



LEADERS HOLDING CO.TM

Est. 1971

Look Up Product

NetSuite has very dynamic search capability and more than one way to efficiently accomplish a task. The Global Search box can be used by more advanced users.

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What is a Base SKU?

One of Leaders competitive advantages is high choice meaning a large number of options. This give the customer the ability to get exactly what they want. NetSuite product data base is built with base Skus and options to make product easily configurable It is important to understand what a base SKU is to save confusion and not make mistakes.

Let's use the Madeira Dining chair as an example



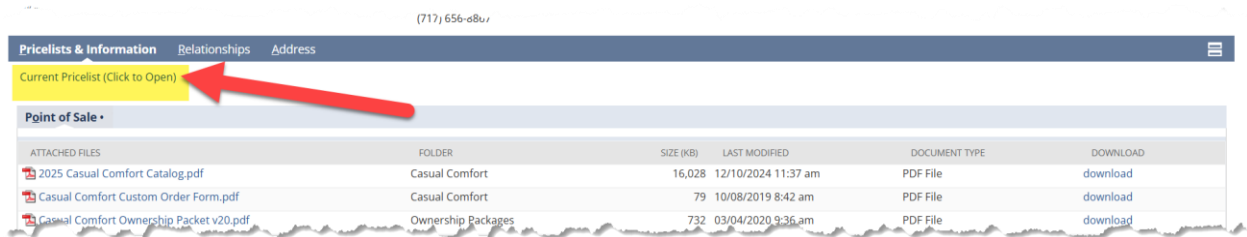
GARD-031830, finish, fabric
← Base SKU → ← Option 1 → ← Option 2 →

The same chair can come in several frame finishes and several fabrics. It always starts with the same base SKU.

IMPORTANT: A BASE SKU CAN BE ADDED TO AN INVOICE IN ERROR. FURNITURE ITEMS SHOULD HAVE OPTIONS. IF YOU SEE NO OPTION ON YOUR SKU OR THE PRICE IS ZERO THERE IS A GOOD CHANCE YOU ADDED A BASE SKU BY MISTAKE. KEEP YOUR EYES PEELED. IF YOU MAKE A MISTAKE, WE GOT YOUR BACK. PURCHASING IS ON THE LOOK OUT AND WILL LET YOU KNOW.

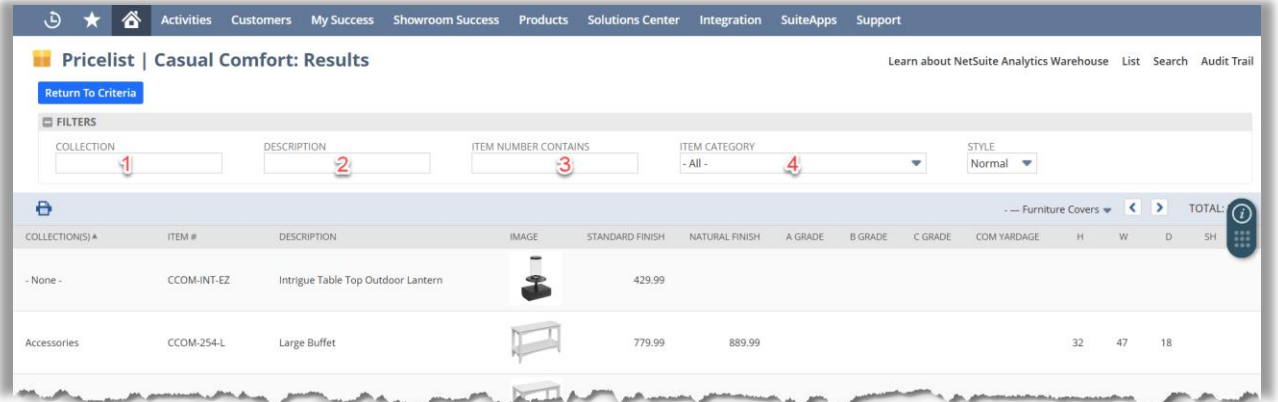
Searching The Digital Pricelist In NetSuite

