



Inventory Overview & Manual

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Inventory Features

Print Location Labels

- Print out labels to stick onto your chosen locations so you can begin tracking products

View Location of Products

- See what products are stored in a location (shelf, room, box etc.)

Search for Products

- Type in product name or SKU to instantly find its location.

View Product Balance

- See how much product you have in stock.

Create Transaction

- Add or remove quantities of product to/from locations.

Staging Products

- Store products into a staging area (location before production process)

Picking Products

- Pick items off the shelves and update their data in real time

Receiving Products

- Receive products ordered from supplier and stock into shelves

Coming Soon!

- Reorder
- Allocated Stock
- Backorder

Printing Location Labels

Printing Location Labels

Step 1: In your admin page, on the left-hand side menu, select “Stock Warehouses” and then select your organization

Link to Page:
[Stock Warehouses](#) | [Teamatical](#)



BD14NZJQ5WV3KUG0IFHLKK4QSYA	»»»»	Challenger Teamwear
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Step 2: Within the warehouse profile, select “Nodes” and then “New Node” to set up location information

Warehouse #: BD14NZJQ5WV3KUG0IFHLKK4QSYA

SAVE WAREHOUSE PROFILE

DETAILS

NODES

HISTORY

NODES:

New Node



Printing Location Labels

Step 3: Fill out location information by room, row, section, shelf and position.

HOME

DETAILS

[[::]] NODES

🕒 HISTORY

NODES:

🔌

New Node

+

#1 Types

Room ×

Row ×

Section ×

Shelf ×

Position ×

Select existing or type custom value

New Location

+

↑

↓

🖨

Path

Room	Row	Section	Shelf	Position
1	1	A	1-4	1-5

Step 4: Once the location information has been selected, select the print icon to print the corresponding label

HOME

DETAILS

[[::]] NODES

🕒 HISTORY

NODES:

🔌

New Node

+

#1 Types

Room ×

Row ×

Section ×

Shelf ×

Position ×

Select existing or type custom value

New Location

+

↑

↓

🖨

Path

Room	Row	Section	Shelf	Position
1	1	A	1-4	1-5

↑

Searching for Products

Warehouse Workstation Features

The Warehouse Workstation is our location-populating feature in the app, designed to enhance inventory management efficiency for warehouse staff.

Purpose:

- **Seamless Inventory Management:** Allows warehouse workers to easily manage and view inventory using a tablet-friendly interface.
- **Effortless Quantity Adjustments:** Enables quick transfers of product quantities between different locations within the warehouse.
- **Real-Time Product Tracking:** Provides a detailed view of all products stored in a specific location, ensuring accurate stockkeeping.
- **Granular Quantity Visibility:** Displays precise inventory counts of each product in every location to prevent shortages or overstocking.
- **Location-Based Organization:** Ensures products are accurately assigned to specific locations, reducing misplaced items.
- **Quick Scanning & Updates:** Supports barcode scanning (if applicable) for faster stock updates and tracking.
- **User-Friendly Interface:** Designed for warehouse staff efficiency, minimizing training time and maximizing productivity.

Open the Warehouse Workstation, if doing this through the admin page, select “Warehouse” on the left-hand side menu.



Link to Workstation:

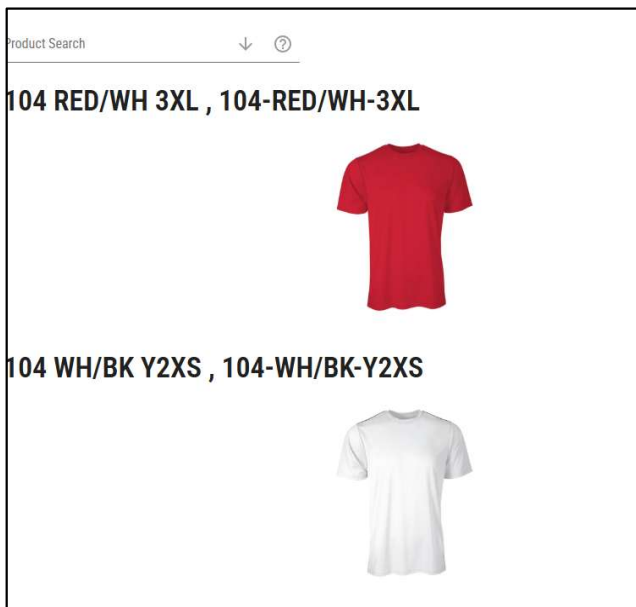
[Warehouse](#)

