



Ecommerce User Guide

How Shops can send an item to the Warehouse

Please note that the screenshots in this User Guide mostly show the colour blue, but in our live system these colours have now changed to green.

Version 3.0



How to send an item to Warehouse

Sending an item(s) to the warehouse is very straight-forward. This guide will walk you through the necessary steps.

There are two ways an item can be sent to the warehouse. This includes:

1. Sending an item to the Warehouse through the inventory table.
2. Creating an item and sending it to the warehouse

Once an item(s) are successfully delivered to the warehouse, they will usually pass through quality control checks before being rejected or accepted into the warehouse. However, this would depend on your organisation's quality control procedures.

From when the item is sent to when it is accepted into the warehouse, you will be able to track this status in the inventory table.

Ecommerce

Inventory

Search for an item. Start selling now.

Actions

Name Variant Tote/Box ID Variant Source Shop Created on + Add more options Clear Filters Save Filters

< Inventory Variant List Submitted Items List CIS listing request In transit In shop **In warehouse** Rejected Accepted >

	Listed	Item name	QTY	Location	Tote/Box ID	SKU	Custom SKU	St
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Desk Lamp	4	Shop location 11	Multiple	XY2000125770		Sing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Camera	1	Shop location 11	Single	XY2000125703		Sing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sullivan Large Logo Top-Zip Tote Bag	1	Shop location 11	Single	XY2000121498	KB2022	Sing

