



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.

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. Example: Search "umbrella" to see all the umbrellas we carry by all manufacturers.
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.

ITEM ID	SKU	DESCRIPTION	UNIT PRICE	COLOR	STATUS	IMAGE	OPTIONS	PRICE	QUANTITY	DATE	STATUS	TOTAL
14216	SARS-011000L	Sling Chair Lounge with Arms, Adjustable Back, Stackable	229.99	MADEIRA	Current		No Options				Special Order	
14098	SARS-011000L - SARS-011000L.TW.50M	Sling Chair Lounge with Arms, Adjustable Back, Stackable, CHA - Charcoal Frame & 50M - Sand Stone Color, Madeira	239.99	MADEIRA	Current				32	32	Current Stocking Item	
14099	SARS-011000L - SARS-011000L.TW.50Y	Sling Chair Lounge with Arms, Adjustable Back, Stackable, TW - Textured White Frame & 50Y - Stormy Gray Sling Fabric Color, Madeira	249.99	MADEIRA	Current				32	32	Current Stocking Item	
14099	SARS-011000L - SARS-011000L.TW.50Y	Sling Chair Lounge with Arms, Adjustable Back, Stackable, TW - Textured White Frame & 50Y - Stormy Gray Sling Fabric Color, Madeira	249.99	MADEIRA	Current						Current Stocking Item	
14099	SARS-011000L - SARS-011000L.TW.75B	Sling Chair Lounge with Arms, Adjustable Back, Stackable, TW - Textured White Frame & 75B - Tranquil Blue Sling Fabric Color, Madeira	249.99	MADEIRA	Current						Current Stocking Item	
14217	SARS-011000Y	Sling Chair Lounge with Arms, Adjustable Back, Stackable	239.99	MADEIRA	Current						Special Order	
14027	SARS-011000W - SARS-011000W.CHA.50M	Woven Chair Lounge with Arms, Adjustable Back, Stackable, CHA - Charcoal Frame & 50M - Natural Wood Color, Madeira	239.99	MADEIRA	Current						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

The screenshot shows the Oracle NetSuite interface for an Inventory Item. The top navigation bar includes links for Activities, Orders, Customers, Follow Up, Requisitions Center, Returns, Products, and Integrations. The main header displays the item name 'Inventory Item' and the SKU 'GARD-031830SL,TXW,TRB'. Below this, there are tabs for 'Primary Information', 'Measurements', 'Add Data', and 'Inventory Detail'. The 'Primary Information' tab is active, showing fields for Internal ID (74094), Item Name/Number (GARD-031830SL,TXW,TRB), Display Name (Scorpio Big Strong Arm Chair, Seabird), Sales Description (Scorpio Big Strong Arm Chair, Seabird, 2018 - Teakwood White Frame & TRB - Teakwood Blue Strong Fabric Color, Marine), Item Status (Current Stocking Item), Nail Down (Nail Down Item), Item Category (Marine - Single Strong Dining, Seating), Assembly Needed (Assembly Needed), Subitem Of (GARD-031830SL), and Item Display Thumbnail (a chair). The 'Measurements' tab shows dimensions: Height (38), Width (24), Depth (26.75), and Weight. The 'Add Data' tab shows a checkbox for 'Add Protection Plus' and a price of \$23.00. The 'Inventory Detail' tab shows a list of locations with columns for Name, Location, and Distribution Center.

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	Black and white image of the item
Total Quantity on Hand	Total number of the item in all locations


Measurements
Particulars about the size of the product.

Particulars about the size of the product.

Inventory Item

GARD-031830SL,TXW,TRB

Primary Information

INTERNAL ID: 14394 ITEM NUMBER/SKUS: GARD-031830SL,TXW,TRB DISPLAY NAME/VECTOR: Stonemaster Sing Strong Arm Chair, Stonemaster SALES DESCRIPTION: Stonemaster Sing Strong Arm Chair, Cordedale, TXW - Textured White Frame & TRB - Translucent Blue Sing Fabric Color, Marple	ITEM STATUS: Current Stocking Item <input type="checkbox"/> MAIL ORDER ITEM ITEM CATEGORY: Aluminum Sing Strong Dining, Seating & Seating <input type="checkbox"/> ASSEMBLY REQUIRED SUBTYPE OF GARD-031830SL	ITEM DISPLAY THUMBNAI  TOTAL QUANTITY ON HAND
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Measurements

DESCRIPTION	HEIGHT	WIDTH	DEPTH	SEAT HEIGHT	ARM HEIGHT
CORDEDAL	28	24	28.75		

Add Data

<input type="checkbox"/> FABRIC PROTECTION ALLOWED	<input checked="" type="checkbox"/> PROTECTION PLUS ALLOWED
PRICE FOR FABRIC PROTECTION	PRICE FOR PROTECTION PLUS
	25.00

☐ USE AD CATEGORY ONLY

Inventory Detail | **Ordering** | **Related Records** | **Communication**

Locations | Purchase Orders Pending | Open Transfer Orders

PHYSICAL LOCATION

- No.
- Name
- Zone
- Distribution Center

Add Location (+) | Displayed Available Locations (-) | Add Location

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.

