Late

Order Increment

Purchase Order Minimum Qty

Additional Info

Trade Point TPR #

Manu Group

Comment

Important!!!! You do not need to add individual components of display contents unless you will be offering these items as open stock. Please utilize the Comment section to specify the assortment of display contents!!!!

<i>Broker:</i>	Your broker name. By default this is filled out with your vendor name.
<i>Vendor:</i>	The vendor name associated with this product. If you are the vendor, it should be the same as the broker name.
<i>Warehouse Item?:</i>	Specify if the item will be procured and shipped by C&S (Whs) or delivered directly to Tops Stores (DSD).
<i>Product Type:</i>	Choose from Mod (Display Ready), Ship (Shipper), Plt (Pallet), SS (Straight Stock), FD, PDQ, Wing.
<i>Vendor Product #:</i>	The internal item number of your item for your tracking purposes.
<i>Case Cost:</i>	The cost per case before any discounts are applied.
<i>Net Allowance:</i>	The total of all allowances per case of product.
<i>Sugg Retail:</i>	The suggested unit retail of one (1) selling unit.
<i>Ships:</i>	The shipment dates for the product. All discounts and allowances must be presented through Tradepoint and correspond to the in store date provided.
<i>Order Increment:</i>	NEW This is necessary for any pallet rounding that is required by the vendor
<i>Purchase Order Minimum:</i>	NEW This is necessary for any product that has a minimum ship for our Brattleboro warehouse
<i>Additional Info:</i>	Descriptive information regarding the product. To be used to specify the assortment of the Mod, Shipper, Display.
<i>Manu Group:</i>	A unique number you can assign to like items or items from the same manufacturer for tracking purposes.
<i>Comment:</i>	A comment meant for your category representative.

Adding Fixtures & General Interest Items

Click the **Add New Fixture/Interest** button to add a new fixture or general interest item. You will be prompted with boxes similar to the *Add New Product* screen. Fill in all the required missing information and click the **Add To My Fixtures** button.

ADD A FIXTURE OR GENERAL INTEREST ITEM

Please fill in your item information below and click "Add to My Fixtures"

Broker	marco_broker
Vendor	<input type="text"/>
Vendor Product #	<input type="text"/>
Item Description	<input type="text"/>
Product Type	Fixt <input type="button" value="v"/>
Ships	<input type="checkbox"/> Early <input type="checkbox"/> Late
Order Increment	<input type="text" value="1"/>
Purchase Order Minimum Qty	<input type="text" value="1"/>
Merchandiser	Cindy Riel <input type="button" value="v"/>
Additional Info	<input type="text"/>
Trade Point TPR #	<input type="text"/>
Comment	<input type="text"/>

- Broker:** Your broker name. By default this is filled out with your vendor name.
- Vendor:** The vendor name associated with this product. If you are the vendor, it should be the same as the broker name.
- Vendor Product #:** The internal item number of your item for your tracking purposes.
- Item Description:** The specific item description. This is the description that will be displayed in the order guide.
- Product Type:** Choose from Fixture, Appliance, POP, or Interest Only.
- Case Cost:** The cost per case before any discounts are applied.
- Ship Dates:** The shipment dates for the product
- Additional Info:** Descriptive information regarding the product.
- Order Increment:** **NEW** This is necessary for any pallet rounding that is required by the vendor
- Purchase Order Minimum:** **NEW** This is necessary for any product that has a minimum ship for our Brattleboro warehouse
- Comment:** A comment meant for your category representative.

Managing Your Products & Fixtures

Click either the **Manage Products** button to manage your collection of products or the **Manage Fixtures/Interests** to manage your collection of fixtures/general interest items. Both pages work the same way with the *Manage Fixtures/Interests* page having less functionality due to all items being automatically approved upon submission.

