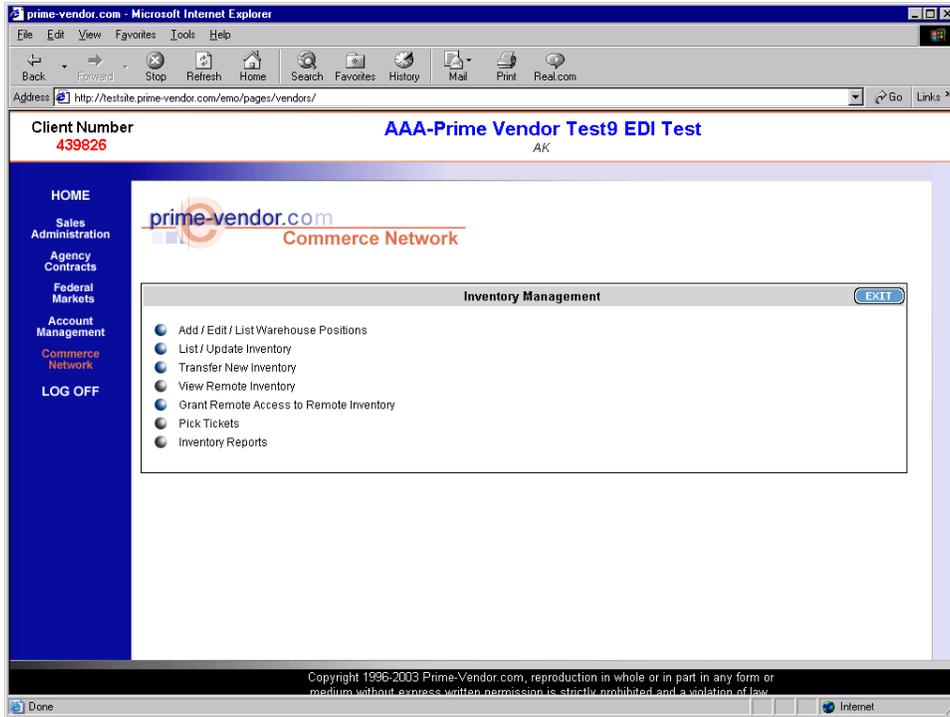


Using the Commerce Network

Inventory Management

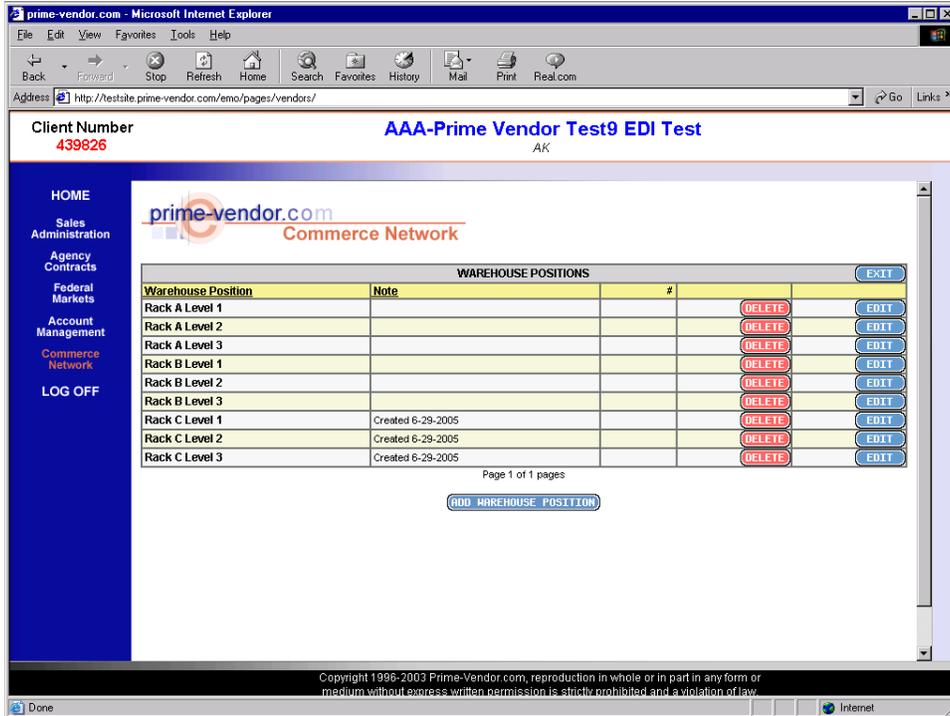
Inventory Management consists of three parts:

- 1) Add / Edit / List Warehouse Positions
- 2) List / Update Inventory
- 3) Transfer New Inventory