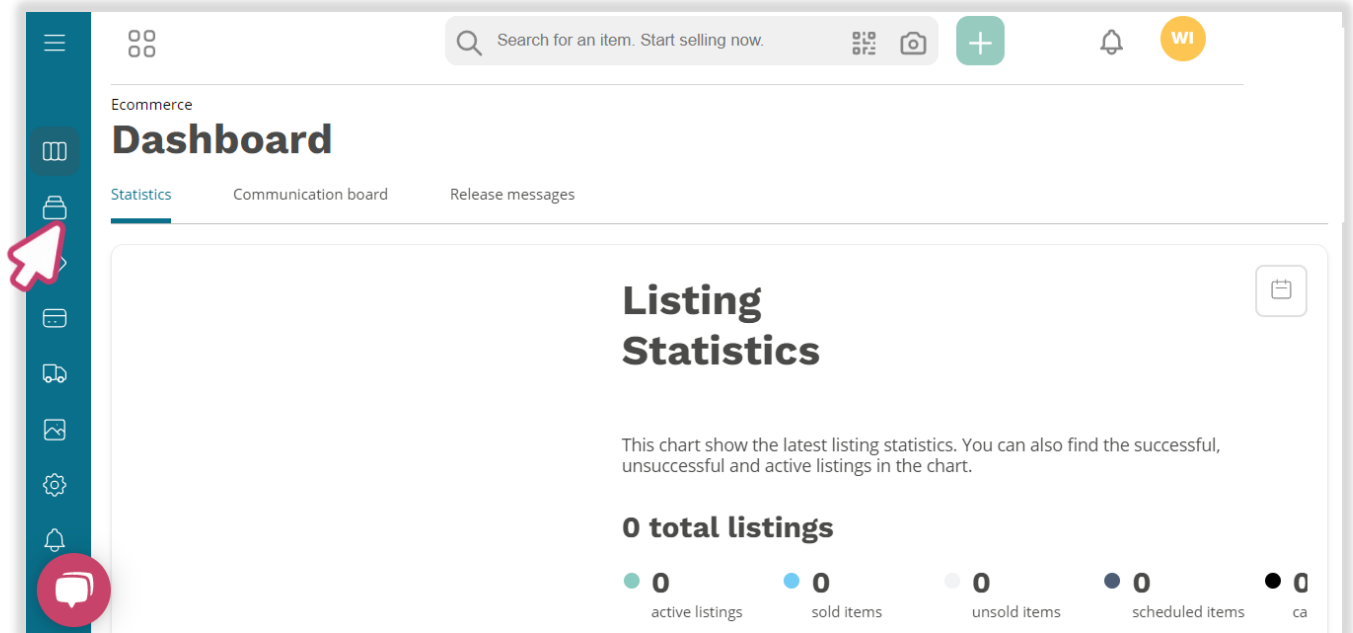
First 1 Last



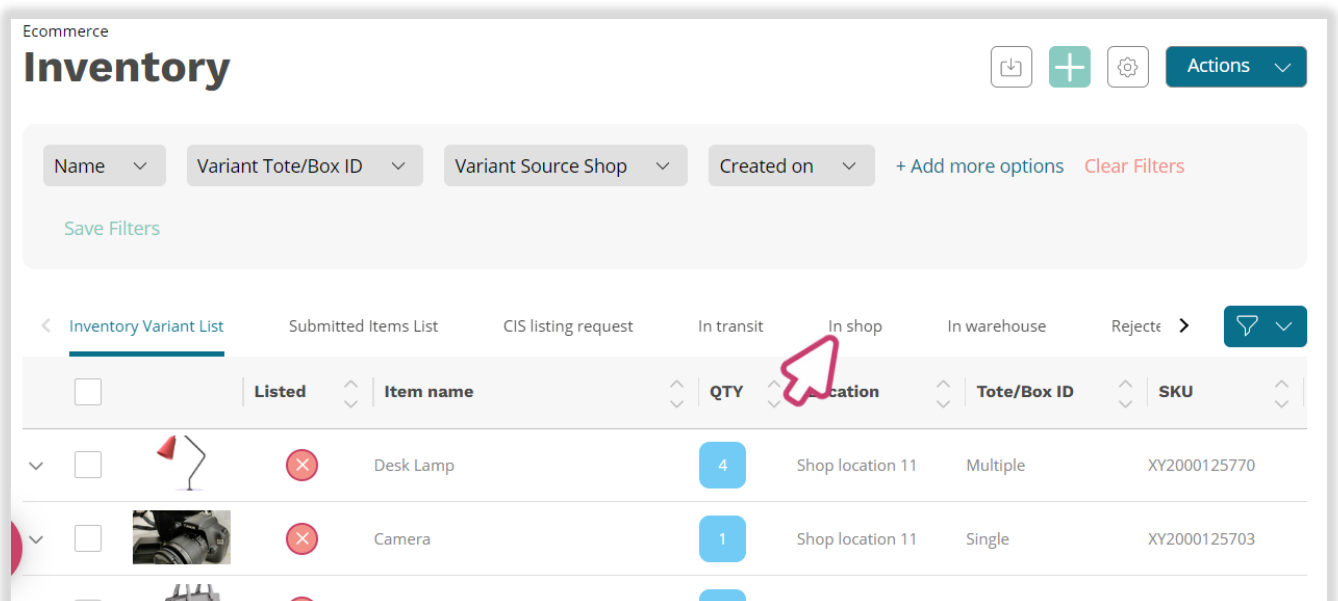
How to send an inventory item to the warehouse:

You can easily send an item from your inventory to the warehouse. However, you will need to have the Transfer tote/Box ID ready.

On the account left - hand menu, click on the 'inventory' icon.



On the next screen, click on the "In Shop" tab on the inventory menu.













How to send an inventory item to the warehouse:

Select a single or multiple items.


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Inventory

   **Actions** 

Name  Variant Tote/Box ID  Variant Source Shop  Created on  [+ Add more options](#) [Clear Filters](#)

[Save Filters](#)





[Inventory Variant List](#) [Submitted Items List](#) [CIS listing request](#) [In transit](#) **[In shop](#)** [In warehouse](#) [Rejects](#) 





	Listed 	Item name 	QTY 	Location 	Tote/Box ID 	SKU 
 <input checked="" type="checkbox"/>		 Desk Lamp	4	Shop location 11	Multiple	XY2000125770
 <input checked="" type="checkbox"/>		 Camera	1	Shop location 11	Single	XY2000125703

If you can't find the item(s) in your inventory, use the 'Add more options' tab to search for the item by created date, SKU/custom SKU, location, and so on.


