

Glassware Request Form

How to request Glassware

- How to check Warehouse inventory
 - For this Example we will try and request some Ash Catchers
- ALT+3
- Inventory
- Item Search
- Search
- Glassware / Ash Catcher
- Search
- From here your screen should look like this

Inventory > Items

Search Item Descriptions

Tag(s)

Exclude Tag(s)

Search

▼ Advanced

+ New Item

☐ Show All Locations

☐ Items w/ Inventory

☐ Items w/o Inventory

☐ Published to eCom

☐ Archived

Category

Glassware / Ash Catcher

Brand

All Brands

Default Vendor

All Default Vendors

Shop

Vapor House Distro

Item Type

All Item Types

Serialized

Include Serialized

Matrix

All Matrices

Tax Class

All Tax Classes

38 Results

1 - 38

100 PER PAGE

Print

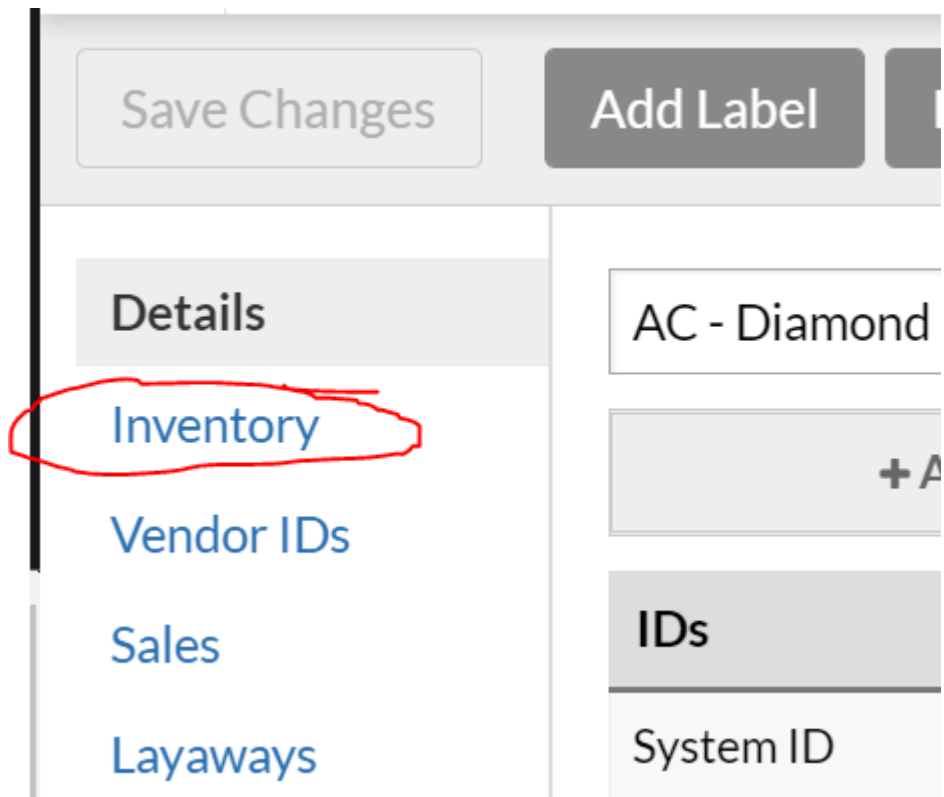
Export

ITEM	QTY.	PRICE	TAX	CATEGORY	PUBLISH TO ECOM
AC - Coil Ashcatcher 3.5" (14mm)	17	\$ 14.99	<input checked="" type="checkbox"/>	Glassware / Ash Catcher	No
AC - Coil Ashcatcher 3.5" (19mm)	0	\$ 14.99	<input checked="" type="checkbox"/>	Glassware / Ash Catcher	No
AC - Diamond Glass Jewel Ashcatcher - 14mm M / 45 D / Colors Vary	0	\$ 29.99	<input checked="" type="checkbox"/>	Glassware / Ash Catcher	No

- For this example, you are looking for a 14mm Ash Catcher around \$15-\$30. So you click on

