



Inventory Manager: Overview

- Inventory Tab
- Import Inventory Manager
- Search and Edit Inventory

Import Inventory

Invoice Type: Excel Distributor: XR Create Template

Invoice Location: Browse Import

Import Preview

Order Total: Unallocated Costs: distribute based on Percentage Toggle Inhouse

Add Row Delete Row Clear Complete Import

Item ID Referen... Item Name Quantity Purchas... Act... Cost Weight Location Distributor Inhouse

Current Inventory OOS Orders

Search Inventory Search Filter By

Distributors Available Distributors: Add -> Show Inventory for: Very Clear Gems <- Remove

Sort By Item ID

Add Item Distributor: XR Item ID: Inhouse Ref. ID: Item Name: Cost: Quantity: Weight: Location: Submit

Displayed Inventory Total: 4247.2905

Item ID	Reference ID	Item Name	Quantity	Wholesale Price	Weight	Location	Distributor	Inhouse	Discontinued	Stock Date
vcg006_16	vcg006_16	Opalite	140	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg006_5	vcg006_5	Opalite	129	0.14	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg006_6	vcg006_6	Opalite	121	0.18	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg006_8	vcg006_8	Opalite	159	0.25	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg007_10	vcg007_10	Green Aventurine	138	0.41	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg007_12	vcg007_12	Green Aventurine	111	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg007_14	vcg007_14	Green Aventurine	103	0.62	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg007_16	vcg007_16	Green Aventurine	122	0.74	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg007_5	vcg007_5	Green Aventurine	127	0.2	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg007_6	vcg007_6	Green Aventurine	158	0.27	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg007_8	vcg007_8	Green Aventurine	130	0.34	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg008_10	vcg008_10	Snowflake obsidian	138	0.41	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg008_12	vcg008_12	Snowflake obsidian	103	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg008_14	vcg008_14	Snowflake obsidian	138	0.62	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg008_16	vcg008_16	Snowflake obsidian	92	0.74	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg008_5	vcg008_5	Snowflake obsidian	92	0.2	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg008_6	vcg008_6	Snowflake obsidian	109	0.27	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg008_8	vcg008_8	Snowflake obsidian	108	0.34	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg009_10	vcg009_10	Picasso Jasper	140	0.41	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg009_12	vcg009_12	Picasso Jasper	153	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg009_14	vcg009_14	Picasso Jasper	129	0.62	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg009_16	vcg009_16	Picasso Jasper	145	0.74	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg009_5	vcg009_5	Picasso Jasper	146	0.2	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg009_6	vcg009_6	Picasso Jasper	150	0.27	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg009_8	vcg009_8	Picasso Jasper	132	0.34	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg010_10	vcg010_10	Mud line stone	139	0.35	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg010_12	vcg010_12	Mud line stone	128	0.48	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg010_14	vcg010_14	Mud line stone	123	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg010_16	vcg010_16	Mud line stone	108	0.6	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg010_5	vcg010_5	Mud line stone	104	0.14	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg010_6	vcg010_6	Mud line stone	94	0.24	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg010_8	vcg010_8	Mud line stone	112	0.31	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg011_10	vcg011_10	Mahogany Obsidian	160	0.35	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg011_12	vcg011_12	Mahogany Obsidian	148	0.48	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg011_14	vcg011_14	Mahogany Obsidian	144	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg011_16	vcg011_16	Mahogany Obsidian	135	0.6	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcrn011_5	vcrn011_5	Mahogany Obsidian	118	0.14	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08

Clear Delete Create Order List Active Listings Report EBay Sync Compact List Customize Copy to Clipboard Apply



Mass Import to Inventory

- Create a Mass Import by creating a template.txt file which can be opened in Microsoft Excel
- Fill out the excel invoice with your new/restock order:
 - Item ID
 - Weight
 - Quantity
 - Distributor Product ID
 - Location
 - Item Name
 - Item Cost