Searching for Products

Search by Input Box:

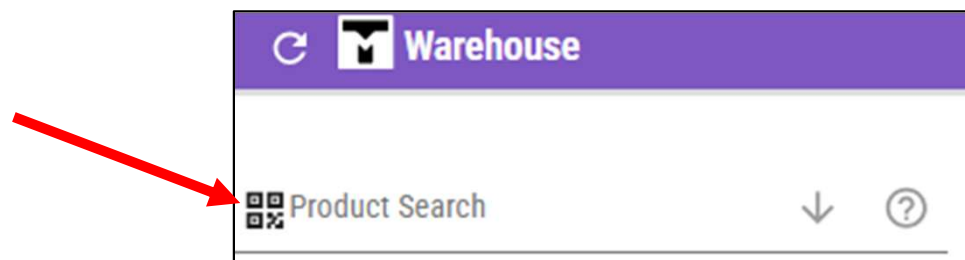
Within the Teamatical warehouse app search bar, you can search for your product by:

- Product name
- Product ID
- SKU
- Properties (color, size, etc.)



Search by Location QrCode:

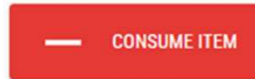
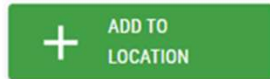
In the warehouse workstation, you also have the option to scan a location QR code to get a list of all the products registered into that location.



Create a Transaction

Adjusting Product Quantities Manually

Elastic Tape 20 mm White , SDCELEL8891



Once you've found the product you want to adjust the quantity of, you have 3 base cases when it comes to updating the stock quantity and two of which are inventory management presets which are the **Add To Location**, and **Consume Item** buttons. The last case would be a **Location to Location** case where the quantity of a stock is taken out of the shelf and moved to somewhere else in a warehouse.

Add To Location:

- When adding a quantity TO a location from a shipment that came from a supplier.
- This will fill in the "From Warehouse" data.
- **Required:** "To Warehouse" data still needs to be filled in.

Consume item:

- When removing a quantity FROM a location to moving it to production.
- This will fill in the "To Warehouse" data.
- **Required:** "From Warehouse" data still needs to be filled in

Location to Location:

- Moving from a location to a different location
- **Required:** "From Warehouse" data needs to be filled in
- **Required:** "To Warehouse" data needs to be filled in.

Updating stock quantities:

Updating the product stock quantity is a three-step process.

1. Adjust the quantities to be moved
2. Select **From** Location
3. Select **To** Location

From Location: This location will **subtract** quantities from the location inputted for this

A rectangular input field with a thin border. On the left side, there is a small icon consisting of a 2x2 grid of squares with an 'x' in the bottom-right square. To the right of the icon, the text 'From Warehouse []' is displayed in a light blue font. On the far right of the field, there is a circular button with a plus sign (+) inside.

To Location: This location will **add** quantities to the location inputted for this field.

A rectangular input field with a thin border. On the left side, there is a small icon consisting of a 2x2 grid of squares with an 'x' in the bottom-right square. To the right of the icon, the text 'To Warehouse []' is displayed in a light blue font. On the far right of the field, there is a circular button with a plus sign (+) inside.

Selecting a location:

When selecting a location you have two options.

1. Scan the Teamatical **location QR Code** found at the location, scanning this location will automatically fill in the location details.
2. Do a search for a **warehouse name** (the name registered in our system) and manually select the location yourself by clicking the + button after a warehouse has been specified.

