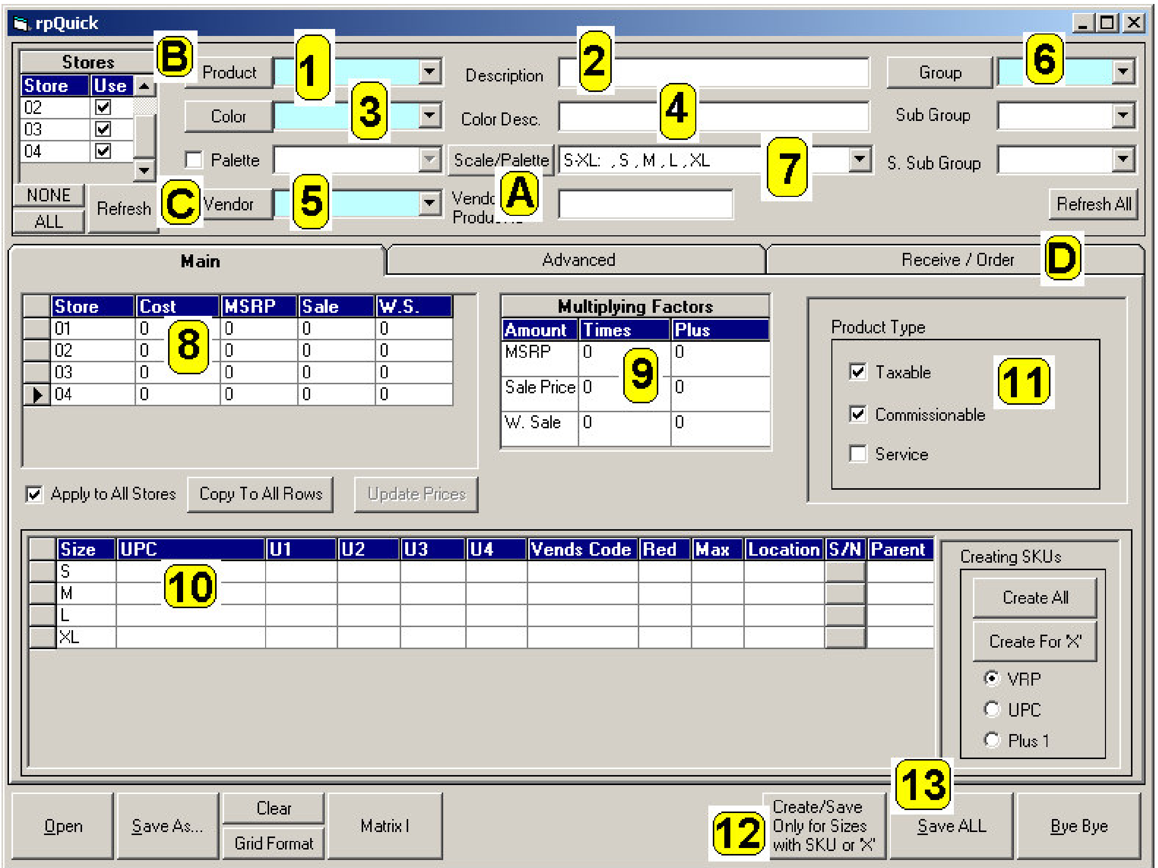
Creating a new inventory Item. (Using the "Quick") screen.

From the main VRP screen click on the "Bunny" "Quick" icon.



1. Enter the Product (1)
2. Enter the product description (2)
3. Enter a color code (up to 5 digits) (3). If the product has no color leave it blank. If you entered a color, you can add a color description in text (4).
4. Enter the vendor code (5), to maintain an existing vendor click on the "vendor" button (C).
5. Select a size scale (7). If no sizes are needed select the scale 'N/A'. If your scale does not exist yet, press the button "Scale/Palette" (A), add the scale and click the refresh scale button (not shown on the screen above, it will appear as soon as you click on the "Scale/Palette" (A) button.
6. Enter the group and sub groups. (6)
7. Enter the cost, MSRP, Sale price and Wholesale in matrix (8). If all the stores share the sale prices, make sure that "Apply to all stores" checkbox is checked, there is no need to press the "Copy to all rows button", it will do it on its own.
8. Fill in the product type (D). If the item is taxable at any amount the "taxable" must be checked. Commissionable s/b checked if sales reps receive commission for selling this item. Service indicates if a sale of this product will reduce the "on hand".
9. If you use the vendor's upc codes, enter them in matrix (10), otherwise, leave it for VRP to fill it in. VRP can create UPC (SKUs) in one of the three methods:

a. VRP – that will take the product and add a numeric suffix for each item representing size and color.
b. UPC – VRP will find the highest UPC number in the system and add +1 while keeping UPC rules for check digits (not recommended for retailers)
c. Plus 1 – VRP will look for the next numeric UPC that is less than 99999999999.