Shortcut: NetSuite/Vendor Record/Pricelists and Information Tab/Just below the tab



You can search by:

1. Collection
2. A key word in the description
3. Item number, full or partial SKU
4. Item Category

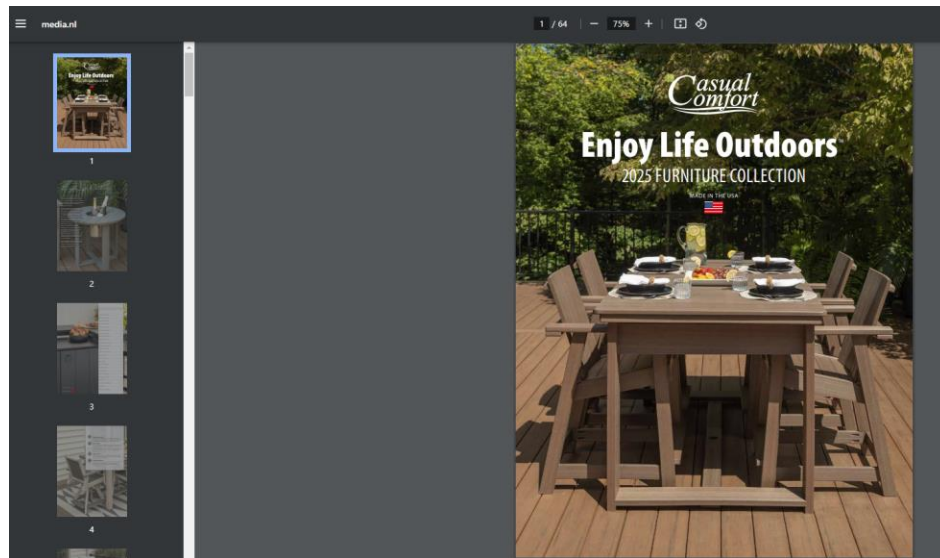


Viewing the Digital Catalog in NetSuite

Shortcut: NetSuite/Vendor Record/Pricelists and Information Tab/Point of Sale Subtab

Traditionally, manufacturer catalogs were printed every year and hard copies were distributed. Catalogs are now digital and can be quickly searched using by the computer instead of flipping page by page.

Search Short Cut: <CTRL><F>, type what you are looking for in the search box.



Using the Item Lookup Shortcut

When you are learning the system start with the Item Lookup portal on the NetSuite home screen.

Search Filters













When using the Item Look Up Shortcut you will see the following filters. You can search by an individual criteria or link criteria together for a narrowed search.

Note: You must clear the filters to start a new search

Filter	What?	Why?
Item Status	Current Stocking Item Dropped By Leaders Special Order	Look for closeouts, or unique items that have been ordered in the past.
Brand	Filter by Brand Name	Narrow your search to products made by a specific brand
Collection	Filter by the Collection Name	Narrow your search to see only specific items that go to a collection across several brands. Example: Type Bali into the Collection filter and see the cushions and frames that make up the items in the collection.
Description	Look for key words in item descriptions	Search the descriptions to find items with unique attributes or that fit a criteria. Example: Search Collection "Empire," Description "Dining" to see all the items in the collection that make up a dining set tables and chairs included
Category	Narrow your search to find items with certain product categories	Search by category to see all the items we carry in a certain category regardless of brand.
Style	N/A	This allows to toggle the mode you view your results.

Search Results

The search results for Collection “Madeira” look like the following. Can you identify the Base SKU? It has a SKU with no options and there are not options pictures. See the red highlight in the image below.

