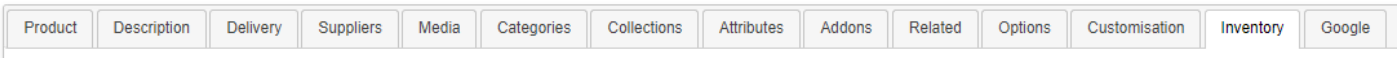
Inventory



This tab is used to manage Variants and Unique Stock Records. This contains all of the essential areas to manage Variant specific information, as well as pricing and stock.

Many of these fields are optional, and will either be left blank or set to a default during product setup. Mandatory fields and default values are marked with a *.

> This section allows products to be edited individually; editing in bulk is done with other tools, such as the CSV Upload or the Bulk Updater

It is also possible to delete Variants from this screen. When deleting a Variant, this action will also delete all associated stock.

Please note that while it is possible to change a SKU code from this screen, we strongly recommend against doing so. The SKU code is the unique identifier for your product. If this is changed, it may have wide ranging impacts on everything from Sales Orders through to Purchase Orders and Reporting.

Setup

Variant

Field	Purpose
SKU*	*A unique identifier for the Variant* *If left blank, this will be auto populated*
Barcode	*A unique barcode for the Variant* *If left blank, this will be auto populated*

Field	Purpose
MPN	*Manufacturer's Part umber - this is used in Purchase Orders when ordering stock from a Supplier*
Option (1, 2, 3)*	*You may set up to three Variant Options; the can be free typed, or will be a drop down menu if you have populated the Options tab* *These are required if your product has multiple Variants*
Quantity	*This will show the current stock level of the Variant (see Stock Management below)*
Variant Live	*Sets whether this Variant is live* *It is possible to have a Product with multiple Variants where some are not live* *If all Variants are set 'Variant Live' to No, then the Product will be disabled.* *Defaults to Yes*
Allow Backorder	*This sets whether the Product may be sold without stock, e.g. Sales Orders will be fulfilled by a back to back Purchase Order*
Allow pre-order	*This will determine whether stock 'on the water', e.g. on a submitted Purchase Order that has not yet been received, will be displayed as available stock on your website*
Tier & Tiered Pricing	*Use this to set up tiered pricing; these permit quantity based price breaks for the Retail and Trade prices* *Enter the quantity in the Tier field, and the appropriate prices* *These work on an 'equal to or greater' basis, so if the Tier is set to 5, the price will apply if the customer purchases 5 or more of the item* *It is possible to stack multiple Tiers*
Retail (inc VAT)	*The selling price of the Variant* *Defaults to 0*
Trade (ex VAT)	*The trade price of the Variant* *Defaults to 0*

Field	Purpose
Price List Pricing	*Use this to set up pricing for this Variant via Price Lists:* *Then enter a price for all applicable Price Lists* *It is also possible to do this in bulk via the Price List controls*
Cost Price (ex VAT)	*The cost price of the Variant* *Defaults to 0* *May be set per Supplier enabled for this Product* *From this screen, it is also possible to manually amend the Cost Price of individual Stock Records linked to this Variant*
RRP	*The RRP of the Variant, to show on the website* *Defaults to 0*
VAT	*Select the VAT status of this Variant - choose from:* • *Standard* • *Reduced* • *Zero* • *Exempt* *VAT rates for Standard and Reduced are controlled via Countries*
Retail Offer (inc VAT)	*A retail offer price for the Variant (this will supersede the Retail field), if enabled by the Offer Start/Expiry* *Defaults to 0*
Trade Offer (ex VAT)	*A trade offer price for the Variant (this will supersede the Trade field), if enabled by the Offer Start/Expiry* *Defaults to 0*
Offer Start	*Date from which the Retail/Trade Offer price should apply* *If left blank, the Retail/Trade Offer price will apply unless an expiry date has been set in the past*

