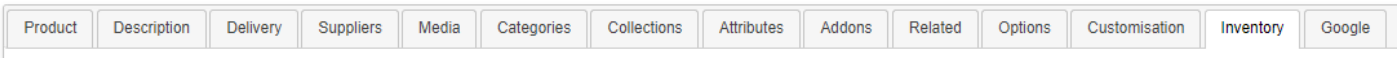
Inventory



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.

At the bottom of the screen, there is a button to 'auto generate variant' button - this will generate Variants for every possible combination of Option. E.g. where options exist for sizes 'small', 'medium', large', and colours 'green' 'red' and 'blue', nine variants would be created. This is only possible if no Customisations have been attached to the Product.

Setup

Variant

Field	Purpose

SKU*	*A unique identifier for the Variant* *If left blank, this will be auto populated* *Max length: 80 characters*
Barcode	*A unique barcode for the Variant* *If left blank, this will be auto populated* > *This field will be output as the barcode on all labels* > *This field will only support numeric values*
Barcode Alias	*Accessible by pressing the + button to the right of the Barcode field* *Enter multiple barcode aliases in the pop up* *These barcodes can be scanned as required throughout the system* > *This field supports alphanumeric characters and hyphens*
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* > *If a Product has multiple Variants, but the Option fields are left blank, that Variant will not be displayed*
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*
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*
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* *This may also be set via the Images CSV import*
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*
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.

>

> You can clickhere for information on how to create a Unique Stock Record

Field	Purpose
Live (WEB)	*If set to yes, this USR will be available for sale on the eCommerce PDP via a specific shortcut* > *This will also enable the USR for sale within the CMS*
Live (POS)	*If set to yes, this USR will be available for sale in the POS* > *This will also enable the USR for sale within the CMS*
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*

Field	Purpose
Quantity	*This will show the current stock level of the Unique Stock Record (see Stock Management below)*
Nominal Code	*This field typically forms part of an integration with an accounts package*
Condition	*Choose if a product is 'New' or 'Used'*
Variant Image	*Use this to select a Unique Stock Record specific image; this will be drop down list of images uploaded to this Product*

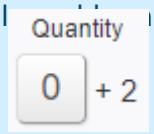
Stock Management

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. 
>

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 reserved' will be shown, along with a link that will open a pop up. That pop up will contain the details of the reservations.

How should I mark stock as damaged?

You can do this by moving Units into a 'Damaged' Location in a Store.

Alternatively, you can create a Unique Stock Record from existing stock.

Can a USR be set to web/eCommerce only?

Yes, just use the 'Live (WEB)' field.

Can a USR be set to POS only?

Yes, just use the 'Live (POS)' field.

Can I make a stock adjustment for a specific Variant or USR?

Yes - you can amend the quantity against the Variant or USR, and this will show as a Stock Discrepancy. You must enter a reason.

The system will then attempt Stock Matching to clean up the discrepancy.

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