INTERNAL ID	SKU #	DESCRIPTION	LEADERS OUR LOW	COLLECTION	BRAND	BASE IMAGE	OPTION 1	OPTION 2	OPTION 3	AVAILABLE	ON HAND	BACK ORDERED	STATUS
14216	GARD-031809SL	Sling Chaise Lounge with Arms, Adjustable Back, Stackable	249.99	Madeira	Garden Classics		No Options						Special Order
14599	GARD-031809SL ; GARD-031809SL,CHA,SDN	Sling Chaise Lounge with Arms, Adjustable Back, Stackable, CHA - Charcoal Frame & SDN - Sand Dune Color, Madeira	249.99	Madeira	Garden Classics					20	20		Current Stocking Item
14590	GARD-031809SL ; GARD-031809SL,TXW,MMT	Sling Chaise Lounge with Arms, Adjustable Back, Stackable, TXW - Textured White Frame & MMT - Morning Mist Sling Fabric Color, Madeira	249.99	Madeira	Garden Classics					402	510	32	Current Stocking Item
14593	GARD-031809SL ; GARD-031809SL,SGY	Sling Chaise Lounge with Arms, Adjustable Back, Stackable, TXW - Textured White Frame & SGY - Stormy Grey Sling Fabric Color, Madeira	249.99	Madeira	Garden Classics								Current Stocking Item
14596	GARD-031809SL ; GARD-031809SL,TRB	Sling Chaise Lounge with Arms, Adjustable Back, Stackable, TXW - Textured White Frame & TRB - Tranquil Blue Sling Fabric Color, Madeira	249.99	Madeira	Garden Classics								Current Stocking Item
14217	GARD-031809VV	Woven Chaise Lounge with Arms, Adjustable Back, Stackable	299.99	Madeira	Garden Classics								Special Order
14727	GARD-031809VV ; GARD-031809VV,CHA,NTM	Woven Chaise Lounge with Arms, Adjustable Back, Stackable, CHA - Charcoal Frame & NTM - Nutmeg Weave Color, Madeira	299.99	Madeira	Garden Classics								Current Stocking Item

Detailed Information

Click on the SKU number to see detailed information about the item.

Primary Information

Information about the item to describe it and define it in the computer

Field	What is it
Internal ID	ID Number to reference the item when programing NetSuite
Item Name/Number	The full SKU for the item in Vendor-Frame, Finish, Fabric format
Display Name	Description of the base SKU of the item
Sales Description	Description of the item including option attributes
Item Status	Defines the current stocking status of the item.
Nail Down	If this box is checked the item cannot be sold off the retail floor
Item Category	Defines the category the item is in for tracking sales metrics
Assembly Needed	This box will be checked if an item needs to be assembled
Subitem Of	Base SKU of the item
Item Display Thumbnail	Image of the item

Measurements

Particulars about the size of the product.

The screenshot shows the Oracle NetSuite interface for an inventory item. The top navigation bar includes 'ORACLE NETSUITE', 'LEADERS HOLDING CO.', a search bar, and user information for 'Tim Newton'. The main header shows 'Inventory Item' with a search icon and 'List Search' links. The item identifier is 'GARD-031830SL, TXW, TRB'. Below this, there are 'Actions' and a message: 'You do not have access to Documents and Files.' The 'Primary Information' section displays item details: Internal ID 14594, Item Name/Number GARD-031830SL, TXW, TRB, Display Name/Code Stationary Sling Dining Arm Chair, Stackable, Sales Description Stationary Sling Dining Arm Chair, Stackable, TXW - Textured White Frame & TRB - Tranquil Blue Sling Fabric Color, Madeira, Item Status Current Stocking Item, Item Category Aluminum Sling/Strap Dining, Stools & Seating, and Subitem of GARD-031830SL. An item display thumbnail shows a black chair. The 'Measurements' section is highlighted in red and contains a table with columns: COM YARDAGE, HEIGHT, WIDTH, DEPTH, SEAT HEIGHT, ARM HEIGHT, and WEIGHT. The values are: COM YARDAGE (blank), HEIGHT 39, WIDTH 24, DEPTH 29.75, SEAT HEIGHT (blank), ARM HEIGHT (blank), and WEIGHT (blank). The 'Add Ons' section includes checkboxes for 'FABRIC PROTECTION ELIGIBLE' (unchecked), 'PROTECTION PLUS ELIGIBLE' (checked), 'PRICE FOR FABRIC PROTECTION' (blank), 'PRICE FOR PROTECTION PLUS' (25.00), and 'USE AS CATEGORY ONLY' (unchecked). The bottom section is 'Inventory Detail' with tabs for 'Locations', 'Pricing', 'Related Records', and 'Communication'. The 'Locations' tab is active, showing a list of physical locations: 'All', 'None', 'Mine', and 'Distribution Center'. A 'VIEW' dropdown is set to 'Inventory'.