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




Inventory

   **Actions** 

Name  Variant Tote/Box ID  Variant Source Shop  Created on  [+ Add more options](#) [Clear Filters](#)

[Save Filters](#)

[Inventory Variant List](#) [Submitted Items List](#) [CIS listing request](#) [In transit](#) **[In shop](#)** 

	Listed 	Item name 	QTY 	Location 	Tote/Box ID 	SKU 
 <input type="checkbox"/>		 Desk Lamp	4	Shop location		
 <input type="checkbox"/>		 Camera	1	Shop location		

- Location
- Multiple Tote/Box ID
- SKU
- Variant SKU
- Custom SKU
- Variant Custom SKU
- Multiple Source Shop



How to send an inventory item to the warehouse;

Once you have found the item or items, select them and click on the 'Actions' button found at the right hand side of the screen.

Ecommerce

Inventory

📄 + ⚙️ Actions ▾

Name ▾ Variant Tote/Box ID ▾ Variant Source Shop ▾ Created on ▾ + Add more options Clear Filters

Save Filters

< Inventory Variant List Submitted Items List CIS listing request In transit **In shop** In warehouse Rejects > ▾

	Listed	Item name	QTY	Location	Tote/Box ID	SKU
✓	✓	Desk Lamp	4	Shop location 11	Multiple	XY2000125770
✓	✓	Camera	1	Shop location 11	Single	XY2000125703

In the pop-up screen, click on 'Send to warehouse'.

Ecommerce

Inventory

📄 + ⚙️ Actions ▾

Name ▾ Variant Tote/Box ID ▾ Variant Source Shop ▾ Created on ▾ + Add more options

Save Filters

< Inventory Variant List Submitted Items List CIS listing request In transit **In shop** In warehouse Rejects > ▾

	Listed	Item name	QTY	Location	Tote/Box ID
✓	✓	Desk Lamp	4	Shop location 11	Multiple
✓	✓	Camera	1	Shop location 11	Single