Field	Purpose
Offer Expiry	*Date until which the Retail/Trade Offer price should apply* *If left blank, the Retail/Trade Offer price will apply unless an start date has been set in the future*
Postage Surcharge	*An additional cost which will be applied at delivery for all orders which include this Variant*
Free Shipping	*Determines whether this Variant receives free shipping* *This will only apply to orders within which all items have this enabled*
Number of Cartons	*The number of Cartons in which this Variant is delivered from your Supplier* *This will determine the number of product labels which will be printed from the Label Printing screen, or at Goods In*
Width (cm)	*Dimension of the Variant*
Depth (cm)	*Dimension of the Variant*
Length (cm)	*Dimension of the Variant*
Height (cm)	*Dimension of the Variant*
Volume (m3)	*Dimension of the Variant*
Weight (Kg)	*Dimension of the Variant*
Variant image	*Use this to select a Variant specific image; this will be drop down list of images uploaded to this Product*
Low Stock (order at)	*Use this to set a low stock threshold* *If the stock level is below this level, a warning will be show on your website and the Variant will appear within the Low Stock report* *This will also be used to drive Replenishment*
Low Stock (order to)	*Use this to set a minimum stock level* *This will be used to drive Replenishment*
Lead time (days)	*Set the leadtime (total days) for the Variant, e.g. to set*
Stock Text	*A label that will display on the Product Detail Page if this Variant has been selected*

Unique Stock Records

Unique Stock Records can be created and managed from the Inventory tab. These will be displayed in a fold out section, below the main Variant to which they are linked.

> The Customisations which define the Unique Stock Record will be displayed in this section; these are only shown within the CMS and POS.

Field	Purpose
Label	A customer facing label for this *Unique Stock Record*
Barcode	*A unique barcode for the Unique Stock Record* *If left blank, this will be auto populated*
Retail (inc VAT)	*The selling price of the Unique Stock Record* *Defaults to that set against the parent Variant*
Retail Offer (inc VAT)	*The trade price of the Unique Stock Record* *Defaults to that set against the parent Variant*
Trade (ex VAT)	*The trade price of the Unique Stock Record* *Defaults to that set against the parent Variant*
Trade Offer (ex VAT)	*The trade offer price of the Unique Stock Record* *Defaults to that set against the parent Variant*
Cost Price (ex VAT)	*The cost price of the Unique Stock Record* *Defaults to that set against the parent Variant, and will be updated whenever this Unique Stock Record is ordered from a Supplier on a Purchase Order (this will not affect the cost price stored against units of stock)*
RRP	*The RRP of the Unique Stock Record, to show on the website* *Defaults to that set against the parent Variant*
Quantity	*This will show the current stock level of the Unique Stock Record (see Stock Management below)*

Field	Purpose
Variant Image	*Use this to select a Unique Stock Record specific image; this will be drop down list of images uploaded to this Product*
Record Live	*This determines whether a Unique Stock Record is sellable, or if it simply exists to manage stock for a back to back Purchase Order* *Defaults to No*

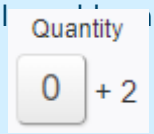
Stock Management

It is possible to manually view adjust the stock of a Variant from the Inventory tab.

This is done by clicking on the 'Quantity' box, which will open a pop up.

Within the pop up, adjust the stock levels in the Locations that need changing.

> When amending stock levels manually from the Inventory tab, it is essential to enter a 'Reason for change', which will be recorded in the Stock History Report

> If the Quantity button is foll '+ X', that indicates that there is stock of linked Unique Stock Records, e.g. 
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Bookings

If a product is set to the 'Booking' product type on the Product tab, there will be some additional fields on the Inventory tab.

For more information see the Booking section.

Field	Purpose

Time Slots to Book	*This allows a customer to book multiple slots simultaneously, e.g. set this to 2 to sell a pair of tickets* *Defaults to 1*
Time Slot Spans to Book	*This controls the duration of the booking* *Defaults to 1*

FAQs

Can I view Stock History for a Variant?

Yes, there is a link from the Inventory tab to the Stock History report.

Can I view Price History for a Variant?

Yes, there is a link from the Inventory tab to the Price History report.

Can I set up different price points for different customers?

Yes, this is done on the Inventory tab of the Product, or within the Price Lists section of the CMS.

Can I view Stock on Order for a Variant?

This can be viewed on the Inventory tab - if stock is on order for a Variant, a 'quantity on order' will be shown, along with a link that will open a pop up. That pop up will contain the details of the quantities ordered and the Purchase Orders on which the Variant has been ordered.

Can I view Reserved Stock for a Variant?

This can be viewed on the Inventory tab - if stock is reserved for a Variant, a 'quantity reservedr' will be shown, along with a link that will open a pop up. That pop up will contain the details of the reservations.

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