Step 1: Adjust the quantities to be moved

+

ADD TO LOCATION

— CONSUME ITEM

⚠ [UNSAVED]

From Warehouse [SPECIAL]

PZ05C3DJVSL3EEG0A05S

☑

Type Supplier

☑

To Warehouse []

+


Count

1

Units

MM

+



Step 2: Select From Location

+

ADD TO LOCATION

— CONSUME ITEM

⚠ [UNSAVED]

From Warehouse [SPECIAL]

PZ05C3DJVSL3EEG0A05S

☑

Type Supplier

☑

To Warehouse []

+


Count

1

Units

MM

+



Step 3: Select To Location

The screenshot shows the 'Select To Location' step. At the top, there are two buttons: a green '+ ADD TO LOCATION' and a red '- CONSUME ITEM'. Below these, there is a status bar with a warning icon, '[UNSAVED]', and a save icon. The main form has two sections. The first section, 'From Warehouse [SPECIAL]', contains a barcode icon, the text 'PZ05C3DJVSL3EEG0A05S', a checked checkbox, a dropdown menu set to 'Supplier', and a minus sign. To the right of this section is a summary box with 'Count' (1) and 'Units' (MM), and a plus icon. The second section, 'To Warehouse []', contains a barcode icon, an empty text field, and a plus icon. A red arrow points from the plus icon in the 'To Warehouse' section to the 'Supplier' dropdown in the 'From Warehouse' section.

Step 4: Save to Update

The screenshot shows the 'Save to Update' step. At the top, there are two buttons: a green '+ ADD TO LOCATION' and a red '- CONSUME ITEM'. Below these, there is a status bar with a warning icon, '[UNSAVED]', and a save icon. A red arrow points from the save icon to the left. The main form has two sections. The first section, 'From Warehouse [SPECIAL]', contains a barcode icon, the text 'PZ05C3DJVSL3EEG0A05S', a checked checkbox, a dropdown menu set to 'Supplier', and a minus sign. To the right of this section is a summary box with 'Count' (1) and 'Units' (MM), and a plus icon. The second section, 'To Warehouse [Challenger Teamwear]', contains a barcode icon, the text 'BD14NZJQ5WV3KUG0IFHI', a checked checkbox, and a series of dropdown menus: 'Room' (1), 'Row' (1), 'Section' (L), 'Shelf' (1), and 'Positor' (1), followed by a minus sign.

Once the locations and quantities needing to be adjusted are chosen you will save the transaction to confirm updating the stock quantities.

You will not be able to save IF:

- Both from and to locations don't have a valid location
 - A valid location is a location registered in the warehouse profile. Unless specified before warehouse profile creation, valid locations will be down to the specific point that location is in.
 - For example, Room 1, Row 1, Section L, Shelf 1, Position 1 is a valid location. But Room 1, Row 1, Section L, Shelf 1 wouldn't unless that location has been created in the warehouse profile.
- Both locations selected are identical
- Quantity amount is invalid (ex: 0, -1, -100)

Picking Products

Picking Workstation Overview

The **Picking Workstation** is designed to facilitate the **selection and movement of available stock** within the warehouse, ensuring a **smooth transition into the production process**.

Purpose

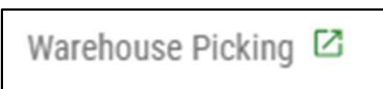
- **Efficient Stock Picking** – Guides warehouse staff in selecting **available inventory** for production.
- **Supplier Order Integration** – Uses **supplier orders** as the primary data source for picking tasks.
- **Transition to Consumption** – Moves picked inventory into a **staging-ready state**, preparing it for production.

On-Demand Order Handling

- If a **supplier order is on-demand**, picking is **not required** (items go directly to staging).
- If a batch contains **both on-demand and non-on-demand items**, only the **non-on-demand items** are processed through the Picking Workstation.

Seamless Workflow Integration – Works in sync with the **Staging Workstation** to handle mixed orders efficiently.

If on admin page, on the left-hand side select "Warehouse Picking"



Link to Picking:

[Warehouse | Teamatical](#)

Picking Stock Features

The Picking Workstation provides essential tools to manage the supplier order picking process efficiently.

Key Features:

Assign Box Name/ID

- Optional but recommended.
- If marked no container name/id, the system will **auto-generate** a name starting from **1**.
- Picked items are assigned to this container name or id in **staging**.