AC - Diamond Glass Jewel Ashcatcher - 14mm M / 45 D / Colors Vary

- Now you should be on the Details page that shows the Name, Price, Cost the System ID 210000014492 and maybe a Picture of the Item



The screenshot shows a software interface with a sidebar menu on the left and a main content area on the right. The sidebar menu has five items: 'Details', 'Inventory', 'Vendor IDs', 'Sales', and 'Layaways'. The 'Inventory' item is circled in red. The main content area has a top bar with two buttons: 'Save Changes' and 'Add Label'. Below the top bar, the main content area is divided into two sections. The left section has a header 'AC - Diamond' and a button with a plus sign and the letter 'A'. The right section has a header 'IDs' and a sub-header 'System ID'.

- From here click

- Now your page should look like this.

Inventory > Items > AC - Diamond Glass Jewel Ashcatcher - 14mm M / 45...1 of 2

Details

Inventory

Vendor IDs

Sales

Layaways

Special Orders

Workorders

Customers

Graphs

Purchase Orders

Transfers

Vendor Returns

History

Merge

Stock

In Stock0

Avg. Cost\$13.50

Orders

Layaway0

Special Order0

On Order0

Pending Return0

Workorder0

Transfers

Incoming0

Outgoing0

Location Inventories

LOCATION	TRANSFER OUT	TRANSFER IN	QOH
Abby Road Jacksonville			0
Abby Road Maumelle			0
Abby Road Otter Creek			0
Abby Road Sherwood			0
Abby Road Texarkana			0
Abby Road University			-5
Vapor House Distro			0
Vapor World Arkadelphia			0
Vapor World Benton			0
Vapor World Bryant			0
Vapor World HS Albert Pike RD			0
Vapor World HS Central Ave			1
Vapor World Jacksonville			0
Vapor World Little Rock			0
Vapor World North Little Rock			5

- From here we see that Vapor House Distro has 0 of this item. Since Vapor House Distro has none of this item to send you, go back to the Item Search page and continue your search.

- This time you click on **AC - Coil Ashcatcher 3.5" (14mm)**
- You click on **Inventory** again to check Vapor House Distro's Inventory like before.

- Your screen should look like this.

≡	📦	Inventory > Items > AC - Coil Ashcatcher 3.5" (14mm)	1 of 2	<	>
Details	Stock	Location Inventories			
Inventory	In Stock 17	▼ LOCATION	TRANSFER OUT	TRANSFER IN	QOH
Vendor IDs	Avg. Cost \$4.10	Abby Road Jacksonville			0
Sales	Orders				0
Layaways	Layaway 0	Abby Road Maumelle			0
Special Orders	Special Order 0	Abby Road Otter Creek			0
Workorders	On Order 0	Abby Road Sherwood			0
Customers	Pending Return 0	Abby Road Texarkana			0
Graphs	Workorder 0	Abby Road University			0
Purchase Orders	Transfers				17
Transfers	Incoming 0	Vapor House Distro			
Vendor Returns	Outgoing 0	Vapor World Arkadelphia			0
History		Vapor World Benton			0
Merge		Vapor World Bryant			2
		Vapor World HS Albert Pike RD			1
		Vapor World HS Central Ave			1
		Vapor World Jacksonville			0
		Vapor World Little Rock			0
		Vapor World North Little Rock			7
		Vapor World/ Abby Road Chenal			0

- From here I see that Vapor House Distro has 17 of the item. From here we can move to making the request

- How to use the Glassware Request form to make a request.
 - Navigate to your Glassware Request Google Sheet.
 - You should see the following columns on your Sheet.

	A	B	C	D	E
1	Date	Item Name	System ID	Quantity	Notes
2					

Date
12-28-21

- First thing you fill in is the Date like so
- Then you fill in the Item Name next to the Date
 - To do this go back to your Item in Lightspeed.
 - Click the [Details](#) tab on your item.