Inventory Item GARD-031830SL, TXW, TRB

Item Information

ITEM ID: 14394
 ITEM NAME: GARD-031830SL, TXW, TRB
 DISPLAY NAME: Stationary Sing Dining Arm Chair, Steelable
 SALES DESCRIPTION: Stationary Sing Dining Arm Chair, Steelable, TXW - Textured White Frame & TRB - Tranquil Blue Sing Fabric Color, Machine
 ITEM STATUS: Current Stocking Item
 ITEM CATEGORY: Aluminum Sing Dining, Seating & Seating
 ASSEMBLY: ASSEMBLY
 GARD-031830SL

Measurements

ITEM NAME: GARD-031830SL, TXW, TRB
 WEIGHT: 28
 WIDTH: 24
 DEPTH: 26.75
 SEAT HEIGHT: 18
 BACK HEIGHT: 26.75
 WEIGHT: 28

Add Ons

NAME: PROTECTION PLUS
 PRICE FOR FABRIC PROTECTION: 25.00
 USE AS CATEGORY ONLY: ☐

Inventory Detail History Related Records Communication

Locations Purchase Orders Pending Open Transfer Orders

PHYSICAL LOCATION:
 NAME:
 WARE:
 DISTRIBUTION CENTER:

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
Use as Category Only	This field is not used

Tabs

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

The screenshot shows the Oracle NetSuite interface for an 'Inventory Item' form. The item is 'GARD-031830SL, TXW, TRB'. The form is divided into several sections: 'Item Information', 'Measurements', 'Add Ons', and 'Inventory Detail'. The 'Inventory Detail' tab is highlighted with a red box. Below the red box, there are sub-tabs: 'Locations', 'Purchase Orders Pending', and 'Open Transfer Orders'. The 'Locations' sub-tab is currently selected, showing a table with columns for 'Physical Location', 'Name', 'Ware', and 'Distribution Center'. The table is currently empty.

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
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
Communication	Information coming soon....	

Inventory Detail Tab

Locations Subtab

Physical Location	Quantity on Hand	Quantity Committed	Quantity Available	Quantity on Order	Quantity in Transit
Distribution Center	234	200	34	0	16
San Jose Warehouse	10	0	10	0	0
San Jose Warehouse	0	0	0	0	0
San Jose Warehouse	0	0	0	0	0
San Jose Warehouse	0	0	0	0	0
San Jose Warehouse	0	0	0	0	0

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



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

Open Transfer Orders Subtab

Date	Type	Document Number	From Physical Location	To Physical Location	Created By	Date Created	Status	Quantity
08/22/2019	Transfer Order	7010484	Overseas Design	Overseas Design	Overseas Design	08/22/2019 4:24 am	Pending Fulfillment	1
08/22/2019	Transfer Order	7010485	Overseas Design	Overseas Design	Overseas Design	08/22/2019 4:24 am	Pending Fulfillment	1
08/22/2019	Transfer Order	7010486	Overseas Design	Overseas Design	Overseas Design	08/22/2019 4:24 am	Pending Fulfillment	1
08/22/2019	Transfer Order	7010487	Overseas Design	Overseas Design	Overseas Design	08/22/2019 4:24 am	Pending Fulfillment	1
08/22/2019	Transfer Order	7010488	Overseas Design	Overseas Design	Overseas Design	08/22/2019 4:24 am	Pending Fulfillment	1
08/22/2019	Transfer Order	7010489	Overseas Design	Overseas Design	Overseas Design	08/22/2019 4:24 am	Pending Fulfillment	1
08/22/2019	Transfer Order	7010490	Overseas Design	Overseas Design	Overseas Design	08/22/2019 4:24 am	Pending Fulfillment	1
08/22/2019	Transfer Order	7010491	Overseas Design	Overseas Design	Overseas Design	08/22/2019 4:24 am	Pending Fulfillment	1
08/22/2019	Transfer Order	7010492	Overseas Design	Overseas Design	Overseas Design	08/22/2019 4:24 am	Pending Fulfillment	1
08/22/2019	Transfer Order	7010493	Overseas Design	Overseas Design	Overseas Design	08/22/2019 4:24 am	Pending Fulfillment	1
08/22/2019	Transfer Order	7010494	Overseas Design	Overseas Design	Overseas Design	08/22/2019 4:24 am	Pending Fulfillment	1
08/22/2019	Transfer Order	7010495	Overseas Design	Overseas Design	Overseas Design	08/22/2019 4:24 am	Pending Fulfillment	1
08/22/2019	Transfer Order	7010496	Overseas Design	Overseas Design	Overseas Design	08/22/2019 4:24 am	Pending Fulfillment	1
08/22/2019	Transfer Order	7010497	Overseas Design	Overseas Design	Overseas Design	08/22/2019 4:24 am	Pending Fulfillment	1
08/22/2019	Transfer Order	7010498	Overseas Design	Overseas Design	Overseas Design	08/22/2019 4:24 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