Supplier Order Product List

- Displays **all products** included in the order.
- Provides **real-time stock availability** for each item.

Product Pick Location

- Displays **where each product should be picked from** in the warehouse.

Adjustable Pick Quantity

- Users must confirm the **exact quantity** to be picked.
- **Reductions allowed**, but increases must be made in the **Warehouse Workstation**.

Quick Selection for Floor Picking

- Allows users to quickly select **boxes** to streamline the picking process.

Location Types & Stock Availability

During the picking process, the system provides **location-specific information** about products:

Location Statuses

- **No Locations Found**
 - No stock is registered for this product.
 - **Solution:** Add stock before picking.
- **Insufficient Quantity**
 - The product has some stock, but not enough for the order.
 - **Solution:** Additional stock must be added.
- **Valid Location Found**
 - The system identifies the **first available location** containing the required stock.
 - **Details include:**
 - **Warehouse Name**
 - **Location Path** (Example: Room → Row → Section → Shelf → Position)

TEAMATICAL® Warehouse Picking

Supplier Order ID

Search Supplier Order:

To begin picking, enter the **supplier order details**:

1. Enter Supplier Order Number (Example: **D56.QD01166.1**)
2. Enter Batch Number (Example: **D56**)

Once entered, the system will retrieve all products associated with the order.

List of products in Supplier Order:

ITEMS: ☐ SELECT ALL

Name:	SKU:	Preview:	Location:	Quantity:
G500 WHITE 5XL	G500-WHITE-5XL		No Locations Found	10
G500 WHITE L	G500-WHITE-L		Insufficient Quantity	10
<input type="checkbox"/> G500 WHITE S	G500-WHITE-S		Warehouse Name Challenger Teamwear Room 1 / Row 1 / Section A / Shelf 3 / Position 1 /	10
<input type="checkbox"/> G500 WHITE 4XL	G500-WHITE-4XL		Warehouse Name Challenger Teamwear Room 2 / Row 14 / Section A / Shelf 1 / Position 1 /	10

Finalizing the Picking Process

Once **products** are **picked**, the items are moved into an **"InTransit"** state.

Final Steps:

1. Confirm picked items and box assignments.
2. Mark items as **picked**.
3. The **InTransit state** will be reflected on the **inventory balance page**. (Note: Inventory balance cannot be checked from the Picking Workstation only Warehouse Workstation.)
4. Products are now ready for transfer to the **Staging Workstation**.

Step 1: Specify Box Name/ID (Recommended)

STAGE STOCK PRODUCTS:

☐ No Container Name/ID

Set Container Name/ID

Step 2: Select product(s) to pick

☒ **G500 WHITE 4XL** G500-WHITE-4XL 

Warehouse Name
Challenger Teamwear

Room / Row / Section / Shelf / Position / 10 

2 / 14 / A / 1 / 1

Step 3: Edit quantity (when needed)

☒ **G500 WHITE 4XL** G500-WHITE-4XL 

Warehouse Name
Challenger Teamwear

Room / Row / Section / Shelf / Position / 10 

2 / 14 / A / 1 / 1

Step 4: Mark Picked

 **MARK PICKED**

Staging Products

Staging Warehouse Workstation

Staging Workstation Features

The Staging Workstation facilitates the movement and organization of stock from supplier orders into a designated staging area within the warehouse. This ensures a smooth transition into production by preparing products for sorting, quality assurance, or further processing.

Purpose:

- **Organized Box Management:** Assists in locating and moving boxes of stock from supplier orders into the staging area.
- **Pre-Production Preparation:** The staging area serves as a holding zone where products are unpacked and organized before entering production.
- **Workflow Efficiency:** Ensures that once products reach staging, they can be directed to sorting or QA workstations as needed.
- **Tracking & Status Updates:**
 - Used when a collection of products has been assigned to a box.
 - Boxes registered as "InTransit" in the stock inventory balance on the product page can be efficiently staged.
 - **Seamless Inventory Flow:** Helps manage stock movement between supplier orders, staging areas, and production lines, ensuring warehouse efficiency.