Select page

Send to Warehouse

Change Tote/Box ID

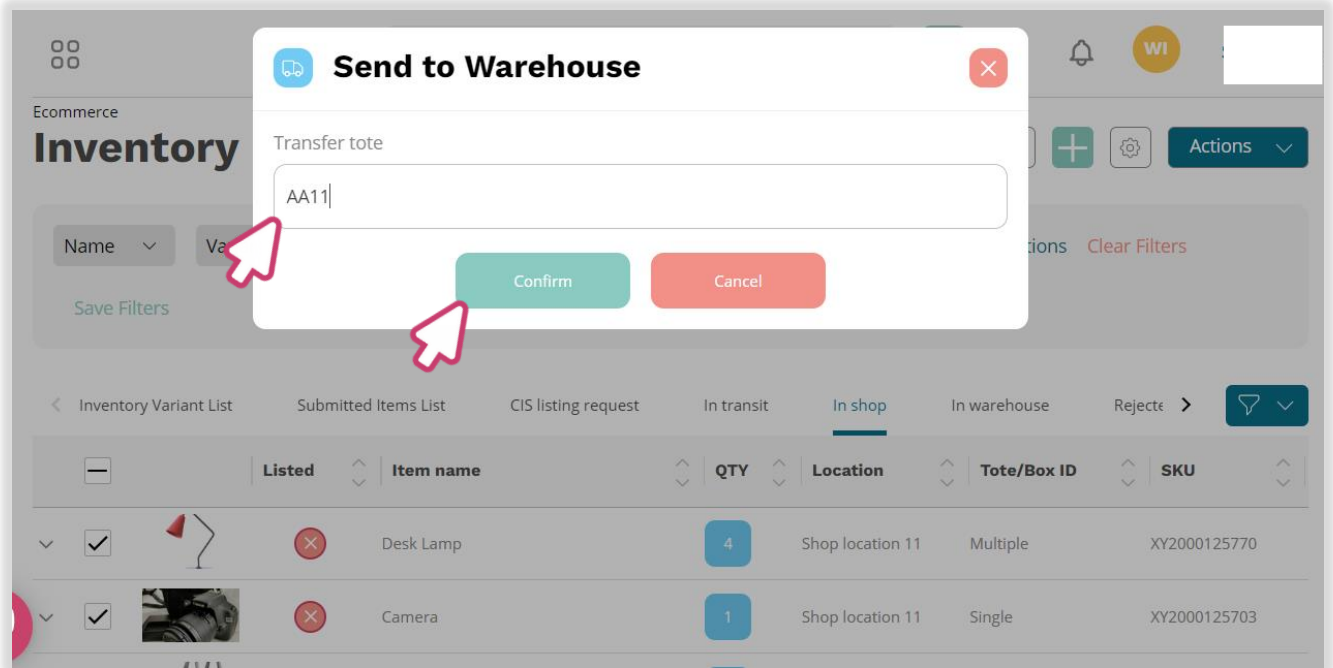
Print SKU label

Add Tags

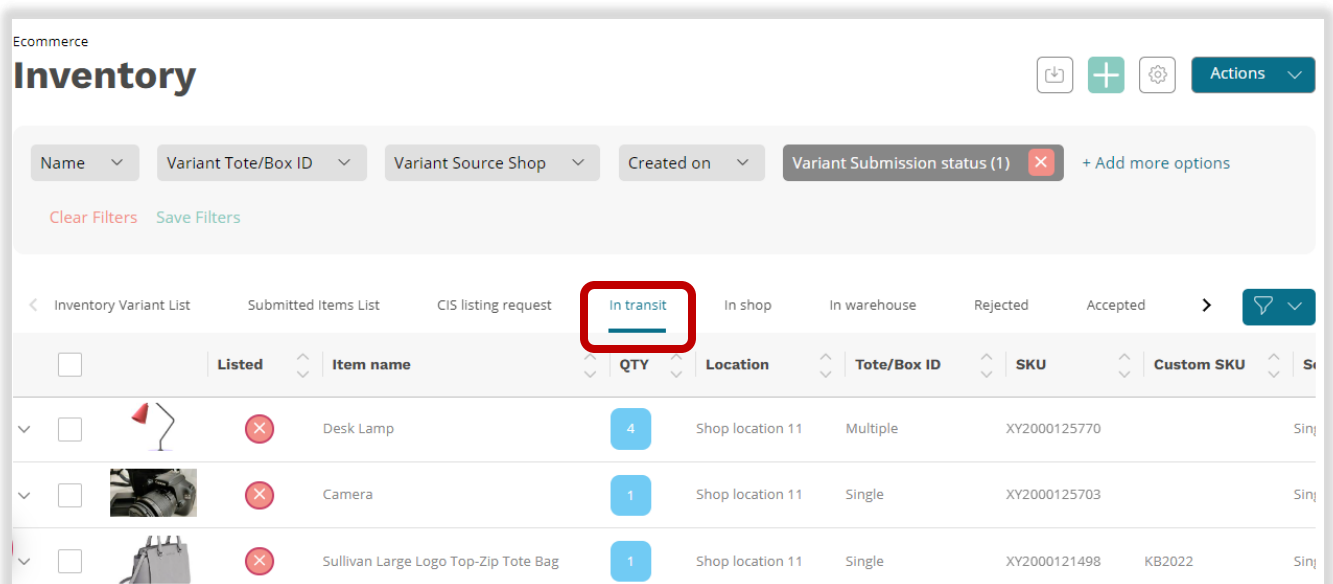


How to send an inventory item to the warehouse;

On the next screen, key-in a valid 'Transfer tote ID'.
And then, click the 'Confirm' button once you are ready.



Once that is complete, the item(s) will be in transit and the warehouse will also see this status.