Field	What is it
COM Yardage	Number of yards of fabric needed if a customer would like to supply their own fabric
Overall Dimensions	Height, Width, Depth, Seat Height, Arm Height, Weight
Weight	Weight of the complete item not packaged for shipping

Add Ons

This area displays the add on sales the product is eligible for.

Field	What is it
Fabric Protection Eligible	This will be checked if fabric protection can be applied to the item
Price for Fabric Protection	Price to apply fabric protection

Tabs

Below add ons you will see the tabs for the form. They include the following:

Tab	Information it holds	Subtabs
Inventory Detail	Shows the location and status of inventory in the company and inventory on purchase orders coming to the company.	Locations – Inventory by location Purchase Orders Pending – Order for inventory yet to be received Open Transfer Orders – Transfers within the company that have not been completed Open Sales Orders Inventory Statuses
Pricing	The price of the item at all available levels	N/A
Related Records	Shows the history of all transactions that had the item on it	N/A

Inventory Detail Tab

Locations Subtab

#	PHYSICAL LOCATION	QUANTITY ON HAND	QUANTITY COMMITTED	QUANTITY AVAILABLE	QUANTITY ON ORDER	QUANTITY IN TRANSIT
1	-Distribution Center	559	266	293	2	16
2	Boca Raton Showroom	10		10		
3	Bradenton Showroom	3	2	1	23	
4	Brandon Showroom					
5	Casselberry Showroom				8	
6	Clearwater Showroom				16	

Filters

	What?	
1	Locations Filter	Change your view to only include the inventory of a single location
2	Items Status by Location	A detailed view of inventory by location by status

Columns

Note: All columns can be sorted by clicking on the header

Column Headers	What it means...
Physical Location	The location that the information on the row represents
Quantity on Hand	Total quantity in the location including committed inventory
Quantity Committed	The amount of inventory in the location committed to a sale
Quantity Available	Quantity on Hand – Quantity Committed. The amount of the item at the location not on a sales order
Quantity on Order	The amount in transit to a location. For the Distribution Center this could include Purchase Orders and incoming transfers from retail locations. For retail locations this is for product coming in on a transfer only.
Quantity in Transit	The amount of inventory scheduled to leave on a transfer but have not yet started their journey.
Quantity Back Ordered	The number of items that are committed on sales orders to fulfill from that location but are not in the location. This could also show items for a sales order scheduled to fulfill from that location that are not committed to a sales order.
Preferred Stock Level	The amount of an item that the system will automatically keep at a retail location.

Purchase orders Pending Subtab

ORDER DATE	CREATED FROM	PO#	ITEM	ORDER QTY	QTY RECEIVED	QTY ON ORDER	ETA
05/22/2019	PO#HSTG	441862113	GARD-S211 - GARD-S211 & CRK	2	0	2	07/16/2019

Columns

Note: All columns can be sorted by clicking on the header

Column Headers	What it means...
Order Date	Date the purchase order on the row was ordered
Created From	If the item was a special order for a sales order the Sales Order that the purchase order was created for will show here
PO#	Purchase order number
ACK#	Acknowledgement number from the factory
Item#	The SKU number that was ordered
Order QTY	The number of the SKU number that was ordered on the purchase order
QTY Received	If the purchase order was partially received it will show an amount received less than the total quantity ordered
QTY On Order	The quantity of the SKU that was order but no yet received
ETA	The estimated date of arrival for items not yet received on the purchase order
Central Status	For Central Cushion (CENT-) items only: Once the cushions on this order start production, this field will tell you what stage of production they are in.