If on admin page, on the left-hand side select "Warehouse Staging"

Warehouse Staging 

Link to Staging:

[Warehouse](#) | [Teamatical](#)

Search Supplier Order

Begin the picking process by searching for a supplier order. The supplier order number is needed to input. **Sample supplier order number:** D56.QD01166.1

- Input supplier order number
- Input batch number: D56

Staging Stock Features

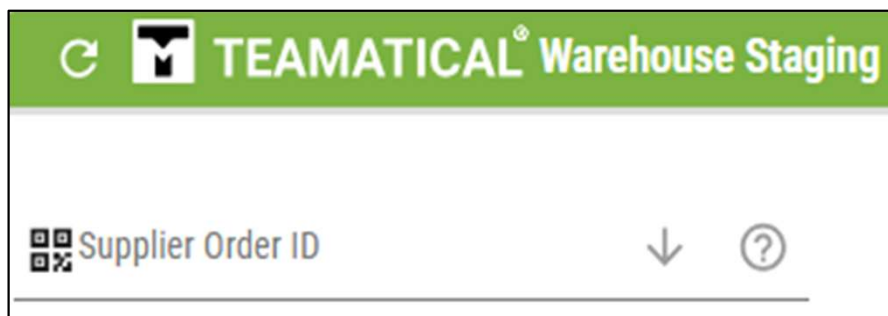
The Staging Workstation is a streamlined tool for tracking and managing products as they move into the staging area. It provides a clear overview of which products are in which boxes and allows for selection of a staging location.

Key Features:

- **Location Selection:** Choose the specific staging area to assign box/products to via location labels or dropdown menu.
- **Product & Box Overview:** View a detailed list of products along with their assigned boxes.

Box ID Display:

- Shows the Box ID for each product, indicating where it is stored.
- If "Missing Box" is displayed, it means:
 - A box hasn't been registered to the products.
 - The products need to be picked.
 - The shipment hasn't arrived yet.
 - **Real-Time Tracking:** Keeps stock records updated, ensuring efficient warehouse operations and accurate inventory movement.



Select Staging Storage Location

Storing Received Containers

Once the containers have arrived at the staging area. The location they will be stored at **needs** be specified to move forward in the production process.

Specifying Location


Choosing the location to store the container in can be specified in two ways

- Click on the qrcode icon in the stage stock products section, then scan the qrcode of the location.
- Using the dropdown menu, select a warehouse, then choose the location on the right-hand side.

Prerequisites For "Move To Staging"

Location & Container must be specified to submit the transaction.

STAGE STOCK PRODUCTS:

 Warehouse Name
Teamatical Warehouse


Room
1

/ Aisle
3

/ Section
1

/ Shelf
C

/ -

 MOVE TO STAGING







List of items in boxes with quantity

Staging Stock Product Process

The **purpose** of moving products to the staging area is to **confirm one box arrival at a time**, ensuring accuracy and preventing mistakes. If necessary, a **"Select All"** option is available, but the process typically follows these steps:


1. The **staging area specialist** opens a **batch of a supplier order**, confirms their **staging location**, and reviews the list of incoming items.
2. A **box with an ID** is located and **cross-referenced** against the list to **confirm its arrival** at the staging area.
3. Once arrival is confirmed, the **box is checked** to ensure the correct items are inside. This process repeats for all incoming boxes.
4. The specialist clicks **"Move to Staging"**, officially **assigning the box to the staging location**.
 - This action **removes the quantity from "InTransit"** and updates it to **"Staging"** status.
 - The update can be viewed on the **Stock Product Inventory Page**.

This ensures that all **staged products** are properly accounted for and ready for the next step in **production**.