Website Manager || Inventory || Order Manager || Financial Snapshot || Create Order ||

Import Inventory

Invoice Type: Excel Distributor: WMS **Create Template**

Invoice Location: Browse Import

Import Preview



	A	B	C	D	E	F	G	H
1	Item ID	Location	Weight	Item Name	Quantity	Item Cost	Distributor Product ID (Optional)	
2								
3								
4								
5								
6								
7								



Mass Import to Inventory

- Fill in the information for each item
- For new inventory items, all columns will need to be completed to import, with the exception of Distributor Product ID
- If the items already exist in the system, previously entered information will be added to the item after importing

	A	B	C	D	E	F	G	H	I
1	Item ID	Location	Weight	Item Name	Quantity	Item Cost	Distributor Product ID (Optional)		
2	NEW1	acb-shelf	5	Nozzle -1	10	\$5.50	NK-001		
3	NEW2	acb-shelf	8	Bolts	20	\$5.50	NK-002		
4	NEW3	acb-shelf	7	Clips	5	\$5.50	NK-003		
5	NEW4	acb-shelf	10	Nuts	10	\$5.40	NK-004		
6	NEW5	acb-shelf	21	O-Rings - 1"	20	\$5.40	NK-005		
7	NEW6	acb-shelf	6	O-Rings - 2"	5	\$5.40	NK-006		
8	NEW7	acb-shelf	3	O-Rings - 3"	10	\$5.40	NK-007		
9	NEW8	acb-shelf	7	O-Rings - 4"	20	\$5.40	NK-008		
10	NEW9	acb-shelf	9	Nozzle - 2	5	\$5.40	NK-009		
11	NEW10	acb-shelf	23	Nozzle - 3	20	\$12.40	NK-010		
12	NEW11	acb-shelf	20	Widget -#1	10	\$8.76	CB102		
13	NEW12	acb-shelf	26	Widget -#2	10	\$9.55	CB104		
14	NEW13	acb-shelf	9	Widget -#3	10	\$8.76	CB105		
15	NEW14	acb-shelf	25	Widget -#4	10	\$8.76	CB106		
16	NEW15	acb-shelf	16	Widget -#5	10	\$11.15	CB107		
17	NEW16	acb-shelf	22	Widget -#6	10	\$11.15	CB108		
18	NEW17	acb-shelf	10	Widget -#7	10	\$8.92	CB109		
19	ir128				40	\$2.39	c-2019		
20	ir965				10	\$12.42	r-1016		
21	ir968				20	\$5.41	bd-1026		
22	ir986				40	\$4.78	p-015		
23	ir982				15	\$7.01	r-3007		
24	ir992				30	\$1.91	C-2012		
25	ir648				30	\$3.50	R-1013		



Mass Import to Inventory

- Locate the Import File
- Choose the Distributor
- Import the Invoice

Import Inventory

Invoice Type: Excel Distributor: XR Create Template

Invoice Location: ImportTemplate_Order2.txt Browse Import

If you import an “Item ID” that does not exactly match the current inventory, a pop-up will appear that will let you either edit the Item ID to be the same as in the current inventory or to keep as the import sheet shows.

For examples: For import item “ir683”, current inventory has ir683_red or ir683_black

Inventory Selection

Select Inventory Item

Item ID	Item Name	Quantity	Wholesale Price	Weight	Location	Distributor	Inhouse
ir683_red	Red Widget	0	2.89	6.0	6.0	XR	<input checked="" type="checkbox"/>
ir683_black	Black Widget	0	2.93	6.0	6.0	XR	<input checked="" type="checkbox"/>

Import Item: ir683

Keep As Is Use Selection



Mass Import to Inventory

- Add any unallocated costs to each item cost distributed based on:
 - **Percentage** (item unit cost / total order cost)
 - **Quantity** (unit / total units)
 - **Unallocated Costs:**
 - Shipping fees
 - Import fees
 - Etc...
- Add, Delete, and Edit items
- Toggle Inhouse: toggles inhouse for all items in the order
- Complete Import to add all of the items to your inventory