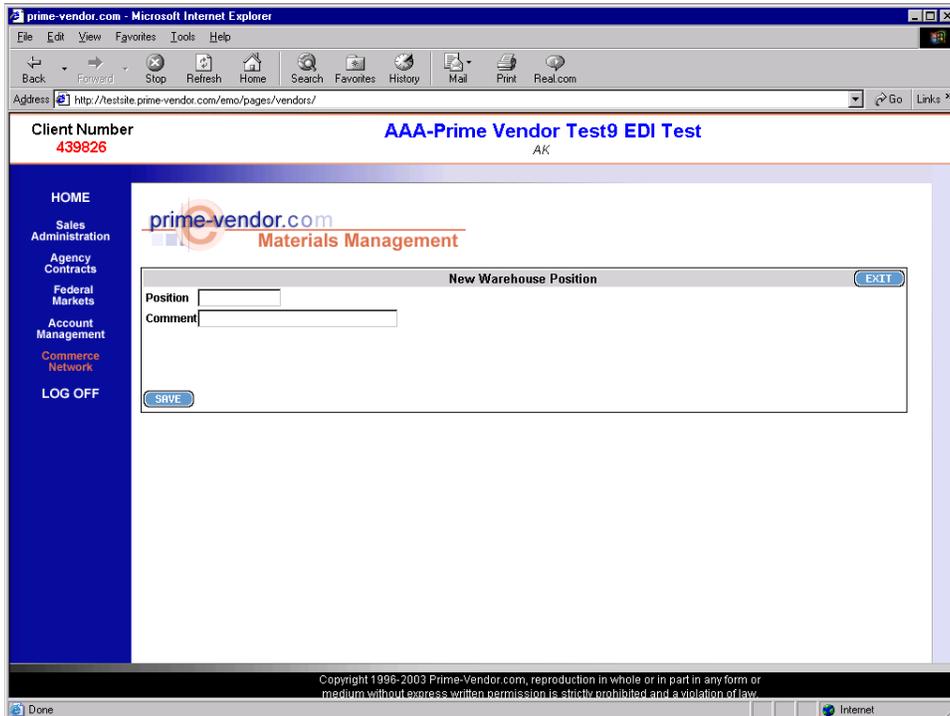
Inventory Management

Add / Edit / List Warehouse Positions is where a vendor can describe physical locations to aid in tracking items with Inventory Management. Warehouse positions need to be created before any inventory is processed from receiving.



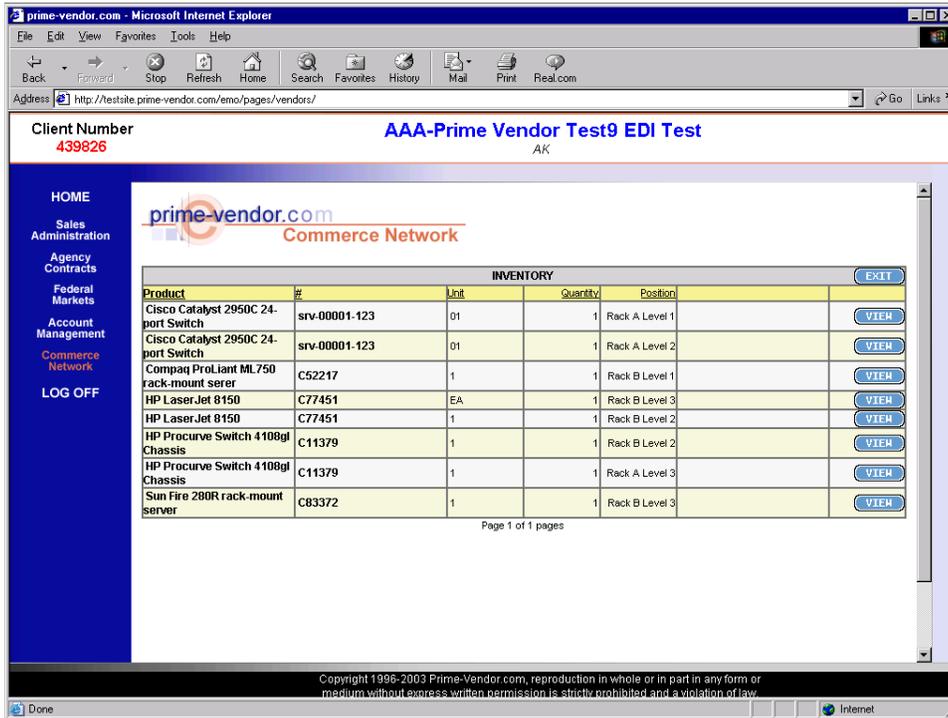
List / Update Inventory Screen

Enter the name of the warehouse position and comments if necessary. Then select **Save**. The new position will be added to the Add / Edit / List Warehouse Positions page.