ITEMS: <input type="checkbox"/> SELECT ALL				
Name:	SKU:	Preview:	Container:	Quantity:
G800 LIGHT PINK M	G800-LIGHT PINK-M		 Missing Box	20
G800 LIGHT PINK 2XL	G800-LIGHT PINK-2XL		 Missing Box	11
G800 WHITE S	G800-WHITE-S		Warehouse Name Teamatical Warehouse	10
			Room / Aisle / Section / Shelf /	
			1 / 3 / 1 / C /	
<input type="checkbox"/> G800 WHITE XL	G800-WHITE-XL		CN1	10

Step 1: Select staging location

STAGE STOCK PRODUCTS:



Warehouse Name
Teamatical Warehouse

Room
1

/

Aisle
3

/


Section
1

/

Shelf
C

/

—

 MOVE TO STAGING


Step 2: Find box in the list

<input type="checkbox"/>	G500 WHITE 4XL	G500-WHITE-4XL		2	13
--------------------------	----------------	----------------	--	---	----

Step 3: Select item

<input checked="" type="checkbox"/>	G500 WHITE 4XL	G500-WHITE-4XL		2	13
-------------------------------------	----------------	----------------	---	---	----

Step 4: Move to Staging

 MOVE TO STAGING

Supplier Order Creation

Overview

The **Supplier Order Creation** screen allows warehouse teams to manually create and define supplier orders before any products physically arrive. These orders act as the foundation for the receiving process.

Purpose:

- Define **what products** are expected from a supplier.
- Specify **quantities** for incoming inventory.
- Assign a **Supplier Order Number** for tracking and receiving.

If on admin page, under Manufacturing select “Stock Supplier Orders”



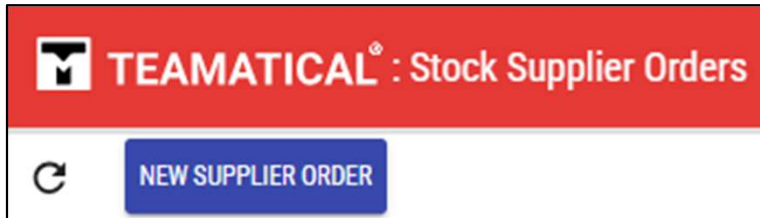
Stock Supplier Orders:

[Stock Supplier Orders | Teamatical](#)

Creating a New Supplier Order

To create a new supplier order:

1. Navigate to the **Stock Supplier Orders** page.
2. Click the “**New Supplier Order**” button.



Required fields before saving:

- **Supplier Type:** Must be set to External for outside vendors. Other options include Internal and Alpha Broder
- **Manufacturer ID:** Required for tracking supplier relationships.
- Optional fields: Supplier Organization Name, Customer Info, and Notes.

⚠ [Unsaved Changes]

🔄 Supplier Order #: _new_ ⚠ TEST

Not Submitted

Not Shipped

Not Received

SAVE SUPPLIER ORDER

Σ DETAILS

⚙ TASKS

🕒 HISTORY

SUPPLIER ORDER INFO:

☐ Is Real Order ⚠

Supplier Type
External

Supplier Organization Name

Supplier Order Number

External Order Number

Manufacturer ID ()

Company Name

Customer Number

Attention To Name

Notifications Email

Adding Products

Once basic order info is saved:

1. Use the **product search field** to find items to add to the order.
2. Click the **plus icon (+)** to add them.
3. Enter the **expected quantity**.
4. Use **"Short Ship"** or **"Split Ship"** checkboxes as needed.

These product entries will later appear in the **Receiving Workstation** when the supplier order is pulled up.

ITEMS:							
Add ProductAccessoryID							
button ↺ +							
Name	Preview	ID	GTIN	SKU	Short Ship	Split Ship	Qty
Button White Teamatical		GRJDEPY23SGDLU0GYR3XSP5BJOA 		STMBUBU18L4-W	<input type="checkbox"/>	<input type="checkbox"/>	<u>1</u>

Receiving Products

Receiving Warehouse Workstation

Receiving Workstation Features:

The **Receiving Workstation** is used to manage the arrival and storage of inventory received from supplier orders. It bridges the gap between supplier planning and warehouse stocking by allowing users to confirm product arrivals and assign them to specific locations in the warehouse.

Purpose:

- To **confirm incoming stock** against planned supplier orders.
- To **store received products** in the correct warehouse location.
- To ensure product quantities are **accurately reflected** in the inventory system.
- To provide a smooth, accurate flow of inventory from supplier to warehouse shelves.

