LEADERS HOLDING CO.™
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.

Table of Contents

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

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.

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	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.

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
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:

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

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

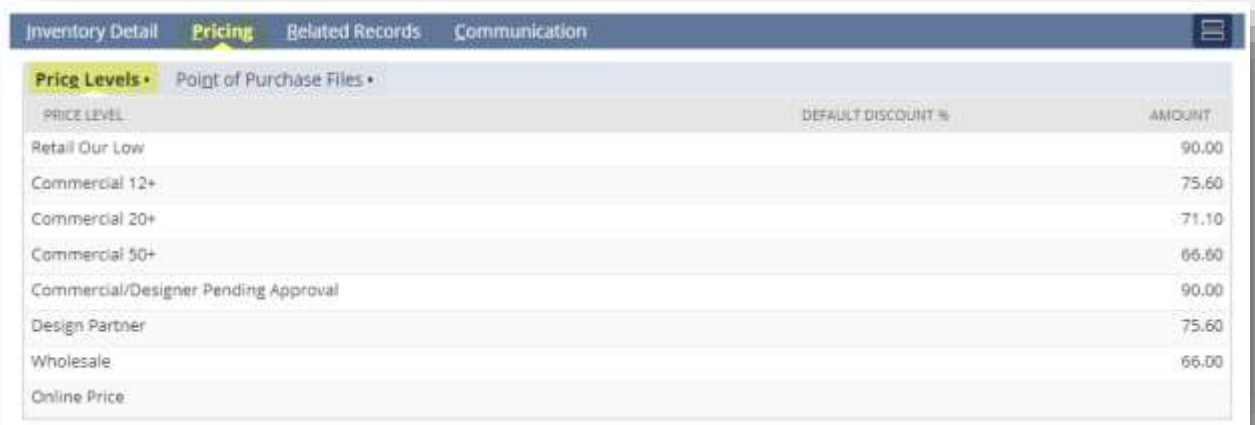|	What?	
1	Locations Filter	Change your view to only include the transfers for a single location
2	Transfer information	A table of the details of pending transfers

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.
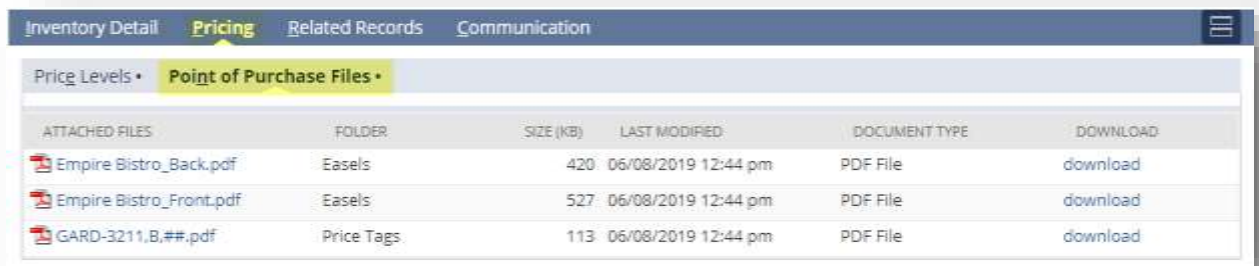

Point of Purchase Files Subtab

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

Related Records Tab
Transactions Subtab

A history of transactions with this specific item on it