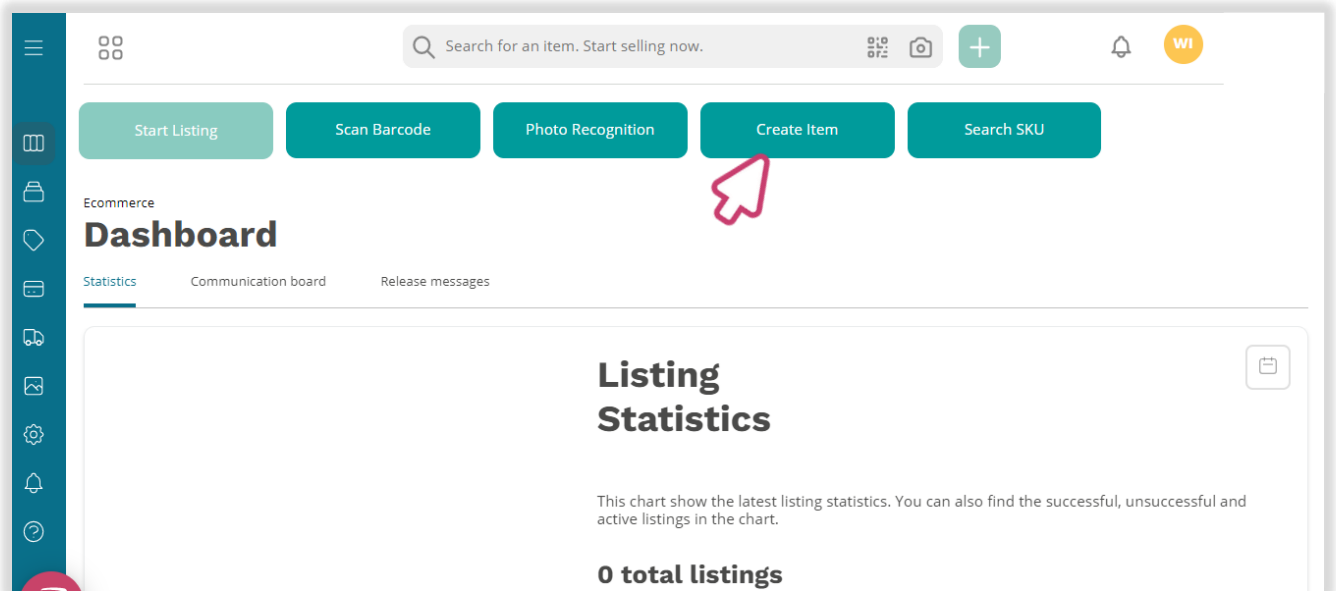




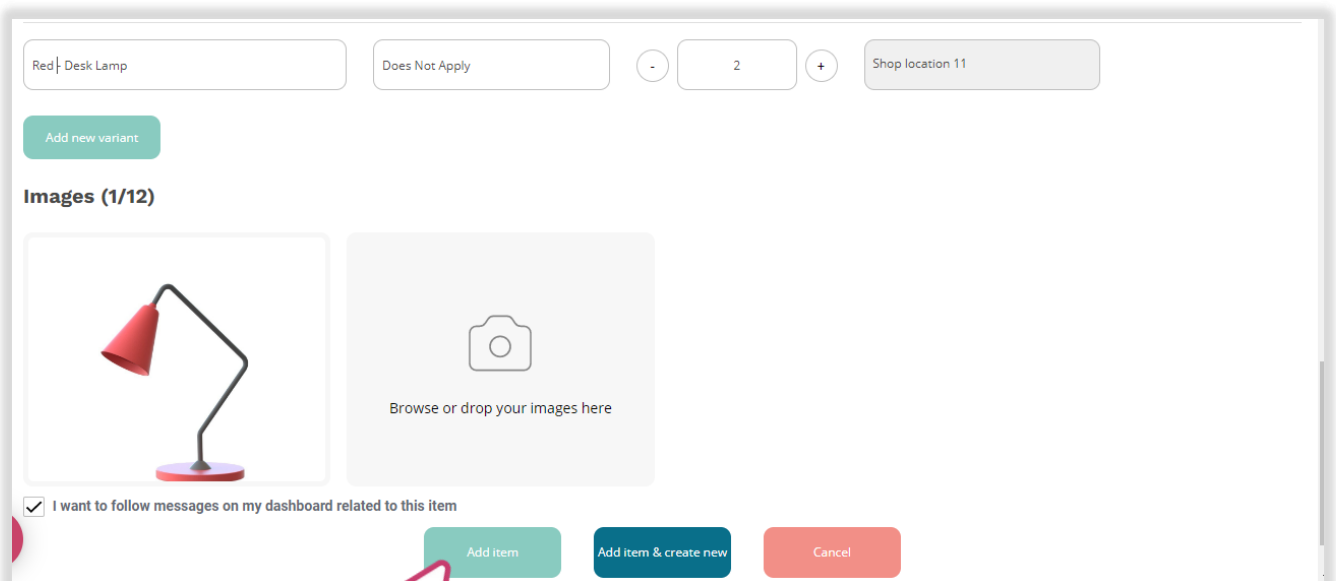
Creating an item and sending it to the warehouse