If on admin page, on the left-hand side select "Warehouse Receiving"

Warehouse Receiving 

Link to Receiving:

[Warehouse](#) | [Teamatical](#)

Search Supplier Order

Begin the picking process by searching for a supplier order. The supplier order number is needed to input. **Sample supplier order number:** D56.QD01166.1

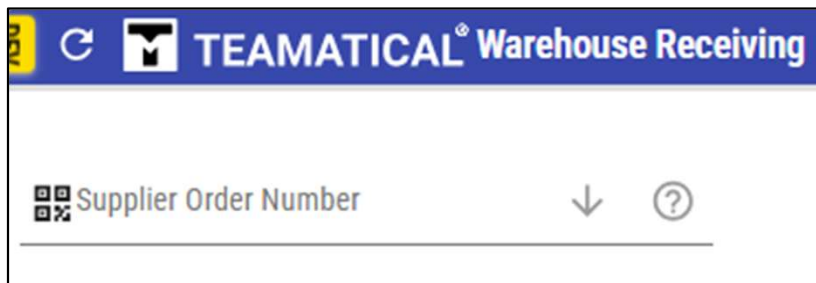
- Input supplier order number
- Input batch number: D56

Receiving Stock Features

The Receiving Workstation is a streamlined tool for confirming and storing incoming products as they arrive from a supplier order. It provides a clear overview of what products are being received and allows users to assign each item to a specific warehouse location.

Key Features:

- **Location Selection:**
Choose the specific warehouse location to where received products will be stored. Locations can be selected manually or scanned using a barcode.
- **Product Overview:**
View a detailed list of products associated with the supplier order, including preview images, SKUs, and expected quantities.
- **Quantity Confirmation:**
Adjust the quantity being received for each product. If only part of the order has arrived, you can store what's available and receive the remainder later.
- **"Mark Received" Action:**
Once a location is selected and product quantities are confirmed, clicking "Mark Received" will officially move the inventory into storage and update the product's stock balance.
- **Real-Time Inventory Updates:**
As products are received, inventory records are updated instantly, ensuring that stock levels reflect what's physically present in the warehouse.



Select Receiving Storage Location

Storing Received Containers

Once the containers have arrived at the warehouse. The location they will be stored at **needs** be specified.

Specifying Location

Choosing the location to store the container in can be specified in two ways

- Click on the qrcode icon in the stage stock products section, then scan the qrcode of the location.
- Using the dropdown menu, select a warehouse, then choose the location on the right-hand side.

Prerequisites For “Marking Received”


Location & Product must be specified to submit the transaction.

INFO:

Supplier Order Number
sdf32

Batch ID

RECEIVE STOCK PRODUCTS:

 Warehouse Name
Transfertech

Area
Accessory


/ Section
A

/ Shelf
1

/ Position
1

/

—

 MARK RECEIVED

List of items in boxes with quantity

Receiving Stock Product Process

The purpose of the Receiving Workstation is to **confirm the arrival of products** from a supplier order and assign them to specific locations in the warehouse. To maintain accuracy and prevent mistakes, products should be reviewed and confirmed **one at a time**, though a **"Select All"** option is available when appropriate.

The receiving specialist begins by entering the **supplier order number**, which loads a list of expected products and quantities.

They then **select or scan a warehouse location** where the products will be stored.






Each product is reviewed individually:

- The item is **confirmed as arrived**.
- The **received quantity is verified** and adjusted if needed.
- If only part of the quantity has arrived, the remaining amount can be received later.

Once all items are verified, the specialist clicks **"Mark Received"**, officially storing the product in the selected location.

This action **updates the inventory balance**, reflecting that the products are no longer pending and are now available in the warehouse.

The update can be viewed on the **Stock Product Inventory Page**.

ITEMS: <input type="checkbox"/> SELECT ALL				
Name:	SKU:	Preview:	Container:	Quantity:
<input checked="" type="checkbox"/> Button DNA White	TRM-050-WH			62 
<input type="checkbox"/> Button White Teamatical	STMBUBU18L4-W			12 
Button DNA White	TRM-050-WH		Warehouse Name Transfertech	Area Accessory / Section A / Shelf 1 / Position 1 / 70 