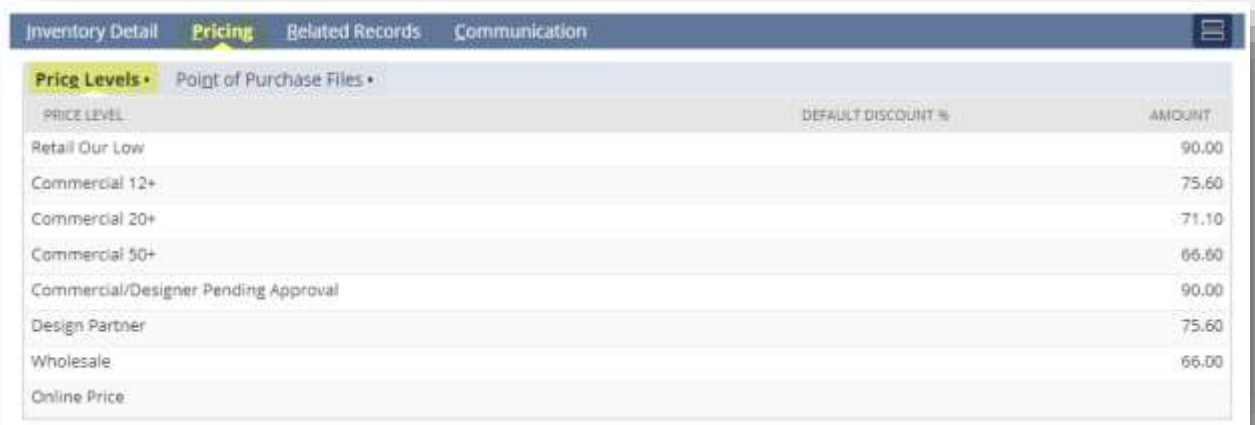
Note: All columns can be sorted by clicking on the header

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

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.

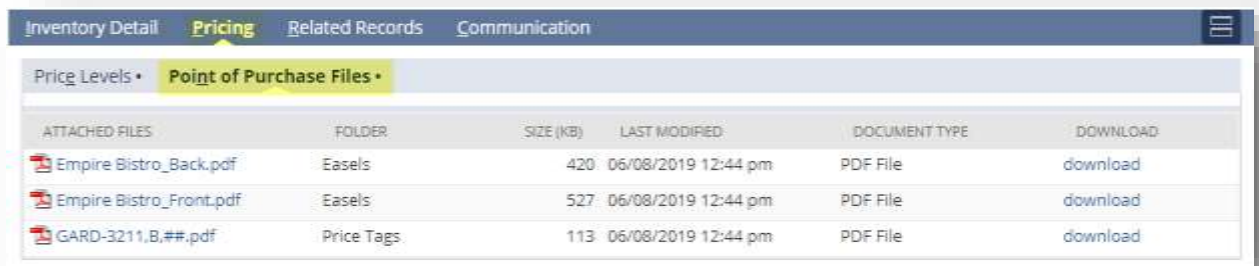


The screenshot shows the 'Price Levels' subtab under the 'Pricing' tab. It displays a table with columns: PRICE LEVEL, DEFAULT DISCOUNT %, and AMOUNT. The table lists various price levels and their corresponding amounts.

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.



The screenshot shows the 'Point of Purchase Files' subtab under the 'Pricing' tab. It displays a table with columns: ATTACHED FILES, FOLDER, SIZE (KB), LAST MODIFIED, DOCUMENT TYPE, and DOWNLOAD. The table lists three PDF files related to Empire Bistro and price tags.

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



The screenshot shows the 'Transactions' subtab under the 'Related Records' tab. It displays a table with columns: DATE, TIME, DOCUMENT NUMBER, NAME, QUANTITY, RATE, AMOUNT, RETAIL TRANSFER, SALE, CUSTOMER NAME, GROSS SALE, and DEDUCTIONS. The table lists several sales orders with their details.

DATE	TIME	DOCUMENT NUMBER	NAME	QUANTITY	RATE	AMOUNT	RETAIL TRANSFER	SALE	CUSTOMER NAME	GROSS SALE	DEDUCTIONS
03/21/2019		SOBRT129	23480 RKTurn_test01	1	80.00	80.00			No		
04/18/2019		SOBRT125	47175 Test April 18 19	1	80.00	80.00			No		
04/18/2019		SOBRT125	47175 Test April 18 19	1	80.00	80.00			No		
04/18/2019		SOBRT126	47175 Test April 18 19	1	80.00	80.00			No		
04/18/2019		SOBRT137	47175 Test April 18 19	1	80.00	80.00			No		