10. On the UPC line you can also include:
    a. Red level (minimum level)
    b. Max as maximum or reorder level
    c. U1 – U4 are inventory items user defined fields. For example, "F" in U4 will add this UPC to the favorites collection.
    d. S/N is used for either entering particular serial numbers or assorted UPCs.

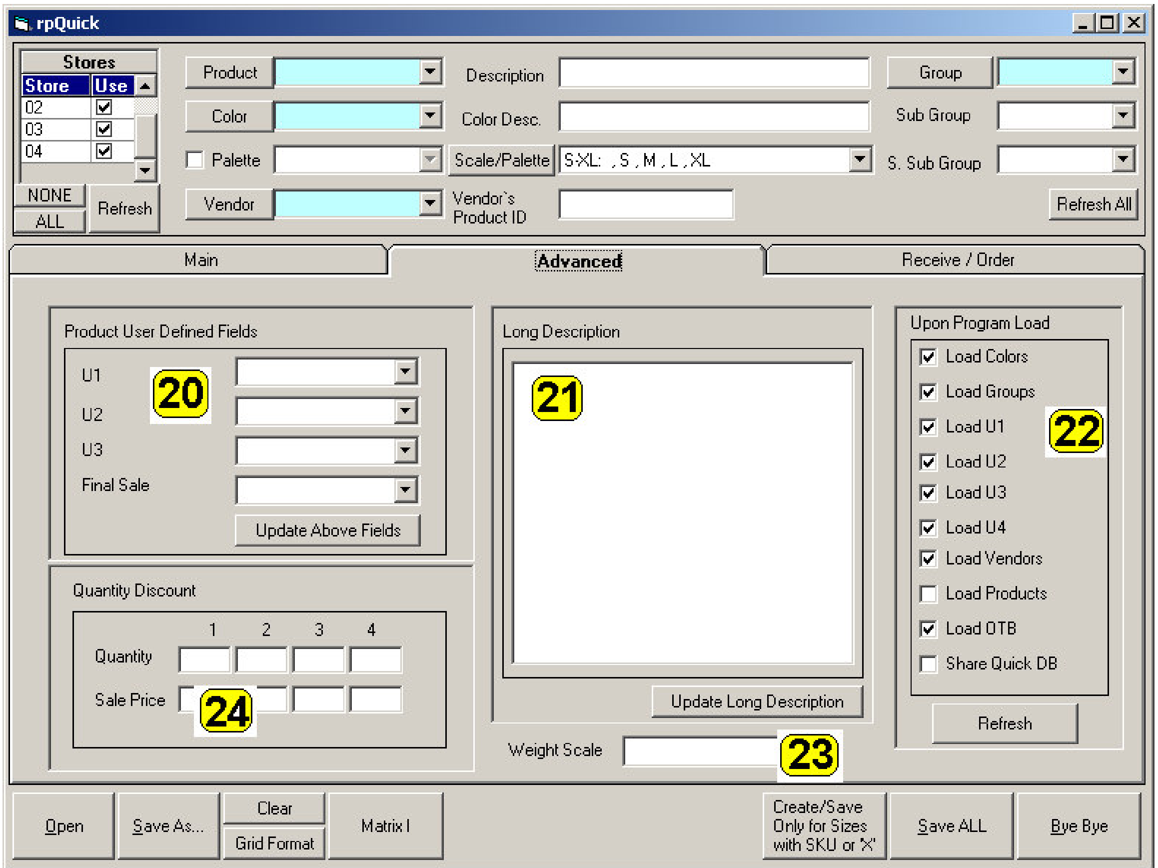
11. To finalize the creation press either 12 or 13 depending if you entered your own item SKU (UPCs) or not. If you want VRP to make up inventory numbers, press "Save All" (13). That will create an item for every size in the scale. If you want to create items only for UPCs entered, press "Create save only for sizes with UPC or 'X'".
12. If you want VEP to make up SKU numbers for some of the sizes in the scale, enter an 'x' for each desired size and press the "Create save only for sizes with UPC or 'X'" button (12)

To use the palette checkbox you must have a pre-defined palette. A Palette is a collection of colors used by a particular product. A palette may be shared by many products. To use an existing palette, check the palette checkbox and select the palette from the list. Upon selecting of a palette, the color drop down box is populated with the palette's colors. If no color is selected, the product will be created in all colors. If a particular color is selected, the product will be created only in that color. Note that when palettes are in use, the receiving and PO features are not available.

To create a new color to an existing product, enter the product in the product drop down box (1) and click on the color drop down box. The screen is now populated with all the product information. Enter the new color code and optional color description and finalize the creation with one of the "save" buttons (12) or (13) as described above.