Manage Your Products

Page 1 of 6 | 71 Rows | HTML

WHS / DSD	Src Vendor	Src Item	UPC Code	Item Description	Product Type	Case & Pack Size	Vendor Product No	Case Cost	Net Allowance
DSD	007059	242047	05210009965	MCCORMCK BROWN GRAVY PREPACK	Ship	144 x 1.00CT	242047	\$72.00	\$7.20
DSD	007059	241777	05150000217	PLSBURY FUNFETTI HOLIDAY SHP*	Ship	96 x 1.00CT	121191	\$154.56	\$49.00
DSD	007059	242413	01390050099	BELLS SEASONING SHIPPER	Ship	144 x 1.00CT	15	\$205.92	\$10.00
DSD	007059	877235	07033060268	BIC CHILD GUARD LIGHTER	Wing	1 x 2.00CT	LCPW28	\$128.64	\$10.00
DSD	007059	342259	07033063035	BIC CHLD GURD LIGHTER F/D	Wing	72 x 1.00CT	LCPW56L	\$226.80	\$5.00
DSD	007059	088052	07033072524	BIC DISP SHAVE MN/LDY F/D	Wing	39 x 1.00CT	SXFLPW39	\$186.96	\$5.00
DSD	007059	342261	07033062324	BIC SURESTART LIGHTER F/D	Wing	45 x 1.00CT	UWP145	\$114.75	\$5,000,000.00
DSD	051200	048840	05929048840	CARR'S CRCKR BLACK BOX SHPR	Ship	72 x 1.00CT	5929048840	\$203.04	\$39.60
DSD	007059	259628	64420942186	D HINES HALLOWEEN 1/4 PALLET	FD	170 x 1.00CT		\$281.40	\$0.01
DSD	007059	259677	03400005506	HERSHEY BAKING BAR SHIPR I/O	Ship	120 x 1.00CT		\$166.80	\$0.00
DSD	007059	242648	03400014135	HERSHEY BAKING PCS CORE MOD	Ship	288 x 1.00CT		\$599.04	\$138.24
DSD	007059	259627	03400014136	HERSHEY BAKING PCS FLAV MOD	Ship	288 x 1.00CT	6	\$599.04	\$138.24

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Here you can edit, delete, sort, and print your submitted products.

Items marked in **Italics with Red Background** have been **rejected by the system**. This occurs when you import invalid products. These products cannot be edited and must be deleted.

Items marked with a **Red Background** have been **rejected** by your category representative. You can view the representative's comment by scrolling to the *Merchandiser Comment* column or by double-clicking the item in question. Here you will be able to edit your item for resubmission to your representative.

Items marked with a **Green Background** have been **approved** by your category representative.

All other items have been submitted to Tops but have yet to be reviewed by your category representative.


Import Products

Click the **Import Products** button to import products from a specially formatted CSV file.

To download a template of CSV file that can be uploaded, click the **here** button. You can then use the file that will be downloaded to enter your products.

Once you have filled in your products into the CSV file using your favourite spreadsheet application, **it is important that you validate your file**. This will show you the problems that you have with each product that you are trying to import. Once the validation passes with no errors, you can click the **Import File** button to import your products into your collection.

Note: Fixtures and general interest items can no longer be imported using this method.

Signed in as phil_vendor
[[Change User](#) | [Sign Out](#)]
[Having Trouble? Click here to email Tops for assistance](#)

[Manage Products](#) | [Manage Fixtures/Interests](#) | [Add New Product](#) | [Add New Fixture/Interest](#) | [Import Products](#) | [My Profile](#)

IMPORT PRODUCTS

Upload your CSV file below. It is best practice to validate your products file before attempting to perform a full import. Click [here](#) to download a template that should be used to enter your products for import.

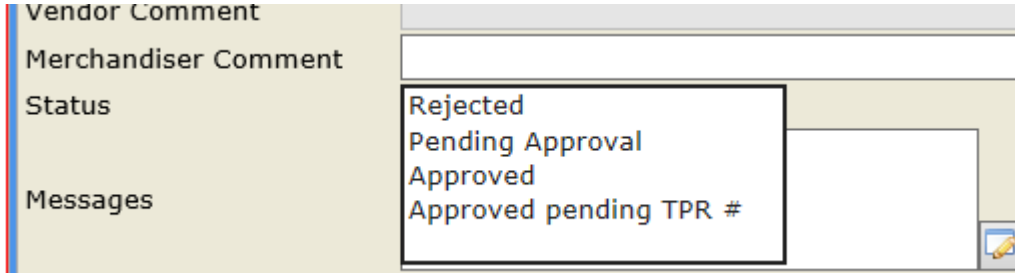
IMPORT YOUR PRODUCTS CSV FILE

 Note: Fixtures and general interest items cannot be imported.

The following points should also be noted:

- For items where no TPR number is required, simply input either 'NA' or 'Not applicable'.
- No verification is made as to the validity of the TPR number itself.
- The status '*Rejected by system*' has been removed as the output of the verify import file utility provides better feedback and there is really no reason to insert items that failed.
- The order increment and minimum quantity are not used by the ordering system. These fields have been added for use by TOPS personnel post-show. As such, ordering at show does not enforce either quantity.
- It is the responsibility of the vendor to ensure that the order minimum and minimum quantity are multiples of one another and logically consistent. The system will happily accept a minimum order of 11 and increment of 10.

This is a sample of the new status dialog:



The image shows a screenshot of a software interface with a sidebar on the left and a main content area on the right. The sidebar contains the following labels: Vendor Comment, Merchandiser Comment, Status, and Messages. The main content area has a white background and contains a list of status options: Rejected, Pending Approval, Approved, and Approved pending TPR #. A small icon of a pencil is visible in the bottom right corner of the main content area.