Open Transfer Orders Subtab

Date	Type	Document Number	From Physical Location	To Physical Location	Created By	Date Created	Status	Quantity
04/23/2019	Transfer Order	TOWH569	Distribution Center	Bradenton Showroom	Tim Neavon	04/23/2019 4:34 pm	Pending Fulfillment	-1
05/02/2019	Transfer Order	TOWH572	Distribution Center	Bradenton Showroom	Tim Neavon	05/02/2019 4:33 pm	Pending Fulfillment	-1
05/06/2019	Transfer Order	TOWH574	Distribution Center	Bradenton Showroom	Tim Neavon	05/06/2019 5:54 pm	Pending Fulfillment	-1
05/12/2019	Transfer Order	TOWH576	Distribution Center	Bradenton Showroom	Tim Neavon	05/12/2019 10:20 am	Pending Fulfillment	-1
05/12/2019	Transfer Order	TOWH577	Distribution Center	Bradenton Showroom	Tim Neavon	05/12/2019 10:27 am	Pending Fulfillment	-1
05/15/2019	Transfer Order	TOWH580	Distribution Center	Bradenton Showroom	Jim DuDeville II	05/15/2019 9:05 pm	Pending Receipt	-1
05/20/2019	Transfer Order	TOWH581	Distribution Center	Bradenton Showroom	Tim Neavon	05/20/2019 9:21 pm	Pending Fulfillment	-1
05/22/2019	Transfer Order	TOWH582	Distribution Center	Casiberry Showroom	Matt Randolph	05/22/2019 4:05 pm	Pending Receipt	-1
05/22/2019	Transfer Order	TOWH583	Distribution Center	Cleavener Showroom	Matt Randolph	05/22/2019 4:24 pm	Pending Receipt	-1
05/24/2019	Transfer Order	TOWH586	Distribution Center	Bradenton Showroom	Ron Skramels	05/24/2019 4:20 pm	Pending Fulfillment	-1
05/24/2019	Transfer Order	TOWH582	Distribution Center	Casiberry Showroom	Sarah Pison	05/24/2019 4:33 pm	Pending Fulfillment	-1
05/28/2019	Transfer Order	TOWH597	Distribution Center	Cleavener Showroom	Morgan J Burke	05/28/2019 10:17 am	Pending Fulfillment	-1
05/28/2019	Transfer Order	TOWH594	Distribution Center	Delray Beach Showroom	Morgan J Burke	05/28/2019 10:28 am	Pending Fulfillment	-1

	What?	
1	Locations Filter	Change your view to only include the transfers for a single location
2	Transfer information	A table of the details of pending transfers

Columns

Note: All columns can be sorted by clicking on the header

Column Headers	What it means...
Date	Date the record was created
Type	The record type of the row
Document Number	The transfer record number
From Physical Location	The physical location the item is going to leave from
To Physical Location	The physical location the item is going to
Created By	The user that created the record
Date Created	The date and time the record was created
Status	Pending Fulfillment – Item has not started to transfer Pending Receipt – Item is in transit
Quantity	The number of items to be transferred. This number will show negative because you are moving inventory out of its existing location

Inventory Detail Subtab

Inventory Detail Pricing Related Records							
Locations • Purchase Orders Pending Open Transfer Orders Open Sales Orders • Inventory Statuses •							
EDIT	ORDER DATE ▲	SALES ORDER	CUSTOMER	ESTIMATED READY DATE	QUANTITY	QUANTITY COMMITTED	COMMIT FROM LOCATION
Edit	05/15/2021	SOBRN3619	101005 Bobbi Desmond	09/07/2021	2 2		Brandon Showroom
Edit	08/17/2021	SOJEN634	107036 Elizabeth Haddad	08/27/2021	2 2		Jensen Beach Showroom
Edit	08/18/2021	SOWHS4993	64699 William Lippolis	08/31/2021	4 4		-Distribution Center