To create an item;

Click on the 'Create item' button found at the upper right of the dashboard.



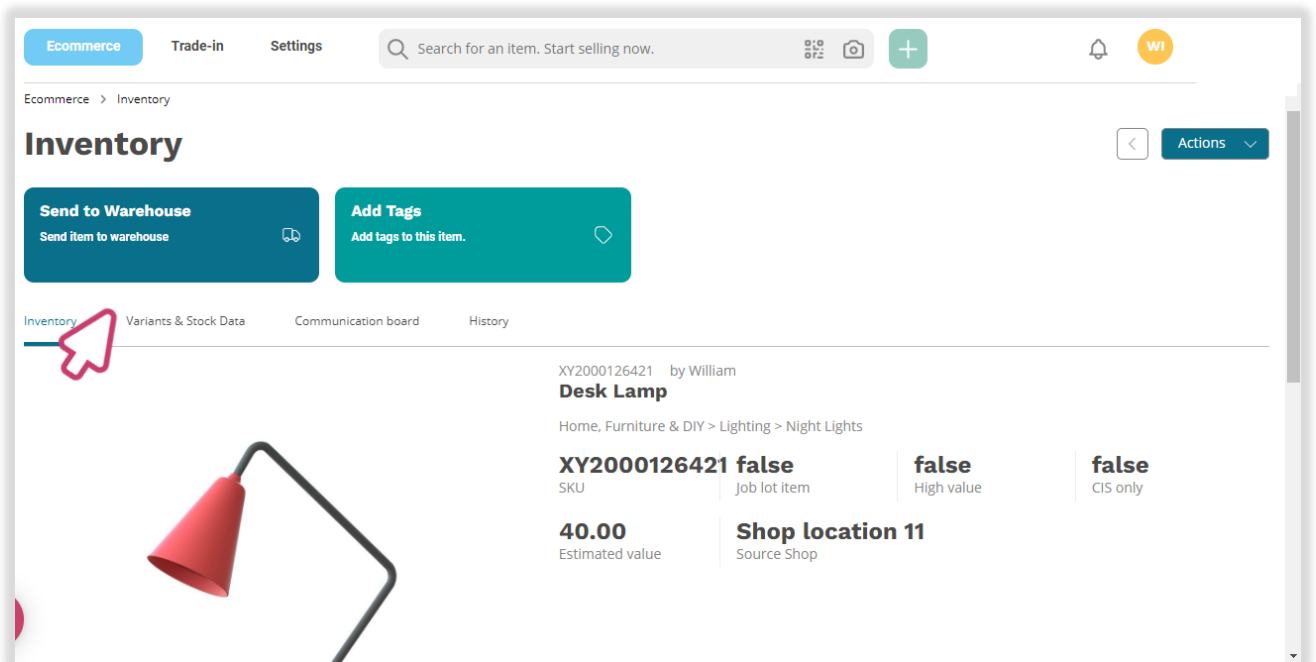
On the next screen, enter all the item information that you know and click on the "Add item" button.