Multiplying Factors Table.
This table is setting the rules for creating MSRP, sale price and whole sale prices based on cost.
Example:
If you enter in the multiplying table for the sale price row, 2 as times and 5 as plus, when the cost is entered in the cost column in the left grid as 10, the sale price is calculated as (10 x 2)+5=25. Same can be applied to MSRP and whole sale prices.
This table is not erased when existing the "Quick" screen.

The "Advanced" Tab



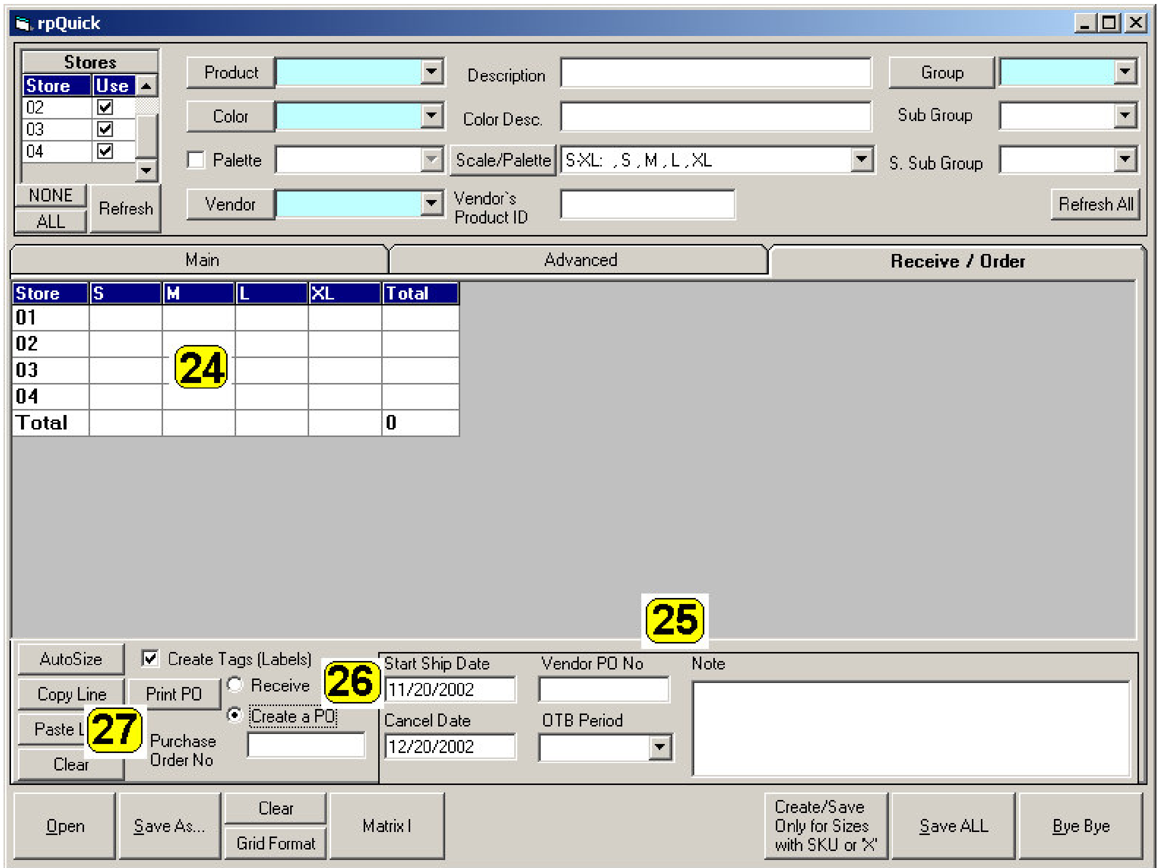
Before saving you can enter the following in the advanced tab:

1. User defined fields for products (20). Even if the save button was pressed you can still enter the "U" fields and resave by clicking the "Update above Fields" button.
2. Discount quantities for the product (24) using the same rules as the "product options" in the product module.
3. A long description is used mainly for e-commerce. Can be updated before or after saving the product. (21)
4. A code that this product requires the use of a weighing scale as defined in LSD (23)

Upon program load check boxes (22).

When the program loads it scans for each of these areas. The longest load is the "Load products". If the "Load products" is not checked, the program will load only the most recent 100 updated / created products into the products drop down box. None of these check boxes is required for the operation.

Receive / Order Tab



Before or after creating the product, you can create a PO or receive into the inventory. To receive into the inventory click the radio button “receive” (26), fill in the invoice number or shipping document number as reference number, and enter the quantities in the grid. The totals are updated as you move to the next / previous line in the grid.

If you want to create a PO for the product, click on the radio button “Create PO” and enter the PO number. Complete the PO by entering start ship and cancel dates, vendor PO number (the one given to you by the vendor) and notes if needed (25).

Note: If you enter a PO or receive for items that have been created in a prior step, make sure to specify the color.