Columns

Column Headers	What it means...
Order Date	Date the order was placed
Sales Order	Sales Order number
Customer	Customer account number and name
Estimated Ready Date	Date entered on the Sales Order of the estimated date all items will be ready for fulfillment. This is controlled by the sales associate, not NetSuite
Quantity	The number of items on the sales order
Quantity Committed	The number of the SKU you have looked up, on each order
Commit From Location	The location the items will be reserved to

Inventory Statuses Subtab

Inventory Detail Pricing Related Records			
Locations • Purchase Orders Pending Open Transfer Orders Open Sales Orders • Inventory Statuses •			
VIEW	PHYSICAL LOCATION		
Inventory Status On Hand	- All -	1	
Customize View			
STATUS ▲	PHYSICAL LOCATION	ON HAND	AVAILABLE
As Is	-Distribution Center	5	No
Damaged	-Distribution Center	15	No
Saleable	Brandon Showroom	2	Yes
Saleable	Lakeland Showroom	4	Yes
Saleable	Jensen Beach Showroom	2	Yes
Saleable	-Distribution Center	6	Yes
Saleable	Delray Beach Showroom	2	Yes

	What?	
1	View	Only option is Inventory Status on Hand
2	Physical Location	You can sort inventory status by specific location. All shows the entire company.

Columns

Note: All columns can be sorted by clicking on the header

Column Headers	What it means...
Status	Status of the item
Physical Location	The location of the specific item(s) on the row
On Hand	Number of items with the specific status at the location
Available	Available to sell, Yes or No

Pricing Tab




Price Levels Subtab

All the price levels an item can be sold at. These prices populate automatically on a Sales Order based on the customer type.

Inventory Detail Pricing Related Records Communication		
Price Levels • Point of Purchase Files •		
PRICE LEVEL	DEFAULT DISCOUNT %	AMOUNT
Retail Our Low		90.00
Commercial 12+		75.60
Commercial 20+		71.10
Commercial 50+		66.60
Commercial/Designer Pending Approval		90.00
Design Partner		75.60
Wholesale		66.00
Online Price		

Point of Purchase Files Subtab

All the retail Floor Easels and item price tags can be printed from here.

Inventory Detail Pricing Related Records Communication					
Price Levels • Point of Purchase Files •					
ATTACHED FILES	FOLDER	SIZE (KB)	LAST MODIFIED	DOCUMENT TYPE	DOWNLOAD
 Empire Bistro_Back.pdf	Easels	420	06/08/2019 12:44 pm	PDF File	download
 Empire Bistro_Front.pdf	Easels	527	06/08/2019 12:44 pm	PDF File	download
 GARD-3211,B,##.pdf	Price Tags	113	06/08/2019 12:44 pm	PDF File	download

Related Records Tab

Transactions Subtab

A history of transactions with this specific item on it

Inventory Detail

Pricing

Related Records

Communication

Transactions

TYPE

- All -

VIEW

Item

Customize View

DATE ▲	TYPE	DOCUMENT NUMBER	NAME	QUANTITY	RATE	AMOUNT	RETAIL TRANSFER	SALE	CUSTOMER NAME	SPLIT SALE	DRIVERS
03/31/2019	Sales Order	SOBRT129	23480 NXTurn_Test01	1	80.00	90.00				No	
04/18/2019	Sales Order	SOBRT135	47175 Test April1819	1	80.00	80.00				No	
04/18/2019	Sales Order	SOBRT135	47175 Test April1819	1	80.00	80.00				No	
04/18/2019	Sales Order	SOBRT136	47175 Test April1819	1	80.00	80.00				No	
04/18/2019	Sales Order	SOBRT137	47175 Test April1819	1	80.00	80.00				No	