Import Inventory

Invoice Type: Distributor:

Invoice Location:

Import Preview

Order Total:

Unallocated Costs: distribute based on Toggle Inhouse

Item ID	Referen...	Item Name	Quantity	Purchas...	Actual C...	Weight	Location	Distributor	Inhouse
new1	nk-001	Nozzle -1	10	5.5	5.537615	5.0	ACB-SHELF	XR	<input type="checkbox"/>
new2	nk-002	Bolts	20	5.5	5.537615	8.0	ACB-SHELF	XR	<input type="checkbox"/>
new3	nk-003	Clips	5	5.5	5.537615	7.0	ACB-SHELF	XR	<input type="checkbox"/>
new4	nk-004	Nuts	10	5.4	5.4369307	10.0	ACB-SHELF	XR	<input type="checkbox"/>
new5	nk-005	*O-Rings ...	20	5.4	5.4369307	21.0	ACB-SHELF	XR	<input type="checkbox"/>
new6	nk-006	*O-Rings ...	5	5.4	5.4369307	6.0	ACB-SHELF	XR	<input type="checkbox"/>
new7	nk-007	*O-Rings ...	10	5.4	5.4369307	3.0	ACB-SHELF	XR	<input type="checkbox"/>
new8	nk-008	*O-Rings ...	20	5.4	5.4369307	7.0	ACB-SHELF	XR	<input type="checkbox"/>
new9	nk-009	Nozzle - 2	5	5.4	5.4369307	9.0	ACB-SHELF	XR	<input type="checkbox"/>
new10	nk-010	Nozzle - 3	20	12.4	12.484803	23.0	ACB-SHELF	XR	<input type="checkbox"/>
new11	cb102	Widget -#1	10	8.76	8.81991	20.0	ACB-SHELF	XR	<input type="checkbox"/>
new12	cb104	Widget -#2	10	9.55	9.615313	26.0	ACB-SHELF	XR	<input type="checkbox"/>
new13	cb105	Widget -#3	10	8.76	8.81991	9.0	ACB-SHELF	XR	<input type="checkbox"/>
new14	cb106	Widget -#4	10	8.76	8.81991	25.0	ACB-SHELF	XR	<input type="checkbox"/>
new15	cb107	Widget -#5	10	11.15	11.226254	16.0	ACB-SHELF	XR	<input type="checkbox"/>
new16	cb108	Widget -#6	10	11.15	11.226254	22.0	ACB-SHELF	XR	<input type="checkbox"/>
new17	cb109	Widget -#7	10	8.92	8.981004	10.0	ACB-SHELF	XR	<input type="checkbox"/>
ir128	c-2019	LVF-RZC2...	40	2.39	2.4063454	1.2	IR	XR	<input checked="" type="checkbox"/>
ir965	r-1016		10	12.42	12.504941	21.0	IR	XR	<input checked="" type="checkbox"/>
ir968	bd-1026	LVF-RZBD...	20	5.41	5.446999	10.4	IR	XR	<input checked="" type="checkbox"/>
ir986	p-015	LVF-RZP015	40	4.78	4.8126907	5.0	IR	XR	<input checked="" type="checkbox"/>
ir982	r-3007	LVF-06052	15	7.01	7.057942	12.4	IR	XR	<input checked="" type="checkbox"/>



Further Tutorials

- **Please view our other tutorials for more information or feel free to contact us with any questions**
- Further Tutorials:
 - Order Manager Tutorials:
 - Order Manager Overview
 - Importing eBay sales and tracking
 - Search and Filter Orders
 - Merge, Un-Merge, and Split
 - Manually Create Orders
 - Exporting and Invoice Creation
 - Add-on Tutorials:
 - General Financial Overview