- Your screen should look like this

Inventory > Items > AC - Coil Ashcatcher 3.5" (14mm)

1 of 38 < >

Save Changes

Add Label

Print Label

Duplicate

Archive

Details

Inventory

Vendor IDs

Sales

Layaways

Special Orders

Workorders

Customers

Graphs

Purchase Orders

Transfers

Vendor Returns

History

Merge

AC - Coil Ashcatcher 3.5" (14mm)

Type Single Serialized ☐

+ Add Images

IDs

System ID 210000011210

UPC 00112109

EAN EAN

Custom SKU Custom SKU

Manufact. SKU as168_14mm

Organize

Category Glassware / Ash Catcher

Brand Select or Enter a Brand

Tags Tag(s)

Pricing

NAME	PRICE	MARKUP		MARGIN
Default \$	14.99	265.3%	72.6%	
MSRP \$	14.99	265.3%	72.6%	
Online \$	14.99	265.3%	72.6%	

☒ Discounts Allowed

☒ Taxable
 Tax Class Item

Inventory Defaults

Default Cost \$ 4.25

Vendor Dejavu

Re-Ordering (This Location)

Stock

In Stock 17

Avg. Cost \$4.10

Orders

Layaway 0

Special Order 0

On Order 0

Pending Return 0

Workorder 0

Transfers

Incoming 0

Outgoing 0

- Click and drag over the name and Copy it. (Ctrl+C)
- Navigate back to the Request Sheet. Click on the Cell and Paste the name (Ctrl+V).
- Your Request sheet should look like this now

	A	B
1	Date	Item Name
2	12-28-21	AC - Coil Ashcatcher 3.5" (14mm)

- Then you will fill in the System ID Cell.
 - Use the same process as before with the name but this time Copy and Paste the System ID
 - Navigate to your Item Description Page.

IDs	
System ID	210000011210
UPC	00112109
EAN	EAN
Custom SKU	Custom SKU
Manufact. SKU	as168_14mm

- Look for
- Highlight the Number and Copy
- Navigate back to your Request Sheet and Paste the System ID like so

	A	B	C
1	Date	Item Name	System ID
2	12-28-21	AC - Coil Ashcatcher 3.5" (14mm)	210000011210

- Then you will fill in the Quantity Cell
 - Put in the Quantity you wish to receive in the cell like so

	A	B	C	D
1	Date	Item Name	System ID	Quantity
2	12-28-21	AC - Coil Ashcatcher 3.5" (14mm)	210000011210	4

- At this point you can make any additional notes. Which colors/designs you want or don't want etc. Like so

	A	B	C	D	E
1	Date	Item Name	System ID	Quantity	Notes
2	12-28-21	AC - Coil Ashcatcher 3.5" (14mm)	210000011210	4	No Green

- You have now requested 4 AC - Coil Ashcatcher 3.5" (14mm)

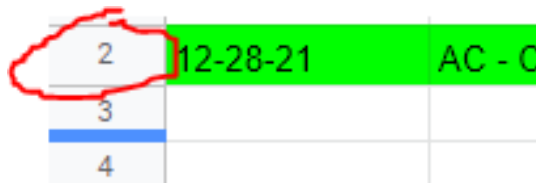
- Warehouse Responses to Requests

- After you make a request. At the beginning of the following week the warehouse will look at your request form and respond.
- These are the possible Responses

	A	B	C	D	E
1	Date	Item Name	System ID	Quantity	Notes
2	12-28-21	AC - Coil Ashcatcher 3.5" (14mm)	210000011210	4	No Green

- If your Request is marked in Green, then the Item was sent and you should receive it in your next restock. Next time you check the Request list and have verified you have received the item. Delete the row from the Request Form.

- To Delete a Row, right click on the Row number here



2	12-28-21	AC - C
3		
4		

- In the pop-up click Delete Row

	A	B	C	D	E
1	Date	Item Name	System ID	Quantity	Notes
2	12-28-21	AC - Coil Ashcatcher 3.5" (14mm)	210000011210	4	No Green

- If your Request is marked in Red, then the Item is out of stock/marked for another store. This specific item is never going to be reordered. You will need to make another request for something else and delete the Row.

	A	B	C	D	E
1	Date	Item Name	System ID	Quantity	Notes
2	12-28-21	AC - Coil Ashcatcher 3.5" (14mm)	210000011210	4	No Green

- If your Request is marked in Blue, then that specific Item is on order and it will be sent when it arrives. Keep it on the list until it turns Green and it has been sent.

