

Adding a new product:

- Warehouse > Product > Add Product
- Name: Full product name
- Customer Code: Your product code
- Description: Optional, for reference only
- Product Type:
 - o Ambient: Stored in ambient racking location
 - o Chilled: Stored in chilled racking location
 - o Dry: Dry goods
 - o Double Pallet: For goods stored on double pallets
- Storage Charge method:
 - o Per Location: Pallets will be charged ambient or chilled rates depending on location
 - o Per Item: for clients being charged per item storage rates
- Product Volume (m3): volume of the carton/base unit of measurement.
- Product weight (kg): volume of the carton/base unit of measurement.
- Measurement Category: Leave as "Count"
- Base Measurement: Lowest unit measure we will send out (typically Carton, Keg or pallet)
- Barcode: Product barcode number, optional
- "Add another Conversion" : this will allow you to enter a pallet conversion
 - o Measure: "Pallet" ">" Carton
 - o Conversion Factor: how many Cartons per Pallet
- Random Weight Product: Leave on "No"
- Warning Threshold Days: We can send you notifications X number of days prior to stock expiring, optional
- Expiry Threshold Days: Don't allow stock to be sent if delivery date is X numbers of days from expiry date, optional
- Enable low stock notification: Tick if you would like to be notified when stock drops below X
- Initial status of purchase order product when created: Leave as OK
- Stock selection method:
 - o FEFO: First Expiry First Out (will require expiry dates against the purchase orders)
 - o FIFO: First In First Out (if expiry is not known)
 - o LIFO: Last In First Out (if you want newest stock to go out first)
- Untick "Strict Stock Selection" to allow full pallet picks rather than picking by next available stock. (ie if you had an order for 100 cases (1 pallet) and there was a pallet of 23 cases and a pallet of 100 cases if this is ticked it would pick the 23 from the first pallet then 76 from the next pallet and charge you 100 case pick, with this unticked it would ignore the 23 cases and pick the full pallet instead and only charge a pallet pick)
- Stock Sub Selection Method: Make this "Location Efficiency" which will pick by FIFO/FEFO first then location efficiency which will in turn reduce storage costs.
- Modify Purchase Order Product Fields:
 - o Expiry Date: Optional for FIFO, Required for FEFO
 - o Batch Number: Optional/required
 - o Manufacture Date: Optional/required
 - o Receive date: Leave as is
 - o Microlistics PID: Leave as is

Name*
Example Beer 24 x 330ml bottles

Customer Code*
EB330

Product Type*
Ambient

Storage Charge Method
Per Location

Product Volume (in Cubic Meters)
11

Measurement Category*
Count

Note: If you measure the product in Units, Cartons, Inners etc, Measurement Category should be 'Count'.

Base Measurement*
Carton

Barcode

Measure	Conversion Factor
Pallet > Carton	78

+ Add Another Conversion

Random Weight Product

No

Warning Threshold Days

0

Expiry Threshold Days

0

Enable Low Stock Notification

Initial Status of Purchase Order Product when created:

OK

Stock Selection Method:

FIFO Arrival Date

Strict Stock Selection

Stock Sub-Selection Method:

Minimise Storage

Modify Purchase Order Product Fields:

Expiry Date: As per customer default setting

Batch Number: As per customer default setting

Manufacture Date: As per customer default setting

Receive Date: As per customer default setting

Microlistics PID: As per customer default setting