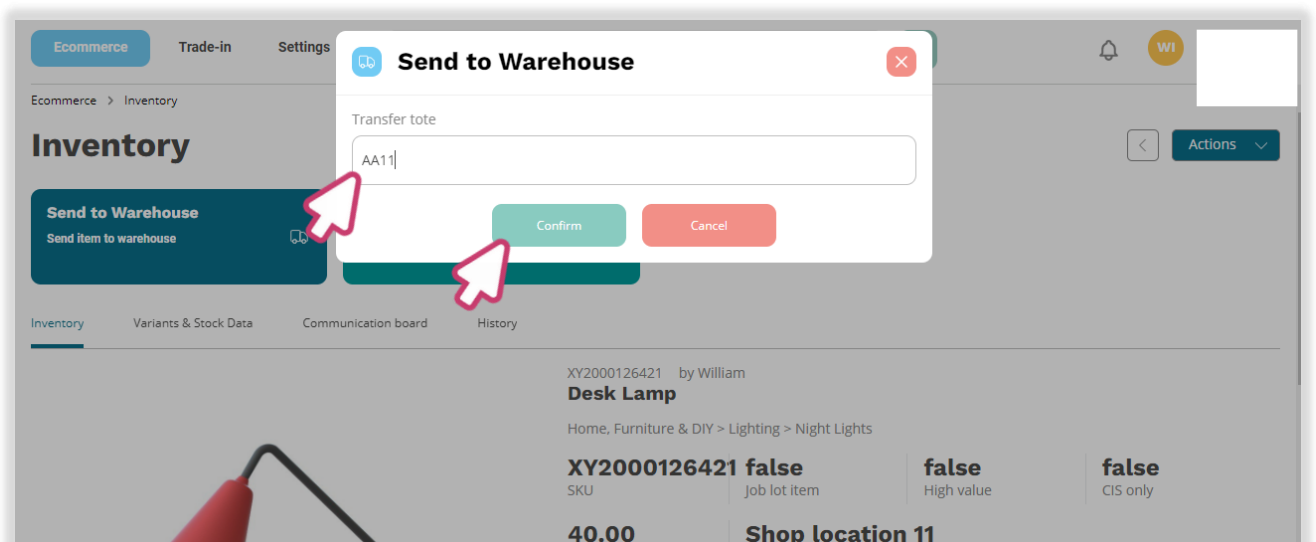


Creating an item and sending it to the warehouse

Next, click on the ‘Send to Warehouse’ button card on the ‘inventory details’ screen.



Key-in a valid ‘Transfer tote ID’ from the pop-up screen. And click on the ‘Confirm’ button once you are ready!





How to send a product to warehouse

Once the item is successfully sent to the warehouse, you can view the item's submission status by clicking on the "Submission status" tab on the inventory menu. You should then see the item status as "in transit".

Ecommerce > Inventory

Inventory

Actions

Add Tags
Add tags to this item.

Inventory Variant & Stock Data Communication board History

Variant name	SKU	QTY	Gift aid number	Tote/Box ID	CIS requested	Source Shop	Submission status
Red - Desk Lamp	XY2000126421-1	2	Does Not Apply				In transit

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Alternatively, navigate to all inventory and click on the 'In transit' tab on the inventory menu. You will then see the item in the 'In transit' table.

The warehouse will also see the item submission status.

Ecommerce

Inventory

Actions

Name Variant Tote/Box ID Variant Source Shop Created on (1) + Add more options

Inventory Variant List Submitted Items List CIS listing request In transit In shop In warehouse Rejects

Listed	Item name	QTY	Location	Tote/Box ID	SKU
	Desk Lamp	2	Shop location 11	Single	XY2000126421



Happy Selling

If you need further help or support,
please speak to your Customer Success Manager
or access Live Chat when logged in.