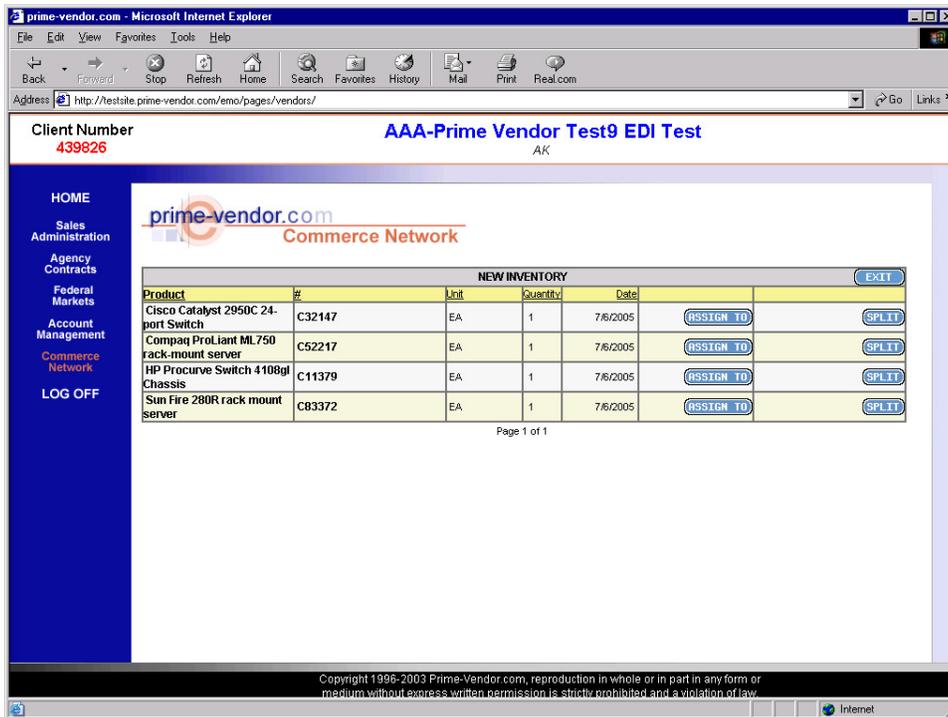
New Warehouse Position

List / Update Inventory provides a listing of the vendor inventory. Select the **View** button for product and location details



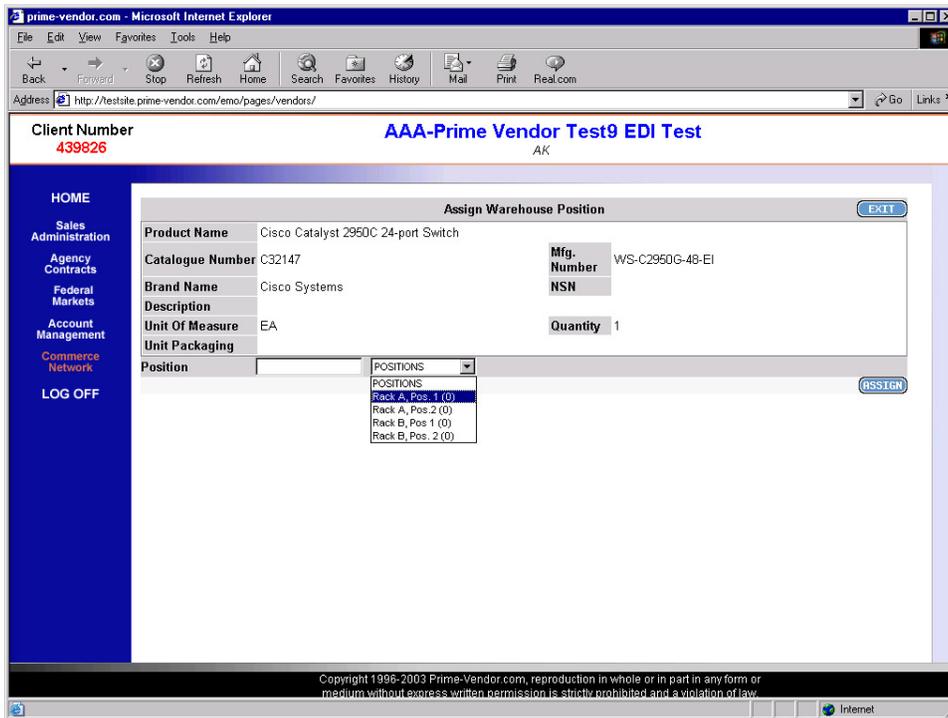
List / Update Inventory page

When items are processed through receiving they are held in new inventory. **The Transfer New Inventory** option is where a vendor can assign the new inventory warehouse locations and integrate the new products into the existing inventory.



Transfer New Inventory Page

To move an item from the new inventory cache to the inventory listing select the **Assign To** button.



Selecting a warehouse position for new inventory

The following page will show item details and provide a drop down menu of available warehouse positions. Select a warehouse position and transfer the item by clicking the **Assign** button. Repeat this process for any other items in the new inventory cache.

To view the inventory in its' new warehouse positions return to the Inventory Management menu and select the List / Update Inventory link.

Note: To transfer new inventory quickly and efficiently create all warehouse positions before processing received orders.