	A	B	C	D	E
1	Date	Item Name	System ID	Quantity	Notes
2	12-28-21	AC - Coil Ashcatcher 3.5" (14mm)	210000011210	4	No Green

- If your Request is marked in Yellow, then that specific Item is not on order but something similar, like another brand or style is on order. From here you can request something different or wait for the new item to arrive. In most cases you will receive that new item anyway.

	A	B	C	D	E
1	Date	Item Name	System ID	Quantity	Notes
2	12-28-21	AC - Coil Ashcatcher 3.5" (14mm)	210000011210	4	No Green

- If your Request is marked in Grey, then I have verified that the Item has reorder points. Items on reorder points will go out automatically if your inventory count is correct and I have stock. You will need to check your inventory count on that item and leave the Row until it turns Green. Then Delete the Row. In most cases I am out of stock of that Item or your count is slightly off.

- Other uses of the Request Form

- You can be general on the request sheet, but you should put something in the notes. Every Request does have to be a specific Item with a System ID.

It helps greatly in the pulling process if it is. Be aware that if you are generic in your request, you will most likely get what I have large quantities of. For example, you want some hand pipes around \$15 so you put this

	A	B	C	D	E
1	Date	Item Name	System ID	Quantity	Notes
2	12-28-21	Hand Pipe Import		30	Around \$15

- I mark it Green and put 5 of these 6 hand pipes on a transfer

HPI - Multicolor Glass Pipe W/ Twisted Design 3.75"	12	\$	14.99
HPI - Onyx Tobacco Pipe - 3" X- Large Colors Vary	61	\$	14.99
HPI - Smooth Stone Pipe - 3.25"	13	\$	14.99
HPI - Aluminum Pipe w/ Lid - Colors Vary 3"	10	\$	14.99
HPI - Melting Color Fritted Glass Spoon Pipe - 4.5" / Colors Vary	10	\$	14.99
HPI - Arabian Night Steam Roller 7"	13	\$	14.99

- If you only wanted glass then you could have put in the notes "Glass only". This is just an example. If you are really trying to not receive a specific style/design/material then you can put "No Stone" "No Steamrollers" "No Grateful Dead" Etc.
- You can use the Request form to request a reorder point increase.
 - For example, you have multiple customers and employees that want the VAC - Puffco Peak Pro Chamber every week and I only send you one every week.

- You can submit a request like this

	A	B	C	D
1	Date	Item Name	System ID	Quantity
2	12-29-21	VAC - Puffco Peak Pro Chamber	210000019726	RP

- The difference between this and a normal request is that the Quantity was entered as RP, to let me know you want your reorder points increased.
- When I look at your request form and see a reorder point increase, I will check to see how frequently I have sent the item.
 - Possible Responses

	A	B	C	D
1	Date	Item Name	System ID	Quantity
2	12-29-21	VAC - Puffco Peak Pro Chamber	210000019726	RP

- I looked at the numbers and increased your reorder points, delete this Row

	A	B	C	D
1	Date	Item Name	System ID	Quantity
2	12-29-21	VAC - Puffco Peak Pro Chamber	210000019726	RP

- I looked at the numbers and did not increase your reorder points, Delete this Row

	A	B	C	D
1	Date	Item Name	System ID	Quantity
2	12-29-21	VAC - Puffco Peak Pro Chamber	210000019726	RP

- I looked at your numbers and did not increase your reorder points but sent you a larger quantity this week. Next week I will look at your numbers again and make the decision to increase or decrease.
- Wanting to Request an Item but you don't know what it is called.
 - You can follow the same steps for a generic request, but in the notes give a general description.
 - How tall was the piece?
 - 14mm or 19mm?
 - What color was it or was it clear?
 - Was it pulsar, another brand, or unbranded?
 - These would be helpful descriptors when asking for a water pipe that you couldn't remember the name of.
 - Hopefully more and more Items will have pictures going forward.
 - Disclaimer: I will do my best with the description provided. There are no guarantees that I can find the Item, or that the item you requested is in the warehouse.
 - Realistically the best way to find an Item is to come to the warehouse for a shopping trip, or to take pictures of Labels on Items you like.